



**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 27 November 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
22.11.24

*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 9 October 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 9 October 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**

There are no updates

**8. Strategy and Finance Objectives**

To allow members to consider the committee's objectives for 2024-25

**9. Introduction of lost property policy**

To allow members to agree a lost property policy

**10. Fixed Assets Policy**

To allow members to review the council's fixed assets policy

**11. Allocation and Distribution of Grant Funding**

To allow members to consider the five-year allocation and distribution of grant funding to local organisations, including the introduction of a large capital grants' category.

**12. Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30**

To allow members to consider and approve the 2025-26 budget, including a precept of £163,254

To inform members of the council's five-year financial plan 2025-30

**13. Charges for Filming on Town Council Land**

To allow members to agree a charging structure for filming on town council land

**14. Consultation by Dorset Council about the local adoption of Street Trading legislation**

To allow members to consider a consultation by Dorset Council about the possible adoption of consistent Street Trading legislation throughout the Dorset Council area

**15. Enabling Remote Attendance and Proxy Voting at Local Authority Meetings**

To enable members to comment on the Ministry of Housing, Communities and Local Government's open consultation on 'Enabling Remote Attendance and Proxy Voting at Local Authority Meetings' and to consider delegating the final response to the Ministry of Housing, Communities and Local Government's open consultation to the town clerk in consultation with three members identified by this meeting

**16. List of Payments**

To inform members of the payments made in the month of April and October 2024 (the list of payments for April has been re-presented due to an incorrect figure with the petty cash)

**17. Debtors' Report**

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

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

**18. Exempt Business**

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

**a) Agenda item 17 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 OCTOBER 2024

**Present**

**Chairman:** Cllr P. May

**Councillors:** Cllr M. Ellis, Cllr P. Evans, Cllr S. Larcombe, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner, Cllr A. Wood

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

**24/19/SF Public Forum**

There were no members of the public present

**24/20/SF Apologies for Absence**

Cllr C. Aldridge – holiday  
Cllr G. Caddy – holiday  
Cllr S. Cockerell – away  
Cllr D. Holland – prior engagement  
Cllr G. Stammers – holiday

**24/21/SF Minutes**

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, the minutes of the meeting held on 3 July 2024 were **ADOPTED**.

**24/22/SF Disclosable Pecuniary Interests**

There were none.

**24/23/SF Dispensations**

There were none.

**24/24/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024**

Members noted the report.

## **24/25/SF Update Report**

### **Town bus**

The town clerk said officers had been talking to First about operating the service on behalf of the council but this was no longer an option. He said the most favourable option was to purchase a bus and seek volunteer drivers.

It was noted discussions had also taken place with Beaminster Town Council, which had a community bus. Although there were logistical difficulties with this option, members asked if this could be pursued as a temporary solution until a more permanent solution was in place.

It was agreed the council would advertise for volunteer drivers and officers would investigate the possibility of using the Beaminster bus in the interim.

### **Accreted land**

The town clerk said Dorset Council's (DC) property services team were now engaged in discussions about the lease and officers were optimistic about reaching an agreement. However, the rent had not been paid and DC would receive a letter the following week informing them the town council intended to start court proceedings.

## **24/26/SF Strategy and Finance Objectives**

Members noted the report.

## **24/27/SF The Process for Approving the 2025-26 Budget<sup>1</sup> and Five-Year Financial Plan 2025-30**

Members noted the report.

## **24/28/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

A member asked if the robustness of the council's IT systems was considered as a risk.

The town clerk officers were confident the IT systems were robust, most of which were provided by DC, as well as other third parties, and this provided some assurance as the systems belonged to bigger organisations.

A member questioned the proposed risk ratings for several of the headings in the risk register and the town clerk explained officers' rationale for the ratings.

A member was concerned about DC no longer providing services in the town, an issue which all other town and parish councils seemed to be experiencing, and hoped there

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<sup>1</sup> The 2025-26 budget includes the precept.

could be some movement on the transfer of assets to the town council. It was suggested the DC ward member could take this forward.

The town clerk said meetings used to take place between the mayors/leaders and clerks of the town councils in Dorset to help drive things forward as a group and he was happy to try and start these again. He believed it would be more effective to have several ward members working together.

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

**24/29/SF Budget Performance, 1 April – 31 August 2024**

It was suggested the mayor's allowance be increased in-year due to a change in office and a disproportionate amount of the allowance being spent by the previous mayor. It was suggested an additional £1,000 be allocated.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the mayor's allowance by £1,000 in 2024-25.

**24/30/SF Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30**

A member asked why the figures in the five-year plan were not increased year on year.

The town clerk said the five-year plan gave an indication of where the council would be over that time period and if nothing changed, it demonstrated the organisation would still be financially viable.

Proposed by Cllr S. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2025-26 base budget and assumptions and to approve the base five-year financial plan.

**24/31/SF Review of Charges**

**Precept**

Cllr C. Reynolds requested a recorded vote on the following motion:

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set the precept for 2025-26 at £70 for a Band D property.

**Voted for** – Cllr P. May, Cllr G. Turner, Cllr A. Wood, Cllr S. Larcombe, Cllr P. Evans, Cllr M. Ellis

**Voted against** – Cllr C. Reynolds

**Abstentions** – None

## Cart Road beach hut hire

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to set 2026 Cart Road beach hut hire charges as follows:

	<b>Daily Rates 2026</b>	<b>Weekly Rates 2026</b>
January– Easter	£7	
Easter Holiday		£75
April – Spring Holiday	£14	
Spring Holiday		£80
June		£75
2 July – 16 July		£105
23 July- August		£190
September	£17	
October	£10	
November- December	£8	
Christmas and New Year		£105
Winter Season	£210	
Summer Season		£1,365
Annual		£2,100

It was suggested the council carries out a more thorough review of the hiring of beach huts, including charges, the availability of packages, the merit of daily or weekly hire, and the prioritisation of residents. It was agreed a report would be taken to the relevant committee in early-2026.

## Alfresco licences

Proposed by Cllr S. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set alfresco licence charges for 2025-26 at £150 for covers and £20 for chairs.

## Bell Cliff advertising boards

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set Bell Cliff advertising board charges for 2025-26 at £175.

## Marine Parade Shelters

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set Marine Parade Shelters' charges for 2026-27 as follows:

Categories	2026-27
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Area	2026-27
Langmoor Room (per room, per hour)	£15
Market area (per day)	£150
Performance area/ top of shelters (Commercial) (per day)	£200
Hire of Performance Area for Performance (per half)	£70
Hire of any section on top of the shelters (per day)	At the discretion of the town clerk

## Amenities

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to set amenities charges for 2025-26 at adult mini-golf, £4.50, child mini-golf, £2.50, table tennis, £2.50 per person.



## Weddings and civil marriages

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set wedding and civil marriage charges for 2026-27 at £475 for Monday to Friday and £575 for weekends and Bank Holidays.

## Car parking permits

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to no longer offer a non-residents parking permit from 2025-26 onwards and to set other car parking permit prices for 2025-26 at £225 for residents and £775 for holiday accommodation.

## Car parking

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set car parking prices for 2025-26 as follows:

	2025-26
<b>Cabanya</b>	£1.90
<b>Monmouth Beach</b>	£1.90

<b>Woodmead</b>	
1 hour	£1.50
3-day ticket	£45
Weekly ticket	£80

## Penalty charge

Proposed by Cllr S. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set the penalty charge for 2025-26 at £70, or £40 if paid within seven days.

It was noted officers were looking into a further reduced charged if the penalty was paid within 24 hours and were in discussions with ZatPark about the technology needed to do this. It was agreed a report on a proposed reduced fee would be brought back to a future meeting.

## Cemetery

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set cemetery charges for 2025-26 as follows:

<b>Inter still born child or under 2 years</b>	<b>Inter child under 16 years</b>	<b>Inter over 16 years</b>	<b>Inter cremated remains</b>	<b>Exclusive right of burial in earthen grave</b>	<b>Exclusive right of burial of cremated remains</b>	<b>Installation of headstone/ footstone/ tablet</b>
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No Charge	No Charge	£250	£75	£500	£300	£100
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<b>Installation of vase</b>	<b>Additional inscription on memorial</b>	<b>Scattering ashes on existing graves</b>	<b>Scattering ashes beneath turf of existing graves</b>	<b>Genealogy searches</b>	<b>Certified copy of entry in burial books</b>	<b>Double interment fee</b>
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

### Memorial benches

It was noted the cost of a memorial bench was governed by the procurement price and this system would remain unchanged for 2025-26.

It was suggested memorial benches should have a life span because the council incurred the maintenance costs. It was agreed a report would be taken to the relevant committee to allow members to consider this.

### Monmouth Beach garages

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set the Monmouth Beach garage charge for 2025-26 at £1,550.

24/32/SF

### Woodmead Car Park Drainage Proposals

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

Members recognised the urgency and importance of the drainage works and felt they should be completed as soon as possible.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the increase in the estimated cost of Woodmead car park drainage project and instruct officers to seek tenders and continue with the planned work as soon as possible, noting the unbudgeted expenditure involved and the potential reduction in the level of forecast year-end reserves.

## 24/33/SF Grants

The town clerk suggested members considered allocating a budget for grants that was equal to the precept.

It was suggested the medium grants' category should be reintroduced and there was general support for this.

Members suggested there should be more emphasis put on organisations demonstrating self-funding or match funding, even on the smaller grants, and that better publicity should be given to acknowledge the council's funding.

The town clerk said the grants' policies could be brought to the next cycle for members to approve, and these kinds of amendments could be made.

There was concern 11 December 2024 was too late to advertise the availability of term grants as this would give organisations only a month to apply.

The town clerk said a public notice could be issued sooner to give organisations notice funding would be available but the grant policies would need to be agreed at the next cycle of meetings before applications could be formally submitted.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate an amount equal to the precept to grant funding; to reintroduce the medium grants' category; to include the Fossil Festival, Christmas lights and fireworks' displays as term grants; and approve the processes and timetables for inviting grant applications and making decisions on their allocation, but to give notice of the availability of term grants before applications open on 11 December 2024.

## 24/34/SF Objectives and Projects 2025-26

The finance manager said decisions made during the meeting had affected the total amount available for objectives in 2025-26; there was now £319,792 available.

However, the town clerk said due to prudent forecasting, officers believed the budget would be beaten by between £50k and £100k. There was also the option to defer some proposed objectives to 2026-27. He added that the council offices would be sold, which would generate a significant return, which he would suggest was used strategically to get on top of the council's asset investment strategy.

