



**John Wright**  
Town Clerk

**Lyme Regis Town Council**

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**Strategy and Finance Committee**

Dear councillor,

You are summoned to attend a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 11 October 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
06.10.23

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

**AGENDA**

**1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

*Individuals will be permitted a maximum of three minutes each to address the committee*

**2. Apologies**

To receive and record apologies and reasons for absence

**3. Minutes**

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 12 July 2023

**4. Disclosable Pecuniary Interests**

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

**5. Dispensations**

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

**6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 July 2023**

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

**7. Update Report**

There are no updates.

**8. Strategy and Finance Objectives**

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

**9. The Process for Approving the 2024-25 Budget<sup>1</sup> and Five-Year Financial Plan 2024-29**

To outline the process for approving the 2024-25 budget and the five-year financial plan 2024-29

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

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

**11. Budget Performance, 1 April – 31 August 2023**

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

**12. Office Project and Associated Issues**

To allow members to consider any updated information relating to the proposal to refurbish the council office building, including likely costs, decant arrangements and the need to move £50k of the overall budget currently allocated wholly to 2024-25 to 2023-24 to enable necessary preparatory work, including the employment of a cost consultant and the preparation of all necessary plans, applications and tender documentation in sufficient time to enable the planned commencement of works in the latter half of 2024

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<sup>1</sup> The 2024-25 budget includes the precept.

*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*

**13. Budget and Precept 2024-25 and Five-Year Financial Plan 2024-29**

To allow members to consider and the 2024-25 budget, including the precept, and the five-year financial plan 2024-29

**14. Review of Charges**

To allow members to consider the level of precept for 2024-25

To allow members to set charges for 2024-25 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2025-26 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships.

**15. Objectives and Projects 2024-2025**

To allow members to consider objectives and projects for 2024-25

**16. Request from Dorset Council for a Financial Contribution Towards the Future Cost of Harbour Dredging**

To allow members to consider a request from Dorset Council for a financial contribution towards the future cost of harbour dredging

**17. Request for Funding - Fireworks**

To allow members to consider a request from the Regatta and Carnival Committee to part fund the Bonfire Night fireworks' display

**18. Expressions of Interest for Use of the Jubilee Pavilion**

To allow members to consider the expressions of interest submitted for the use of the Jubilee Pavilion

**19. List of Payments**

To inform members of the payments made in the months of July and August 2023

**20. Investments and Cash Holdings**

To inform members of the council's current reserve position

**21. 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*

## **22. 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 12 – Office Project and Associated Costs**
- b) Agenda item 21 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 JULY 2023

**Present**

**Chairman:** Cllr P. May

**Councillors:** Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

**23/01/SF Election of Chairman and Vice-Chairman**

It was proposed by Cllr R. Smith and seconded by Cllr B. Larcombe that Cllr P. May is chairman of the Strategy and Finance Committee.

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

Cllr P. May was duly **ELECTED** as chairman.

It was proposed by Cllr G. Turner and seconded by Cllr R. Smith that Cllr B. Larcombe is vice-chairman of the Strategy and Finance Committee.

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

Cllr B. Larcombe was duly **ELECTED** as vice-chairman.

**23/02/SF Terms of Reference**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the committee's terms of reference were **RECEIVED**.

**23/03/SF Public Forum**

There were no members of the public present.

**23/04/SF Apologies for Absence**

Cllr C. Aldridge – holiday  
Cllr R. Doney – holiday  
Cllr D. Ruffle – illness

**23/05/SF Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, the minutes of the meeting held on 10 May 2023 were **ADOPTED**.

**23/06/SF Disclosable Pecuniary Interests**

Cllr P. Evans declared a pecuniary interest in agenda item 20, MUGA at Anning Road Playing Field, as he was a nearby resident to the proposed multi-use games area (MUGA).

Cllr B. Bawden declared a pecuniary interest in agenda item 20, MUGA at Anning Road Playing Field, as she would be the closest property to the proposed MUGA.

**23/07/SF Dispensations**

There were none.

**23/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 May 2023**

Members noted the report.

**23/09/SF Update Report**

**Harbourmaster's store, office and cemetery lodge**

Cllr B. Larcombe asked if members would be presented at the Full Council meeting with a single named preferred contractor for these works or if members would have a choice.

The deputy town clerk said he would be disappointed if members didn't have several contractors to choose from, but in recent experience, the council had failed to generate interest.

Cllr B. Larcombe asked if the preferred contractor would be for these projects only or for subsequent projects.

The deputy town clerk said it would be for projects into the future as it was a way of going through a best value exercise once, rather than having to go through it for every project over the next two or three years.

**23/10/SF Strategy and Finance Objectives**

Cllr B. Larcombe asked if the Strawberry Fields' option appraisal was vulnerable as there had been no progress on this objective.

Cllr P. May said progress couldn't be made on this until there was a firm long-term arrangement for park and ride at the Charmouth Road site.

The deputy town clerk said he was optimistic the council would have a long-term arrangement in place with the landowners for park and ride, which had been evidenced by their planning application for permanent infrastructure at the site. He said this included improved access, a larger hardstanding, a building to include toilets, an information point and refreshments, a timetable noticeboard, and ground matting on part of the site.

Cllr B. Larcombe said he hoped the council would reciprocate the commitment the landowner had shown if the planning permission was approved, although it was noted the council's commitment to park and ride was dependent on there being a bus operator for the service.

Cllr B. Bawden suggested the town council could work with Dorset Council (DC) in trying to secure a longer-term commitment to a park and ride as it had experience of working with bus companies.

The deputy town clerk said he had already been in contact with the relevant officer at DC and he intended to bring a report to a future meeting to allow members to consider how the service should be funded generally, which may be a pay to park model; this would be simpler and provide more certainty and control.

Cllr D. Sarson asked if anyone was in post yet for the temporary role to support the deputy town clerk.

The deputy town clerk said it had not yet been advertised but he was hoping to do this by the end of the week.

**23/11/SF**

### **Member Details on the Council Website**

Cllr D. Sarson said he would prefer people to contact him by email as a phone call usually demanded a quick response and mistakes could occur. He said the alternative was to ask people to contact the council office.

Cllr C. Reynolds said residents should be able to contact members in the way they preferred and as some older people didn't have the internet, they had no option but to phone.

Cllr M. Ellis agreed that for many people, a phone call might be their only way of getting hold of members and as she had been voted by the public to be their voice, she should be available to them in whatever way they preferred. She said if she received calls from the press, she directed them to the office so there was a standard response issued.

Cllr G. Stammers asked what the expectation of members was in terms of the contact details they provided.

Cllr P. May said the details currently on the website were the status quo and this would only change if the council passed a resolution to do so.

Cllr B. Bawden said the proposal wasn't for members to not have a means of being contacted, but for members to choose what details were published. She said she didn't want her home address or telephone number on the website but she was happy to have the town council address. She said DC allowed this.

Cllr B. Larcombe said members' register of interests and election applications included their addresses. He said the public could go through the office to speak to a member but it was then reliant on the staff to relay those messages. He said having a council email address on a council laptop was also a good way of being contacted because if someone ceased to be a member, their email address would also cease.

Cllr R. Smith said when a member was elected, they could expect people to contact them to make representations and he was happy to receive phone calls. However, he had some sympathy for members who found this to be a problem. He suggested the standard position was members remained accessible by having their phone number

and home address on the website, but members could opt out if they found it unmanageable.

Cllr P. Evans said if a member had lived in the town for a long time, people would know their address anyway. Although he felt there should be an option to opt out of having personal contact details published, he felt it came with the territory of being a local councillor.

If it was agreed alternative contact details could be published, members discussed whether it was appropriate to direct enquiries to the office. Several members felt the office shouldn't be expected to field calls for members and this would create extra work for staff.

It was suggested business contact details or any other alternative contact details could be used, although it was noted not all members would have these alternatives.

Cllr M. Ellis requested a recorded vote on the following motion:

Proposed by Cllr R. Smith and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** that the presumption is members should be contactable and have their personal details published on the council's website, but they should be allowed to opt out and provide an alternative phone number and address, which may be the town council telephone number and address.

**Voted for** – Cllr P. May, Cllr G. Turner, Cllr S. Cockerell, Cllr B. Larcombe, Cllr D. Sarson, Cllr R. Smith, Cllr B. Bawden

**Voted against** – Cllr C. Reynolds, Cllr M. Ellis, Cllr G. Stammers, Cllr P. Evans

**Abstentions** – None

**23/12/SF**

### **Review of the Safe Key Procedure**

Cllr M. Ellis asked if there was a log kept of every time the safe was opened in case there were any discrepancies.

The finance manager said there was a log of which employees had safe keys but not a log of who went in and out of the safe; if there were any issues, anyone who had access to the safe would be involved in any investigation.

Cllr C. Reynolds said there was a log for signing the mayoral chains in and out and asked why it wasn't the same procedure for the safe.

The finance manager said the safe held a lot of different items and it was therefore accessed too often to realistically keep a log.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised safe key procedure.

**23/13/SF**

### **Budget Performance, 1 April – 30 June 2023**

Members noted the report.

**23/14/SF**

### **Rating Revaluation and changes to Rateable Value**

Members noted the outcome of the 2023 rating revaluation and changes to the rateable value of the council's main property assets.



The deputy town clerk corrected an error in the report; he said the council was charged business rates of £2.5k on the cemetery. He strongly advised against appealing the valuations as it was likely the council would lose given the increase in both charges and income over the previous 5 years.

**23/15/SF Dog-related Public Space Protection Order**

Cllrs S. Cockerell, C. Reynolds and G. Stammers volunteered to complete the survey questions and report back to the Full Council.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs S. Cockerell, C. Reynolds and S. Stammers consider Dorset Council's dog-related Public Space Protection Order and report their proposals to the Full Council on 26 July 2023 for approval.

**23/16/SF Accreted Land at Monmouth Beach**

The deputy town clerk said as there had been no feedback from Natural England, this item would be deferred to the Full Council meeting on 26 July 2023.

**23/17/SF Land Stability at Monmouth Beach and Ware Cliff**

Members noted the report.

**23/18/SF List of Payments**

Cllr M. Ellis said some of the payments had been listed in the wrong category and she had raised this with the finance team before the meeting.

The finance manager reassured members that all the payments had been coded correctly in the accounting system but as the list of payments was compiled manually, some of the categories had been incorrectly reported.

It was agreed the errors would be amended and the entire list of payments would be re-presented to the Full Council meeting on 26 July 2023 for approval.

Cllr B. Larcombe asked what the £1,076 water meter issue was and why it was paid.

The deputy town clerk said the Monmouth Beach metering and connection issues were complex and there were also issues in places connected to land stability, so for many years the council had paid an external contractor to do this work on the council's behalf.

Cllr B. Larcombe asked if the electric charges could be aggregated on the list of payments as he was concerned about increasing costs.

The finance manager said the expenditure category totals were shown at the bottom of the list but if members wished, the utilities category could be further broken down to show gas, electricity and water.

Cllr M. Ellis said there appeared to be lots of refunds for beach huts and suggested members should consider a fee for refunds.

The deputy town clerk said the council would be paying £16k rates on the beach huts so this all needed to be considered as part of the review of fees and charges at budget setting time.

**23/19/SF      Cash Holdings and Investments**

Members noted the report.

**23/20/SF      MUGA at Anning Road Playing Field**

Proposed by Cllr P. May 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.

**23/21/SF      Fraudulent Activity**

Proposed by Cllr P. May 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.

**23/22/SF      Debtors**

Proposed by Cllr P. May 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.

**23/23/SF      Exempt Business**

*Cllr B. Bawden and Cllr P. Evans left the meeting at 8.12pm in line with their pecuniary interests.*

**a)      MUGA at Anning Road Playing Field**

The deputy town clerk said the council could spend a lot of time and public money getting legal opinions about the enforcement of the covenants, but the first thing he would advise doing is speaking to the people who lived adjacent to the field.

It was proposed by Cllr D. Sarson to continue to support the multi-use games area on land specified at Anning Road playing field but to go to public consultation and engagement with the local community to gauge their reaction to the proposal, with any potential complaints that may emerge after discussion.

Members agreed there needed to be some public consultation on the proposal and discussed whether this should be limited to those who lived immediately surrounding the playing field or whether it should be extended to the wider town.

The deputy town clerk said he was happy to go to wider consultation as the council could ask for comments about location, design and uses of the MUGA. However, the council also needed feedback from immediate neighbours to address the legal issue and he said this mustn't get lost in the wider consultation.

The support services manager said two consultation processes could be run; she suggested a letter drop to every property surrounding the playing field and a wider public consultation via Lyme Voice, social media and the website.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to continue to support the multi-use games area on land specified at Anning Road playing field but to consult with adjacent properties to gauge their reaction to the proposal and to also consult with the wider community.

*Cllr B. Bawden and Cllr P. Evans returned to the meeting at 8.41pm.*

#### **b) Fraudulent Activity**

Members discussed the issue regarding timesheets and asked questions about why payments continued to be made, how the discrepancy was picked up and what sanctions had been given.

It was noted a clocking in and out system was now being used for these staff and Cllr B. Larcombe asked if a similar system should be used for office staff so members had a sense of hours and attendance.

It was clarified there was a signing in and out board at the office but this was mainly for fire regulations; it wasn't a record of hours worked.

As the issues being discussed had human resources implications, it was agreed it would be referred to the Human Resources Committee for further discussion.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the discrepancies with timesheets, to approve the management actions proposed to ensure further risk is minimised and to refer the issue to the Human Resources Committee for further discussion.

With regards to the debit card fraud, the finance manager confirmed the card never left the office and the bank did not believe the fraud was carried out by anyone within the council, so had refunded the amounts.

Cllr B. Bawden thanked staff for picking up the transactions so quickly.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to note the two fraudulent debit card transactions and approve the management actions proposed to ensure further risk is minimised.

#### **c) Debtors' Report**

Members noted the report.

*The meeting closed at 8.59pm.*

**Committee:** Strategy and Finance

**Date:** 11 October 2023

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

#### **23/11/SF – Member Details on the Council Website**

All members have been contacted to check if they would like to continue to have their contact details published on the website or if they would prefer alternative details to be published.

#### **23/15/SF – Dog-related Public Space Protection Order**

The proposed response to the consultation was presented to the Full Council on 26 July 2023 and approved by members. The council's response was submitted by the deadline. The draft Public Space Protection Order was considered by Dorset Council's Place and Resources Overview Committee on 5 October 2023.

#### **23/16/SF – Accreted Land at Monmouth Beach**

It was reported to the Town Management and Highways committee on 20 September:

*'Dorset Council is working to a deadline of 30 September 2023 for the completion of an application to Natural England. They are in the process of appointing JBA, the consultants advising on the Cobb Phase V works, to assist with the necessary environmental and ecological input. A copy of the consultant's proposals was received on 14 September 2023 and it includes a date of 29 September 2023 for completion of their brief. Natural England offer an advisory service, and this will also be utilised.*

*The application itself will have to be submitted by this council as landowner and it is also this council that may be subject to any formal action by Natural England, for the same reason. It is, therefore, critical that momentum is maintained with this work and the required timescales are met by Dorset Council.'*

Since that meeting, JBA have been formally appointed by District Council and have prepared pre-application draft documents for consideration by this council and by Natural England, using that organisation's Application Advisory Service.

Draft documents submitted include application for consent, beach management plan and Habitats Regulations Assessment. The deputy town clerk has commented on these documents on behalf of the town council and they are now with Natural England for their consideration and comment.

If Natural England are happy with the documents, then they will be submitted in final form next week.

Although the submission deadline of 30 September 2023 has not been met, Natural England are satisfied with the progress being made and the delay will not result in any action being taken against the town council as landowner.

The management proposals include a permanent reduction in the area being used in connection with the harbour, together with land use and management proposals designed to minimise the impact on the site and allow the natural vegetation and other protected features to recover and flourish. A small area of the beach is earmarked as an 'exclusion zone' where no harbour related use or public access will be permitted, to assist with the recovery of protected features. This will not impact on the overall scope of public access to the beach area.

The deputy town clerk will continue to liaise with JBA, Dorset Council and Natural England until the application is determined one way or another.

When the final extent of harbour use is determined, the rent will need to be recalculated and any revised figure will be reported to members.

### **23/18/SF – List of Payments**

As requested, total expenditure on utilities are now being broken down into gas, electricity, water, rates, phone and mobiles on the list of payments.

### **23/20/SF – MUGA at Anning Road Playing Field**

This project is now being managed by the Town Management and Highways Committee, which considered a report at its meeting on 20 September 2023.

### **23/21/SF – Fraudulent Activity**

As requested, the issue relating to discrepancies on timesheets was referred to the Human Resources Committee for further discussion and a report was considered by the committee at its meeting on 13 September 2023.

