



John Wright
Town Clerk

Lyme Regis Town Council

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

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 12 July 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
07.07.23

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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2023/24

2. Terms of Reference

To allow the committee to receive its terms of reference

3. 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

4. Apologies

To receive and record apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 10 May 2023

6. 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.

7. Dispensations

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

8. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 May 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.

9. Update Report

There are no updates.

10. Strategy and Finance Objectives

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

11. Member Details on the Council Website

To allow members to consider the publishing of member contact details on the council website

12. Review of the Safe Key Procedure

To allow members to review the council's safe key procedure

13. Budget Performance, 1 April – 30 June 2023

To inform members of performance against budget from 1 April to 30 June 2023 and of the forecast year-end position at 31 March 2024

14. Rating Revaluation and changes to Rateable Value

To inform members of the outcome of the 2023 rating revaluation and changes to the rateable value of the council's main property assets

15. Dog-related Public Space Protection Order

To allow members to agree a process for the completion of Dorset Council's dog-related Public Space Protection Order survey

16. Accreted Land at Monmouth Beach

To inform members of any further information received from Natural England about the storage of boats by Dorset Council on the land owned by this council at the Monmouth Beach Site of Special Scientific Interest (SSSI) (accreted land) and to seek instructions as appropriate

17. Land Stability at Monmouth Beach and Ware Cliff

To inform members of the extent of land movement at Monmouth Beach and Ware Cliff during the previous 12 months

18. List of Payments

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

19. Investments and Cash Holdings

To inform members of the council's current reserve position

20. MUGA at Anning Road Playing Field

To inform members of the covenants affecting the Anning Road playing field and how these might impact on the planned delivery of a multi-use games area (MUGA)

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

21. Fraudulent Activity

To inform members of recent fraudulent activity

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

22. Debtors' Report

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

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

23. 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 20 – MUGA at Anning Road Playing Field**
- b) Agenda item 21 – Fraudulent Activity**
- c) Agenda item 22 – Debtors' Report**

Committee: Strategy and Finance

Date: 12 July 2023

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2023/24

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2023/24
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2023/24

Background

1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.'

7. The election of the chairman and vice-chairman of the Strategy and Finance Committee will be reported to the Full Council on 26 July 2023.

John Wright
Town clerk
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Strategy and Finance Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

John Wright
Town clerk
July 2023

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
- 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

3. Strategy and Finance Committee

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:

- 3.1.1 Preparation and management of the council's budget and precept
- 3.1.2 Review of inventory of land and assets, including buildings and office equipment
- 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
- 3.1.4 Treasury management
- 3.1.5 The development and review of the corporate plan
- 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
- 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
- 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.
- 3.1.9 Receive details of formal complaints made to the council
- 3.1.10 Compliance with legislation, regulation and best practice
- 3.1.11 Review the list of payments and debtors' reports
- 3.1.12 Carrying out functions on behalf of the Full Council, in particular the:
 - 3.1.12.1 Review and adoption of standing orders and financial regulations
 - 3.1.12.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 3.1.12.3 Review of the system of internal control and risk management
 - 3.1.12.4 Establishing or reviewing the council's complaints' procedure
 - 3.1.12.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the Uk Data Protection Regulations, which came into force on 1 January 2021
 - 3.1.12.6 To receive the internal auditor's reports
 - 3.1.12.7 Performance management

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 MAY 2023

Present

Chairman: Cllr M. Ellis

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

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

22/79/SF Public Forum

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

22/80/SF Apologies for Absence

None.

22/81/SF Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, the minutes of the meeting held on 22 March 2023 were **ADOPTED**.

22/82/SF Disclosable Pecuniary Interests

Cllr B. Bawden declared a non-pecuniary interest in agenda item 12, Project Proposals as she lived opposite the proposed site for the multi-use games area.

22/83/SF Dispensations

There were none.

22/84/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 22 March 2023**Office Options Appraisal Report**

Cllr D. Sarson asked if there was any idea of the programme of works if the council went for the option of office refurbishment.

The town clerk said the council had already chosen the option of office refurbishment and the deputy town clerk intended to take a report to the next Town Management and Highways Committee meeting.

22/85/SF Update Report

There were no updates.

Cllr B. Larcombe asked if the work to the harbourmaster's store could be completed before the target date of March 2024 as this seemed a long way off and the council had been aware for some time that it would be vacated by Dorset Council (DC).

The town clerk said the deputy town clerk would take an outline programme to the Full Council meeting on 17 May 2023 but the work depended on various factors, such as availability of contractors and the extent of the work, and the timing of the work was an issue because it could be affect the summer season. However, if officers felt the work could be completed earlier than March 2024, they would inform members.

Cllr B. Larcombe asked which committee would consider the detail and management of the works and what plans had already been developed.

The town clerk said if the Full Council approved the programme, the management would be delegated to the Town Management and Highways Committee. He said the money for this project had only been available since April 2023.

Cllr M. Ellis said this was not the only project being dealt with; officers were managing lots of others.

Cllr B. Bawden said the town council insisted DC vacated the store because it wanted to do the work straight away so it had caused some annoyance from DC that the work hadn't started yet.

Cllr M. Ellis said there was more work required to the store than envisaged.

The town clerk said he couldn't recall officers saying the work would start immediately and reminded members the town council had been trying to get the building back from DC for over three years.

Cllr R. Smith asked if there was any way new councillors could vote on committees before having to wait for Full Council approval and suggested this could be provisionally approved by the mayor, town clerk and committee chairman.

The town clerk said the Full Council had to receive the declaration of acceptance of office and the Full Council was responsible for approving committee membership, at which point new members could be appointed to committees.

Cllr C. Aldridge said at the moment, draft minutes were not seen by the committee chairman until they were presented to the committee so there was no opportunity to comment on them. She also asked if the council could consider changing the rules around recorded votes, as currently any individual councillor could request a recorded vote but she felt it should be something that's voted on.

The support services manager said the standing order relating to recorded votes was a mandatory clause so this couldn't be changed.

The town clerk said officers could let chairmen see draft minutes but in the past they had found some chairmen didn't get them back in time.

The support services manager said there had also been issues with some chairmen re-writing minutes.

Cllr B. Larcombe said some minutes were extensive and almost included verbal exchanges between members, whereas others were quite brief. He felt it would also be useful if the minutes could contain an actions column as it made it very clear who was going to do what and when, as recommendations went forward to Full Council but there were other things the committee could take away as an action.

The town clerk said he wasn't aware of other councils presenting minutes in this way as recommendations had to go to Full Council but if an action needed to be brought forward because of a deadline before the Full Council, this was pointed out to members and a consensus was sought. He said he would like members to be clear when they asked officers to do something to avoid ambiguity.

The town clerk said at the chairmen's meetings, officers summarised all the actions from the previous cycle of meetings. He said he would be happy to circulate the actions to the rest of the members.

Cllr B. Bawden asked if members could see the minutes much sooner after the meetings.

The town clerk said there were some practical issues and other priorities which meant the minutes might not be available straight away but officers would endeavour to do this. He said if minutes were sent to chairmen and made available to other members, they would be for information only; it wasn't an early opportunity for members to propose changes or debate their content by email ahead of the meeting.

Cllr R. Smith asked for clarification on the difference between recommendations and resolutions and whether recommendations could be made if there was no report on the agenda.

The town clerk said committees made recommendations to the Full Council and then the Full Council made resolutions to approve the recommendations.

Cllr M. Ellis said members couldn't debate and make recommendations on things that were not on the agenda because the public wouldn't have been made aware that the issue was to be debated and have an opportunity to attend the meeting.

The town clerk said if members drifted away from the agenda item but there was a consensus that officers should action something, they would reasonably pursue this direction. He said several members had asked for more governance training and this was scheduled to take place during the day on 5/6 June 2023. The town clerk said an evening session would be organised for those who couldn't attend.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised standing orders.

22/88/SF Review of Financial Regulations

Regarding paragraph 8.6, External Borrowing, Cllr B. Larcombe wanted confirmation there would be no borrowing without a decision from the council.

The town clerk said any borrowings were reported regularly to the council. However, any decision to borrow money, as with investing money, would be the council's decision and officers would then action it.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised financial regulations.

22/89/SF The Annual Review of the Communications/PR Policy and Procedure

Cllr B. Larcombe asked if the council could make more use of its noticeboards to share information as this had been raised by a resident at the annual meeting of electors. He said the agendas had to be displayed on noticeboards and asked if this was done.

The town clerk said it was no longer a legal requirement to display agendas on noticeboards, the council's website was sufficient. He said it wouldn't be possible to display a whole agenda in a noticeboard as it was too big, but the front cover could be displayed, with a note inviting people to contact the council for more details.

Cllr B. Bawden said at the annual town meeting it was specifically requested that the noticeboard in the middle of town was used as the one under the Guildhall was difficult to access and not many people walked past it.

Cllr G. Stammers suggested the noticeboards could also include information about the public attending meetings and speaking in the public forum.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised Communications/PR Policy and Procedure.

22/90/SF Project Proposals

The town clerk said this led on from the public consultation on objectives and the council now needed to develop project proposals for a spend of up to £150k with a focus on a youth facility; the suggestion was either a multi-use games area (MUGA) or playground equipment. He said the starting point was either a MUGA at Anning Road playing field or a play area in the pitch and putt area, specifically aimed at younger children.

Cllr D. Sarson said he would prefer the council built a MUGA as there was already a large play area at Anning Road. He said he didn't think many parents with young children would walk with their children to the gardens to use the play equipment.

Cllr C. Reynolds said a lot of children used the old BMX humps at the playing field and asked if these would need to go to make way for a MUGA.

The town clerk said there was no need to get rid of the humps as the MUGA would be in the bottom corner playing field. He said officers believed a decent sized MUGA could be fitted there, and stressed it was important the MUGA was big enough to be of use for activities such as five-a-side football and basketball. He said a MUGA at the playing field would principally be used by residents and a play park in the garden would principally be used by tourists.

Cllr C. Reynolds said she understood the middle of the playing field belonged to DC and she asked how the covenant on the field would affect its use. She also had concerns that a new facility there would give rise to complaints from residents, who had complained previously when the teen shelter was there.

The town clerk said the whole field belonged to the town council. He said the covenant restricted part, not all, of the field to under 15s. He acknowledged there

would be the potential for young people to congregate there and there would be noise from the activities, so this was a consideration.

Cllr C. Aldridge said she supported the idea of a MUGA as there would be combined facilities at Anning Road and she felt it would be a shame to use an area of the gardens with great views for a children's play area.

Cllr B. Larcombe also supported the idea of a MUGA at Anning Road as it was surrounded by residents who could keep their eye on what was going on there, it was easily accessible and would be suitable for children of all ages.

Cllr B. Bawden asked if the MUGA would only be for the use of children under 15 due to the covenant and if the facility would include floodlights.

The town clerk said he believed the area was outside the covenant but if members chose to proceed with this project, officers would confirm this. However, the council could still restrict its use to certain ages if it wished. He said covenants could also be lifted because they were there for the benefit of people who imposed them. He said the facility would not be floodlit.

