



**John Wright**  
Town Clerk

**Lyme Regis Town Council**

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**Strategy and Finance Committee**

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 6 March 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
01.03.24

*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 24 January 2024

### **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 24 January 2024**

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**

To update members on issues previously reported to this committee

### **8. Strategy and Finance Objectives**

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

### **9. Governance Arrangements**

To allow members to consider changes to the council's committee structure, membership and minutes

### **10. Further Land Movement at Ware Cliff**

To inform members about further land movement at Ware Cliff, the emergency works undertaken to protect properties, to obtain approval for the unbudgeted cost of those works, estimated at £20,000 + VAT and to approve the appointment of Lewis Brown Ltd for the future monitoring of ground markers in this area after the announced withdrawal of the current contractor from this work in autumn 2024

**11. Replacement Mini-Golf Building**

To inform members of options for the replacement of the 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*

**12. Jubilee Pavilion**

To allow members to agree the principles of an agreement for the future use and management of the Jubilee Pavilion

To allow members to agree £3,000 of unbudgeted expenditure from the 2023-24 budget for costs to reinstate the Jubilee Pavilion as a welcome point

**13. Budget Performance, 1 April – January 2024**

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

**14. CCTV Project**

To inform members about progress and spend against the 2023-24 CCTV budget allocation, to quantify a project overspend of up to £29,000, and to allow members to consider the renewal of nine seafront CCTV cameras and their connection to Dorset Council's control centre from the 2024-25 budget

**15. Priority Two Objectives and Projects**

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

**16. Church Cliff Beach Bathing Water Designation**

To allow the council to respond to an application to designate Church Cliff Beach as bathing water

**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. Accreted Land and Trailer Park at Monmouth**

To inform members about the received consent from Natural England for the 'harbour use' of the town council-owned accreted land at Monmouth Beach and to agree the lease terms and rent for the use of both that land and the adjoining 'trailer park'.

*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. 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 11 - Replacement Mini-Golf Building**
- b) Agenda item 19 – Accreted Land and Trailer Park at Monmouth**
- c) Agenda item 20 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 JANUARY 2024

**Present**

**Chairman:** Cllr P. May

**Councillors:** Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, Cllr P. Evans, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

**Officers:** N. Cleal (finance manager), M. Green (deputy town clerk) A. Mullins (support services manager), P. Williams (acting operations manager), J. Wright (town clerk)

**23/64/SF Public Forum**

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

**23/65/SF Apologies for Absence**

Cllr S. Cockerell – holiday  
Cllr M. Ellis – charity commitment  
Cllr C. Reynolds – illness

**23/66/SF Minutes**

Proposed by D. Sarson and seconded by Cllr D. Ruffle, the minutes of the meeting held on 29 November 2023 were **ADOPTED**.

**23/67/SF Disclosable Pecuniary Interests**

There were none.

**23/68/SF Dispensations**

There were none.

**23/69/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 November 2023**

**Sand harvesting and beach replenishment**

Cllr B. Bawden said the dates for the work had been confirmed as 9 to 14 March 2024, which was after the winter storms but before the Easter holidays.

**23/70/SF Update Report**

There were no updates.

**23/71/SF Strategy and Finance Objectives**

Cllr C. Aldridge asked when members would consider a report on the council offices as it was not included on this agenda.

The town clerk said it was intended to include a report on this agenda but officers had been waiting to meet with Lyme Regis Museum about space at St Michael's Business Centre, so the report had been deferred to the Full Council meeting on 7 February 2024.

Cllr B. Larcombe asked what the link was between GDPR and the digital office project and why it was taking so long to comply with GDPR.

The town clerk said a lot of work had been done in digitising transactions but there was still a backlog of paper documentation to be digitised which required senior management input. However, this was not a priority, although the council conformed to the minimum standards. He said it would be progressed when staff moved out of the council offices.

**23/72/SF Internal Audit Report, Visit One 2023-24**

In response to a member question, the finance manager said the salary underpayment was due to a formula error but this had been picked up and rectified.

Proposed by Cllr G. Stammers and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report and approve the management responses.

Cllr P. May suggested if members had questions about the report, they raised them with officers before the meeting so they could come prepared with an answer.

**23/73/SF Grant Requests**

Cllr B. Larcombe said given the council had an annual, well publicised round of grants, he found it hard to understand why organisations made funding requests outside of this process, unless it was a very desperate situation.

Cllr B. Bawden said where organisations were trying to secure external funding, it was an advantage to show match funding from the town council, but they didn't know when those funding opportunities would come up and they might not fit into the council's annual grants' timetable.

Cllr D. Ruffle said the council always had an option to say no to any request.

Cllr C. Aldridge said the current system was too inflexible and organisations should be allowed to make requests at any time, with perhaps some money ring-fenced to meet requests.

Cllr R. Smith felt having time constraints or a policy not to accept requests outside of the timetable may mean the council loses opportunities to fund things that were of benefit to the community. He said he trusted councillors to make the right decisions, this committee and the Full Council had the opportunity to consider applications and the principles of term grant funding could be held against applications.

The town clerk said there used to be a medium grant of up to £5,000 but organisations aimed their applications at this amount because they knew the council had the budget. Similarly, if the council held a reserve for ad-hoc grant requests, organisations would aim for that pot because they would know it was available. He said organisations had a right to ask for requests to go on council agendas and although the council could instruct him to reject all funding requests, he would expect members' support for this policy. Alternatively, members could consider each request on its merits and with reference to the council's current financial performance, although he stressed funding should not come from the reserve.

Cllr B. Larcombe said the council needed to limit the amount of money it gave away to local organisations because it was public money and asked if there would be a cap on the amounts awarded.

The town clerk suggested members could consider grant requests, regardless of when they were made, as part of its own budget process so they would sit alongside the council's own priorities for the next year. However, he acknowledged there would still be emergency requests that would need to be considered in-year.

Cllr C. Aldridge said as some members felt there was a very hard line in terms of when grants should be considered, it would be helpful if the council could accept some flexibility within the rules to deal with one-off requests.

Cllr P. May said most members seemed to support the status quo but if possible, requests should be considered as part of the budget-setting process so the council could decide if it could afford them. He said members recognised there was a grants' cycle and this should be observed where possible, but there may be exceptions.

**23/74/SF**

#### **Local Council Elections 2024**

Cllr B. Bawden asked how many members had signed the code of conduct.

The town clerk said every member had signed the code of conduct but there was also a voluntary code, which only some members had signed. However, he didn't think this was relevant to the election.

It was agreed individual members would be notified if they had signed the voluntary code but it wouldn't be shared more widely.

Cllr B. Larcombe asked if candidates still had to submit a hard copy of their nomination papers.

Cllr B. Bawden said nomination papers still had to be delivered by hand, either by the candidate or someone else on their behalf.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to note the details of the local council elections on 2 May 2024 and the role of the town council in the process, and approve the amendment of the date of the annual meeting of the council from Wednesday 8 May 2024 to Wednesday 15 May 2024.

#### **23/75/SF Standing for Office**

Cllr B. Larcombe asked why it had been discovered now members could stand for office when not present at a meeting when there had been times in the past nominations had not been taken for this reason.

The town clerk said it had been the accepted way of doing things, which he adopted when he came into the post and no one had challenged this position. He said it was only when he was questioned by a member that he researched the issue and found an alternative position.

#### **23/76/SF A National Park for Dorset**

Cllr B. Larcombe said many of the issues that concerned the council in the past were still there, although the proposed area for the park had changed. He said the Dorset Association of Parish and Town Councils (DAPTC) had a role to play in giving a collective response on behalf of individual parishes and he intended to bring this up at DAPTC's next western group meeting.

It was proposed by Cllr R. Doney that the town council establishes the extent of the current proposal for a national park; formally establishes Dorset Council's policy position on a national park; the council's DAPTC members formally raises the issue and requests that DAPTC co-ordinates the development of policy position; the town clerk raises the issue at the Dorset Society of Local Council Town Clerks' meeting; considers setting up a public meeting to gauge support within the community when proposals for a National Park for Dorset firm up; and reaffirms its opposition to a national park with the Dorset and East Devon National Park team.

The deputy town clerk said the National Park Team's latest newsletter also suggested a maritime component to the proposal and he suggested this was raised at the next Harbour Consultative Group meeting so the members were aware this could affect them.

Cllr P. May felt the council should be more open to receiving further information to help form a view and he suggested this was pursued through the DAPTC.

Cllr B. Bawden agreed it would be helpful to hear arguments on both sides before forming an opinion.

The town clerk said the National Park Team moved very quickly so it was important the council was on the front foot and didn't get overtaken by events. He said in the past, silence was considered to be consent.

Cllr P. May asked Cllr R. Doney if he would consider amending his proposal so the council does not reaffirm its opposition, but instead asks for further information before stating its position.

Cllr R. Doney said he wasn't sure what other information members wanted. He felt the council should reaffirm its position of opposition but make it clear it was prepared to be convinced otherwise.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council establishes the extent of the current proposal for a national park; formally establishes Dorset Council's policy position on a national park; the council's DAPTC members formally raises the issue and requests that DAPTC co-ordinates the development of policy position; the town clerk raises the issue at the Dorset Society of Local Council Town Clerks' meeting; considers setting up a public meeting to gauge support within the community when proposals for a National Park for Dorset firm up; and reaffirms its opposition to a national park with the Dorset and East Devon National Park team.

**23/77/SF**

### **Parish Online**

Members asked the deputy town clerk for his views of Parish Online as he had used it previously.

The deputy town clerk said it worked well but its usefulness depended on the user and how many users there were as it was a good resource if it was used widely. He said the council had a subscription to Ordnance Survey, which allowed maps to be printed, but Parish Online would allow far more. He said the biggest limitation would be that the council's printers couldn't print larger than A3.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to take out an annual subscription of Parish Online.

**23/78/SF**

### **Land Movement at Ware Cliff**

The deputy town clerk confirmed a retrospective application for consent to Natural England for the emergency works would be required.

Members agreed officers had made the right decision in carrying out emergency works to minimise the risk to property and thanked the deputy town clerk and acting operations manager for dealing with the situation so quickly.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the recent land movement at Ware Cliff and the emergency works undertaken to protect properties; to approve the

unbudgeted expenditure of £2,400 + VAT incurred in undertaking the emergency works; and to 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.

#### **23/79/SF Achievements**

The town clerk said the appendices detailed almost £3 million investment in the town, in addition to what the council did on a daily basis. He said a summary would be produced and included in the next residents' newsletter. He hoped members agreed it was an impressive list of achievements, made even more difficult to achieve due to Covid-19, and he felt members should be proud of this.

Cllr P. Evans said the council celebrated its 50<sup>th</sup> anniversary this year and this investment was a tremendous achievement, which he hoped would be publicised to the town. He thanked the staff for the part they had played in delivering the achievements.

Members echoed Cllr P. Evans' thanks to staff and asked that this was passed back to them.