John Wright  
Town clerk  
October 2023

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Strategy and Finance Objectives

**Purpose**

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

**Recommendation**

Members note the report

**Background**

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

**Report**

2. The objectives have been assigned to committees for review. This committee has objectives which, when approved, will be delegated to other committee; principally, Town Management and Highways.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Updates are highlighted in yellow.
4. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

John Wright  
Town clerk  
October 2023

Objective	Budget £K	Completion date	Lead officer	Comments
Determine the future use of the Jubilee Pavilion		Apr '23 August '23 January 2024	MG	<p>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.</p> <p>Advert inviting expressions of interest issued, deadline on 6 September 2023. Report at agenda item 16</p>
Achieve an unqualified external auditor's letter		Sept '23	JW	<p>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.</p> <p>The external auditor has concluded its review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2023. The comments from the auditor were as follows:</p> <p><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p> <p>This will be formally reported to the Full Council on 25</p>

				October 2023.
Undertake refurbishment of the harbour master's store	50	Mar '24	MG	Objective now with TMH
Undertake refurbishment of the cemetery chapel	50	Mar '24	MG	Objective now with TMH
Complete Strawberry Fields' option appraisal	10		MG	<p>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.</p> <p>Submission made to Dorset Council under 'Call for Sites to put the site forward for either park and ride or leisure and recreational use.</p>
Comply with standing orders and financial regulations		Mar '24	JW	<p>Compliance is ongoing. Breaches will be reported to the Strategy and Finance Committee or Full Council.</p> <p>Two breaches of financial regulations reported to this committee on 12 July 2023</p>
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	<p>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</p>



				<p>every three years.</p> <p>All policy reviews will be allocated to the relevant committee during 2023-24.</p>
Perform in accordance with the 2023-24 budget		Mar '24	JW	<p>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.</p> <p>A budget performance report was considered by this committee on 12 July 2023 and a further budget performance report is at agenda item 11.</p>
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 were 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> <p>The property and projects assistant has been appointed (starting in post on 9 October 2023) and will work with the deputy town clerk to develop an asset management plan.</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.'</p> <p>A report relating to overall cost, timing of spend and decant arrangements is at agenda item 12.</p>

Review the Transparency Code & GDPR compliance		Mar '24	AM	Work was scheduled to commence in September 2023.
Progress the digital office: document storage, planning tool, digital asset mapping		Mar '24	JW	Work was scheduled to commence in September 2023.

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** The Process for Approving the 2024-25 Budget<sup>2</sup> and Five-Year Financial Plan 2024-29

### **Purpose of the Report**

To outline the process for approving the 2024-25 budget and the five-year financial plan 2024-29

### **Recommendation**

Members note the report

### **Background**

#### **The overall process**

1. This report details the process for approving the 2024-25 budget and the five-year financial plan 2024-29.
2. Reports will be presented to members through two committee cycles.
3. The first committee cycle considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, and agrees charges; the first committee cycle formally starts with this meeting of the Strategy and Finance Committee. The recommendations from this committee will be considered by the Full Council on 25 October 2023.
4. Following the first cycle of meetings, officers will calculate the income and expenditure associated with the council's decisions.
5. The second committee cycle starts at the Strategy and Finance Committee on 29 November 2023. This meeting considers officers' income and expenditure calculations and firms up the council's 2024-25 budget and five-year financial plan, including its objectives and projects.
6. The council's 2024-25 budget, five-year financial plan and objectives will be approved by resolution of the Full Council on 13 December 2023. The council's budget identifies the 2024-25 precept.

#### **Reports to this meeting**

7. The remainder of this report describes how agenda items 10, 11, 13, 14 and 15 fit together.
8. Agenda item 10 considers risk and internal control. It is included as part of the budget-setting process because issues arising from the report may have budget implications.
9. Agenda item 11 reports on the budget at 31 August 2023 and provides a year-end forecast.

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<sup>2</sup> The 2024-25 budget includes the precept.

10. Agenda item 13 considers a first draft of the 2024-25 budget, including the precept, and the five-year financial plan 2024-29. The report identifies estimated cost increases and known income increases, i.e., income increases determined by contractual agreements.
11. Agenda item 14 allows members to review charges, i.e., income which isn't determined by contractual agreements and where the amount charged is at the council's discretion.
12. Agenda item 15 considers the objectives and projects the council wants to pursue over the next five years. Objectives and projects identified for 2024-25 will be firmed up; the probability of their completion in 2024-25 is high. The cost of objectives and projects for 2025-29 will be estimated and reviewed through subsequent annual budget-setting processes.
13. Following this committee's recommendations and subsequent council resolutions on these reports, officers will calculate changes in income and expenditure. These will be factored into a revised draft 2024-25 budget and five-year financial plan.
14. The revised draft 2024-25 budget and five-year plan will be considered by the Strategy and Finance Committee on 29 November 2023.
15. On 13 December 2023, the Full Council will consider recommendations from that meeting of the Strategy and Finance Committee and approve the 2024-25 budget, precept, objectives and projects, along with the five-year financial plan.
16. On 20 December 2023, the Human Resources Committee will incorporate objectives and projects into the town clerk's workplan for 2024-25.
17. The agreed budget, five-year financial plan and objectives will be incorporated into the corporate plan, which will be considered by this committee on 24 January 2024.

Naomi Cleal  
Finance manager  
October 2023

**Committee:** Strategy and Finance

**Date:** 11 October 2023

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

### **Purpose of Report**

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

### **Recommendations**

- a) Members note the statement of internal control and the observations detailed in paragraphs 13 to 24 of this report
- b) Members approve the risk management policy, appendix 10A and the standard annual risk assessment, appendix 10B
- c) Members review the draft risk register, appendix 10C, and propose amendments to the risk register

### **Background**

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

### **Statement of internal control**

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

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<sup>3</sup> Accounts and Audit Regulations 2015, regulation 6

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

### **Control Environment**

12. This assesses the integrity, competence and attitude of an organisation. This is assessed as below average.
13. The integrity of the council is good. In particular, previous concerns about breaches in confidentiality have reduced significantly.
14. The individual competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the support services manager and operations manager are CiLCA qualified. In addition, the council has or is supporting employees to gain additional qualifications, e.g., level 3 and 4 qualifications in accountancy.
15. Recently there has been a welcome improvement in the behaviour of members in meetings. This is welcome because since the beginning of 2021, the behaviour of some councillors, along with associated tension inside and outside the council chamber has been a distraction and has created a negative public perception. This is despite a commitment from all councillors to accept collective 'rules' about behaviour and subsequent reminders. Some members do not seem to recognise it is their behaviour that is adversely impacting on other councillors and staff.
16. It remains generally that there is a preoccupation with detail and history and debate can drift from subject matter; sometimes this comes across as intentional. While the council is very effective in delivering its core policy objectives and business priorities, the underlying level of tension and division in the council chamber has the potential to undermine this.
17. As reported to the town clerk, the behaviour of some members is adversely affecting the well-being, participation, and decision-making roles of other members, as well as member-officer relations.
18. Members are still making decisions without thinking through the implications of those decisions. As a consequence, member and officer time is spent managing the consequences of those decisions. Members need to remain mindful of the

implications of the decisions they make and their cost and practicality of implementation.

19. Similarly, having invested time developing agreed objectives, some members and officers continue to add issues to the 'to do' list. To some extent this is inevitable, but there's a 'tipping point' where new issues begin to push aside agreed objectives, core business activities and reduce the time set aside for responding to unforeseen events. In addition, unplanned expenditure has an adverse impact on the council's budget. Members and officers need to be more mindful of identifying major spend through the budget-setting process.
20. The views of 14 independent members will be disparate. But comments are still made by some members which go against the grain of what the council is trying to achieve and sometimes translate into negative press headlines.
21. There are officer failings, too. There has been slippage on council agreed objectives and projects, e.g., the full implementation of the transparency code, the move towards a fully electronic office, the development of an asset investment strategy and fraud.
22. These observations and their redress are critical to the well-being of this council, its functionality and public perception.
23. The extent of the problems is acknowledged by the council, but some members fail to recognise their contribution to events. The council unsuccessfully tried to engage a consultant to help it confront and remedy the issues it faces. The development of an extensive induction package, including consultant support, is a project proposal for the 2024-25 budget.
24. To a greater or lesser extent, the observations I have cited in paragraphs 13 to 23 are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

## **Risk Assessment**

25. On 9 October 2013, the council adopted a risk management policy which it reviews annually, **appendix 10A**.
26. In addition to the historical risk assessment, **appendix 10B**, that covered financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
27. Officers have developed a risk register, **appendix 10C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register details the mitigation applied to each identified risk. A column has been added to the risk register which comments on the rationale for the proposed changes to the scoring of probability and impact.
28. The most challenging risks faced by the council are:
  - Poor relationships between some members and the impact of this on the council
  - The impact on Dorset Council's services to Lyme Regis because of pressures on its budgets, or the indirect consequences of the financial pressures on

Bournemouth, Poole and Christchurch Council (BCP), i.e., Dorset Council is directed by the government to absorb BCP

- The age of the council's assets and future investment
- A disruption to business continuity during works to the council's offices

### **Information and Communication systems and processes**

29. This assesses the capture and exchange of relevant information. This works reasonably effectively.
30. Relevant information is captured from: national and local organisations, national and professional bodies, e.g., the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training and information events.
31. Officers meet with Dorset Council's chief executive and senior managers most months and co-ordinate service delivery with other Dorset Council managers, e.g., waste collection, parking, and Visit Dorset.
32. Monthly meetings take place with Dorset Council's ward member and Charmouth Parish Council. Regular meetings also take place with West Dorset's MP.
33. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.
34. The council's finances and objectives are incorporated into an annual plan which is available to the public and is used to inform the Annual Meeting of Electors.
35. The new council website has improved public information.
36. The town council has a microsite on Dorset Council's Visit Dorset website.
37. The council uses Facebook, Twitter and Instagram to convey information.
38. The council consults with the public on its objectives and last summer undertook a consultation exercise which generated over 360 responses.
39. The council reviews its public relations and communications' policy annually and has a social media policy. The council has agreed to re-introduce a quarterly newsletter.

### **Control Activities**

40. These are the policies and procedures to manage the council's business.
41. For 2022-23, the council received an unqualified external audit.
42. Control weaknesses around health and safety have strengthened significantly. A health and safety committee meets regularly, and an external consultant was appointed annually to audit the council's health and safety arrangements. A comprehensive health and safety policy was approved in May 2018 and is reviewed annually.



43. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds a health and safety qualification.
44. The council undertakes regular external health and safety audits. The council's last health and safety audit took place in autumn 2022 and achieved a score of 95%; no major non-compliances were identified in the audit.

### **Monitoring Processes**

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

### **Risk Management Policy**

48. On 9 October 2013, the council agreed to review its risk management policy in September each year. No policy changes are proposed, **appendix 10A**.
49. Members are asked to consider the risk register and propose amendments.
50. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

John Wright  
Town clerk  
October 2023

## Risk Management Policy Background

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:  
 17.1 The Council is responsible for putting in place arrangements for the management of risk. The clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.  
 17.2 When considering any new activity the clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## Policy

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
  - Political – our ability to deliver local or central government policy
  - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
  - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
  - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
  - Legal – our ability to meet legislative and regulatory requirements
  - Technological – our ability to make the best use of technology and adapt to a changing environment
  - Environmental – our ability to comply with statutory requirements and best practice
  - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
  - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision
  - Human Resources – staff competence and development, capacity, commitment
  - Operational – service delivery, complaints' management, compliance with performance standards
  - Health & Safety – fire, security, accident prevention, lone working

- Reputational – issues that adversely affect the council’s reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council’s Strategy and Policy Committee.
  7. The risk register will:
    - categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
    - the probability of a risk occurring will be applied to a three-year timeframe
    - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
  8. The risk register will be reviewed by the town clerk every three months.
  9. An annual risk assessment, alongside a statement of internal control, will be reported to the council’s Strategy and Finance Committee in September each year. Any actions requiring budget approval will be considered as part for the forthcoming year’s budget setting process. From September 2015 onwards, the Strategy and Finance Committee will also consider an interim risk assessment report in March each year. Both reports will consider risks with a score of 15 or more.

## **Review**

10. This policy will be reviewed in October 2024.

John Wright  
Town clerk  
October 2023

## LYME REGIS TOWN COUNCIL

## RISK ASSESSMENT 2023-24

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on Guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion and external works' depot. Contents insured.
Maintenance of buildings	4	3	12	Buildings currently maintained according to requirement. Annual inspection of electrical and safety equipment. Asset management <del>strategy</del> <b>plan</b> to be developed in <del>2022-23</del> <b>2024-25</b> . <b>Monthly inspection of buildings reported to the Health and Safety Committee.</b>
Financial management	3	<del>3</del> <b>1</b>	<del>9</del> <b>3</b>	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly. Backlogs have been resolved <b>and debt at historic low level.</b>
Banking	5	1	5	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Schedule of all investments and cash holdings reported to council, as well as all loans. <b>Greater proportion of reserves in interest earning accounts and spread across two financial institutions. Further diversification of banks where interest yielding deposits are held will be considered in 2024-25.</b>
Risk of consequential loss of income	4	<del>3</del> <b>2</b>	<del>12</del> <b>8</b>	Limited insurance cover. <b>Council policy to hold a reserve of 50% of turnover. Covid-19 built up resilience.</b>
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Electronic point of sale system in place has increased accountability. All other monies banked promptly or held overnight in a safe.
Expenditure controlled	4	<del>3</del> <b>2</b>	<del>12</del> <b>8</b>	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance team and submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN entry by

				two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council. High levels of inflation make expenditure less predictable and reduces control. <b>Recent projects delivered close to or on budget. Regular reporting of objectives to committees.</b>
Comply with Customs and Excise regulations	4	2	8	Council is a member of CIPFA. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underline annual precept	3	3	9	The town council receives detailed budgets in the late autumn, which helps inform the level of precept. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly. <b>Allowance made for inflationary pressures in preparing annual budget and five-year financial plan.</b>
Financial records	3	2	6	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	<del>3</del> -2	<del>9</del> -6	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions. Debt management policy implemented. <b>Greater proportion of reserve invested in interest earning accounts.</b>
Risk to third party, property, or individuals	3	<del>3</del> -2	<del>9</del> -6	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff. <b>Health and safety plan in place. Monthly inspections of council assets.</b>
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	3	3	9	Insurance in place. Health and safety audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6	Membership of various national and regional advisory bodies. Professional legal advice taken when required. Council is a member of SW Councils and advice taken from external HR consultant. Support services manager holds level 5 HR qualification.
Comply with Inland Revenue requirements	3	2	6	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year contract and external audit engaged annually.
Safety of staff and visitors	3	2	6	Full protective clothing and equipment provided and worn. <b>Monthly personal and protective equipment checks.</b> Lone workers issued with mobile phones and <b>lone working policy in place.</b> Locked door in council office reception. Regular health and safety risk assessment checks of guildhall, particularly

				before public events. Staff receive appropriate health and safety training.
Ensuring activities are within legal powers	4	2	8	Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary. <b>Advice may be sought from membership bodies, e.g. NALC, South West Councils. External solicitor retained.</b>
Motor vehicles	3	2	6	Insured, <b>taxed and MOT. Weekly pre-use checks. Annual services.</b>
Proper and timely reporting via the minutes	3	1	3	Council meets six-weekly and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record.
Proper document control	3	4	12	Original leases and legal documents in town council office. Other data storage to comply with Data Protection Act and General Data Protection Regulation. Microfilmed deed storage. Electronic storage of new documentation to be pursued. <b>Further work required to fully comply with Local Government Transparency Code.</b>
Security of data	3	3	9	Back-up of all systems carried out off-site. Adequate cyber security from third parties, e.g. banks.
Continuity cover in the absence of key staff	3	3	9	Continuity training of other staff implemented. Finance assistant in post strengthened ability to comply with financial procedures.
Register of interests maintained. Gifts and hospitality declared.	4	1	4	Register of interests completed. Digital register of interests strengthened compliance and accountability. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.

### Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Retaining General Power of Competence	1	1	1	Three CILCA- qualified employees Normally, vacancies are filled through a by-election	
Member-member relationships	4	4	16	Code of conduct	<p>Relationships between some members remain poor</p> <p>Breaches of the Code of Conduct occur regularly</p> <p>Unable to engage a consultant to work with members. Looking to engage a consultant to work with the new council administration in May 2024.</p> <p>Over the last few months, there has been an improvement in member behaviour in the council chamber.</p>
Competency and understanding	3	2	6	Training available through DAPTC, SLCC, South West Councils and in-house	External training take-up low
Compliance with policies and procedures	4	-2 3	8	Training undertaken.  Internal and external audit	Some policies and procedures are out-of-date and require review. All policies and procedures that are more than three years old will be reviewed by May 2024
Complying with objectives (deviation from)	2	4	8	<p><del>Prudent approach taken to objectives in 2022-23</del></p> <p>Progress on objectives reported to each committee</p>	

				Objectives' compliance is part of the appraisal system	
Conflict between personal/council interests	4	4 <b>2</b>	<del>16</del> <b>8</b>	Code of conduct PR/comms policy and procedure Social media policy Declaration of non-pecuniary interests	<del>Members acting as advocates for external organisations rather than representing council interests</del>
Adhering to the transparency code	2	4	8	Town council website can accommodate requirements of the code Relevant documentation being compiled	Further work required to publish the information  Property and project assistant will help compile the data

### Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Dorset Council – possibility of withdrawal or amendment of key services in the town	4	5	20	Council can identify budgets for some services  Monitoring decision-making closely  Agency agreements in place	<b>Dorset Council is increasingly coming to the town council for financial support</b>  <b>Dorset Council has indicated its willingness to consider asset transfers</b>
Adverse relationships with other authorities	3	3	9	Regular meetings with DC officers  Meetings with neighbouring local councils  Monthly meetings with DC ward member	



## Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	3	2	6	Policies and procedures in place Internal audit Regular reports and monitoring External audit	Finance manager and finance assistant established in post  <del>All audit related issues resolved</del>
Impact of DC - reviews and cuts	4	4	16	<del>DC facing £29m budget gap in 2023-24</del>  Dorset Council's 2023/24 budget includes in-year savings of £14m	Monitor outcomes from budget-setting process  Dorset Council is not in the list of top 100 most at-risk authorities  Bournemouth, Christchurch and Poole Council is at financial risk and there is a possibility Dorset Council will be directed by the government to take on its responsibilities.
Performing to budget, including income interruption	3	2	6	Regular financial reports Policies and procedures in place All material variations are reported to committees	<del>Stabilised our finances post-Covid</del>  Budget performance broadly in line with prudent expectation
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place Cyber security provided by third parties, e.g. banks, on financial transactions Protection from Dorset Council firewall	
Age of assets	4	4	16	Asset register Fixed asset policy Asset management strategy plan to be developed	Property and project assistant will help to develop an asset management plan
Minor fraud or theft	1	2-3	2-3	Internal audit policies and procedures in place  Financial and operational policies and procedures contain checks and balances	Two incidents of fraud were reported to members

Covid-19 or other pandemics	4	<del>2</del> 1	<del>8</del> 4	Strong reserves and a strong asset base  Working from home and safe working practices	<del>There are other consequences with are non-financial but can be mitigated by working from home and safe working practices</del>
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### Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Disaster response	5	1	5	Emergency procedure in place (review autumn 2022 2023) Other organisations are principal responders	
Growth and capacity	2	2	4	No plans for additional growth	This may change if Dorset Council is prepared to transfer assets. Assets will only be received if their transfer incurs a significant financial or reputational loss to the council
Lack of out-of-hours cover	2	3	6	<del>Seasonal posts increase cover</del> Alarm systems automatically contact managers One manager on duty for major events	Good cover but reliant on the goodwill of staff and it tends to be the same staff providing cover  Recruitment to the seasonal seafront attendant post was unsuccessful. Proposals to employ evening seafront attendants for six months in 2024.
Business continuity	<del>3</del> 4	<del>3</del> 4	<del>9</del> 16	Remote back-up Mobile phones Home-working options	Experience gained through homeworking  Office project will require alternative working arrangements for several months during the winter period. Business interruption during transitional periods is probable
Security of buildings	2	2	4	CCTV – plans for further system upgrades All major assets are alarmed	

Asset management	4	3	12	Asset management <del>strategy</del> <b>plan</b> to be developed in <del>2022-23</del> <b>2023-24</b>	<del>Implementation of strategy delayed due to Covid</del>  <b>Property and project assistant will help to develop an asset management plan</b>
Events on council land	3	2	6	Control plans in place Meetings with events' organisers <del>Liaison with</del> Local police and fire and rescue <b>are notified of major events</b> Events' policy and procedure in place Template event management plan in place	No major events with issues this year  <b>Awaiting licence agreement from Dorset Council to allow the town council to manage events on Dorset Council land in Lyme Regis</b>
Non-continued operation of park and ride	4	<del>3</del> <b>2</b>	<del>12</del> <b>8</b>	<del>Continued dialogue with land owner and bus operator</del> <b>Landowner is seeking planning consent for improved on-site facilities</b> Council underwrites bus operator	<b>The council is seeking a 10-year agreement with the landowner</b>

## Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of community engagement and not understanding what the community wants	3	<del>3</del> <b>2</b>	<del>9</del> <b>6</b>	New ways of engagement, i.e. Lyme Voice Facebook, Instagram and Twitter pages Community engagement strategy introduced <del>Two</del> <b>Three</b> admin and community engagement assistants employed	
Social media	3	3	9	PR/comms policy and procedure Social media policy Code of conduct	

Adverse publicity	3	4-3	12-9	Press releases Use of town council Facebook, Instagram and Twitter and website PR/comms policy and procedure Social media policy Newspaper column Residents' newsletter to be introduced	One of the local newspapers has now closed down
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### Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Ability to understand and keep up with legislation	4	2	8	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor Regular meetings with solicitors	
Inability to defend a legal criminal or civil action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken	

### ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of in-house expertise	2	4-3	8-6	Support packages from various external bodies Contract with Dorset Council Basic in-house expertise	<del>Finance manager to be developed in the administration of ICT</del> Finance manager administers ICT contracts
Websites and related infrastructure	2	2	4	Local support available Working with existing partners Town council website Basic in-house expertise	Partnered with Visit Dorset to take advantage of expertise and support Admin team has developed expertise

## Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Major land stability issues	5	2	10	Ground monitoring Consultant geotechnical engineer retained Regular geotechnical reports presented to committee	
Flood risk	4	3	12	Flood risk warnings provided to officers Flood risk plan Liaison with Environment Agency and Dorset Council engineers <b>Council in a position to act as a first responder</b>	Absence of flood wardens
Extreme weather and climate change	5	2	10	Emergency procedure Strengthened emergency weather plan for Monmouth Beach chalets <b>Review of South Devon and Dorset Shoreline Management Plan</b>	<del>Reaction to climate change, including recent Environment Agency report</del>  <b>Probability assessment is short-term</b>
Water quality – Church Cliff Beach <b>Beaches and River Lim</b>	<b>2-3</b>	4	<b>8-12</b>	River monitoring group <del>Discussions with Environment Agency</del> <b>Regular meetings with relevant organisations</b> <b>River Lim monitors regularly test the river and beaches</b>	<b>Project is externally driven, with the support of the council</b>
Air quality	2	<b>4-2</b>	<b>8-4</b>	<del>Request Dorset Council to carry out air quality monitoring</del>  <b>Request latest air quality monitoring information from Dorset Council</b>	<b>Council could consider carrying out air quality monitoring – advice has been provided by Dorset Council</b>

Climate change	5	1	5	<p>The council has declared a climate and environmental emergency and has a strategic plan for achieving net zero carbon emissions by 2030</p> <p>The council has carried out an environmental impact assessment</p> <p>The council has an Environment Policy</p>	<p>The council acknowledges the seriousness of the crisis but most mitigation measures are the responsibility of other strategic bodies.</p> <p>This is a one-year risk register and the probability of the long-term risks are far greater than the score indicated and will be reviewed annually.</p>
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### Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
DC	3	3	9	<p>Good relationship with ward member</p> <p>There are regular officer discussions with Dorset Council</p>	<p><del>Regular meetings with DC ward member and senior officers</del></p> <p>Financial pressures on Dorset Council may force asset transfers</p>
LRDT	1	3	3	Member & officer attend LRDT property management committee	
Business community	3	4-3	12-9	<p><del>Business briefings to be set up</del></p> <p>Regular business briefings</p> <p>Relaunch of Gateway Card</p>	A meeting has taken place with Bridport Business Chamber with a view to expanding into Lyme Regis
Term grant recipients	2	4-3	8-6	<p>Grant agreements</p> <p>Review meetings</p> <p>Reporting arrangements to council committees</p>	
Cross-border	3	3	9	<p><del>Monthly</del> Quarterly meetings with chairman of Charmouth Parish Council</p> <p>Uplyme Parish Council to contribute to the residents' newsletter</p> <p>Gateway scheme extended partially to Uplyme residents</p>	Meeting between the council and Uplyme Parish Council to be arranged

				Seaside town liaison group which includes Seaton and Sidmouth	
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## Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	4	2	8	Policies and procedures included in staff handbooks and referred to in contracts  New policies introduced and included in the handbook	
Lack of HR expertise	3	2-1	<del>6</del> -3	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association SW Councils appointed as council's HR advisor and advice taken from external HR consultant Support services manager achieved a level 5 HR qualification	
Morale	3	4-3	12-9	Closing office on Tuesday mornings for regular briefings Full staff team briefings every council cycle Staff social events	Increased concern around pay  Improved morale following the pay review
Retention and recruitment	3	4-3	12-9	Investing in training @1% of salaries Timely recruitment Annual pay reviews	Interest in vacant posts has increased since the pay review
Capacity	3	3	9	Staff trained to undertake several functions	Team is stable  <del>Better succession planning</del>  Further sharing of skills and knowledge required  Continued vulnerability to unplanned absence in certain roles

					Limited capacity in a small team.
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### Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Relationships with local contractors	4	2	8	Officers work to maintain good working relationships with contractors Contractual controls	General improvement in relationships  Preferred suppliers in place – some due for review
Failure to comply with procurement policies and procedures	3	2	6	Standing orders and financial regulations include sections on procurement	

### Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of expertise	5	<del>4</del> 2	<del>5</del> 10	Operations manager holds health and safety qualification Support from consultants and professional bodies	Operations manager is on long-term sickness leave
Compliance with systems, policies and procedures	4	2	8	Health and safety policy – reviewed annually Health and safety committee Adhering to systems in place Health and safety audits	



Lone working	5	2	10	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company collect cash Mobile phones issued <b>Lone-working policy</b>	
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## Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Negative council image	<del>4</del> 3	<del>4</del> 3	<del>16</del> 9	Publishing of corporate plan Annual report to electors <del>Newspaper column</del> Social media Website <del>Hold member away days</del> Community engagement plan	<del>Increased publicity and understanding in the town about the behaviour of members at council meetings</del>  <b>Administrative and community engagement assistants significantly improved communications and public engagement</b>  <b>Journalists no longer attend council meetings</b>
Confidentiality	3	2	6	Code of conduct	

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Budget Performance, 1 April – 31 August 2023

### Purpose of Report

To inform members of performance against budget from 1 April to 31 August 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 31 August 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:

	Budget £	Forecast £
<b>Expenditure</b>		
Replace car park machine	£5,000	£0 <sup>4</sup>
Replace chapel roof	£18,000	£18,000
Tractor	£40,000	£55,000 <sup>5</sup>
Harbourmaster store and the lodge	£100,000	£100,000
Cemetery tarmac	£15,000	£16,000
Gardens Woodland bridge	£5,000	£3,750
Garden handrails	£10,000	£10,000
Bell cliff steps and railings	£5,000	£0
Replace Langmoor door	£7,000	£7,000
Footpath repairs for the gardens	£100,000	£100,000
Improve CCTV	£38,000	£48,000 <sup>6</sup>
Seafront fascia	£10,000	£25,000 <sup>7</sup>
Church wall repairs	£30,000	£25,000 <sup>8</sup>
Sculpture trail	£6,000	£13,500 <sup>9</sup>

<sup>4</sup> Replacement of machines have been put on hold until current issues with Flowbird have been resolved.

<sup>5</sup> £20k of budget for the tractor was set aside for the deposit in 2022/23. However, all funds were spent in this financial year.

<sup>6</sup> Additional camera for Dorset Police. Electrical supply to skatepark camera to cost more than the contribution from the skatepark fund.

<sup>7</sup> More areas of failed concrete than anticipated identified.

<sup>8</sup> For works to the area of collapse only. Money to be allocated for future works.

Strawberry field options appraisal	£10,000	£10,000
Coronation weekend	£20,000	£20,000
Enhance the wedding packages	£2,000	£2,000
Bursaries	£30,000	£30,000
Supporting repairs café	£15,000	£15,000
Gym equipment	£25,000	£25,000
Water refill stations	£300	£300
Multi-use games area	£150,000	£150,000
Monkey bars	£5,000	£5,000
Beach volleyball	£500	£500
Environmental agenda	£25,000	£25,000
Replacement amenity hut	£55,000	£70,000 <sup>10</sup>
Water ingress	£50,000	£35,000 <sup>11</sup>
Streetlight replacement	£20,000	£7,505 <sup>12</sup>
Priority 3 objectives 2023-24	£25,000	£0 <sup>13</sup>
<b>Total</b>	<b>£821,800</b>	<b>£816,655</b>

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

<b>Unbudgeted expenditure</b>	<b>£</b>
Supporting local grant applications	£3,000 <sup>14</sup>
Supporting a theatre cinema	£25,000 <sup>15</sup>
<b>Total unbudgeted expenditure</b>	<b>£28,000</b>

6. The year-end income forecast is £2,128,925 and the year-end expenditure forecast is £2,629,316, creating a forecast loss of £500,391.
7. The council resolved at Full Council 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24.
8. The closing cash position on 31 March 2023 was £1,634,954; the forecast year-end cash position at 31 March 2024 is £1,142,067.

<sup>9</sup> Brought forward some of the allocation for 2024-25

<sup>10</sup> Changes to foundations, design and the incorporation of green features like PVs on the roof and sustainably sourced timbers, etc are likely to result in an increase in the overall cost of this project.

<sup>11</sup> Managed to complete the project for less than anticipated.

<sup>12</sup> £80k over four years committed in 2022-23

<sup>13</sup> Priority 3 objectives for 2023-24 which were not approved in the 2023-24 budget process have been added to the 2024-25 objectives list for consideration.

<sup>14</sup> Resolved at Full Council 5 April 2023 to approve funding in principle. Costings to be brought back to the Tourism, Community and Publicity Committee.

<sup>15</sup> This is a recommendation from the Tourism, Community and Publicity Committee for consideration by the Full Council on 25 October 2023.

	Actual to 31 August 23	Budget to Aug 23	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 24
<b>Income</b>						
Precept	66,390	66,389	0	0%	132,779	132,779
Car parks	671,519	555,796	115,723	21%	926,217	1,054,777
Chalets/day huts/caravans	406,614	301,396	105,218	35%	401,862	418,686
Concessions	10,550	9,100	1,450	16%	9,100	10,550
Alfresco seating	24,800	21,200	3,600	17%	21,200	24,800
Commercial rents	130,273	122,405	7,868	6%	244,810	229,385
Advertising	2,183	2,300	-117	(5%)	3,000	3,000
Amenity area	89,618	84,576	5,042	6%	114,000	114,000
Cemetery	616	2,792	-2,176	(78%)	6,700	6,700
Licenses	18,212	6,020	12,192	203%	12,040	19,323
Other	34,564	14,008	20,557	147%	21,550	94,564
Asset sales	0	0	0	0%		0
Investments	5,546	167	5,379	3228%	400	20,360
	<b>1,460,887</b>	<b>1,186,148</b>	<b>274,738</b>	<b>15%</b>	<b>1,893,658</b>	<b>2,128,925</b>
<b>Expenditure</b>						
Office administration	46,911	39,290	7,620	19%	92,666	144,896
Rent	9,301	9,267	35	0%	46,600	46,600
Licensed land	0	0	0	0%	2,750	2,750
Democratic representation	3,441	12,763	-9,322	(73%)	30,632	30,632
Outside works	104,107	132,933	-28,826	(22%)	251,750	270,750
Grants/SLA	43,006	43,590	-584	(1%)	84,840	84,840
Utilities	166,679	164,888	1,791	1%	239,375	239,375
Staffing	347,313	373,883	-26,570	(7%)	897,319	944,319
Marketing	13,848	14,308	-460	(3%)	20,500	20,500
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	<b>734,605</b>	<b>790,922</b>	<b>-56,317</b>	<b>(3%)</b>	<b>1,666,431</b>	<b>1,784,661</b>
<b>Gross Profit/(Loss):</b>	<b>726,282</b>	<b>395,227</b>	<b>331,055</b>		<b>227,226</b>	<b>344,264</b>
Projects	120,591.88		120,591.88	0%	821,800.00	816,655.00
Unbudgeted expenditure	0.00		0.00	0%	0.00	28,000.00
<b>Net Profit/(Loss):</b>						<b>-500,391.31</b>

## Analysis

9. 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 at £1,054,777 to March 2024. To date, car park income is up 20%; this is mainly a result of higher volume through our earlier shoulder season. We have prudently forecast a 15% increase in income for the remainder for the year.
- Chalet, day hut and caravan income is forecast c.£16k over budget due to transfer fee income that is not factored into the budget. There are two more chalets up for sale, so there is potential for more transfer fee income before the end of the financial year.
- Concession income is forecast at 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 al fresco seating for two new customers and an uptake of further seating for existing customers.
- Commercial rent is forecast at c.£15.4k lower than budgeted due to c.£18k budgeted income for the Jubilee Pavilion not expected to hit this year. Recovery of income for Unit 1A for 2022/23 has uplifted that deficit.
- 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.£7.2k over budget due to recovery of historic charges agreed at the end of 2022/23.