Members agreed the repairs to the Guildhall, the garden paths and the Monmouth Beach landslip work were the highest priority projects but would take up almost the entire budget.

The town clerk suggested members could agree additional objectives up to £150k at this point and then in February 2025, members could consider additional projects if that funding became available.

Members were unable to agree a priority list of objectives.

The town clerk suggested officers went away and tried to further prioritise the list and identify projects which could be deferred to future years. He suggested members could get together before the next meeting of this committee to further review the projects, with a report back to the next meeting for decision.

This was agreed and a meeting date would be confirmed. It was also agreed the level of the council's reserve would be agreed at the next meeting.

**24/35/SF Investments and Cash Holdings**

Members noted the report.

*The meeting closed at 9.15pm.*

DRAFT

**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 9 October 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**

#### **24/28/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

The Risk Management Policy, Risk Register and Risk Assessment have been emailed to members. The Risk Management Policy has been published on the council's website.

#### **24/29/SF – Budget Performance, 1 April – 31 August 2024**

The mayor's allowance has been increased by £1,000 for 2024-25.

#### **24/31/SF – Review of Charges**

A report will be brought to this committee on 29 January 2025 to allow members to carry out a more thorough review of the hiring of beach huts, including charges, the availability of packages, the merit of daily or weekly hire and the prioritisation of residents.

A report on memorial benches and how they are managed, specifically related to the life span of the benches, will be considered by the Town Management and Highways Committee on 8 January 2025.

#### **24/32/SF – Woodmead Car Park Drainage Proposals**

Prices for the approved works have been sought from five suitably qualified contractors. The return date for tenders is 29 November 2024. A report will be taken to Full Council on 11 December 2024 with a view to selecting a contractor to undertake the works. The intended programme of works commences in early February 2025 and completes prior to Easter 2025. This programme was made clear in the tender documents.

### **24/33/SF – Grants**

An advert was published on 13 November 2024 to give local organisations advance warning that applications for term grants would open on 12 December 2024.

### **24/34/SF – Objectives and Projects 2025-26**

A meeting was held on 12 November 2024 to allow members to specifically review objectives for 2024-25. A report is elsewhere on this agenda to allow members to formally agree the 2024-25 objectives.

John Wright  
Town clerk  
November 2024

**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Strategy and Finance Objectives

**Purpose**

To allow members to consider the committee's objectives for 2024-25

**Recommendation**

Members note the report

**Background**

1. During the 2024-25 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 2024-25 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 11 December 2024.

John Wright  
Town clerk  
November 2024

**APPENDIX 8A**

Complete Strawberry Fields' options' appraisal	10	October 2024  March 2025	MG	S&F	Work to commence now that planning permission has been granted for the improved park and ride facilities at the Charmouth Road site.  This work is being deferred until the planning permission is fully resolved with the landowner and a long-term agreement for use of the park and ride site is in place.
Achieve an unqualified external auditor's letter	N/A	September 2024	NC/JW	S&F	The external auditor's letter is due on or before 30 September 2024 and follows on from the Annual Governance and Accountability Return, which was approved by the extraordinary Full Council on 19 June 2024.  The external auditor's letter was received on 12 September 2024 and was formally reported to the Full Council on 23 October 2024.
Retain the General Power of Competence	N/A	Ongoing	JW	S&F	The council confirmed at the Annual Meeting on 15 May 2024 it meets the criteria for the General Power of Competence.
Comply with standing orders and financial regulations	N/A	Ongoing	JW	S&F	Compliance is ongoing. Breaches will be reported to the Strategy and Finance Committee or Full Council.
Ensure the timely renewal of policies & procedures	N/A	Ongoing	AM	S&F	The council considers the following policies and documents every year: standing orders, financial regulations, freedom of information and data compliance, complaints, press and media. Every year, the council is also required to ascertain compliance with the General Power of Competence, make appointments to committees, agree terms of reference and a scheme of



					delegation, review the system of internal control and risk, make appointments to external bodies, review subscriptions, and confirm insurance arrangements. These requirements are scheduled throughout the year for consideration by the Full Council or Strategy and Finance Committee. All other policies and procedures are considered by the relevant committee every three years.
Perform in accordance with the 2024-25 budget	N/A	Ongoing	JW	S&F	The Strategy and Finance Committee considers budget performance, reserves, investments, and bad debts throughout the year. Unbudgeted expenditure will be reported through the committee structure and will be approved by council resolution.
Implement a strategy for the management of and investment in the council's assets	N/A	June 2025	MG	S&F	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 met 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.
Review the Transparency Code and GDPR compliance	N/A	December 2024	AM/AKM	S&F	Work is well underway on the Transparency Code and we aim to publish the information on the website in 2024. Work on compliance with GDPR will then commence.

Progress the digital office: document storage, planning tool, digital asset mapping	N/A	March 2025	JW	S&F	This project will be progressed alongside the office move. It will start with digital asset mapping, linked to the asset plan (see above), probably using the newly purchased 'Parish Online' mapping facility.
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**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Introduction of lost property policy

**Purpose of Report**

To allow members to agree a lost property policy

**Recommendation**

Members approve the proposed lost property policy

**Background**

1. An increasing amount of lost property is being held at the council offices, with no formal policy for its withholding and disposal.
2. The police take items of value, which has left us with a mounting number of items that need to be disposed of in the appropriate manner.

**Report**

3. A draft lost property policy and procedure has been prepared by officers, **appendix 9A**.
4. Any recommendations from this committee will be considered by the Full Council on 11 December 2024.

Naomi Cleal  
Finance manager  
November 2024

## Policy and Procedure

### Lost property

#### 1. Introduction

- 1.1 This document sets out the agreed lost property policy for items handed into Lyme Regis Town Council and the procedure for dealing with such items.

#### 2. Procedure

- 2.1 Lost property can be handed into the town council office, Guildhall Cottage, Church Street, Lyme Regis, Dorset. DT7 3BS or to a uniformed member of staff.
- 2.2 All items deposited at the town office will be recorded by staff in the 'Lost Property' log and, where possible, details of where and when the item was found will also be logged. Cash amounts will be logged when the lost property is received.
- 2.3 Where an item contains personal information, every effort will be made to contact the owner.
- 2.4 Unclaimed perishable items will be disposed of by staff at the end of each working day.
- 2.5 All other items will be held for three calendar months at which time they will either:
- 2.5.1 be disposed of within Lyme Regis Town Council's bins
  - 2.5.2 be donated to charity
- 2.6 This is with the exception of:
- 2.6.1 passports, personal identification documents, mobile phones, and cash – all to be handed to the police.
  - 2.6.2 bank cards – the relevant bank will be contacted for guidance on appropriate action.
  - 2.6.3 medicine – to be taken to a local pharmacy for disposal.

#### 3. Review

- 3.1 This policy and procedure will be reviewed in three years' time or sooner if there are changes in legislation.

**Implementation date:** 11 December 2024

**Review Date:** December 2027

**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Fixed Assets Policy

**Purpose of Report**

To allow members to review the council's fixed assets policy

**Recommendation**

Members review the council's fixed assets policy and comment/amend as appropriate

**Background and Report**

1. The council is required to maintain a fixed assets' register and this is reviewed by members annually. It is also updated more regularly by staff throughout the year as and when changes are needed. This may arise from the acquisition of a new or replacement asset, the disposal of an 'old' asset or the alteration or improvement of an existing asset.
2. This register is separate from but similar to the council's schedule of insured assets. Differences can arise because, for instance, an area of land may not be included individually on the council's insurance schedule because the only potential 'claim' or 'loss' relates to public liability; which is covered generally and relates to 'all council-owned land and property'. Moreover, the stated values may differ considerably because the basis of valuation is very different from one document to the other.
3. Alongside the fixed asset register, the council maintains a fixed asset policy. This is NOT an asset management strategy or plan, that is a separate document which the council is in the process of developing. The policy simply confirms the need to maintain a register and the basis on which assets are included within it.
4. The basis of inclusion is largely prescribed by legislation or regulation or advice, for instance from the Chartered Institute of Public Finance and Accountancy (CIPFA). As an example, that advice sets out the basis for the valuation at which assets are included in the register; normally unadjusted and non-depreciated purchase price rather than, for instance, current 'open market'. Current advice to town and parish councils does not recommend that assets be depreciated.
4. The review of the current policy is well overdue, although officers are not suggesting that any changes be made to it given its relatively limited role and the extent to which its contents are prescribed and outwith the control of this council.
5. The current policy is attached as **appendix 10A**. with any suggested changes highlighted in red (date and review date only).

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

Mark Green  
Deputy town clerk  
November 2024

## Policy

### Fixed Asset

#### 1. Purpose

1.1 To allow the council to maintain a register of its fixed assets.

#### 2. Fixed asset register

2.1 A fixed asset register is an important component in the control of the council's assets.

2.2 The register:

2.2.1 facilitates effective physical control over assets

2.2.2 provides information that allows the council to make the most cost-effective use of its capital resources

2.2.3 helps to ensure assets aren't overlooked, underutilised or used inefficiently

2.2.4 forms a record of assets held for insurance purposes

2.2.5 supports the completion of the annual return entry for capital assets by holding the relevant information in one place.

#### 3. Treatment of assets

3.1 A fixed asset is a physical item, e.g., land, buildings, equipment, plant and vehicles, purchased by the council, which has a cost of £1,000 or greater, has a useful life of more than one year and has a re-sale value before the end of its life.

3.2 A fixed asset is fully expended in the year of acquisition or disposal.

3.3 If the purchase cost of an asset is not known, an estimate will be applied.

3.4 The acquisition of a fixed asset requires a purchase order and procurement must be in accordance with the council's financial regulations.

3.5 If the basis of fixed asset valuation is changed, the change should be applied consistently to all fixed assets.

3.6 A fixed asset will be maintained to maximise its useful life.

#### **4. Review**

- 4.1 This policy will be reviewed in **December 2027** or sooner if there are changes in legislation or best practice.