Members discussed some other potential uses for the pitch and putt area but the town clerk advised concentrating on this project right now and if there was any money left, the council could consider other projects.

It was noted the children at St Michael's Primary School had asked for more facilities at Anning Road playing field so this would demonstrate the council had listened, but there was still some support for a play area in the gardens.

Cllr M. Ellis said if the council made a decision to pursue one project, this didn't rule out doing the other project at a later date.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to pursue the project to install a multi-use games area at Anning Road playing field.

Cllr B. Larcombe asked if the project would be delegated to the Town Management and Highways Committee once the equipment and costings had been agreed.

The town clerk said there would need to be a further discussion at this committee in relation to costings and the covenant, but the management of the project would eventually be delegated to the Town Management and Highways Committee. He said the council would also need to do some public consultation, including talking to local schools, and if the pitch needed to be moved slightly, this would involve talking to others.

Cllr B. Bawden asked if officers had also looked at the area at the top of the playing field between the pavilion and play park as a potential site and she asked if bookings would be taken for the use of the MUGA.

The town clerk said this area was on a slope. He added, officers had looked at all potential locations at the playing field, and the one proposed was the most suitable. He said bookings for the MUGA wouldn't be taken, i.e., it would be free for all to use at any time.

22/91/SF Seafront Evening Litter Bin Collections

The town clerk said members did consider this issue when setting the budget and decided they didn't want any additional provision on the seafront over the summer. He said funding for this provision had not been included in the budget because in the previous two years, DC provided the funding as part of the Covid recovery fund, which was no longer available.

The town clerk said if the council wanted to provide this additional cover for up to nine weeks in the height of the season, it would cost around £4k. He said it would also mean the toilets could be left open later as the evening staff could close them.

Cllr B. Larcombe felt the council had an obligation to provide additional cover; he said people were paying to park in the town and the income should go towards the upkeep of the town.

Cllr G. Stammers said on the seafront attendant's days off, there would be no one working beyond 6pm so toilets would have to be closed and bins wouldn't be emptied; as such, she felt more cover was needed.

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, members agreed **RECOMMEND TO FULL COUNCIL** to introduce seafront evening litter bin collections for the 2023 summer season.

Cllr D. Sarson asked if there were plans to have security guards on the seafront this summer; although this was unbudgeted, he felt it was necessary.

Cllr M. Ellis said the security guards were also funded from DC's Covid recovery fund.

The town clerk said if there was an issue with anti-social behaviour, the council could re-visit the issue of security.

22/92/SF Mary Anning Scholarship Legacy Fund

Cllr B. Bawden was involved in the scholarship legacy fund and said no one from the council had approached them to follow up what was happening with the fund and a lot of work had been done at the time the funding was awarded. She felt they should have been notified the council was reviewing it.

The town clerk said there had been no contact from the applicant since the funding was awarded three years ago and although it was chased up at the time it was allocated, there had been no response. He said members were keen he looked into whether there was a way of spending the £5k to support the objects agreed three years ago, i.e. to support young women and girls into science, and an obvious option was to speak to local educators.

Cllr R. Doney said nationally, encouraging young women and girls into science and engineering was desperately needed. He said the money was a donation, it wasn't the council's money, and if the schools wanted to progress an initiative, the money should be put to good use.

The town clerk said the schools would be asked to come up with specific proposals for the council to consider.

Cllr B. Bawden said the funding was originally intended for girls going on to a degree course and at the time, Mary Anning Rocks were interested in the scheme.

The town clerk said there had been no approach from Mary Anning Rocks so in the meantime, at the request of members, he had tried to find an alternative way of allocating the funding.

Cllr R. Smith asked if the council could be gender specific; at the time of considering the funding allocation, the council used a more general definition to include those under-represented in science.

The town clerk said the discussion did take place at the time, but he didn't think that position wasn't formalised. He suggested members wait and see what proposal the schools came back with.

Proposed by Cllr P. May and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to re-allocate, in principle, 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, subject to further proposals being considered by the Strategy and Finance Committee.

22/93/SF

Dog-Related Public Space Protection Order

Several members felt there shouldn't be any relaxation of the current rules relating to front beaches as there had been incidents caused by loose dogs involving children and there were plenty of other beaches and fields in and around Lyme Regis where dogs could be exercised off the lead.

Cllr B. Larcombe agreed and said the current rules had become established and nothing had changed in the problems dogs created.

Cllr R. Doney asked for clarity on whether the council was asking for the current rules to remain in place, i.e., dogs allowed on the beach on lead during the winter, or whether its position was the same as in 2020, i.e., a total ban on dogs on the beach during the winter. He felt the council should ask again for a total ban.

Cllr M. Ellis felt the council shouldn't accept any lesser restrictions than those currently in place but she would favour a total ban.

Cllr B. Bawden asked if there was any scope in extending the 'winter' period because dogs were currently allowed on the beach over Easter. She said the issue of dogs on the beach had a vocal lobby group that bent the information to its own ends but didn't reflect the views of the majority of people in the town. However, she supported the idea of dogs being allowed on the beach in the winter on leads to help with social isolation.

Cllr C. Aldridge said every beach was different so the idea of having a uniform approach across Dorset didn't work; the size of Lyme Regis beach and the number of people who used it provided the council with a case for pushing for firmer restrictions.

Cllr B. Larcombe asked if the council was intending to include Church Cliff Beach in the restrictions as there was a campaign to redesignate it as a bathing beach.

Cllr P. May said the River Lim Action Group, which was seeking the redesignation, had made it very clear they had no wish for the current rules for dogs to change and they should continue to be allowed on Church Cliff Beach. They felt it would make the project a lot more difficult.

It was proposed by Cllr R. Smith and seconded by Cllr B. Bawden that the council supports a ban on dogs on front beaches in the summer (1 May to 30 September) and dogs on leads on front beaches; and has dogs on leads on front beaches in the winter months (1 October to 30 April).

This motion was not carried.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to respond to Dorset Council that the council would like a total ban on dogs on front beaches all-year-round.

Cllr R. Doney asked if the Public Space Protection Order relating to the feeding of seagulls was also due for review.

The town clerk said he would check and report back to members.

22/94/SF Toilet Cleaning Contract

It was proposed by Cllr C. Reynolds and seconded by Cllr P. May that the council continues with the current public toilet cleaning contract with Glen Cleaning.

This motion was not voted on.

The town clerk said he felt members needed more information before considering this, including how much the contract was worth. He said even if other contractors didn't quote for work, officers could do some benchmarking to determine if the council was getting value for money. He suggested another report was brought back to this committee with more comparative data.

Cllr B. Larcombe asked what DC's arrangements for toilet cleaning were and whether the council could benefit from tying into this.

The town clerk said the council could potentially get better value this way but the obstacle was the town council's frequency of cleaning which was greater than DC's. He felt the ideal situation would be for DC to hand over to the town council the management of all its toilets in Lyme Regis and a local workforce could then be employed to clean both town council and DC toilets. He said the council had struggled to get DC to agree this and suggested Cllr B. Bawden could take this up. He added this would allow a service to be created that is bespoke to the town instead of one which is tendered for the whole county. The town clerk suggested any savings from such an initiative could be shared with DC.

Members wanted to know the value of the contract with Glen Cleaning but this needed to be considered in exempt business.

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

22/95/SF List of Payments

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in March 2023 for the sum of £275,278.53.

22/96/SF Cash Holdings and Investments

The town clerk said when the reserve figure was last reported to members, the end of year forecast was £1.6million but it was greater than forecast due to prudent budgeting. He said the finance manager had secured the investments members had approved and they were now doing more work on cashflow to get short-term fixes on smaller amounts.

Cllr B. Larcombe said although the reserve was considerable, there were several projects with significant expenditure planned. He said business rates were also going up, it was unknown what would happen with DC services and environmental initiatives were planned, so it was right to be prudent.

The town clerk said a large amount of the reserve had been moved into this year to spend on projects, with a budget reserve of £1million for 2023-24. He said no projects had been identified for 2024-5 because the office refurbishment would probably take up all the council's spare funds and the wriggle room within the budget would start to reduce.

Cllr D. Sarson congratulated the town clerk and finance manager for breaking down and investing the council's money to earn at least £25k interest.

22/97/SF Debtors

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, 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.

22/98/SF Exempt Business

a) Toilet Cleaning Contract

The town clerk told members the value of the contract with Glen Cleaning.

Members discussed the possible options for toilet cleaning in future and it was agreed the town clerk would bring a further report to this committee to allow members to determine if the council was getting value for money and to consider other potential options for managing the service.

b) Debtors

Members acknowledged the low level of debt and thanked the finance manager for her continued work.

The meeting closed at 9.07pm.

DRAFT

Committee: Strategy and Finance

Date: 12 July 2023

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 May 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

22/87/SF – Review of Standing Orders

The revised standing orders were emailed to members and published on the website on 12 June 2023.

22/88/SF – Review of Financial Regulations

The revised financial regulations were emailed to members and published on the website on 12 June 2023.

22/89/SF – The Annual Review of the Communications/PR Policy and Procedure

The revised policy and procedure were emailed to members and published on the website on 12 June 2023.

22/92/SF – Mary Anning Scholarship Legacy Fund

A proposal to support girls and young women into science is awaited from the Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School and will be brought to this committee to consider when it is received.

22/93/SF – Dog-Related Public Space Protection Order

At the last meeting, Cllr R. Doney asked about the status of the Public Space Protection Order (PSPO) which covered seagulls.

Seagulls are covered by the Lyme Regis Anti-Social Behaviour Related Public Space Protection Order 2022 Dorset Council. As well as intentionally feeding seagulls, the order covers the consumption of alcohol, anti-social behaviour, fixed penalty notices and fixed penalty notices.

The order came into force on 1 July 2022 and is valid for a period of three years, unless extended. Consultation on a replacement PSPO is likely to take place spring/summer 2024.

John Wright
Town clerk
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Park and Ride 2023

Following on from the decision of Full Council to operate a two-bus, Lyme-only park and ride service for 2023, further discussions have taken place with Dartline about the delivery of this service.

A timetable has been agreed which mirrors that for 2021 (10.30am to 7.30pm approx. on a 17-minute frequency) and the cost for two double-deck buses and three drivers (one driver for part of the day only to allow cover during necessary working hours breaks) has been finalised at £1,140 per day. This is slightly more than the £1,100 previously quoted for two buses as part of a three-bus package including the Charmouth link. The increase is because two buses providing a Lyme-only service requires a third driver to provide cover, whereas the three-bus service including Charmouth could cover break periods without requiring a 'spare' driver. The modest increase is, therefore, reasonable.

Over the 44-day duration of the planned service for this year (22 July – 3 September inclusive) the maximum potential increase in the previously reported cost is £1,760. The maximum possible overall cost of the bus service is £50,160, assuming no ticket income whatsoever. In reality, ticket income will reduce this cost very considerably, possibly even to zero with a good summer. The revised ticket charges and other arrangements already agreed by members will also reduce any potential costs to the council.

The advanced signage has all been approved by the AA and the relevant highways authorities and will be put up/installed on 21 July 2023. The total cost for the manufacture, installation and removal of eight signs by the AA is a very reasonable £644+ VAT.