- Investments are forecast at c.£20k over budget due to interest rates dramatically improving since the budget was set. Also, the council's decision to invest £200k in two six-month investments, that will end in October 2023.
- 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.

10. The main reasons for expenditure variation are:

- Office administration is forecast at c.£52k over budget. Due to plans agreed in principle for office refurbishment in 2024/25, £50k of legal and professional fees will need to be allocated to this financial year for the works to be progressed. Costings associated with the office refurbishment will be available in the separate confidential report at agenda item 12. There was also an overspend on the town map of c.£2.7k, which was reported to TCP.
- 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.
- Outside works is forecast for a c.£19k overspend due to increased car park card collection and a forecast overspend due to increased car park income.
- Staffing is forecast at c.£47k over budget due to provisions put in place to cover the operations manager post, £25k, as well as agreed additional support for project management, £22k.
- Projects for 2023/24 total £816,655. Variations to these projects are identified in paragraph 4. Regular updates on objectives are being provided to each committee, which includes changes to timescales and budget variances.

11. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Naomi Cleal  
Finance manager  
October 2023

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Budget and Precept 2024-25 and Five-Year Financial Plan 2024-29

### **Purpose of the Report**

To allow members to consider and the 2024-25 budget, including the precept, and the five-year financial plan 2024-29

### **Recommendation**

- a) Members approve the 2024-25 base budget and assumptions.
- b) Members approve the base five-year financial plan, appendix 13A

### **Background**

1. Each year the council must approve the budget and precept for the following financial year. This report is informed by the 2023-24 budget at 31 August 2023 and provides a year-end forecast. This is extrapolated into a five-year financial plan. The report refers to the council's reserve. The report creates a base from which members can make decisions on discretionary charges for 2024-25; this is the next report on this agenda. This report:
  - excludes objectives and projects
  - allows members to amend assumptions
  - includes known and best-guess cost increases and defaults to the August 2023 consumer price index (CPI) of 6.7% on all other costs
  - includes income increases which are informed by contractual conditions, e.g., leases and licences, recent policy decisions and changing market conditions.
2. The report does not include any changes to the precept or discretionary charges; these are addressed in the next report on the agenda.
3. Officers have adopted a prudent approach to the 2024-25 budget. All known and reasonably anticipated income and expenditure is included in the budget.

### **2023-24 budget**

4. The council's budget position at 31 August 2023 is detailed elsewhere on this agenda; in summary, actual income is £1,460,887 and expenditure is £855,196. The year-end forecast is a loss of £500,391.
5. The council resolved at Full Council 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24.

### **The 2024-25 budget**

6. The following summarises the income and expenditure assumptions that inform the 2024-25 budget, **appendix 13A**. Where appropriate, variances from the 2023-24 budget are explained.

## **Income**

7. Car parking charges are based on the 2023-24 budget.
8. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for August 2023 is 9.1%; officers have assumed a budget increase of 9.1%.
9. Concession income reflects the value of concessions let.
10. Al fresco seating is increased by c.£3.4k to reflect changes made in 2023-24 to current al fresco licences and the addition of a new customer.
11. Commercial income is budgeted at c.£2.2k down compared to 2023-24. This is based on various movements within the heading; a decrease of £18.75k as we are not budgeting for any Jubilee Pavilion income, until a decision on the future use has been decided, as well as increases in rent from Dorset Council for the accreted land of £7.5k, rent from the Lister Room of £2k and an additional £7k as the result of two rent reviews. Several rent reviews are due within 2024, which might lead to some additional income.
12. Advertising income remains at £3k.
13. Income from the amenities area is based on the 2023-24 budget.
14. Cemetery income remains at c.£6.7k.
15. Income from licences remains at £12k.
16. Other income is based on the 2023-24 budget.
17. Interest received has been adjusted for improved interest rates and to include returns from investments made during the year.

## **Expenditure**

18. The outside works' budget reflects base expenditure, only, and has increased from £251,175 to £273,952. The headings within the budget are disproportionately affected by high levels of inflation and therefore have been increased by 6.7%. An additional £6k of expenditure has been added to cover machinery maintenance for aging machinery, SHEF/PPE requirements, and new car park signage. A deduction of £1k has been made for cash collection due to a move to card and app payments.
19. Democratic costs increase by 6% for the mayor's allowance, all other costs are increased by 6.7% apart from members' allowance, which is determined by Dorset Council. This increases expenditure from £30,600 to £34,913. The budget assumes all members will take their allowance.
20. Rent costs are increased by c.£2.7k; this is due to bus costs raising by CPI.
21. Licenced land refers to the skatepark which is leased from Dorset Council. The licence fee is increased by 6.7%.
22. Office administrative costs are increased by 6.7% from £92.6k to £96.6k.
23. The forecast staffing budget for 2024-25 is £968,781, an increase of c.£70k on 2023-24. The 2024-25 budget assumes a national pay increase of 6%. The staffing budget assumes all employees are in the Local Government Pension Scheme.

24. The marketing budget has decreased slightly to £19.8k. Newsletter printing costs have increased by £2k and due to bulk printing of brochures in 2023-24, no budget is required for 2024-25. Inflation is added to the cost of bands and general advertising.
25. Utilities' expenditure is increased by c.£239k to £259k for 2024-25. This budget includes a business rates' increase of £20k, with further increases in 2025-26 and 2026-27. Inflation of 6.7% has been added for other utilities, where applicable. We are entering our second year of a three-year contract for gas and electric.
26. Grants' expenditure increases by c.£1.2k to £86,045 due to RPI increases to the lifeguard agreement.

### The five-year financial plan

27. The five-year financial plan, **appendix 13A**, is informed by the council's routine income and expenditure. The five-year plan includes known changes to income and expenditure but excludes unknown changes, such as inflation and discretionary changes.
28. Inflation, project spend, and the possible reoccurrence of Covid-19 means the council must be more prudent in approving in-year expenditure. It should also seek opportunities to generate additional income.

### The council's reserve

29. The five-year plan also quantifies the impact of the council's annual spend on its reserve.
30. The council's reserve at 31 March 2024 is prudently forecast at £1.142m, after the objectives and projects identified in the budget performance report, agenda item 11, have been completed.
31. The council's policy was to hold its reserve at 50% of budgeted income. A decision was made during the 2023-24 budget-setting process to set the reserve at £1million to release funds for projects within 2023-24. The council can review this level of reserve for 2024-25. If the council reverts to its policy position, the reserve required is £955k, i.e., 50% of 2024-25 budget income of £1.910m.
32. In summary, the council's five-year financial plan creates a surplus each year. These figures do not include any changes to discretionary charges. Based on prudent assumptions, these are:

	<b>In year</b>
<b>2024-25</b>	£118k
<b>2025-26</b>	£44k
<b>2026-27</b>	-£22k
<b>2027-28</b>	-£22k
<b>2028-29</b>	-£22k

33. These sums could increase by a further c.£80-£150k if car parking income continues to perform well and income from the sale of beach huts, chalets and caravans performs at historic levels.



34. Any recommendations from this committee will be considered by the Full Council on the 25 October 2023.

Naomi Cleal  
Finance manager  
October 2023

<b>Income</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>
Precept Total	132778.80	132778.80	132778.80	132778.80	132778.80
Car Park Total	926217.00	926217.00	926217.00	926217.00	926217.00
Chalet & Caravan Total	383897.69	383897.69	383897.69	383897.69	383897.69
Concession Total	10550.00	10550.00	10550.00	10550.00	10550.00
Alfresco Licenses Total	24680.00	24680.00	24680.00	24680.00	24680.00
Commercial Rent Total	242560.00	251560.00	251560.00	251560.00	251560.00
Advertising Total	3000.00	3000.00	3000.00	3000.00	3000.00
Amenities Total	114000.00	114000.00	114000.00	114000.00	114000.00
Cemetery Total	6700.00	6700.00	6700.00	6700.00	6700.00
Licenses Total	12623.00	12623.00	12623.00	12623.00	12623.00
Other Total	21550.00	21550.00	21550.00	21550.00	21550.00
Interest Total	32000.00	10000.00	10000.00	10000.00	10000.00
<b>TOTAL</b>	<b>1910556.49</b>	<b>1897556.49</b>	<b>1897556.49</b>	<b>1897556.49</b>	<b>1897556.49</b>
<b>Expenditure</b>					
Outside Works Total	273952.25	273952.25	273952.25	273952.25	273952.25
Democratic Rep Total	34913.00	34913.00	34913.00	34913.00	34913.00
Rents Total	49322.15	49322.15	49322.15	49322.15	49322.15
Licensed Land Total	2934.25	2934.25	2934.25	2934.25	2934.25
Office Admin Total	96658.53	96658.53	97868.53	96658.53	96658.53
Staffing Total	968780.91	968780.91	968780.91	968780.91	968780.91
Marketing Total	19868.50	22868.50	22868.50	22868.50	22868.50
Utilities Total	259990.40	309990.40	374990.40	374990.40	374990.40
Grants Total	86045.22	93690.70	94420.09	95244.30	96175.66
Loans Total	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>1792465.20</b>	<b>1853110.68</b>	<b>1920050.07</b>	<b>1919664.28</b>	<b>1920595.64</b>
<b>Reserve Inc/(Dec)</b>	<b>118091.29</b>	<b>44445.82</b>	<b>-22493.57</b>	<b>-22107.79</b>	<b>-23039.15</b>

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Review of Charges

### **Purpose of Report**

To allow members to consider the level of precept for 2024-25

To allow members to set charges for 2024-25 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2025-26 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships.

### **Recommendation**

- a) Members consider the level of precept for 2024-25
- b) Members set charges for 2024-25 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges, memorial benches; and Monmouth Beach garages
- c) Members set charges for 2025-26 for Cart Road beach hut hire; the hire of Marine Parade Shelters; and weddings and civil partnerships

### **Background**

1. The Retail price Index (RPI) for August 2023 was 9.1% and Consumer Price Index (CPI) was 6.7%.
2. Values are rounded up and include VAT, where applicable.
3. Due to high levels of inflation, levels of expenses have increased by £126k from £1.66m in 2023-24 to £1.79m in 2024-25. To keep up with levels of inflation, the council might want to consider increasing charges in line, to maintain the council's income at a similar rate.
4. Some of the charges come with proposals to help guide members on some of the more complex fees.

### **Precept 2023-24**

5. The precept for 2023-24 is £132,779.
6. For information, in 2023-24 the council tax charge for a Band D property in Lyme Regis is £65.13. This is significantly lower than neighbouring towns in Dorset, for example:

• Charmouth	£131.28
• Weymouth	£181.70
• Bridport	£274.53
• Sturminster Newton	£240.07
• Gilligham	£239.22
• Blandford Forum	£232.23

7. Members may wish to consider an increase of inflation to the precept.

### **Cart Road beach hut hire**

8. The council made significant changes to the way beach huts were booked from October 2019. As well as an online booking system on the town council website, there has been a move away from weekly hire to predominantly daily hire, offering more flexibility and availability to hirers. However, during the busiest periods, such as school holidays, there continues to be a minimum booking period of a week.
9. The prices for 2024 were agreed last year and the council now needs to set charges for 2025.
10. Annual, summer and winter packages continue to be offered for 2024-25, as well as priority booking arrangements for Lyme Regis residents. Lyme residents are eligible for a 10% discount if they hold a Gateway Card.
11. For Christmas/New Year 2024-25, a two-weekly booking period operates from 21 December 2024 until 3 January 2025.
12. Charges for previous years are shown in the table below, along with proposed prices for 2024-25:

	<b>Daily Rates 2022</b>	<b>Weekly Rates 2022</b>	<b>Daily Rates 2023</b>	<b>Weekly Rates 2023</b>	<b>Daily Rates 2024</b>	<b>Weekly Rates 2024</b>	<b>Proposed Daily Rates 2025</b>	<b>Proposed Weekly Rates 2025</b>
January–Easter	£4		£4		£5		£6	
Easter Holiday		£55		£55		£60		£70
April – Spring Holiday	£10		£10		£12		£13	
Spring Holiday		£60		£60		£65		£75
June		£55		£55		£60		£70
2 July – 16 July		£80		£80		£90		£100
23 July–August		£140		£140		£160		£180
September	£12		£12		£14		£16	
October	£7		£7		£8		£9	
November–December	£5		£5		£6		£7	
Christmas and New Year		£80 (2 weekly booking )		£80 (2 weekly booking )		£90 (2 week booking )		£100
Winter Season		£170		£170	£185		£200	
Summer Season		£1,100		£1,100	£1,200		£1300	
Annual		£1,700		£1,700	£1,850		£2000	

13. Officer assessment of 2023 is that demand is extremely high; the huts have been fully booked from May to the end of September.
14. When the booking system was introduced in October 2019, the council introduced daily charges for low season and retained weekly charges for high season.

### Alfresco licences

15. The following table shows historical charges, as well as proposed charges for 2023-24:

	Price 2018/19	Price 2019/20	Price 2020/21	Price 2021/22	Price 2022/23	Price 2023/24	Proposed 2023/24
Covers	£125	£130	£130	£130	£130	£130	£143
Single Chairs	£10	£12	£12	£12	£12	£12	£20

### Website advertising

16. It was resolved by Full Council on 27 July 2022 to reintroduce free, but basic website listings alongside enhanced website listings for the new visit Dorset website.
17. Website costs get agreed outside of the normal review of charges to fit in with Visit Dorset's timetable as they sell the advertising on our behalf and the charging structure set must be relative to theirs. It was resolved by Full Council on 5 April 2023 to set the charges from the 1 April 2024 as follows:

	2023/24
Free landing page on Visit Lyme Regis website	
Enhanced for Things to Do or Accommodation businesses	£305 inc VAT
Enhanced for Food & Drink / Shopping / Transport	£175 inc VAT

The rates if advertising on both websites with an enhanced listing would attract a further discount of 20%:

	2023/24
Enhanced joint listing for Things to Do or Accommodation businesses	£568*
Enhanced for Food & Drink/Shopping/Transport	£324

\*or 10% off each Visit Dorset/Visit Lyme Regis level if choosing different level

### Bell Cliff advertising

18. Since their introduction between 2014-15 and 2017-18, advertising charges were £100, inclusive of VAT. In 2018-19 they were increased to £110, inclusive of VAT. The charge was increased to £120, inclusive of VAT in 2021-22 and has remained the same since.
19. The demand for advertising boards is high with a current long waiting list. Members may wish to consider increasing the charge to £150.

## Marine Parade Shelters

20. In 2017-18, the categories for charging for shelters' hire were fundamentally changed. The council has already agreed prices for 2024-25, and now needs to set prices for 2025-26. Charges are set a year in advance because of the volume of bookings taken in advance.
21. Charges for 2023-24 were changed in year in response to complaints regards to price increases. Members resolved to set the prices at £125 for the market area and £175 for the performance area.
22. Although the prices are set for 2024/25, members may wish to reconsider the prices and set them at 2022/23 levels, i.e. £150 for the market area and £200 for the performance area. Officers would suggest they remain at that price for 2025/26 also.

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

Categories	2019/20	2020/21	2022/23	2023/24	2024/25
DT7 postcodes	£10	£15	£15	£15	£15
Within a 10-mile radius of the offices	£15	£20	£20	£20	£20
Outside a 10-mile radius of the offices	£20	£25	£25	£25	£25
National charities (per hour)	£15	£20	£20	£20	£20
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

## Commercial or private hire

Area		2019/20	2020/21	2022/23	2023/24	2024/25
Langmoor Room	Per room, per hour	£15	£15	£15	£15	£15
Market area	Per day	£100	£125	£150	£125*	£250
Performance area/ top of shelters (Commercial)	Per day	£150	£175	£200	£175*	£300
Hire pf Performance Area for Performance	Per Half	£60		£60	£60	£60
Hire of any section on top of the shelters	Per Day	£100		£200	At the discretion of the town clerk	To be set as part of the roof management plan

## Amenities

23. The mini-golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half-term; for the remainder of the year it is open at weekends, only.
24. The current charges are: adult mini-golf, £4, child mini-golf, £2, table tennis, £2 per person. These prices were increased in 2021-22.
25. Pre-booked groups of 10 or more are given a 25% discount and Gateway Card holders are given a 50% discount.