**Implementation date: 11 December 2024**

**Review Date: December 2027**

Mark Green  
Deputy town clerk  
December 2024

DRAFT



**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Allocation and Distribution of Grant Funding

**Purpose of Report**

To allow members to consider the five-year allocation and distribution of grant funding to local organisations, including the introduction of a large capital grants' category

**Recommendation**

- a) Members approve a five-year annual grant budget of £140,000 from 1 April 2025 until 31 March 2030 and within that budget approve an annual allocation of £100,000 to term grants, an annual allocation of £25,000 to large capital grants and an annual allocation of £15,000 to community grants.
- b) Members approve a large capital grants' policy and procedure, appendix 11A
- c) Members approve changes to the existing term grants' policy and procedure, appendix 11B
- d) Members approve changes to the existing community grants' policy and procedure, appendix 11C

**Background**

- 1. The council's existing term grant policy and procedure was drafted in 2019; the council's community grants' policy and procedure is reviewed annually.
- 2. In 2019, the total grants' budget allocation was £80,000; £60,000 for term grants and £20,000 for community grants. The budget allocation for community grants was subsequently reduced to £15,000 due to lack of demand.
- 3. At the last meeting of this committee 9 October 2024, members recommended to the Full Council,  

'to allocate an amount equal to the precept to grant funding; to reintroduce the medium grants' category; to include the Fossil Festival, Christmas lights and fireworks' displays as term grants; and approve the processes and timetables for inviting grant applications and making decisions on their allocation, but to give notice of the availability of term grants before applications open on 11 December 2024.'
- 4. This recommendation was approved by resolution of the Full Council on 23 October 2024'
- 5. When this committee met on 9 October 2024, a sum equivalent to the precept was estimated at £140,000. Since 9 October 2024, officers have received notification from Dorset Council of the likely income from the second homes precept. This has increased the precept to £163,000. The assumption in this report and the 2025-26 budget report, which is elsewhere on this agenda, is that the grants' budget will remain at £140,000. If members decide to change the total grants' budget, corresponding changes will have to be made to the 2025-26 budget.

## Report

### Term grants

6. In addition to payments made from its term grant budget, the council is now making regular grant payments to other organisations outside of its term grant policy and procedure, i.e., Christmas Lights, £4,000pa; firework displays, £4,000pa; Fossil Festival, £6,000pa; and the Jurassic Coast fossil warden, £850. Arguably, these grant payments should be part of the term grant budget, and their allocation should be governed by the conditions in the term grant policy and procedure. The term grant policy and procedure, **appendix 11B**, has been amended to reflect this.
7. The term grants' policy and procedure has also been amended, on an exceptional basis, to allow organisations who receive council grants to collect and redistribute funds to other organisations.
8. The term grants' policy and procedure has also been amended to reduce the maximum grant award from £30,000 to £20,000.

### Community grants

9. The demand for community grants has remained reasonably constant since 2020 and officers believe a budget of £15,000 is sufficient. The proposed community grants policy and procedure is at **appendix 11C**.

### Large capital grants

10. This is the name given to the medium grants' category referred to in the recommendation from the previous meeting of this committee on 9 October 2024.
11. This is an area the council has struggled with over the last five years. Several capital grants have been made since 2020, including, £40,000 towards the re-rendering of St Michael's Parish Church tower, £25,000 towards the Marine Theatre's cinema project, £10,000 towards the refurbishment of the Baptist Church and £10,000 towards the Town Mill site project. In each instance, these grant awards have complemented other funding streams.
12. However, requests for such allocations have inevitably meant the council has had to consider the approval of unbudgeted expenditure. Also, these applications are generally considered unfair to others, i.e., because applications are considered in isolation, applicants are not competing against others for funding.
13. To address this, the proposal is the introduction of a large capital grants' category with an annual budget of £25,000. Because the timing of grant awards is often important to applicants, the proposal is applications can be made against this budget in April and October each year; grant awards would then be made at the following Full Council meeting.
14. Applications must be greater than £1,000 and no more than £12,500.
15. The introduction of a large capital grants' budget means that no other grant applications will be considered by the council throughout the year. The proposed large capital grants' policy and procedure is at **appendix 11A**.

## **Notice of available grants**

16. Notice of the availability of term grants was issued on 13 November 2024.
17. Any recommendations from this report should be considered during discussions on the 2025-26 budget report which is elsewhere on this agenda. Recommendations from this committee will also be considered by the Full Council on 11 December 2024.

John Wright  
Town clerk  
November 2024

## Policy and Procedure

### Large Capital Grants

#### 1. Purpose

- 1.1 The large capital grants' fund provides grants of up to £12,500 for capital projects that help and support the community.

#### 2. Funding

- 2.1 For the financial years 2025-26, 2026-27, 2027-28, 2028-29 and 2029-30, the council has set aside £25,000 per annum to support local organisations with capital funding from the large grants' budget.
- 2.2 The total amount available annually, i.e. £25,000, will remain the same in each of the years outlined above and will not be increased for inflation.
- 2.3 Applications for grant funding can be made in April and October each year; on each occasion, £12,500 is available. Grant funding awards will be made at the following Full Council meetings.
- 2.4 Applications for funding must exceed £1,000 and can be no greater than £12,500.

#### 3. Application and selection criteria

- 3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.
- 3.2 Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.
- 3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.
- 3.4 Applications will not normally be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals, except in exceptional circumstances.
- 3.5 Any organisation in receipt of a term grant from the council cannot apply for a large capital grant.

#### 4. How much money can be applied for?

- 4.1 Applications for funding must exceed £1,000 and can be no greater than £12,500.

4.2 Projects require 50% match funding of the total project cost.

## **5. What can the grant be used for?**

5.1 The grant can be used for the one-off purchase of materials and equipment, or the one-off provision of a service that makes Lyme Regis a better place to live, work and play.

## **6. What can't the grant be used for?**

6.1 Any costs not directly associated with the project.

6.2 Retrospective funding, i.e. money already spent.

6.3 Paying off debts already incurred.

6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

## **7. Other**

7.1 Groups and organisations applying for a community fund grant must:

7.1.1 comply with this policy and procedure.

7.1.2 complete an 'end of project' report.

7.1.3 spend their grant money within the financial year it has been allocated.

7.2 Groups and organisations applying for a large capital grant must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies

7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.

7.4 Applications for large capital grants can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications and the requirements of other applicants.

## **8. Application Process**

8.1 The application must:

8.1.1 state the main activities of the organisation

8.1.2 provide details of the project

8.1.3 explain who will benefit from the grant and how

- 8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.
- 8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding
- 8.1.6 demonstrate how the organisation will inform others that it has received funding from the council
- 8.1.7 the availability of community fund grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **9. Supporting evidence**

9.1 Applicants must provide:

9.1.1 full project costs, e.g. quotes, invoices, other grants

9.1.2 copies of their governing document or constitution

9.1.3 an application signed by two of the organisation's officers.

9.1.4 details of the organisation's current financial status, i.e., copies of most recent bank statements/passbook, its previous year's annual accounts,

9.1.5 copies of its business plan, medium-term financial plan and corporate plan

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **10. Selection process**

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of

10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.

10.3 Decisions on grant funding will normally be made by the Full Council in May and November each year.

10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

## **11. Reporting process**

11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:

11.1.1 explain how successful the project was

11.1.2 explain who benefited from the grant and how many people it helped.

11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.

11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

## **12. Timetable**

12.1 The annual timetable is:

12.1.1 end-February and end-August – the large capital grants' fund opens for applications.

12.1.2 mid-April and mid-September– deadline for applications.

12.1.3 May and October – members consider and approve large capital grant funding bids

12.1.5 end-April and end-October the following year – organisations provide feedback to the council on what the large capital grant has achieved.

## **13. Publicity**

13.1 Organisations awarded grants must agree a publicity strategy with officers to advertise the council's financial support.

**Implementation date: 11 December 2024**

**Review date: December 2028**

John Wright  
Town clerk  
December 2024

## Policy and procedure

### Term Grants

#### 1. Purpose

- 1.1 Term grants provide revenue funding for Lyme Regis-based organisations whose functions or services are important to the community and its well-being.

#### 2. Funding

- 2.1 For the financial years 2025-26, 2026-27, 2027-28, 2028-29 and 2029-30, the council has set aside £140,000 each year to support local organisations, subject to budgetary constraints. This sum will not be adjusted for inflation.
- 2.2 From this budget, £100,000pa will be awarded to term grants.
- 2.3 Applications can be made up to £20,000pa.
- 2.4 The total amount available annually, i.e. £100,000, will remain the same in each of the years outlined above and will not be increased for inflation.

#### 3. Selection Criteria

- 3.1 The town council does not have specific criteria that organisations have to meet to be eligible for a term grant; the benefits an organisation can bring to the town, its residents and visitors differ widely.
- 3.2 In addition, rigid qualification criteria often disadvantage smaller community-based organisations and promote applications from those well versed in seeking external funding.
- 3.3 However, any organisation applying for a term grant from the town council must clearly demonstrate in its application:
- 3.3.1 what the main activities of the organisation are
  - 3.3.2 what the funding is for and what it seeks to achieve
  - 3.3.3 the length of time funding is required for
  - 3.3.4 how the funding will benefit the town, its residents and/or visitors
  - 3.3.5 how these objectives and benefits will be measured
  - 3.3.6 a business plan that includes a clear understanding of organisation's operating environment, risk exposure, and projected income and expenditure
  - 3.3.7 bank references
  - 3.3.8 audited accounts for the previous financial year
  - 3.3.9 registration documentation
  - 3.3.10 details of other grant applications and/or fund-raising activities; the council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources
  - 3.3.11 how it will inform others that they have received funding from the council.



## 4. Restrictions

4.1 Awards of term grants will be subject to the following restrictions:

4.1.1 the organisation must provide services to Lyme Regis and its community

4.1.2 the organisation must be non-profit making

4.1.3 the organisation must not normally provide grants or donate monies to others – applications from these organisations will only be considered in exceptional circumstances

4.1.3 funding will not normally exceed £30,000pa

4.1.4 funding duration will not exceed five years. If a project seeks further funding after five years, a new application must be made

4.1.5 funding must be used for the purpose and objectives agreed.

4.2 Funding will not be used for retrospective expenditure, to pay off debts incurred, or costs that have already been funded elsewhere, i.e. no 'double funding'.

4.3 Any organisation in receipt of a term grant cannot apply for a community grant.

## 5. Timetable

5.1 Public notice for term grants	12 December 2024
Closing date for applications	Noon 15 January 2025
Strategy and Finance Committee	29 January 2025

## 6. Monitoring and Review

6.1 Prior to any grant payment, organisations must enter into a term grant agreement with the town council. Each agreement will reflect the nature of the functions and services delivered by the recipient organisation.