Dartline have applied to the Traffic Commissioners to register the service and the landowners are informed of the latest situation.

Harbourmaster's store, office and cemetery lodge

Work has commenced to progress the preferred option of carrying out repairs and improvements to the existing office building.

Members have agreed to invite proposals for preferred contractors for building related professional services such as architects and surveyors with a view to appointments being confirmed at Full Council on 26 July 2023. These appointments will be employed on the office project as well as other building-related objectives, such as the Monmouth store and cemetery lodge. In the meantime other reports are being obtained preparatory to a commencement of work, i.e., environmental and ecological surveys, electrical surveys and a refresh of the most

recent repairs and structural surveys. These surveys should be complete by the time of Full Council on 26 July 2023.

Detailed reports or updates will continue to be presented to the Town Management and Highways Committee.

Mark Green
Deputy town clerk
July 2023

Committee: Strategy and Finance

Date: 12 July 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 10A**.
4. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

John Wright
Town clerk
July 2023

| Objective | Budget £K | Completion date | Lead officer | Comments |
|---|-----------|---------------------------|--------------|--|
| Determine the future use of the Jubilee Pavilion | | Apr '23 August '23 | MG | A report was considered at the Full Council meeting on 17 May 2023 to allow members to consider the future use of the Jubilee Pavilion. It was agreed the pavilion would be used as a non-commercial public facility. Officers are preparing an advert, inviting expressions of interest from local community groups for its use. The first phase of repairs to the parapet have been completed and a second phase will commence on 14 August. The total cost of all works is expected to be well within the approved budget. |
| Determine the development of either a children's play area in the Lister Garden or a multi-use games area | 150 | Jun '23 | JW MG | The previous meeting of this committee agreed to pursue a multi-use games area at Anning Road Playing Field. A report elsewhere on the agenda discusses the issue of covenants on the land. |
| Achieve an unqualified external auditor's letter | | Sept '23 | JW | The Annual Governance and Accountability Return (AGAR) was submitted to the external auditor BDO LLP by the deadline on 30 June 2023 and the Notice of Public Rights and Publication of Unaudited AGAR 2022-23 has been published on the council's website within the required timeframe. |
| Undertake refurbishment of the harbour master's store | 50 | Mar '24 | MG | See agenda item 9 for update. |
| Undertake refurbishment of the cemetery chapel | 50 | Mar '24 | MG | See agenda item 9 for update. |
| Re-model park & ride for | | Mar '24 | MG | Discussions with the owners of the Charmouth Road |

| | | | | |
|---|----|---------|----|--|
| 2024 & beyond | | | | 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 | The council confirmed at the Annual Meeting on 31 May 2023 it meets the criteria for the General Power of Competence. |
| 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 | <p>There were no responses to the council's invitation to quote. Further attempts will be made to attract quotes in June 2023.</p> <p>The intention is to complete the work in house utilising the capacity created by the agreed two-year temporary post to support the deputy town clerk with property, asset management and project work.</p> |
| Determine the future use of the council's offices | | Mar '23 | MG | <p>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.</p> <p>A progress update was presented to TMH on 21 June 2023.</p> |
| 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: Strategy and Finance

Date: 12 July 2023

Title: Member Details on the Council Website

Purpose of Report

To allow members to consider the publishing of member contact details on the council website

Recommendation

Members consider if members should be permitted to withhold certain contact details on their profile on the council website

Background

1. Profiles of all members are published on the council's website. Each profile includes a photograph, the member's address, telephone number, email address, a short biography and a link to their register of interests, which is published on the Dorset Council website.

Report

2. Two members have contacted officers recently to request some of their person details are removed from the website; one member has requested their personal address is removed and another has requested their personal telephone number is removed.
3. There is no legislation or statutory guidance regarding the publishing of member information on websites or in any other formats, although historically, if representing their communities, it was deemed the right thing to do to provide contact details for the electorate.
4. However, with the increased use of social media and email, there are now many more ways for electors to communicate with councillors other than to knock on their door or call them on the phone.
5. Advice has been sought from Dorset Council and the Dorset Association of Parish and Town Councils (DAPTC) about this issue. At Dorset Council, is it optional if members disclose their address on the website and for those who do not wish to, the County Hall address is published on their profile.
6. The advice from DAPTC is that it is up to this council to decide what it publishes on its website in terms of member contact information; it says the council must be consistent and act on a council resolution.
7. The DAPTC also advises taking action if there have been any incidents that have caused concern or have been reported to police. There is no legislation requiring this, it is just about the good supply of pertinent information. Officers are not aware of any incidents that have caused concern but members should be mindful of this.
8. Members should note that if it is agreed individuals can choose not to disclose their address on the website, their address would still be visible on their register of interests (ROI), which is also published on their profile. The removal of an address from the ROI can only be granted by the monitoring officer at Dorset Council. These are for exceptions and the default is that a councillor address will be published unless the monitoring officer supports a request, which can be made while completing the Dorset Council e-form.

9. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Adrienne Mullins
Support services manager
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Review of the Safe Key Procedure

Purpose of Report

To allow members to review the council's safe key procedure

Recommendation

Members consider and approve the revised safe key procedure

Background

1. A safe key procedure is in place as guidance to minimise risk.
2. The council last reviewed the safe key procedure in 2015.

Report

3. The procedure was scheduled for a review in 2018, but this didn't happen.
4. The proposed safe key procedure is at **appendix 12A**.
5. The following details those changes and are also shown in red in the appendix:
 - Paragraph 2.1 – changed to include the operations manager, the support services manager and the finance assistant.
4. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Naomi Cleal
Finance manager
July 2023

Safe Key Procedure

1. Introduction

1.1 This procedure deals with the holding of keys to the safe in the council office.

2. Procedure

2.1 **Safe keys are held by the following employees:** the town clerk, the deputy town clerk, the finance manager, **the operations manager, the support services manager, and the finance assistant.** Each employee must sign a declaration on receipt of the key.

2.2 Each key holder is personally responsible for the key, and must never disclose its whereabouts.

2.3 The safe should never be left unlocked and unattended.

2.4 An examination and listing of the contents of the safe will be carried out quarterly and signed by the finance manager.

3. Supporting Procedure

3.1 This procedure should be read in conjunction with the Cash Receipting Procedure.

4. Review

4.1 This procedure will be reviewed in July 2026 or sooner if there are changes in legislation or best practice.

Implementation date: 26 July 2023

Review date: July 2026

Naomi Cleal
Finance manager
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Budget Performance, 1 April – 30 June 2023

Purpose of Report

To inform members of performance against budget from 1 April to 30 June 2023 and of the forecast year-end position at 31 March 2024

Recommendation

Members note the report

Report

1. The budget from 1 April to 30 June 2023 is detailed below.
2. The council's cash position at 31 March 2023 was c.£1.634k. The council's finances are such that more income is received at the beginning of the financial year than at the end. Expenditure is more evenly spread throughout the year.
3. Within the column 'Actual vs Budget', the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).
4. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2023-24 budget-setting process.
5. The year-end income forecast is £1,980,955 and the year-end expenditure forecast is £2,478,231, creating a forecast loss of £497,276.
6. The closing cash position on 31 March 2022 was £1,634,954; the forecast year-end cash position at 31 March 2024 is £1,137,677.35.

| | Actual to 30 June 23 | Budget to June 23 | Actual vs Budget | Variance % | Annual Budget | Forecast to 31 March 23 |
|-----------------------------|-------------------------|----------------------|---------------------|---------------|-----------------------------|----------------------------|
| Income | | | | | | |
| Precept | 66,389.50 | 66,389.40 | 0.10 | 0% | 132,778.80 | 132,778.80 |
| Car parks | 268,046.38 | 293,507.21 | -25,460.83 | (9%) | 926,217.00 | 926,217.00 |
| Chalets/Beach huts/Caravans | 339,655.76 | 234,419.49 | 105,236.27 | 45% | 401,861.98 | 405,361.98 |
| Concessions | 10,550.00 | 4,550.00 | 6,000.00 | 132% | 9,100.00 | 10,550.00 |
| Alfresco Seating | 24,800.00 | 21,200.00 | 3,600.00 | 17% | 21,200.00 | 24,800.00 |
| Commercial rents | 90,304.33 | 61,202.50 | 29,101.83 | 48% | 244,810.00 | 244,810.00 |
| Advertising | 2,100.00 | 2,100.00 | 0.00 | 0% | 3,000.00 | 3,000.00 |
| Amenity area | 39,847.11 | 39,946.22 | -99.11 | (0%) | 114,000.00 | 114,000.00 |
| Cemetery | 586.00 | 1,675.00 | -1,089.00 | (65%) | 6,700.00 | 6,700.00 |
| Licenses | 17,500.00 | 3,010.00 | 14,490.00 | 481% | 12,040.00 | 17,500.0 |
| Other | 25,118.65 | 11,852.50 | 13,266.15 | 112% | 21,550.00 | 85,118.65 |
| Asset Sales | 0.00 | - | 0.00 | 0% | | 0.00 |
| Investments | 1,686.39 | 100.00 | 1,586.39 | 1586% | 400.00 | 10118.34 |
| | 953,073.82 | 739,952.32 | 213,121.50 | 11% | 1,893,657.78 | 1,980,954.77 |
| Expenditure | | | | | | |
| Office administration | 19,632.17 | 25,205.04 | -5,572.87 | (22%) | 92,665.60 | 92,665.60 |
| Rent | 4,434.69 | 5,275.00 | -840.31 | (16%) | 46,600.00 | 46,600.00 |
| Licensed Land | 0.00 | - | 0.00 | 0% | 2,750.00 | 2,750.00 |
| Democratic representation | 2,249.55 | 7,658.00 | -5,408.45 | (71%) | 30,632.00 | 30,632.00 |
| Outside works | 56,869.36 | 68,853.89 | -11,984.53 | (17%) | 251,750.00 | 251,750.00 |
| Grants/SLA | 24,538.55 | 24,840.00 | -301.45 | (1%) | 84,840.00 | 84,840.00 |
| Utilities | 154,003.48 | 154,517.78 | -514.30 | (0%) | 239,375.00 | 239,375.00 |
| Staffing | 203,202.13 | 224,329.71 | -21,127.58 | (9%) | 897,318.82 | 897,318.82 |
| Marketing | 8,850.00 | 11,125.00 | -2,275.00 | (20%) | 20,500.00 | 20,500.00 |
| Misc | 0.00 | - | 0.00 | 0% | - | 0.00 |
| Loan charges inc interest | 0.00 | - | 0.00 | 0% | - | 0.00 |
| | 473,779.93 | 521,804.42 | - 48,024.49 | (3%) | 1,666,431.42 | 1,666,431.42 |
| Gross Profit/(Loss): | 479,293.89 | 218,147.90 | 261,145.99 | | 227,226.36 | 314,523.35 |
| | | | | | | |
| Projects | 77,249.14 | | 77,249.14 | 0% | 811,800.00 | 811,800.00 |
| Unbudgeted expenditure | 0.00 | | 0.00 | 0% | 0.00 | 0.00 |
| Net Profit/(Loss): | | | | | | -497,276.65 |
| | | | | | Cash at beginning of | £1,634,954.00 |
| | | | | | | £1,137,677.35 |

Analysis

7. This year we have profiled our budget, where possible, to reflect the pattern of income and expenditure throughout the year. The main reasons for the income variations are:

- car park income is forecast to remain as budgeted for the year. A variance is shown as the budget is profiled based on previous years' income. Car park income is variable due to weather throughout the year.
 - concession income is forecast c.£1.4k over budget due to income that was agreed after the budget-setting process.
 - Al fresco income is forecast at £3.6k higher than budgeted due to the take up of permanent alfresco seating for two new customers and an uptake of further seating for existing customers.
 - Cemetery income is forecast to remain as budgeted for the year. The income will fluctuate based on volume throughout the year; on that basis we budget on a split basis.
 - licence income is forecast c.£5.4k over budget due to recovery of historic charges agreed at the end of 2022/23.
 - Income forecast includes an additional £60k set to be received for View Road access, which due to delays we will now be receiving in this current financial year.