## Weddings and civil marriages

26. Weddings and civil marriages are booked some time in advance. Prices have already been agreed for 2024-25, and now need to be set for 2025-26. Historic charges are shown in the following table, as well as proposed charges for 2025-26:

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Monday-Friday</b>	£300	£300	£300	£300	£400	£400	£450
<b>Weekends/BHs</b>	£400	£400	£400	£400	£500	£500	£550

27. Despite competition from other wedding venues in the town, the number of bookings has remained static.

## Car parking permits

28. Parking permits are for Woodmead car park, only, and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.
29. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
30. A weekly ticket at Woodmead is currently £65.
31. The prices agreed since 2019/20 are shown in the following table, as well proposed prices for 2024/25:

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
<b>Residents</b>	£175	£175	£175	£175	£175	£200
<b>Non-residents</b>	£325	£335	£400	£400	£400	£400
<b>Holiday accommodation</b>	£650	£670	£700	£700	£700	£700

32. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually. In addition, last year we introduced the residents' parking clock which entitles residents to two hours free parking in any of our car parks at any time of the day.
33. Dorset Council has introduced the 'Flexi stay' parking permit for Dorset residents, or persons working within Dorset, which gives unlimited parking in the majority of Dorset Council long stay car parks and two hours in some short stay car parks. It is available to buy monthly for £25 or £260 for 12 months, limited to one registered vehicle per permit.

## Car Parking

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

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<b>Cabanya</b>	£1.20	£1.20	£1.40	£1.40	£1.40	£1.50	£1.60
<b>Monmouth Beach</b>	£1.20	£1.20	£1.40	£1.40	£1.40	£1.50	£1.60

  

<b>Woodmead</b>							
1 hour	£1.00	£1.00	£1.00	£1.00	£1.00	£1.10	£1.20
3-day ticket	£20	£20	£25	£25	£25	£30	£35
Weekly ticket	£40	£40	£50	£50	£50	£60	£65

35. The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half-term, outside of which they are 8am to 6pm. Councillors might want to consider standardising the charging hours to 8am to 9pm all year round. This would bring in further income and ease administration charges and decrease administration time.
36. The table below details the increased revenue the council could receive if the council increases car parking charges by 10p, 20p and 30p. If the council was to increase parking charges by 20p across both car parks, this could bring in £117k in additional income.

	2023/24 Budget £	10p Increase £	20p Increase £	30p Increase £
<b>Woodmead Halls</b>	£240,000	£20,000	£40,000	£60,000
<b>Monmouth Beach/Cabanya</b>	£617,067	£38,566	£77,133	£115,700

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

	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
Winter	£0.80	£1.50	£2.30	£3.30	£5.30	£9
Summer	£1.50	£3.00	£4.50	£6	£7	£15

## Penalty Charge

38. The level of penalty charge has remained unaltered at £60 for at least 10 years, as has the reduced fee of £40 if the penalty is paid within seven working days. These charges are broadly comparable with other councils, some of whom offer a further reduction, often no more than £20, if the penalty is paid immediately, e.g., within 24 hours. Dorset Council charges £50, with a reduced fee of £25 when paid within 14 days, with additional charges added for late payments.
39. This council's income from penalty charges has increased year-on-year for the last four years, despite the charges remaining the same. i.e., income in 2019-20, £19,929, 2020-21, £26,472, 2021-22, £29,238.40 and £28,123.24 in 2022-23.



## Cemetery Charges

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

	<b>Inter still born child or under 2 years</b>	<b>Inter child under 16 years</b>	<b>Inter over 16 years</b>	<b>Inter cremated remains</b>	<b>Exclusive right of burial in earthen grave</b>	<b>Exclusive right of burial of cremated remains</b>	<b>Installation of headstone/footstone/tablet</b>
2018/19	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
2019/20	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
2020/21	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
2021/22	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
2022/23	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
2023/24	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00

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

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

	<b>Inter over 16 years</b>	<b>Inter cremated remains</b>	<b>Exclusive right of burial in earthen grave</b>	<b>Exclusive right of burial of cremated remains</b>	<b>Installation of headstone/ footstone/tablet</b>
<b>Lyme Regis</b>	£225	£50	£455	£276	£90
<b>Uplyme</b>	£423	£121	£786	£121	£144 – £290
<b>Axminster</b>	£500	£150	£900	£300	£200
<b>Seaton</b>	£491	£143	£870	£205	£82 - £174
<b>Dorchester</b>	£730	£200	£995	£665	£230
<b>Weymouth</b>	£805	£221	£992	£790	£254

## Site Licences

43. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to September's RPI. The announcement is due on 18 October 2023; the RPI rate for August 2023 was 9.1%.

## Memorial Benches

44. The purchase price for memorial benches is governed by procurement cost. The 2020-21 cost was £700 and the cost for 2022-23 was £1,194
45. Officers propose this system remains unchanged for 2024-25.
46. Under VAT rules, the council is able to reclaim VAT on the purchase, but do not have to pay VAT on the sale.

## Monmouth Beach Garages

47. The council currently has seven garages it lets out annually to residents<sup>16</sup>. The charge was set at £1,040 excl VAT in 2017, the charge was increased to £1,250 for 2022-23 and increased to £1,375 for 2022-23.
48. It is proposed garage rent increases by RPI to £1,500 for 2024-25.

Naomi Cleal  
Finance manager  
October 2023

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

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Objectives and Projects 2024-2025

### **Purpose of report**

To allow members to consider objectives and projects for 2024-25

### **Recommendation**

Members consider objectives and projects for 2024-25, whether to review the preferred level of reserve for 2024-25 and the council's general policy to maintain a reserve at not less than 50% of turnover, currently agreed as £1m

### **Background**

1. In 2021 there was a 'light' public consultation regarding the council's objectives for 2022-23 and a more comprehensive public consultation took place in 2022 to help inform the budget-setting process this time last year.
2. At a meeting which took place on 3 August 2022, members identified nine projects which should go to public consultation, a further 17 'operational' projects which didn't require consultation and could be considered via the committee process, and three additional projects which required further investigation.
3. The outcome of the public consultation was reported to the meeting of this committee on 10 October 2022. The consultation results were considered alongside the additional 'operational' and other projects, and this informed the budget-setting process and five-year financial plan, including the overall prioritisation of objectives for future years.
4. An initial long list of objectives was identified, and this was further refined at a meeting of this committee on 30 November 2022. The prioritised list of objectives for 2023/24 suggested to that meeting, incorporating member, officer and public input was as set out below:

### **Priority One**

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

## Priority Two

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

## Priority Three

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

5. The committee recommended to 'approve the 2023-24 objectives with the removal of either the multi-use games area or the children's play area to be decided at a later date'. This was subsequently endorsed by Full Council on 14 December 2022.
6. It was noted that some of these objectives were multi-year commitments, in which case only the element of spend planned for 2023-24 was shown. As an example, the 'garden handrails' was one year of a five-year project to replace all handrails within the gardens.
7. It was also noted that not **all** of these projects could be delivered in 2023-24 whilst maintaining the agreed level of reserve, £1m. This figure was reduced from the £1.4m reserve figure agreed for 2022-23 partly to allow the delivery of a greater number of objectives and partly because there was greater confidence about the general operating environment post- Covid. Based on the year-end outturn then being anticipated, maintaining a reserve of £1m would release £679,810 for projects in 2023-24.
8. It was also noted in the report to the December 2022 meeting that the office refurbishment was excluded from the objectives lists and that if members decided to pursue this project, officers proposed it became the sole project for 2024-25 because of its anticipated cost and the need to maintain a prudent level of reserve, probably £1m.
9. In a report to the 22 March 2023 meeting of this committee, officers set out various options for addressing issues with the council's office accommodation. Members decided to pursue a refurbishment of the existing building. In that report, it was estimated the cost of this option could be at least £500k and that measures to improve the environmental and carbon performance of the building would almost certainly add to that figure.

10. Since that meeting, the council has appointed its preferred contractor for assisting with building related services, Crickmay Stark of Dorchester, and further thought has been given to the planning and procurement processes and to the programming and likely cost of the project.
11. This is the subject of a separate confidential report on this agenda, but there is no suggestion whatsoever that the repair, refurbishment, and environmental improvement of the existing building can be achieved for less than the figures already reported to members. The actual cost will only become clear when competitive tenders have been obtained.

## Report

12. This year, each committee has been asked to consider its objectives for consideration through the budget process. These, in addition to any objectives suggested by officers, any objectives recommended in-year by committees and any objectives not completed from previous years, have been compiled into a comprehensive list attached as **appendix 15A**.
13. Officers have attempted to prioritise these as 1 or 2, with the former comprising mainly operational issues. The total cost of priority 1 items is £922,680 (including the office project) and the total cost of all items on the list is £1,184,180.
14. If the council's overall year-end position on 31 March 2024 is as predicted (£1,142,067), if the council's in-year trading surplus for 2024-25 with no objectives and with no changes to car parking charges is broadly as anticipated (£118k) and if the cost of the office project is roughly as estimated, then it will not be possible to maintain a reserve level of £1m, even if no objectives other than the office project are undertaken in 2024-25.
15. Incorporating a 20p per hour increase in parking charges for both car parks would only increase anticipated income by £117k. This, in conjunction with the expected in-year trading surplus (£118k) **and** the amount in excess of the currently agreed reserve figure (£142k) only gives an amount to spend of roughly £377k.
16. Officers always attempt to budget prudently, particularly with regard to car parking income, and to not build in any assumptions about income which are not guaranteed, such as from the sale of chalet, day hut and beach hut sites, or from filming on council-owned land, for instance.
17. Although the anticipated income for the current year is well above the prudent budget assumption (£2.13m vs £1.8m) and above the prudent budget assumption for next year also (£1.9m), it is unlikely the actual level of income between now and the current year-end will produce sufficient additional income to enable the delivery of any objectives in 2024-25, including the office project, without a temporary reduction in the level of reserve to below £1m.
18. Whilst the current cash holdings figure, including deposit accounts, is about £2.144m, this is because many of the current-year objectives remain to be delivered and paid for and the council's income and expenditure profile always favours the first half of the financial year. The anticipated year end figure, assuming the delivery of planned objectives on time and to budget, remains around £1.142m, but could improve slightly.
19. Given the council's aim has been to maintain its reserve of not less than 50% of turnover, there is little scope to reduce the reserve below £1m without a temporary suspension of the '50% target'. 50% of turnover based on budgeted income for 2024-25 would amount to about £950k, whilst a target based on actual estimated income for 2023-24 would amount to about £1.065m, i.e., more than the current £1m figure.

20. Although there is no absolute rule about the level of reserve held by a local authority<sup>17</sup>, 50% is deemed to be a reasonable target for smaller authorities and within the widely held range of preferred level of general reserve which is 25-100% of 'turnover'.
21. The council could choose to reduce its level of reserve for a temporary period, but this would require a policy decision to be made and members' attention is also drawn to the projected trading position for each of the next three years after 2024-25, which show a modest deficit in two of the three years, albeit making very prudent budget assumptions.
22. If members wish to prioritise the 'office project' for 2024-25 then either a temporary reduction in the level of reserve is required to about £750k, or the scope and cost of the project needs to be reduced to include essential and structural repairs only (for instance). If members also wish to deliver other objectives, then the office project may need to be revisited more fundamentally.
23. The decision to proceed with the office refurbishment was taken more than six months ago (23 March 2023), so it would be possible to revisit that decision without the need for a rescission motion.
24. A reserve of £750k amounts to slightly less than 40% of budgeted income in 2024-25. A reserve at this level would release about £627k for the delivery of objectives in 2024-25<sup>18</sup>. In practice, this would allow for the delivery of the office project only, unless that project were to be revised in some way.
25. Reducing the level of reserve to this level would also have a minor impact on the council's overall income because it would reduce the total amount of funds on deposit in higher interest earning accounts. As highlighted in the report at agenda item 20, the total amount currently in higher interest earning accounts is about £900k.
26. The views of members are sought on how best to proceed in the current situation.
27. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Mark Green  
Deputy town clerk  
October 2023

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<sup>17</sup> • LAAP Bulletin 99 Local Authority Reserves and Balances • CIPFA Stats Nearest Neighbours Model\* • Audit Commission "Striking a Balance" Questionnaire • CIPFA Delivering Good Governance in Local Government • Financial Diagnostic Report – LGA are all considered relevant publications. Larger authorities tend to have both 'earmarked reserves' and 'general reserves' and the latter is often less than 25% of 'turnover' When Mid-Devon recently undertook a review they found the average 'general reserve' amongst their peer group of 12 other councils to be only about 9%.

<sup>18</sup> Assumes a 20p increase in car parking (£117k), the anticipated 2024-25 in-year trading surplus with no objectives (£118k), and the 2023-24 year end surplus with a reduced reserve level of £750k (392k).

## APPENDIX 15A

Committed prior year	1	Sculpture trail	3,000	For two years
Committed prior year	1	Lamp columns	20,000	For three years
Committed prior year	1	Car park machines	5,000	
Committed prior year	1	Gardens handrails	10,000	Over 5 years inc 2324
Committed prior year	1	Enviromental budget	25,000	
Committee	1	Replace beach wheelchair? (TCP)	3,200	
Committee	1	D-day 80	2,000	
Committee	1	Induction and development with the new administration	20,000	
Committee	1	Drainage at WM car park	50,000	
Committee	1	Office refurbishment	750,000	
Officer lead	1	Church walls	30,000	For two years
Officer lead	1	BBQ bins	2,730	
Officer lead	1	Mulching mower	1,750	
		<b>Tier 1 total</b>	<b>922,680</b>	
Committee	2	Fossil festival 2024	6,000	
Committee	2	Remove gazebo (TMH)	-	
Committee	2	Regular season seafront evening litter collection for 6 months every year (TMH)	16,000	Per year
Committee	2	A defib for mini golf (TMH)	1,500	
Committee	2	Civility and respect	20,000	
Committee	2	Residents event	10,000	
Committee	2	Seafront Wi-Fi	5,000	
Committee	2	Recommendations from traffic transport group inc. Town bus extras	50,000	
Committee	2	Seagull solutions	3,000	
Officer lead	2	Bell cliff steps/railings s	25,000	
Officer lead	2	Candles on the cobb pavilion repairs	50,000	
Tier three 23/24	2	Solar panels on council buildings	10,000	
Tier three 23/24	2	West and east store doors	15,000	
Tier three 23/24	2	Queens memorial	30,000	
Tier three 23/24	2	Employee benefits package	10,000	
Tier three 23/24	2	Electronic noticeboards	3,000	
Tier three 23/24	2	Improve welcome signs	7,000	
		<b>Tier 2 total</b>	<b>261,500</b>	
		<b>Objectives total</b>	<b>1,184,180</b>	

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Request from Dorset Council for a Financial Contribution Towards the Future Cost of Harbour Dredging

### **Purpose of report**

To allow members to consider a request from Dorset Council for a financial contribution towards the future cost of harbour dredging

### **Recommendation**

Members consider the request from Dorset Council for a financial contribution towards the future cost of harbour dredging

### **Background**

1. In 2018 and in response to a request from the then West Dorset District Council, members agreed to make a one-off financial contribution of £4,000 towards the cost of harbour dredging and beach replenishment in Lyme Regis.
2. It is very clear from the relevant report and minute that members viewed the 2018 decision as a 'one-off', having regard to the lack of funding in that year from the Environment Agency. There was no commitment to provide funding in future years and no request was made and no funding provided in 2019.
3. In 2020 Dorset Council (DC) requested that the town council considered making a retrospective contribution for the works already undertaken in that year, including the harbour dredging, beach replenishment and shingle regrading.
4. In a verbal report to Full Council, it was noted the total cost of the work in 2020 was £150,000, that the DC contribution was £60,000, with the remainder from the Environment Agency (EA) and other partnership funding. It was also reported the EA was reluctant to give funding to projects that didn't include wider partnership funding. Members noted an element of the works were of amenity value to the town council as owner of the sandy beach. However, it was also noted the ability to deposit spoil from the harbour onto the beach saved money because it would otherwise have to be transported and deposited elsewhere.
5. Members declined to make a contribution – minute 19/235/C (23 September 2020) refers.
6. In 2023, DC again requested the town council considered making a financial contribution towards the cost of the harbour dredging and beach replenishment works in both 2022 (retrospectively) and in 2023.
7. The request referenced two lots of expenditure incurred in the same (2022/23) financial year. This was because the 2022 works were undertaken later than planned whilst the intention was to carry out the 2023 works much earlier to minimise disruption to traders and beach and seafront users.
8. The amount sought in 2023 was 'up to £45k' towards a total cost of £145k. The cost was stated to be more than anticipated but less than in 2020 because the earlier works also included major regrading of the shingle beach.
9. The request was considered by Full Council on 23 February 2023.