Cllr B. Larcombe said although Covid-19 was a challenge, the council still spent £1.9 million during this time and he felt it used the crisis as a way of improving ways of working and making positive changes.

#### **23/80/SF List of Payments**

Cllr B. Larcombe noted the payment for public toilets at Woodmead Halls was listed as a grant but given the earlier discussions about grants, he suggested it should be re-categorised.

The finance manager confirmed it was a service level agreement and it was only listed as a grant in the accounting system.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in November & December 2023 for the sums of £296,953.94 and £129,612.27, respectively.

#### **23/81/SF Investments and Cash Holdings**

Members noted the report.

#### **23/82/SF Replacement Mini-Golf Building**

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, 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.

**23/83/SF Park and Ride 2024**

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, 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.

**23/84/SF Debtors**

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, 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.

**23/85/SF Exempt Business**

**a) Replacement Mini-Golf Building**

Cllr B. Bawden said she still felt the replacement of the mini-golf building was a good idea and she would feel uncomfortable with minor repairs. She felt she needed to better understand where this fitted in, in terms of storage and rest facilities as there was also the potential for the Langmoor Room to be used and whether the cadet hut would still need to be used.

The town clerk said the replacement of the mini-golf building was being driven by the local placement of staff. He said the cadet hut was currently being used for storage.

Cllr B. Larcombe was concerned about the cost and suggested an off-the-shelf solution for the mini golf function and for the Langmoor Room to be used for rest facilities. He said the room was in the right location, it had all the facilities staff needed and the broken lift wasn't an issue for them.

Cllr R. Smith said although the quotes were significantly over budget, he asked how long the life of the building was expected to be because proper investment on a well-built building spread over time made sense. He asked if there was provision for solar panels and other environmental details on the building.

The deputy town clerk said the design did include photovoltaic panels and the building would be expected to last for a minimum of 25 years.

Cllr G. Stammers felt the council should be investing in its staff and this would be the ideal location for a purpose-built building.

The deputy town clerk said although he could negotiate with the lowest tenderer, it would not reduce the cost significantly, if the council wanted to retain the existing size and design.

As any overspend was unbudgeted, Cllr R. Doney asked if this would affect other planned projects or whether the overspend would come from reserves.

The town clerk said the council had agreed to review the priority two objectives on 6 March 2024 when the year-end financial position would be better known and said there was scope to defer a decision on the mini-golf building until then. He said if members decided to proceed with the mini-golf building, they could choose to delete some of the priority two objectives to allow for this.

The deputy town clerk confirmed the quotes were sufficiently long enough to allow a deferral until that date; provided members made a decision at the meeting on 6 March 2024, the prices quoted would remain the same.

Cllr P. May suggested officers could look in the meantime at whether an off-the-shelf design could be suitable.

It was proposed by Cllr B. Larcombe that officers examine the downscaling of the amenities hut to be the unit for mini golf and to accommodate staff at the Langmoor Room, with any necessary adjustments made for its use.

This motion was not seconded.

Proposed by Cllr D. Ruffle and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to defer a decision on the replacement mini-golf building until 6 March 2024 and explore options for a similar scale building in the meantime.

**b) Park and Ride 2024**

Cllr R. Doney said the council should choose the service that would minimise the loss to the council, which would be a two-bus service provided by First.

Cllr B. Larcombe said although it was a nice idea to extend the service to Charmouth, he didn't feel it would get a lot of use and the impact on the timings of the buses and the potential financial loss was beginning to feel disproportionate.

Cllr R. Smith said although Stagecoach would use environmentally-friendly buses, they would still be doing longer trips from the depot in Exeter so it cancelled out this benefit.

The deputy town clerk confirmed the passenger numbers from Charmouth were not enough to cover the extra bus so it would increase the shortfall. However, the service had been well received by Charmouth in the past, including the holiday parks.

Cllr B. Bawden said traffic greenhouse gas emissions needed to be reduced and getting people out of cars was one of the main ways to do this. Therefore, if the council could encourage better public transport links between communities and get funding from holiday parks in Charmouth, she felt it was worth considering a third bus.

The deputy town clerk said although Charmouth Parish Council had given a contribution to the service in the one year it ran to the village, none of the holiday parks were willing to make a financial contribution.

Cllr G. Stammers said the public bus ran between Lyme Regis and Charmouth anyway and people could take advantage of the current £2 fare.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint First to operate the 2024 park and ride service for Lyme Regis, with a service comprising two buses serving solely Lyme Regis, and to approve the ticket pricing arrangements as follows:

- Adult single - £2.00
- Adult return - £3.50
- Child single - £1.50
- Child return - £2.50
- Group return (up to four people, not more than two adults) - £10.00
- Group return (up to five people, not more than three adults) - £12.00
- Concessionary passes NOT accepted

**c) Debtors**

Cllr B. Larcombe asked for an update on the debt related to the Monmouth Beach garage.

The town clerk said the garage still needed to be cleared but a relative of the deceased owner had contacted the council and this was being followed up. He said ideally a member of the family would authorise the clearing of the garage to minimise the risk to the council.

*The meeting closed at 9.31pm.*

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 January 2024

### **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**

#### **23/69/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 November 2023**

##### **Sand harvesting and beach replenishment**

Dorset Council has confirmed dredging at Lyme Regis must be completed by 5 March 2024. They will then move back to West Bay where dredging will re-start and be completed by 28 March 2024.

At Lyme Regis, the beach will be closed on 6 March 2024, when the dredging operation is completed, and the construction plant will be mobilised to complete the process of collecting sand and putting it back onto Front Beach. This work is set to coincide with spring low tides. The beach will be opened again on 19 March 2024.

##### **23/71/SF – Strategy and Finance Objectives**

A report on office accommodation was considered by the Full Council on 7 February 2024.

Since that time, good progress has been made with the potential move to St Michael's Business Centre and a further update or report will be taken to the meeting of Full Council on 13 March 2024.

Progress has also been made with procuring an independent expert to advise the council on a marketing and disposal strategy for the existing office site. This will also be covered in more detail in the update or report to Full Council.

### **23/74/SF – Local Council Elections 2024**

Emails will be sent to members w/c 4 March 2024 to confirm if they have signed the voluntary code of conduct.

Three information sessions have been held by officers at the Guildhall for prospective new members. Six people have attended these sessions. Two more evening sessions are planned for Thursday 7 March and Tuesday 12 March 2024.

Thank you to the members who have provided the office with video clips about what is involved in being a councillor and encouraging others to stand. These will be used on the council's social media channels from w/c 4 March 2024, before the pre-election period.

An article on the election has been published in the council newsletter, which was delivered w/c 26 February. The article encourages prospective candidates to stand, residents to vote, and outlines changes to the election process from this year.

### **23/77/SF – Parish Online**

An annual subscription to this service has been take out at a cost of £200.

### **23/83/SF – Park and Ride 2024**

The operator, First, has been formally appointed and they have applied for the registration of the route and timetable with the Traffic Commissioners. The usual AA signage has been agreed and procured and will be put up immediately prior to the opening of the site.

Everything is in place with the landowner and the service should be ready to operate with effect from Easter as previously agreed.

However, there are two potential issues.

Firstly, the land is exceptionally wet after so much rain in the period since mid-December and may not be in a state to permit the opening of the site at Easter unless there is prolonged dry weather between now and then. The decision to open the site or not rests with the landowner and he will make a judgement based on his experience of the land. The crucial thing is not to cause long-term damage to the land for short-term benefit. Council officers will continue to liaise with the landowner and the decision may have to be taken at short notice.

Secondly, the resubmitted planning application for improved facilities at the site appears not to be supported by the planning officer and may be recommended for refusal. This is extremely disappointing given the attempts made by the landowner/applicant to accommodate the planning officer's concerns, which seem to centre primarily around the size and location of the proposed on-site building.

The deputy town clerk will write to Dorset Council in an attempt to help further make the case for the proposed on-site improvements, and the landowner is pressing for the application to be taken to committee rather than be determined under delegated authority. The ward member has also been trying to assist. It would appear that the matter may be considered by committee on 18 April, in

which case, every attempt will be made to attend and make strong representations in support of the application.

There is a risk that any refusal of the application may jeopardise the council's desire to enter into a longer-term arrangement with the landowner. Hopefully, this can be avoided, and a permission achieved.

Separately, correspondence has been entered into with Dorset Council about their potential willingness to help deliver a more strategic service covering Charmouth and about how they could assist with the necessary order-making process if a change were to be made to 'pay to park'.

First have also indicated their willingness to consider diverting X51/53 into the park and ride site to allow an on-site interchange. This cannot happen in 2024 and will require either the implementation of the planned new access and egress arrangements or a change of bus type for X51/53 to vehicles with variable floor height facility.

John Wright  
Town clerk  
January 2024

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Second Homes and Empty Properties Council Tax Premium**

Members last considered this matter on 1 February 2023 when it was agreed:

*‘to advise Dorset Council that the town council would like the opportunity to properly comment on the consideration of council tax premiums on second homes and empty properties, but more information was required about the definition of second homes, how it would benefit Lyme Regis and whether the money raised would come back to the locality, but to support the empty homes policy.’*

The matter was subsequently delayed when the government failed to enact the necessary legislation on the anticipated timescale.

However, the legislation was subsequently enacted and received Royal Assent in October 2023. Dorset Council has now agreed its position on the matter. In a recent press release it was stated:

*‘Dorset Councillors have approved proposals for a council tax premium on second homes and an amendment to agree an earlier commencement date for the existing Long Term Empty Homes premium, under the new flexibilities for councils provided in the Levelling Up and Regeneration Bill, which received Royal Assent in October 2023.*

*For those properties classified as Long-Term Empty and Unoccupied a 100% premium will, from 1 April 2024, be applied after one year rather than the existing 2 years.*

*The introduction of the 100% council tax premium on second homes will come into effect on 1 April 2025, making a total council tax charge of 200%. Unlike empty dwellings, there is no requirement for a property to have been used as a second home for a fixed period of time before the premium can apply so it becomes chargeable from day one that a property is considered a second home (or dwelling periodically occupied).*

*Where exceptions are provided for in law and once final regulations have been provided, Dorset Council will adopt and apply such exceptions. The council website will be updated as soon as this information is available.*

*Cllr Jill Haynes, Dorset Council Portfolio Holder for Corporate Development and Transformation said:*

*“The proposal to introduce council tax premiums on second homes and empty properties has been discussed in Dorset for several years.*

*“Now that the government’s Levelling Up and Regeneration Bill has been passed and received Royal Assent, we will implement the changes and additional premiums in 2024 and 2025.*

*“These new powers will provide much needed additional funds to help the council continue our track record of protecting vital frontline services on which Dorset residents rely.”*

*A motion was put forward by Cllr Nick Ireland, Leader of the Liberal Democrat group, which proposed 40% of the additional income should be used to support the provision of affordable housing in Dorset. Council agreed to this motion and it was approved.’*

The exceptions referred to in the press release remain unclear at the present time. For this reason, it is not clear whether properties like the chalets at Monmouth Beach will be subject to the premium. Clarity is being sought and members will be updated when that information is available.