8. The main reasons for expenditure variation are:
- office administration is forecast to remain as budgeted with no variables reported. The budget is profiled based on prior years, but it is activity based and is therefore subject to change year-on-year.
 - democratic representation is forecast to remain as budgeted for the year. The expenditure will fluctuate based on events throughout the year; on that basis we budget on a split basis.
 - regular updates on objectives are being provided to each committee, which includes changes to timescales and budget variances. However, at this point in the financial year it is too early to provide an accurate report of the variances; we would aim to provide this information to the Strategy and Finance Committee on 11 October 2023 as part of the budget performance report, which informs members of performance against budget from 1 April to 31 August 2023 and of the forecast year-end position at 31 March 2024.
9. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Naomi Cleal
Finance manager
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Rating Revaluation and changes to Rateable Value

Purpose of Report

To inform members of the outcome of the 2023 rating revaluation and changes to the rateable value of the council's main property assets

Recommendation

Members note the report

Background

1. The rateable value of all 'commercial' properties in England was revalued with effect from 1 April 2023, its introduction having previously been delayed by government for various reasons. The previous revaluation took place in 2017.
2. The revaluation is undertaken by the Valuation Office Agency on behalf of government and the process is entirely independent of the billing authority.
3. The revised figures are intended to reflect the rentable value of the property concerned and the calculation can be quite complicated, especially for larger, multi-use or retail premises, where values can be 'zoned' within an individual building.
4. The rateable value is not the amount paid by the owner or occupier; that is informed by the 'multiplier' which can vary from year to year, but which is currently around 50p in the £. In other words, the amount payable is about half of the rateable value.
5. Income from business rates is collected by the billing authority, locally Dorset Council. The arrangements for distributing the income from business rates has changed several times in recent years. Originally, all was sent to central government and was then redistributed around the country based on a very complicated and controversial formula which saw some areas receive back much less than had been collected locally. Although more of the income is now retained locally, some is still redistributed.
6. No income from business rates is paid to town or parish councils, including that collected from properties owned by those councils. In other words, business rates are purely a cost to this council. In 2023/24, that cost amounts to about £150k.
7. Most of the town council's major property assets are 'business rated', with the exception of some public conveniences, the cemetery and those which generate no income such as open land, walkways and public parks.
8. In some instances, the rates are paid by the council's tenant as part of their lease terms. In these instances, the tenants are billed directly by Dorset Council and non-payment (for instance) is solely a matter between the billing authority and the tenant. This arrangement includes all of the council's major commercial tenants along the seafront and all of those chalets or caravans which are registered for business rates.

9. In other instances, where the council owns, occupies or uses the asset directly or where there is no other permanent occupier, the business rates are payable by the town council. Examples include the offices, car parks, Jubilee Pavilion, Langmoor Room, cadet hut, harbour store, etc.

Report

10. Both nationally and locally, the rateable value of many properties has remained relatively unchanged as a result of the 2023 revaluation. Some categories, especially retail premises, have seen reductions, significant in some parts of the country.
11. In the case of this council's assets, the picture is very mixed. The rateable value of the main office has reduced slightly whereas the rateable value of its main car parks has increased significantly, especially at Monmouth Beach.
12. The three largest increases in rateable value are:
1. Monmouth Beach and Cabanya car park, from £79k to £172k.
 2. Woodmead car park, from £42k to £73k.
 3. Jubilee Pavilion, from £15k to £26k.
13. These figures are rateable values, so the amounts payable are approximately 50% of the sums shown. Nonetheless, the increases are very significant and amount to about £67k p.a. by 2025/26 (see below).
14. Where there have been large increases in rateable value, such as those referred to above, a system of so-called 'transitional relief' applies for the first three years to help reduce the immediate impact. In the above instances, this will mean that the rates payable will increase from about £70k to about £90k in 2023/24, to about £120k in 2024/25 and to the full amount of about £135k in 2025/26.
15. Whilst there is a system for appealing increases in rateable value and there are commercial agents who will undertake those appeals on a 'no win, no fee' basis, the process can take up to 18 months and there are associated risks in that values can go up as well as down.
16. This council has previously and unsuccessfully appealed the rateable value for the Jubilee Pavilion, and any appeal process involves a full disclosure of all relevant information relating to the property concerned, including gross and net income.
17. The officer view is that appeals against the increases in rateable value for the car parks referred to above would carry some risk given the increases in income since 2017. The properties will not be revalued again until 2028 at least, although there are constant discussions about a more fundamental review of the funding mechanisms for local government, including business rates.
18. The increases in rates payable have been incorporated into the current and future budget estimates.
19. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Mark Green
Deputy town clerk
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Dog-related Public Space Protection Order

Purpose of Report

To allow members to agree a process for the completion of Dorset Council's dog-related Public Space Protection Order survey

Recommendation

Members identify three members to consider Dorset Council's dog-related Public Space Protection Order and report its proposals to the Full Council on 26 July 2023 for approval

Background

1. The current dog-related Public Space Protection Order (PSPO) was introduced on 1 January 2021 after an authorised extension to the previous order that had been due to expire on 15 October 2020. 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.
2. As a landowner affected by the dog-related PSPO, the town council received a request from Dorset Council on 20 April 2023 asking if it wished to see any change to the current PSPO and what form this may take in terms of the land area it had an interest in. The town council's views were sought ahead of Dorset Council finalising its consultation questions.
3. The recommendation from this committee on 10 May 2023 was approved by resolution of the Full Council¹ on 17 May 2023. For ease of reference, the resolution is detailed below:

‘to respond to Dorset Council that the council would like a total ban on dogs on front beaches all-year-round.’
4. Dorset Council was informed of this decision ahead of its 15 May 2023 deadline.
5. On 20 June 2023, Dorset Council notified the council about its public consultation on its dog-related PSPO; the public consultation runs from 14 June to 25 August 2023.
6. The public consultation can be accessed on [Dorset Council's website](#)².
7. Members can choose to complete these questions in committee or task a small group of members to draft a response for presentation to the Full Council on 16 July 2023 for consideration and approval.
8. Dorset Council has produced a poster for its consultation on dogs in public space, which officers have displayed on public notice boards, the council's website, and social media accounts.

¹ At the Strategy and Finance Committee on 10 May 2023, seven members of the public had asked for letters to be read out during the public forum in response to the dog-related Public Space Protection Order.

² The seven members of the public who asked for letters to be read out at the Full Council on 17 May 2023 have been notified separately about Dorset Council's public consultation.

9. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

John Wright
Town clerk
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Accreted Land at Monmouth Beach

Purpose of Report

To inform members of any further information received from Natural England about the storage of boats by Dorset Council on the land owned by this council at the Monmouth Beach Site of Special Scientific Interest (SSSI) (accreted land) and to seek instructions as appropriate

Recommendation

Members consider any further information received from Natural England concerning the storage of boats by Dorset Council on the land owned by this council at the Monmouth Beach SSSI (accreted land) and instruct officers as appropriate

Background

1. The council has received various reports about the situation regarding the storage of boats by Dorset Council on the town council's 'accreted land' next to the Cobb at Monmouth Beach.
2. The most recent update was provided at the 21 June 2023 meeting of the Town Management and Highways Committee following a site meeting which took place on 19 June 2023 involving officers from this council, Dorset Council and Natural England.
3. It was noted that further crucial information was awaited from Natural England about their willingness or otherwise to consent to a continuation of the storage of boats on the SSSI and, if so, the terms on which any consent might be granted.
4. It was reported no further progress could be made to renew the lease between this council and Dorset Council until the information from Natural England had been received.

Report

5. At the time of compiling this agenda the information from Natural England was still awaited. It is expected imminently, and this item gives members the opportunity to consider anything received by the date of the meeting. If no information is received by 12 July 2023, the matter will be referred to Full Council on 26 July 2023.
6. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Mark Green
Deputy town clerk
July 2023

Committee: Strategy and Finance

Date: 12 July 2023

Title: Land Stability at Monmouth Beach and Ware Cliff

Purpose of Report

To inform members of the extent of land movement at Monmouth Beach and Ware Cliff during the previous 12 months

Recommendation

Members note the report

Background

1. Land movement on Ware Cliff and above Monmouth Beach is monitored regularly. The surveys are commissioned and analysed on behalf of the council by Peter Chapman of Chapman Geotechnical Ltd, carried out by West Country Land Surveys and an annual summary is provided to members.
2. Peter Chapman's current observations based on the most recent surveys are detailed below³:

Monitoring of Ground Markers, Monmouth Beach and Ware Cliff Chalet Site

'We have carried out further monitoring of the ground markers at Lyme Regis Town Council's Monmouth Beach Chalet and Caravan Site to check on movement over the winter. As mentioned, this is a requirement of the time limited planning permission for the site. That permission is due for renewal before 25th October this year and an application for renewal will shortly be made (now submitted).

The ground markers were previously monitored in September last year and have now been monitored on 26th April 2023. Attached are new monitoring record drawings showing the movements recorded between the end of September 2022 and April this year. These are shown on Drawings 1036/1-0523 and 2-0523, and these give the movement recorded over the winter period. The annual movement recorded between April 2022 and April 2023 is given on Drawings 1036/3-0523 and 4-0523.

The majority of the movement recorded appears to be due to a recovery heave of clay over the winter, following the considerable clay shrinkage that occurred in the previous summer.

When annual movement is considered, for those ground markers in the vicinity of the chalets, only very minor movement has been recorded in directions that would be consistent with landslipping. In the areas remote from the chalets, where major movement has occurred in the past, some significant lateral annual movement has been recorded in directions that would be consistent with past landslip movement. However, the amount of movement is relatively minor in nature.

The majority of the new markers installed on the repaired road to the Bowling Green Chalets, and in the bank below the road, have not shown any signs of landslip movement. However, one of these, and some of the existing markers to the west of this area, have shown some minor movement that could be consistent with continuing landslip movement, so when the next monitoring of ground markers takes place the results for these markers and the ones

showing potential movement in the area to the west and those remote from the chalets will be carefully checked.

I hope the above is clear and sufficient. However, should you have any queries please do not hesitate to contact me.'

