



John Wright
Town Clerk

Lyme Regis Town Council

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

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 29 November 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
24.11.23

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 11 October 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 11 October 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. Marine Theatre Funding Request

To allow members to consider a request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema

10. Town Mill Funding Request

To allow members to consider a request from the chair of the trustees at The Town Mill Trust for a contribution of £10,000 towards the Town Mill Regeneration Project

11. Lyme Regis Baptist Church Funding Request

To allow members to consider a request from the secretary of Lyme Regis Baptist Church for a contribution of £10,000 towards restoration of the old chapel

12. Sand Harvesting and Beach Replenishment

To allow members to consider fresh information received from Dorset Council about their previous request for a financial contribution towards the cost of sand harvesting and beach replenishment in future years

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

To allow members to consider and approve the 2024-25 budget, including a precept of £132,779

To inform members of the council's five-year financial plan 2024-29

14. Mary Anning Scholarship Legacy Fund

To allow members to consider the allocation of the Mary Anning Scholarship Legacy Fund budget of £5,000 to the Woodroffe School for a project linking with local primary schools and promoting women in science

15. List of Payments

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

16. Investments and Cash Holdings

To inform members of the council's current reserve position

17. Debtors' Report

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

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

18. Exempt Business

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

a) Agenda item 17 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 OCTOBER 2023

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr R. Doney, Cllr M. Ellis, Cllr P. Evans, Cllr R. Smith, Cllr G. Turner

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

23/24/SF

Public Forum

M. Dixon

M. Dixon, chairman of Lyme Regis Gig Club, spoke in relation to agenda item 18, Expressions of Interest for Use of the Jubilee Pavilion.

Cllr M. Ellis arrived at 7.01pm.

M. Dixon said Lyme Regis Gig Club was established in 2007 as a way of offering people of all ages a low-cost way of keeping fit and having fun by using the sea as a medium and rowing Cornish pilot gigs. He said they had since expanded and now had over 150 members, primarily local people, and providing a low-cost way of keeping fit continued to be central to the way the club was run. He said he had been involved in looking at how important keeping fit was to the health and wellbeing of people, both local people and visitors. M. Dixon referred to all the problems the NHS was having in providing services and he said the best way to avoid being put into difficult positions was for people to not go there and to maintain fitness and wellbeing if they could. He said the club had expanded over the last few years to provide indoor rowing with Concept 2 rowing machines and it was now a British Rowing accredited indoor rowing club. He said Olivia Chuter ran the indoor rowing club and they had been fortunate over the last 18 months to be able to use the Jubilee Pavilion as a fitness suite. M. Dixon said they would like to expand what they were doing and look at ways to provide more integrated opportunities for people to keep fit by using existing infrastructure and using the Jubilee Pavilion as a focal point. This would involve continuing to run rowing and helping people to understand what other fitness opportunities there were in town. He asked members to look favourably on the proposal.

O. Chuter

O. Chuter spoke on the same agenda item. She said she was an indoor rowing instructor and physiotherapist working with patients with a neurological condition. She had been working as an indoor rowing instructor for a year and she was passionate about developing a local health and fitness centre and to continue to help residents of Lyme Regis and the local community. She said for the last 18 months, the Lyme Regis Indoor Rowing Centre had been run from the Jubilee Pavilion and they had

implemented regular gig club competitive training sessions, learn to row fitness sessions, pay as you go classes to the local population, a Woodroffe School rowing club and Scouts and Explorers fitness sessions. O. Chuter said this had offered the community an accessible venue to meet and exercise. She said it had already provided individuals new to exercise or those returning to exercise a safe, fun and socially interactive opportunity to reconnect with physical activity. She said in a recent survey with current pay as you go members, the main reasons to attend a rowing class were fitness, group exercise, social interaction and mental wellbeing. She said they were extremely keen to extend health and fitness opportunities to all ages and abilities. O. Chuter said further plans included developing links with local GPs to offer those who may ordinarily struggle to access exercise classes and developing links with local services supporting those with illnesses such as Parkinson's, cancer, mental health conditions and strokes. She said they also planned to increase links with schools and youth services to provide an avenue for younger community members, to empower them and provide them with healthy hobbies and interests. She said they wanted to develop junior and young adult gig teams to provide the younger generations with competitive opportunities and provide exercise classes specific to young women, mothers and ladies to improve self-esteem, lessen anxiety and encourage a return to exercise, as well as providing the opportunity to mix with like-minded individuals. O. Chuter said they wanted to work alongside existing local community health and fitness specialists, allowing community members to access multiple interests and fitness opportunities and they would advertise and disseminate information through social media, online forums and public shop window displays. She said the pavilion was originally designed and gifted to the community and they were passionate about retaining it for community use. She said they wanted to develop the Jubilee Pavilion not as a money-making venture but as a modern community asset for all those living in Lyme Regis and the surrounding area. She said members were welcome to go and observe a class, speak to current class members or even participate in a class themselves.

N. Ball

N. Ball said he wanted to highlight priorities and outcomes from engagement surveys. He referred back to council consultations in 2017, 2019 and 2022 when one of the priorities that came in the top three of each of these surveys was the improvement and development of the town bus service, with it being ranked as the second most important thing in 2022. He said unfortunately this project seemed to have become stagnant and the improvement didn't seem to have been encouraged to increase its use, both with locals and visitors. N. Ball said he wasn't sure why some simple changes to an existing commitment had not been explored and put into place as it was six years since the initial consultation took place. He said if this related to funding, this did not go down well with many people, due to the regular demands for funding on an unbudgeted basis for projects that were not necessarily the priority or responsibility of the town council. He said a recent ad hoc grant of £25k came to mind. N. Ball said perhaps it was time to step back and reconsider the priorities on the council's list and look at them in a more simplified, common sense sort of way. He said perhaps officers who were analysing the results wished to influence the priorities of the townspeople. He said this came across in a report in 2022 when the opening line in the analysis of the results for improvement to the bus service was as follows: 'There was general agreement that the service was not to be reduced in any way. There was a small number who were unsure or did not feel any improvements were required'. N. Ball said this didn't come across as encouraging, for the suggestion to then be the second most important priority. He asked members if they felt they had the final decision over officers and whether all points were put across fairly and neutrally for them to analyse on agendas and reports as he would consider

this wasn't always the case. He said he would like to meet with two members from the traffic and travel working group and the deputy town clerk to discuss the possibilities and highlight some of the issues and he looked forward to someone contacting him to arrange this.

Cllr R. Smith arrived at 7.10pm.

C. Matheson (read out by an officer)

C. Matheson spoke in relation to agenda item 18, Expressions of Interest for Use of the Jubilee Pavilion. She said Little Green Change was a new, non-profit social enterprise based in Lyme Regis. She said since they launched on 1 September 2023, they had already linked with numerous national and local charities, organisations, and schools and also featured in a number of press articles including in the Dorset Echo, and the Bridport and Lyme Regis News for their work with children from both secondary and primary schools. She said they had submitted an expression of interest to use the Jubilee Pavilion on a regular, part-time basis, as they felt the building would benefit from multi-organisational use, and they hoped to host many local events, competitions and environmental activities from there in the coming months and years.

L. Pritchard (read out by an officer)

L. Pritchard spoke on agenda item 14, Review of Charges. She said she wished to ask once again for the council's leniency when considering the hire charges for the Marine Parade Shelters by keeping them at the current rates through to 31 March 2025. She said an increase of any sort would be detrimental and businesses were unable to keep absorbing increases. She said a review of her turnover showed a downturn of over 40% based on the previous year, which was no real surprise given the ongoing state of the economic climate. L. Pritchard said a common remark made by customers and visitors was the cost of car parking because now at £15 per day, it was stopping many from staying the whole day, thus not giving them time to eat, stay, relax or shop, missing all that all the unique businesses had to offer. She asked that traders were not required to pay all fees up front in advance as this was forcing them to borrow money in order to secure their trading. She said shops didn't pay their rates in advance and with reduced sales turnover and the actual cost of living, it was harder and harder to get and stay ahead for financial stability. L. Pritchard said she agreed traders should complete forms for the year but she felt it was fairer to pay two months in advance at a time. She said she had some further ideas she would like to put forward and officers had agreed to receive these in due course.

23/25/SF Apologies for Absence

Cllr B. Larcombe – holiday
Cllr C. Reynolds – illness
Cllr D. Ruffle – holiday
Cllr D. Sarson – holiday
Cllr G. Stammers – holiday

23/26/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the meeting held on 12 July 2023 were **ADOPTED**.

23/27/SF Disclosable Pecuniary Interests

Cllr R. Smith declared a non-pecuniary interest in agenda item 18, Expressions of Interest for Use of the Jubilee Pavilion, as he was a member of Lyme Regis Gig Club.

23/28/SF Dispensations

There were none.

23/29/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 July 2023

Dog-related Public Space Protection Order

Cllr B. Bawden said she and Cllr D. Sarson had attended the committee meeting at Dorset Council (DC) when the Public Space Protection Order (PSPO) was discussed and make strong representations that the recommendation for dogs to be allowed off lead on the beach in the winter didn't reflect the local preference. She said the committee voted to listen to them but it was only a recommendation to the Cabinet in November.

Cllr B. Bawden said she was meeting the following week with the relevant DC officers to show them the areas that were safe for dogs to exercise off-lead, even if the owner had limited mobility.

The town clerk said he had written separately to DC about the construction of the consultation survey and how it restricted the respondent's options.

23/30/SF Update Report

There were no updates.

23/31/SF Strategy and Finance Objectives

Cllr R. Doney was concerned the committee wasn't focusing enough on strategy and the future and all the objectives were based around maintaining and doing things.

The town clerk said if the council agreed to allocate funds for member development at the beginning of the new administration, one of the things which would be picked up was the development of strategy and purpose. He said if the council was stuck on an issue, it would then have an overarching strategy to refer to.

23/32/SF The Process for Approving the 2024-25 Budget¹ and Five-Year Financial Plan 2024-29

The town clerk outlined the process for approving the 2024-5 budget and five-year financial plan 2024-29.

¹ The 2024-25 budget includes the precept.

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

Cllr R. Doney asked if any of this was materially different to what had been presented in previous years.

The town clerk said in terms of risk, the issues with DC were greater than last year, which was related to Bournemouth, Christchurch and Poole (BCP) Council being under financial pressure, which could lead the government to direct DC to intervene. He said this would have a significant knock-on effect on the town council and DC still had financial pressures of its own.

The town clerk said although there had been other changes in the risk register, none of them were material.

Cllr B. Bawden said she had been assured DC would not be asked to take responsibly for BCP Council. The town clerk said it was sensible to keep this in the risk register.

Cllr M. Ellis was concerned the score for expenditure control had been reduced in the risk register, especially as there was a recommendation from another committee to give £25,000 to the Marine Theatre. She said there were too many items of unbudgeted expenditure being agreed in-year.

The town clerk said although there were items of unbudgeted expenditure being agreed, the mechanism was working as requests were brought to the council and members were informed of the consequences of approving the expenditure. He said there was good control over finance and expenditure and it was a political decision whether to approve unbudgeted expenditure.

The town clerk said member behaviour was still a risk; although things had become calmer, there were still some underlying issues.

Cllr C. Aldridge asked whether there needed to be some kind of mitigation for the operations manager being on sick leave as he was the health and safety officer.