There is also no clarity at this stage about how and where the ‘40% to support the provision of affordable housing’ will be invested. Again, a further update will be provided when that information is available.

Mark Green  
Deputy town clerk  
February 2024

**Committee:** Strategy and Finance

**Date:** 6 March 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 13 March 2024.

John Wright  
Town clerk  
February 2024

APPENDIX 8A

Objective	Budget £K	Completion date	Lead officer	Comments
Determine the future use of the Jubilee Pavilion		<p>Apr '23</p> <p>August '23</p> <p>January 2024</p>	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> <p>Alan Vian intends to take over use of the pavilion on 30 March 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</p>

				<p>(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. There is a more comprehensive update about this application in</p>

				matters arising on this agenda
Comply with standing orders and financial regulations		Mar '24	JW	<p>Compliance is ongoing. Breaches will be reported to the Strategy and Finance Committee or Full Council.</p> <p>Two breaches of financial regulations reported to this committee on 12 July 2023.</p>
Retain the General Power of Competence		Mar '24	JW	The council confirmed at the Annual Meeting on 31 May 2023 it meets the criteria for the General Power of Competence.
Ensure the timely renewal of policies & procedures		Mar '24	AM	<p>The council considers the following policies and documents every year: standing orders, financial regulations, freedom of information and data compliance, complaints, press and media. Every year, the council is also required to ascertain compliance with the General Power of Competence, make appointments to committees, agree terms of reference and a scheme of delegation, review the system of internal control and risk, make appointments to external bodies, review subscriptions, and confirm insurance arrangements. These requirements are scheduled throughout the year for consideration by the Full Council or Strategy and Finance Committee. All other policies and procedures are considered by the relevant committee every three years.</p> <p>All policy reviews will be allocated to the relevant committee during 2023-24.</p>
Perform in accordance with the 2023-24 budget		Mar '24	JW	<p>The Strategy and Finance Committee considers budget performance, reserves, investments, and bad debts throughout the year. Unbudgeted expenditure will be reported through the committee structure and will be approved by council resolution.</p> <p>Budget performance reports considered by this committee on 12 July and 11 October 2023.</p>

				<b>Budget performance report elsewhere on this agenda.</b>
Implement a strategy for the management of & investment in the council's assets		Mar '24	MG	<p>There were no responses to the council's invitation to quote. Further attempts were made to attract quotes in June 2023.</p> <p>The intention is to complete the work in house utilising the capacity created by the agreed two-year temporary post to support the deputy town clerk with property, asset management and project work.</p> <p>The property and projects assistant has been appointed (starting in post on 9 October 2023) and will work with the deputy town clerk to develop an asset management plan.</p> <p><b>Property and projects assistant has developed an asset spreadsheet as part of the Local Government Transparency Code and this will help formulate the strategy. An 'asset team' has been put together led by the deputy town clerk and the team will meet on 6 March 2023 to discuss the completion of the plan. The intention is to produce a focussed plan which is primarily a 'working tool' and which identifies the council's assets using plan-based mapping, the frequency of their inspection, maintenance, any larger one-off investments required and the estimated timing and sums involved to inform the short and medium-term budget-setting processes.</b></p>
Determine the future use of the council's offices		Mar '23	MG	<p>A report was considered by the Strategy and Finance Committee on 22 March 2023 and its recommendation was approved by resolution of the Full Council on 5 April 2023, i.e., 'to regard the existing council office as the first option for the office accommodation and to cost the works, but if this option is out of the question, the council will consider St Michael's Business Centre.'</p>

			<p>It was resolved by the Full Council on 25 October 2023 'to take out a short-term lease of Unit 2 to safeguard its availability' and 'not to proceed with the project to refurbish the council office and to look for alternative office facilities, subject to a further report to the Full Council meeting on 25 October 2023'.</p> <p>It was further resolved to 'endorse the recommendation from the Strategy and Finance Committee not to proceed with the project to refurbish the council office and to look for alternative office facilities and 'to defer consideration of whether to include a sum of £50k in the 2024-25 budget for urgent repairs to the western wall of the Guildhall passageway and the roadside first floor window adjacent to the office building to the Strategy and Finance Committee meeting on 29 November 2023'.</p> <p>On 7 February, Full Council resolved 'to relocate the council's office facilities to alternative ground-floor accommodation at the St Michael's Business Centre, Lyme Regis, with a target date for relocation of autumn 2024, and to dispose of the council's existing office building and site, excluding car parking, on the most financially advantageous basis and with a target date for any sale of no later than spring 2025.</p> <p>Discussions are ongoing with Lyme Regis Development Trust and Lyme Regis Museum about the precise basis of the move to St Michael's Business Centre. Quotes are being sought from five commercial agents for proposals to assist with the marketing and disposal of the existing office. Further confidential report to Full Council on 13</p>
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				March and general update in matters arising on this agenda.
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, linked to the asset plan(see above), probably using the newly purchased 'Parish Online' mapping facility.</p>

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Governance Arrangements

### **Purpose of the Report**

To allow members to consider changes to the council's committee structure, membership and minutes

### **Recommendation**

Members consider suspending standing orders and consider changes to the:

- council's committee structure
- the council's committee membership
- the format of the council's minutes

### **Background**

1. The chairman of this committee has consulted members and has informed the town clerk a majority of councillors want to consider the council's committee structure, membership and minutes, at this meeting of the Strategy and Finance Committee.
2. Following discussions between the chairman of this committee and the town clerk, a paper to consider the creation of a council leader alongside the mayor has been withdrawn from this agenda.
3. The last major review of the council's governance arrangements was considered by the Strategy and Finance Committee on 25 September 2019. It considered whether alternative governance structures were appropriate, the remit of existing committees, delegation to committees and officers, the frequency and number of committees, the number of councillors on committees, the order of committee meetings before Full Council and the role of working groups.
4. The report to the Strategy and Finance Committee on 25 September 2019 was informed by the findings of a working group which had been commissioned by the Annual Meeting of the Council on 15 May 2019 to consider the issues detailed in paragraph 3. A copy of the report to the Strategy and Finance Committee which includes the summary findings of the working group is attached, **appendix 9A**.
5. The recommendations of the Strategy and Finance Committee on 25 September 2019 were approved by resolution of the Full Council on 9 October 2019 and are detailed below:

'that environmental matters are incorporated into each committee's remit and terms of reference are amended accordingly.'

‘that the Tourism, Community and Publicity Committee is the principal link with the One Planet Working Group.’

### **Committee structure**

6. Members are asked to consider the council’s committee structure, **appendix 9B**, and propose an alternative structure.
7. This could involve the merger or deletion of committees.
8. In making any decision, members should consider the balance of power within the council’s committee structure, i.e., too much power in the hands of one committee and power centred around one or two members could lead to poor decision making and exclude a significant number of councillors.
9. Also, the time taken to conduct business at a committee should be considered; if merging two committees means that transacting business will regularly take more than two hours, this is likely to detract from good decision making.
10. Any amendment to the committee structure will require changes to the council’s terms of reference, see **appendix 9C**. In the event this meeting cannot finalise changes to the terms of reference, they will be brought to this committee on 24 April 2024.

### **Committee membership**

11. There are no restrictions on the number of committees a member can sit on or on the number of members who can sit on any one committee. Some members have suggested that the size of committees should be restricted; academic research suggests the optimum number of people for effective decision making is seven. The council could also consider allowing members to sit on a maximum number of committees; possibly Strategy and Finance and two or three other committees.

### **Minutes**

12. The chairman of this committee and other members have suggested minutes are restricted to decisions, only; officers currently record some dialogue to allow a reasonable person to understand how a recommendation or resolution derives from a report.
13. If minutes are restricted to recommendations and resolutions, only, officers suggest this should be an absolute rule. If councillors are allowed to request for comments or text to be recorded in minutes, it will undermine the purpose of the initiative. It will also cause disruption to meetings, generate further debate and possibly a vote. Such requests could also be used tactically by members.

### **Considerations**

14. In an election year, the Full Council has considered committee structures, appointments, delegation and terms of reference at its annual meeting.

15. This report considers three governance issues but there are other governance issues which sit alongside them, e.g., governance arrangements beyond committee considerations, meeting frequency, the scheme of delegation, terms of reference, the role of working groups. Because of the inter-relationship between governance issues, in 2019 this administration set up a working group to look at these issues and report back to the council.
16. The council has approved a £20,000 development budget for the new administration to address purpose, culture, values and behaviour. The likelihood is that proposals emerging from this work will involve a review of structural governance arrangement.
17. Current members who are re-elected on 2 May 2024 should be prepared to explain to the newly elected members their rationale for the previous administration's decisions on this matter, i.e., why is this decision been made at the end of an administration and imposed on a new one? Also, because of the timing of this decision, members should be mindful that it may cause a rift between 'old' and 'new' members.
18. Rather than make recommendations to the Full Council on 13 March 2024, this committee could make recommendations for consideration by the new administration<sup>1</sup>.
19. Any decision made by this council cannot be overturned by a new administration within six months unless a rescission motion is signed by six members of the council to allow the issue to be reconsidered.
20. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

John Wright  
Town clerk  
February 2024

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<sup>1</sup> When governance was considered by the previous administration in May 2018, the Full Council resolved, 'to defer consideration of a new committee structure but to put together notes of what the current administration had learned, and suggestions for how the committee structure could be improved in the future, to be provided to the new administration in May 2019.

**Committee:** Strategy and Finance

**Date:** 25 September 2019

**Title:** Committee Structure

### **Purpose of Report**

To allow members to consider the findings of the working group meeting on 19 September 2019 which considered the council's committee structure

### **Recommendation**

Members consider the findings of the working group and recommend to the Full Council that the council's existing committee structure is retained, and the remit of the Strategy and Finance Committee is extended to include the environment

### **Background**

1. On 15 May 2019, the Full Council considered a report on Committee Structure – Delegation Arrangements, Terms of Reference, Appointments and Review.
2. The report referred to a council resolution on 16 May 2018:

‘to defer consideration on a new committee structure but to put together notes of what the current administration had learnt, and suggestions for how the committee structure could be improved in the future, to be provided to the new administration in May 2019.’
3. At the meeting on 15 May 2019, it was agreed the town clerk would facilitate a group of members with a view to bringing a report to the Full Council in October.
4. On 19 September 2019, Cllrs Larcombe, Bawden and Stammers met with the town clerk to consider the council's committee structure; previous reports on this matter were circulated to the group's members before the meeting.
5. The meeting considered: whether alternative governance structures were appropriate, the remit of existing committees, delegation to committees and officers, the frequency and number of committee meetings, the number of councillors on committees, the order of committee meetings before Full Council and the role of working groups.

### **Alternative governance structures**

6. The group considered alternative governance models in Frome and Sherborne. Frome Town Council has a Full Council supported by council and town committees, and advisory panels.
7. Sherborne Town Council has member portfolio leads who work closely with the town clerk on routine business. Decisions are reported to and made by monthly Full Council meetings.