3. Details of land movement are attached at **appendices 17A to D.**
4. Any recommendations from this committee will be considered by the Full Council on 26 July 2023.

Mark Green
Deputy town clerk
July 2023

Committee: Strategy and Finance

Date: July 2023

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of May and June 2023

Recommendation

Members note the report and approve the attached schedule of payments in May 2023 for the sum of £193,001.58 and in June for the sum of £247,889.69, respectively.

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of May and June 2023 **appendices 18A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
July 2023

APPENDIX 18A

| | | <u>Lyme Regis Town Council</u> | | | | | | | | |
|----------------------|------------------------------|---|------------------|---------------------|-------------------|---------------------------|----------------------|----------------------|--|--|
| | | <u>Payments list for May 2023</u> | | | | | | | | |
| | | | | | <u>193,001.58</u> | | | | | |
| | | <u>Total</u> | | | | | | | | |
| Date | Supplier | Detail | Frequency | Payment Type | Amount | Probable VAT Code* | Probable VAT* | Probable Net* | Indicative Expenditure Category | |
| NAT WEST BANK | | | | | | | | | | |
| 02-May | HMRC PAYE | Tax and NI April | Monthly | DD | 14208.36 | 0% | - | 14,208.36 | Utilities | |
| 02-May | DC RATES | Rates | Monthly | DD | 9630.00 | 0% | - | 9,630.00 | Office Expenses | |
| 11-May | HMRC VAT | VAT payment | Quarterly | DD | 26326.00 | 0% | - | 26,326.00 | VAT | |
| 15-May | BANKLINE | Bank charges | Monthly | BLN | 55.80 | 0% | - | 55.80 | Office Expenses | |
| 15-May | ALLSTAR | Fuel card extras | Monthly | DD | 25.08 | 20% | 353.10 | - 328.02 | Outside Works | |
| 17-May | DORSET COUNCIL | Waste collection | Monthly | DD | 2118.60 | 0% | - | 2,118.60 | Outside Works | |
| 19-May | WORLDPAY | Transaction fees | Monthly | DD | 192.75 | 0% | - | 192.75 | Office Expenses | |
| 19-May | WORLDPAY | Transaction fees | Monthly | DD | 25.98 | 0% | - | 25.98 | Office Expenses | |
| 24-May | SALARIES | May salaries | Monthly | EBP | 44519.56 | 0% | - | 44,519.56 | Staffing | |
| 30-May | DORSET COUNCIL | Visit Dorset microsite | Annually | DD | 8334.00 | 0% | - | 8,334.00 | Office Expenses | |
| | | | | | Total | 105,436.13 | | | | |
| LLOYDS BANK | | | | | | | | | | |
| 02-May | ZOOM | Subscription | Monthly | DEB | 12.99 | 0% | - | 12.99 | Office Expenses | |
| 02-May | ARGOS | Microwave | One-off | DEB | 55.00 | 20% | 9.17 | 45.83 | Office Expenses | |
| 02-May | ALLSTAR | Fuel | Monthly | DD | 167.52 | 20% | 27.92 | 139.60 | Outside Works | |
| 03-May | GIFFGAFF | Mobile bundle | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Utilities | |
| 03-May | SQUARE | Team plus- till point system | Monthly | DEB | 20.00 | 20% | 3.33 | 16.67 | Outside Works | |
| 03-May | INVESTEC | Franking machine rental | Quarterly | DD | 228.00 | 20% | 38.00 | 190.00 | Office Expenses | |
| 03-May | BLUE LEVEL MEDIA | Web support and maintenance | Annually | FPO | 1200.00 | 20% | 200.00 | 1,000.00 | Marketing & Tourism | |
| 05-May | STAFF | Expenses | One off | FPO | 18.00 | 0% | - | 18.00 | Staffing | |
| 05-May | AUTOJUNK | Beach signs | One off | DEB | 37.90 | 20% | 6.32 | 31.58 | Marketing & Tourism | |
| 05-May | LYME ONLINE | Staff advertisement | One off | FPO | 40.00 | 0% | - | 40.00 | Marketing & Tourism | |
| 05-May | DCAN | Grant | One off | FPO | 40.00 | 20% | 6.67 | 33.33 | Outside Works | |
| 05-May | STAFF | Travel expenses | One off | FPO | 45.65 | 0% | - | 45.65 | Staffing | |
| 05-May | EVOLVE MEDIA | Dorset arts map listing | One off | FPO | 50.00 | 20% | 8.33 | 41.67 | Marketing & Tourism | |
| 05-May | CREATIVE SOLUTIONS | Signage | One off | FPO | 58.74 | 20% | 9.79 | 48.95 | Office Expenses | |
| 05-May | COBB GARAGE | Vehicle repairs | One off | FPO | 84.23 | 20% | 14.04 | 70.19 | Outside Works | |
| 05-May | ECOM6 | Transaction fees | Monthly | FPO | 84.30 | 20% | 14.05 | 70.25 | Office Expenses | |
| 05-May | SIX PAYMENT | Transaction fees | Monthly | FPO | 90.29 | 0% | - | 90.29 | Office Expenses | |
| 05-May | PEST CONTROL | Pest control | One off | FPO | 95.00 | 0% | - | 95.00 | Outside Works | |
| 05-May | BLAMPHAYNE SAWMILL | Garden edging | One off | FPO | 127.62 | 20% | 21.27 | 106.35 | Outside Works | |
| 05-May | GLASDON | Memorial plaque | One off | FPO | 136.67 | 20% | 22.78 | 113.89 | Outside Works | |
| 05-May | ARTHUR FORDHAMS | External supplies | One off | FPO | 136.77 | 20% | 22.80 | 113.98 | Outside Works | |
| 05-May | RURAL MARKET TOWN | Membership | Annually | FPO | 138.00 | 20% | 23.00 | 115.00 | Office Expenses | |
| 05-May | KEELY WINDOWS | Window repair, Lister room | One off | FPO | 168.00 | 20% | 28.00 | 140.00 | Outside Works | |
| 05-May | MOLE AVON | External supplies | One off | FPO | 184.47 | 20% | 30.75 | 153.73 | Outside Works | |
| 05-May | SHOWBITZ | Electrical work, garden lights | One off | FPO | 237.60 | 20% | 39.60 | 198.00 | Outside Works | |
| 05-May | EUROFFICE | Office stationary | One off | FPO | 252.14 | 20% | 42.02 | 210.12 | Office Expenses | |
| 05-May | AKRO VALVE | Plumbing supplies | One off | FPO | 256.96 | 20% | 42.83 | 214.13 | Outside Works | |
| 05-May | G & A COMMERCIALS | Vehicle repairs | One off | FPO | 263.57 | 20% | 43.93 | 219.64 | Outside Works | |
| 05-May | CLUB WIFI | Annual cctv support | Annually | FPO | 300.00 | 20% | 50.00 | 250.00 | Outside Works | |
| 05-May | CLARITY COPIERS | March and April copier usage | Monthly | FPO | 308.31 | 20% | 51.39 | 256.93 | Office Expenses | |
| 05-May | JASON HANNELL | Office cleaning | One off | FPO | 345.00 | 0% | - | 345.00 | Office Expenses | |
| 05-May | SCREWFIX | Multiple invoices for external supplies | One off | FPO | 365.64 | 20% | 60.94 | 304.70 | Outside Works | |
| 05-May | LYME CRIME LITERARY FESTIVAL | Grant | One off | FPO | 416.00 | 0% | - | 416.00 | Grants | |
| 05-May | SOUTHERN ELECTRIC | Electricity charges | Monthly | DD | 431.07 | 5% | 20.53 | 410.54 | Utilities | |
| 05-May | PROGREEN WEED | Gardening supplies | One off | FPO | 431.94 | 20% | 71.99 | 359.95 | Outside Works | |
| 05-May | TRAVIS PERKINS | External supplies | One off | FPO | 440.48 | 20% | 73.41 | 367.07 | Outside Works | |
| 05-May | VALE FIRE SAFTEY | Fire extinguisher service | Annually | FPO | 496.80 | 20% | 82.80 | 414.00 | Outside Works | |