10. Members again resolved to refuse the request from DC for a financial contribution towards the cost of harbour dredging and beach replenishment, but did agree a sum of up to £5k towards the cost of the scientific analysis of water quality and dredged material.
11. In reaching this decision, a number of factors were cited, including the respective size and budgets of the two authorities, the benefit to DC of being able to deposit the dredged material on the sandy beach and the ad hoc nature and timing of the requests being made, such that any contributions would amount to unbudgeted expenditure.

## Report

12. DC has now made a further request for a financial contribution towards the cost of harbour dredging and beach replenishment.
13. At the time of writing this report, the request was verbal and confirmed in a Teams conversation between the relevant head of service at DC and the deputy town clerk.
14. The request is understood to be that the town council contributes a sum of up to £50k per year for five years. It has been timed to coincide with the town council's current budget-setting process and consideration of the five-year plan.
15. The overall costs are understood to be about £166k and the suggestion is that they be met by a grant from the Environment Agency (EA) of £66k with the balance split equally between the two councils, i.e., £50k from the town council. It is also understood that the request relates to a five-year period to give greater certainty going forwards and to link with the duration of the EA grant. Any further details contained in the written request will be reported verbally at the meeting.
16. Whilst there is undoubted amenity value to the replenishment and maintenance of the sandy beach, there are also clear harbour, sea and coastal defence benefits in being able to place the dredged material on the beach, all services for which DC are responsible. There are also clear benefits to seafront and other tourism businesses and to visitors, but DC solely benefit from the local collection of business rates and are the principal tourism authority. The town council spends considerable sums in the cleaning and general maintenance of the sandy beach and its overall budget is only a small fraction of that of DC.
17. Members will understand the town council's overall current and projected financial position from other reports on this agenda. Any contribution will impact on the council's ability to deliver other objectives and *if* members are minded to be supportive of the request in principle, it is suggested that this council's contribution should be significantly less than the sum requested.
18. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Mark Green  
Deputy town clerk  
October 2023

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Request for Funding - Fireworks

### **Purpose of Report**

To allow members to consider a request from the Regatta and Carnival Committee to part fund the Bonfire Night fireworks' display

### **Recommendation**

Members consider a request from the Regatta and Carnival Committee to contribute to the cost of the November fireworks' display and note that if agreed, this would be unbudgeted expenditure

### **Background**

1. On 8 March 2023, the Tourism, Community and Publicity Committee considered a request from the Regatta and Carnival Committee to part-fund the summer fireworks' display. The Regatta and Carnival Committee asked the council if it would be willing to contribute 50% of the cost, i.e. £2,100.
2. It was recommended, and subsequently approved by Full Council on 5 April 2023, 'to approve a request from the Regatta and Carnival Committee to contribute up to £2,500 for the summer fireworks' display and note this would be unbudgeted expenditure'.

### **Report**

3. On 5 October 2023, the council received a request from Rob James on behalf of the Regatta and Carnival Committee to help fund the fireworks' display on 4 November 2023. The event has previously been run by Alan and Lynne Vian but in 2022, it was taken on by the Regatta and Carnival Committee.
4. The display costs approximately £5,000 and with costs escalating, the committee is looking at other funding options to make the event viable going forward, which last year included support from local businesses.
5. The committee has asked for a 50% contribution, i.e., £2,500, or alternatively any contribution the council would consider.
6. In the past, the collection on the night has funded the following year's display. The 2022 collection raised £4,200 and £2,650 was raised in sponsorship. The committee has also introduced a QR code scan option for people to make donations and encouraged people to make donations through the Regatta and Carnival website because cash is in decline.
7. Although the committee has enough to cover the cost of this year's display, they are continuing to seek sponsorship because the more financial support they have for the event, the more funds they have in the pot to distribute to local good causes. The committee would ideally like to be in a situation where the cost of the display is covered by businesses and other organisations, which means the entire collection on the night would be for local good causes.
8. £20,000 was distributed to local good causes in 2022 and the committee is currently seeking applications for this year.
9. Although this is not a community grant application, the community grant policy and procedure states 'Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals'.

10. However, a precedent was set when the council contributed to the summer fireworks' display.
11. The Regatta and Carnival Committee has pointed out that town councils in other areas of Dorset organise and fund their November displays, so an approach to this council seemed reasonable to them. This includes Weymouth Town Council and Bournemouth, Christchurch and Poole Council (although this is a principal authority).
12. The committee also feels funding the event would be an opportunity for positive public relations with the local community and has pointed out the event undoubtedly generates a high level of car park income.
13. Members should note this would be unbudgeted expenditure in 2023-24 and would reduce the year-end surplus.
14. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Adrianne Mullins  
Support services manager  
October 2023

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Expressions of Interest for Use of the Jubilee Pavilion

### **Purpose of Report**

To allow members to consider the expressions of interest submitted for the use of the Jubilee Pavilion

### **Recommendation**

Members consider the expressions of interest submitted for the use of the Jubilee Pavilion

### **Background**

1. 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.

### **Report**

2. An advert inviting expressions of interest for use of the Jubilee Pavilion was placed on the council's website, social media and noticeboards on 9 August 2023. Public notices were also placed in the Bridport and Lyme Regis News and Midweek Herald and on the Lyme Online website.
3. The advert invited expressions of interest from community organisations, community interest companies, registered charities and not-for-profit groups, etc. The advert stated the council encouraged uses which would benefit those organisations, residents and the local community and would welcome partnership proposals from groups of organisations working collaboratively. It also said the council was not seeking commercial proposals from businesses.
4. The deadline for submitting an expression of interest was midday on Wednesday 6 September. By the deadline, three expressions of interest were received.
5. The expressions of interest received are as follows:
  - Alan Vian – use by community groups for events and a welcome point for visitors, **appendix 18A**
  - Little Green Change (Clare Matheson) – work space or shared hot desk, **appendix 18B**
  - Marcus Dixon and Olivia Chuter – health and fitness centre for local people and visitors, **appendix 18C**
6. Members could choose their preferred proposal or the council could consult with residents about their preferred use via Lyme Voice.

7. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

John Wright  
Town clerk  
October 2023

# The Jubilee Pavilion

## A Proposal for the Annual Use of the Building

Alan Vian, 2 Haye Close, Lyme Regis DT7 3NJ

[alan@alanvian.co.uk](mailto:alan@alanvian.co.uk)

### Introduction

On 9 August 2023 Lyme Regis Town Council issued a public statement inviting expressions of interest for the use of the Jubilee Pavilion building on the Marine Parade restricted solely to community organisations, community interest companies, registered charities, not-for-profit groups and any other similar organisations, but not to businesses for commercial purposes.

This document sets out a proposal for the annual use of the building by all current community groups that could use the building throughout the year, solely for local community events, and as a 'Welcome Point' for visitors to our town.

It is noted that the Jubilee Pavilion is currently considered as a business for rates although it has never been used for hire by businesses or has the council used the pavilion for business purposes.

### Aims and Objectives of our overall proposal:

- To provide a 'Welcome Point' for both residents and visitors to Lyme Regis based on the sea front.
- To provide a central point for the provision of information about Lyme Regis, its environs, and events taking place in the town.
- To enhance the visitor experience to Lyme Regis
- To continue to allow local community groups the use of the Jubilee Pavilion facilities in order for them to fulfil their own local community objectives for Lyme Regis.
- To provide a place where relevant displays can be organised especially for national events – including jubilees!
- To manage the use of the Jubilee Pavilion in keeping with its original concept. The Jubilee Pavilion is the centre of our community alongside

the adjacent Market and Performance Areas. Our organisers are all unpaid volunteers and members of the Lyme Community.

### Proposed frequency of use:

- The Jubilee Pavilion would be manned by unpaid volunteers every weekend between Easter and the October half term at least from 11.00 to 16.00.
- An attempt and focus will be made to increase such use to seven days a week during the summer holidays in coordination with the use by other events or organisations.
- The Jubilee Pavilion will be available for use by the many events and festivals organised in Lyme Regis each year.

### Business Proposal:

- The Jubilee Pavilion will continue to be used, focused on solely local community related activities.
- This proposal allows for a management process to be put in place. led by a small working group, in consultation with the Town Council – including councillors as well as staff – so that all events using the facilities of the building are co-ordinated with minimal disruption or potential for duplication.
- During times of low activity the Pavilion would be made available for use by other community or not-for-profit organisations as agreed and coordinated with the working group.
- The use of the Jubilee Pavilion will be at little or no cost to the council as the volunteers will be responsible for the security of the building (in line with current practices based on the current physical security provided) and will leave the building clean and tidy after use.
- There is no need for the IT System (which is currently not functional) although the provision of wi-fi, we would suggest, would enhance the use for all organisations using the building.
- It would be expected that the wall displays placed in the building in 2011 will be returned to their place on the rear walls.

- The Events' Information Screen, which is visible from the outside even when the building is not in use, would be re-instated to promote events and facilities continually.
- The Welcome Point will be staffed by unpaid volunteers from the local community on a rota basis. The rota will be organised by Alan Vian assisted by a small team of helpers.
- Volunteers will be issued with tabards defining who they are, and new flutter flags will be bought (at no additional cost to the council) to show that the welcome point is open. Funding will be sought from Carnival if no funds are available from the council.
- A folder of information will be provided for the volunteers.
- A 'code of practice' for volunteers will be agreed with the town council prior to the opening of the welcome point.
- The welcome point will not operate when other groups are using the facilities as mutually agreed.
- There is no reason why exhibitions and displays could not be held during these times, as coordinated by the working group.
- This proposal facilitates the current use of the building for the many organisations that represent the local community going forward, including Carnival, Lifeboat Week, the Fossil Festival related activities, Folk Festival, Candles on the Cobb, all Firework related events, Lyme Morris Day, Christmas and New year related events etc and has support from all of the event organisations involved.

## Proven Success

It should be noted that the Jubilee Pavilion has played an important role in assisting the fund-raising by local groups during the year as listed below, and, in future, could be used to even greater effect and with a wider variety of community events and associated not-for-profit organisations.

- Carnival – since 2003 £231,00 has been distributed to over 75 local good causes.
- Candles on the Cobb – since 2005 almost £150,00 has been given to National Charities (50%) and local youth organisations.



- Lifeboat Week – in the last five years £175,000 has been raised for the RNLI
- Fossil Festival – the use of the facility has enabled free entry to the many talks and exhibitions enhancing Lyme Regis as the centre of the Jurassic Coast and a magnet for fossil collectors from all over the world.
- Folk Festival – the use of the facility has enabled over twenty four hours of free folk music to be enjoyed by significant audiences who have come to Lyme Regis especially for this event.

These events attract many people to our town, bringing substantial income to both traders, community groups and charities and significantly enhances their experience whilst staying in Lyme Regis.

## Conclusion

This proposal has at the heart of it the local community and to reinstate the Jubilee Pavilion to its original purposes. A significant amount of money was raised from funding bodies, people from Lyme Regis, and private local sources between 2008 and 2011 during the rebuilding with the sole purpose of enhancing the facilities providing support for both the local community and for tourism.



John Wright,  
Town Clerk,  
Lyme Regis Town Council  
Council Offices,  
Guildhall Cottage,  
Church Street,  
Lyme Regis,  
DT7 3BS.

5th September 2023.

Dear John,

I wish to submit a formal expression of interest on behalf of Little Green Change Ltd for the use of the Jubilee Pavilion building.

#### **About Little Green Change**

Little Green Change is a not-for-profit social enterprise, based in Lyme Regis, providing environmental education and opportunities for children in primary and secondary-aged schools, and in the local community. Our aim is to inspire, educate and facilitate action, benefitting both the planet and people.

Our Schools' Programme covers environmental topics including biodiversity, waste, water, energy, travel, purchasing and human health. This will be provided free of charge to all state-funded schools across the UK, with additional in-person Schools' Programme support for schools and community groups in Lyme Regis and the surrounding areas. For more information, go to [littlegreenchange.com/education](https://littlegreenchange.com/education).

We will also be offering a range of free environmental events, competitions, actions and projects, aimed at increasing awareness and opportunities across the county, as well as an annual Little Green Change magazine. Events we plan to organise include bulb planting events, local clothes swap events and plant swap events. The relevant website page is [littlegreenchange.com/action](https://littlegreenchange.com/action).

#### **The team**

**Clare Matheson** is the Founder and Director of Little Green Change Ltd. She lives in Lyme Regis with her family, having purchased a house here in March 2023. Her children attend Mrs Ethelston's, and Axminster Community Primary (Mrs Ethelston's was at capacity when we moved).

Clare is also a judge at the Global Good Awards (Educational Excellence category), working with other experts in their field to recognise and celebrate educational best practice across the world.

[littlegreenchange.com](https://littlegreenchange.com)



She has years of experience in both the environmental sector and the education sector, working for schools and organisations in the UK and Canada.

She has a Higher National Diploma in Landscape Design & Construction from Capel Manor College, and she enjoys gardening for wildlife, plant propagation, and growing food organically.

Organisations Clare has worked for include Eton College (in their Partnerships team from September 2019–August 2023), Thames Valley Learning Partnership (building this cross-school partnership from its launch through to its expansion, consisting of 11 secondary-aged schools), Burnaby Board of Trade in Canada (creating an Environmental Pledge and online information resource for their members), Islington Chamber of Commerce (delivering their Business Waste Recycling Project, and Islington's first ever Business Give and Take Days), Tower Hamlets Homes (managing their environmental contracts and community-led projects including their grounds maintenance team, community food growing gardens, tree planting and other biodiversity improvements), and Tower Habitats (steering group member, and managing their biodiversity grant scheme).

**Dean Smith** is Little Green Change's motion graphics designer. Dean has years of experience, delivering motion graphics work for some of the biggest companies in the world, including TV. He has also produced Little Green Change's branding guidelines, and some of the graphics for Little Green Change's website: [littlegreenchange.com](http://littlegreenchange.com). His website is [deansmith.design/](http://deansmith.design/)

**Lauren Boland** is one of Little Green Change's three Schools' Programme Advisers. She brings years of in-class teaching experience and knowledge, and a passion for environmental education opportunities, especially for students from under-privileged backgrounds. Lauren is currently Head of Department for Geography at St Joseph's Catholic High School, a state-funded school in Slough, Berkshire, as well as being the school's Champion for the Thames Valley Learning Partnership ([tvlp.org.uk/schools](http://tvlp.org.uk/schools)).

#### **Partnership working**

Clare Matheson is keen to work in conjunction with existing local organisations, partnering with, and complimenting, their activities wherever possible. She has already spoken to key members of Turn Lyme Green and attended 2 of their events (a litter pick with her family) and their sunflower planting session at Lyme Regis library. She has contacted a number of other Lyme Regis based organisations and followed them on social media.

Use of the Jubilee Pavilion will further help to integrate Little Green Change into the local community, providing future cross-organisation opportunities which will benefit the community as a whole, the Town Council, and Dorset Council Council.

[littlegreenchange.com](http://littlegreenchange.com)





Nationally, Clare has links with a wide range of charities, organisations, businesses and schools (both state-funded and independent). She is utilising these contacts to gain tailored, informative and engaging content for Little Green Change's Schools Programme and website. This includes speaker videos by organisations including RHS Garden Wisley, and the national charity, Butterfly Conservation.

#### **Desired use of the Jubilee Pavilion**

Ideally, Little Green Change would like us of the Jubilee Pavilion one or two days a week, with Clare Matheson working from there on these days. This can include either a permanent work space or the use of a shared hot desk. Internet access will be required, however we can provide our own IT equipment (laptop, etc). A lockable filing cabinet would also be beneficial (we can source this, if needed), although not essential. All other items required by Little Green Change will be provided by us. Use of a space for key Little Green Change community events within the building will also be of use, if possible. A calendar of events to take place at the Jubilee Pavilion can be drawn up, in agreement with Lyme Regis Town Council, so that these can be diarised and planned for early on.

Clare is happy to become an official member or Trustee of a Jubilee Pavilion committee, if one is set up, to help ensure this is run in a professional and financially sustainable way.

#### **Funding**

Little Green Change is a new non-profit organisation, with the website only being launched on 1st September 2023. Clare Matheson is currently in discussions with a number of organisations regarding funding. Once sufficient funding has been secured, Little Green Change will be in a position to contribute financially to the running of the Jubilee Pavilion, based on Little Green Change's agreed use of this building.

In the short-term, any funding advice, contacts and assistance that can be provided by Lyme Regis Town Council in respect to the use of the Jubilee Pavilion will be appreciated.

#### **Contact details**

If you require any further information at this stage, please contact Clare Matheson, Founder and Director, Little Green Change Ltd, 23 Barnes Meadow, Lyme Regis, DT7 3TD.  
Mobile: 07803705100

Email: [c.matheson@littlegreenchange.com](mailto:c.matheson@littlegreenchange.com)

Website: [littlegreenchange.com](http://littlegreenchange.com)

Little Green Change is on Instagram, Facebook, Twitter and LinkedIn.

## Lyme Regis Health and Fitness Centre

Names of those submitting proposal:

Marcus Dixon - Chair, Lyme Regis Gig Club.