8. Both councils have planning committees.
9. The group decided that the council's existing committee structure had a good fit with its business and didn't require amendment. The group noted that the council's committee structure was similar to the majority of town councils.

### **The remit of the existing committees**

10. The group felt there was one notable omission from the remit of the existing committee structure; the environment.
11. The group concluded the remit of the Strategy and Finance Committee should be extended to include the environment. The remit should include strategy, policy and financial decisions on environmental issues; the delivery of environmental objectives and projects should be the remit of the relevant committee. This approach is consistent with the management of other themes and activities.
12. The group concluded the Strategy and Finance Committee should be the council's principal link with Lyme Regis One Planet Working Group.
13. Otherwise, the group felt the council's main activities were covered by its committees.

### **Delegation to committees and officers**

14. The group felt the existing level of delegation to committees and officers was appropriate.
15. The group concluded when objectives and projects are allocated to committees, committees should be responsible for monitoring the budget allocated to those activities.

### **The frequency and number of committee meetings**

16. The group concluded the frequency and number of committee meetings were appropriate to the activities and decision-making of the council.

### **The number of councillors on committees**

17. The group considered whether each committee should have a fixed number of councillors. The group concluded the existing policy of allowing members to sit on committees of their choice should prevail.

### **The order of committee meetings before Full Council**

18. The group considered whether the order of committee meetings ahead of the Full Council was appropriate. The group concluded there was no merit in amending the schedule of meetings; all decisions must be approved by resolution of the Full Council.

### **The role of working groups**

19. The group concluded that working groups along with briefing sessions and training events were integral to the council's governance arrangements.

20. Any recommendations from this committee will be considered by the Full Council on 9 October 2019.

John Wright  
Town clerk  
September 2019

# Committee Structure

Full Council



## Terms of Reference and Scheme of Delegation

### 1. Full Council

- 1.1 The Full Council is the body that grants adoption, approval or variation of plans, strategies and policies recommended by the Council's committees. It is the most senior body of the council and, unless otherwise stated, all recommendations by Council committees must be adopted by resolution of the Full Council before they can be enacted.
- 1.2 The Full Council has a statutory role in approving the budget and setting the precept. It is also the body responsible for ensuring compliance with the council's statutory requirements.
- 1.3 The Full Council is the body that will annually appoint to the offices of the Mayor and Deputy Mayor. Full Council meetings will be chaired by the Mayor.
- 1.4 In an election year, the Full Council will receive councillors' declarations of acceptance of office.
- 1.5 In the ordinary year of election of the Council, the Full Council will fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 1.6 The remaining business shall be transacted by the Full Council and may be delegated to an appropriate committee during the course of the Council year in an order that is expedient:
  - 1.6.1 Confirmation of the accuracy of the minutes of the last meeting of the council;
  - 1.6.2 To receive and note minutes of and/or to determine by resolution recommendations made by committees;
  - 1.6.3 Review of delegation arrangements to committees, sub-committees, employees and other local authorities;
  - 1.6.4 Review of the terms of references for committees;
  - 1.6.5 Receipt of nominations to existing committees;
  - 1.6.6 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors).
  - 1.6.7 Review and adoption of appropriate standing orders and financial regulations;
  - 1.6.8 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - 1.6.9 Review of representation on or work with external bodies and arrangements for reporting back;
  - 1.6.10 In a year of elections, if a council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to

reaffirm eligibility;

- 1.6.11 Review of inventory of land and assets including buildings and office equipment;
  - 1.6.12 Review and confirmation of arrangements for insurance cover in respect of all insured risks;
  - 1.6.13 Review of the council's and/or employees' memberships of other bodies;
  - 1.6.14 Review of the system of internal control and risk:
  - 1.6.15 Establishing or reviewing the council's complaints' procedure;
  - 1.6.16 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the UK Data Protection Regulations, which came into force on 1 January 2021
  - 1.6.17 Establishing or reviewing the council's policy for dealing with the press/media;
  - 1.6.18 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead;
  - 1.6.19 To receive and note such communications as the person presiding may wish to lay before the council (Mayor's Announcements);
  - 1.6.20 To receive the internal and external auditors' reports
  - 1.6.21 To answer questions from councillors;
  - 1.6.22 To authorise the sealing of documents;
  - 1.6.23 To authorise the signing of orders for payment.
  - 1.6.24 To authorise the annual return
  - 1.6.25 Civic matters
  - 1.6.26 To consider member attendance at meetings
  - 1.6.27 The award of grants to local organisations
  - 1.6.28 To oversee the council's attainment of the gold standard of the Local Council Award Scheme
  - 1.6.29 To approve the list of payments
- 1.7 No business may be transacted at a meeting of the Full Council unless at least one third of the whole number of members of the council are present, i.e. five members.

## Terms of Reference

### 2. Committees – General

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

### **3. Strategy and Finance Committee**

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

3.1.1 Preparation and management of the council's budget and precept

3.1.2 Review of inventory of land and assets, including buildings and office equipment

3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital

3.1.4 Treasury management

3.1.5 The development and review of the corporate plan

3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee

3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee

3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.

3.1.9 Receive details of formal complaints made to the council

3.1.10 Compliance with legislation, regulation and best practice

3.1.11 Review the list of payments and debtors' reports

3.1.12 Carrying out functions on behalf of the Full Council, in particular the:

3.1.12.1 Review and adoption of standing orders and financial regulations

3.1.12.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks

3.1.12.3 Review of the system of internal control and risk management

3.1.12.4 Establishing or reviewing the council's complaints' procedure

3.1.12.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the Uk Data Protection Regulations, which came into force on 1 January 2021

3.1.12.6 To receive the internal auditor's reports

3.1.12.7 Performance management

## **4. Environment**

- 4.1 The purpose of the Environment Committee is to consider environmental issues and monitor progress against the council's strategic plan for achieving Net Zero carbon emissions by 2030, which includes:
  - 4.1.1 Researching and advising the council on environmental issues
  - 4.1.2 Consulting external bodies on environmental issues
  - 4.1.3 Make recommendations on the council's policy on environmental issues
  - 4.1.4 Identifying and monitor progress against environmental objectives
- 4.2 Up to six non-members can sit on the committee, with no more than two people from one organisation. Non-members do not have voting rights.
- 4.3 The following rules apply to the co-option of non-members:
  - 4.3.1 Each individual must be co-opted by majority vote of the committee. A CV for the nominated person must be made available to the committee to assist in the selection process.
  - 4.3.2 Each individual co-opted may sit on the committee for the remainder of the council year but must be co-opted again in each council year.
  - 4.3.3 Members may vote non-members off the committee at any time by majority vote.

## **5. Human Resources Committee**

- 5.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:
  - 5.1.1 To consider breaches of the council's code of conduct for members and, based on the report of Dorset Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
  - 5.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
  - 5.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
  - 5.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
  - 5.1.5 To consider and review human resources and health and safety policies and procedures
  - 5.1.6 To appoint the town clerk, deputy town clerk. operations manager, support services manager and finance manager
  - 5.1.7 To appraise the performance of the town clerk and set his/her annual objectives

- 5.1.8 To consider grievances and complaints against the town clerk
- 5.1.9 To consider appeals against grievance and disciplinary decisions made by officers
- 5.1.10 To annually consider the development of the council's workforce
- 5.1.11 To commission periodic surveys to assess employee satisfaction
- 5.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
- 5.1.13 To consider incidents of whistleblowing by employees
- 5.1.14 To monitor the learning and development of members and staff.

## **6. Town Management and Highways Committee**

- 6.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:
  - 6.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark
  - 6.1.2 Administration of land and property to include leases, licences and concessions
  - 6.1.3 Enforcement
  - 6.1.4 Trees and planting
  - 6.1.5 Street naming
  - 6.1.6 To develop proposals and liaise with the county and district councils on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

## **7. Tourism, Community and Publicity**

- 7.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:
  - 7.1.1 Tourism policies
  - 7.1.2 Economic and business initiatives
  - 7.1.3 Marketing and publicity
  - 7.1.4 Community engagement

7.1.5 Responding to consultations by external organisations

7.1.6 Managing the process of consulting the community and third sector groups on policy development

7.1.7 Twinning

7.1.8 Arts and heritage

7.1.9 Tourism services

7.1.10 Events' management

7.1.11 Promotion and publicity of the town

## **8. Planning**

8.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.

8.1.1 To make recommendations direct to Dorset Council on planning applications.

8.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to Dorset Council on the committee's behalf if a comment is required before the next meeting.

8.1.3 To comment on licensing applications received from Dorset Council for the sale of alcohol.

## **9. Scheme of Delegation - Town Clerk**

9.1 The town clerk is head of the council's paid service. All operational functions and day-to-day management of the council's business are delegated to the town clerk who takes ultimate responsibility for their execution.

9.2 The town clerk holds statutory positions as the council's proper officer, responsible financial officer, data control officer and freedom of information officer.

## **10. Proper Officer**

10.1 Legislation requires local authorities to appoint certain officers with statutory responsibilities.

10.2 In local councils, the proper officer is usually the clerk. The statutory responsibilities of the council's town clerk are detailed in standing orders and, for information, are replicated below.. The proper officer shall:

10.2.1 Sign and serve on councillors by delivery or post at their residences or email a summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting.

- 10.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- 10.2.3 Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.
- 10.2.4 Convene a meeting of Full Council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office.
- 10.2.5 Make available for inspection the minutes of meetings.
- 10.2.6 Receive and retain copies of byelaws made by other local authorities.
- 10.2.7 Receive and retain declarations of acceptance of office from councillors.
- 10.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 10.2.9 Keep proper records required before and after meetings.
- 10.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018 and the Uk Data Protection Regulations, which came into force on 1 January 2021, in accordance with and subject to the council's procedures relating to the same.
- 10.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 10.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- 10.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- 10.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- 10.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.
- 10.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- 10.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## **11. Responsible Financial Officer**

11.1 The Responsible Financial Officer (RFO) is a statutory office and is appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly:

11.1.1 The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the council its accounting records, and accounting control systems.

11.1.2 The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

11.1.3 The RFO shall be responsible for the production of financial management information as required by council.

11.2 The RFO may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000. The RFO shall report the action to the council as soon as practicable thereafter.

11.3 Payments under £25,000 should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, finance manager, operations manager and support services manager.

11.4 The authorisers named in paragraph 11.3 may also approve payments of up to £1,000 on a bank debit card.

11.5 In addition to executing his/her duties as the council's proper officer and responsible financial officer, it is important for the effective operation of the council that the town clerk takes personal responsibility for the Full Council, the Strategy and Finance Committee, and the Human Resources Committee and that he/she takes personal responsibility for:

11.5.1 good governance, internal and external audit, internal control, financial planning, human resource management, public relations and land & property transactions

11.5.2 ensuring that the town council operates in accordance with all legislation

11.5.3 that the council's approved policies are implemented

11.5.4 ensuring statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management and health and safety

11.5.5 ensuring all meetings of the town council are properly administered

11.5.6 ensuring members are properly advised on policy, strategy, procedure and performance

11.5.7 leading, managing and motivating the staff team.