| | | | | | | | | | |
|--------|-------------------------|--|-----------|-----|---------|-----|--------|----------|---------------------|
| 05-May | MAD4ANIMALS | Coronation entertainment | One off | FPO | 500.00 | 0% | - | 500.00 | Marketing & Tourism |
| 05-May | AXMINSTER GARDEN | Machinery maintenance | One off | FPO | 533.18 | 20% | 88.86 | 444.32 | Outside Works |
| 05-May | SOUTH WEST COUNCIL | Annual membership | Annually | FPO | 582.00 | 0% | - | 582.00 | Office Expenses |
| 05-May | MARTIN DIPLOCK | Antique centre rent review | One off | FPO | 600.00 | 20% | 100.00 | 500.00 | Office Expenses |
| 05-May | METRIC | Car park machine charges | Quarterly | FPO | 626.40 | 20% | 104.40 | 522.00 | Outside Works |
| 05-May | CG FRY & SON | Guildhall retention fee | One off | FPO | 654.47 | 20% | 109.08 | 545.39 | Outside Works |
| 05-May | JADE SECURITY | Cash collections | Monthly | FPO | 672.26 | 20% | 112.04 | 560.22 | Outside Works |
| 05-May | FLOWBIRD | Call out charge and transaction fees | Monthly | FPO | 807.12 | 20% | 134.52 | 672.60 | Outside Works |
| 05-May | DAPTC | Annual subscription | Annually | FPO | 944.43 | 20% | 157.41 | 787.03 | Outside Works |
| 05-May | LR SEA SCHOOL | Grant | One off | FPO | 1000.00 | 0% | - | 1,000.00 | Grants |
| 05-May | SSG TRAINING | Staff training | One off | FPO | 1074.00 | 20% | 179.00 | 895.00 | Office Expenses |
| 05-May | DAMORY | Bus subsidy | Monthly | FPO | 1282.17 | 0% | - | 1,282.17 | Rents |
| 05-May | TOR LUXURY TOILETS | Toilet hire | One off | FPO | 1350.00 | 20% | 225.00 | 1,125.00 | Marketing & Tourism |
| 05-May | HOLMES & BLACKMORE | Multiple invoices for water meter issues | One off | FPO | 1976.71 | 0% | - | 1,976.71 | Outside Works |
| 05-May | AVALON PLANNING | Heritage consultancy | One off | FPO | 2014.56 | 20% | 335.76 | 1,678.80 | Office Expenses |
| 05-May | DORSET COUNCIL | Hydrocarbon testing | Annually | FPO | 2118.00 | 0% | - | 2,118.00 | Outside Works |
| 05-May | ROAD TRAFFIC MANAGEMENT | Yellow and white lines | One off | FPO | 2295.00 | 0% | - | 2,295.00 | Outside Works |
| 05-May | GLEN CLEANING | Toilet cleaning & consumables | Monthly | FPO | 2590.39 | 20% | 431.73 | 2,158.66 | Outside Works |
| 05-May | WOODMEAD HALL | Public toilet access | Quarterly | FPO | 3053.55 | 0% | - | 3,053.55 | Outside Works |
| 05-May | TOPSPARKS | Electrical work | One off | FPO | 4382.30 | 20% | 730.38 | 3,651.92 | Outside Works |
| 05-May | MARINE THEATRE | Grant | One off | FPO | 5500.00 | 0% | - | 5,500.00 | Grants |
| 09-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 09-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 10.00 | 20% | 1.67 | 8.33 | Utilities |
| 09-May | TESCO DIRECT | Mayor making supplies | One off | DEB | 170.28 | 0% | - | 170.28 | Office Expenses |
| 09-May | GOCARDLESS | Zatpark monthly charge | Monthly | DD | 522.60 | 20% | 87.10 | 435.50 | Office Expenses |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 14.09 | 20% | 2.35 | 11.74 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 56.31 | 20% | 9.39 | 46.93 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 163.92 | 20% | 27.32 | 136.60 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 193.70 | 20% | 32.28 | 161.42 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 272.42 | 20% | 45.40 | 227.02 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 286.37 | 20% | 47.73 | 238.64 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 297.04 | 20% | 49.51 | 247.53 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 303.90 | 20% | 50.65 | 253.25 | Utilities |
| 10-May | JA JONES | Coronation tree | One off | DEB | 357.60 | 20% | 59.60 | 298.00 | Marketing & Tourism |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 619.18 | 20% | 103.20 | 515.98 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 944.10 | 20% | 157.35 | 786.75 | Utilities |
| 10-May | YU ENERGY | Electricity charges | Monthly | DD | 1173.48 | 20% | 195.58 | 977.90 | Utilities |
| 11-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 11-May | MAILCHIMP | Business briefing subscription | Monthly | DEB | 12.47 | 20% | 2.08 | 10.39 | Office Expenses |
| 11-May | BARCLAYCARD | Transaction fees | Monthly | DD | 15.76 | 0% | - | 15.76 | Office Expenses |
| 11-May | BARCLAYCARD | Transaction fees | Monthly | DD | 116.77 | 0% | - | 116.77 | Office Expenses |
| 11-May | VPW SYSTEMS | Registration of domain | Annually | DD | 154.80 | 20% | 25.80 | 129.00 | Marketing & Tourism |
| 11-May | HTC TURF | Turf for coronation tree area | One off | DEB | 167.40 | 20% | 27.90 | 139.50 | Marketing & Tourism |
| 12-May | TAKEPAYMENTS | Transaction charges | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Office Expenses |
| 12-May | TAKEPAYMENTS | Transaction charges | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Office Expenses |
| 15-May | GIFFGAFF | Mobile bundle | Monthly | DD | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 15-May | EE LIMITED | Mobile bundle | Monthly | DD | 79.07 | 20% | 13.18 | 65.89 | Utilities |
| 15-May | PENNON WATER SRVCS | Water charges | Monthly | DD | 118.50 | 0% | - | 118.50 | Utilities |
| 15-May | ALLSTAR | Fuel usage | Monthly | DD | 368.30 | 20% | 61.38 | 306.92 | Outside Works |
| 15-May | YU ENERGY | Electricity charges | Monthly | DD | 1061.47 | 20% | 176.91 | 884.56 | Utilities |
| 16-May | REFUND | Parking charge refund | One off | FPO | 6.40 | 0% | - | 6.40 | Refunds |
| 16-May | REFUND | Parking charge refund | One off | FPO | 9.60 | 0% | - | 9.60 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 10.00 | 0% | - | 10.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 18.00 | 0% | - | 18.00 | Refunds |
| 16-May | REFUND | Refund of zatpark payment | One off | FPO | 40.00 | 0% | - | 40.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 40.00 | 0% | - | 40.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 55.00 | 0% | - | 55.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 60.00 | 0% | - | 60.00 | Refunds |
| 16-May | REFUND | Beach hut booking refund | One off | FPO | 198.00 | 0% | - | 198.00 | Refunds |
| 16-May | SAGE SOFTWARE LTD | Software subscription | Monthly | DD | 344.40 | 20% | 57.40 | 287.00 | Office Expenses |

| | | | | | | | | | |
|--------|------------------------------------|------------------------------------|----------|------------|------------------|-----|--------|-----------|---------------------|
| 17-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 17-May | REFUND | Refund for shelters booking | One off | FPO | 90.00 | 0% | - | 90.00 | Refunds |
| 17-May | AIB | Transaction charges | Monthly | DD | 628.71 | 0% | - | 628.71 | Outside Works |
| 17-May | LR REGATTA & CARNI LYME REGIS T | Fireworks contribution | One off | FPO | 2750.00 | 0% | - | 2,750.00 | Marketing & Tourism |
| 17-May | LR MUSEUM | Fossil festival | One off | FPO | 3300.00 | 0% | - | 3,300.00 | Grants |
| 18-May | MAGENTA WILLIAMS | Coronation entertainment | One off | FPO | 100.00 | 0% | - | 100.00 | Marketing & Tourism |
| 18-May | BRUNEL ENGRAVING | Coronation tree plaque | One off | DEB | 233.64 | 20% | 38.94 | 194.70 | Marketing & Tourism |
| 18-May | JON MATTHEWS | Coronation entertainment | One off | FPO | 300.00 | 0% | - | 300.00 | Marketing & Tourism |
| 18-May | MAXOLOGY | Coronation photography | One off | FPO | 360.00 | 20% | 60.00 | 300.00 | Marketing & Tourism |
| 18-May | RAPID EMERGENCY | First aid at coronation event | One off | FPO | 399.30 | 0% | - | 399.30 | Marketing & Tourism |
| 18-May | DARREN QUINTON | Coronation event | One off | FPO | 400.00 | 0% | - | 400.00 | Marketing & Tourism |
| 18-May | SLCC | Town clerk membership | Annually | DEB | 403.00 | 0% | - | 403.00 | Office Expenses |
| 18-May | SPEEDY ASSET | Coronation generators | One off | FPO | 452.81 | 20% | 75.47 | 377.34 | Marketing & Tourism |
| 18-May | SE DM MEADEN | Picnic bench hire coronation event | One off | FPO | 576.00 | 20% | 96.00 | 480.00 | Marketing & Tourism |
| 18-May | BURDEN | Coronation event entertainment | One off | FPO | 600.00 | 0% | - | 600.00 | Marketing & Tourism |
| 18-May | WILLSECURE | Coronation event security | One off | FPO | 686.40 | 20% | 114.40 | 572.00 | Office Expenses |
| 18-May | UPTON | Coronation entertainment | One off | FPO | 750.00 | 0% | - | 750.00 | Marketing & Tourism |
| 18-May | BEACH & BADGER | Coronation food | One off | FPO | 825.00 | 20% | 137.50 | 687.50 | Marketing & Tourism |
| 18-May | DAVID GRIFFITHS | Coronation food | One | FPO | 1000.00 | 0% | - | 1,000.00 | Marketing & Tourism |
| 18-May | MR T BBQ MAN | Coronation food | One off | FPO | 1135.00 | 0% | - | 1,135.00 | Marketing & Tourism |
| 18-May | THE WHOLE HOG | Coronation food | One off | FPO | 1212.00 | 20% | 202.00 | 1,010.00 | Marketing & Tourism |
| 18-May | ALFIES BURGERS | Coronation food | One off | FPO | 2240.00 | 0% | - | 2,240.00 | Marketing & Tourism |
| 18-May | JSW ENTERTAINMENT | Coronation staging | One off | FPO | 3277.49 | 20% | 546.25 | 2,731.24 | Marketing & Tourism |
| 19-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 8.00 | 20% | 1.33 | 6.67 | Utilities |
| 19-May | WORLDPAY | Transaction fees | Monthly | DD | 23.94 | 0% | - | 23.94 | Office Expenses |
| 19-May | WORLDPAY | Transaction fees | Monthly | DD | 57.00 | 0% | - | 57.00 | Office Expenses |
| 19-May | BAMFOODS | Coronation food | One off | DEB | 75.00 | 0% | - | 75.00 | Marketing & Tourism |
| 19-May | STAFF | Travel expenses | One off | FPO | 100.25 | 0% | - | 100.25 | Staffing |
| 22-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 22-May | ARGOS | Mayor making glasses | One off | DEB | 11.00 | 20% | 1.83 | 9.17 | Office Expenses |
| 22-May | THEIOUTLET | Enforcement mobile phones | One off | DEB | 1214.97 | 20% | 202.50 | 1,012.48 | Outside Works |
| 23-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 23-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 23-May | AMAZON | HDMI cable | One off | DEB | 20.28 | 20% | 3.38 | 16.90 | Office Expenses |
| 23-May | EDF ENERGY | Electricity usage | Monthly | DD | 268.63 | 5% | 12.79 | 255.84 | Utilities |
| 23-May | NET WORLD SPORTS | Volleyball net | One off | DEB | 307.31 | 20% | 51.22 | 256.09 | Office Expenses |
| 23-May | DVLA | Vehicle tax | Annually | DEB | 320.00 | 0% | - | 320.00 | Outside Works |
| 23-May | BUY IT DIRECT | Television for guildhall | One off | DEB | 486.96 | 20% | 81.16 | 405.80 | Office Expenses |
| 23-May | DC PENSION FUND | Pension deductions | Monthly | FPO | 11221.86 | 0% | - | 11,221.86 | Staffing |
| 24-May | AMAZON | Stationary | One off | DEB | 54.00 | 20% | 9.00 | 45.00 | Office Expenses |
| 26-May | YU ENERGY | Electricity charges | Monthly | DD | 30.58 | 20% | 5.10 | 25.48 | Utilities |
| 30-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 6.00 | 20% | 1.00 | 5.00 | Utilities |
| 30-May | GIFFGAFF | Mobile bundle | Monthly | DEB | 10.00 | 20% | 1.67 | 8.33 | Utilities |
| 30-May | ALLSTAR | Fuel usage | Monthly | DD | 473.73 | 20% | 78.96 | 394.78 | Outside Works |
| 31-May | IP OFFICE | Office phone charges | Monthly | DD | 445.31 | 20% | 74.22 | 371.09 | Office Expenses |
| | | | | Total | <u>87,496.30</u> | | | | |
| | | | | Petty Cash | <u>69.15</u> | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | Expenditure category totals | | | | | | | | |
| | | | | | | | | | |
| | Outside Works | | | | £29,756.47 | | | | |
| | Democratic representation | | | | £0.00 | | | | |
| | Rents | | | | £1,282.17 | | | | |
| | Licensed land | | | | £0.00 | | | | |
| | Office Expenses | | | | £27,771.34 | | | | |
| | Staffing | | | | £55,905.32 | | | | |
| | Marketing & Tourism | | | | £20,543.94 | | | | |