Address: Spring House, Venlake, Uplyme, Devon, DT7 3SD

Mobile: 07771 861501

Olivia Chuter - Indoor Rowing Instructor and Physiotherapist.

Address: Ravenhill, Woodhouse Fields, Uplyme, Lyme Regis, DT7 3SH

Mobile: 07776224177

This proposal aims to establish The Jubilee Pavilion in Lyme Regis as a centre for local people and visitors to access and participate in health and fitness within the heart of our community.

Why is this important.

It's essential that people of all ages and backgrounds maintain a healthy and active lifestyle if they are to live well and reduce the risks of mental and physical ill health.

There are many ways that people can keep fit and the local community is well served by a wide variety of sports clubs, fitness groups, classes, gyms, and more. Keeping fit as part of a group provides a great way for older and younger people to have fun together, in a safe environment, it's a channel for young people to support their self-esteem, be one of a team and develop leadership skills. The Pavilion offers a well appointed, easily accessible space for all ages and abilities to meet and exercise as well as offering a central location for information gathering.

Whatever your age, being physically active improves your mental health, helps manage weight, reduce risk of disease, strengthen bones and muscles, improve your ability to do everyday activities.

## Lyme Regis Health and Fitness Centre

The objectives are to establish the Jubilee Pavilion as a base for the development of:

- A fitness studio/indoor rowing centre.
- Supporting the management, co-ordination, and delivery of a year-round programme of sports activities.
- Enabling the use from a fitness and sports perspective of existing available spaces, including Anning Road Playing Field, Langmore Gardens, Langmore Room, beach and sea front areas and others of the Town's assets.
- Giving a one stop access point for information, engagement and participation in opportunities offered by existing sports club, gyms, groups, and classes.
- Assisting in the development of new sports and fitness opportunities.
- A steppingstone for local young people at School to participate in other fitness and sports activities in the area. Particularly encouraging young women to take part in fitness and sports.
- Classroom for sharing information on sports related topics (like physiotherapy, nutrition, sports rehabilitation) and safety (sea - VHF). Information point including tide times. Films and live broadcasting of local sports events including World Pilot Gig Championships.
- A store for sports equipment including water polo nets etc.
- Developing links with local services and GP practices to extend the facilities to those members of our community that would otherwise struggle with developing and maintaining personal fitness.
- A launchpad for Sporting Lyme, a summer long festival (May to September) to celebrate sporting excellence in Lyme Regis and surrounds (Uplyme/Charmouth).
- Establish the Lyme Regis Health and Fitness Centre as a sustainable not-for-profit community enterprise (Charitable Incorporated Organisation)



## Lyme Regis Health and Fitness Centre

that is run on business lines and able to attract grants and other funding and donations to develop the scale and scope of its operations.

- Positions Lyme Regis at the forefront nationally of Town Council's committed to providing fitness, wellbeing and sports opportunities for local people and visitors.

### The Challenge

There were 136,900 inactive adults in Dorset in 2020, 9000 children and young people in the County are doing nothing and 43% of young people are doing less than 43% are doing less than 30 minutes a day (CMO guidelines are 60 mins day). Whilst these numbers are slightly out of date, they indicate there are significant numbers of younger and older people in and around Lyme Regis whose fitness and wellbeing will benefit from the opportunity to participate in in more active lifestyles.

### The Jubilee Pavilion Health and Fitness Centre – What Does This Look Like

From the outset the Jubilee Pavilion will act as a dedicated accredited indoor rowing studio, providing regular instructor led classes for local people and visitors, in an accessible pay as you go basis. It will offer a dedicated training base for open and competitive local Gig Club members. Links already forged over the last 12 months with local schools and scouting groups can be further developed to introduce the younger generation to sport and provide hobbies/fitness and social participation to all. Current classes can be formally advertised (currently word of mouth) and increased in number to cover more specific requirements across our local community.

Sports programmes specifically designed and developed by and for young women will be encouraged. A recent report found that more than one million teenage girls (43%) who once considered themselves 'sporty' disengage from sport following primary school.

## Lyme Regis Health and Fitness Centre

The Jubilee Pavilion will act as a pathway for young people who are at school, being home educated to participate in healthy sports that may not otherwise be available to them. These programmes can link into activities at The Hub.

The Jubilee Pavilion will become the go to fitness and well being facility linked to local services supporting those with illnesses such as Parkinsons, Cancer and mental health conditions. Links to GP Practices and other healthcare practitioners can be established to extend opportunities to those members of the community who are looking to develop and maintain personal fitness or require rehabilitation.

The Langmore Room offers the opportunity to act as a classroom for talks on fitness, sports and safety topics and as a studio for showcasing films and live broadcast of sports events.

The Jubilee Pavilion will be a 'shop window' for local people and visitors to learn about, contact and participate in opportunities offered by existing sports clubs, groups, facilities. Including; Lyme Regis Football Club, Sailing Club, Bowles Club, Uplyme Football Club, Uplyme & Lyme Regis Cricket Club, Lyme Regis & Uplyme Tennis Club, Lyme Regis Darts League, Skittles League, Lym Valley Croquet Club, Charmouth Football Club, Charmouth Tennis Club, Lyme Regis Gig Club, Lyme Regis Kick Boxing Club, Lyme Regis Taekwondo Club, Lamberts Castle Riding Club, Axe Valley Runners, Charmouth Road Skateboard Park, Nordic Walking. B Fit Gym and others including yoga, personal fitness training.

The Jubilee Pavilion can also act as a focal point and catalyst for developing new sporting opportunities which might include cycling and electric bike trails.

The Pavilion will offer a base for existing and new sporting activities including 'Park Run' Splash water polo, year-round sea swimming and a new all weather sports area in Anning Road Playing Field and outdoor fitness equipment in Langmore & Lister Gardens.

The Town Council building (former Harbourmaster store) on Monmouth Beach offers the opportunity for storage of sea sports equipment including water polo and beach volley ball nets etc.



## Lyme Regis Health and Fitness Centre

Sporting Lyme 2025 is a summer long festival that celebrates sporting excellence in the Town and surrounding areas, its primary aim is to encourage participation, Lyme Regis Health and Fitness Centre is its lasting legacy.

Lyme Regis Health and Fitness Centre will be a sustainable community enterprise, a charity or CIO, that works to generate a profit which it will reinvest in developing the scale and scope of the opportunity it offers to local people.

The Health and Fitness Centre will generate revenue from a range of activities which may include a sports bar, fees from events etc, as well as donations, bequests, grants, sponsorship etc.

As a community enterprise, the Fitness Centre will build a revenue generating model which means it will not be reliant on the good will of local volunteers

Although no specific timescales have been given we understand that we have covered short, medium and more long term opportunities.

Many thanks for taking the time to read our proposal, please do not hesitate to contact us for further clarification if required.

**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of July and August 2023

**Recommendation**

Members note the report and approve the attached schedule of payments in July 2023 for the sum of £148,016.64 and August for the sum of £277,558.42, respectively

**Background**

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

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

**Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of July and August 2023, **appendices 19A 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.
5. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Shanie Cox  
Finance assistant  
October 2023

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for July 2023</u>			<u>148,016.64</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
03-Jul	DC RATES	Rates	Monthly	DD	9,630.00	0%	-	9,630.00	Utilities
17-Jul	BANKLINE	Bank charges	Monthly	DD	56.70	0%		56.70	Office Expenses
19-Jul	DWP	Waste collection	Monthly	DD	2,312.20	0%	-	2,312.20	Outside Works
19-Jul	WORLDPAY	Transaction fees	Monthly	DD	324.52	0%	-	324.52	Office Expenses
20-Jul	WORLDPAY	Transaction fees	Monthly	DD	26.82	0%	-	26.82	Office Expenses
24-Jul	EDF ENERGY	Electricity- Footway lighting	Quarterly	DD	502.73	5%	2,070.42	- 1,567.69	Utilities
24-Jul	SALARIES	July salaries	Monthly	EBP	43,478.73	0%	-	43,478.73	Staffing
27-Jul	HMRC NDDS	July Tax and NI payment	Monthly	DD	14,544.59	0%	-	14,544.59	Staffing
				Total	<u>70,876.29</u>				
LLOYDS BANK									
03-Jul	CIPD	Staff membership	Annually	DD	176.00	0%	-	176.00	Office Expenses
03-Jul	TV LICENCE	Annual TV license	Annually	DD	159.00	0%	-	159.00	Office Expenses
03-Jul	ZORO UK	White line marker	One-off	DEB	71.99	20%	12.00	59.99	Outside Works
03-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	30.00	20%	5.00	25.00	Utilities
03-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	20.00	20%	3.33	16.67	Utilities
03-Jul	ZOOM	Subscription	Monthly	DEB	12.99	0%	-	12.99	Office Expenses
03-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
03-Jul	LRDT	Term grant	Quarterly	FPO	2,500.00	0%	-	2,500.00	Grants
03-Jul	B SHARP	Term grant	Quarterly	FPO	1,250.00	0%	-	1,250.00	Grants
03-Jul	BRIDPORT CAB	Term grant	Quarterly	FPO	1,125.00	0%	-	1,125.00	Grants
03-Jul	AXE RING AND RIDE	Term grant	Quarterly	FPO	375.00	0%	-	375.00	Grants
03-Jul	CUSTOMER	Refund for weekly permit- Woodmead	One off	FPO	65.00	0%	-	65.00	Refunds
03-Jul	CUSTOMER	Refund on PCN appeal	One off	FPO	40.00	0%	-	40.00	Refunds
03-Jul	CUSTOMER	Refund for return of spare key	One off	FPO	20.00	0%	-	20.00	Refunds
03-Jul	CUSTOMER	Refund for return of spare key	One off	FPO	20.00	0%	-	20.00	Refunds
03-Jul	CUSTOMER	Refund for return of spare key	One off	FPO	20.00	0%	-	20.00	Refunds
03-Jul	CUSTOMER	Refund for return of spare key	One off	FPO	20.00	0%	-	20.00	Refunds
06-Jul	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	313.20	20%	52.20	261.00	Office Expenses
06-Jul	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	306.00	20%	51.00	255.00	Office Expenses
06-Jul	QUADIENT	Franking machine top up	One off	DEB	100.00	0%	-	100.00	Office Expenses
07-Jul	ROPE SERVICES	Volleyball rope	One off	DEB	420.00	20%	70.00	350.00	Projects
07-Jul	SQUARE	Team plus- till point system	Monthly	DEB	20.00	20%	3.33	16.67	Outside Works
10-Jul	YU ENERGY	Electricity charges- MB charging point	Monthly	DD	1,013.76	20%	168.96	844.80	Utilities
10-Jul	YU ENERGY	Electricity charges- TIC	Monthly	DD	860.47	20%	143.41	717.06	Utilities
10-Jul	YU ENERGY	Electricity charges- Hill road	Monthly	DD	782.52	20%	130.42	652.10	Utilities
10-Jul	YU ENERGY	Electricity charges- Toilets	Monthly	DD	588.28	20%	98.05	490.23	Utilities
10-Jul	UNITY 5	Zatpark fees	Monthly	DD	535.20	20%	89.20	446.00	Outside Works
10-Jul	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	276.06	20%	46.01	230.05	Utilities
10-Jul	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	218.89	20%	36.48	182.41	Utilities
10-Jul	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	174.60	20%	29.10	145.50	Utilities
10-Jul	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	138.83	20%	23.14	115.69	Utilities
10-Jul	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	120.44	20%	20.07	100.37	Utilities
10-Jul	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	105.26	20%	17.54	87.72	Utilities
10-Jul	YU ENERGY	Electricity charges- Playing field	Monthly	DD	104.39	20%	17.40	86.99	Utilities
10-Jul	YU ENERGY	Electricity charges - Showers	Monthly	DD	62.96	20%	10.49	52.47	Utilities
10-Jul	BARCLAYCARD	Transaction fees	Monthly	DD	57.57	0%	-	57.57	Office Expenses
10-Jul	YU ENERGY	Electricity charges- Bin compound	Monthly	DD	42.50	20%	7.08	35.42	Utilities
10-Jul	BARCLAYCARD	Transaction fees	Monthly	DD	17.27	0%	-	17.27	Office Expenses
10-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
10-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities

10-Jul	CUSTOMER	Refund of PCN	One off	FPO	40.00	0%	-	40.00	Refunds
10-Jul	CUSTOMER	Refund of PCN	One off	FPO	35.20	0%	-	35.20	Refunds
10-Jul	CUSTOMER	Refund of car parking fees	One off	FPO	6.00	0%	-	6.00	Refunds
10-Jul	CUSTOMER	Refund for beach hut booking	One off	FPO	5.00	0%	-	5.00	Refunds
10-Jul	CUSTOMER	Refund for car parking	One off	FPO	4.80	0%	-	4.80	Refunds
11-Jul	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.32	20%	2.05	10.27	Office Expenses
11-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
12-Jul	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Jul	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
13-Jul	YU ENERGY	Electricity charges- Workshop	Monthly	DD	27.36	20%	4.56	22.80	Utilities
13-Jul	YU ENERGY	Electricity charges- Sewage pumping station	Monthly	DD	0.79	20%	0.13	0.66	Utilities
13-Jul	TRAVIS PERKINS	External supplies	One-off	FPI	283.23	20%	47.21	236.03	Outside Works
14-Jul	ALLSTAR	Fuel usage	Monthly	DD	262.55	20%	43.76	218.79	Outside Works
14-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
17-Jul	AIB	Transaction charges	Monthly	DD	861.94	0%	-	861.94	Outside Works
17-Jul	SAGE SOFTWARE LTD	Software package	Monthly	DD	344.40	20%	57.40	287.00	Office Expenses
17-Jul	SOUTH WEST WATER	Water charges - Toilets	Monthly	DD	118.50	0%	-	118.50	Utilities
17-Jul	EE LIMITED	Mobile bundle	Monthly	DD	79.78	20%	13.30	66.48	Utilities
17-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
18-Jul	JRB ENTERPRISES	Dog waste bag refills	One off	DEB	437.64	20%	72.94	364.70	Outside Works
19-Jul	WORLDPAY	Transaction charges	Monthly	DD	57.00	0%	-	57.00	Office Expenses
19-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
19-Jul	MARINE THEATRE	Term grant	Quarterly	FPO	5,500.00	0%	-	5,500.00	Grants
19-Jul	YELLOWBOX	Staff uniform	One-off	FPO	3,055.86	20%	509.31	2,546.55	Staffing
19-Jul	TOPSPARKS	Electrical work	One-off	FPO	1,777.92	20%	296.32	1,481.60	Outside Works
19-Jul	TRAVIS PERKINS	External supplies	One off	FPO	624.98	20%	104.16	520.82	Outside Works
19-Jul	SWLRA	Legionella rise assessment	Annually	FPO	595.00	0%	-	595.00	Outside Works
19-Jul	SCREWFIX	External supplies	One off	FPO	252.39	20%	42.07	210.33	Outside Works
19-Jul	SIX PAYMENT	Transaction fees	Monthly	FPO	234.51	0%	-	234.51	Outside Works
19-Jul	NEWSQUEST	Co-option advert	One-off	FPO	200.64	20%	33.44	167.20	Office Expenses
19-Jul	SANI SOLUTIONS	Sani service	One off	FPO	186.00	20%	31.00	155.00	Outside Works
19-Jul	STAFF	Expenses	One-off	FPO	158.10	0%	-	158.10	Staffing
19-Jul	PHOENIX BRASS BAND	Band performance	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
19-Jul	IMAGIN	Name badges	One off	FPO	71.76	20%	11.96	59.80	Staffing
19-Jul	SW HYGIENE	Yellow bag collection	Monthly	FPO	67.44	20%	11.24	56.20	Outside Works
19-Jul	METRIC	Hosting costs	Monthly	FPO	43.20	20%	7.20	36.00	Outside Works
19-Jul	MOLE AVON	External supplies	One-off	FPO	39.99	20%	6.67	33.33	Outside Works
20-Jul	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
20-Jul	THOMASON CUDWORTH	Jubilee pavilion repairs	One-off	FPO	12,618.00	20%	2,103.00	10,515.00	Projects
20-Jul	DC PENSION FUND	Pension contribution	Monthly	FPO	11,667.41	0%	-	11,667.41	Staffing
20-Jul	C N RICHARDS	Repairs to boardwalk	One-off	FPO	4,502.40	20%	750.40	3,752.00	Projects
20-Jul	GLEN CLEANING	Public toilets cleaning- multiple invoices	Monthly	FPO	4,457.05	20%	742.84	3,714.21	Outside Works
20-Jul	COASTLINE CREATIVE	Town map artwork	One off	FPO	1,656.00	20%	276.00	1,380.00	Marketing & Tourism
20-Jul	GRASSMATS	Rubber matting	One-off	FPO	1,450.80	20%	241.80	1,209.00	Outside Works
20-Jul	DAMORY	Bus subsidy	Monthly	FPO	1,282.17	0%	-	1,282.17	Rents
20-Jul	ABA GROUND CARE	Electric vehicle repairs	One-off	FPO	1,061.28	20%	176.88	884.40	Outside Works
20-Jul	CHAPMAN GEOTECHNIC	Ground marker monitoring	One-off	FPO	975.00	20%	162.50	812.50	Outside Works
20-Jul	JADE SECURITY	Cash collections	Monthly	FPO	819.89	20%	136.65	683.24	Outside Works
20-Jul	BUGLARS	Vehicle repairs	One-off	FPO	809.78	20%	134.96	674.82	Outside Works
20-Jul	LR PROPERTY MAN	Unit 2A retainer fee	Quarterly	FPO	612.00	0%	-	612.00	Rents
20-Jul	UPLYME PRESCHOOL	Grant	One off	FPO	489.35	0%	-	489.35	Grants
20-Jul	ALLIANZ	Lift maintenance renewal	Annually	FPO	461.35	20%	76.89	384.46	Outside Works
20-Jul	THORNHILL SECURITY	Cutting of safe keys	One-off	FPO	405.00	20%	67.50	337.50	Office Expenses
20-Jul	CREATIVE SOLUTIONS	Car park signs and stickers	One-off	FPO	244.70	20%	40.78	203.92	Outside Works
20-Jul	FOWLER	Equipment hire	One-off	FPO	205.20	20%	34.20	171.00	Outside Works
20-Jul	DORSET COUNCIL	Grit salt	Annually	FPO	174.00	0%	-	174.00	Outside Works
20-Jul	IEMA	Annual membership	Annually	FPO	154.50	0%	-	154.50	Office Expenses
20-Jul	EUROFFICE	Office stationary	One	FPO	117.63	20%	19.61	98.03	Office Expenses
20-Jul	ECOM6	Transaction fees	Monthly	FPO	106.54	20%	17.76	88.78	Office Expenses