- 11.6 The town clerk manages the council's functions in conjunction with his/her management team: the deputy town clerk, the operations manager, the support services manager and the finance manager. These functions include: budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad hoc projects.
- 11.7 The deputy town clerk, as the title indicates, has a formal deputising role in the town clerk's absence. The deputy town clerk is responsible for the council's Planning Committee. The deputy town clerk is responsible for assets and project management and planning matters.
- 11.8 The operations manager doesn't have a formal deputising role for the town clerk, but in the absence of the town clerk and deputy town clerk the operations manager is the member of staff who staff must defer to and seek guidance from. The operations manager is responsible for the council's Town Management and Highways Committee and the Environment Committee. The operations manager is responsible for the management of the council's external teams.
- 11.9 The support services manager is responsible for the council's Tourism, Community and Publicity Committee. The support services manager is responsible for committee administration, governance, human resources, public relations, communications and engagement, customer services, the front desk team, and tourism and promotion.
- 11.10 The finance manager supports the town clerk at the Strategy and Finance Committee. The finance manager is responsible for finance, budgeting, audit, procurement, insurance, performance management and ICT.
- 11.11 The allocation and delegation of functions between officers will be reviewed periodically.

## **12. Urgent matters**

- 12.1 Subject to consultation with either the Mayor, the Deputy Mayor, or the relevant committee chairman, the town clerk is authorised to act on behalf of the council on any matter where urgent action is needed to protect the interests of the council.
- 12.2 If the town clerk is unable to contact the Mayor, Deputy Mayor or relevant committee chairman, or is required to make an immediate decision, the town clerk is empowered to do so.
- 12.3 Any such action must be reported to the next meeting of the Full Council or the relevant committee.

### **13. Review**

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

**Implementation date:** 31 May 2023

**Review Date:** May 2024

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Further Land Movement at Ware Cliff

### **Purpose of Report**

To inform members about further land movement at Ware Cliff, the emergency works undertaken to protect properties, to obtain approval for the unbudgeted cost of those works, estimated at £20,000 + VAT and to approve the appointment of Lewis Brown Ltd for the future monitoring of ground markers in this area after the announced withdrawal of the current contractor from this work in autumn 2024

### **Recommendations**

- a) Members note the further land movement at Ware Cliff and the emergency works undertaken to protect properties
- b) Members approve the unbudgeted expenditure estimated at up to £20,000 + 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
- d) Members approve the appointment of Lewis Brown Ltd to carry out the future monitoring of ground markers at Monmouth Beach to commence on the planned withdrawal of the current contractor, West Country Land Surveys Ltd, in autumn 2024 and note the exception to standing orders in their appointment because of the specialist nature of the works and because they have already been through a competitive process in respect of similar works in the seafront gardens

### **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.
2. The site is the council's second largest source of income, generating about £350k p.a. at an average annual property rent of around £5k for a chalet or caravan. Taking reasonable steps to protect properties on site is, therefore, prudent from both a safety and a financial perspective.
3. At the last meeting of this committee on 24 January 2024, members noted land movement above 'top road' at Ware Cliff which, if left unattended to, had the potential to threaten the safety of several chalets.

4. Members retrospectively approved the appointment of Axminster Excavators Ltd at a cost of £2,400 + VAT to carry out emergency works to remove spoil and protect properties.

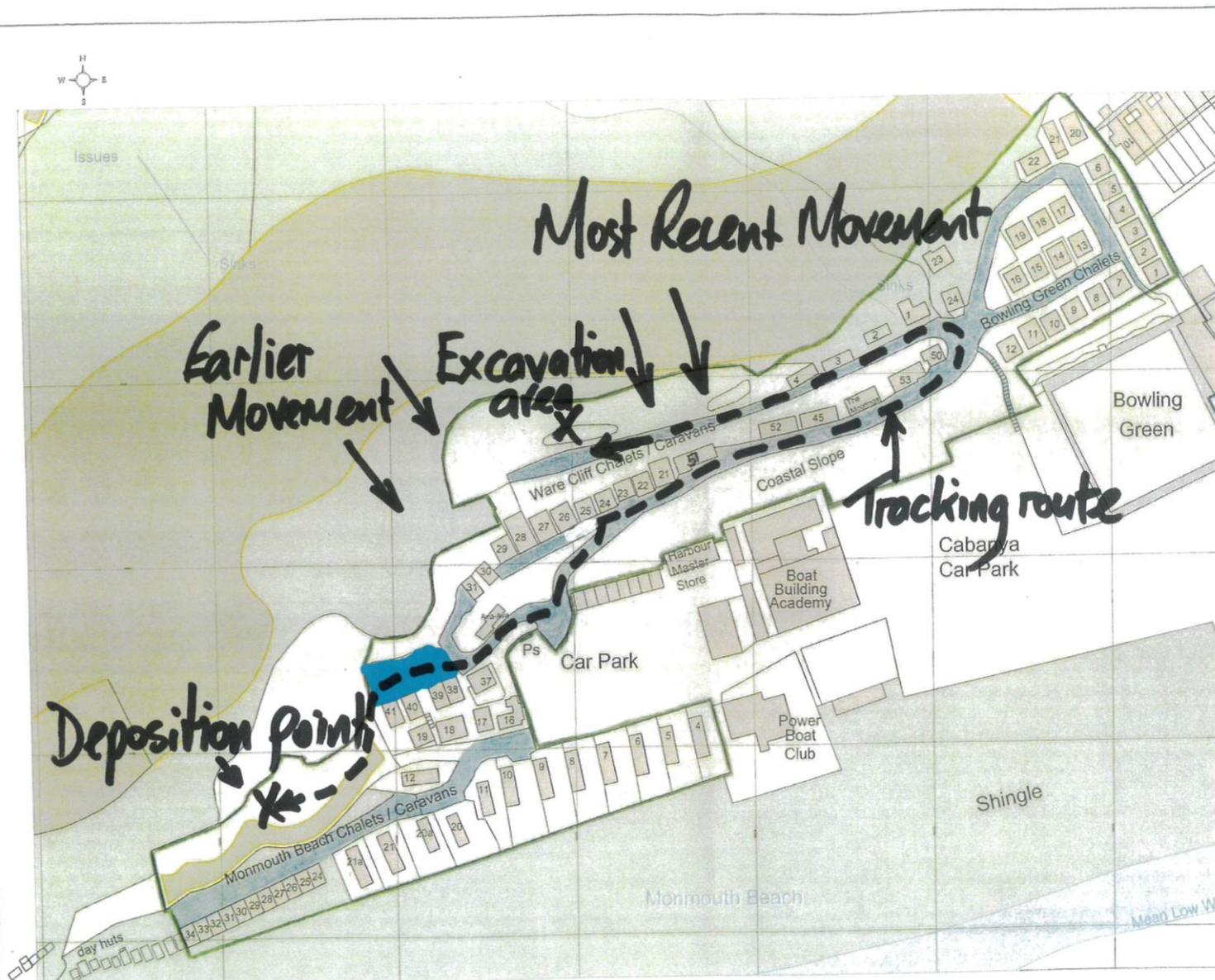
## Report

5. Since that work was carried out, further and more significant land movement has occurred to the slope above 'top road'. In addition, there has been some movement to the initial works undertaken by the contractor. The locations of the main 'slippage' is indicated on the plan attached as **appendix 10A**. This plan also shows the intended location of the two excavators, the route of the soil movement through the site and the intended location for its deposition.
6. This new movement is almost certainly related to the exceptional rainfall which has taken place and has been carefully and continuously monitored. The advice of Peter Chapman, geotechnical engineer, has been sought, and Natural England informed because the site is within the Site of Special Scientific Interest (SSSI).
7. The Residents' Association has also been informed of the latest land movement and advised about the need for the council to take further remedial action to safeguard properties.
8. Peter Chapman has agreed a plan of further action which involves removing slipped material from the area above 'top road' and depositing it within the site on top of an existing 'toe' at Western Beach created during the last major on-site works in 2011/12.
9. Axminster Excavators are available to carry out these works commencing on 29 February 2024 and working through until 5/6 March 2024, after which time they are committed to beach replenishment, as part of the 'harbour dredging' works.
10. The work involves the use of two large excavators and a 6-ton dump truck running between the excavation and deposition sites. Axminster Excavators have been instructed to carry out the works at an estimated cost of up to £20,000 + VAT and members are asked to retrospectively approve this unbudgeted expenditure and note the exception to standing orders in their appointment and use. Their appointment is based on their availability, the specialist nature of the works and their local knowledge and expertise.
11. Carrying out the above works on the timescale involved is important because, from 7 March onwards, the chalets and caravans may be occupied, and the logistics involved become MUCH more complicated.
12. If the need for further safety-related works arises, the timing and planning of those works will need to take into account the occupation and use of the site and address the resulting safety and practical implications. It may be that any further works will need to be delayed until the autumn, unless absolutely critical. The council may well need to consider and agree a longer-term strategy for land management in this area and a separate report will be brought back to members in due course.
13. Any required retrospective applications to Natural England will be reported to members in due course.
14. As reported to members on a regular basis, there are a large number of ground monitoring points at Monmouth Beach which have been inspected and reported on by West Country Land

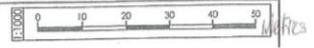
Surveys Ltd for many years. Peter Chapman then provides the council with an interpretation of the results, along with any recommended actions.

- 15 West Country Land Surveys have notified Peter Chapman that they intend to cease carrying out this work from 'autumn 2024'. The council, therefore, needs to appoint another contractor to carry out this work and the suggestion is that Lewis Brown Ltd be appointed. They are already retained to do similar works in the gardens and have already been through a competitive process in that regard. They are also used by Dorset Council to carry out monitoring elsewhere in the town on their behalf.
16. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Mark Green  
Deputy town clerk  
February 2024



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PLAN 1-Monmouth Beach Leases

Signed:

Tenant:

**APPENDIX A**

Witness:

The Common Seal of the LYME REGIS TOWN COUNCIL was hereunto affixed in the presence of the Mayor and a councillor:

Mayor:

Councillor:

 <b>PCRM CONSULTANCY</b> Civil, Structural & Geotechnical Engineers 1 Kings Square • Bridport • Dorset • DT6 3QE 01308 422933 • offices@pcrmconsultancy.co.uk		
SCALE 1:1000 at A3	DATE Feb 2019	DRAWN PC
DRAWING TITLE Site Layout		
<i>MONMOUTH BEACH</i>		
DRAWING No. 1210 / 19 / 1	REV.	

