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Town Clerk

Lyme Regis Town Council

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Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 24 January 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
19.01.24

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 29 November 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 29 November 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. Internal Audit Report, Visit One 2023-24

To inform members of the outcome of the internal auditor's first visit for 2023-24

10. Grant Requests

To allow members to consider a policy position on considering ad hoc grant requests

11. Local Council Elections 2024

To inform members of the local council elections on 2 May 2024 and the role of the town council in the process

To allow members to consider amending the date of the annual meeting of the council

12. Standing for Office

To inform members that a councillor does not need to be present at a committee meeting to seek election to an office of that committee

13. A National Park for Dorset

To allow members to consider the latest position on a National Park for Dorset and to consider the actions detailed in paragraphs 19 to 24

14. Parish Online

To allow members to consider taking up a subscription of Parish Online

15. Land Movement at Ware Cliff

To inform members about recent land movement at Ware Cliff, the emergency works undertaken to protect properties and to obtain approval for the unbudgeted cost of those works, £2,400.00 + VAT

16. Achievements

To detail the council's achievements since the start of this administration in May 2019

17. List of Payments

To inform members of the payments made in the months of November and December 2023

18. Investments and Cash Holdings

To inform members of the council's current reserve position

19. Replacement Mini-Golf Building

To inform members of the tenders received for the replacement mini-golf building and to seek instructions on how best to proceed

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

20. Park and Ride 2024

To inform members of those proposals received to operate the 2024 park and ride service for Lyme Regis, to select a preferred operator and to agree the ticket pricing and other operational arrangements

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

21. Debtors' Report

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

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

22. Exempt Business

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

- a) Agenda item 19 – Replacement Mini-Golf Building**
- b) Agenda item 20 – park and Ride 2024**
- c) Agenda item 21 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 NOVEMBER 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 B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner

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

Guests: I. Fitz (engineer, Dorset Council)

23/46/SF

Public Forum

R. McLaughlin

As chairman of the Town Mill Trust, R. McLaughlin spoke in relation to agenda item 10, Town Mill Funding Request. He said the Town Mill had asked the town council for support in their efforts to secure funding from other bids. He said they would be applying for funding of up to £50k from the National Heritage Lottery Fund in the new year but in the meantime, they would be applying for other funding from charitable trusts and using their own reserves towards the cost of the improvements. He said they wanted to pursue their plans to improve what's on offer at the Town Mill site, to make it more relevant and accessible to the community and visitors and to safeguard the viability of the important Grade II listed heritage site. R. McLaughlin said the mill site consisted of dedicated volunteers who conducted tours, made flour for the shop, maintained essential machinery, used traditional methods to make the flour and maintained the garden. He said their tenants were small, local entrepreneurial artisan businesses, who paid rent which was lower than normal market rent, and they had active and forward-looking mill staff and trustees who administered the whole operation. He said the mill had always tried to be self-sustaining but they had received small grants from the town council in the past and they were very grateful for this, but the time had come where it required a much larger injection of money to continue into the future. R. McLaughlin said the improvements would raise the profile of the mill so it became an even more important part of the tourist economy and a prestigious heritage asset for the community. He said they were asking the council specifically for funding for the new entrance, which would be new metal gates connecting to the lynch. It would be a wheat themed gate and railings, designed by a local artist and metal workers, with steps into the gardens. R. McLaughlin said if the council could fund £10k, this would match fund the £10k the mill had already committed to the project. He said support from the town council would be extremely helpful, if not essential, for their bid to the National Heritage Lottery Fund, so a stated commitment for grant funding over the next year would be appreciated. He said if the bid to the National Heritage Lottery Fund was unsuccessful, they would still wish to progress some of the work, especially the gates, so the council's funding would be welcomed.

G. Rabbitts

As director of the Marine Theatre, G. Rabbitts spoke in relation to agenda item 9, Marine Theatre Funding Request. She said the Marine Theatre was Lyme Regis' theatre, it provided entertainment almost every weekend to hundreds of local people, including comedy, music, theatre, screenings and now they hoped cinema. She said during a cost of living crisis and in a downturn of the economy, a reasonably priced night out would be a welcome relief to many local people. G. Rabbitts said the theatre was enjoyed by local people and had been in the town for over 130 years. Previously run by the town council, she said the trust was asked to take on the theatre over 20 years ago; a short amount of time in the theatre's history. She said the trust had continued to have the support of the council and the theatre was now financially stable. She said the council had required the theatre to build reserves and with the help of the Cultural Recovery Fund and their own funds, they had managed to do so. She said they were now in the most financial stable position they had been in for a long time, however 2023 had been an incredibly tough year throughout all theatres in the UK, but they were pleased to be reporting a strong position. G. Rabbitts said all theatres in the UK were supported by grant funding and couldn't survive without it. She said the theatres she spoke to, such as Bridport, Poole, Exeter and Bristol, were 60 to 70% funded, whereas the Marine Theatre was 92% self-funded. She said they were involved with many community projects, including the youth theatre, which had over 65 children, holiday drama club with healthy lunches for children in receipt of free school meals, technical theatre training, acting to camera courses, work experience with youngsters, and senior creatives with 60 local people every month. G. Rabbitts said all these activities would not be possible without the income they generated through their commercial programme and various grants they applied for to bring in additional funding to the town. With the loss of the Regent Cinema she was told the town council's survey had a result of over 70% of Lyme Regis residents saying what they wanted most from the council was a cinema. She said they had managed to secure funding of £70k to make this happen and with an investment from the council of £25k, local children, families, teenagers and senior citizens would be able to enjoy cinema together again in their own town. She said with dark nights and poor transport links, many older people didn't want to take buses or drive to other towns. G. Rabbitts said they could give their town their own cinema they could walk to, providing warm spaces for matinees and silver screenings. As a community programme, she said they would like to give all Gateway Card holders 10% off ticket prices. She emphasised the theatre had managed to raise £70k of the £100k needed and were asking the town council to invest £25k into the projector.

23/47/SF Apologies for Absence

Cllr R. Smith – work commitments

23/48/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, the minutes of the meeting held on 11 October 2023 were **ADOPTED**.

23/49/SF Disclosable Pecuniary Interests

Cllr P. May declared a non-pecuniary interest in agenda item 10, Town Mill Funding Request as he was a Town Mill Trustee.

23/50/SF Dispensations

There were none.

23/51/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 11 October 2023

Dog-related Public Space Protection Order

Cllr B. Bawden said she had had a response from the Dorset Council (DC) officers involved in the Dog-related Public Space Protection Order (PSPO) about the prospect of the town council working jointly with them on the review of the order.

Budget performance

Cllr B. Larcombe said expenditure on the sculpture trail was referred to within the budget performance report and he asked if this committee should know the details of this.

The town clerk confirmed there was specific reference to this in the budget report later in the agenda. He said separate conversations had also taken place with the chairman of the Tourism, Community and Publicity Committee about how to rectify some of the issues related to expenditure this year.

23/52/SF Update Report

There were no updates.

23/53/SF Sand Harvesting and Beach Replenishment

The chairman brought this item forward on the agenda and invited I. Fitz, an engineer from Dorset Council, to speak.

I. Fitz explained how next year, DC would be taking sand to replenish Front Beach from outside of the harbour and its channel, including in front of the pebble beach as far as Cobb Gate, so this would be more of a sand harvesting activity than harbour dredging. He said dredging the sand from the harbour and putting it on the beach was a much more expensive process than pushing the sediment into deeper water. The intention was to measure how much sand was harvested from the non-harbour areas; if there was not enough, DC would either have to look into bringing more sand in from elsewhere or determine if it was not financially viable and replace the sand with pebbles.

I. Fitz said DC had committed to the work this year and contributed £47k, but next year, the beach work would cost an additional £15k. Next year dredging and sand harvesting would be one operation but thereafter, they would be two separate operations. He asked if the town council would consider bridging the £15k funding gap.

Cllr B. Larcombe said DC was looking at only temporary solutions and asked if it was considering any permanent solutions because the problems had been caused by the construction of the sea defences, which had brought about a movement of sand from west to east.

Cllr B. Bawden asked if there were any plans to replenish the beach with sand which had been washed to Charmouth.

I. Fitz said there was no intention to do this as the sand was mixed in with pebbles at Charmouth so it would have to be sifted. He said sand also couldn't be taken away from the Cobb area because it was supporting the structure.

Cllr R. Doney said there appeared to be a change of emphasis from DC because when dredging first started, it was because the harbour mouth was silted up, but this appeared to no longer be the case. He asked if there was a problem DC had not been previously aware of.

I. Fitz said the original sand was imported from France, an angular grain sand which resisted movement by the waves and for years, very little work had to be done. But with tidal movement, the sand had become more rounded and more easily moved where it drew down so fast. He said DC intended to sand harvest for as long as possible to prevent bringing in more sand or changing the beach to pebbles.

Cllr M. Ellis said she didn't believe the sand currently being dredged was the original sand. She felt DC was changing the way it presented this issue to put the emphasis on the town council. She said DC was asking the town council to pay for a problem it hadn't caused.

I. Fitz said it was the original sand being dredged, as it had gotten out there somehow, but the rounding off of the grains had been caused by wave action.

Cllr C. Reynolds asked why DC was dredging the harbour, and had done so for years, if it now believed this wasn't necessary.

I. Fitz said he didn't believe the harbour needed to be dredged and next year would be the last time it was done.

Cllr P. May said DC generated an enormous amount of money from its car parks in Lyme Regis and a lot of people coming to the town came to use the beach, so he was disappointed DC hadn't made a link between the two when considering how to finance this project.

Cllr B. Bawden asked if a pebble beach would provide more protection to the hard defences than a sandy beach.

I. Fitz said the sand beach was created to provide a nice beach for families, but it would be much better if the hard defences were protected by a pebble beach.

Cllr C. Aldridge asked if DC had made a plan for the future when the work was originally done because it could have been anticipated there would be problems.

I. Fitz said DC anticipated the beach would have to be replenished in future but didn't know when, and it knew there would have to be a certain amount of maintenance, which was why the Environment Agency contributed to the project.

It was proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle that the town council contributes £5,000 towards the cost of sand harvesting and beach replenishment for one year.

This motion was not voted on.

Cllr M. Ellis asked which year's budget it would come from if a contribution was agreed.

I. Fitz said the work needed to be completed by Easter.

The town clerk said it would therefore need to come from the 2023-24 budget, which would mean there was less money to spend in 2024-25.

Proposed by Cllr B. Bawden and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council makes a one-off contribution in 2023-24 of £15,000 towards the cost of sand harvesting and beach replenishment.

Cllr S. Cockerell asked if DC could look at a five-year plan for this work so it wasn't dealt with year by year.

I. Fitz said DC was looking at a five-year beach management plan.

23/54/SF Strategy and Finance Objectives

Members noted the report.