APPENDIX 18B

| | | <u>Lyme Regis Town Council</u> | | | | | | | |
|----------------------|------------------------|---|------------------|---------------------|-------------------|---------------------------|----------------------|----------------------|--|
| | | <u>Payments list for June 2023</u> | | | <u>247,889.69</u> | | | | |
| | | <u>Total</u> | | | | | | | |
| <u>Date</u> | <u>Supplier</u> | <u>Detail</u> | <u>Frequency</u> | <u>Payment Type</u> | <u>Amount</u> | <u>Probable VAT Code*</u> | <u>Probable VAT*</u> | <u>Probable Net*</u> | <u>Indicative Expenditure Category</u> |
| NAT WEST BANK | | | | | | | | | |
| 01-Jun | HMRC NDDS | May Tax and NI payment | Monthly | DD | 13626.06 | 0% | - | 13,626.06 | Staffing |
| 01-Jun | DC RATES | Rates | Monthly | DD | 9630 | 0% | - | 9,630.00 | Utilities |
| 15-Jun | BANKLINE | Bank charges | Monthly | BLN | 55.35 | 0% | - | 55.35 | Office Expenses |
| 16-Jun | DORSET COUNCIL | Waste collection | Monthly | DD | 2511.62 | 0% | - | 2,511.62 | Outside Works |
| 20-Jun | WORLDPAY | Transaction fees | Monthly | DD | 138.36 | 0% | - | 138.36 | Office Expenses |
| 20-Jun | WORLDPAY | Transaction fees | Monthly | DD | 26.94 | 0% | - | 26.94 | Office Expenses |
| 22-Jun | SALARIES | June salaries | Monthly | EBP | 43674.06 | 0% | - | 43,674.06 | Staffing |
| 30-Jun | HMRC NDDS | June Tax and NI payment | Monthly | DD | 14735.41 | 0% | - | 14,735.41 | Staffing |
| | | | | Total | <u>84,397.80</u> | | | | |
| LLOYDS BANK | | | | | | | | | |
| 01-Jun | SOUTH WEST COUNCIL | Equality and diversity training | One off | FPO | 2476.8 | 20% | 412.80 | 2,064.00 | Office Expenses |
| 01-Jun | DECLAN DUFFY | Coronation event | One off | FPO | 1000 | 0% | - | 1,000.00 | Office Expenses |
| 01-Jun | LR GIG CLUB | Grant | One off | FPO | 1000 | 0% | - | 1,000.00 | Grants |
| 01-Jun | BEACH & BADGER | Mayor making food | One off | FPO | 900 | 20% | 150.00 | 750.00 | Office Expenses |
| 01-Jun | WESTCOUNTRY LAND | Monmouth beach survey on ground markers | One off | FPO | 876 | 20% | 146.00 | 730.00 | Outside Works |
| 01-Jun | LR YOUTH FOOTBALL CLUB | Grant | One off | FPO | 420 | 0% | - | 420.00 | Grants |
| 01-Jun | BUSY BEE FLORIST | Mayor making flowers | One off | FPO | 120 | 0% | - | 120.00 | Office Expenses |
| 01-Jun | AMAZON | Suncream | One off | DEB | 20.1 | 20% | 3.35 | 16.75 | Office Expenses |
| 01-Jun | ZOOM | Subscription | Monthly | DD | 12.99 | 0% | - | 12.99 | Office Expenses |
| 02-Jun | SWIM | Contribution to works | One off | FPO | 12000 | 20% | 2,000.00 | 10,000.00 | Office Expenses |
| 05-Jun | SQUARE | Team plus- till point system | Monthly | DEB | 20 | 20% | 3.33 | 16.67 | Outside Works |
| 05-Jun | UBER | Fraudulent transaction | One off | DEB | 17.93 | 0% | - | 17.93 | Office Expenses |
| 05-Jun | UBER | Fraudulent transaction | One off | DEB | 9.43 | 0% | - | 9.43 | Office Expenses |
| 05-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 07-Jun | LYME ARTS DEVELOPM | Arts program 23/24 | One off | FPO | 7200 | 0% | - | 7,200.00 | Office Expenses |
| 07-Jun | SW HYGIENE | Sanitary unit rental | Annually | FPO | 2276.88 | 20% | 379.48 | 1,897.40 | Outside Works |
| 07-Jun | LR PROPERTY MAN | Unit 1A rental and retainer fee | Quarterly | FPO | 2244.42 | 0% | - | 2,244.42 | Grants |
| 07-Jun | GLEN CLEANING | Public bathroom cleaning | Monthly | FPO | 1517.47 | 20% | 252.91 | 1,264.56 | Outside Works |
| 07-Jun | DAMORY | Bus subsidy | Monthly | FPO | 1282.17 | 0% | - | 1,282.17 | Rents |
| 07-Jun | EVENT STUFF | Mini golf putters | One off | FPO | 1182.6 | 20% | 197.10 | 985.50 | Office Expenses |
| 07-Jun | WOODHORT SHARPHAM | Compost | One off | FPO | 1179.36 | 20% | 196.56 | 982.80 | Outside Works |
| 07-Jun | TOPSPARKS | Electrical work | One off | FPO | 1021.46 | 20% | 170.24 | 851.22 | Outside Works |
| 07-Jun | CALEB MORRIS | Garden light repairs | One off | FPO | 984 | 20% | 164.00 | 820.00 | Office Expenses |
| 07-Jun | AXMINSTER GARDEN M | Machine maintenance | One off | FPO | 967.11 | 20% | 161.19 | 805.93 | Outside Works |
| 07-Jun | JADE SECURITY | Cash collections | Monthly | FPO | 672.1 | 20% | 112.02 | 560.08 | Outside Works |
| 07-Jun | TRAVIS PERKINS | Multiple external supplies invoices | One off | FPO | 536.15 | 20% | 89.36 | 446.79 | Outside Works |
| 07-Jun | FOWLER | Tracked loader hire | One off | FPO | 389.4 | 20% | 64.90 | 324.50 | Outside Works |
| 07-Jun | AXE SKIP HIRE | Skip hire | One off | FPO | 354 | 20% | 59.00 | 295.00 | Outside Works |
| 07-Jun | WATCO | Carbon fibre for skate park repair | One off | FPO | 310.38 | 20% | 51.73 | 258.65 | Outside Works |
| 07-Jun | G & A COMMERCIALS | Service and MOT | One off | FPO | 299.8 | 20% | 49.97 | 249.83 | Outside Works |
| 07-Jun | SCREWFIX | External supplies | One off | FPO | 265.26 | 20% | 44.21 | 221.05 | Outside Works |
| 07-Jun | PLM CLEANING | Office cleaning | Monthly | FPO | 262.5 | 0% | - | 262.50 | Office Expenses |
| 07-Jun | GOOD FOOD CAFÉ | Refreshements for meeting | One off | FPO | 210 | 0% | - | 210.00 | Office expenses |
| 07-Jun | SIX PAYMENT | Transaction fees | Monthly | FPO | 196.1 | 0% | - | 196.10 | Office Expenses |
| 07-Jun | CLARITY COPIERS | Photocopier usage | Monthly | FPO | 178.63 | 20% | 29.77 | 148.86 | Office Expenses |
| 07-Jun | JSW ENTERTAINMENT | Coronation staging | One off | FPO | 168.96 | 20% | 28.16 | 140.80 | Outside Works |
| 07-Jun | EUROFFICE | Stationary order | One off | FPO | 160.75 | 20% | 26.79 | 133.96 | Office Expenses |

| | | | | | | | | | |
|--------|-------------------------|------------------------------------|-----------|-----|---------|-----|----------|-----------|---------------------|
| 07-Jun | GROVES NURSERIES | Plants | One off | FPO | 114.7 | 20% | 19.12 | 95.58 | Outside Works |
| 07-Jun | ADVANTAGE DIGITAL PRINT | Signage | One off | FPO | 108 | 20% | 18.00 | 90.00 | Marketing & Tourism |
| 07-Jun | ECOM6 | Transaction fees | Monthly | FPO | 105.98 | 20% | 17.66 | 88.32 | Office Expenses |
| 07-Jun | IEP | Pest control | One off | FPO | 95 | 0% | - | 95.00 | Outside Works |
| 07-Jun | YELLOWBOX | Staff uniform | One off | FPO | 86.1 | 20% | 14.35 | 71.75 | Staffing |
| 07-Jun | KEELY WINDOWS | Window repair | One off | FPO | 84 | 20% | 14.00 | 70.00 | Outside Works |
| 07-Jun | DAPTC | Councillor networking | One off | FPO | 75 | 0% | - | 75.00 | Office Expenses |
| 07-Jun | ABA GROUND CARE | Vehicle maintenance | One off | FPO | 60 | 20% | 10.00 | 50.00 | Outside Works |
| 07-Jun | ARTHUR FORDHAMS | External supplies | One off | FPO | 56.47 | 20% | 9.41 | 47.06 | Outside Works |
| 07-Jun | DORSET COUNCIL | Harbour pump | One off | FPO | 46.5 | 0% | - | 46.50 | Outside Works |
| 07-Jun | METRIC | Hosting costs | Monthly | FPO | 43.2 | 20% | 7.20 | 36.00 | Outside Works |
| 07-Jun | LIFT SAFE | American plug | One off | FPO | 39.92 | 20% | 6.65 | 33.27 | Outside Works |
| 07-Jun | TOTAL PLUMBING | Plumbing supplies | One off | FPO | 23.02 | 20% | 3.84 | 19.18 | Outside Works |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 1039.16 | 20% | 173.19 | 865.97 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 661.45 | 20% | 110.24 | 551.21 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 610.85 | 20% | 101.81 | 509.04 | Utilities |
| 08-Jun | Unity 5 | Zatpark fees | Monthly | DD | 532.92 | 20% | 88.82 | 444.10 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 446.51 | 20% | 74.42 | 372.09 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 260.13 | 20% | 43.36 | 216.78 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 244.67 | 20% | 40.78 | 203.89 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 192.59 | 20% | 32.10 | 160.49 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 185.37 | 20% | 30.90 | 154.48 | Utilities |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 161.47 | 20% | 26.91 | 134.56 | Utilities |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 60 | 0% | - | 60.00 | Refunds |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 60 | 0% | - | 60.00 | Refunds |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 60 | 0% | - | 60.00 | Refunds |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 50.99 | 20% | 8.50 | 42.49 | Utilities |
| 08-Jun | TOTAL PLUMBING | Plumbing supplies | One off | FPO | 23.02 | 20% | 3.84 | 19.18 | Outside Works |
| 08-Jun | YU ENERGY | Electricity charges | Monthly | DD | 14.55 | 20% | 2.43 | 12.13 | Utilities |
| 08-Jun | REFUND | Refund for beach hut booking | One off | FPO | 10 | 0% | - | 10.00 | Refunds |
| 09-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 10 | 20% | 1.67 | 8.33 | Utilities |
| 12-Jun | EBAY | Volleyball rope | One off | DEB | 480 | 20% | 80.00 | 400.00 | Office Expenses |
| 12-Jun | AMAZON | Phone cases and first aid supplies | One off | DEB | 205.97 | 20% | 34.33 | 171.64 | Office Expenses |
| 12-Jun | BARCLAYCARD | Transaction fees | Monthly | DD | 71.16 | 0% | - | 71.16 | Office Expenses |
| 12-Jun | BARCLAYCARD | Transaction fees | Monthly | DD | 17.82 | 0% | - | 17.82 | Office Expenses |
| 12-Jun | MAILCHIMP | Subscription | Monthly | DEB | 12.51 | 20% | 2.09 | 10.43 | Office Expenses |
| 12-Jun | TAKEPAYMENTS | Transaction fees | Monthly | DD | 6 | 20% | 1.00 | 5.00 | Office Expenses |
| 12-Jun | TAKEPAYMENTS | Transaction fees | Monthly | DD | 6 | 20% | 1.00 | 5.00 | Office Expenses |
| 12-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 12-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 13-Jun | YU ENERGY | Electricity charges | Monthly | DD | 59.99 | 20% | 10.00 | 49.99 | Utilities |
| 14-Jun | ALLSTAR | Fuel usage | Monthly | DD | 318.63 | 20% | 53.11 | 265.53 | Outside Works |
| 14-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 15-Jun | AIB | Transaction charges | Monthly | DD | 823.78 | 0% | - | 823.78 | Outside Works |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 727.47 | 0% | - | 727.47 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 208.63 | 0% | - | 208.63 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 118.5 | 0% | - | 118.50 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 108.5 | 0% | - | 108.50 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 100.86 | 0% | - | 100.86 | Utilities |
| 15-Jun | EE LIMITED | Mobile bundle | Monthly | DD | 80.48 | 20% | 13.41 | 67.07 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 79.45 | 0% | - | 79.45 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 78.68 | 0% | - | 78.68 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 75.22 | 0% | - | 75.22 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 61.99 | 0% | - | 61.99 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 44.22 | 0% | - | 44.22 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 43.8 | 0% | - | 43.80 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 20.85 | 0% | - | 20.85 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 16.75 | 0% | - | 16.75 | Utilities |
| 15-Jun | SOUTH WEST WATER | Water charges | Quarterly | DD | 14.35 | 0% | - | 14.35 | Utilities |
| 16-Jun | BUGLARS | New tractor | One off | FPO | 54360 | 20% | 9,060.00 | 45,300.00 | Outside Works |