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Jubilee Pavilion

**Purpose of Report**

To allow members to agree the principles of an agreement for the future use and management of the Jubilee Pavilion

To allow members to agree £3,000 of unbudgeted expenditure from the 2023-24 budget for costs to reinstate the Jubilee Pavilion as a welcome point

**Recommendation**

- a) Members agree the principles of an agreement as set out in paragraph 9 for the future use and management of the Jubilee Pavilion
- b) Members agree £3,000 of unbudgeted expenditure from the 2023-24 budget to reinstate the Jubilee Pavilion as a welcome point

**Background**

- 1. A report was considered at the Full Council meeting on 17 May 2023 to allow members to determine the future use of the Jubilee Pavilion. It was agreed the pavilion would be used as a non-commercial, public facility.
- 2. In August 2023, the council invited expressions of interest for use of the Jubilee Pavilion, with a deadline of 6 September 2023.
- 3. Three expressions of interest were received and these were considered by the Strategy and Finance Committee on 11 October 2023. It was recommended, and subsequently resolved by Full Council on 25 October 2023 'to accept the proposal from Alan Vian to use the Jubilee Pavilion as a welcome point for visitors and for use by community groups for events'.
- 4. A meeting took place between the town clerk, support services manager and Alan Vian on 21 November 2023 to flesh out the proposal for a welcome point for visitors and use by community groups for events.
- 5. It was agreed a further report would be taken to the Tourism, Community and Publicity Committee with details of how the facility would be managed. A report was considered by that committee on 10 January 2024.
- 6. At that meeting, it was noted an agreement needed to be put in place between the council and Alan Vian regarding the future management of the pavilion, outlining principles such as tenure, insurance, use of the building, and review mechanisms. It was agreed officers would discuss this further with Alan Vian and take a report back to the Tourism, Community and Publicity Committee to agree the principles of any agreement.

7. It was intended to take that report to the Tourism, Community and Publicity Committee on 21 February 2024. However, further details were awaited from Alan Vian, specifically on costings to make improvements to the building. It was therefore reported to the committee that a report would instead be brought to this committee on 6 March 2024.

## Report

8. Alan Vian intends to start running the welcome point at the Jubilee Pavilion from 30 March 2024.
9. Members are asked to agree the following principles to form an agreement:
  - The agreement will be between Lyme Regis Town Council and the core team called 'Visitor Support'
  - Visitor Support will run a welcome point at the Jubilee Pavilion over weekends from Easter 2024
  - The agreement with Visitor Support will initially be in place until the end of October 2024
  - The council will review the arrangement with Visitor Support at the end of October 2024. Visitor Support will commit to providing a report on the use of the pavilion, including occupancy data and visitor numbers
  - The Jubilee Pavilion will be available for use by local organisations and events. Visitor Support will not charge organisations and events for use of the pavilion
  - The Jubilee Pavilion will be available to local groups and organisations for exhibitions. Visitor Support will approve all exhibitions before they are displayed
  - There will be no commercial use of the Jubilee Pavilion
  - Lyme Regis Town Council will not charge Visitor Support to use the Jubilee Pavilion.
  - Visitor Support will ensure public liability insurance is in place
  - All other users of the Jubilee Pavilion will be required to have their own insurance and Visitor Support will inspect insurance policies before use
  - Any use associated with food and drink will not be permitted
  - A cap on utilities will be imposed, based on assumptions about historical consumption.
10. Alan Vian has also asked if the council would be willing to fund some initial improvements to the building. Members indicated at the Tourism, Community and Publicity Committee meeting on 10 January 2024 that the council should be willing to fund reasonable costs to reinstate the pavilion as a welcome point.
11. Detailed costs have not been received but are likely to include the following:
  - Flutter flags
  - Video information screen
  - A programme to communicate information to the screen
  - Wi-fi
  - Sign holders
  - A kettle
  - Stationery

- Refreshments for volunteers

12. Officers would suggest allocating up to £3,000 for these improvements. This would need to come from the 2023-24 budget to allow the welcome point to open in time for Easter. Members are therefore asked to approve this unbudgeted expenditure from the 2023-24 budget.
13. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Adrienne Mullins  
Support services manager  
February 2024

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Budget Performance, 1 April – January 2024

**Purpose of Report**

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

**Recommendation**

Members note the report

**Report**

1. The budget from 1 April to 31 January 2024 is detailed below.
2. The council’s cash position at 31 March 2023 was c.£1.634k. The council’s finances are such that more income is received at the beginning of the financial year than at the end. Expenditure is more evenly spread throughout the year.
3. Within the column ‘Actual vs Budget’, the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).
4. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2023-24 budget-setting process:

<b>Expenditure</b>	Budget £	Forecast £
Replace car park machine	£5,000	£5,000 <sup>2</sup>
Replace chapel roof	£18,000	£18,000
Tractor	£40,000	£55,000 <sup>3</sup>
Harbourmaster store and the lodge	£100,000	£125,000 <sup>4</sup>
Cemetery tarmac	£15,000	£16,000
Gardens Woodland bridge	£5,000	£3,750
Garden handrails	£10,000	£10,000
Bell cliff steps and railings	£5,000	£0
Replace Langmoor door	£7,000	£7,000

<sup>2</sup> Replacement of machines have been put on hold until current issues with Flowbird have been resolved. If a machine is replaced it is likely to be deferred to 2024-25

<sup>3</sup> £20k of budget for the tractor was set aside for the deposit in 2022-23. However, all funds were spent in this financial year.

<sup>4</sup> The budget estimate for the harbourmaster store increased to £125k and as a consequence, a decision was made during the budget-setting process to defer repairs to the cemetery lodge to 2024-25.

Footpath repairs for the gardens	£100,000	£100,000
Improve CCTV	£38,000	£77,000 <sup>5</sup>
Seafront fascia	£10,000	£25,000 <sup>6</sup>
Church wall repairs	£30,000	£25,000 <sup>7</sup>
Sculpture trail	£6,000	£9,000 <sup>8</sup>
Strawberry field options appraisal	£10,000	£10,000
Coronation weekend	£20,000	£20,000
Enhance the wedding packages	£2,000	£2,000
Bursaries	£30,000	£30,000
Supporting repairs café	£15,000	£15,000
Gym equipment	£25,000	£25,000
Water refill stations	£300	£300
Multi-use games area	£150,000	£150,000
Monkey bars	£5,000	£5,000
Beach volleyball	£500	£600
Environmental agenda	£25,000	£35,543 <sup>9</sup>
Replacement amenity hut	£55,000	£70,000 <sup>10</sup>
Water ingress	£50,000	£35,000 <sup>11</sup>
Streetlight replacement	£20,000	£7,505 <sup>12</sup>
Support for young girls in science		£5,000 <sup>13</sup>
Priority 3 objectives 2023-24	£25,000	£0 <sup>14</sup>
<b>Total</b>	<b>£821,800</b>	<b>£886,698</b>

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

<b>Unbudgeted expenditure</b>	<b>£</b>
Supporting local grant applications	£3,000
Wall repair – Bowls Club	£538 <sup>15</sup>
Sponsorship of three buoys	£1,600 <sup>16</sup>
Harbour dredging	£15,000 <sup>17</sup>

<sup>5</sup> A separate report on the budget overspend is reported in this agenda.

<sup>6</sup> More areas of failed concrete than anticipated identified.

<sup>7</sup> For works to the area of collapse only. Money to be allocated for future works.

<sup>8</sup> The sculpture trail budget was increased by £3k to purchase and undertake repairs to sculpture and to cover the cost of the Parklife event. It was originally intended to pay for the coronation bench by bringing forward the 2024-25 sculpture trail budget; this has now been coded to the external works' budget.

<sup>9</sup> Resolved at Full Council on 5 April 2023 to carry over £10,543 of the 2022-23 environment budget to 2023-24.

<sup>10</sup> It was agreed during through the 2024-25 budget-setting process to increase this budget from £55k to £70k. Tenders received are significantly above the revised budget and there is a report on this elsewhere on the agenda.

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

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

<sup>13</sup> This project was approved in 2019-20 but due to Covid was not progressed. It has now been allocated to the Woodroffe School in conjunction with the two local primary schools.

<sup>14</sup> Priority 3 objectives for 2023-24 which were not approved in the 2023-24 budget process have been added to the 2024-25 objectives list for consideration.

<sup>15</sup> Resolved at Full Council on 31 May 2023 to make a 50% contribution towards the cost of repairs at The Bowls Club.

<sup>16</sup> Resolved at Full Council on 17 May 2023 to sponsor three race markers at £541.25 each excl VAT.

Landslip works, Jan 24	£2,400 <sup>18</sup>
SWIM repairs	£10,000 <sup>19</sup>
Summer fireworks	£2,500 <sup>20</sup>
Autumn fireworks	£2,500 <sup>21</sup>
Woodmead suction tanker	£1,626 <sup>22</sup>
Additional landslip works – Feb 24	£23,000 <sup>23</sup>
Visitor Centre start-up costs	£3,000 <sup>24</sup>
<b>Total unbudgeted expenditure</b>	<b>£64,800</b>

6. The year-end income forecast is £2,375,472 and the year-end expenditure forecast is £2,696,025, a forecast deficit of £320,553.
7. It was resolved by Full Council on 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24.
8. The closing cash position on 31 March 2023 was £1,634,954; the forecast year-end cash position at 31 March 2024 is £1,314,400.

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<sup>17</sup> Resolved at Full Council on 13 December 2023 to make a one-off contribution in 2023-24 towards the cost of sand harvesting and beach replenishing.

<sup>18</sup> Resolved at Full Council on 7 February 2024 to approve unbudgeted expenditure of £2.4k plus VAT for emergency works.

<sup>19</sup> Resolved at Full Council on 15 February 2022 to make a 25% financial contribution (max of £10k) towards drainage repairs works.

<sup>20</sup> Resolved at Full Council on 5 April 2023 to contribute up to £2.5k to the Regatta and Carnival Committee for the summer firework display.

<sup>21</sup> Resolved at Full Council on 25 October 23 to contribute £2,500 towards the cost of the November firework display.

<sup>22</sup> Early expenditure incurred as part of the Woodmead drainage project.

<sup>23</sup> A report on additional landslip expenditure is within this agenda.

<sup>24</sup> A separate report on these costs is elsewhere in this agenda.