[illegible]

APPENDIX 19B

		Lyme Regis Town Council							
		Payments list for August 2023			277,558.42				
		Total							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Aug	DC RATES	Rates	Monthly	DD	9,630.00	0%	-	9,630.00	Utilities
01-Aug	DC RATES	Rates	Monthly	DD	1,063.99	0%	-	1,063.99	Utilities
01-Aug	DC RATES	Rates	Monthly	DD	231.44	0%	-	231.44	Utilities
10-Aug	HMRC VAT	VAT return	Quarterly	DD	131,420.65	0%	-	131,420.65	VAT
15-Aug	BANKLINE	Bank charges	Monthly	BLN	43.75	0%	-	43.75	Office Expenses
15-Aug	SALARIES	Recalculation of salary	One-off	EBP	299.25	0%	-	299.25	Staffing
16-Aug	DWP	Waste collection	Monthly	DD	2,505.80	0%	-	2,505.80	Outside Works
18-Aug	WORLDPAY	Transaction charges	Monthly	DD	26.58	0%	-	26.58	Office Expenses
21-Aug	WORLDPAY	Transaction charges	Monthly	DD	125.93	0%	-	125.93	Office Expenses
24-Aug	SALARIES	August salaries	Monthly	EBP	44,095.66	0%	-	44,095.66	Staffing
30-Aug	HMRC NDDS	Recalculation of Tax and NI payment	One-off	DD	173.96	0%	-	173.96	Staffing
31-Aug	HMRC NDDS	August Tax and NI payment	Monthly	DD	15,122.30	0%	-	15,122.30	Staffing
				Total	204,739.31				
LLOYDS BANK									
01-Aug	INVESTEC	Franking machine lease	Quarterly	DD	174.00	20%	29.00	145.00	Office Expenses
01-Aug	ZOOM	Subscription	Monthly	DEB	12.99	0%	-	12.99	Office Expenses
01-Aug	PLM CLEANING	Office cleaning	One-off	FPO	611.55	0%	-	611.55	Office Expenses
01-Aug	CUSTOMER	Refund for beach hut cancellation	One-off	FPO	252.00	0%	-	252.00	Refunds
01-Aug	CUSTOMER	Refund for ticket machine error	One-off	FPO	9.60	0%	-	9.60	Refunds
01-Aug	CUSTOMER	Refund for ticket machine error	One-off	FPO	3.50	0%	-	3.50	Refunds
03-Aug	SQUARE	Team plus- till point system	Monthly	DEB	20.00	20%	3.33	16.67	Outside Works
03-Aug	AMAZON	Office cleaning supplies	One-off	DEB	11.54	20%	1.92	9.62	Office Expenses
03-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
07-Aug	YU ENERGY	Electricity charges-Hill road	Monthly	DD	1,552.04	20%	258.67	1,293.37	Utilities
07-Aug	YU ENERGY	Electricity charges- Monmouth beach	Monthly	DD	1,323.08	20%	220.51	1,102.57	Utilities
07-Aug	YU ENERGY	Electricity charges- marine parade	Monthly	DD	610.40	20%	101.73	508.67	Utilities
07-Aug	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	286.58	20%	47.76	238.82	Utilities
07-Aug	YU ENERGY	Electricity charges-Mini golf	Monthly	DD	178.94	20%	29.82	149.12	Utilities
07-Aug	YU ENERGY	Electricity charges Guildhall	Monthly	DD	138.92	20%	23.15	115.77	Utilities
07-Aug	YU ENERGY	Electricity charges- playing fields	Monthly	DD	131.95	20%	21.99	109.96	Utilities
07-Aug	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	130.37	20%	21.73	108.64	Utilities
07-Aug	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	97.77	20%	16.30	81.48	Utilities
07-Aug	YU ENERGY	Electricity charges-showers	Monthly	DD	77.49	20%	12.92	64.58	Utilities
07-Aug	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	51.05	20%	8.51	42.54	Utilities
07-Aug	YU ENERGY	Electricity charges- workshop	Monthly	DD	33.48	20%	5.58	27.90	Utilities
07-Aug	SLCC	Staff training	One-off	DEB	84.00	0%	-	84.00	Staffing
07-Aug	SLCC	Staff training	One-off	DEB	42.00	0%	-	42.00	Staffing
07-Aug	ROAD AND TRAFFIC MAN	Yellow/white car park lines	One-off	FPO	3,315.00	0%	-	3,315.00	Outside Works
07-Aug	BLUE LEVEL MEDIA	Web support and maintenance	Quarterly	FPO	2,850.00	20%	475.00	2,375.00	Marketing & Tourism
07-Aug	GLEN CLEANING	Public bathroom cleaning	Monthly	FPO	1,517.47	20%	252.91	1,264.56	Outside Works
07-Aug	DAMORY	Bus subsidy	Monthly	FPO	1,282.17	0%	-	1,282.17	Rents
07-Aug	AA SIGNS	Park and ride signs	One-off	FPO	772.80	20%	128.80	644.00	Outside Works
07-Aug	LR BOWLS CLUB	Grant	One-off	FPO	500.00	0%	-	500.00	Grants
07-Aug	KELTIC CLOTHING	Staff clothing	One-off	FPO	477.24	0%	-	477.24	Staffing
07-Aug	YELLOWBOX	Staff clothing	One-off	FPO	230.22	20%	38.37	191.85	Staffing
07-Aug	ARTHUR FORDHAMS	External supplies	One-off	FPO	185.53	20%	30.92	154.61	Outside Works
07-Aug	CENTRAL SOUTHERN	Maintainence of CCTV cameras	Annually	FPO	174.00	20%	29.00	145.00	Office Expenses
07-Aug	BURNING BRIDGES	Band payment	One-off	FPO	100.00	0%	-	100.00	Marketing & Tourism
07-Aug	ALAN VIAN	Town crier hat	One-off	FPO	90.00	20%	15.00	75.00	Democratic Represent

07-Aug	EUROFFICE	Stationary order	One-off	FPO	85.75	20%	14.29	71.46	Office Expenses
07-Aug	STAFF	Staff expenses	One-off	FPO	7.05	0%	-	7.05	Staffing
08-Aug	UNITY 5	Zatpark fees	Monthly	DD	539.88	20%	89.98	449.90	Outside Works
08-Aug	EVENT INSURANCE	LR carnival insurance grant	One-off	FPO	423.00	0%	-	423.00	Grants
09-Aug	YU ENERGY	Electricity charges-Guildhall	Monthly	DD	288.48	20%	48.08	240.40	Utilities
09-Aug	AMAZON	Ammonia testing strips	One-off	DEB	12.71	20%	2.12	10.59	Office Expenses
09-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
10-Aug	BARCLAYCARD	Transaction fees	Monthly	DD	63.19	0%	-	63.19	Office Expenses
10-Aug	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Office Expenses
11-Aug	MAILCHIMP	Subscription	Monthly	DEB	12.27	20%	2.05	10.23	Office Expenses
11-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
11-Aug	THE DRAWING OFFICE	Building regulation drawings	One-off	FPO	1,740.00	20%	290.00	1,450.00	Projects
11-Aug	DC PENSION FUND	Pension contribution	One-off	FPO	120.16	0%	-	120.16	Staffing
14-Aug	ALLSTAR	Fuel usage	Monthly	DD	335.54	20%	55.92	279.62	Outside Works
14-Aug	YU ENERGY	Electricity charges- Sewage pumping station	Monthly	DD	194.75	20%	32.46	162.29	Utilities
14-Aug	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Outside Works
14-Aug	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Outside Works
14-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
15-Aug	AIB	Transaction charges	Monthly	DD	938.42	0%	-	938.42	Outside Works
15-Aug	SOUTH WEST WATER	Water charges- Toilets	Monthly	DD	118.50	0%	-	118.50	Utilities
15-Aug	EE LIMITED	Mobile bundle	Monthly	DD	79.07	20%	13.18	65.89	Utilities
16-Aug	SAGE SOFTWARE LTD	Software package	Monthly	DD	344.40	20%	57.40	287.00	Office Expenses
17-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
18-Aug	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
21-Aug	WORLDPAY	Transaction fees	Monthly	DD	57.06	0%	-	57.06	Office Expenses
21-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
21-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
22-Aug	EDF ENERGY	Electricity charges	Monthly	DD	270.43	5%	12.88	257.55	Utilities
22-Aug	QUADIENT	Franking machine top-up	One-off	DD	100.00	0%	-	100.00	Office Expenses
22-Aug	VPW SYSTEMS	Renewal of basic email package	Annually	DD	59.40	20%	9.90	49.50	Marketing & Tourism
22-Aug	DC PENSION FUND	Pension contribution	Monthly	FPO	11,642.61	0%	-	11,642.61	Staffing
22-Aug	COUNCILLOR	Mayoral expenses	One off	FPO	210.24	0%	-	210.24	Democratic Represent
23-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Aug	HC LEWIS CONTRACTORS	Cemetery pathways	One-off	FPO	19,200.00	20%	3,200.00	16,000.00	Projects
23-Aug	DW WINDSOR	Street lamps	One-off	FPO	9,006.50	20%	1,501.08	7,505.42	Projects
23-Aug	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1,616.22	20%	269.37	1,346.85	Outside Works
23-Aug	SSG TRAINING	IOSH staff training	One-off	FPO	1,376.40	20%	229.40	1,147.00	Staffing
23-Aug	MARTINS EXCAVATION	Ground work beside river	One off	FPO	1,140.00	20%	190.00	950.00	Outside Works
23-Aug	A.S SECURITY ALARM	Annual maintenance/ service	Annually	FPO	825.00	20%	137.50	687.50	Outside Works
23-Aug	LR PROPERTY MAN	Retainer fee Unit 2A	Monthly	FPO	612.00	0%	-	612.00	Rents
23-Aug	FLOWBIRD	Call out charges	One-off	FPO	525.60	20%	87.60	438.00	Outside Works
23-Aug	AXMINSTER GARDEN M	Machine maintenance	One off	FPO	397.47	20%	66.25	331.23	Outside Works
23-Aug	TRAVIS PERKINS	External supplies	One-off	FPO	360.43	20%	60.07	300.36	Outside Works
23-Aug	SIX PAYMENT	Transaction fees	Monthly	FPO	290.19	0%	-	290.19	Outside Works
23-Aug	CUSTOMER	Refund for beach hut cancellation	One-off	FPO	228.57	0%	-	228.57	Refunds
23-Aug	IEP	Pest control	Monthly	FPO	190.00	0%	-	190.00	Outside Works
23-Aug	D G SEYMOUR	Drain survey	One-off	FPO	160.00	0%	-	160.00	Outside Works
23-Aug	WESSEX LIFT CO	Lift service	Annually	FPO	159.00	20%	26.50	132.50	Outside Works
23-Aug	TOPSPARKS	Electrical work	One-off	FPO	115.20	20%	19.20	96.00	Outside Works
23-Aug	CREATIVE SOLUTIONS	Disabled sign work	One-off	FPO	103.87	20%	17.31	86.56	Office Expenses
23-Aug	SW HYGIENE	Yellow bag collection	Monthly	FPO	80.93	20%	13.49	67.44	Outside Works
23-Aug	NPOWER	Electricity usage- Harbourmaster store.	Monthly	FPO	64.63	5%	3.08	61.55	Utilities
23-Aug	ARTHUR FORDHAMS	External supplies	One-off	FPO	44.69	20%	7.45	37.24	Outside Works
23-Aug	CUSTOMER	Refund for spare beach hut key	One-off	FPO	20.00	0%	-	20.00	Refunds
23-Aug	MOLE AVON	Membership	Annually	FPO	12.00	20%	2.00	10.00	Outside Works
23-Aug	CUSTOMER	Refund for overcharged parking fee	One off	FPO	3.60	0%	-	3.60	Refunds
23-Aug	CUSTOMER	Refund for overcharged parking fee	One-off	FPO	3.20	0%	-	3.20	Refunds
29-Aug	ALLSTAR	Fuel usage	Monthly	DD	543.65	20%	90.61	453.04	Outside Works

29-Aug	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
29-Aug	AMAZON	Subscription	Monthly	DEB	8.99	20%	1.50	7.49	Office Expenses
29-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Aug	TILL ROLL KING	Mini golf till roll	One-off	DEB	62.38	20%	10.40	51.98	Office Expenses
31-Aug	IP OFFICE	Office phone	Monthly	DD	550.32	20%	91.72	458.60	Utilities
				Total	72,816.12				
				Petty Cash	2.99				
	<b>Expenditure category totals</b>								
						<b>Utilities</b>			
	Outside Works	£16,602.82							
	Democratic representation	£300.24				Phone	550.32		
	Rents	£1,894.17				Mobiles	161.07		
	Licensed land	£0.00				Electricity	5,430.36		
	Office Expenses	£2,081.65				Gas	-		
	Staffing	£73,670.85				Water	118.50		
	Marketing & Tourism	£3,009.40				Rates	10,925.43		
	Utilities	£17,185.68					17,185.68		
	Grants	£923.00							
	Loans	£0.00							
	VAT	£131,420.65							
	Refunds	£520.47							
	Petty Cash	£2.99							
	Unbudgeted Expenditure	£0.00							
	Projects	£29,946.50							
	<b>Total</b>	<b>£277,558.42</b>							



**Committee:** Strategy and Finance

**Date:** 11 October 2023

**Title:** Investments and Cash Holdings

**Purpose of Report**

To inform members of the council's current reserve position

**Recommendation**

Members note the cash position at the end of August 2023 and instruct officers on any measures they wish to introduce to increase investment return

**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 31 August 2023 was c.£2.144m, **appendix 20A**.
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. Money invested into two six-month deposits with Lloyd's Bank are coming to term in mid-October 2023. Current interest rates for six-month fixed term deposits with Lloyd's Bank are set at 3.5% for new deposits.
8. The council also resolved to invest £100k with the Charity Bank; the application has been completed and the funds have now been deposited.
9. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

Naomi Cleal  
Finance manager  
October 2023

<b><u>Lyme Regis Town Council</u></b>			
<b><u>Bank Balances</u></b>			
<b><u>31-Aug-23</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 1.15%		60,487	Instant
NatWest Special Interest Bearing Account 1%		477	Instant
Natwest Fixed A - 3.5%		100,000	13/10/2023
Natwest Fixed B - 3.55%		100,000	17/10/2023
Natwest Fixed C - 3.7%		200,000	17/04/2024
Natwest Fixed D - 3.7%		200,000	17/04/2024
Natwest Fixed E - 3.65%		200,000	15/04/2024
<b>Lloyds - Current</b>		11,013	Instant
Lloyds - Liquidity Manager (0.7%)		1,170,701	Instant
<b>Wilkinson Legacy 0.6%</b>		538	One month
<b>Charity Bank - 3.56%</b>		100,000	29/06/2024
<b>TOTAL</b>		<b><u>2,144,216</u></b>	