The town clerk said having one person in the organisation who was health and safety trained was sufficient so he wouldn't propose anyone else being trained at this point, although it was perhaps something the council could consider in the future for the acting operations manager. He said the council was still on top of its health and safety requirements; the annual health and safety audit had been commissioned and the Health and Safety Committee was still meeting.

Cllr B. Bawden said an emergency planning officer from DC was coming to speak to Lyme Regis and Uplyme councils so this might help with the town council's emergency planning procedures.

The town clerk said the council already had an emergency planning procedure, which was reviewed annually and involved council employees acting as the first response in an emergency.

Proposed by Cllr R. Smith and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to note the statement of internal control and the town clerk's observations, to approve the risk management policy, the standard annual risk assessment and the risk register.

The finance manager said the council started the year with a cash position of £1.634million but this was reduced to £1million to release funds for projects. She said the report updated members on projects and variances on income and expenditure throughout the year; income was up and expenditure was on target.

Cllr C. Aldridge questioned the expenditure of £13,500 on the sculpture trail as she hadn't realised the council had spent anything on the project this year.

The town clerk said £18,000 had been allocated to the sculpture trail over three years. He said a discussion had taken place with members about a coronation bench in conjunction with the Boat Building Academy and the expenditure needed to come from somewhere, so it had been allocated against this budget. He said members had been updated through the Tourism, Community and Publicity Committee.

Cllr C. Aldridge said she didn't understand the council had agreed this and asked if the sculpture trail still had its allocation of £18,000.

The town clerk said the project still had an allocation of £18,000, minus the £13,500 spent. However, if members wanted to allocate that spend to another budget, this could be done.

The deputy town clerk clarified that the £13,500 expenditure in 2023-24 included the bench and also assumed the £6,000 for this year, which had yet to be spent. He said some of the £6,000 would be spent on the Parklife event which took place recently, although the final amount wasn't known yet. He added that all the sculptures currently in the gardens had been retained for the current year at no charge to the council, other than repair costs.

It was agreed a report on the sculpture trail and related expenditure would go to the next Tourism, Community and Publicity Committee.

Office Project and Associated Issues

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

The deputy town clerk said members were being asked to consider this report at this point in the meeting because the potential cost of the office project was significantly higher than any other item of expenditure in the budget, so members needed to think seriously about the project before discussing the 2024-25 budget. He said the council had previously agreed this would be the only project for 2024-25, with an estimated cost of £500k, but a quantity surveyor had since been appointed, who estimated the amount was likely to be £750k, which had been included in the draft budget.

The deputy town clerk said he and the quantity surveyor felt that inevitably, unexpected issues would come to light during the works, so costs were likely to increase further. He said contractors would have a pessimistic view about the risks

involved with this project, such as the age of the building, its condition, its location next to a main road, the requirement to work during the winter, and the strict timescales on road closures, and they would price that risk into the project, if they were prepared to price at all.

The deputy town clerk said a price could be estimated but until the tenders were returned, the actual figure was unknown and it was possible the figure included in the budget would not be enough. He felt it was entirely possible the cost could reach £1million and he advised members to be very conscious of this in deciding whether to proceed with the project.

The deputy town clerk said if the council did decide to proceed, it would also need to make decisions about decant space and the need to pull forward some of the budget allocated to the project for next year to this year, because work was already being carried out on the project. He suggested £50k would need to be pulled forward.

Cllr P. Evans said when a decision was first made to proceed with the project, he couldn't believe members thought it would potentially cost £1million and suggested the council should now consider alternatives.

Cllr M. Ellis agreed the council shouldn't go ahead with the project and felt it would be better to sell the building and go elsewhere.

Cllr C. Aldridge asked if the council would be able to sell the building, given its condition and potential problems.

The deputy town clerk said there had been previous suggestions the council couldn't sell the building without incurring some of this expenditure but he fundamentally disagreed. He said most of the work the council would do was about creating a better office but the demand for office space in Lyme Regis was negligible and at a very low value; spending a lot of money on it wouldn't do much to increase its value as an office.

The deputy town clerk said if the building was sold, its most likely use would be as a residential dwelling or holiday let and he pointed out there was also a development site next to the building. He said if someone bought it for these purposes, spending a lot of money altering it would be entirely wasted and would not increase its value because the buyer would want to gut it.

Cllr R. Doney felt the building should be sold and staff should be put into a more modern setting.

Cllr R. Smith said although he was previously in favour of retaining the office, he saw the warning lights of a public sector project getting out of control and he felt it would create a great deal of embarrassment for the council.

The deputy town clerk said the quantity surveyor's full report would be available in time for the Full Council meeting on 25 October 2023, so whatever recommendation came from this meeting, there would be a full report to the Full Council.

Cllr S. Cockerell asked if it was possible to have the building assessed for saleability.

The deputy town clerk said this was done as part of an earlier process, although it was a desk-top exercise rather than market tested. He said the figure was

surprisingly low and in his opinion, understated as it didn't consider the value of the site to the side of the building.

Cllr B. Bawden didn't feel the council could make a decision on the office without knowing what the alternative options were.

The town clerk advised members not to delay making a decision while it looked at other options. He said this committee could make a recommendation to Full Council and supplementary information would be provided to Full Council.

Cllr M. Ellis suggested the council secured Unit 2 at St Michael's Business Centre at this point to ensure there were options for accommodating staff.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to take out a short-term lease of Unit 2 to safeguard its availability.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** not to proceed with the project to refurbish the council office and to look for alternative office facilities, subject to a further report to the Full Council meeting on 25 October 2023.

23/36/SF

Budget and Precept 2024-25 and Five-Year Financial Plan 2024-29

The finance manager said only known costs had been included in the budget and Consumer Price Index (CPI) increases had been taken into account. She said the budget excluded any objectives and any assumptions on fees and charges. She said the effect of inflation would hit the council hard, so this would affect the surplus over the next five years.

The town clerk said the council may have to make some unpopular decisions in terms of discretionary charges and to give serious thought to material increases to ensure the council's financial position wasn't weakened. He said the council had a good reputation of supporting local organisations and maintaining its assets and it needed to ensure it didn't lag behind.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2024-25 base budget and assumptions and approve the base five-year financial plan.

23/37/SF

Review of Charges

The finance manager said the council's expenses had increased by £126k from last year so it was important for members to bear this in mind while setting charges.

The town clerk reminded members the council's approach had always been to minimise the impact of increases on residents as much as possible and to look at increasing charges for services which primarily benefited visitors.

Precept

It was suggested the precept shouldn't be increased as the council was a profit-making organisation and it gave grants to local organisations. However, it was pointed out this council's precept was lower than any other council in the area and it had only been increased once in the last 12 years.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** not to increase the precept for 2023-24, set at £132,779.

Cart Road beach hut hire

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set 2025 Cart Road beach hut hire charges as follows:

	Daily Rates 2025	Weekly Rates 2025
January– Easter	£6	
Easter Holiday		£70
April – Spring Holiday	£13	
Spring Holiday		£75
June		£70
2 July – 16 July		£100
23 July- August		£180
September	£16	
October	£9	
November- December	£7	
Christmas and New Year		£100
Winter Season	£200	
Summer Season	£1,300	
Annual	£2,000	

Alfresco licences

Proposed by Cllr C. Aldridge and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to set alfresco licence charges for 2024-25 as follows:

	2023/24
Covers	£143
Single Chairs	£20

Bell Cliff advertising boards

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set Bell Cliff advertising board charges for 2024-25 at £150.

Several members raised concerns about several of the advertising boards for taxi companies being owned by the same company, which was based in east Devon. It was agreed a report would be brought to the relevant committee to discuss this further.

Marine Parade Shelters

Cllr M. Ellis said she acknowledged the comments made in the public forum about the traders' costs increasing, but costs were also increasing for other businesses in Lyme Regis and traders in the shelters were taking business away from the local traders.

Cllr C. Aldridge said she understood the traders' costs were increasing, but the council's were too.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to set the 2024-25 charges for the market area at £150 and the performance area at £200.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to set Marine Parade Shelters charges for charities, not-for-profit organisations and schools for 2025-26 as follows:

Categories	2024-25
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to set Marine Parade Shelters charges for commercial or private hire for 2025-26 as follows:

Area	2024/25
Langmoor Room	£15
Market area	£150
Performance area/ top of shelters (Commercial)	£200
Hire of Performance Area for Performance	£70
Hire of any section on top of the shelters	At the discretion of the town clerk

Amenities

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to set amenities charges for 2024-25 at adult mini golf, £4.50; child mini golf, £2.50; and table tennis, £2.50 per person.

Weddings and civil marriages

Proposed by Cllr R. Doney and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to set weddings and civil marriages charges for 2025-26 as follows:

Monday-Friday	£450
Weekends/B Hs	£550

Car parking permits

It was proposed by Cllr P. May to set car parking permit charges for 2024-25 as follows:

Residents	£200
Non-residents	£400
Holiday accommodation	£700

Cllr R. Doney said they had started with the logic that the council looked to non-residents to raise charges but the proposed charges would mean residents saw an increase but non-residents didn't.

Cllr P. May said these charges had been suggested because cheaper permits were available for DC car parks.

Proposed by Cllr R. Smith and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set car parking permit charges for 2024-25 as follows:

Residents	£200
Non-residents	£450
Holiday accommodation	£750

Car parking

Cllr R. Doney said any increase the council made on car parking charges would have the biggest impact because it was the biggest revenue stream. He said the five-year financial plan showed the council's surplus going down in several years' time so increasing parking charges would help prevent that situation.

Cllr P. May said although the council increased parking charges last year, they were not increased in line with inflation.

The town clerk said to keep up with inflation, members should consider increasing the charge by 20p per hour and to make good the deficit of not increasing charges in line with inflation last year, members should consider increasing the charge by 30p an hour.

Cllr M. Ellis said she wasn't in favour of extending the charging hours in the winter from 6pm to 9pm because it was previously set at 6pm to try and bring people into the town in the evening. She said she was not in favour of increasing parking charges too much as DC had received a lot of criticism about increasing its charges and she didn't want the town council to experience the same. She said people based their stay in the town on how much the parking was per hour and the longer they stayed, the more they would spend in the town.

The deputy town clerk said the business rates on the car parks were increasing and a 10p per hour increase on parking wouldn't cover this.

Cllr B. Bawden suggested increasing the charges at Woodmead car park by less than the seafront car parks because it was mostly visitors using the seafront car parks and people coming to shop or work who used Woodmead.

Cllr P. May said there was already a differential between the charges at the two car parks.

Proposed by Cllr C. Aldridge and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to set parking charges for 2024-25 as follows:

Monmouth Beach	£1.90 per hour
Woodmead	£1.50 per hour
Woodmead three-day ticket	£45
Woodmead weekly ticket	£80

Penalty charge

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the penalty charge for 2024-25 at £60 or £40 if paid within seven days.

Cemetery

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

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge

Memorial benches

Proposed by Cllr P. May and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** that the charge for a memorial bench in 2024-25 should be the same as the purchase cost.

Monmouth Beach garages

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set the charge for Monmouth Beach garages for 2024-25 at £1,500.

23/38/SF Objectives and Projects 2024-2025

The deputy town clerk said if the council was to carry out all the suggested objectives in 2024-25, it wasn't possible to maintain a reserve of £1million, although a reasonable level of spend could be achieved.