23/55/SF Marine Theatre Funding Request

The town clerk said this funding, along with the two other funding requests on the agenda, had been included in the budget as priority two objectives so they were treated equally, but this didn't mean members had to approve them; it would be easier at this stage of the budget process to take them out of the budget, rather than to include them later.

Cllr D. Sarson said residents had missed a cinema in the town and in the council's consultation last year, a cinema was one of the most commonly-raised issues. As income was likely to exceed budget in 2024-25 and the sale of the council offices would create a significant receipt for the council, he felt the council was in a position to support the request.

Cllr M. Ellis said the council had a grants' process and should only consider applications as part of that process, as the council had many projects of its own to pay for. She said the equipment the theatre would buy for the cinema would be used for other events so the council would effectively be giving money to the theatre to support other activities.

Cllr D. Ruffle said there was room for manoeuvre in the 2024-25 budget to provide funding and he felt the request should be supported as the theatre was such an asset to the community. He said the theatre's progress over the last few years had been remarkable to get to its current financial position.

Cllr C. Reynolds said she had concerns about the seating being on a level floor, which wouldn't allow for a proper cinema experience, the suggested ticket prices were too high, and a showing once a week wouldn't suit everyone. She said she didn't think this was the kind of cinema Lyme Regis wanted.

Cllr B. Larcombe said he understood the difficulties facing the theatre but in trying to set up a cinema, it was acquiring equipment that would help the theatre itself.

Cllr C. Aldridge said a cinema would appeal to a lot of people in the town and the theatre already showed films, which wasn't a problem on the level floor, although the

existing projector was not good enough to show modern, digital films. She said she didn't see a problem with the theatre using the cinema equipment for its other activities, especially as a lot of it was for the community.

In response to a question from Cllr G. Turner, the town clerk confirmed the trust owned the cinema but if the theatre went bankrupt, the council would get first refusal of the building. He added this arrangement ended shortly.

Cllr P. Evans asked what would happen to the council's funding if the cinema was not successful.

The chairman invited G. Rabbitts from the Marine Theatre to speak.

G. Rabbitts said they would aim to play event cinema, so rather than one showing per week, they would perhaps do four nights in a row for a blockbuster film and could choose which ones to show and at what points. She said as long as the cinema was breaking even, they would support it for as long as possible.

Cllr M. Ellis asked for clarification on the council's grants' policy as she understood an organisation couldn't apply for a grant if it was already in receipt of a term grant from the council. She also asked if there would be a business plan provided to the council if the funding was approved.

The town clerk said if an organisation was in receipt of a term grant, it couldn't apply for a community grant, but there was nothing to prevent an organisation from applying through other mechanisms. He said there was an outline business plan provided by the theatre to the Tourism, Community and Publicity Committee as part of the original request. He added officers and the member representative met with the trust every six months to review the term grant so a review of the cinema venture could be built into that process.

Cllr M. Ellis asked for recorded votes on the following motions:

It was proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe to refuse the request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema.

Voted for – Cllr P. Evans, Cllr B. Larcombe, Cllr M. Ellis, Cllr C. Reynolds

Voted against – Cllr P. May, Cllr D. Ruffle, Cllr G. Stammers, Cllr D. Sarson, Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr S. Cockerell

Abstentions – Cllr G. Turner

This motion was not carried.

Proposed by Cllr D. Sarson and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Marine Theatre for a grant of £25,000 to support a project to operate a cinema, to be funded from the 2024-25 budget.

Voted for – Cllr P. May, Cllr D. Ruffle, Cllr G. Stammers, Cllr D. Sarson, Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr S. Cockerell

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

Abstentions – Cllr B. Larcombe

Cllr R. Doney suggested the council reviewed its grants' policy to determine how it would deal with ad hoc funding requests and amounts that were greater than community but less than term grants.

The town clerk said the council would be reviewing all its grants early in the new council administration, in around September/October 2024, so that would be the time to review its grant funding structure.

23/56/SF Town Mill Funding Request

Cllr P. Evans said as the Marine Theatre's funding request had been approved, he didn't think the council could refuse the Town Mill's request as it was also a community asset.

Cllr M. Ellis said the council shouldn't be discussing this request because it was not part of the grants' process, but a precedent had just been set in approving the Marine Theatre's request and she was concerned the council would now be inundated with requests from organisations who believed they were community assets. She said the Town Mill was also a business so the rent from the tenants should go towards the regeneration.

The town clerk said if an organisation wrote to him with a funding request, he was obliged to bring it to the council. However, he could write back to them and say until the council reviewed its grants' policy in autumn 2024, it would not consider any further applications. He said the council tried to spend its income to the best of its ability within the community and if it couldn't afford it, he would make this clear to members.

Cllr B. Bawden said funding applications were not always going to fit in with the council's grants' process, especially as term grants were agreed several years' ago. She said having the town council's support for this project was more than just the value of the funding, it would give the Town Mill's other funding applications a greater chance of success because it showed local support.

Cllr B. Larcombe said the grants' process was a competitive process so in considering requests like this, the organisation didn't have to compete. He said if a funding application came outside of the normal process, it should be for something that was urgent, broken or beyond repair and that this application seemed more like a term grant.

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

Proposed by Cllr B. Bawden and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Town Mill Trust contribution of £10,000 towards the Town Mill Regeneration Project, to be funded from the 2024-25 budget.

Voted for – Cllr C. Aldridge, Cllr D. Sarson, Cllr G. Stammers, Cllr R. Ruffle, Cllr S. Cockerell, Cllr G. Turner, Cllr B. Bawden

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

Abstentions – Cllr B. Larcombe, Cllr R. Doney, Cllr P. May

23/57/SF

Lyme Regis Baptist Church Funding Request

Cllr G. Stammers said the Baptist church was central to Lyme Regis, providing community facilities and not just for religious purposes. As the council had given a £40k grant to St Michael's Parish Church in 2019 for repairs, she felt this was an acceptable request.

Cllr B. Larcombe said the amount the church was required to raise was substantial compared to the amount requested from the council. He its level of activity was known so the council's funding would be at less risk.

Cllr M. Ellis said although the Baptist church did a lot for the community, she couldn't support the request because it was outside of the grants' process.

Cllr P. Evans asked if the council had also given grants to the Roman Catholic church in the town.

The support services manager said the council had awarded two community grants of £1,000 each.

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

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Lyme Regis Baptist Church for a contribution of £10,000 towards the restoration of the old chapel, to be funded from the 2024-25 budget.

Voted for – Cllr C. Aldridge, Cllr D. Sarson, Cllr G. Stammers, Cllr D. Ruffle, Cllr B. Larcombe, Cllr B. Bawden, Cllr S. Cockerell, Cllr G. Turner, Cllr P. May

Voted against – Cllr R. Reynolds, Cllr M. Ellis

Abstentions – Cllr R. Evans, Cllr R. Doney

The meeting adjourned for a break at 8.40pm.

The meeting resumed at 8.46pm.

23/58/SF

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

Cllr B. Larcombe felt the reserve should be maintained at the current level, if not higher, to address unforeseen issues and any potential back-up plan for office accommodation. He said the budget was tight, even if the numbers suggested it was comfortable, because of the unknowns.

Cllr R. Doney said the five-year financial plan presented to the previous meeting showed the surplus reducing to low levels over the years but it was now flat, and asked if this was due to increases in fees and charges.

The finance manager confirmed this was the case as the agreed increases would generate an additional c.£200k income.

Cllr P. Evans asked what the employee benefits would entail and whether all employees would be entitled to them.

The support services manager said it would be a package of benefits, which would be decided by members, and they would be available to all employees.

Cllr B. Larcombe was concerned members had not had an opportunity to debate some of the proposed projects they were being asked to approve a budget for.

The town clerk said there had been plenty of opportunities for members to discuss objectives and a priority one and two list of projects had been put together as a result of those discussions. He said members had the opportunity to change the list at this point, but as £15k had been approved for sand harvesting and beach replenishment earlier in the meeting, the budget gap had increased from £93k to £108k; this meant the council couldn't afford to carry out every project on the list.

However, the town clerk said the council could bridge that funding gap; officers were anticipating the year-end surplus would be higher than forecast so the council could agree the priority two objectives on the proviso this was reviewed in March 2024 when there was a better idea of the year-end position.

Cllr B. Larcombe asked if it would be prudent to put all priority two objectives on hold until the priority one projects were completed.

The town clerk said there were some priority two objectives the council needed to commit to at this point, including the three funding requests to the Marine Theatre, the Town Mill Trust and Lyme Regis Baptist Church, the Fossil Festival, and the residents' event as there needed to be a commitment to fund these before March 2024 for planning purposes.

Cllr M. Ellis was concerned only £100k had been put in the budget for office accommodation as more might be required if the council found another building it wanted to buy.

The town clerk said a figure had to be put in the budget or it wouldn't be able to move forward. He said the council would get a capital receipt for the current building so this could go towards the purchase of another property or a new build, but any purchase was unlikely until 2025-26. He said officers were working on the assumption the office would move to St Michael's Business Centre, which would require investment of around £100k.

Cllr B. Larcombe asked where the multi-use games area and Strawberry Fields options' appraisal was in the list of projects.

The town clerk said these projects were funded in the current financial year, even if they were not completed in 2023-24. All projects which had been agreed for 2023-24 were going ahead and had been taken into account in this year's expenditure.

It was proposed by Cllr M. Ellis to approve the proposed budget for 2024-25, to approve the proposed 2024-25 objectives, to approve a precept of £132,779 for 2024-25, and approve the five-year financial plan 2024-29.

The town clerk emphasised that unless the council made some other decisions, it couldn't approve all the proposed priority two objectives. He said the council could agree the priority two objectives he previously suggested and review the remaining priority two objectives in March 2024. If there was an improvement in the council's surplus, some or all of the unapproved priority two objectives could be released.

Cllr M. Ellis withdrew her proposal.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed budget for 2024-25; to approve the proposed 2024-25 priority one objectives; to approve the Marine Theatre grant, Town Mill Trust grant, Lyme Regis Baptist Church grant, Fossil Festival funding and residents' event funding from the proposed 2024-25 priority two objectives; to agree any additional surplus beyond £229k in 2023-24 will go towards additional priority two objectives; to approve a precept of £132,779 for 2024-25; and approve the five-year financial plan 2024-29.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to maintain the reserve at £1million for 2024-25.

23/59/SF Mary Anning Scholarship Legacy Fund

Cllr R. Doney said the council had tried hard with the Woodroffe School to encourage them to put forward a proposal and getting young women and girls into science was critically important, so he supported the proposal.

Cllr C. Aldridge asked how the council would get feedback on how the funding was spent.

The town clerk said the school could be asked to carry out an evaluation process.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to 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.

23/60/SF List of Payments

Cllr M. Ellis said there always seemed to be a lot of refunds for beach huts and asked under what circumstances a refund was given.