	Actual to 31 January 23	Budget to Dec 23	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 24
<b>Income</b>						
Precept	132,779	132,779	0	0%	132,779	132,779
Car parks	1,088,306.37	812,256	276,050	34%	926,217	1,208,306
Chalets/day huts/caravans	451,096.94	401,862	49,235	12%	401,862	461,097
Concessions	10,550	9,100	1,450	16%	9,100	10,550
Alfresco seating	24,800	21,200	3,600	17%	21,200	24,800
Commercial rents	211,585	183,608	27,978	15%	244,810	232,209
Advertising	2,046	2,700	-654	(24%)	3,000	2,046
Amenity area	114,816	105,995	8,822	8%	114,000	120,000
Cemetery	4,505	5,025	-520	(10%)	6,700	6,700
Licenses	18,400	9,030	9,370	104%	12,040	17,950
Other	74,034	18,318	55,717	304%	21,550	134,034
Asset sales	0	0	0	0%		0
Investments	20,311	300	20,011	6670%	400	25,000
	<b>2,153,229</b>	<b>1,702,171</b>	<b>451,058</b>	<b>24%</b>	<b>1,893,658</b>	<b>2,375,472</b>
<b>Expenditure</b>						
Office administration	72,565.57	67,461	5,105	8%	92,666	96,396
Rent	38,639	41,325	-2,686	(7%)	46,600	46,600
Licenced land	2,119	2,750	-631	(23%)	2,750	2,750
Democratic representation	5,747	22,974	-17,227	(75%)	30,632	23,800
Outside works	195,360	204,976	-9,616	(5%)	251,750	275,750
Grants/SLA	71,904	64,840	7,064	11%	84,840	84,840
Utilities	215,153	212,129	3,024	1%	239,375	239,375
Staffing	770,872	672,989	97,882	15%	897,319	957,017
Marketing	15,175	18,200	-3,025	(17%)	20,500	18,000
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	<b>1,387,534</b>	<b>1,307,644</b>	<b>79,890</b>	<b>5%</b>	<b>1,666,431</b>	<b>1,744,527</b>
<b>Gross Profit/(Loss):</b>	<b>765,696</b>	<b>394,528</b>	<b>371,168</b>		<b>227,226</b>	<b>630,944</b>
Projects	182,845.73		182,845.73	0%	821,800.00	886,698.00
Unbudgeted expenditure	21,219.91		0.00	0%	0.00	64,799.92
<b>Net Profit/(Loss):</b>						<b>-320,553.47</b>

## Analysis

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

- Car park income is forecast at £1,208,306 to March 2024. To date, car park income is up 20%; this is mainly a result of higher volume through the shoulder seasons.
- Chalet, day hut and caravan income is forecast c.£59.2k over budget due to £47.5k of transfer fee income that is not factored into the budget as well as improved day hut hire income. There is potential for more transfer fee income before the end of the financial year as the sale of a chalet is near completion.
- Concession income is forecast at c.£1.4k over budget due to income that was agreed after the budget-setting process.
- Al fresco income is forecast at £3.6k higher than budgeted due to the take up of permanent al fresco seating for two new customers and an uptake of further seating by existing customers.

- Commercial rent is forecast at c.£12.6k lower than budgeted due to c.£18k budgeted income for the Jubilee Pavilion following the council's decision not to let the building out commercially. Garage rent is down £1.7k as one unit has remained empty. Recovery of income for Unit 1A for 2022-23 has uplifted that deficit. An additional £3k for boat storage due from Dorset Council has uplifted that deficit.
- Advertising income is forecast at £953 below budget as demand continues to fall.
- Amenity area income is forecast at £6k higher than budget due to continued high demand.
- Cemetery income is forecast to remain at budget. The income will fluctuate based on volume throughout the year.
- Licence income is forecast c.£5.9k higher than budget due to the recovery of historic charges.
- Investments are forecast at c.£24.6k higher than budget due to interest rate improvement and treasury management decisions.
- Income forecast includes £60k for View Road access, receipt is forecast for 2023-24 but there is now some uncertainty about whether it will happen within this financial year.

10. The main reasons for expenditure variation are:

- Office administration is forecast at c.£3.7k over budget due to £1.5k for quantity surveyor costs in relation to the office project. There is also an overspend on the town map of c.£2.7k. The overspends have been offset by a £3k saving on park and ride costs.
- Democratic representation is forecast at c.£6.8k below budget because there wasn't a by-election and councillors' costs were only partially spent.
- Outside works is forecast for a c.£24k overspend which is mainly due to underbudgeted administration and car parking transaction costs along with an increased volume of car parking collection.
- Staffing is forecast at c.£59.6k over budget due to cover arrangements for the operations manager, £25k, additional project management support, £22k, and £12.7k to cover the full cost of the national pay award.
- Projects for 2023-24 forecast total is £886,698. Variations to these projects are identified in paragraph 4. Regular updates on objectives are being provided to each committee, which includes changes to timescales and budget variances.

11. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Naomi Cleal  
Finance manager  
February 2024

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** CCTV Project

### **Purpose of the Report**

To inform members about progress and spend against the 2023-24 CCTV budget allocation, to quantify a project overspend of up to £29,000, and to allow members to consider the renewal of nine seafront CCTV cameras and their connection to Dorset Council's control centre from the 2024-25 budget

### **Recommendation**

- a) Members note the progress and spend against the 2023/24 budget allocation for CCTV
- b) Members approve a 2023/24 budget of up to £29,000 to cover the estimated CCTV project overspend
- c) Members approve £9,000 from the 2024-25 budget to renew nine seafront cameras and connect them to Dorset Council's control centre

### **Background**

1. A budget of £48,000 was set aside in 2023-24 for the council's CCTV installation project. A further £27,200 has been either received or committed in grants. This comprises of £11,000 from the Skatepark Committee and £16,200 from the Office of Police and Crime Commissioner (OPCC), giving a total budget of £75,200.
2. So far, costs of £67,100 have been incurred, resulting in a budget surplus of £8,100. These costs cover the supply and installation of six cameras in various locations plus the submission of a planning application at the skatepark. The latter has delayed the installation of the sixth camera.
3. A projected overspend of £20,000 for the project was reported to Town Management and Highways Committee on 3 January 2024.

### **Estimated Costs 2024-25**

4. An estimated budget of £29,000 is required to complete this project if the surplus of £8,000 from 2023-24 is carried forward to 2024-25. Costs include entering into legal agreements with Dorset Council (DC) for the necessary consent to install a camera at the skatepark (£3,000), an overarching agreement for images from the entire system to be monitored at the DC control room in Dorchester (£3,000), providing electricity supply to the skatepark (£15,000), and BT and consultant's costs for linking the system to the DC control room (£16,000).

5. There is a possibility of a second grant in the region of £16,000 being awarded via to off-set some of the costs of linking to the control room. This is yet to be confirmed by the Home Office. As there is currently some uncertainty surrounding this grant, it has not been included in the budget for this project.
6. In addition, there are nine CCTV cameras along the seafront which are 11 years' old and require upgrading. For £9,000 these cameras can be replaced and fully integrated into DC's control room.
7. These additional cameras were not part of the original project and have not been budgeted for; they are included as a priority 2 objective for 2024-25 in a report elsewhere on the agenda.
8. For information, future control room monitoring costs in the region of £3,000 pa have been quoted by DC. This would not be applicable for the first 18 months of the link being operative and the town council are not required to enter into a binding agreement in respect of this at the current time.
9. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Jon Smith  
Property and projects assistant  
February 2024

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Priority Two Objectives and Projects

**Purpose**

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

**Recommendation**

Members consider priority two objectives and projects for 2024-25 and instruct the town clerk

**Background**

1. On 13 December 2023, the Full Council approved priority one objectives for 2024-25 plus the Marine Theatre grant, Town Mill Trust grant, Lyme Regis Baptist Church grant, Fossil Festival funding and residents' event.
2. At that meeting, the council agreed any additional surpluses achieved in the fourth quarter of the 2023-24 financial year would go towards the priority two objectives that had not been funded during the budget-setting process.

**Report**

3. The latest budget forecast for 31 March 24 has identified an additional surplus of £124,515.
4. In addition to the priority two objectives considered by the Full Council on 13 December 2023, two additional objectives have been identified by officers and two costs have been amended – they are highlighted in the chart.

**Priority 2 Objectives**

Committee	2 Regular season seafront evening litter collection for 6 months every year (TMH)	£16,000
Committee	2 A defib for mini golf (TMH)	£1,500
Committee	2 Seafront Wi-Fi	£15,000
Committee	2 Recommendations from traffic transport group inc. Town bus extras	£50,000
Committee	2 Seagull solutions	£3,000
Committee	2 Addition of King Charles to chains	£2,124
Officer	2 Protective case for maces	£10,000
Priority three 23/24	2 Solar panels on council buildings	£10,000
Priority three 23/24	2 West and east store doors	£15,000
Priority three 23/24	2 Queen's memorial	
Priority three 23/24	2 Employee benefits' package	£10,000
Priority three 23/24	2 Electronic noticeboards	£3,000
Priority three 23/24	2 Improve welcome signs	£2,000
NEW	Continuation of bursaries	£5,000
NEW	Further CCTV installation	£9,000
	<b>Priority 2 objectives total</b>	<b>£151,624</b>

5. Seafront Wi-Fi project cost has increased from £5 to £15k. Members agreed not to continue with the existing seafront Wi-Fi beyond the end of the current contract period, 31 January 2025. Normal contract costs for 2024-25 will be met, but no other costs will be incurred. If hardware fails prior to the end of the contract period, it will not be renewed. This means a new, secure connection is urgently required to the mini-golf card reader.
7. Improvement of the welcome signs costs has been reduced from £7k to £2k as a detailed quote has now been received.
8. Continuation of the bursary scheme is a new objective; given the success of the scheme and feedback from local organisations, officers suggest a £5k budget.
9. A £9k CCTV seafront camera replacement is also included in the proposals. A separate report is elsewhere on this agenda.
10. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Naomi Cleal  
Finance manager  
February 2024

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** Church Cliff Beach Bathing Water Designation

**Purpose of Report**

To allow the council to respond to an application to designate Church Cliff Beach as bathing water

**Recommendation**

Members consider the report and delegate the survey response to the Department for Environment, Food and Rural Affairs to the town clerk in consultation with three members of this committee

**Background**

1. In 2016, Church Cliff Beach was de-designated as a bathing water.
2. The Bathing Water Regulations (S.I.2013/1675) (“the Regulations”) define a bathing water as a surface water where “...the Secretary of State expects a large number of people to bathe, having regard in particular to past trends and any infrastructure facilities provided, or other measures taken, to promote bathing at those waters.”
3. The objective of designating a beach or inland water as a bathing water is to protect bathers’ health by monitoring for intestinal enterococci and E.coli in the water.
4. The Environment agency (EA) takes water quality samples during the bathing season, which in England runs from 15 May to 30 September.
5. The monitoring data is used to make annual water classifications of excellent, good, sufficient or poor. If the water quality does not meet the standard set by the regulations, the EA will investigate the sources of the pollution to identify remedial measures that can be put in place.

**Report**

6. An application was submitted by a Lyme Regis resident, Vicki Elcoate for the designation of Church Cliff Beach as bathing water.
7. The application has been assessed by the bathing waters team at the Department for Environment, Food and Rural Affairs and is out for consultation along with 26 other sites.
8. The consultation document, [available online](#), summarises the evidence that has been provided about the level of usage at the sites and the facilities that are provided to support bathing. A link has been provided to the survey due to its size and because it is only available online<sup>25</sup>. Additional evidence can be submitted in the town council’s response.
9. The consultation document has been posted on the council’s website and social media platforms.
10. The consultation opened on 26 February 2024 and closes on 10 March 2024.

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<sup>25</sup> If any members would like a hard copy, please contact the office.