Following on from the discussion about the office project, the town clerk said if the Full Council agreed not to go ahead with it, practically everything on the proposed list

of objectives could be carried out, a reserve of £1million could be maintained and there would be scope for in-year projects that would inevitably come up.

Cllr R. Smith asked if due to a final decision being required on the office project, whether objectives should be discussed at the next meeting of this committee.

The town clerk said it would be helpful for officers to know if members agreed this was a sensible list of objectives so a more accurate budget could be presented to the next meeting.

Cllr M. Ellis felt some of the objectives were health and safety issues and maintenance of buildings, which should be a higher priority.

The town clerk said if the Full Council decided not to go ahead with the office project, all the objectives on the list could be achieved anyway.

Cllr C. Aldridge asked if there was scope to increase the amount allocated to the sculpture trail.

Cllr M. Ellis felt £20k for induction and development with the new council administration was excessive.

The town clerk said this was a budget sum. He said the objective had been discussed by the Human Resources Committee and it would involve an induction programme with training, support and development for new members after the elections in May.

Cllr R. Smith asked for clarification that members were not being asked to sign off on detailed costs but were being asked to agree indicative costs.

The town clerk confirmed this and said it was important to get everyone's ideas on the list at this point. He said if objectives were not on the list after the Full Council meeting in December, nothing further would be added but items could be removed at a later date.

Proposed by Cllr P. May and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the proposed list of objectives for 2024-25 as the basis for setting the budget and to increase the budget for the sculpture trail to £6k for 2024-25 and 2025-26.

The meeting was adjourned for a break at 9.23pm.

The meeting resumed at 9.26pm.

23/39/SF

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

The deputy town clerk said a formal written request for a contribution had not yet been received from DC as it was apparently waiting to be signed off by a director, but members could take the request as stated in the report.

Cllr R. Smith asked if members should be discussing the request if it hadn't been signed off because the request DC sent might be based on the town council's discussions.

The town clerk advised members to consider the request as it needed to be part of the budget discussions.

It was proposed by Cllr R. Smith and seconded by Cllr B. Bawden to make a contribution of £5,000 towards the future cost of harbour dredging.

This motion was not carried.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** not to make a contribution towards the future cost of harbour dredging.

23/40/SF Request for Funding – Fireworks

Cllr M. Ellis said although this was unbudgeted, she felt it would be good for the council to give something to the town and a contribution could be made every year. Although the Regatta and Carnival Committee gave grants to local organisations, she said by helping to fund the fireworks, the committee could help more organisations which would mean they might not need as much support from the council.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to contribute £2,500 to the cost of the November fireworks' display and note this is unbudgeted expenditure.

23/41/SF Expressions of Interest for Use of the Jubilee Pavilion

Cllr B. Bawden asked if there was the possibility a welcome point could combine with a health and fitness centre because a health and fitness centre would be more likely to use the pavilion early in the morning and later in the day.

The town clerk advised members to keep things simple and whichever organisation the pavilion was allocated to, they should run the operation.

Cllr P. Evans said his preference was for a welcome point as this was what the Jubilee Pavilion was originally intended for and there were no facilities for information on the seafront. He said this proposal could be implemented at little or no cost to the council. He felt the operation should be managed by the Tourism, Community and Publicity Committee and Alan Vian, who put forward the proposal, could be a representative sitting on the committee. He asked what the rates were for the pavilion.

The deputy town clerk said the rateable value of the pavilion was £34.5k so the rates payable were half of that. He said he didn't think the council could off-set all of this cost for a temporary charitable use of the building; for a charitable user to be able to claim rates' relief, it would have to be a more permanent let on a formal arrangement.

Cllr M. Ellis agreed a visitor information point would be the ideal use for the building and if Alan Vian wanted to incorporate any other uses into the building, that would be for him to organise.

Cllr C. Aldridge also supported the idea of a visitor information point but said she had a slight reservation about the volunteer help required, although this was up to Alan Vian to co-ordinate.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the proposal from Alan Vian to use the Jubilee Pavilion as a welcome point for visitors and for use by community groups for events.

23/42/SF List of Payments

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in July 2023 for the sum of £148,016.64 and August for the sum of £277,558.42.

23/43/SF Investments and Cash Holdings

Members noted the report.

23/44/SF Debtors

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

23/45/SF Exempt Business

a) Debtors

The finance manager said since the report was drafted, debt related to al fresco seating had been paid.

Cllr M. Ellis asked why officers were recovering caravan and chalet site fees through debt recovery processes as the council had previously said anyone who didn't pay their fees would have their licence revoked.

The deputy town clerk said the council had to go through a due legal process. He said although the lease did allow for forfeiture in the event on non-payment of rent, any court would expect the council to go through a reasonable process of debt recovery before that, otherwise the council's actions would be deemed to be unreasonable and unlawful.

The meeting closed at 9.56pm.

Committee: Strategy and Finance

Date: 29 November 2023

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 11 October 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

23/29/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 July 2023

Dog-related Public Space Protection Order

The Dog-related Public Space Protection Order (PSPO) was approved by Dorset Council's Cabinet on 7 November 2023. It was also agreed 'that the PSPO be reviewed after the winter period by the appropriate committee with a focus on Lyme Regis Front Town Beach'.

23/33/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

The updated Risk Management Policy has been published on the website.

23/34/SF – Budget Performance, 1 April – 31 August 2023

Following a meeting of the sculpture trail working group on 2 November 2023 and meetings with the Arts Development Company on 15 and 27 November 2023, a report on the sculpture trail and related expenditure will be considered by the Tourism, Community and Publicity Committee on 10 January 2023.

23/35/SF – Office Project and Associated Issues

Officers are continuing to investigate both short and medium/long-term options within St Michael's Business Centre. Because some of these options could impact on other existing tenants, discussions are being progressed sensitively and involving the Development Trust. A comprehensive report setting out available options and their indicative costs and timescales will be brought to the next meeting of this committee for members to consider.

23/37/SF – Review of Charges

While discussing the Bell Cliff advertising boards, concerns were raised about several of the taxi advertising boards being owned by the same company and it was agreed a report would be taken to the relevant committee for further discussion. A report will be taken to the Town Management and Highways Committee.

23/40/SF – Request for Funding – Fireworks

The Regatta and Carnival Committee was informed of the council's contribution on 30 October 2023 and the invoice has been paid. Joint publicity between the council and the Regatta and Carnival Committee emphasised the council's contribution.

23/41/SF – Expressions of Interest for Use of the Jubilee Pavilion

A meeting took place between the town clerk, support services manager and Alan Vian on 21 November 2023 to flesh out the proposal for a welcome point for visitors and use by community groups for events.

A further report will be taken to the Tourism, Community and Publicity Committee meeting on 10 January 2023 with details of how this will be managed.

John Wright
Town clerk
October 2023

Committee: Strategy and Finance

Date: 29 November 2023

Title: Strategy and Finance Objectives

Purpose

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

Recommendation

Members note the report

Background

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

Report

2. The objectives have been assigned to committees for review. This committee has objectives which, when approved, will be delegated to other committee; principally, Town Management and Highways.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

John Wright
Town clerk
November 2023

APPENDIX 8A

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. Expressions of interest considered by this committee on 11 October 2023.</p> <p>Preferred user chosen – Alan Vian to run a welcome point for visitor and a space for events. A detailed report on how this will be managed will be considered by the Tourism, Community and Publicity Committee on 10 January 2023</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</i></p>

				<p><i>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 October 2023.</p> <p>On 25 October 2023, the council approved and accepted the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2023, and notes the actions required at the conclusion of the review have been undertaken.</p>
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> <p>Further work on hold pending outcome of planning application for existing park and ride site.</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	<p>The council confirmed at the Annual Meeting on 31 May 2023 it meets the criteria for the General Power</p>

				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 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>Budget performance reports considered by this committee on 12 July and 11 October 2023.</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</p>

				<p>appointed (starting in post on 9 October 2023) and will work with the deputy town clerk to develop an asset management plan.</p> <p>Property and projects assistant has developed an asset spreadsheet as part of the Local Government Transparency Code and this will help formulate the strategy. The plan will be brought to this committee on 6 March 2024.</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>It was resolved by the Full Council on 25 October 2023 'to take out a short-term lease of Unit 2 to safeguard its availability' and 'not to proceed with the project to refurbish the council office and to look for alternative office facilities, subject to a further report to the Full Council meeting on 25 October 2023'.</p> <p>It was further resolved to 'endorse the recommendation from the Strategy and Finance Committee not to proceed with the project to refurbish the council office and to look for alternative office facilities and 'to defer consideration of whether to include a sum of £50k in the 2024-25 budget for urgent repairs to the western wall of the Guildhall passageway and the roadside first floor window adjacent to the office building to the Strategy and Finance Committee meeting on 29 November 2023'.</p>

Review the Transparency Code & GDPR compliance		Mar '24	AM/JS	<p>Work was scheduled to commence in September 2023.</p> <p>Work is well underway on the Transparency Code and we aim to publish the information on the website in early-2024. Work on compliance with GDPR will then commence.</p>
Progress the digital office: document storage, planning tool, digital asset mapping		Mar '24	JW	<p>Work was scheduled to commence in September 2023.</p> <p>Work will commence when Transparency Code and GDPR project is complete. It will start with digital asset mapping.</p>

Committee: Strategy and Finance

Date: 29 November 2023

Title: Marine Theatre Funding Request

Purpose of Report

To allow members to consider a request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 27 September 2023, the Tourism, Community and Publicity Committee considered a £25,000 grant request from Marine Theatre to support a project to incorporate a cinema within the theatre; a copy of the report and appendix are attached, appendix **9A**.
2. At that meeting, 'members agreed to recommend to Full Council the Marine Theatre for a grant of £25,000 and to support a project to operate a cinema.'
3. The council considered the recommendation on 25 October 2023 and, 'resolved to defer consideration of the request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema to the Strategy and Finance Committee to be considered as part of the budget-setting process.'

Report

4. Since the Full Council on 25 October 2023, the town clerk can confirm Dorset Council's deadline for assembling £100,000 project finance is 31 March 2024, not 31 December 2023. The theatre has apologised for misreporting this and assures the council this was a genuine error.
5. The theatre director has confirmed Dorset Council is relaxed about a grant payment being made by the town council from its 2024-25 budget, providing this is confirmed in writing.
6. The funding has been provisionally included as a priority 2 objective for the purpose of budget-setting.
7. Any recommendations from this committee will be considered by the town council on 13 December 2023.

John Wright
Town clerk
November 2023

Committee: Tourism Community and Publicity

Date: 27 September 2023

Title: Cinema at the Marine Theatre

Purpose of Report

To allow members to consider a request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 1 April 2020, the council entered into a five-year agreement with LymeArts Community Trust² (LACT) to provide an annual grant of £22,000 to support its day-to-day operation; the agreement expires on 31 March 2025.
2. There is a covenant on the theatre preventing it from showing films; the origins of the covenant are believed to go back to 1960 and were imposed by a former owner of the cinema and theatre. However, the cinema ceased to exist in 2016 when it burnt down.
3. The town council previously owned and managed Marine Theatre and transferred it LACT in February 2003.