The support services manager said refunds were only given if there was a high degree of certainty the hut could be re-booked, for example if the huts were fully booked for that date or there was a waiting list, or the hirer had a genuine emergency which meant they could no longer use the hut, although this was considered on a case-by-case basis.

Cllr B. Larcombe asked if officers could indicate if there were fluctuations in charges, particularly utilities, as he was losing track of these costs.

The finance manager said this would be commented on as part of the budget progress reports. However, as the council was tied into fixes, she wouldn't imagine there being anything out of the ordinary.

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in October 2023 for the sum of £161,737.79.

23/61/SF Investments and Cash Holdings

Members noted the report.

23/62/SF Debtors

Proposed by Cllr B. Larcombe 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.

23/63/SF Exempt Business

a) Debtors

Members noted the report.

The meeting closed at 9.42pm.

Committee: Strategy and Finance

Date: 24 January 2024

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 November 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

23/53/SF – Sand Harvesting and Beach Replenishment

The town council's contribution was confirmed by email to Dorset Council on 12 December 2023.

23/55/SF – Marine Theatre Funding Request

The funding was confirmed by email to the theatre director on 14 December 2023.

23/56/SF – Town Mill Funding Request

The funding was confirmed by email to the Town Mill trustees on 8 January 2024.

23/57/SF – Lyme Regis Baptist Church Funding Request

The funding was confirmed by email to the church secretary on 8 January 2024.

23/58/SF – Budget and Precept 2024-25 and Five-Year Financial Plan 2024-29

Dorset Council was informed of the council's precept amount on 9 January 2024.

23/59/SF – Mary Anning Scholarship Legacy Fund

The funding was confirmed by email to Woodroffe School on 11 January 2024.

John Wright
Town clerk
January 2024

Committee: Strategy and Finance

Date: 24 January 2024

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 7 February 2024.

John Wright
Town clerk
January 2024

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 was considered by the Tourism, Community and Publicity Committee on 10 January 2024. An agreement to be drawn up between Alan Vian and the council and this will be taken to the Tourism, Community and Publicity Committee on 21 February 2024.</p>
Achieve an unqualified external auditor's letter		Sept '23	JW	<p>The Annual Governance and Accountability Return (AGAR) was submitted to the external auditor BDO LLP by the deadline on 30 June 2023 and the Notice of Public Rights and Publication of Unaudited AGAR 2022-23 has been published on the council's website within the required timeframe.</p> <p>The external auditor has concluded its review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2023. The comments from the auditor were as follows:</p>

				<p><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p> <p>This will be formally reported to the Full Council on 25 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</p>

				committee on 12 July 2023.
Retain the General Power of Competence		Mar '24	JW	The council confirmed at the Annual Meeting on 31 May 2023 it meets the criteria for the General Power of Competence.
Ensure the timely renewal of policies & procedures		Mar '24	AM	<p>The council considers the following policies and documents every year: standing orders, financial regulations, freedom of information and data compliance, complaints, press and media. Every year, the council is also required to ascertain compliance with the General Power of Competence, make appointments to committees, agree terms of reference and a scheme of delegation, review the system of internal control and risk, make appointments to external bodies, review subscriptions, and confirm insurance arrangements. These requirements are scheduled throughout the year for consideration by the Full Council or Strategy and Finance Committee. All other policies and procedures are considered by the relevant committee 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. Budget performance reports considered by this committee on 12 July and 11 October 2023.</p> <p>Budget performance report to be brought to this committee on 6 March 2023.</p>
Implement a strategy for the management of & investment in the		Mar '24	MG	There were no responses to the council's invitation to quote. Further attempts were made to attract quotes in June 2023.

council's assets				<p>The intention is to complete the work in house utilising the capacity created by the agreed two-year temporary post to support the deputy town clerk with property, asset management and project work.</p> <p>The property and projects assistant has been appointed (starting in post on 9 October 2023) and will work with the deputy town clerk to develop an asset management plan.</p> <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</p>

				<p>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> <p>Report elsewhere on this agenda.</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: 24 January 2024

Title: Internal Audit Report, Visit One 2023-24

Purpose of Report

To inform members of the outcome of the internal auditor's first visit for 2023-24

Recommendation

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

Background

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditor for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015. On 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e., 2018/19 and 2019/20. The council approved Darkin Miller's appointment for a further three years on 8 January 2020.
4. As agreed at Full Council on the 14 December 2022, Darkin Miller has been engaged from the 1 April 2023 for a further three-year contract with the option to engage for a further two years.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

Report

6. Darkin Miller's first audit visit for 2023-24 took place over two days on 4 and 6 December 2023. The report identifies seven recommendations: three medium, three low and one information. Darkin Miller's report is attached, **appendix 9A**.

Naomi Cleal
Finance manager
January 2024

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2023/24

Visit 1 of 3

LYME REGIS TOWN COUNCIL

Date: 15th January 2024

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

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 4th and 6th December 2023.

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

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

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2023/24 (which will be in May or June 2024) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Risk Management (minutes review – work in progress)
4. Petty Cash
5. Payroll
6. Exemption
7. Transparency
8. Public Rights
9. Publication

Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	3
Low	3
Info	1
TOTAL	7

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

Darkin Miller ~ Chartered Accountants
2023/24 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 1 OF 3: 15th JANUARY 2024

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.1 – Ensure compliance with Financial Regulations	<p>I checked to see that items or services above a de minimis amount have been competitively tendered. The Council's Financial Regulations require that three or more written quotations or estimates are obtained for goods over £1k and services over £2k up to £25k; for £25k to £60k the requirements of the PCR2015 rules are applied (including advertising the opportunity on contracts finder); and for over £60k the Council should run a tender with invitations made to at least three suppliers. The regulations also permit the Council to enter into a preferred supplier relationship after market testing, but that this must be notified to the Council and not exceed a three year period.</p> <p>During the year the Council considered arrangements for the provision of architectural and building services work. As the total value of this work is not yet known (a number of project are planned but these have not been fully costed), the opportunity was not let on Contracts Finder. Instead, a number of local firms were contacted. Only one responded, and the Council has appointed them as the preferred supplier. The Council's Financial Regulations include at s11.1.2 an exemption to normal procurement rules for 'specialist services such as are provided by...surveyors and planning consultants' which would cover this type of</p>	M	Noted	JW	N/A

	<p>service.</p> <p>The Council also procured a new tractor. The full cost was £61.3k, which is just over the tender threshold. A competitive process was undertaken, but this was incorrectly based on the price net of a part exchange vehicle meaning that quotes were obtained. In order to be compliant with its regulations, the Council should have either waived the regulations per s11.3 (allowing a price to be negotiated without competition, with the reason embodied in a recommendation to Council) or considered whether such a supply is exempt under s11.1.5, which allows for the direct purchase of proprietary articles sold at a fixed price.</p> <p>I recommend that future procurement exercises are run in accordance with the Council's Financial Regulations, and that where the regulations allow for a direct award, the exemption applied and its reason should be noted in the Council minutes. This will help to ensure that all procurement exercises comply with the Council's Financial Regulations.</p>				
2.2 – Consider recording procurement exercises on database	<p>I was unable to verify the procurement process followed in relation to two of the contracts for services let during the year, as the employee who carried out the procurements was absent on long term leave.</p> <p>I recommend that the Council sets up and maintains a database to note the key details of each contract let, such as the type of goods/services, contract value (gross of any</p>	L	Noted – Finance manager hold a central record of all quotes and tenders over £1000 for goods and £2000 and services.	FM	31/03/2023

	part exchange amounts or grants received), contract length or delivery date(s), procurement method per the Council's regulations and procurement method undertaken (or exemption relied upon). This will help to ensure that the Council is compliant with its own Financial Regulations, and can act as a prompt for the timely re-letting of periodic contracts.				
3.1 – Make amendments to minutes and ensure website and minutes file complete	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity, but did note that:</p> <p><u>Council</u></p> <ul style="list-style-type: none"> - Minutes 05/04/23 were not on the website at the start of the audit visit. They were added during the audit. - Mins 23/17/C and 23/18/C of the meeting of 31/05/23 resolve to make a recommendation to Council instead of Council resolving to take an action - There are two sets of minutes on file for the meeting of 31/05/23. The first set is dated 30/05/23 (but the footer notes it is 31/05/23) and includes part of the minutes of the meeting of 31/05/23 and part of the minutes of 17/05/23 - Min 23/51/C adopts the HR minutes of 12/04/23, but these had been adopted at the May meeting. <p><u>Planning</u></p> <ul style="list-style-type: none"> - The minutes of the meetings of 18/04/23, 16/05/23, and 30/05/23 are not on the Council's website. - The minutes of the meeting of 04/04/23 are not on the minute file - The minutes of the meeting of 17/10/23 are signed but 	M	<p>Planning – 18/04/23, 16/05/23, and 30/05/23 were cancelled. Recently, cancelled meetings have been noted on the website.</p> <p>We will amend the minutes.</p>	SSM	31/01/23

	<p>contain no minute numbers</p> <ul style="list-style-type: none"> - The minutes of the meeting of 30/11/21 are on file but not signed. This was raised in the 22/23 audit. <p><u>HR</u></p> <ul style="list-style-type: none"> - The minutes of the meeting of 15/03/22 are not on file. This was raised in the 22/23 audit. <p><u>TCP</u></p> <ul style="list-style-type: none"> - The minutes of the meeting of 17/11 21 are on file but unsigned. The minutes of the meeting of 27/04/22 are not on file. This was raised in the 22/23 audit. <p><u>TMH</u></p> <ul style="list-style-type: none"> - The minutes of the meeting of 10/11/21 are on file but unsigned. The minutes of the meeting of 22/06/22 are not on file. This was raised in the 22/23 audit. <p>I recommend that the hard copy missing minutes are signed and filed in order to ensure that a complete record of approved Council business exists; that the website is updated to include all approved minutes in order to assist with transparency; and that any errors are amended as soon as possible in order to ensure accuracy.</p>				
5.1 – Car park income	<p>Whilst I did not undertake testing of income systems during this audit visit, I did discuss the on-going issues with the reconciliation of car park ticket machine income for the two new Flowbird machines with the Finance Manager.</p>	Info	Noted	FM	N/A