6.2 The term grant agreement will detail:

6.1 the purpose of the grant and what it will be achieve

6.2 contract duration

6.3 the amount of grant, including any distribution between capital and revenue expenditure

6.4 compliance arrangements and the process for notification of changes

6.5 performance objectives, reporting and review

6.6 disputes and termination processes

6.7 breach of conditions and recovery of grant processes

6.8 notice requirements

6.9 publicity and acknowledgement of support.

6.3 Performance against the term grant agreement will normally be reviewed twice a year and reported to a council committee. If an organisation fails to meet its performance objectives, the council can increase the frequency and nature of performance reporting.

- 6.4 Consistent failure to achieve performance objectives may result in the early termination of a term grant agreement and may result in the organisation having to repay the grant funding it has received.
- 6.5 Any grant no longer needed must be offered back to the council. It cannot be used for other purposes.
- 6.6 Organisations will be informed they must not assume they will be awarded any further funding when the grant arrangement ends.
- 6.7 If requested, a term grant recipient must allow a councillor and/or the town clerk to sit on its board of management.
- 6.8 The town clerk must be given the opportunity to review the organisation's business plan, accounts and performance data on behalf of the council.

**Implementation date: 11 December 2024**

**Review date: December 2028**

John Wright  
Town clerk  
December 2024

## Policy and Procedure

### Community Fund

#### 1. Purpose

The community fund provides grants of up to £1,000 for capital projects that help and support the community.

#### 2. Funding

2.1 For the financial years 2025-26, 2026-27, 2027-28, 2028-29 and 2029-30, the council has set aside £15,000 per annum to support local organisations with community fund grants.

2.2 Applications can be made for up to £1,000 per annum.

2.3 The total amount available annually, i.e. £15,000, will remain the same in each of the years outlined above and will not be increased for inflation.

#### 3. Application and selection criteria

3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.

3.2 Applications over £500 will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.

3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.

3.4 Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3.5 Any organisation in receipt of a term grant from the council cannot apply for a community fund grant.

#### 4. How much money can be applied for?

4.1 Community fund grant applications fall in to two categories: projects up to £500 and projects up to £1,000.

4.2 Projects up to £500 require minimal supporting documentation and match funding isn't an absolute requirement. Projects over £500 require 50% match funding of the total project cost, and a higher level of supporting documentation.

#### 5. What can the grant be used for?

5.1 The grant can be used for the purchase of materials and equipment, or the provision of a

service that makes Lyme Regis a better place to live, work and play.

## **6. What can't the grant be used for?**

- 6.1 Any costs not directly associated with the project.
- 6.2 Retrospective funding, i.e. money already spent.
- 6.3 Paying off debts already incurred.
- 6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

## **7. Other**

- 7.1 Groups and organisations applying for a community fund grant must:
  - 7.1.1 comply with this policy and procedure.
  - 7.1.2 complete an 'end of project' report.
  - 7.1.3 spend their grant money within the financial year.
- 7.2 Groups and organisations applying to the community fund must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies
- 7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.
- 7.4 Applications to the community fund can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications.

## **8. Application Process**

- 8.1 The application must:
  - 8.1.1 state the main activities of the organisation
  - 8.1.2 provide details of the project
  - 8.1.3 explain who will benefit from the grant and how
  - 8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.
  - 8.1.5 confirm appropriate policies and procedures are in place, e.g. insurance, health and safety, safeguarding
  - 8.1.6 demonstrate how the organisation will inform others that it has received funding from the council

8.1.7 The availability of community fund grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **9. Supporting evidence**

9.1 Applicants must provide:

9.1.1 full project costs, e.g. quotes, invoices, other grants

9.1.2 copies of their governing document or constitution, if available

9.1.3 an application signed by two of the organisation's officers.

9.2 Applications for grants over £500 must be supported by details of the organisation's current financial status, e.g. copies of most recent bank statements/passbook.

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## **10. Selection process**

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of

10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.

10.3 An Extraordinary Full Council meeting will be arranged in late-March/early-April to consider applications to the community fund.

10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

## **11. Reporting process**

11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:

11.1.1 explain how successful the project was

11.1.2 explain who benefited from the community fund grant and how many people it helped.

11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.

11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

## **12. Timetable**

12.1 The annual timetable is:

12.1.1 end-January –community fund opens for applications.

12.1.2 end-February – deadline for applications.

12.1.3 mid-March/Early-April – final date for officers to have gathered and collated required info.

12.1.4 end-March/early-April – Extraordinary Full Council approves grants.

12.1.5 April – successful applicants awarded funding, projects start.

12.1.5 end-February (of following year) – deadline for 'End of Project' reports (in time for considering new applications).

## **13. Publicity**

13.1 Organisations awarded grants must agree a publicity strategy with officers to advertise the council's financial support.

**Implementation date: 11 December 2024**

**Review date: December 2028**

John Wright  
Town clerk  
December 2024

**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30

### **Purpose of the Report**

To allow members to consider and approve the 2025-26 budget, including a precept of £163,254

To inform members of the council's five-year financial plan 2025-30

### **Recommendation**

- a) Members approve a budget for 2025-26, appendix 12A, including the objectives it wishes to undertake which are detailed in paragraphs 36 and 43
- b) Members approve a precept of £163,254 for 2025-26
- c) Members consider the five-year financial plan for 2025-30 and the impact on the council's forecast reserve over that period, appendix 12A

### **Background**

1. Each year the council must approve the budget and precept for the following financial year.
2. At this committee on 9 October 2024, members considered the first draft of the 2025-26 budget, five-year financial plan, and projects. The recommendations from this committee were subsequently approved by the Full Council on 23 October 2024.
3. This report incorporates the budget assumptions presented to this committee on 9 October 2024, along with the decisions made at that meeting, i.e., inflation assumptions, charging adjustments and the precept.
5. The report starts with the second draft of the 2025-26 budget, **appendix 12A**.
6. Officers have adopted a prudent approach to the budget. Known income, only, is included in the budget; speculative income is excluded. All known and reasonably anticipated expenditure is included in the budget. If there is no known intelligence, inflation assumptions default to the September 2024 consumer price index (CPI) of 1.7%.

### **The 2025-26 budget**

7. The following paragraphs in this section of the report summarise the income and expenditure decisions made at this committee on 9 October 2024, along with all the other assumptions that were reported to that meeting. All the calculations assume there is no reduction in demand.

## Income

8. The increases to the precept will bring in an additional £30.4k, generating a total income of £163,254. This is a result of both the council's decision to uplift the precept for a band D property to £70, which sees an increase of £11.7k and Dorset Council's decision to charge second homeowners an additional 100% council tax, which sees a further increase of £18.7k. We have prudently budgeted for 60% of second homeowners' council tax income, for varying reasons e.g. some may be eligible for business rates or might move to make it their permanent home.
9. Increases to annual holiday and residents' car parking permit charges yield an additional £2,053 if expected levels remain the same. The decision to abolish the non-residents permits has reduced the budgeted income by £4.5k in 2025-26, creating a total car park permit income of £40,329.
10. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for September 2023 is 2.7%. This generates a total income of £377,591, an increase of £9,638.
11. The variable increases to beach hut charges will create additional income of c.£2k, generating a total income of £67k.
12. The increases in alfresco charges will bring in an additional £366, generating a total income of c.£26.9k.
13. The increase to the Bell Cliff advertising boards' charge will bring in an additional £416, generating a total income of £2.9k.
14. The increase in civil marriage ceremonies' charges will bring in an additional £389, generating a total income of £8.2k.
15. The increase in rent for the Monmouth Beach garages will bring in an additional £350, generating a total income of £10,850.
16. The council's resolution not to change the charges for car parking, amenities, shelters and memorial benches has no budget implications.

## Expenditure

17. Rents' total has decreased overall by £6.1k due to decreased park and ride costs of £9.5k, based on this year's actual figures, as well as increased office costs of £3.5k relating to the new units at St Michael's, some of which have had to be paid for in the current year and prior to their occupation. The overall result is a total rents' expenditure of £83.9k.
18. Following the council's decision to increase the grants total to an amount equal to the precept, along with increasing the precept to £70 for a band D property, the grants' total has increased by £69.5k to a total of £163k. There is a report elsewhere on this agenda to discuss grants. In this report there is the option to increase the grants' pot by a further £18.7k, which if agreed will reduce the total available to be released for 2025-26 objectives.



19. The government's decision to increase employers' national insurance contributions from 13.8% to 15% and lower the amount at which national insurance is paid from £9,1k to £5k per employee has increased staffing costs by £9k.
20. Excluding objectives and projects to be agreed, the 2024-25 budget has a surplus of £168,485.

### **Budget forecast 2024-25**

21. The closing cash position at 31 March 2024 is forecast at £1,126,642. This is a negative variance of £89,114 since budget performance was last reported to this committee on 9 October 2024. The reasons for this variance are detailed below.
22. Other income has increased by £8k due to unbudgeted Community Infrastructure Levy (CIL) money received.
23. Investments' income has increased by £4.3k due to continued improved interest rates.
24. Office administration expenses have increased by £9.5k to account for the new office units.
25. Staffing has increased by £21.5k due to cover arrangements. This cost is principally to cover the long-term sickness absence of the council's cleansing operative.
26. Projects have decreased by £10k due a substantial underspend of £12k on the Candles on the Cobb Pavilion repairs, offset slightly by an increase of £2k to the car park machines' project.
27. Unbudgeted expenditure has increased by £83k due to the council's decision to release additional expenditure of £80k for the resolution of the Woodmead drainage issues, plus an increase of £1k to the mayoral budget and a further overspend of £2k on the Guildhall audio system.
28. Because of the volume of projects in 2024-25 and deferred projects from 2023-24, some may not be fully completed during the financial year or retention monies will need to be paid in 2025-26. The outstanding budgets for these projects will be accrued to 2025-26. The accrual process has no impact on the availability of finance for the 2025-26 projects identified in this report.

### **Available resources**

29. The council's forecast reserve at 31 March 2025 is £1,126,642, i.e. £126,642 above the council's agreed reserve of £1m.
30. Excluding objectives and projects, a balanced budget for 2025-26 budget has a surplus of £168,485.
31. The council resolved at Full Council on 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24 and continued into 2024-25 to release funds for further objectives. Officers believe this is a sufficient sum and there is no pressing

requirement to increase the reserve to 50% of budgeted income for 2025-26; this sum would be in the region of £1.126m.