Report

4. On 21 September 2023, a meeting took place between the Marine Theatre³ and the town council⁴. At the meeting, the Marine Theatre ran through their proposal to operate a cinema.
5. The project includes the purchase of a digital projector, new chairs, curtains, and sound equipment.
6. The estimated cost of the project is £100,000 and, so far, the theatre has secured grant commitments of £50,000 and raised funds of £12,000.
7. Raising the project capital has a deadline; if the full amount isn't secured by 31 December 2023, the theatre will lose £25,000 funding currently committed by Dorset Council.
8. The theatre is confident it can raise a further £13,000 by 31 December 2023 but this still leaves a shortfall of £25,000.
9. To make good this shortfall the theatre has approached the council for a grant of £25,000.

² LymeArts Community Trust operate the Marine Theatre

³ Adrienne Mullins, support services manager and John Wright, town clerk, represented the town council

⁴ Claudia Betteridge, finance manager and Gabby Rabbits, director, represented the Marine Theatre

10. The theatre does not expect to make any significant income from the cinema because for blockbuster films the distribution margin is as high as 80%. There will also be additional expenses, such as paying a projectionist, staffing costs and heating the building.
11. The theatre will show mainly blockbuster films and will have around 50 screenings a year.
12. During the council's public consultation on objectives in 2022, which received 366 responses (10% of the population), respondents were given the opportunity to give their own ideas or raise issues which were most important to them. The need for a cinema in the town was one of the most commonly raised issues.
13. They intend to re-introduce Silver Screen; these were matinee performances at the Regent Cinema which were very popular.
14. The council is on target to meet its budget surplus of £239,000 but this surplus is earmarked for the office refurbishment project.
15. Any recommendations from this committee will be considered by the Full Council on 25 October 2023.

John Wright
Town clerk
September 2023

Cinema at The Marine Theatre
DCP Projector, Chairs and Stage Curtains

Costs

Projector	35,000.00
Chairs	50,000.00
Curtains	10,000.00
Sound Equipment	5,000.00

Total Cost **100,000.00**

Grants Awarded

Dorset Council	25,000.00	25% awarded/75% match fund required
G Western	10,000.00	Projector
BackStage	15,000.00	Chairs
Total Grant Funding awarded	50,000.00	

Marine Theatre Fund Raising Target **25,000.00**

Funds Raised to date - 12,000.00

Balance to be raised by The Marine **13,000.00** On Target to raise by 31.12.23

Balance required to access Match Fund by 31.12.23 **25,000.00**

Committee: Strategy and Finance

Date: 29 November 2023

Title: Town Mill Funding Request

Purpose of Report

To allow members to consider a request from the chair of the trustees at The Town Mill Trust for a contribution of £10,000 towards the Town Mill Regeneration Project

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 25 October 2023, the Full Council considered a request from the chair of the trustees at The Town Mill Trust for a contribution of £5,000-10,000 towards the Town Mill Regeneration Project, a copy of the report is attached, **appendix 10A**, along with the original application, **appendix 10B**.
2. At that meeting, R. McLaughlin, chair of the Town Mill Trust spoke in relation to the application during the public forum.
3. Following consideration, the Full Council resolved to 'defer the funding request from The Town Mill to the Strategy and Finance Committee meeting on 29 November 2023 to be considered as part of the budget and whether it should be included as an objective.'

Report

4. On 15 November 2023, the town clerk received a letter, **appendix 10C**, from the chair of The Town Mill Trust.
5. The letter provides specific details on what the trust is requesting from the council, i.e., a grant of £10,000 towards the £20,000 cost of a gate and entrance to the Millers Garden and mill site.
6. The funding is not immediate and can be included in the 2024-25 budget, which is being considered elsewhere on this agenda. It has been provisionally included as a priority 2 objective for the purpose of budget-setting.
7. The letter also invites councillors and officers to the mill to meet staff, volunteers and trustees.
8. Any recommendation from this committee will be considered by the Full Council on 13 December 2023.

John Wright
Town clerk
November 2023

Committee: Full Council

Date: 25 October 2023

Title: Town Mill Regeneration Funding Request

Purpose of Report

To consider a request from the chair of the Town Mill Trustees for a contribution of £5,000-10,000 towards the Town Mill Regeneration Project.

Recommendation

Members consider the report and instruct the town clerk

Report

1. Attached is a request from the chair of the Town Mill Trustees for a contribution towards the Town Mill Regeneration Project.
2. The projects and improvements include:
 - artist designed 'wheatsheaf' themed metal plates and other elements
 - replacement railings to protect the public and enhance health and safety
 - updated interpretation within the mill
 - the replacement of outdated and faded signing within and outside the site to ensure the public visiting Lyme Regis are aware of the mill
 - provide safer and more energy efficient lighting around the site
 - supporting the funding of an engagement/events/marketing officer to deliver a community engagement plan, bring in non-visitors and school groups, resulting in improved informal understanding of the heritage asset, as well as more formal curriculum focussed education
 - to provide additional office space to offer to local start-up businesses at a preferential rent.
3. The intended project implementation date is 2025.
4. The project budget is £185,000 and a town council contribution of £5,000-10,000 is sought.
5. The Town Mill trustees are happy to arrange for members to visit the site and/or receive a presentation about the project.

John Wright
Town clerk
October 2023



John Wright
Clerk to Lyme Regis Town Council
Council Offices
Lyme Regis



Malthouse Office
 Mill Lane
 Lyme Regis
 Dorset DT7 3PU

01297 444042

info@townmill.org.uk

10th October 2023

Dear John

Town Mill Regeneration Project

You may be aware from the recent Planning and Listed building applications that were approved by Dorset Council that we are planning a series of improvements at Town Mill.

The project summary is as follows:

To undertake engagement with community organisations and individuals who may not currently visit the Mill, and to implement physical improvements that will ensure that the offer to visitors is high quality and reflects the status of Town Mill as a key heritage asset in Lyme Regis and meets visitors' increasing expectations.

This regeneration work will ensure that the Mill and Trust recovers from the financial impact of Covid lockdowns and is placed on a sound and resilient footing into the future.

As you will know, the mill was rescued from demolition in the 1990's and whilst some changes have been made since then, there is a need for a refresh of the physical infrastructure as well as what is offered as a community resource and visitor attraction. We aim to achieve greater diversity in our visitor profile, by proactively attracting more under-represented local people and making the rooms available for use by more community organisations, so that the mill site becomes more inclusive and those new visitors will learn about this key heritage asset in the local area.

Projects and Improvements include:

- Artist designed 'wheatsheaf' themed metal gates and other elements
- Replacement railings to protect the public and enhance health & safety
- Update interpretation within the mill
- Replace outdated and faded signing within and outside the site to ensure the public visiting Lyme Regis are aware of the mill
- Provide safer and more energy efficient lighting around the site

- Support funding of an Engagement/Events/Marketing Officer to deliver the community engagement plan, bringing in non-visitors and school groups, resulting in improved informal understanding of the heritage asset, as well as more formal curriculum focussed education
- Seek to provide additional space to offer to small local start up businesses at a preferential rent

All of these improvements will make Town Mill more attractive, increasing visitor numbers and income to the mill through the public donations received through self-guided mill tours and shop sales. This will also benefit the craft-based businesses occupying mill buildings and who rely on the public visiting and who also suffered during lockdowns.

Project Outcomes will include:

- The heritage asset of the mill will be conserved in a sustainable manner
- Inclusion, wider access and participation will be enhanced
- The built and industrial heritage and its environment will be accessible to a more diverse visitor community
- The Trust will be strengthened and be financially resilient, contributing towards the mill's role in the local community and economy

Full or further details on any aspect of the project together with photographs of the planned improvements can be provided, in a detailed bid document, if required.

Clearly being physically based in Lyme Regis and being one of only two heritage visitor attractions in the town [*the other being the museum*] it plays an important part in the town's and Dorset's tourist and general economy. As you know, we host a number of craft-based businesses at the site, providing important employment and incubation units for these businesses.

Visitor surveys in Summer 2023 demonstrated the value of the mill to visitors and local people many of whom were repeat visitors. Over 98% of visitors said they would recommend a visit to the Mill site and Lyme Regis to others, which is a very positive message.

Work has already started on diversifying our visitor base by bringing in more, less-advantaged, local people and making available our Bakehouse room to local organisations for meetings and supporting 'Taster' event for local people; for example Pilates sessions and hosting a summer 'community' event with food and music, that was very much targeted at local, 'non-visitors'.

The introduction in 2023 of free self-guided tours of the Mill itself has broadened out the visitor profile and ensured that no one is inhibited or excluded from visiting due to economic challenges. This has also resulted in donations and shop sales increasing. Our volunteers ensure that visitors receive a high quality delivery in terms of Mill history and demonstrations of milling using the waterwheel and millstones.

However, there has been no overhaul of infrastructure for over 20 years and much is in need of refreshing and improvement, with artistic and other professional inputs - graphics, artistic metalwork etc. The proposed community officer will provide us with the resources to ensure our outreach projects become a reality. As noted above, planning & listed building consent have been secured for the works that require these permissions.

As well as good quality, but only part-time staff, the Trust is fortunate in having Trustees, who have experience in planning, project management, delivering regeneration projects in Dorset and elsewhere, as well as expertise in Mill engineering, marketing and HR.

The total project budget sum is £185,000 and we would be most grateful if the Town Council could consider making a grant or, even at this stage, an 'allocation' of funds for a future year of perhaps £5-10,000. As we shall be bidding to other organisations over the next few months and the sum required is quite a challenge, support from our Town Council would be highly advantageous; we do not envisage implementation until probably 2025.

Any sum the Council would be able to provide would support the 'match funding' we require for other bids, such as National Heritage Lottery, and other charitable trusts, which are planned. We believe it would be a very good message to send to these other potential funders we shall be bidding to, if we could demonstrate that we do have the support of the local Town Council. I can confirm that we shall be writing to Dorset Council in the same vein.

We would also like to extend an invitation to yourself, staff and all Councillors to visit Town Mill for a tour and presentation about our current plans and would be pleased to liaise further on this. Alternatively we could come to the Council Offices and/or a Council meeting to provide the presentation, if required.

Thank you for considering this request.

Your sincerely,

A handwritten signature in black ink, appearing to read 'R A S McLaughlin', written in a cursive style.

Rob McLaughlin (Chair Town Mill Trustees)

John Wright
Clerk to Lyme Regis Town Council
Council Offices
Lyme Regis



Malthouse Office
Mill Lane
Lyme Regis
Dorset DT7 3PU

01297 444042

info@townmill.org.uk

15th Nov 2023

Dear John

Town Mill Regeneration Project - Invite to Councillors and Officers

The Trustees are very grateful to the Council for considering our request for support funding for our bids to other charitable trusts; this was discussed at the Council Meeting on 24th October, and it was agreed that the matter be taken to the Strategy and Finance Committee Meeting on 29th November.

We would like to supplement our original letter with more specific details of what we are requesting from the Council: one aspect of the improvement plans is the provision of a local artist designed metal gate to a new entrance to the Miller's Garden from the Leat; this will allow additional access to part of the Mill that is often overlooked. This wheat sheaf design metalwork, and the new entrance to the garden and mill site, will significantly enhance this important heritage site in Lyme Regis, and what it offers to both visitors and the local community. One of our key aims is to raise the profile of the Mill and engage more the local community. The cost of this element is approximately £20,000. The Town Mill Trust has allocated £10,000 from its own funds for this part of the overall improvement project, which will cost about £200,000. The bulk of this cost will be sought from a bid to National Lottery Heritage Fund in the Spring. Support from our local Council, as well as evidence of match funding from our own sources, will bolster our bid. Therefore, I respectfully ask if the Council would be able to allocate £10,000, to match what we are able to put in. If even a commitment could be made to provide such funds at a later date, that would enable us to include that in our bid to National Lottery Heritage fund.