	<p>The Finance Manager explained which actions had been taken in order to rule out potential control weaknesses, and which actions are still ongoing, all of which seemed reasonable and comprehensive. I understand that whilst there are small ongoing discrepancies and issues with the back office software, a number of the problems have been resolved following extensive work with the supplier. The Finance Manager noted there remains a large historic unreconciled balance and that the Council and supplier continue to meet monthly whilst this is being resolved.</p> <p>She also confirmed that staff continue to meet with the Mayor and Deputy Mayor in order to brief them on developments.</p> <p>I will test car park income at visit 2, and make a note of any further findings and recommendations at that point.</p>				
7.1 – Correct salary underpayment	<p>I checked to see that salaries agreed with those approved by Council. I found that all agreed apart from one member of staff where the annual salary due had been incorrectly noted resulting in a £7.50 underpayment per month from April to October 2023.</p> <p>I recommend that the error is corrected in the next payroll.</p>	L	This will be remedied in the December 2023 salary payment.	FM	31/12/23
7.2 – Confirm all timesheets have been paid	<p>I checked to see that other payments to employees were reasonable, properly supported and approved by the Council. I found that all timesheets for the sample month had been properly signed and dated, but that one of the employees was only paid for one of the two submitted timesheets. The Finance Manager has confirmed that the</p>	M	Finance manager will speak to the operations manager for authorisation and the timesheet will	FM	31/03/24

	<p>timesheet does not appear to have been processed in a later month.</p> <p>I recommend that the Council checks to ensure that the hours worked have been properly paid.</p>		be paid in February salaries.		
7.3 – Correct miscoding and reconcile and clear control and suspense accounts	<p>I checked to see that all payroll payments and deductions were correctly coded for the sample month and suspense accounts promptly cleared. I found that the April payment of employer's National Insurance was incorrectly coded to nominal code 3000 (Building Maintenance) instead of 5001.</p> <p>I also found that there were small balances on all of the payroll control accounts, and that there was a balance on the suspense account relating to two transactions dating from August 2023. The Finance Manager has investigated the balances and identified which actions are necessary to clear them.</p> <p>I recommend that the coding error is corrected; and that the identified actions are taken to bring the control and suspense account balances back to £nil.</p>	L	<p>Miscode resolved. Suspense account balance resolved. Control accounts to be resolved by the end of December 23</p>	FM	31/12/2023

Committee: Strategy and Finance

Date: 24 January 2024

Title: Grant Requests

Purpose of Report

To allow members to consider a policy position on considering ad hoc grant requests

Recommendation

Members consider the report and instruct the town clerk

Background

1. At the Strategy and Finance Committee on 29 November 2023, a member 'suggested the council reviewed its grants policy to determine how it would deal with ad hoc funding requests and amounts that were greater than community but less than term grants.'
2. In response, 'the town clerk said the council would be reviewing all its grants early in the new administration, in September/October 2024, so that would be a good time to review its grant funding.'
3. On 13 December 2023, during the Full Council's consideration of the minutes of the Strategy and Finance Committee 29 November 2023, the same member, 'felt it required discussion now as there was a weakness in the council's current grants policy and members agreed a report should be taken to the Strategy and Finance Committee on 24 January 2024.

The existing grants' policy

4. The basis of the existing grants' policy was approved by the town council on 17 December 2019¹. At that meeting, members recommended to the Full Council the introduction of term grants to support medium-term revenue funding and an annual community fund for capital projects. At that meeting, members also recommended to the Full Council, 'in principle a term grant budget of £60,000 and a community fund budget of £20,000, subject to stress testing.'
5. These recommendations were approved by the Full Council on 8 January 2020.
6. On 8 January 2020, the Full Council also considered and approved the policies and procedures for term grants and the community fund.

The issue

7. Some members are concerned about ad hoc grant requests made to the council, i.e., grant applications submitted outside the normal grants' process. Some members appear to support a position that no ad hoc grant applications should be considered, others appear to favour the development of some rules to allow the consideration of ad hoc grant requests.

¹ For 2016-20, the council had two policies, a major grants' policy, and a medium and minor grants' policy. The major grants' policy covered large-scale capital projects and medium-term revenue funding. Medium and minor grant allocations were considered annually and were for capital projects; medium-term grants were up to £4,999 and £999, respectively, and were considered annually.

Considerations

8. If a request is made to the council, it does not have to be approved. Members are at liberty to judge each request on its merits and make a decision.
9. There are approved processes for considering grant applications, considering an application in isolation undermines that process and could be considered as unfair by others who have gone through a competitive process.
10. The town council's grant funding timetables and qualification criteria do not always meet external organisations' funding needs.
11. Any ad hoc external funding that is approved is unbudgeted.
12. The council holds a reserve and budgets prudently so can it afford to consider ad hoc funding requests.
13. The public can make requests to the town council for items to be included on agendas. Logically, this must include funding requests. Such requests can also be made during the public forum of the Full Council.
14. The town council could introduce a 'blanket' policy of not considering grant requests outside its agreed criteria for term grants and community fund applications, but there will inevitably be times when the council would want to assist an external organisation with funding.
15. The town council could identify criteria for the consideration of ad hoc grant funding requests but, in all probability, applications for grant funding would interpret the criteria in their favour.
16. The gatekeeper for the assessing qualification against any policy criteria would be the town clerk. The town clerk does not have a problem with this but would expect the council to respect his decision. But here lies the rub. Every ad hoc grant funding request considered by the council has had its advocates and, despite, at times, intense opposition by some members, the council usually approves funding requests.
17. There is no point the town clerk acting as a gatekeeper if some members are intent on forcing a grant funding issue that they support into the council chamber for debate. In all probability, this is what would happen.
18. The council could identify an annual budget for ad hoc grants, but the presence of this budget would inevitably encourage organisations to bid for it.
19. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright
Town clerk
January 2024

Committee: Strategy and Finance

Date: 24 January 2024

Title: Local Council Elections 2024

Purpose of Report

To inform members of the local council elections on 2 May 2024 and the role of the town council in the process

To allow members to consider amending the date of the annual meeting of the council

Recommendation

- a) Members note the details of the local council elections on 2 May 2024 and the role of the town council in the process
- b) Members approve the amendment of the date of the annual meeting of the council from Wednesday 8 May 2024 to Wednesday 15 May 2024

Background

- 1. Local council elections will take place on Thursday 2 May 2024. This will include an election for all 14 seats on Lyme Regis Town Council and a Dorset Council election for 82 seats, although residents in Lyme Regis will select one candidate for the Lyme Regis and Charmouth ward.
- 2. The notices of election will be published on 11 March 2024. However, nomination packs for candidates are available now and can be downloaded from the [Dorset Association of Parish and Town Council's \(DAPTC\) Elections 2024 page](#).
- 3. The counts for town and parish council elections will take place on Saturday 4 May 2024 and the results will be published as soon as possible after.
- 4. There will be another five-year term of office until 2029 for both Dorset Council and all town and parish councils, then returning to a four-year cycle.
- 5. An election for the Police and Crime Commissioner for Dorset will also take place on Thursday 2 May 2024.
- 6. Although the election process will be run by Dorset Council as the principal authority, there is an expectation town and parish councils will have a role to play in raising awareness of the election, encouraging prospective candidates to stand for election, encouraging electors to vote, doing their best to achieve a contested election, helping prospective candidates with queries about the election process, and publishing notices as requested by the returning officer.
- 7. DAPTC has put together a [2024 Election Toolkit](#) in conjunction with Dorset Council to help town and parish councils with key processes and timescales in an election year.

Pre-election awareness campaign

8. The six-weeks immediately before an election is the pre-election period and during this time, there are certain rules councils and members must adhere to.
9. The following rules apply:
 - The work of the council can continue and members can continue to attend events, the council cannot give publicity to any member's campaign.
 - Individual councillors can generate their own publicity but shouldn't use council events to publicise their election campaign
 - Councillors can attend events organised by other organisations but cannot use them to publicise their election campaign
 - Council staff must not give the impression of supporting any political party or candidate
 - Councils shouldn't publish anything on controversial issues or report views in a way that may identify the council with an individual candidate or party
 - No election materials can be displayed on council premises
 - Councillors are not allowed to circulate election materials before, during or after a council meeting
 - Councils should not publish any information relating to a candidate
 - Councillors should not publish anything which may seek to influence voters.
10. Although council newsletters can be circulated as normal, provided they are a-political and are about local issues, officers have taken the decision to publish the next residents' newsletter before the pre-election period to avoid any uncertainty. The newsletter will be delivered w/c 26 February 2024 and will include a feature on the elections.
11. A press release containing much the same information will be issued at the same time and published on the council website and social media to ensure the reach is as wide as possible.
12. A dedicated elections page will be created on the council website and electors and prospective candidates will be able to find more information and links to other websites, such as Dorset Council, DAPTC and the Electoral Commission. It will also include articles on the role of a town or parish council, what a town councillor does, how to become a councillor and why it is important to vote.
13. Where possible, this information will also be available in hard copy and will be compiled in an information pack, available from the council office.
14. Posters have been created to raise awareness of the election and they will be posted on the council's social media and in prominent places around the town.
15. Members have been asked to provide short videos of themselves, talking about their time and experience on the council and encouraging others to stand for election. These can be supplied to the office or staff can help put these together. Several members have already provided videos and officers would encourage others to do the same. Please speak to Adrienne or Anne-Marie if you'd like to know more.
16. Two public information sessions for prospective candidates have been arranged and will be run by the town clerk. These will take place at the Guildhall on 30 January and 22 February 2024, when prospective candidates can find out more about the work of the council and what's involved in being a town councillor.

17. Contact has been made with Lyme Bay Radio about the possibility of officers featuring on one of the shows for some election specials.

After the election

18. After the election, the clerk will arrange for all elected members to sign their declaration of acceptance of office. This must be signed at or before the first meeting after the election, i.e., the annual meeting. If any members think this might prove to be a problem, they should contact the town clerk.
19. The date of the annual meeting has been set for Wednesday 8 May 2024. However, owing to the town and parish council count not taking place until Saturday 4 May 2024, the first possible date the annual meeting could take place, taking into account the legal public notice requirements for council meetings, is Monday 13 May 2024. As such, members are asked to approve the amendment of the date of the annual meeting to Wednesday 15 May 2024.
20. The clerk will also issue members with a link to complete their register of interests, which must be done within 28 days of becoming a councillor.
21. An induction training programme will be available and all members, whether new to the council or a returning member, will be encouraged to attend as many sessions as possible. Training will be delivered primarily by officers and via the DAPTC. Other training will be available via the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC).
22. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Adrianne Mullins
Support services manager
January 2024

Committee: Strategy and Finance

Date: 24 January 2024

Title: Standing for Office

Purpose of Report

To inform members that a councillor does not need to be present at a committee meeting to seek election to an office of that committee

Recommendation

Members consider the report and note a councillor does not need to be present at a committee meeting to seek election to an office of that committee