32. If the council produces a balanced budget for 2025-26, this will mean £295,127 (£126,642 + £168,485) is available for objectives and projects. The budget objectives for 2025-26 follow and total £478,308, a budget gap of £183,181.
33. To reduce this gap, the council can install two beach huts for sale on Cart Road. This will generate a net profit of around £120k based on most recent sale prices. This could give a total amount available to spend of £415,127 in 2025-26, reducing the budget gap from £183,181 to £63,181.

### Budget objectives 2025-26

34. At the last meeting of this committee on 9 October 2024, members considered a draft list of objectives. It was reported that the total amount available to release for 2025-26 objectives was £507,522. The objectives presented to this committee on 9 October 2024 totalled £821,400, a gap of £313,878. Officers were asked to go away and find solutions. Amendments that have been made since that date are detailed below with explanations.
35. There are now two priority lists, priorities two and three have been merged, see paragraphs 36 and 43. Priority one is principally asset-based and includes previously approved projects that span more than one year. Judgements are informed by the prudence of maintaining the council's assets.

### Priority one

36.

Previously committed	Gardens handrails	10,000.00
Previously committed	Church walls	5,000.00
Previously committed	Sculpture trail	6,000.00
Additional budget required	Guildhall	50,000.00
Additional budget required	Garden paths	100,000.00
Officer lead	Cement mixer	1,000.00
Officer lead	Office disposal - prof fees	10,000.00
Officer lead	Feasibility study - Cadet hut site	4,000.00
Officer lead	Works to Lynch	7,000.00
Committee lead - TCP	VE day	1,000.00
Committee lead - TCP	Continuation of the bursaries	5,000.00
Committee lead - TMH	Youth council	4,000.00
Committee lead	Landslip work MB	120,000.00
Priority 2 - 24/25	Additional cost of secure room in new office	5,000.00
Officer lead	Ride on mower	15,000.00
	<b>Priority 1 total</b>	<b>343,000.00</b>

The amendments considered by members on 9 October 2024 are:

37. Woodmead drainage at £80k to be released in 2024-25.

38. Car park machine replacement at £20k to be deferred, investment decisions to be reviewed annually.
39. Shelters' tables and chairs at £10k have been moved to 2026-27.
40. Park and ride investment at £20k has been moved to 2026-27.
41. There has been a new addition to the list; a ride on mower at £15k has been outlined as a requirement for 2025-26 by the external works' team. The mower can deal with the inclines in the garden and officers believe it can operate on biodiesel fuel.
42. If members agree all the priority one objectives, and the sale of two beach huts, then there will be £72,127 available to spend on the priority two objectives

### Priority two

43.

Committee lead - Environment	Continuation of the council's budget to carry out the climate action plan	25,000.00
Committee lead - TMH	Traffic and transport	10,000.00
Officer lead	Additional day hut x2	Factored in
Officer lead	Electric strimmer's x6	12,000.00
Officer lead	Electric hedge trimmers	1,400.00
Committee lead - TCP	Mini golf event	2,000.00
Committee lead - TCP	Floral competition	1,000.00
Committee lead - TCP	Sporting Lyme	2,000.00
Committee lead - TCP	Noticeboards	4,000.00
Committee lead - H&S	Health and safety training	-
Coouncillor lead	Newsletter enhancement	40,000.00
Committee lead - Environment	Tree planting schemes	5,000.00
Committee lead - Environment	Follow up on EPC recommendations	5,000.00
Committee lead - Environment	Hydro study, additional generation feasibility	3,000.00
Committee lead - Environment	Biodiversity projects	5,000.00
Committee lead - Environment	Renewable energy projects	15,000.00
Committee lead - Environment	Installation of more LED lighting	3,000.00
Committee lead - Environment	Further investigation into rainwater harvesting	2,000.00
Committee lead - Environment	River Lym improvement projects	7,000.00
Committee lead - Environment	Waste initiatives	10,000.00
	Accrued from 24/25 Continuation of the council's budget to carry out the climate action plan to fund identified environmental projects from the priority list	- 17,091.68
	<b>Priority 2 total</b>	<b>135,308.32</b>

44. Employee benefits at £10k have been moved to 2026-27.
45. Langmoor Gardens' play area at £100k has been deferred to 2026-27.
46. Beach weddings at £5k have been deferred to 2026-27.
47. Videos for the website have been deferred to 2026-27.
48. Seagull solutions at £3k has been omitted from the objectives.
49. It has previously been agreed that the council would set aside £75k, over three years, to carry out the council's climate action plan. This budget is coming to an end, with the final year being

2024-25. The Environment Committee has proposed that a further £25k be allocated for 2025-26 to cover a number of objectives that are listed separately in priority 2. These objectives come to a total of £55k. Funding of £7.9k was recommended at the Environment Committee on 20 November 2024, leaving £17.1k unspent from the 2024-25 budget that will be deferred across to help fund some of the new projects if agreed. Members could consider agreeing the dedicated £25k budget or agreeing which environmental projects they would like to carry out that have been proposed from the committee.

### **Bridging the funding gap**

50. The shortfall can be addressed by:

- Removing some priority two objectives and/or deferring them to 2026-27
- Identifying project spend at £72,127 and deferring decisions on some or all of the remaining projects until March 2025 when the officers will have a clearer understanding of the year-end budget position
- Agreeing a temporary reduction in the £1m reserve

51. Officers have spoken to the chairman of the Environment Committee, who has come up with a number of suggestions about how to reduce the total of the priority two objectives:

- Remove the £25k for the continuation of the council's budget to carry out the climate action plan
- Defer renewable energy projects, of £15k, until better defined
- Remove installation of more LED lighting, £3k
- Defer waste initiatives of £10k, until better defined

52. A member suggested the removal of the electric trimmers at £12k.

53. If this committee were to agree all the suggested amendments, this would reduce the total of priority two objectives to £95,308 leaving a gap of £23,181.

54. In considering these issues, the council should be mindful of:

- Dorset Council has just requested a £15k contribution to the harbour dredging in 2025-26
- If successful, the town bus service will require administrative support, c.£10k
- The museum on behalf of the Fossil Festival has requested grant funding of £12-15k for 2025. The grant for 2024 was £6k. This can be considered under the increased grant budget
- The latest 2024-25 budget forecast remains prudent. In all probability, the forecast reserve at 31 March 2025 could exceed £1,126,642
- The 2024-25 budget is based on prudent assumptions and based on historical performance; the likelihood is actual income will exceed budget
- There is a potential for a significant receipt from the sale of the office building in 2025
- Environmental initiatives which are ongoing projects could be considered under the grants' procedure for up to five-year funding agreements or one-off capital projects.

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

Naomi Cleal  
Finance manager  
November 2024

**APPENDIX 12A**

<b>Income</b>		<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>
Precept Total		163,254.00	163,254.00	163,254.00	163,254.00	163,254.00
Car Park Total		1,103,006.35	1,103,006.35	1,103,006.35	1,103,006.35	1,103,006.35
Chalet & Caravan Total		444,591.59	444,591.59	444,591.59	444,591.59	444,591.59
Concession Total		9,550.00	9,550.00	9,550.00	9,550.00	9,550.00
Alfresco Licenses Total		26,988.00	26,988.00	26,988.00	26,988.00	26,988.00
Commercial Rent Total		271,735.00	271,735.00	271,735.00	271,735.00	271,735.00
Advertising Total		3,916.60	3,916.67	3,916.67	3,916.67	3,916.67
Amenities Total		128,875.00	128,875.00	128,875.00	128,875.00	128,875.00
Cemetery Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total		31,217.00	31,217.00	31,217.00	31,217.00	31,217.00
Interest Total		50,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<b>TOTAL</b>		<b>2,252,456.55</b>	<b>2,212,456.61</b>	<b>2,212,456.61</b>	<b>2,212,456.61</b>	<b>2,212,456.61</b>
Expenditure						
Outside Works Total		295,401.11	295,401.11	305,401.11	305,401.11	305,401.11
Democratic Rep Total		36,825.30	36,825.30	36,825.30	36,825.30	36,825.30
Rents Total		83,950.00	83,950.00	83,950.00	83,950.00	83,950.00
Licensed Land Total		3,034.01	3,034.01	3,034.01	3,034.01	3,034.01
Office Admin Total		104,301.04	105,511.04	104,301.04	104,301.04	104,301.04
Staffing Total		1,086,280.02	1,086,280.02	1,086,280.02	1,086,280.02	1,086,280.02
Marketing Total		28,997.61	31,997.61	31,997.61	31,997.61	31,997.61
Utilities Total		281,990.40	346,990.40	346,990.40	346,990.40	346,990.40
Grants Total		163,191.70	163,921.09	164,745.30	165,676.66	166,729.10
Loans Total		-	-	-	-	-
<b>TOTAL</b>		<b>2,083,971.18</b>	<b>2,153,910.57</b>	<b>2,163,524.79</b>	<b>2,164,456.14</b>	<b>2,165,508.58</b>
<b>Reserve Inc/(Dec)</b>		<b>168,485.36</b>	<b>58,546.04</b>	<b>48,931.83</b>	<b>48,000.47</b>	<b>46,948.03</b>

**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Charges for Filming on Town Council Land

**Purpose of Report**

To allow members to agree a charging structure for filming on town council land

**Recommendation**

Members approve the proposed charging structure for filming on town council land

**Background and Report**

1. The council is regularly approached by film and television production companies seeking permission to use town council land for filming.
2. This can range from small crews which film for a matter of hours, create no disruption, and require no road closures or areas to be cordoned off, e.g. Escape to the Country, to large scale productions which take days or weeks, require areas to be closed off to the public, require use of other council assets such as car parks, and require set dressing, e.g. Wonka.
3. Up until now, the council has not charged for the use of its land for small scale filming but has negotiated a fee for larger productions, based on what is required and the amount of disruption caused.
4. However, there is almost an expectation from production companies that there will be a fee, even for the small crews. Although they cause little or no disruption and do not use council assets, there is some officer admin time involved which should be taken into account.
5. To support this position, guidance was produced in 2021 for Creative England to help local authorities, called '[On Location Filming Strategies & Fees](#)'.
6. The guidance aims to help local authorities maximise the far-reaching benefits of on-location film and television production and offers guidance on whether a standardised or flexible approach to fee-setting is advisable.
7. Officers would favour having a fixed price list but with the flexibility to negotiate for larger crews, depending on the disruption caused and the assets used.
8. Officers have used Dorset Council's filming fees as a reference point and feel they are reasonable and allow discretion where necessary:

**Filming fees**

<b>Production type</b>	<b>Production size</b>	<b>Cost for up to two hours</b>	<b>Cost per day (or part day)</b>
Commercial (includes stills)	Small crew (up to five people)	£110 + VAT	£365 + VAT

Commercial (includes stills)	Medium crew (six to nine people)	£195 + VAT	£550 + VAT
Commercial (includes stills)	Large crew (10 or more people)	By negotiation	By negotiation

### Other fees

Production type	Cost
Students	Free of charge
Charity	50% reduction
News/educational	Free of charge
Drone filming	Additional £60 + VAT
Date changes	First date is free, £35 + VAT per subsequent change
Advice	Free of charge

9. The charges in the first table assume land or assets will remain open and normal services will not be disrupted. If this is not the case, charges will be negotiated on a case-by-case basis to account for any loss of income, costs incurred and service disruption.
10. Filming which requires internal use of assets will be negotiated on a case-by-case basis.
11. Note that in all cases, the council does and will continue to request a copy of the production's £10 million public liability insurance and risk assessment.
12. There are currently no minimum notice requirements as enquiries are usually made well in advance and can be dealt with at very short notice, especially if they require little or no disruption.
13. Any recommendations from this committee will be considered by the Full Council on 11 December 2024.