The Trustees are committed to pushing forward these strategic improvements to the Mill site, in order to safeguard its ancient heritage, and its viability as a valuable community resource, hosting small artisan businesses at rents historically lower than market rate, that employ a fair number of local people, and also provides occupational and social opportunities for our many volunteers. Support from our local Town Council would be very much appreciated.

We would like to extend, again, our invitation to Councillors and Officers to come and visit the Mill, and to meet some of our staff, volunteers and trustees. This we hope would be helpful in giving you a fuller understanding of what is on offer here, and the potential of this heritage site not just as a visitor attraction but as a local community resource. We would hope that this would inform your decision making. Councillors and officers can drop in any time individually that the Mill is open, which is usually every day; however, if the Council would like to arrange a group visit by some of your members and officers, we would be happy to host at a time convenient to them, explain our strategic plans, and show them around, and even provide some coffee and cake! Please contact Pippa Rex, our Operations and Finance Manager (pippatownmill@gmail.com) or on the phone number above, with a possible time and date if you are able to arrange a visit. We would very much welcome the opportunity to show councillors the work we are doing and explain our plans for the future.

Best Wishes,

A handwritten signature in black ink, reading 'RAS McLaughlin' with a stylized flourish at the end.

Robert McLaughlin (Chair of Trustees)

Committee: Strategy and Finance

Date: 29 November 2023

Title: Lyme Regis Baptist Church Funding Request

Purpose of Report

To allow members to consider a request from the secretary of Lyme Regis Baptist Church for a contribution of £10,000 towards restoration of the old chapel

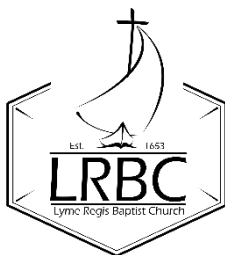
Recommendation

Members consider the report and instruct the town clerk

Report

1. On 21 November 2023, the town clerk received a funding request from the secretary of Lyme Regis Baptist Church.
2. Details of the church's community engagement and the major works are included in the funding request, **appendix 11A**.
3. The church has identified works totalling £431,902: external works are £181,982 and internal works are estimated at £250,000.
4. The church has received a donation of £316,500 from Abbeyfield and raised £15,000, a total of £331,500. There remains a shortfall of £100,482 and the church is pursuing further grant applications to make good this shortfall.
5. This application to the town council is part of the church's campaign to raise the further £100,482 to fund the restoration project.
6. A discussion with the secretary of Lyme Regis Baptist Church has confirmed this funding isn't required until 2024-25. It has been provisionally included as a priority 2 objective for the purpose of budget-setting.
7. Any recommendation from this committee will be considered by the Full Council on 13 December 2023.

John Wright
Town clerk
December 2023



Lyme Regis Baptist Church, Silver Street, Lyme Regis.

RESTORATION OF THE OLD CHAPEL

An application for funding from Lyme Regis Town Council

Introduction

We are a place of worship with an active congregation of sixty rising to over one hundred in the summer months. The church also provides space and facilities for numerous groups and their activities within the town, providing safe, comfortable and wheelchair accessible rooms, toilets and baby changing facilities.

The congregation meets for Worship on Sundays with regular mid-week meetings, a parent and toddler group and a table tennis club for all ages. Fund-raising activities for outside charitable organisations such as 'Save the Children' and 'Cancer Research' regularly take place within the buildings.

The premises were used for the meetings of the Town Council during Covid and regularly by Turn Lyme Green, Morris Dancing, T'ai Chi, exercise classes and the U3A. There are numerous 'one-offs' including the annual hosting the town's Easter Bonnet Parade, Christmas Lantern Workshop prior to the switching on of the Town's Christmas Lights and the Christmas Tree Festival. Ballet Classes, Pantomime Rehearsals, Marine Theatre Workshops, Jazz Festival Concerts have all been held in the buildings.

Aims and Objectives of our overall proposal:

Following a quinquennial review of the buildings major works were identified for the Old Chapel.

- The eleven windows, thought to be the first ones in the country made of zinc (and possibly installed after a donation from Thomas Hollis), were in need of complete renovation.
 - The external cement render on the western edge of the site boundary abutting Silver Street, will be replaced with the correct lime render
 - The interior of the Old Chapel will be modified to make it fully wheelchair accessible.
 - A new accessible entrance/exit will be constructed within the front of the building.
-

- A new door will be installed to link with the recently restored Driftwood.
- The sloping floor will be levelled to maximise the use of the area.
- New audio-visual resources will be installed to meet the needs of this modern church and users of the restored building.
- The existing pews (dating from 1881) will be removed and replaced with chairs.
- The existing balcony will remain the same.

The project has been overseen by an architect approved by the Baptist Union.

The external works have been approved by the Listed Buildings Advisory Committee and are scheduled to be carried out between February and May 2024 by contractors based in Ilminster & Bath.

Provisional permission has been given for the internal modification subject to the lodging of final detailed plans.

The target date for the completion of all works is December 2024.

Costs

The cost of the external works is £181 982.

The estimated cost of the internal refurbishment is £250 000

Funding

The church has already raised £15 000, received a donation from Abbeyfield of £316 500 and has plans to apply for further grants. Church members have also pledged additional money for specific items such as chairs and lighting.

Application for Funding

The church requests a grant from Lyme Regis Town Council for £10 000

Conclusion

This bold step by a thriving church at the heart of the community in Lyme Regis seeks to restore the buildings, to maximise their use, not only for the members of the church, but for the community of Lyme. This space will provide an additional concert venue, conference centre and multi-use space for our busy town. We have already received enquiries for its use and a provisional booking has been made for March 2025. The restored building, fit for the twenty first century, will enhance the facilities of our town as we invest in the future whilst celebrating our past.

Alan Vian
Church Secretary
Lyme Regis Baptist Church
November 2023

Committee: Strategy and Finance

Date: 29 November 2023

Title: Sand Harvesting and Beach Replenishment

Purpose of Report

To allow members to consider fresh information received from Dorset Council about their previous request for a financial contribution towards the cost of sand harvesting and beach replenishment in future years

Recommendation

Members consider fresh information received from Dorset Council about their previous request for a financial contribution towards the cost of sand harvesting and beach replenishment future years

Background

1. At the last meeting of this committee on 25 October 2023, the Full Council considered a request from Dorset Council towards the cost of dredging and beach replenishment in future years.
2. A copy of that report is attached as **appendix 12A** for information and reference.
3. Members considered the request and decided not to offer any contribution towards the ongoing cost of the works. However, following an unrelated meeting between the engineer leading the harvesting and replenishment works and the deputy town clerk, further, new information came to light which may be material to any consideration of the matter.

Report

4. The engineer has stressed that the primary purpose of the works is NOT harbour dredging as has previously been understood. In fact, Dorset Council is reviewing the need to dredge the harbour or entrance channel because, based on collected information, this may not be required at all or, at most, only very infrequently.
5. The primary purpose of the works is to 'harvest' sand to replenish the sandy beach, both to maintain coastal defences at an acceptable level and to maintain the amenity value of the beach for the town and its visitors.
6. The plan attached as **appendix 12B** shows those areas from which the sand is harvested, almost all of which comes from outside of the harbour and channel, including the areas in front of the shingle beach and from other 'non-harbour' areas.
7. The engineer has explained various other relevant factors:
 - The sand, which was specially imported from France because of its inherent stability due to its 'coarseness' and 'sharpness' is gradually losing those attributes due to sea turbidity and is becoming less stable and more prone to movement and loss.
 - That further importation of fresh sand is likely to be required, perhaps within the next 2-3 years. This will be at significant additional cost if current sand quantities and beach profiles are to be maintained.

- That the required levels of sea defences could be maintained more reliably and at FAR less cost to Dorset Council by replacing the existing sand with pebbles as on the remainder of front beach. This would then mean that reprofiling was required only infrequently, perhaps every five years, as is normally the case for the existing pebbled beach.
 - That local contribution is an important factor in the funding application to the Environment Agency and their assessment of it.
8. As explained in the previous report, the estimated cost of the works in 2024-25 is £166k, of which £66k will come from the Environment Agency with the rest funded 'locally'. Dorset Council had sought a 50% contribution towards the local element, but any contribution from the town council would be beneficial.
 9. As also explained in the previous report, there is undoubted amenity value to the replenishment and maintenance of the sandy beach. There are clear benefits to seafront and other tourism businesses and to visitors.
 10. Whilst Dorset Council solely benefits from the local collection of business rates and are the principal tourism authority, the town council receives significant rent from its commercial seafront tenants which benefit from the attraction of the sandy beach. However, the town council already spends considerable sums in the cleaning and general maintenance of the sandy beach and in funding other beach-related costs, such as the lifeguarding provision.
 11. What is clear from recent discussions is that the annual works are MUCH more about sand harvesting and beach replenishment than about providing any direct benefit to the harbour. There is also a potential risk that Dorset Council will increasingly look at more cost-effective ways of providing the required level of sea defences in future.
 12. Dorset Council's project engineer will attend the meeting to help explain the situation in more detail and to answer any questions.
 13. If members are persuaded to reconsider the matter, the officer view is that a recission motion is not required if any change in the council's position is as a result of new or additional information which is directly relevant to members' consideration of the matter.
 14. One possible approach might be to allocate any income or additional income derived from Dorset Council's use of the accreted land towards the beach replenishment works. The total rent for the use of this land will not be finalised until the application to Natural England has been finalised and approved, but is likely to be in the range £15-20k p.a.
 15. The matter has been brought back to this meeting of the committee because of its potential impact on the budget for 2024-25 and on the five-year financial plan.
 16. Any recommendation from this committee will be considered by the Full Council on 13 December 2023.