Background and report

1. The council does not have a written policy on whether a councillor needs to be present at a committee meeting to seek election to an office of that committee.
2. However, in the past, the council has sought a member's presence at a meeting if they intended to seek election to an office of that committee.
3. The legitimacy of this position has been questioned and officers have undertaken some research into this matter.
4. Following that research, it is clear a member does not need to be at a meeting to be elected to an office of a committee.
5. So, if a councillor wants to stand as mayor, deputy mayor, committee chairman or vice chairman but is unable to attend the relevant meeting of the council, the councillor's nomination should be accepted and voted on.
6. There are some requirements:
 - the councillor seeking election to office must be nominated and seconded
 - the nominated councillor has indicated in writing they are willing to stand for and accept office
 - the member has properly signed and submitted their declaration of acceptance of office
 - the absence of the councillor seeking election to office is recorded at the relevant meeting.
7. The council's standing orders will be amended to reflect this change.
8. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright
Town clerk
January 2024

Committee: Strategy and Finance

Date: 24 January 2024

Title: A National Park for Dorset

Purpose of Report

To allow members to consider the latest position on a National Park for Dorset and to consider the actions detailed in paragraphs 19 to 24

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 13 July 2016, the Full Council received a report on proposals for the creation of a national park. The support was supported by a presentation by Richard and Sandra Brown from the Dorset and East Devon National Park Team. At that meeting, the Full Council resolved:

‘to support the further evaluation of the potential benefits of the creation of a National Park for Dorset and East Devon.’
2. On 30 January 2019, the Strategy and Finance Committee received a further presentation from Sandra Brown from the Dorset and East Devon National Park Team.
3. Discussion took place on the history of the campaign to secure a Dorset National Park and how the planning system would work under a national park authority.
4. At this point in time, the council hadn’t formed a policy position on the Dorset and East Devon National Park.
5. Subsequently, on 13 March 2019; the council considered its policy position on the proposed national park and recommended to the Full Council:

‘to send the following response to the Dorset and East Devon national park team: ‘to avoid any misunderstanding, the council’s expressed support so far has only been for further information; this does not indicate any level of support the council has yet to declare. The council wishes to consider the matter further and will respond to the Glover Review by the deadline’.”
6. This recommendation was approved by resolution of the Full Council on 20 March 2019 and the letter was sent to the Dorset and East Devon National Park Team on 2 April 2019.
7. The issue was further considered by the Full Council on 19 May 2021 and a resolution was passed not to support proposals for a Dorset National Park.
8. Prior to the passing of this resolution, the council had been in discussions with LymeForward about arranging a public debate on the Dorset and East Devon National Park. The momentum for the debate lost prominence due to the onset of Covid-19 in March 2020.

Report

9. On 29 November 2023, the government announced England would get a new national park as part of “nature pledges” to give greater access and protection to the countryside.

10. Natural England has been commissioned by the Environment Secretary to consider a list of possible sites, which could include Dorset along with the Chilterns and the Cotswolds. A final decision will be made by the Secretary of State.
11. The announcement, which is part of the government's manifesto, is the start of a process that begins in 2024 and could take up to five years.

What are the council's historic concerns about a national park?

12. Previously stated concerns include: the loss of planning control, including the town council's role and the potential regulatory constraints on environmental improvements to buildings; the impact on house prices; restrictions on economic development and growth; the cost and funding arrangements of the national park authority; the process for the election of national park authority members and their local accountability; an extra tier of governance; the responsibility for and the management of land slippage and coastal defence works; the boundary of the national park, i.e., the extent to which it includes coastal towns; and accountable arrangements for the national park.

What do others think?

13. The government made a commitment to national parks in its 2019 election manifesto. National parks feature in the government's plan for a greener economic future.
14. The local MP, Chris Loder, is against the national park.
15. In 2019, Dorset Council hadn't determined its policy position on a National Park, but it was felt likely it would support the concept. Since then, Dorset Council's position appears to have changed; according to our ward member, Dorset Council would now oppose a national park.
16. In 2021, the majority of town and parishes in Dorset appeared to be against a national park. This assessment was informed by the town council's Dorset Association of Parish and Town Council (DAPTC) representative, and the mayor and town clerk who have regular discussions with other town councils. Exceptions were coastal and rural parishes to the east of the county who appeared to support the proposal.
17. In 2021, Dorset Commission for the Protection of Rural England supported the proposal.
18. The pro-national park group, Dorset National Park Team clearly support the proposal.

What next?

19. The town council should establish the extent of the current proposal for a national park. The original proposal was a Dorset and East Devon National Park. The current proposal is for a Dorset National Park, see **appendix 13A**.
20. The town council should formally establish Dorset Council's policy position on a national park.
21. The council's DAPTC members should formally raise the issue and request that DAPTC co-ordinates the development of policy position.
22. The town clerk should raise the issue at the Dorset Society of Local Council Town Clerks' meeting.
23. When proposals for a National Park for Dorset firm up, the town council should consider setting up a public meeting to gauge support within the community.
24. The council should reaffirm its opposition to a national park with Dorset and East Devon National Park team.

25. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright
Town clerk
January 2024



Committee: Strategy and Finance

Date: 24 January 2024

Title: Parish Online

Purpose of Report

To allow members to consider taking up a subscription of Parish Online

Recommendation

Members consider a 30-day trial of Parish Online or an annual subscription

Background

1. Cllr B. Bawden has asked that the council considers taking out a subscription to Parish Online.
2. [Parish Online](#) is a tool for viewing and printing maps, storing asset registers, producing neighbourhood plans and engaging with the public.
3. The mapping software would enable the council to view maps of any area, add layers, measure accurate lengths distances and areas, access information stored within the digital maps, create your own map layers, manage assets, annotate maps, print maps, extract data, and publish interactive maps.
4. Multiple user accounts could be created so officers and members could have access to the tool.
5. Parish Online is a subscription service, charged annually. Price is based on population and for this council the subscription would be £200 + VAT.
6. A 30-day trial is available and if the council decided to then have a full subscription, it would keep all the data.
7. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Adrianne Mullins
Support services manager
January 2024

Committee: Strategy and Finance

Date: 24 January 2024

Title: Land Movement at Ware Cliff

Purpose of Report

To inform members about recent land movement at Ware Cliff, the emergency works undertaken to protect properties and to obtain approval for the unbudgeted cost of those works, £2,400.00 + VAT

Recommendation

- a) Members note the recent land movement at Ware Cliff and the emergency works undertaken to protect properties
- b) Members approve the unbudgeted expenditure of £2,400 + VAT incurred in undertaking the emergency works
- c) Members retrospectively approve the exception to Standing Orders in the appointment of Axminster Excavations to carry out these works because of the specialist nature of the works and their ability to mobilise and complete the works at very short notice

Background

1. The council-owned chalet and caravan site at Monmouth Beach is in an area at high risk of land movement and instability. Minor movement occurs on an almost constant basis and there have been previous instances of more major movement, most recently in 2011/12, when several chalets were lost altogether and others were replaced in new and less vulnerable locations within the site.

Report

2. Just before Christmas 2023, it was noticed that movement was occurring above 'top road' at Ware Cliff in the area shown on the plan attached as **appendix 15A**.
3. That movement was carefully and continuously monitored over the Christmas and New Year period, the advice of Peter Chapman, geotechnical engineer, was sought and Natural England were informed because the site is within the Site of Special Scientific Interest (SSSI).
4. The Residents' Association were also informed, as were the owners of those chalets considered to be at greatest risk from the movement, 28-31 Ware Cliff.
5. In early-January, the movement was considered to be a sufficient threat to two chalets in particular that emergency remedial action was deemed necessary and appropriate.
6. Axminster Excavations were approached because of their proximity, local knowledge and experience, suitable equipment and ability to attend site at short notice.
7. Natural England were also informed of the situation and verbal consent was obtained to carry out emergency works provided they were carefully carried out and supervised and the extent of the work was the minimum necessary to address the potential risk to property. It was noted that a retrospective application for consent might be required, and a photographic record of the slip and subsequent works has been made with that in mind.

8. The works were undertaken on 15 and 16 January 2024 and the photographs at **appendix 15B** show the extent of those works.
9. The total cost was £2,400 + VAT. This expenditure is unbudgeted. Members are asked to approve it for that reason and to note and approve the undertaking of the emergency works and exception to Standing Orders in the appointment of Axminster Excavations to carry out these works because of the specialist nature of the works and their ability to mobilise and complete the works at very short notice.
10. Any required retrospective application to Natural England will be reported to members in due course.
11. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Mark Green
Deputy town clerk
January 2024









Committee: Strategy and Finance

Date: 24 January 2024

Title: Achievements

Purpose of Report

To detail the council's achievements since the start of this administration in May 2019

Recommendation

Members note the report

Report

1. Attached are spreadsheets that list the council's achievements for 2019-20 **appendix 16A**, 2020-21 **appendix 16B**, 2021-22 **appendix 16C**, 2022-23 **appendix 16D** and 2023-24 **appendix 16E**.
2. The achievements are listed under five budget headings: objectives, term grants, community grants, community grants, other and additional funding authorised in year.
3. The budget headings items are categorised as:
 - A – investment of infrastructure
 - B – investment in community
 - C – investment in tourism
 - D – investment in environment
4. The summary sheet, **appendix 16F**, totals the investment against each of these headings since May 2019. Since May 2029, these investments total:

	£
Infrastructure	1,767,673
Community	853,607
Tourism	126,296
Environment	53,724
Total	2,801,300

5. A significant part of this administration's tenure has been adversely affected by Covid-19 and the council responded well to the challenges it was presented with.
6. In addition, the council has installed a significant number of benches on the seafront at no additional cost, it has managed its resources and remained within budget, it has achieved clean bills of health from its external auditor and has received a health and safety audit score of 99%.