Adrienne Mullins  
Support services manager  
November 2024



**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Consultation by Dorset Council about the local adoption of Street Trading legislation

### **Purpose of Report**

To allow members to consider a consultation by Dorset Council about the possible adoption of consistent Street Trading legislation throughout the Dorset Council area

### **Recommendation**

Members consider the consultation by Dorset Council about the possible adoption of consistent Street Trading legislation throughout the Dorset Council area and instruct officers how to deal with the matter

### **Background**

1. Dorset Council is seeking views on a draft Street Trading Policy which has been prepared by their officers and which has now been published for public consultation. The consultation lasts for a period of 12 weeks, closing on **26 January 2025.**
2. An overview of the consultation is reproduced below, and the full draft policy can be accessed via the hyperlink contained in the overview.

*'Overview*

*We want to hear your views on our draft Street Trading Policy for Dorset Council.*

*Street trading is the sale or offering for sale of items in a street. A 'street' includes any road, footway, or other area to which the public have access without payment (including service stations). It is not only the public highway – it can include publicly accessible areas that are privately owned, such as shopping centre car parks and open spaces.*

*The proposed policy can be viewed here: [Draft Dorset Council Street Trading Policy](#)*

*The draft policy sets out:*

- *Designation of streets*
- *Exemptions*
- *Types of consents*
- *Choosing a trading location*
- *Suitability of applicant*
- *Goods for sale*
- *Making applications*
- *Appeals against decisions*
- *Enforcement, offences and complaints*
- *Relevant offences*
- *Standard conditions*
- *Our approach to pedlars*

*The draft policy aims to ensure that there is a clear and consistent framework for regulating street trading in Dorset Council area.*

*We are proposing that:*

- all street traders will require consent to trade in accessible public areas, unless exempt by law or by local dispensation*
- street traders will need to meet set criteria to gain consent*
- street trading will be appropriate to the environment and in line with our corporate plan and health and wellbeing strategy*

*The policy will cover the Dorset Council area. It will replace any street trading policies from the previous district councils.'*

## **Report**

3. It is absolutely clear from the consultation that Dorset Council are favouring a uniform approach across the whole of its administrative area.
4. It is also clear that their favoured approach is to designate all qualifying 'streets' as 'Consent Streets', i.e., areas where any qualifying 'trading' requires consent from Dorset Council as the licensing authority.
5. The draft policy also makes it clear that some trading would be exempt from requiring consent, including most trading associated with charitable fundraising or not-for-profit type events, i.e., the majority of public events along the seafront. 'Al fresco' type seating would also be exempted.
6. However, some events organised on a commercial basis, i.e., 'food festivals' would almost certainly require consent, and this would then add a layer of confusing complexity to the process of granting 'consent' for such events where they were held on town council-owned land, such as Marine Parade.
7. Indeed, the main concern of officers relates to Marine Parade, an area to which the town council has registered title, but over which some highway rights exist, and which immediately adjoins the shelters 'market' and 'performance' areas.
8. If Marine Parade were to be identified as a 'Consent Street' this would include all immediately adjacent areas to which the public have access without payment or charge, including the 'market' and 'performance' areas. **N.B.** the legislation exempts certain types of market but not the type of informal 'non-charter' type market activity which is permitted in these areas.
9. If adopted, it would be critical to this council that the Marine Parade (and shelters areas) is not included in the list of 'Consent Streets' identified by Dorset Council. The alternative is that they become responsible for licensing trading in these areas, or they delegate that authority to the town council. **HOWEVER**, delegation would still impact this council's income severely, because the street trading legislation does not permit a commercial 'rent' to be charged, **ONLY**

the recovery of reasonable administrative costs. In 2023/24, this council's income from the 'market' and 'performance' areas was approximately £30k.

10. Members will also be aware of ongoing issues concerning unauthorised trading on the Cart Road. The trader claims to be a pedlar, a form of trading exempted from control under the street trading legislation. Whilst the trader does not, in the opinion of town council officers, meet the criteria of a pedlar because the trading is 'static', they do possess a pedlars' licence granted by the police and, to date, neither the police nor Dorset Council have been willing to take any enforcement action.
11. The officer view is that the adoption of the suggested street trading policy will not resolve this long-standing issue; if neither enforcement authority has been willing to take action to date, it seems unlikely that position will change simply through the adoption of another layer of legislation which specifically excludes the control of pedlars.
12. The consultation is online, and the officer suggestion is that the town clerk be authorised to respond, in consultation with the chairman of this committee and the chairman of the Town Management and Highways Committee.
13. If it is possible to obtain any further and specific response from Dorset Council about how they might look to treat Marine Parade and the 'shelters areas' in the context of their proposed policy, and having regard to the separate provisions of the local and long-standing 'Tripartite Agreement', then this will be reported verbally at the meeting.
14. Any recommendations from this committee will be considered by the Full Council on 11 December 2024.

Mark Green  
Deputy town clerk  
November 2024

**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

### **Purpose of Report**

To enable members to comment on the Ministry of Housing, Communities and Local Government's open consultation on 'Enabling Remote Attendance and Proxy Voting at Local Authority Meetings' and to consider delegating the final response to the Ministry of Housing, Communities and Local Government's open consultation to the town clerk in consultation with three members identified by this meeting

### **Recommendation**

Members comment on the Ministry of Housing, Communities and Local Government's open consultation on 'Enabling Remote Attendance and Proxy Voting at Local Authority Meetings' and delegate the final response to the Ministry of Housing, Communities and Local Government's open consultation to the town clerk in consultation with three members identified by this meeting

### **Background**

1. Under 2020 emergency Covid legislation, the ability for local authority meetings to take place remotely in England was permitted until 6 May 2021.
2. Since 6 May 2021, councils and their national bodies, e.g., the Local Government Association and the National Association of Local Councils, have lobbied for the introduction of a combination of remote and physical attendance at meetings, commonly known as hybrid working.

### **Report**

3. The Ministry of Housing, Communities and Local Government's (MHCLG) open consultation, Enabling Remote Attendance and Proxy Voting at local authority meetings is [available at this link](#).
4. The consultation runs for eight weeks from 24 October 2024, closing on 23 December 2024. Responders to the consultation are asked 13 questions, some of which consist of sub-questions.
5. The government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council meetings remotely and to vote by proxy in certain circumstances.
6. The open consultation is also seeking views on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.
7. Members are asked to comment on the MHCLG's open consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meetings and delegate the final response to the MHCLG open consultation to the town clerk in consultation with three members identified by this meeting.

8. If they so wish, members can respond to the MHCLG's open consultation, separately.
9. Any recommendations from this committee will be considered by the Full Council on 11 December 2024.

John Wright  
Town clerk  
November 2024

**Committee:** Strategy and Finance

**Date:** 27 November 2024

**Title:** List of Payments

### **Purpose of Report**

To inform members of the payments made in the month of April and October 2024 (the list of payments for April has been re-presented due to an incorrect figure with the petty cash)

### **Recommendation**

Members note the report and approve the attached schedule of payments in April and October 2024 for the sums of £171,716.16 and £325,515.12, respectively.

### **Background**

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

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

### **Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of April and October 2024, **appendices 16A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King  
Finance assistant  
November 2024