Mark Green
Deputy town clerk
November 2023

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

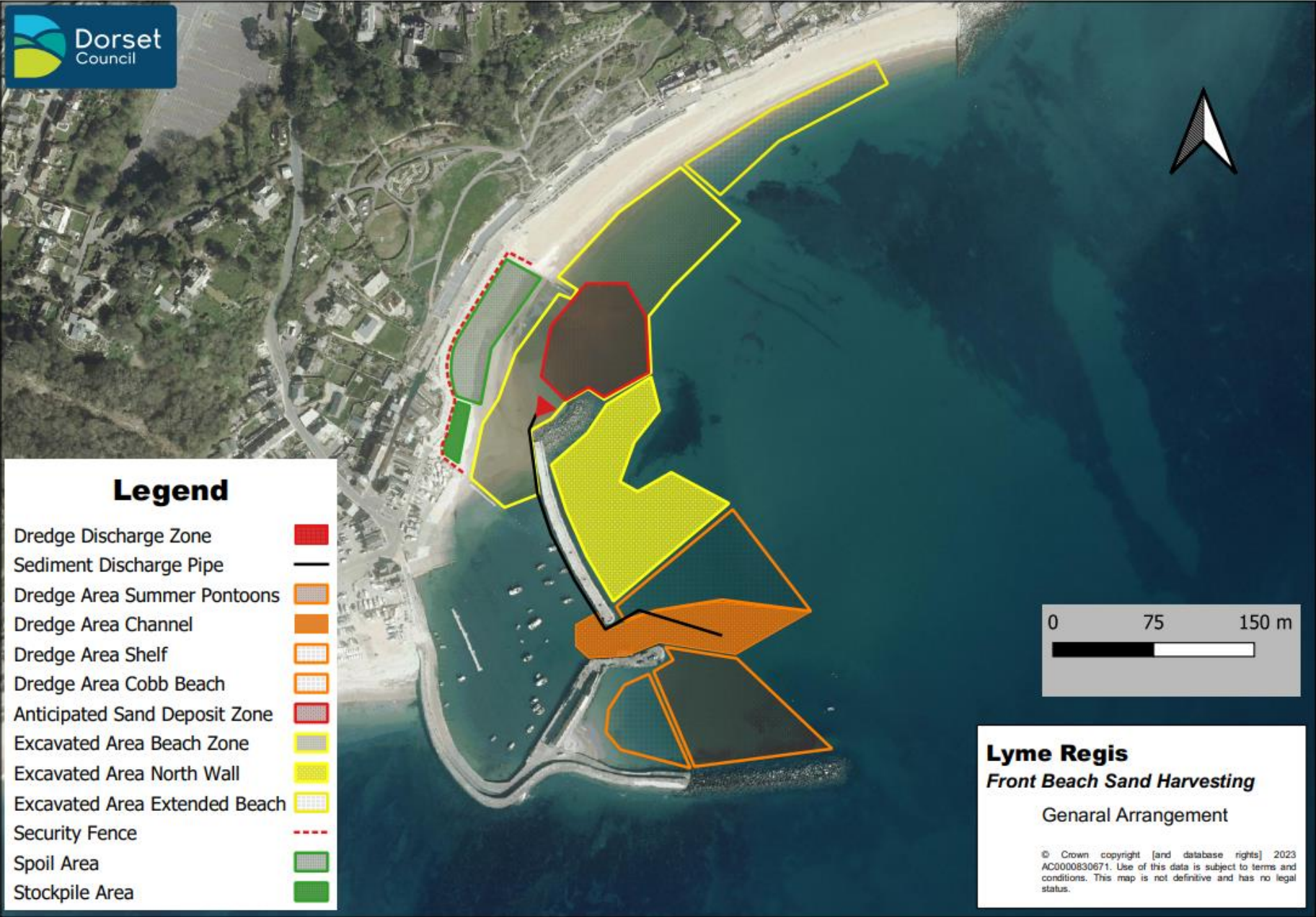
1. In 2018 and in response to a request from the then West Dorset District Council, members agreed to make a one-off financial contribution of £4,000 towards the cost of harbour dredging and beach replenishment in Lyme Regis.
2. It is very clear from the relevant report and minute that members viewed 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 in funding other beach-related costs, such as the lifeguard provision. In addition, 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. **If** members are minded to support 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: 29 November 2023

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

Purpose of the Report

To allow members to consider and approve the 2024-25 budget, including a precept of £132,779

To inform members of the council's five-year financial plan 2024-29

Recommendation

- a) Members approve a budget for 2024-25, appendix 13A
- b) Members consider and approve the 2024-25 objectives detailed in paragraphs 39 and 47
- c) Members approve a precept of £132,779 for 2024-25
- d) Members consider the five-year financial plan 2024-29 and the impact on the council's forecast reserve over that period, appendix 13A
- e) Members consider varying the reserve policy

Background

- 1. Each year the council must approve the budget and precept for the following financial year.
- 2. At this committee on 11 October 2023, members considered the first draft of the 2024-25 budget, five-year financial plan, and projects. The recommendations from this committee were subsequently approved by the Full Council on 25 October 2023.
- 3. This report incorporates the budget assumptions presented to this committee on 11 October 2023, along with the decisions made at that meeting, i.e., inflation assumptions, charging adjustments, the precept, and objectives.
- 4. Following the recommendations of this committee on 11 October 2023, officers have amended the list of objectives and prioritised asset investment along with ideas put forward by the public. These suggestions are for further member consideration and final approval.
- 5. The report starts with the second draft of the 2024-25 budget, **appendix 13A**.
- 6. Officers have adopted a prudent approach to the budget. Known income, only, is included in the budget; speculative income is excluded. All known and reasonably anticipated expenditure is included in the budget. If there is no known intelligence, inflation assumptions default to the September 2023 consumer price index (CPI) of 6.7%.

The 2024-25 budget

- 7. The following paragraphs in this section of the report summarise the income and expenditure decisions made at this committee on 11 October 2023, along with all the other assumptions that were reported to that meeting. All the calculations assume there is no reduction in demand.

Income

8. The 30p per hour increase in car parking charges, along with increases in three-day and weekly parking permits will generate additional income of £175,700 in 2024-25, creating a total car parking income of £1,032,767.
9. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for September 2023 is 8.9%. This generates a total income of £367,953, an increase of £31,092.
10. The variable increases to beach hut charges will create additional income of c.£2k, generating a total income of £65k.
11. The resolution to charge memorial benches at cost has no budget implications.
12. The increases in amenity area charges will create a further £14,875, generating a total income of £128,875.
13. The increases in alfresco charges will bring in an additional £1,942, generating a total income of c.£26.6k
14. The increase to the Bell Cliff advertising boards will bring in an additional £500, generating a total income of £2.5k.
15. The increases to shelters' hire will bring in an additional of £1,942, generating a total income of £13,943.
16. The increase in civil marriage ceremonies will bring in an additional £778, generating a total income of £7,778.
17. Increases to annual car parking permit charges yield an additional £3,536 if expected levels remain the same.
18. The council's resolution not to change the precept, car parking penalty and cemetery charges has no budget implications.

Expenditure

20. Office expenses are increased by £3.5k to £100,159. This increase is for legal and professional fees following the Full Council decision on the 26 July 2023 to re-instate ground stability monitoring in Lister and Langmoor Gardens.
21. £2k has been added into office administration for staff and councillor social events. There is currently no budget for these events and they have largely been paid for by the town clerk.
22. Excluding objectives and projects, the 2024-25 budget has a surplus of £359,169.

Budget forecast 2023-24

23. The closing cash position at 31 March 2024 is forecast at £1,229,319. This is a positive variance of £87,252 since budget performance was last reported to this committee on 11 October 2023. The reasons for this variance are detailed below.

24. Car parking income has continued to improve and at 31 October 2023 the annual income budget has been achieved. The budget forecast has been revised to £1.097m.
25. Chalets, day huts and caravan income has been increased by c.£33.3k to £452k following the sale of a day hut and chalet. In addition, officers are forecasting an increase in beach hut bookings.
26. Amenity income has continued to improve and has been increased by £6k to account for this. The income budget has been revised to £120k.
27. Other income has increased by c.£6.5k to c.£79.5k due to unbudgeted income from a community infrastructure levy payment from Dorset Council, and an additional payment for filming in the town.
28. Investments have been increased by c.£5.4k due to improved interest rates.
29. Office administration expenses have been reduced by £48.5k to c.£96.4k. This is because £50k had provisionally been put aside for legal and professional fees relating to the office refurbishment project, which the council has now resolved not to proceed with. C.£1.5k had already been committed to the project and remains in the forecast.
30. Staffing has been uplifted by c.£12.7k after the 2023-24 national pay award was agreed. This had been budgeted for 6% but came out at c.7.5%.
31. Projects have been increased by £58k. This variation includes the removal of the cemetery lodge project, which had been allocated a notional budget of £50k (this is now included as a priority one objective for 2024-25 with a revised budget estimate of £125k), an increase of £75k in the budget forecast for the harbourmaster's store (the original allocation was £50k; the revised budget estimate is £125k) and a £30k increase in the budget forecast for the replacement of the amenities' hut (this is a revision of the budget estimate of £70k reported to the last meeting of this committee). A further £3k has been added to the sculpture trail budget to cover physical works; it transpires that the Parklife project consumed almost the entirety of the sculpture trail's £6k budget allocation.
32. Because of the volume of projects in 2023-24, inevitably some will not be completed during the financial year. The outstanding budgets for these projects will be accrued for in 2024-25. The accrual process has no impact on the availability of finance for the 2024-25 projects identified in this report.
33. Unbudgeted expenditure has been reduced by c.£22.8k. This is largely because £25k provisionally identified for the Marine Theatre cinema has been removed from the 2023-24 budget considered by this committee on 11 October 2023 and has been re-presented as a priority 2 objective for 2024-25, see paragraph 47. There is c.£500 of unbudgeted expenditure to partially fund repairs to Lyme Regis Bowling Club walls and £1.6k for sponsorship of three buoys for the OK World Championship sailing event.

Available resources

34. The council's forecast reserve at 31 March 2024 is £1,229,319, i.e. £229,319 above the council's agreed reserve of £1m.
35. Excluding objectives and projects, a balanced budget for 2024-25 budget has a surplus of £361,795.

36. On 14 December 2022, the Full Council approved the recommendation of this committee to reduce the 2023-24 reserve to £1m. The 2024-25 budget has held that reserve at £1m rather than default to the council's substantive policy position of holding a reserve at 50% budget income.
37. If the council produces a balanced budget for 2024-25 this will mean £591,115 (£229,319 + £361,795) is available for objectives and projects. The budget objectives for 2024-25 follow and total £684,304, a budget gap of £93,189.

Budget objectives 2024-25

38. At the last meeting of this committee on 11 October 2023, members considered a draft list of objectives. Highlighted in green are amendments that have been made since that date. These are detailed below with explanations.
39. There are two priority lists, see paragraphs 39 and 47. Priority one is principally asset-based and includes previously approved projects that span more than one year. Judgements are informed by the prudence of maintaining the council's assets in an uncertain financial climate and where the value of its investments and cash holdings are unlikely to keep up with inflation.

Priority one

40.

Committed prior year	1	Sculpture trail	6,000
Committed prior year	1	Lamp columns	20,000
Committed prior year	1	Car park machines	5,000
Committed prior year	1	Gardens handrails	10,000
Committed prior year	1	Environmental 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
Officer	1	Church walls	30,000
Officer	1	BBQ bins	2,730
Officer	1	Mulching mower	1,750
Officer	1	Office options	100,000
Officer	1	Guildhall repairs	50,000.00
Officer	1	Cemetery lodge	125,000.00
Officer	1	Bell cliff steps/railings s	25,000
Officer	1	Candles on the cobb pavilion repairs	15,000
		Priority 1 total	490,680

41. The sculpture trail budget for 2024-25 has been reinstated at £6k; it had previously been reduced to £3k in 2024-25 and 2025-26 to compensate for the cost of the coronation bench. The cost of the coronation bench is now included in the 2023-24 budget.
42. With regard to office options, officers are continuing to investigate both short and medium/long-term options within St Michael's Business Centre. Because some of these options could impact on other existing tenants, discussions are being progressed sensitively and involving Lyme Regis Development Trust. A comprehensive report setting out available options and their indicative costs and timescales will be brought to the next meeting of this committee on 24 January 2024. For now, officers suggest a provisional budget of £100k.
43. With regard to the Guildhall, repairs are required to the roadside window closest to the office building and to the gable wall underneath the protected walkway, both of which are in very

poor condition. The works are likely to require both planning permission and listed building consent. The window works can, hopefully, be completed without requiring a road closure. Officers suggest a provisional budget of £50k.