| | | | | | | | | | |
|--------|-------------------------|--|-----------|-----|----------|-----|--------|-----------|---------------------|
| 16-Jun | LRDT | Grant | One off | FPO | 2500 | 0% | - | 2,500.00 | Grants |
| 16-Jun | B SHARP | Grant | One off | FPO | 1250 | 0% | - | 1,250.00 | Grants |
| 16-Jun | BRIDPORT CAB | Grant | One off | FPO | 1125 | 0% | - | 1,125.00 | Grants |
| 16-Jun | AXE RING AND RIDE | Grant | One off | FPO | 375 | 0% | - | 375.00 | Grants |
| 16-Jun | SAGE SOFTWARE LTD | Software package | Monthly | DD | 344.4 | 20% | 57.40 | 287.00 | Office Expenses |
| 16-Jun | REFUND | Shelters hire refund | One off | FPO | 175 | 0% | - | 175.00 | Refunds |
| 16-Jun | TAKEPAYMENTS | Transaction fees | Monthly | DD | 54 | 20% | 9.00 | 45.00 | Office Expenses |
| 16-Jun | REFUND | Car park ticket refund | One off | FPO | 7.3 | 0% | - | 7.30 | Refunds |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges | Monthly | DD | 2729.48 | 5% | 129.98 | 2,599.50 | Utilities |
| 19-Jun | YU ENERGY | Electricity charges | Monthly | DD | 1020.17 | 20% | 170.03 | 850.14 | Utilities |
| 19-Jun | GOCARDLESS | Zatpark charges | Monthly | DD | 679.2 | 20% | 113.20 | 566.00 | Office Expenses |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges | Monthly | DD | 283.23 | 5% | 13.49 | 269.74 | Utilities |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges | Monthly | DD | 207.36 | 5% | 9.87 | 197.49 | Utilities |
| 19-Jun | SOUTHERN ELECTRIC | Electricity charges | Monthly | DD | 153.04 | 5% | 7.29 | 145.75 | Utilities |
| 19-Jun | AMAZON | Suncream | One off | DEB | 15.98 | 20% | 2.66 | 13.32 | Office Expenses |
| 19-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 8 | 20% | 1.33 | 6.67 | Utilities |
| 19-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 20-Jun | WORLDPAY | Transaction fees | Monthly | DD | 57 | 0% | - | 57.00 | Office Expenses |
| 20-Jun | WORLDPAY | Transaction fees | Monthly | DD | 23.94 | 0% | - | 23.94 | Office Expenses |
| 20-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 22-Jun | DORSET COUNCIL | Rates for previous years | One off | FPO | 12125.7 | 0% | - | 12,125.70 | Outside Works |
| 22-Jun | DC PENSION FUND | Pension contribution | Monthly | FPO | 11380.77 | 0% | - | 11,380.77 | Staffing |
| 22-Jun | RNLI | Lifeguards for summer | One off | FPO | 5272.8 | 20% | 878.80 | 4,394.00 | Grants |
| 22-Jun | AXMINSTER GARDEN | Multiple invoices for machinery maintenance | One off | FPO | 3951.05 | 20% | 658.51 | 3,292.54 | Outside Works |
| 22-Jun | ACORN HEALTH & SAFETY | Beach shower replacement | One off | FPO | 2091.6 | 20% | 348.60 | 1,743.00 | Office Expenses |
| 22-Jun | CHAPMAN GEOTECHNIC | Renewal of planning permission for chalet/caravan site | One off | FPO | 1456 | 20% | 242.67 | 1,213.33 | Outside Works |
| 22-Jun | TOPSPARKS | Electrical work on street lights | One off | FPO | 1215.73 | 20% | 202.62 | 1,013.11 | Outside Works |
| 22-Jun | DARKIN MILLER | Internal auditor | Quarterly | FPO | 1001.7 | 20% | 166.95 | 834.75 | Office Expenses |
| 22-Jun | XYLEM WATER SOLUTIONS | Annual service maintenance | Annually | FPO | 815.72 | 20% | 135.95 | 679.77 | Outside Works |
| 22-Jun | JADE SECURITY | Cash collections | Monthly | FPO | 675.9 | 20% | 112.65 | 563.25 | Outside Works |
| 22-Jun | SPEEDY ASSET | Generator and lighting for coronation event | One off | FPO | 593.66 | 20% | 98.94 | 494.72 | Outside Works |
| 22-Jun | CLEANING 4U | Cleaning supplies | One off | FPO | 444.08 | 20% | 74.01 | 370.07 | Outside Works |
| 22-Jun | M G WEBBER | Plants | One off | FPO | 417.6 | 20% | 69.60 | 348.00 | Outside Works |
| 22-Jun | KITSON AND TROTMAN | Legal fees | One off | FPO | 405 | 20% | 67.50 | 337.50 | Office Expenses |
| 22-Jun | SCREWFIX | External supplies | One off | FPO | 369.53 | 20% | 61.59 | 307.94 | Outside Works |
| 22-Jun | STAFF | Mayoral allowance | One off | FPO | 317.2 | 0% | - | 317.20 | Staffing |
| 22-Jun | EDF ENERGY | Electricity charges | Monthly | DD | 270.43 | 5% | 12.88 | 257.55 | Utilities |
| 22-Jun | SIX PAYMENT | Transaction fees | Monthly | FPO | 204.89 | 0% | - | 204.89 | Office Expenses |
| 22-Jun | ERIC S KNOBS & LOCKS | Radar keys | One off | FPO | 200 | 20% | 33.33 | 166.67 | Outside Works |
| 22-Jun | GROVES NURSERIES | External supplies | One off | FPO | 193.74 | 20% | 32.29 | 161.45 | Outside Works |
| 22-Jun | LYME ONLINE | Job advertisement | One off | FPO | 120 | 0% | - | 120.00 | Marketing & Tourism |
| 22-Jun | ECOM6 | Transaction fees | Monthly | FPO | 113.18 | 20% | 18.86 | 94.32 | Office Expenses |
| 22-Jun | NPOWER | Electricity charges | Monthly | FPO | 101.25 | 5% | 4.82 | 96.43 | Utilities |
| 22-Jun | IEP | Pest control | One off | FPO | 95 | 0% | - | 95.00 | Outside Works |
| 22-Jun | ADVANTAGE DIGITAL PRINT | Banners | One off | FPO | 92.78 | 20% | 15.46 | 77.32 | Marketing & Tourism |
| 22-Jun | EUROFFICE | Stationary order | One off | FPO | 90.83 | 20% | 15.14 | 75.69 | Office Expenses |
| 22-Jun | BRIDPORT TOWN COUNCIL | Barrier hire for coronation party | One off | FPO | 90 | 0% | - | 90.00 | Office Expenses |
| 22-Jun | TRAVIS PERKINS | External supplies | One off | FPO | 88.94 | 20% | 14.82 | 74.12 | Outside Works |
| 22-Jun | LR BOWLS CLUB | Tournament sponsorship | One off | FPO | 50 | 0% | - | 50.00 | Grants |
| 22-Jun | SW HYGIENE | Yellow bag collection | Monthly | FPO | 47.21 | 20% | 7.87 | 39.34 | Outside Works |
| 22-Jun | ARTHUR FORDHAMS | External supplies | One off | FPO | 37.58 | 20% | 6.26 | 31.32 | Outside Works |
| 22-Jun | SOUTH WEST WATER | Water charges | Monthly | FPO | 31.99 | 0% | - | 31.99 | Utilities |
| 22-Jun | STAFF | Travel expenses | One off | FPO | 23.4 | 0% | - | 23.40 | Staffing |
| 23-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 23-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |
| 26-Jun | QUADIENT | Franking machine top up | One off | DD | 100 | 0% | - | 100.00 | Office Expenses |
| 26-Jun | AMAZON | delivery subscription | Monthly | DEB | 8.99 | 20% | 1.50 | 7.49 | Office Expenses |
| 27-Jun | AMAZON | Laptop stands | One off | DEB | 67.11 | 20% | 11.19 | 55.93 | Office Expenses |
| 27-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 10 | 20% | 1.67 | 8.33 | Utilities |
| 27-Jun | GIFFGAFF | Mobile bundle | Monthly | DEB | 6 | 20% | 1.00 | 5.00 | Utilities |

Committee: Strategy and Finance

Date: 12 July 2023

Title: Cash Holdings and Investments

Purpose of Report

To inform members of the council's current reserve position

Recommendation

Members note the cash position at the end of June 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 June 2023 was c.£2.006m, **appendix 19A.**
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 the funds have now been deposited.

Naomi Cleal
Finance manager
July 2023

| <u>Lyme Regis Town Council</u> | | | |
|---|--|-------------------------|---------------|
| | | | |
| <u>Bank Balances</u> | | | |
| | | | |
| <u>30-Jun-23</u> | | | |
| | | | |
| | | £ | Access |
| NatWest- General | | 1,000 | Instant |
| NatWest Liquidity Manager 1.15% | | 47,354 | 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 |
| Lloyds - Current | | 11,135 | Instant |
| Lloyds - Liquidty Manager (0.7%) | | 1,046,467 | Instant |
| Wilkinson Legacy 0.6% | | 538 | One month |
| Charity Bank - 3.56% | | 100,000 | 29/06/2024 |
| TOTAL | | <u>2,006,969</u> | |