APPENDIX 16A

Lyme Regis Town Council									
Payments list for April 2024									
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>									
03-Apr	HMRC NDDS	Tax and NI payment - March	Monthly	DD	16,654.03	0%	-	16,654.03	Staffing
15-Apr	BANKLINE	Bank charges	Monthly	BLN	43.75	0%	-	43.75	Office Expenses
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	500.57	0%	-	500.57	Office Expenses
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	30.90	0%	-	30.90	Office Expenses
23-Apr	EDF ENERGY	Electricity charges- Footway lighting	Quarterly	DD	595.04	5%	28.34	566.70	Utilities
25-Apr	SALARIES	Staff salaries- April	Monthly	EBP	48,248.49	0%	-	48,248.49	Staffing
					<b>Total</b>	<b>66,072.78</b>			
<b>LLOYDS BANK</b>									
02-Apr	ALLSTAR	Fuel usage	Bi-Monthly	DD	368.70	20%	61.45	307.25	Outside Works
02-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	58.80	20%	9.80	49.00	Office Expenses
02-Apr	ZOOM	Subscription	Monthly	DD	12.99	20%	2.17	10.83	Office Expenses
03-Apr	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	3,778.37	5%	179.92	3,598.45	Utilities
03-Apr	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	244.23	5%	11.63	232.60	Utilities
03-Apr	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	142.86	5%	6.80	136.06	Utilities
03-Apr	SQUARE	Team plus till point system	Monthly	DEB	20.00	20%	3.33	16.67	Outside Works
03-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
04-Apr	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	306.00	20%	51.00	255.00	Office Expenses
04-Apr	ISCA BAGS	Civic night catering equipment	One off	DEB	141.32	20%	23.55	117.77	Democratic Represent
05-Apr	NW SYSTEMS	Camera streaming	Quarterly	DD	104.40	20%	17.40	87.00	Outside Works
08-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Apr	UNITY 5	Zatpark charges	Monthly	DD	502.08	20%	83.68	418.40	Outside Works
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
09-Apr	FLOWBIRD	Multiple invoices- Transaction charges	One off	FPO	12,458.90	20%	2,076.48	10,382.42	Outside Works
09-Apr	BONINGALES	Plants for Langmoor gardens	One off	FPO	7,527.12	20%	1,254.52	6,272.60	Outside Works
09-Apr	DAMORY	Bus subsidy	Monthly	FPO	1,368.08	0%	-	1,368.08	Rents
09-Apr	AA SIGNS	Park and ride signs	Annually	FPO	1,192.80	20%	198.80	994.00	Outside Works
09-Apr	SEB COPE	Application and drawings for CCTV	One off	FPO	1,050.00	0%	-	1,050.00	Projects
09-Apr	XYLEM WATER SOLUTIONS	Annual service charge	Annually	FPO	815.72	20%	135.95	679.77	Outside Works
09-Apr	TRAVIS PERKINS	External supplies	One off	FPO	594.19	20%	99.03	495.16	Outside Works
09-Apr	STAFF	Mayoral expenses	One off	FPO	538.42	0%	-	538.42	Democratic Represent
09-Apr	FOWLER	Machinery hire	One off	FPO	442.80	20%	73.80	369.00	Outside Works
09-Apr	ABA GROUND CARE	Vehicle repairs	One off	FPO	419.92	20%	69.99	349.93	Outside Works
09-Apr	DENCHER	Beach store design	One off	FPO	360.00	20%	60.00	300.00	Outside Works
09-Apr	M G WEBBER	External supplies	One off	FPO	265.44	20%	44.24	221.20	Outside Works
09-Apr	CREATIVE SOLUTIONS	Car park signs	One off	FPO	187.35	20%	31.23	156.13	Outside Works
09-Apr	CLARITY COPIERS	Copier usage	Monthly	FPO	148.22	20%	24.70	123.52	Office Expenses
09-Apr	SIX PAYMENT	Transaction charges	Monthly	FPO	103.12	0%	-	103.12	Outside Works
09-Apr	EUROFFICE	Office supplies	Monthly	FPO	95.47	20%	15.91	79.56	Office Expenses
09-Apr	PODPOINT	Admin fee	Quarterly	FPO	55.99	20%	9.33	46.66	Outside Works
09-Apr	METRIC	Hosting costs	Monthly	FPO	43.20	20%	7.20	36.00	Outside Works
10-Apr	YU ENERGY	Electricity charges- WM car park	Monthly	DD	1,743.65	20%	290.61	1,453.04	Utilities
10-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	772.79	20%	128.80	643.99	Utilities
10-Apr	YU ENERGY	Electricity charges- MB car park	Monthly	DD	675.72	20%	112.62	563.10	Utilities
10-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	494.53	20%	82.42	412.11	Utilities
10-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	356.35	20%	59.39	296.96	Utilities
10-Apr	YU ENERGY	Electricity charges - Cadet hut	Monthly	DD	250.73	20%	41.79	208.94	Utilities
10-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	210.08	20%	35.01	175.07	Utilities
10-Apr	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	208.76	20%	34.79	173.97	Utilities

10-Apr	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	146.77	20%	24.46	122.31	Utilities
10-Apr	YU ENERGY	Electricity charges- TIC	Monthly	DD	142.94	20%	23.82	119.12	Utilities
10-Apr	YU ENERGY	Electricity charges- Playing field	Monthly	DD	140.04	20%	23.34	116.70	Utilities
10-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	93.61	20%	15.60	78.01	Utilities
10-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	82.70	0%	-	82.70	Outside Works
10-Apr	YU ENERGY	Electricity charges- Workshop	Monthly	DD	45.31	20%	7.55	37.76	Utilities
10-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Apr	YU ENERGY	Electricity charges- Showers	Monthly	DD	14.55	20%	2.43	12.13	Utilities
10-Apr	TURN LYME GREEN	Environmental grant	One off	FPO	2,135.85	0%	-	2,135.85	Projects
11-Apr	EDF ENERGY	Gas charges- Office	Monthly	DD	1,011.00	5%	48.14	962.86	Utilities
11-Apr	ZORO	Cleaning supplies - Public conveniences	One off	DEB	664.90	20%	110.82	554.08	Outside Works
11-Apr	WARRIOR TRAILERS	Vehicle repairs	One off	DEB	19.00	20%	3.17	15.83	Outside Works
11-Apr	MAILCHIMP	Subscription for business briefing	Monthly	DEB	12.40	20%	2.07	10.33	Office Expenses
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
11-Apr	EBAY	Office supplies	One off	DEB	3.99	20%	0.67	3.33	Office Expenses
12-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
15-Apr	ALLSTAR	Fuel usage	Bi-Monthly	DD	340.82	20%	56.80	284.02	Outside Works
15-Apr	SOUTH WEST WATER	Water charges- Lister gardens	Quarterly	DD	312.25	0%	-	312.25	Utilities
15-Apr	SOUTH WEST WATER	Water charges- MP toilets	Monthly	DD	289.50	0%	-	289.50	Utilities
15-Apr	SOUTH WEST WATER	Water charges- Chalets	Quarterly	DD	152.50	0%	-	152.50	Utilities
15-Apr	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	70.44	Utilities
15-Apr	SOUTH WEST WATER	Water charges- MB car park	Bi-Annually	DD	54.75	0%	-	54.75	Utilities
15-Apr	SOUTH WEST WATER	Water charges - Cadet hut	Bi-Annually	DD	54.75	0%	-	54.75	Utilities
15-Apr	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	53.40	0%	-	53.40	Utilities
15-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
16-Apr	AIB	Transaction charges	Monthly	DD	411.64	0%	-	411.64	Outside Works
16-Apr	SAGE SOFTWARE LTD	Subscription	Monthly	DD	391.20	20%	65.20	326.00	Office Expenses
17-Apr	CHAIR COVER DEPOT	Wedding chair covers	One off	DEB	79.65	0%	-	79.65	Projects
17-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
17-Apr	PHONES REFURB	Mini golf iPad	One off	FPI	363.00	20%	60.50	302.50	Projects
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	66.34	0%	-	66.34	Office Expenses
19-Apr	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
22-Apr	BOSTON SEEDS	Wildflowers seeds	One off	FPO	6,875.83	20%	1,145.97	5,729.86	Projects
23-Apr	EDF ENERGY	Electricity charges- Hill road	Monthly	DD	252.34	5%	12.02	240.32	Utilities
23-Apr	AMAZON	External supplies	One off	DEB	18.97	20%	3.16	15.81	Outside Works
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
24-Apr	EARLY YEARS RESOURCES	Cleaning supplies - Public conveniences	One off	FPO	997.20	20%	166.20	831.00	Outside Works
24-Apr	JADE SECURITY	Cash collection	Monthly	FPO	703.36	20%	117.23	586.13	Outside Works
24-Apr	TRAVIS PERKINS	External supplies	One off	FPO	254.06	20%	42.34	211.72	Outside Works
24-Apr	LOVE LYME REGIS	Use of webcam	Annually	FPO	250.00	0%	-	250.00	Outside Works
24-Apr	MOLE AVON	External supplies	One off	FPO	111.94	20%	18.66	93.28	Outside Works
24-Apr	SW HYGIENE	Yellow bag collection	Monthly	FPO	47.21	20%	7.87	39.34	Outside Works
25-Apr	DC PENSION FUND	Pension contribution	Monthly	FPI	12,795.81	0%	-	12,795.81	Staffing
26-Apr	SAFE.CO.UK	Mini golf safe	One off	DEB	223.99	20%	37.33	186.66	Projects
26-Apr	MARINE THEATRE	Grant	Quarterly	FPO	5,000.00	0%	-	5,000.00	Grants
26-Apr	MARINE THEATRE	Civic night costs	One off	FPO	1,950.24	0%	-	1,950.24	Democratic Represent
26-Apr	RNLI LIFEBOATS	Lifeguard provision	Annually	FPO	5,769.60	20%	961.60	4,808.00	Grants
26-Apr	COASTLINE CREATIVE	Reprint of town map	One off	FPO	5,174.00	20%	862.33	4,311.67	Office Expenses
26-Apr	TOPSPARKS	Electrical works	One off	FPO	2,938.03	20%	489.67	2,448.36	Marketing & Tourism
26-Apr	NATALIE MCCARTHY	Civic night catering costs	One off	FPO	2,100.00	20%	350.00	1,750.00	Democratic Represent
26-Apr	LAWRENCES	Town crier casting	One off	FPO	1,612.80	20%	268.80	1,344.00	Unbudgeted expendit
26-Apr	DWP	Bin collection	Monthly	FPO	1,591.40	0%	-	1,591.40	Outside Works
26-Apr	WOODHORT SHARPHAM	Mushroom compost	One off	FPO	1,236.96	20%	206.16	1,030.80	Outside Works
26-Apr	DAPTC	Annual subscription	Annually	FPO	989.76	0%	-	989.76	Office Expenses
26-Apr	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	861.93	20%	143.66	718.28	Outside Works
26-Apr	NEWSQUEST	Job advertising	One off	FPO	720.01	20%	120.00	600.01	Staffing