11. To respond to this consultation within the published timescale, members are asked to consider the report, indicate their views, and delegate the response to the town clerk in consultation with three councillors identified by this committee.
12. The response will be circulated through the members' briefing.
13. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

John Wright  
Town clerk  
February 2024

**Committee:** Strategy and Finance

**Date:** 6 March 2024

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the month of January 2024.

**Recommendation**

Members note the report and approve the attached schedule of payments in January 2024 for the sum of £132,691.46

**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-imbursed takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order, it shall be approved by a resolution of the council.'

**Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the month of January 2024, **appendix 17A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie Cox  
Finance assistant  
February 2024

## APPENDIX 17A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for January 2023</u>				<u>£132,691.46</u>			
		<u>Total</u>							
<b>Date</b>	<b>Supplier</b>	<b>Detail</b>	<b>Frequency</b>	<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
<b>NAT WEST BANK</b>									
02-Jan	DC RATES	Rates	Monthly	DD	9619	0%	-	9,619.00	Utilities
02-Jan	DC RATES	Rates	Monthly	DD	530	0%	-	530.00	Utilities
02-Jan	DC RATES	Rates	Monthly	DD	232	0%	-	232.00	Utilities
15-Jan	BANKLINE	Bank charges	Monthly	BLN	41.5	0%	-	41.50	Office Expenses
19-Jan	WORLDPAY	Transaction charges	Monthly	DD	27.86	0%	-	27.86	Office Expenses
19-Jan	WORLDPAY	Transaction charges	Monthly	DD	24.42	0%	-	24.42	Office Expenses
23-Jan	EDF ENERGY	Electricity charges- Footway lighting	Quarterly	DD	522.5	5%	24.88	497.62	Utilities
25-Jan	SALARIES	January salaries	Monthly	EBP	48231.11	0%	-	48,231.11	Staffing
31-Jan	HMRC NDDS	Tax and NI	Monthly	DD	16878.87	0%	-	16,878.87	Staffing
				<b>Total</b>	<b>76107.26</b>				
<b>LLOYDS BANK</b>									
02-Jan	ZOOM	Subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
03-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
04-Jan	GRENKELEASING LIM	Photocopier hire fee	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
04-Jan	GRENKELEASING LIM	Photocopier hire fee	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
04-Jan	GRENKELEASING LIM	Equipment protection	Annually	DD	89	20%	14.83	74.17	Office Expenses
04-Jan	GRENKELEASING LIM	Equipment protection	Annually	DD	89	20%	14.83	74.17	Office Expenses
04-Jan	SQUARE	Team plus till point system	Monthly	DEB	20	20%	3.33	16.67	Outside Works
05-Jan	NW SYSTEMS	Camera streaming	Quarterly	DD	104.4	20%	17.40	87.00	Outside Works
08-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
08-Jan	LRDT	Term grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
08-Jan	B SHARP	Term grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
08-Jan	BRIDPORT CAB	Term grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
08-Jan	AXE RING AND RIDE	Term grant	Quarterly	FPO	375	0%	-	375.00	Grants
09-Jan	UNITY 5	Zatpark fees	Monthly	DD	502.68	20%	83.78	418.90	Outside Works
09-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Jan	YU ENERGY	Electricity charges- Office	Monthly	DD	968.46	20%	161.41	807.05	Utilities
10-Jan	YU ENERGY	Electricity charges- WM car park	Monthly	DD	610.93	20%	101.82	509.11	Utilities
10-Jan	YU ENERGY	Electricity charges- playing fields	Monthly	DD	480.65	20%	80.11	400.54	Utilities
10-Jan	YU ENERGY	Electricity charges- MB car park	Monthly	DD	465.19	20%	77.53	387.66	Utilities
10-Jan	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	393.18	20%	65.53	327.65	Utilities
10-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	357.07	20%	59.51	297.56	Utilities
10-Jan	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	305.98	20%	51.00	254.98	Utilities
10-Jan	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	284.2	20%	47.37	236.83	Utilities
10-Jan	YU ENERGY	Electricity charges- Cobb road	Monthly	DD	281.74	20%	46.96	234.78	Utilities
10-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	206.72	20%	34.45	172.27	Utilities
10-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	139.05	20%	23.18	115.88	Utilities
10-Jan	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	107.75	20%	17.96	89.79	Utilities
10-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	16.41	0%	-	16.41	Outside Works
10-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Jan	EDF ENERGY	Gas bill- Office	Monthly	DD	860.47	5%	40.97	819.50	Utilities
11-Jan	YU ENERGY	Electricity charges- Workshop	Monthly	DD	53.21	20%	8.87	44.34	Utilities
11-Jan	YU ENERGY	Electricity charges- Showers	Monthly	DD	14.55	20%	2.43	12.13	Utilities
11-Jan	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.37	20%	2.06	10.31	Office Expenses
11-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Jan	TOPSPARKS	CCTV electrical works	One off	FPO	3673.1	20%	612.18	3,060.92	Outside Works
12-Jan	DORSET COUNCIL	Skatepark lease	Annually	FPO	2119.41	0%	-	2,119.41	Office Expenses
12-Jan	LR PROPERTY MAN	Unit 1A rent & service charge	Monthly	FPO	1632.42	0%	-	1,632.42	Rents

12-Jan	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works
12-Jan	DAMORY	Bus subsidy	Monthly	FPO	1368.08	0%	-	1,368.08	Rents
12-Jan	JADE SECURITY	Cash collections	Monthly	FPO	683.7	20%	113.95	569.75	Outside Works
12-Jan	IAE	Prosafe repair kit	One off	FPO	540	20%	90.00	450.00	Outside Works
12-Jan	SCREWFIX	External supplies	One off	FPO	461.31	20%	76.89	384.43	Outside Works
12-Jan	LITTLE GREEN CHANGE	Grant	One off	FPO	350	0%	-	350.00	Grants
12-Jan	IZZY ENGLAND	Office cleaning	Monthly	FPO	277.5	0%	-	277.50	Office Expenses
12-Jan	CLARITY COPIERS	Copier usage	Monthly	FPO	145.87	20%	24.31	121.56	Office Expenses
12-Jan	EUROFFICE	Stationary order	Monthly	FPO	136.65	20%	22.78	113.88	Office Expenses
12-Jan	COMMUNICORP	Town clerk subscription	Annually	FPO	120	0%	-	120.00	Office Expenses
12-Jan	TADDLEFARM	Civic night equipment	One off	FPO	109.5	20%	18.25	91.25	Democratic representation
12-Jan	IEP	Pest control	Monthly	FPO	95	0%	-	95.00	Outside Works
12-Jan	ECOM6	Transaction fees	Monthly	FPO	82.24	20%	13.71	68.53	Outside Works
12-Jan	DAPTC	Clerks conference	One off	FPO	70	0%	-	70.00	Office Expenses
12-Jan	SIX PAYMENT	Transaction fees	Monthly	FPO	61.86	0%	-	61.86	Outside Works
12-Jan	FOWLER	External supplies	One off	FPO	53.5	20%	8.92	44.58	Outside Works
12-Jan	METRIC	Hosting costs	Monthly	FPO	43.2	20%	7.20	36.00	Outside Works
15-Jan	SOUTH WEST WATER	Water charges- Public conveniences	Monthly	DD	289.5	0%	-	289.50	Utilities
15-Jan	SOUTH WEST WATER	Water charges- mini golf	Quarterly	DD	113.6	0%	-	113.60	Utilities
15-Jan	EE LIMITED	Mobile bundle	Monthly	DD	78.36	20%	13.06	65.30	Utilities
15-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Jan	SAGE SOFTWARE LTD	Subscription	Monthly	DD	391.2	20%	65.20	326.00	Office Expenses
16-Jan	AIB	Transaction fees	Monthly	DD	274.61	0%	-	274.61	Outside Works
17-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Jan	CUSTOMER	Refund for key deposit	One off	FPO	20	0%	-	20.00	Refunds
17-Jan	CUSTOMER	Refund for overpayment at MB car park	One off	FPO	8	0%	-	8.00	Refunds
17-Jan	CUSTOMER	Refund for overpayment at MB car park	One off	FPO	4.8	0%	-	4.80	Refunds
19-Jan	WORLDPAY	Transaction fees	Monthly	DD	66	0%	-	66.00	Office Expenses
19-Jan	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
19-Jan	TLC DIRECT	External supplies	One off	DEB	69.59	20%	11.60	57.99	Outside Works
19-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Jan	AMAZON	Wedding chair cover	One off	DEB	3.29	20%	0.55	2.74	Projects
22-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jan	EDF	Electricity charges- Pay and display machine	Monthly	DD	222.98	0%	-	222.98	Utilities
23-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Jan	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
25-Jan	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
29-Jan	ALLSTAR	Fuel usage- January	Monthly	DD	561.08	20%	93.51	467.57	Outside Works
29-Jan	MANOMANO	External supplies	One off	DEB	146.99	20%	24.50	122.49	Outside Works
29-Jan	AMAZON	First aid supplies	One off	DEB	28.69	20%	4.78	23.91	Office Expenses
29-Jan	EBAY	External supplies	One off	DEB	13.79	20%	2.30	11.49	Outside Works
29-Jan	CANVA	Subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
29-Jan	EBAY	External supplies	One off	DEB	9.99	20%	1.67	8.33	Outside Works
29-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jan	UP GLOBAL SOURCING	Office equipment	One off	DEB	137.99	20%	23.00	114.99	Office Expenses
30-Jan	AMAZON	Wall vents	One off	DEB	26.97	20%	4.50	22.48	Outside Works
31-Jan	IP OFFICE	Office phone charges	Monthly	DD	550.32	20%	91.72	458.60	Utilities
31-Jan	DC PENSION FUND	Pension contribution - December and January	Monthly	FPO	27614.05	0%	-	27,614.05	Staffing
				Total	56578.50				
	<b>Expenditure category totals</b>			Petty Cash	5.70				
	Outside Works				£8,973.65				
	Democratic representation				£109.50				
	Rents				£3,000.50				
	Licensed land				£0.00				



**Committee:** Strategy and Finance

**Date:** 6 March 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 January 2024 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 January 2023 was c.£2.251m, **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. Any recommendations from this committee will be considered by the Full Council on 13 March 2024.

Naomi Cleal  
Finance manager  
February 2024

<b><u>Lyme Regis Town Council</u></b>			
<b><u>Bank Balances</u></b>			
<b><u>31-Jan-24</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 1.45%		124,486	Instant
NatWest Special Interest Bearing Account 1%		480	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
Natwest Fixed F - 4.04%		300,000	12/04/2024
<b>Lloyds - Current</b>		11,041	Instant
Llloyds - Liquidity Manager (0.7%)		1,113,315	Instant
<b>Wilkinson Legacy 0.6%</b>		538	One month
<b>Charity Bank - 3.56%</b>		100,000	29/06/2024
<b>TOTAL</b>		<b><u>2,250,860</u></b>	