7. Members are asked to consider these achievements and to comment on any categorisation anomalies or omissions made by officers.
8. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright
Town clerk
January 2024

APPENDIX 16A

	Objectives			Grants				Other			A	Investment of infrastructure	170,674.94
											B	Invest community	142,661.19
A	War memorial work			Medium			B	Woodmeand toilets	4,970.00		C	Investment in tourism	-
A	Lights in the garden project	29,286.15					B	Lyme Regis P Church Council	40,000.00		D	Environment	-
A	Replace surf rake	50,700.00	B	1st Lyme Valley Scout Group	2,500.00		B	Christmas lights	4,000.00				
A	Electric vehicle		B	Axe Valley Ring and Ride	2,500.00							Total	313,336.13
A	Roof Repairs to shelters roof	90,688.79	B	Bridport CAB	4,778.00								
B	Henry's way play park	51,217.40	B	Harbour voices	2,000.00								
			B	Lyme Regis Festivals	1,500.00								
			B	Lyme Regis Gig club	4,998.80								
			B	Lyme Regis Musical Theatre	3,000.00								
			B	Lyme Regis Sea School	4,999.99								
			B	Lyme Splash water polo	1,500.00								
			B	St Michael's primary school PFA	1,700.00								
			B	Turn Lyme Green	2,100.00								
			B	Uplyme and LR cricket club	2,000.00								
				Minor									
			B	Adventure Under Sail	999.00								
			B	Axminster and Lyme Cancer Support	500.00								
			B	Dorset Youth Association	290.00								
			B	Hallett Court Social Club	990.00								
			B	Get Together Club	820.00								
			B	Home-Start West Dorset	900.00								
			B	King George's Field, Uplyme	250.00								
			B	Lyme Regis Development Trust	999.00								
			B	Lyme Regis Jazz Festival	400.00								
			B	Lyme Regis Pantomime Society	999.00								
			B	Lyme Regis/St George's Twinning Association	750.00								
			B	Over 70s Christmas Dinner Fund Committee	250.00								
			B	Uplyme Community Sponsorship	750.00								

APPENDIX 16B

[illegible]

APPENDIX 16C

[illegible]

APPENDIX 16D

Objectives			Grants			Other		
A	Lighting columns	3,936.63	B	Axminster and Lyme Cancer Support	1,000.00	B	Ukraine fund	196.45
A	Replace mule	19,800.00	B	Coastal Community Cupboard	450.00	B	Xmas lights	4,000.00
A	Replace amenities’ hut	850.00	B	Jazz Jurassica	450.00	B	lifeguards	5,168.40
A	Chapel roof	18,035.60	B	Lym Valley Croquet Club	638.63	B	Woodmead toilets	14,868.64
A	Lengthsman vehicle	24,548.00	B	Lyme Morris	349.45	B	Skate park lease	2,119.41
A	Hedge cutter	14,500.00	B	Lyme Regis Bowling Club	500.00	B	bus service	14,808.54
A	Ware Cliff Road repairs, immediate	6,540.00	B	Lyme Regis Community Garden Volunteers	128.93	C	Fossil warden	850.00
A	CCTV	418.40	B	Lyme Regis Community Support	200.00	C	Park and ride	45,848.52
B	Re-launch the Gateway Card	132.88	B	Lyme Regis Pantomime Society	1,000.00	C	Visit Dorset website	8,334.00
B	Shoppers’ permit	1,490.00	B	Lyme Regis Sea School	1,000.00	A	Member IT?	
B	Platinum Jubilee	14,422.59	B	Lyme Regis Skate Club	Not claimed?			
B	Coronation event?	7,062.44	B	Lyme Regis Town Band	513.00			
			B	Over 70s Christmas Dinner Fund Committee	400.00			
D	Environmental agenda	25,000.00	B	Powder Monkeys Explorer Sea Scout Unit	466.00			
			B	St Michael's Primary School Parents and Friends Associati	800.00			
			B	Turn Lyme Green/Plastic Free Lyme Regis	1,000.00			
			B	Uplyme and Lyme Regis Cricket Club	1,000.00			
				Term Grants				
						A	Investment of infrastructure	88,628.63
	Projects that didn't get completed		B	Axe Valley Ring and Ride	1,500.00	B	Invest community	124,165.36
			B	Bsharp	5,000.00	C	Investment in tourism	55,032.52
	Replace car park machines	-	B	CAB Bridport	4,500.00	D	Environment	25,000.00
	Office refurbishment	-	B	Marine Theatre	22,000.00			
	Cadet hut replacement	-	B	The Hub (LR Development)	10,000.00		Total	292,826.51
	Enhance bus service	-	B	LR Museum	7,000.00			
	Jubilee Pavilion water ingress	-						
	Asset management review	-		St Michaels church refurb				
D	Environment	6,164.00		Football club?				

APPENDIX 16E

	Objectives				Term Grants			Other		
A	Replace car park machines	-		B	Theatre	22,000.00		B	Bus service	15,987.41
A	Replace chapel roof	18,000.00		B	Bsharp	5,000.00		C	Park and ride	21,994.94
A	Tractor	55,000.00		B	CAB	4,500.00		C	Visit Dorset website	11,151.25
A	Harbourmaster store and the lodge	125,000.00		B	LRDT (hub)	10,000.00		B	Xmas lights	4,000.00
A	Cemetery tarmac	16,000.00		B	Axe valley ring and ride	1,500.00		C	Fossil warden	850.00
A	Gardens handrails	10,000.00						B	Woodmeand toilets	15,300.00
A	Bell Cliff steps/railings	-	over 5 years - 50,000		Community grants			B	Lifeguards	4,394.00
A	Replace langmoor door	7,000.00						B	Skate park lease	2,119.41
A	Footpath repairs for gardens	100,000.00		B	The Parish of The Most Holy Trinity	500.00				
A	Improve CCTV	48,000.00		B	Lyme Crime Literacy Society	416.00			Additionally authorised funding in year	
A	Seafront fascia	25,000.00		B	Lyme Regis Sea School	1,000.00				
A	Church wall repairs	25,000.00		B	Dorset Climate Action Network	40.00		B	Summer fireworks - LR regatta	2,500.00
A	Amenity hut B/F	100,000.00		B	Lyme Regis Football Club	509.48		B	Richard Austin photography event	377.68
A	water ingress	35,000.00		B	Uplyme Preschool	500.00		B	Fossil festival	3,300.00
A	Streetlights	7,505.00		B	1st Lym Valley Scout group	499.00			Skate park lease	2,119.41
A	Wall repair - Bowls club	537.50		B	Axminster and Lyme Cancer	900.00				
B	Gardens woodland bridge	3,750.00		B	Curtain up theatre company	499.00				
B	Sculpture trail	16,500.00		B	Lyme Heartbeat	500.00				
B	Coronation weekend	20,000.00		B	Lyme Regis Boat Building Academy	1,000.00				
B	Enhance the wedding packages	2,000.00		B	Lyme Regis Bowling Club	500.00				
B	Bursaries	30,000.00		B	Lyme Regis Community Support	500.00				
B	Supporting repairs café	15,000.00		B	Lyme Regis Gig Club	100.00				
B	Gym Equipment	25,000.00		B	Lyme Regis Pantomime Society	800.00		A	Investment of infrastructure	572,042.50
B	Water refill stations	300.00		B	Lyme Regis Town Band	500.00		B	Invest community	380,590.98
B	Multi-use games area	150,000.00		B	Powder Monkeys Explorer Sea Scout Unit	499.00		C	Investment in tourism	50,596.19
B	Monkey bars	5,000.00		B	The Town Mill Trust	1,000.00		D	Environment	25,000.00
B	Beach volleyball	600.00		B	Turn Lyme Green/Plastic Free Lyme Regis	500.00				
B	Supporting local grant applications	3,000.00		B	Uplyme and Lyme Regis Cricket Club	1,000.00			Total	1,028,229.67
B	Strawberry field options appraisal	10,000.00								
C	Sponsorship of 3 buoys	1,600.00								
C	Harbour dredging	15,000.00								
D	Environmental agenda	25,000.00								

APPENDIX 16F

		19/20	20/21	21/22	22/23	23/22		
A	Investment of infastructure	£170,674.94	£513,065.99	£423,261.22	£88,628.63	£572,042.50		£1,767,673.28
B	Invest community	£142,661.19	£108,884.33	£97,305.60	£124,165.36	£380,590.98		£853,607.46
C	Investment in tourism	£0.00	£11,867.00	£8,800.00	£55,032.52	£50,596.19		£126,295.71
D	Enviroment	£0.00	£0.00	£3,724.41	£25,000.00	£25,000.00		£53,724.41
		£313,336.13	£633,817.32	£533,091.23	£292,826.51	£1,028,229.67		

Committee: Strategy and Finance

Date: 24 January 2024

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of November and December 2023.

Recommendation

Members note the report and approve the attached schedule of payments in November & December 2023 for the sums of £296,953.94 and £129,612.27, respectively

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of November & December 2023 **appendices 17A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox
Finance assistant
January 2024

APPENDIX 17A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for November 2023</u>			<u>£296,953.94</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Nov	HMRC NDDS	October PAYE and NI payment	Monthly	DD	15044.69	0%	-	15,044.69	Staffing
01-Nov	DC RATES	Rates	Monthly	DD	9630.00	0%	-	9,630.00	Utilities
01-Nov	DC RATES	Rates	Monthly	DD	530.00	0%	-	530.00	Utilities
01-Nov	DC RATES	Rates	Monthly	DD	232.00	0%	-	232.00	Utilities
10-Nov	HMRC VAT	VAT return	Quarterly	DD	93493.98	0%	-	93,493.98	VAT
15-Nov	BANKLINE	Bank charges	Monthly	BLN	44.65	0%	-	44.65	Office Expenses
17-Nov	DWP	Waste collection	Monthly	DD	2840.60	0%	-	2,840.60	Outside Works
20-Nov	WORLDPAY	Transaction charges	Monthly	DD	29.46	0%	-	29.46	Office Expenses
21-Nov	WORLDPAY	Transaction charges	Monthly	DD	379.74	0%	-	379.74	Office Expenses
23-Nov	SALARIES	November salaries	Monthly	EBP	64443.67	0%	-	64,443.67	Staffing
28-Nov	HMRC NDDS	November PAYE and NI payment	Monthly	DD	27955.09	0%	-	27,955.09	Staffing
				Total	214623.88				
LLOYDS BANK									
01-Nov	INVESTEC	Franking machine lease	Quarterly	DD	174.00	20%	29.00	145.00	Office Expenses
01-Nov	ZOOM	Subscription	Monthly	DEB	12.99	0%	-	12.99	Office Expenses
02-Nov	CUSTOMER	Refund for beach hut hire	One-off	FPI	160.00	0%	-	160.00	Refunds
02-Nov	CUSTOMER	Refund for beach hut hire	One-off	FPI	160.00	0%	-	160.00	Refunds
02-Nov	BANKLINE	Bank charges- refund	One-off	PAY	15.00	0%	-	15.00	Office Expenses
03-Nov	BACKMARKET	Mobile handset	One-off	DEB	177.98	0%	-	177.98	Office Expenses
03-Nov	SQUARE	Team plus till point system	Monthly	DEB	20.00	20%	3.33	16.67	Outside Works
03-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
03-Nov	EBAY	Phone accessories	One-off	DEB	3.35	20%	0.56	2.79	Office Expenses
06-Nov	EBAY	Phone accessories	One-off	DEB	3.96	20%	0.66	3.30	Office Expenses
06-Nov	MARINE THEATRE	Bursary	One-off	FPO	360.00	0%	-	360.00	Projects
06-Nov	B SHARP	Bursary	One-off	FPO	270.00	0%	-	270.00	Projects
06-Nov	LR YOUTH FOOTBALL CLUB	Bursary	One-off	FPO	150.00	0%	-	150.00	Projects
06-Nov	LR SCOUTS	Bursary	One-off	FPO	83.00	0%	-	83.00	Projects
07-Nov	EDF ENERGY	Gas charges- Office	Monthly	DD	234.98	5%	11.19	223.79	Utilities
07-Nov	LIGHTS 4 FUN	Wedding enhancements- lights	One off	DEB	161.04	20%	26.84	134.20	Projects
07-Nov	WAYFAIR	Beach hut chairs	One-off	DEB	134.98	20%	22.50	112.48	Outside Works
07-Nov	MARKETPLACE	Electric vehicle charger lead	One-off	DEB	70.15	20%	11.69	58.46	Outside Works
07-Nov	IKEA	Wedding enhancements- chair cover	One off	DEB	27.00	20%	4.50	22.50	Projects
08-Nov	UNITY 5	Zatpark fees	Monthly	DD	515.88	20%	85.98	429.90	Outside Works
08-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
08-Nov	LR REGATTA CARNIVAL	Fireworks contribution	One-off	FPO	2500.00	0%	-	2,500.00	Marketing & Tourism
09-Nov	YU ENERGY	Electricity charges- WM car park	Monthly	DD	1177.28	20%	196.21	981.07	Utilities
09-Nov	YU ENERGY	Electricity charges- MB car park	Monthly	DD	1004.54	20%	167.42	837.12	Utilities
09-Nov	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	341.73	20%	56.96	284.78	Utilities
09-Nov	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	313.20	20%	52.20	261.00	Utilities
09-Nov	YU ENERGY	Electricity charges- Office	Monthly	DD	223.69	20%	37.28	186.41	Utilities
09-Nov	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	181.21	20%	30.20	151.01	Utilities
09-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	174.55	20%	29.09	145.46	Utilities
09-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	152.01	20%	25.34	126.68	Utilities
09-Nov	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	81.76	20%	13.63	68.13	Utilities
09-Nov	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	38.09	20%	6.35	31.74	Utilities
09-Nov	ZORO	Hand cleaner	One-off	DEB	143.98	20%	24.00	119.98	Outside Works
09-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
10-Nov	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	269.40	20%	44.90	224.50	Utilities