44. The cemetery store was originally identified for 2023-24 along with the refurbishment of the harbourmaster's store. A budget of £100k was identified for both projects and this has now been identified as inadequate. The proposal is to start works to the harbourmaster's store in 2023-24 at an estimated cost of £125k and to defer works to the cemetery lodge to 2024-25.
45. With regard to the cemetery lodge, the planned works include repairs to the roof and building structure, plus the installation of a safe internal stairs plus staff facilities, including toilet. Dry lining and other internal works will also be required, and the fitting of PV is being investigated. Planning permission will be required because of the location within a Conservation Area. This, together with the likely need to undertake bat surveys will impact on timescales, and a start on site before summer 2024 is unlikely. The revised estimate for these works is £125k.
46. The works the steps and railings at Bell Cliff have been reprioritised from priority two to priority one because of potential safety issues.
47. With regard to the Candles on the Cobb Pavilion, following a site inspection and more detailed assessment of the works, the budget has been assessed at £15k and the works reprioritised from priority two to priority one.

Priority two

48.

Committee	2	Fossil festival 2024	6,000
Committee	2	Regular season seafront evening litter collection for 6 months	16,000
Committee	2	A defib for mini golf (TMH)	1,500
Committee	2	Residents and community events	10,000
Committee	2	Seafront Wi-Fi	5,000
Committee	2	Recommendations from traffic transport group inc. Town hall	50,000
Committee	2	Seagull solutions	3,000
Committee	2	Addition of King Charles to chains	2,124
Committee	2	Cinema grant funding	25,000
Committee	2	Town Mill grant funding	10,000
Officer	2	Baptist church repairs grant funding	10,000
Officer	2	Protective case for maces	10,000
Priority three 23/24	2	Solar panels on council buildings	10,000
Priority three 23/24	2	West and east store doors	15,000
Priority three 23/24	2	Queen's memorial	
Priority three 23/24	2	Employee benefits' package	10,000
Priority three 23/24	2	Electronic noticeboards	3,000
Priority three 23/24	2	Improve welcome signs	7,000
		Priority 2 total	193,624
		Objectives total	684,304

49. Alterations to the mayor's chains are required, if the council wants to include a reference to King Charles III. We have received a quote from Fattorini's for £2,124.
50. There are separate grant funding requests on this agenda from the Marine Theatre, Town Mill and Lyme Regis Baptist Church. These are additions to the priority two list for 2024-25.

51. The town clerk has been having discussions with the Philpot Museum about the storage and display of the council's maces. The museum has indicated this is feasible, but the council would have to pay for a protective display cabinet and its installation. The estimated cost is £10k.
52. In 2023-24 a budget of £30k was identified for a Queen Elizabeth II memorial. Officers suggest this can be achieved by designating a major project to the late Queen or renaming an existing council asset, e.g., the Langmoor and Lister gardens.
53. For information, the environment budget was underspent in 2022-23 and a sum of £10k was earmarked for solar panels and accrued to 2023-24.
54. All of the above excludes a provision for unbudgeted demands in 2024-25. Officers stress the importance of containing expenditure within approved budgets and that any in-year requests should only be approved to deal with unforeseen and emergency events.
55. Prior to signing off this report, officers received a request from Dorset Council to revisit a contribution to beach replenishment (AKA harbour dredging). The request is for a contribution towards their cost in 2024-25 of £100k. There is a separate report on this agenda. This budget report assumes there is no contribution, at this point in time.

Bridging the funding gap

56. The council should consider the following:
 - The creation of a 2024-25 budget surplus of £50k; the current assumptions are based on a break-even budget.
 - Reducing the number of objectives to eliminate or limit the budget deficit.
 - Increasing the council's reserve to the extant policy of 50% of budget income, i.e., £1.079m. This would reduce the amount of funding for objectives and projects by £79k.
 - Reducing the reserve by up to £200k to bridge the budget deficit and/or provide for a budget surplus.
57. In considering these issues, the council should be mindful of:
 - The latest 2023-24 budget forecast remains prudent. In all probability, the forecast reserve at 31 March 2024 could exceed £1,229,319.
 - The 2024-25 budget is based on prudent assumptions and, based on historical performance, the likelihood is actual income will exceed budget.
 - The council has made the decision to leave its offices. A further report will be brought to this committee on 24 January 2024 formally proposing the council's offices are disposed of. This will create a significant receipt for the council.
58. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Naomi Cleal
Finance manager
November 2023

APPENDIX 13A

Income		2024-25	2025-26	2026-27	2027-28	2028-29
Precept Total		132,778.80	132,778.80	132,778.80	132,778.80	132,778.80
Car Park Total		1,105,452.78	1,105,452.78	1,105,452.78	1,105,452.78	1,105,452.78
Chalet & Caravan Total		432,953.49	432,953.49	432,953.49	432,953.49	432,953.49
Concession Total		10,550.00	10,550.00	10,550.00	10,550.00	10,550.00
Alfresco Licenses Total		26,622.40	26,622.40	26,622.40	26,622.40	26,622.40
Commercial Rent Total		243,435.00	252,435.00	252,435.00	252,435.00	252,435.00
Advertising Total		3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Amenities Total		128,875.00	128,875.00	128,875.00	128,875.00	128,875.00
Cemetery Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total		24,270.63	24,270.63	24,270.63	24,270.63	24,270.63
Interest Total		32,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		2,159,761.10	2,146,761.10	2,146,761.10	2,146,761.10	2,146,761.10
Expenditure						
Outside Works Total		273,952.25	273,952.25	273,952.25	273,952.25	273,952.25
Democratic Rep Total		34,913.00	34,913.00	34,913.00	34,913.00	34,913.00
Rents Total		49,322.15	49,322.15	49,322.15	49,322.15	49,322.15
Licensed Land Total		2,934.25	2,934.25	2,934.25	2,934.25	2,934.25
Office Admin Total		102,158.53	102,158.53	103,368.53	102,158.53	102,158.53
Staffing Total		968,780.91	968,780.91	968,780.91	968,780.91	968,780.91
Marketing Total		19,868.50	22,868.50	22,868.50	22,868.50	22,868.50
Utilities Total		259,990.40	309,990.40	374,990.40	374,990.40	374,990.40
Grants Total		86,045.22	93,690.70	94,420.09	95,244.30	96,175.66
Loans Total		-	-	-	-	-
TOTAL		1,797,965.20	1,858,610.68	1,925,550.07	1,925,164.28	1,926,095.64
Reserve Inc/(Dec)		361,795.90	288,150.42	221,211.03	221,596.82	220,665.46

Committee: Strategy and Finance

Date: 29 November 2023

Title: Mary Anning Scholarship Legacy Fund

Purpose:

To allow members to consider the allocation of the Mary Anning Scholarship Legacy Fund budget of £5,000 to the Woodroffe School for a project linking with local primary schools and promoting women in science

Recommendation

Members allocate the Mary Anning Scholarship Legacy Fund budget of £5,000 to the Woodroffe School for a project linking with local primary schools and promoting women in science

Background

1. Ammonite, a film based on the life of Mary Anning was filmed in Lyme Regis in March 2019 by Fossil Films. The filming required the use of Bell Cliff, which is owned by this council.
2. As a thank you for the use of the area, Fossil Films made a £15,000 donation to the council which was aimed at 'creating a beneficial legacy for the town'. The council invited local organisations to bid for the funding and it was agreed to split the £15,000 between Axminster and Lyme Regis Cancer Support, Mary Anning Rocks, and the Mary Anning Scholarship Legacy Fund.
3. Axminster and Lyme Regis Cancer Support provided the council with a report on what their funding had achieved; the report was considered by the Tourism, Community and Publicity Committee on 8 March 2023.
4. During the discussion at the Tourism, Community and Publicity Committee, members asked about the progress made by the Mary Anning Scholarship Legacy Fund. Officers reported that no progress had been made.
5. The town clerk said the funding had gone back into the council budget but if members wanted to identify something else against that funding, he could bring a report to the relevant committee.
6. It was suggested a line should be drawn under the current project, and it was agreed a report would be taken to the relevant committee to allow members to consider the re-allocation of the unspent Ammonite funding.
7. A report was taken to the Strategy and Finance Committee on 10 May 2023 to allow members to consider the re-allocation of the funding. It was reported to that meeting that the town clerk met with local education and training providers and discussed the Mary Anning Scholarship Fund and its objective of supporting girls and young women into science.
8. It was agreed the local schools would consider this objective and submit a proposal to the council to support girls and young women into science.
9. It was recommended by the committee, and subsequently resolved by the Full Council 'to re-allocate, in principle, the £5,000 Mary Anning Scholarship Legacy Fund to The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School to develop a

proposal to support girls and young women into science, subject to further proposals being considered by the Strategy and Finance Committee.'

Report

10. A proposal has now been received from the head of science at the Woodroffe School, outlining how they would like to spend the funding, working in partnership with local primary schools. The proposal is at **appendix 14A**.
11. It would seem reasonable for the school to submit a report once the project is complete, to allow the council to review how the funding was spent.
12. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Adrianne Mullins
Support services manager
November 2023

Proposal for linking with Primary Schools

Objectives

1. Promote science amongst Primary and secondary school students
2. Encourage links between local schools to help share good practice and resources.
3. Promoting Women in Science through practical work.

Proposal Synopsis.

The Woodroffe School Science department will look to get a small team of Year 9 students (approx. 15?) and through STEM club, get them to consider practical work that could link to famous female scientists that would be appropriate for Primary schools. They would need to design the lessons, resource them using funding and then present and run them in Primary Schools over a number of sessions (approx. 4?)

In the summer term, after GCSE and A levels, primary schools would be invited to attend a science fair held at The Woodroffe School. They would show projects/ experiments they have done based about ideas on Women in Science using the funding to help resource the projects and prizes would be awarded.

Examples of Year 9 possible lessons.

1. Mary Anning – make ‘fossils’ from Plaster of Paris moulds. This could also link to the idea that chemical reactions can give out and take in heat, ‘Exothermic’ (PofP gets warm whilst curing.)
2. Rosalind Franklin / Anne McLaren– Extract DNA from Peas. Make model cells. Use microscopes to see cells.
3. Jocelyn Bell Burnell / Caroline Herschel – Make a telescope. Basic astronomy.
4. Lise Meitner / Marie Curie – Chain reactions with matches or dominoes
5. Mary Somerville – Magnets. Make an electromagnet.
6. Ada Lovelace – Programme robot cars to do a simple journey.

Many thanks,

Simon Ransome-Williams.

Head of Science.