10-Nov	YU ENERGY	Electricity charges-Cadet hut	Monthly	DD	224.90	20%	37.48	187.42	Utilities
10-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	43.66	20%	7.28	36.38	Utilities
10-Nov	BARCLAYCARD	Transaction charges	Monthly	DD	36.85	0%	-	36.85	Outside Works
10-Nov	YU ENERGY	Electricity charges- Workshop	Monthly	DD	28.65	20%	4.78	23.88	Utilities
10-Nov	BARCLAYCARD	Transaction charges	Monthly	DD	18.32	0%	-	18.32	Outside Works
13-Nov	QUADIENT	Postage charge	One-off	DD	0.61	0%	-	0.61	Office Expenses
13-Nov	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.87	20%	2.15	10.73	Office Expenses
13-Nov	TC FIXINGS	External supplies	One off	DEB	10.96	20%	1.83	9.13	Outside Works
13-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
13-Nov	WOODMEAD HALL	Toilet access Oct-Dec	Quarterly	FPO	3439.45	0%	-	3,439.45	Grants
14-Nov	ALLSTAR	Fuel usage	Monthly	DD	289.42	20%	48.24	241.18	Outside Works
14-Nov	TAKEPAYMENTS	Transaction fee	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
14-Nov	TAKEPAYMENTS	Transaction fee	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
14-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
15-Nov	AIB	Transaction fee	Monthly	DD	670.07	0%	-	670.07	Outside Works
15-Nov	SOUTH WEST WATER	Water charges- MP Toilets	Monthly	DD	118.50	0%	-	118.50	Utilities
15-Nov	EE LIMITED	Mobile bundle	Monthly	DD	79.07	20%	13.18	65.89	Utilities
16-Nov	SAGE SOFTWARE LTD	Subscription	Monthly	DD	383.40	20%	63.90	319.50	Office Expenses
16-Nov	SURVEYMONKEY	Subscription	Annually	DEB	320.00	20%	53.33	266.67	Office Expenses
17-Nov	ZORO	Hand cleaner	One-off	DEB	287.96	20%	47.99	239.97	Outside Works
17-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
17-Nov	WELLMAN R	Park and Ride land fee	Annually	FPO	11093.94	0%	-	11,093.94	Outside Works
17-Nov	DARTLINE COACHES	Bus subsidy	One-off	FPO	10901.00	0%	-	10,901.00	Rents
17-Nov	WOODMEAD HALL	Toilet access July-sept	Quarterly	FPO	3825.35	0%	-	3,825.35	Grants
17-Nov	M G WEBBER	Long baskets	One off	FPO	1950.00	20%	325.00	1,625.00	Outside Works
17-Nov	OVINGTON BOATS	Sponsorship of race marks	One off	FPO	1919.99	20%	320.00	1,599.99	Unbudgeted expenditure
17-Nov	PETER GUNNING	Quantity surveyor	One off	FPO	1560.00	20%	260.00	1,300.00	Office Expenses
17-Nov	GLEN CLEANING	Toilet cleaning	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works
17-Nov	LYME REGIS TOWN BAND	Band performances	One off	FPO	1100.00	0%	-	1,100.00	Marketing & Tourism
17-Nov	WESTCOUNTRY LAND	Survey at Woodmead car park	One off	FPO	1074.00	20%	179.00	895.00	Unbudgeted expenditure
17-Nov	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	881.74	20%	146.96	734.78	Outside Works
17-Nov	JADE SECURITY	Cash collections	Monthly	FPO	659.20	20%	109.87	549.33	Outside Works
17-Nov	MCARTHUR MORGAN	Staff training	One off	FPO	595.00	20%	99.17	495.83	Staffing
17-Nov	LR BOWLS CLUB	Wall repair	One off	FPO	537.50	0%	-	537.50	Unbudgeted expenditure
17-Nov	TRAVIS PERKINS	Outdoor supplies	One off	FPO	466.68	20%	77.78	388.90	Outside Works
17-Nov	ISABELLE ENGLAND	Office cleaning	Monthly	FPO	435.00	0%	-	435.00	Office Expenses
17-Nov	EUROFFICE	Stationary and office supplies	One-off	FPO	411.91	20%	68.65	343.26	Office Expenses
17-Nov	EARLY YEARS RESOURCES	Outdoor supplies	One off	FPO	374.16	20%	62.36	311.80	Outside Works
17-Nov	G & A COMMERCIALS	Vehicle maintenance	One-off	FPO	365.92	20%	60.99	304.93	Outside Works
17-Nov	TOPSPARKS	Electrical works- jubilee pavillion	One off	FPO	334.72	20%	55.79	278.93	Outside Works
17-Nov	MARTINS EXCAVATION	Storm drain work	One off	FPO	312.00	20%	52.00	260.00	Outside Works
17-Nov	EIBE	Play park equipment replacement	One off	FPO	266.40	20%	44.40	222.00	Outside Works
17-Nov	KEELY WINDOWS	Window repairs	One off	FPO	192.00	20%	32.00	160.00	Outside Works
17-Nov	LAWRENCES	Regalia valuation	One off	FPO	180.00	20%	30.00	150.00	Office Expenses
17-Nov	SIX PAYMENT	Transaction fees	Monthly	FPO	152.86	0%	-	152.86	Outside Works
17-Nov	GLASDON	Memorial plaque	One off	FPO	136.67	20%	22.78	113.89	Outside Works
17-Nov	ROYAL BRITISH LEGION	Poppy Wreaths	One off	FPO	120.00	0%	-	120.00	Outside Works
17-Nov	STAFF	Travel expenses	One-off	FPO	100.25	0%	-	100.25	Staffing
17-Nov	CLARITY COPIERS	Copier usage	Monthly	FPO	97.20	20%	16.20	81.00	Office Expenses
17-Nov	ECOM6	Transaction fees	Monthly	FPO	95.96	20%	15.99	79.97	Outside Works
17-Nov	COBB GARAGE	Vehicle maintenance	One-off	FPO	92.70	20%	15.45	77.25	Outside Works
17-Nov	BUGLARS	Outdoor supplies	One off	FPO	90.30	20%	15.05	75.25	Outside Works
17-Nov	SCREWFIX	External supplies	One-off	FPO	54.97	20%	9.16	45.81	Outside Works
17-Nov	SW HYGIENE	Yellow bag collection	Monthly	FPO	47.21	20%	7.87	39.34	Outside Works
17-Nov	NPOWER	Electricity usage- Harbourmaster store	Monthly	FPO	45.55	5%	2.17	43.38	Utilities
17-Nov	STAFF	Eye test	One-off	FPO	45.00	0%	-	45.00	Staffing
17-Nov	METRIC	Hosting costs	Monthly	FPO	43.20	20%	7.20	36.00	Outside Works
17-Nov	MOLE AVON	Outdoor supplies	One-off	FPO	36.99	20%	6.17	30.83	Outside Works
17-Nov	GUILD OF MACE BEAR	Subscription	Annually	FPO	10.00	0%	-	10.00	Democratic Representation
20-Nov	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses

APPENDIX 17B

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for December 2023</u>			<u>£129,612.27</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Dec	DC RATES	Rates	Monthly	DD	9630.00	0%	-	9,630.00	Utilities
01-Dec	DC RATES	Rates	Monthly	DD	530.00	0%	-	530.00	Utilities
01-Dec	DC RATES	Rates	Monthly	DD	232.00	0%	-	232.00	Utilities
14-Dec	DORSET COUNCIL	Road closure signs	One off	DD	64.80	0%	-	64.80	Outside Works
15-Dec	BANKLINE	Bank charges	Monthly	BLN	46.45	0%	-	46.45	Office Expenses
19-Dec	DWP	Waste collection	Monthly	DD	1969.82	0%	-	1,969.82	Outside Works
19-Dec	WORLDPAY	Transaction charges	Monthly	DD	202.70	0%	-	202.70	Office Expenses
20-Dec	WORLDPAY	Transaction charges	Monthly	DD	25.50	0%	-	25.50	Office Expenses
21-Dec	SALARIES	December salaries	Monthly	EBP	45321.66	0%	-	45,321.66	Staffing
22-Dec	HMRC NDDS	Tax and NI clearing	Monthly	DD	16429.40	0%	-	16,429.40	Staffing
				Total	<u>74452.33</u>				
LLOYDS BANK									
01-Dec	ZOOM	Subscription	Monthly	DEB	12.99	0%	-	12.99	Office Expenses
01-Dec	EBAY	Stationary	One off	DEB	7.00	20%	1.17	5.83	Office Expenses
04-Dec	SQUARE	Team plus till point system	Monthly	BGC	20.00	20%	3.33	16.67	Outside Works
04-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
05-Dec	UNITY 5	Zatpark training	Monthly	DD	1020.00	20%	170.00	850.00	Outside Works
06-Dec	EDF ENERGY	Gas charges- Office	Monthly	DD	535.10	5%	25.48	509.62	Utilities
07-Dec	DVLA	Vehicle tax	Annually	DEB	320.00	0%	-	320.00	Outside Works
07-Dec	ROYAL MAIL	Postage recharge	One off	DEB	2.50	0%	-	2.50	Office Expenses
07-Dec	WESTCOUNTRY LAND	Playing field survey	One off	FPO	714.00	20%	119.00	595.00	Outside Works
07-Dec	AUTO DOOR TRADER	Outdoor supplies	One off	FPO	142.80	20%	23.80	119.00	Outside Works
08-Dec	UNITY 5	Zatpark fees	Monthly	DD	504.72	20%	84.12	420.60	Outside Works
08-Dec	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	373.86	20%	62.31	311.55	Utilities
08-Dec	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	246.00	20%	41.00	205.00	Utilities
08-Dec	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	88.74	20%	14.79	73.95	Utilities
08-Dec	GIFFGAFF	Mobile bundle	Monthly	DD	10.00	20%	1.67	8.33	Utilities
08-Dec	WESTCOUNTRY LAND	Survey at Monmouth beach	One off	FPO	834.00	20%	139.00	695.00	Unbudgeted expenditure
08-Dec	PRCDTR- ST MICHAEL	Grant	One off	FPO	500.00	0%	-	500.00	Grants
08-Dec	FIRST RESCUE TRAIN	Defibrillator pads	One off	FPO	150.00	20%	25.00	125.00	Outside Works
11-Dec	YU ENERGY	Electricity charges- WM car park	Monthly	DD	902.12	20%	150.35	751.77	Utilities
11-Dec	YU ENERGY	Electricity charges-Office	Monthly	DD	756.85	20%	126.14	630.71	Utilities
11-Dec	YU ENERGY	Electricity charges- MB car park	Monthly	DD	558.12	20%	93.02	465.10	Utilities
11-Dec	YU ENERGY	Electricity charges-Playing field	Monthly	DD	488.93	20%	81.49	407.44	Utilities
11-Dec	YU ENERGY	Electricity charges-Sweet shop	Monthly	DD	347.43	20%	57.91	289.53	Utilities
11-Dec	YU ENERGY	Electricity charges-Marine parade	Monthly	DD	329.79	20%	54.97	274.83	Utilities
11-Dec	YU ENERGY	Electricity charges-Guildhall	Monthly	DD	243.48	20%	40.58	202.90	Utilities
11-Dec	YU ENERGY	Electricity charges-Cabanya car park	Monthly	DD	221.13	20%	36.86	184.28	Utilities
11-Dec	YU ENERGY	Electricity charges-TIC	Monthly	DD	148.43	20%	24.74	123.69	Utilities
11-Dec	YU ENERGY	Electricity charges-Workshop	Monthly	DD	35.22	20%	5.87	29.35	Utilities
11-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	24.13	0%	-	24.13	Outside Works
11-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Dec	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	14.09	20%	2.35	11.74	Utilities
11-Dec	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.54	20%	2.09	10.45	Office Expenses
11-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
11-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
11-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
12-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses

14-Dec	ALLSTAR	Fuel usage	Monthly	DD	392.15	20%	65.36	326.79	Outside Works
14-Dec	MONEYCLAIM.GOV	Debt collection court fees	One off	DEB	455.00	0%	-	455.00	Office Expenses
14-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
15-Dec	SOUTH WEST WATER	Water charges-MB chalets	Quarterly	DD	1968.47	0%	-	1,968.47	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Chalet park	Quarterly	DD	624.17	0%	-	624.17	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Lister gardens	Quarterly	DD	435.54	0%	-	435.54	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Shelters	Quarterly	DD	345.57	0%	-	345.57	Utilities
15-Dec	AIB	Transaction fees	Monthly	DD	340.82	0%	-	340.82	Outside Works
15-Dec	SOUTH WEST WATER	Water charges-MB bowling green	Quarterly	DD	228.47	0%	-	228.47	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Bathing station	Quarterly	DD	122.11	0%	-	122.11	Utilities
15-Dec	SOUTH WEST WATER	Water charges-MP toilets	Monthly	DD	118.50	0%	-	118.50	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Cemetry	Quarterly	DD	87.79	0%	-	87.79	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Town hall	Quarterly	DD	87.47	0%	-	87.47	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Candles on the cobb	Quarterly	DD	84.28	0%	-	84.28	Utilities
15-Dec	SOUTH WEST WATER	Water charges- TIC	Quarterly	DD	82.80	0%	-	82.80	Utilities
15-Dec	EE LIMITED	Mobile bundle	Monthly	DD	78.36	20%	13.06	65.30	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Scout hut	Quarterly	DD	52.91	0%	-	52.91	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Langmoor gardens	Quarterly	DD	35.26	0%	-	35.26	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Boat are MB	Quarterly	DD	20.62	0%	-	20.62	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Trough	Quarterly	DD	20.60	0%	-	20.60	Utilities
15-Dec	SOUTH WEST WATER	Water charges-Langmoor gardens	Quarterly	DD	18.59	0%	-	18.59	Utilities
15-Dec	CRICKMAY STARK	Multiple professional services invoices.	One off	FPO	13180.50	20%	2,196.75	10,983.75	Office Expenses
15-Dec	TOPSPARKS	Legionella works	One off	FPO	5731.42	20%	955.24	4,776.18	Outside Works
15-Dec	DRAWING OFFICE	Architectural services	One off	FPO	2760.00	20%	460.00	2,300.00	Projects
15-Dec	GLEN CLEANING	Toilet cleaning	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works
15-Dec	DAMORY	Bus subsidy	Monthly	FPO	1368.08	0%	-	1,368.08	Rents
15-Dec	JNG SURVEYS	EPC ratings on buildings	One off	FPO	1145.00	0%	-	1,145.00	Office Expenses
15-Dec	DORSET COUNCIL	Beach replacment safety sign	One off	FPO	1113.63	0%	-	1,113.63	Outside Works
15-Dec	NEWSQUEST	Staff ajob advert- Gardener	One off	FPO	960.00	20%	160.00	800.00	Staffing
15-Dec	FOREST AND TREE CARE	Cemetery tree	One off	FPO	912.00	20%	152.00	760.00	Outside Works
15-Dec	SYMONDS & SAMPSON	Valuation of amusement arcade.	One off	FPO	900.00	20%	150.00	750.00	Office Expenses
15-Dec	METRIC	Change to tariff charge	Annually	FPO	752.40	20%	125.40	627.00	Outside Works
15-Dec	TRAVIS PERKINS	External supplies	One off	FPO	625.98	20%	104.33	521.65	Outside Works
15-Dec	SOUTH WESTERN COACH	Vehicle maintenance	One off	FPO	624.00	20%	104.00	520.00	Outside Works
15-Dec	WESTCRETE	Beach pebbles- Coronation tree	One off	FPO	589.43	20%	98.24	491.19	Projects
15-Dec	JADE SECURITY	Cash collections	Monthly	FPO	575.26	20%	95.88	479.38	Outside Works
15-Dec	ADVANTAGE DIGITAL PRINT	Newsletter leaflets	Quarterly	FPO	402.00	20%	67.00	335.00	Office Expenses
15-Dec	SCREWFIX	External supplies	One off	FPO	395.86	20%	65.98	329.88	Outside Works
15-Dec	AXE SKIP HIRE	Skip hire	One off	FPO	354.00	20%	59.00	295.00	Outside Works
15-Dec	CARBON LITERACY	VAT payment	One off	FPO	300.00	0%	-	300.00	Projects
15-Dec	G & A COMMERCIALS	Vehicle maintenance	One off	FPO	252.00	20%	42.00	210.00	Outside Works
15-Dec	FOOTEPRINTS	Bid workshop	One off	FPO	250.00	20%	41.67	208.33	Office Expenses
15-Dec	CLARITY COPIERS	Printer usage	Monthly	FPO	231.00	20%	38.50	192.50	Office Expenses
15-Dec	K LOVETT	Bursary	One off	FPO	189.00	0%	-	189.00	Projects
15-Dec	SCUTUM	Smoke detector replacements	One off	FPO	186.86	20%	31.14	155.72	Outside Works
15-Dec	DAVID TUCKER	Bid writing workshop	One off	FPO	170.00	0%	-	170.00	Office Expenses
15-Dec	ARTHUR FORDHAMS	External supplies	One off	FPO	144.49	20%	24.08	120.41	Outside Works
15-Dec	STAFF	Travel expenses	One off	FPO	101.70	0%	-	101.70	Staffing
15-Dec	IEP	Pest control	Monthly	FPO	95.00	0%	-	95.00	Outside Works
15-Dec	ECOM6	Transaction fees	Monthly	FPO	86.36	20%	14.39	71.97	Outside Works
15-Dec	STAFF	Travel expenses	One off	FPO	80.20	0%	-	80.20	Staffing
15-Dec	EUROFFICE	Statioary order	One off	FPO	79.15	20%	13.19	65.96	Office Expenses
15-Dec	AXMINSTER GARDEN M	Machinary maintenance	One off	FPO	67.80	20%	11.30	56.50	Outside Works
15-Dec	COASTLINE CREATIVE	Discovery lyme regis annual domain	Annually	FPO	60.00	20%	10.00	50.00	Office Expenses
15-Dec	SIX PAYMENT	Transaction fees	Monthly	FPO	58.71	0%	-	58.71	Outside Works
15-Dec	SOUTH WEST WATER	Water charges- Harbour master store	Quarterly	FPO	47.26	0%	-	47.26	Utilities
15-Dec	SW HYGIENE	Yellow bag service	Monthly	FPO	47.23	20%	7.87	39.36	Outside Works
15-Dec	NPOWER	Electricity charges- Harbourmaster store	Monthly	FPO	44.47	5%	2.12	42.35	Utilities
15-Dec	A.S SECURITY ALARM	Cemetry programme codes	One off	FPO	42.00	20%	7.00	35.00	Outside Works
15-Dec	J KING	Christmas tree	Annually	FPO	35.00	0%	-	35.00	Office Expenses

Committee: Strategy and Finance

Date: 24 January 2024

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 December 2023 and instruct officers on any measures they wish to introduce to increase investment return

Background

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

Report

3. The council's cash holding at 31 December 2023 was c.£2.261m, **appendix 18A.**
4. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
5. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model, the finance department has been successful in debt collection and to date, minimal expenditure has been released for three major 2023-24 projects.
6. Following on from the resolution at Full council on 13 December 2023 to invest £300,000 with NatWest in a three-month fix, funds have been successfully deposited with NatWest as of 12 January 2024 with an interest rate of 4.04%.
7. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Naomi Cleal
Finance manager
January 2024

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Dec-23</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.15%		101,080	Instant
NatWest Special Interest Bearing Account 1%		479	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		11,000	Instant
Lloyds - Liquidity Manager (0.7%)		1,447,096	Instant
Wilkinson Legacy 0.6%		538	One month
Charity Bank - 3.56%		100,000	29/06/2024
TOTAL		<u>2,261,193</u>	