The Woodroffe School

Committee: Strategy and Finance

Date: 29 November 2023

Title: List of Payments

Purpose of Report

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

Recommendation

Members note the report and approve the attached schedule of payments in October 2023 for the sum of £161,737.79

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of October 2023, **appendix 15A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
November 2023

APPENDIX 15A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for October 2023</u>			<u>161,737.79</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
02-Oct	DORSET COUNCIL	Rates	Monthly	DD	9630	0%	-	9,630.00	Utilities
02-Oct	DORSET COUNCIL	Rates	Monthly	DD	530	0%	-	530.00	Utilities
02-Oct	DORSET COUNCIL	Rates	Monthly	DD	232	0%	-	232.00	Utilities
04-Oct	HMRC NDDS	September PAYE and NI payment	Monthly	DD	15282.96	0%	-	15,282.96	Staffing
16-Oct	BANKLINE	Bank charges	Monthly	BLN	46.25	0%	-	46.25	Office Expenses
18-Oct	DWP	Waste collection	Monthly	DD	2222.1	0%	-	2,222.10	Outside Works
19-Oct	WORLDPAY	Transaction charges	Monthly	DD	67.72	0%	-	67.72	Office Expenses
19-Oct	WORLDPAY	Transaction charges	Monthly	DD	26.1	0%	-	26.10	Office Expenses
23-Oct	EDF ENERGY	Electricity charges- Footway lighting	Quarterly	DD	528.74	5%	2,229.38	- 1,700.64	Utilities
24-Oct	SALARIES	October salaries	Monthly	EBP	46816.92	0%	-	46,816.92	Staffing
				Total	<u>75,382.79</u>				
LLOYDS BANK									
02-Oct	ZOOM	Subscription	Monthly	DEB	12.99	0%	-	12.99	Office Expenses
02-Oct	LRDT	Term grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
02-Oct	B SHARP	Term grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
02-Oct	BRIDPORT CAB	Term grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
02-Oct	AXE RING AND RIDE	Term grant	Quarterly	FPO	375	0%	-	375.00	Grants
03-Oct	NW SYSTEMS	CCTV streaming	Quarterly	DD	104.4	20%	17.40	87.00	Outside Works
03-Oct	BACKMARKET	Mobile phone	One-off	DEB	134.74	0%	-	134.74	Office Expenses
03-Oct	SQUARE	Team plus till point system	Monthly	DEB	20	20%	3.33	16.67	Outside Works
03-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
04-Oct	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
04-Oct	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
09-Oct	YU ENERGY	Electricity charges - WM car park	Monthly	DD	1148.29	20%	191.38	956.91	Utilities
09-Oct	YU ENERGY	Electricity charges- MB car park	Monthly	DD	958.97	20%	159.83	799.14	Utilities
09-Oct	UNITY 5	Zatpark fees	Monthly	DD	519.96	20%	86.66	433.30	Outside Works
09-Oct	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	402.57	20%	67.10	335.48	Utilities
09-Oct	YU ENERGY	Electricity charges - Office	Monthly	DD	220.6	20%	36.77	183.83	Utilities
09-Oct	YU ENERGY	Electricity charges - Cadet hut	Monthly	DD	201.4	20%	33.57	167.83	Utilities
09-Oct	EDF ENERGY	Gas charges- Office	Monthly	DD	149.86	5%	7.14	142.72	Utilities
09-Oct	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	137.28	20%	22.88	114.40	Utilities
09-Oct	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	117.47	20%	19.58	97.89	Utilities
09-Oct	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	116.22	20%	19.37	96.85	Utilities
09-Oct	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	94.62	20%	15.77	78.85	Utilities
09-Oct	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	65.26	20%	10.88	54.38	Utilities
09-Oct	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	59.54	20%	9.92	49.62	Utilities
09-Oct	YU ENERGY	Electricity charges- Workshop	Monthly	DD	25.5	20%	4.25	21.25	Utilities
09-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Oct	DORSET COUNCIL	Civil marriage and partnership licence	Annual	FPO	1212	0%	-	1,212.00	Office Expenses
10-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	50.78	0%	-	50.78	Outside Works
10-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	17.18	0%	-	17.18	Outside Works
11-Oct	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.89	20%	2.15	10.74	Office Expenses
11-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Oct	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Outside Works
12-Oct	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Outside Works
12-Oct	AAT	Staff AAT memberships	Annually	DEB	228	0%	-	228.00	Office Expenses
12-Oct	SLCC	Staff training courses	One off	DEB	126	0%	-	126.00	Staffing

16-Oct	SOUTH WEST WATER	Water charges- MB Chalets	Quarterly	DD	1276.22	0%	-	1,276.22	Utilities
16-Oct	SOUTH WEST WATER	Water charges- 30 holiday chalets	Quarterly	DD	1123.7	0%	-	1,123.70	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Lister gardens	Quarterly	DD	1055.08	0%	-	1,055.08	Utilities
16-Oct	AIB	Transaction fees	Monthly	DD	808.39	0%	-	808.39	Outside Works
16-Oct	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	694.2	20%	115.70	578.50	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Bowling green	Quarterly	DD	494.88	0%	-	494.88	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	405.85	0%	-	405.85	Utilities
16-Oct	SAGE SOFTWARE LTD	Subscription	Monthly	DD	383.4	20%	63.90	319.50	Office Expenses
16-Oct	MAILING ROOM	Ink cartridges	One-off	DD	218.34	20%	36.39	181.95	Office Expenses
16-Oct	ALLSTAR	Fuel usage	Monthly	DD	154.3	20%	25.72	128.58	Outside Works
16-Oct	SOUTH WEST WATER	Water charges- Town hall	Quarterly	DD	153.13	0%	-	153.13	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	144.27	0%	-	144.27	Utilities
16-Oct	SOUTH WEST WATER	Water charges- MP toilets	Monthly	DD	118.5	0%	-	118.50	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Former scout hut	Quarterly	DD	115.92	0%	-	115.92	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Candles on the cobb	Quarterly	DD	110.67	0%	-	110.67	Utilities
16-Oct	SOUTH WEST WATER	Water charges LR tourist	Quarterly	DD	104.52	0%	-	104.52	Utilities
16-Oct	SOUTH WEST WATER	Water charges - Cemetary	Quarterly	DD	103.85	0%	-	103.85	Utilities
16-Oct	EE LIMITED	Mobile bundle	Monthly	DD	78.36	20%	13.06	65.30	Utilities
16-Oct	SOUTH WEST WATER	Water charges cadet hut	Bi-annually	DD	53.97	0%	-	53.97	Utilities
16-Oct	SOUTH WEST WATER	Water charges- car park MB	Bi-annually	DD	53.97	0%	-	53.97	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	52.43	0%	-	52.43	Utilities
16-Oct	SOUTH WEST WATER	Water charges- Boat area MB	Quarterly	DD	28.33	0%	-	28.33	Utilities
16-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Oct	CUSTOMER	Refund for beach hut booking	One off	FPO	320	0%	-	320.00	Refunds
18-Oct	CUSTOMER	Refund for beach hut booking	One off	FPO	140	0%	-	140.00	Refunds
18-Oct	CUSTOMER	Refund for beach hut booking	One off	FPO	100	0%	-	100.00	Refunds
18-Oct	CUSTOMER	Refund for spare beach hut key	One off	FPO	20	0%	-	20.00	Refunds
18-Oct	CUSTOMER	Refund for beach hut booking	One off	FPO	7	0%	-	7.00	Refunds
18-Oct	CUSTOMER	Refund for car park payment	One off	FPO	4.5	0%	-	4.50	Refunds
19-Oct	WORLDPAY	Transaction fees	Monthly	DD	66	0%	-	66.00	Office Expenses
19-Oct	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
19-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Oct	PODPOINT	Refund for overpayment	One off	FPO	2615.46	20%	435.91	2,179.55	Outside Works
20-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Oct	APA CONCRETE	Shelters fascia repairs project	One off	FPO	25921.2	20%	4,320.20	21,601.00	Outside Works
23-Oct	EDF ENERGY	Electricity charges- Pay and display machine WM	Monthly	DD	221.18	5%	10.53	210.65	Utilities
23-Oct	VPW SYSTEMS	Domain registration: lymeregis.org	Annually	DD	30	20%	5.00	25.00	Marketing & Tourism
23-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Oct	AMAZON	Laptop stand	One off	DEB	16.99	20%	2.83	14.16	Office Expenses
25-Oct	QUADIENT	Franking machine top up	One-off	DD	100	0%	-	100.00	Office Expenses
25-Oct	PROVISION	2 Body cameras	One off	DEB	319.98	20%	53.33	266.65	Outside Works
25-Oct	DC PENSION FUND	Pension contribution	Monthly	FPO	12456.28	0%	-	12,456.28	Staffing
25-Oct	MARINE THEATRE	Term grant	Quarterly	FPO	5500	0%	-	5,500.00	Grants
25-Oct	CLEANING 4U	Black bin bags	One-off	FPO	3952.8	20%	658.80	3,294.00	Outside Works
25-Oct	TOPSPARKS	Legionella works and electrical repairs	One off	FPO	3338.23	20%	556.37	2,781.86	Outside Works
25-Oct	GLEN CLEANING	Toilet cleaning and delivery of consumables	Monthly	FPO	2359.87	20%	393.31	1,966.56	Outside Works
25-Oct	FLOWBIRD	Software update and stub tickets	One off	FPO	1615.2	20%	269.20	1,346.00	Outside Works
25-Oct	JADE SECURITY	Cash collections	Monthly	FPO	1125.56	20%	187.59	937.97	Outside Works
25-Oct	LYME REGIS LIFEBOAT CREW	Erecting and taking down bunting	One off	FPO	675	0%	-	675.00	Office Expenses
25-Oct	SCREWFIX	External supplies	One-off	FPO	652.46	20%	108.74	543.72	Outside Works
25-Oct	SMITH OF DERBY	Clock service	Annual	FPO	650.4	20%	108.40	542.00	Outside Works
25-Oct	METRIC	Hosting costs- ticket machines	Monthly	FPO	583.2	20%	97.20	486.00	Outside Works
25-Oct	AXMINSTER GARDEN	Machine maintenance	One off	FPO	520.22	20%	86.70	433.52	Outside Works
25-Oct	NEWSQUEST	Lengthsman job advert	One off	FPO	300	20%	50.00	250.00	Staffing
25-Oct	SIX PAYMENT	Transaction fees	Monthly	FPO	214.71	0%	-	214.71	Outside Works
25-Oct	ISABELLE ENGLAND	Office cleaning	Monthly	FPO	202.5	0%	-	202.50	Office Expenses
25-Oct	EUROFFICE	Stationary	Monthly	FPO	150.11	20%	25.02	125.09	Office Expenses
25-Oct	ARTHUR FORDHAMS	External supplies	One-off	FPO	121.35	20%	20.23	101.13	Outside Works

[illegible]

Committee: Strategy and Finance

Date: 29 November 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 October 2023.

Background

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

Report

3. The council's cash holding at 31 October 2023 was c.£2.474m, **appendix 16A.**
4. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
5. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model and the finance department has been successful in debt collection.
6. Following on from the council's resolution to invest £800,000 with NatWest in various amounts, funds have been successfully moved into time-limited deposits with NatWest; two sets of £100k in six-month fixes, and three sets of £200k in year long fixes.
7. The council also resolved to invest £100k with the Charity Bank; the application has been completed and the funds deposited.
8. Money invested into two six-month deposits with Lloyd's Bank came to term in mid-October 2023. A report on investments will be taken to the Full Council on 13 December 2023.
9. Any recommendations from this committee will be considered by the Full Council on 13 December 2023.

Naomi Cleal
Finance manager
November 2023

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Oct-23</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.45%		257,104	Instant
NatWest Special Interest Bearing Account 1.45%		478	Instant
Natwest Fixed C - 3.7%		200,000	17/04/2024
Natwest Fixed D - 3.7%		200,000	17/04/2024
Natwest Fixed E - 3.65%		200,000	15/04/2024
Lloyds - Current		11,013	Instant
Lloyds - Liquidity Manager (0.7%)		1,503,524	Instant
Wilkinson Legacy 0.6%		538	One month
Charity Bank - 3.56%		100,000	29/06/2024
TOTAL		<u>2,473,657</u>	