BLUE LEVEL MEDIA	Hosting costs	Annually	FPO	720.00	20%	120.00	600.00	Marketing & Tourism
B CLEANING	Office cleaning	Month	FPO	600.00	0%	-	600.00	Office Expenses
SOUTH WEST COUNCIL	Membership subscription	Annually	FPO	598.80	20%	99.80	499.00	Office Expenses
METRIC	Hosting costs	Monthly	FPO	583.20	20%	97.20	486.00	Outside Works
LYME MORRIS	Grant	One off	FPO	500.00	0%	-	500.00	Grants
SEB COPE	Application and drawings for CCTV	One off	FPO	350.00	0%	-	350.00	Projects
STAFF	Travel expenses	One off	FPO	323.12	0%	-	323.12	Staffing
GOOD FOOD CAFÉ	Civic night catering	One off	FPO	307.50	0%	-	307.50	Democratic Represent
CLUB WIFI	Club Wi-Fi support	Annually	FPO	300.00	20%	50.00	250.00	Outside Works
CHAPMAN GEOTECH	Ground stability assessment	One off	FPO	300.00	0%	-	300.00	Outside Works
GROVES	Plants	One off	FPO	255.73	20%	42.62	213.11	Outside Works
ADVANTAGE DIGITAL PRINT	Leaflets	One off	FPO	219.00	20%	36.50	182.50	Office Expenses
DJ NEWBERRY	Seal disposal	One off	FPO	200.00	0%	-	200.00	Outside Works
ARTHUR FORDHAMS	External supplies	One off	FPO	174.51	20%	29.09	145.43	Outside Works
CREATIVE SOLUTIONS	Car park signs	One off	FPO	155.81	20%	25.97	129.84	Office Expenses
SCREWFIX	External supplies	One off	FPO	119.96	20%	19.99	99.97	Outside Works
ICCM	Cemetery corporate membership	Annually	FPO	100.00	0%	-	100.00	Office Expenses
BETHANY GOODMAN	Seafront band	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
PHILIP CLOUTS	Seafront band	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
ECOM6	Transaction charges	Monthly	FPO	80.48	20%	13.41	67.07	Outside Works
TRAVIS PERKINS	External supplies	One off	FPO	60.66	20%	10.11	50.55	Outside Works
NPOWER	Electricity charges- Harbour master store	Monthly	FPO	46.03	5%	2.19	43.84	Utilities
EUROFFICE	Office stationary	One off	FPO	34.94	20%	5.82	29.12	Office Expenses
STAFF	Travel expenses	One off	FPO	12.96	0%	-	12.96	Staffing
ALLSTAR	Fuel usage	Bi-Monthly	DD	464.68	20%	77.45	387.23	Outside Works
QUADIENT	Franking machine top up	One off	DD	100.00	0%	-	100.00	Office Expenses
CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
IP OFFICE	Office phone	Monthly	DD	593.81	20%	98.97	494.84	Utilities
DVLA	Vehicle tax	Annually	DEB	335.00	0%	-	335.00	Outside Works
NALC	Councillor training	One off	DEB	39.22	20%	6.54	32.68	Office Expenses
			Total	105,632.03				
			Petty Cash	11.35				
<b>Expenditure category totals</b>								
								<b>Utilities</b>
Outside Works	£35,943.80							
Democratic representation	£5,037.48						Phone	593.81
Rents	£1,368.08						Mobiles	176.53
Licensed land	£0.00						Electricity	10,354.70
Office Expenses	£9,729.09						Gas	1,011.00
Staffing	£78,754.42						Water	917.15
Marketing & Tourism	£3,858.03						Rates	
Utilities	£13,053.19							
Grants	£11,269.60							<u>13,053.19</u>
Loans	£0.00							
VAT	£0.00							
Refunds	£0.00							
Petty Cash	£11.35							
Unbudgeted Expenditure	£1,612.80							
Projects	£11,078.32							
<b>Total</b>	<b>£171,716.16</b>							

*Alan A. Johnson*

**APPENDIX 16B**

<b>Lyme Regis Town Council</b>									
<b>Payments list for October 2024</b>									
<b>Total</b>					<b>325,515.12</b>				
<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>									
01-Oct	DC RATES	Rates	Monthly	DD	21605	0%	-	21,605.00	Utilities
01-Oct	HMRC NDDS	Tax and NI contributions- September 24	Monthly	DD	17525.06	0%	-	17,525.06	Staffing
01-Oct	DC RATES	Rates	Monthly	DD	656	0%	-	656.00	Utilities
01-Oct	DC RATES	Rates	Monthly	DD	346	0%	-	346.00	Utilities
15-Oct	BANKLINE	Bank charges	Monthly	BLN	47.35	0%	-	47.35	Office Expenses
18-Oct	WORLDPAY	Transaction charges	Monthly	DD	24.9	0%	-	24.90	Outside Works
21-Oct	WORLDPAY	Transaction charges	Monthly	DD	255.69	0%	-	255.69	Outside Works
22-Oct	EDF	Electricity charges- Footway lighting	Quarterly	DD	572.88	0%	-	572.88	Utilities
24-Oct	SALARIES	Staff salaries- October 24	Monthly	EBP	47915.1	0%	-	47,915.10	Staffing
31-Oct	HMRC NDDS	Tax and NI contributions- October 24	Monthly	DD	15673.91	0%	-	15,673.91	Staffing
				<b>Total</b>	<b>104,621.89</b>				
<b>LLOYDS BANK</b>									
01-Oct	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	4104.58	5%	195.46	195.46	Utilities
01-Oct	SOUTHERN ELECTRIC	Electricity charges- Bathing office	Quarterly	DD	303.03	5%	14.43	4,090.15	Utilities
01-Oct	SOUTHERN ELECTRIC	Electricity charges- Office	Quarterly	DD	286	5%	13.62	289.41	Utilities
01-Oct	SOUTHERN ELECTRIC	Electricity charges- Office	Quarterly	DD	166.84	5%	7.94	278.06	Utilities
01-Oct	ZOOM	Subscription to communication platform	Monthly	DEB	12.99	20%	2.17	164.68	Office Expenses
01-Oct	FLOWBIRD	Transaction charges- Multiple invoices	Monthly	FPO	3933.14	20%	655.52	642.53	Outside Works
01-Oct	LRDT	Term grant	Quarterly	FPO	2500	0%	-	3,933.14	Grants
01-Oct	B SHARP	Term grant	Quarterly	FPO	1250	0%	-	2,500.00	Grants
01-Oct	BRIDPORT CAB	Term grant	Quarterly	FPO	1125	0%	-	1,250.00	Grants
01-Oct	AXE RING AND RIDE	Term grant	Quarterly	FPO	375	0%	-	1,125.00	Grants
01-Oct	TOPSPARKS	Electrical work- office light	One off	FPO	108	20%	18.00	357.00	Outside Works
02-Oct	CARBON LITERACY	Staff training	One off	DEB	179.04	0%	-	108.00	Staffing
02-Oct	CARBON LITERACY	Staff training	One off	DEB	179.04	0%	-	179.04	Staffing
02-Oct	SQUARE	Team plus till point system	Monthly	DEB	20	0%	-	179.04	Outside Works
02-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	17.50	Utilities
03-Oct	GRENKELEASING LIM	Copier lease	Quarterly	DD	306	20%	51.00	36.00	Office Expenses
03-Oct	NW SYSTEMS GROUP	Camera streaming	Quarterly	DD	104.4	20%	17.40	288.60	Marketing & Tourism
03-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	103.40	Utilities
07-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	4.67	Utilities
07-Oct	CUSTOMER	Shelters hire refund	One off	FPO	1100	20%	183.33	175.33	Refunds
07-Oct	CUSTOMER	Refund for overpayment on site fees	One off	FPO	447.82	0%	-	1,100.00	Refunds
07-Oct	CUSTOMER	Refund for ashes grave	One off	FPO	276	0%	-	447.82	Refunds
07-Oct	CUSTOMER	Refund for guildhall booking	One off	FPO	75	0%	-	276.00	Refunds
07-Oct	CUSTOMER	Refund for beach hut booking	One off	FPO	28	0%	-	75.00	Refunds
08-Oct	YU ENERGY	Electricity charges- MB car park	Monthly	DD	938.42	20%	156.40	128.40	Utilities
08-Oct	YU ENERGY	Electricity charges- WM car park	Monthly	DD	904.57	20%	150.76	787.66	Utilities
08-Oct	UNITY 5	Zatpark charges	Monthly	DD	549.24	20%	91.54	813.03	Outside Works
08-Oct	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	442.54	20%	73.76	475.48	Utilities
08-Oct	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	261.02	20%	43.50	399.04	Utilities
08-Oct	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	236.03	20%	39.34	221.68	Utilities
08-Oct	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	148.72	20%	24.79	211.24	Utilities
08-Oct	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	143.79	20%	23.97	124.76	Utilities
08-Oct	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	141.42	20%	23.57	120.22	Utilities
08-Oct	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	122.08	20%	20.35	121.07	Utilities
08-Oct	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	103.42	20%	17.24	104.84	Utilities
08-Oct	YU ENERGY	Electrical charges - Marine parade	Monthly	DD	101.43	20%	16.91	86.52	Utilities
08-Oct	YU ENERGY	Electrical charges- Showers on the beach	Monthly	DD	37.18	20%	6.20	95.23	Utilities
08-Oct	CHRISTMAS LIGHTS	Contribution to Christmas lights	One off	FPO	4000	0%	-	37.18	Grants

08-Oct	GOOD TO GO	Safety inspection books	One off	FPO	164.7	20%	27.45	3,972.55	Outside Works
09-Oct	SLCC	Staff training	One off	DEB	432	0%	-	164.70	Staffing
09-Oct	JWS	Door security alarm	One off	DEB	152.4	20%	25.40	406.60	Outside Works
09-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	150.73	Utilities
09-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	9.00	Utilities
10-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	69.57	0%	-	6.00	Outside Works
10-Oct	YU ENERGY	Electrical charges- Sewerage pumping station	Monthly	DD	55.46	20%	9.24	60.33	Utilities
10-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	20.97	0%	-	55.46	Outside Works
10-Oct	ZATPARK	Zatpost top up	One off	DEB	100	0%	-	20.97	Outside Works
11-Oct	PITNEY BOWES	Franking machine top up	One off	DD	100.6	0%	-	100.00	Office Expenses
11-Oct	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.01	20%	2.00	98.60	Office Expenses
11-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	11.01	Utilities
11-Oct	BAGWELLS	Beach store works	One off	FPO	43752.08	20%	7,292.01	7,286.01	Projects
11-Oct	WELLMAN R	Use of park and ride field	Annually	FPO	12081.3	0%	-	43,752.08	Outside Works
11-Oct	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	5840.64	20%	973.44	11,107.86	Outside Works
11-Oct	MARINE THEATRE	Term grant	Quarterly	FPO	5500	0%	-	5,840.64	Grants
11-Oct	DWP	Bin collection- October 24	Monthly	FPO	2339.33	0%	-	5,500.00	Outside Works
11-Oct	WOODROFFE	Bursary	One off	FPO	2000	0%	-	2,339.33	Projects
11-Oct	WOODHORT SHARPHAM	Compost	One off	FPO	1236.96	20%	206.16	1,793.84	Outside Works
11-Oct	JADE SECURITY	Cash collection	Monthly	FPO	1087.06	20%	181.18	1,055.78	Outside Works
11-Oct	EAGLE PLANT	Machinery hire	One off	FPO	1008	20%	168.00	919.06	Outside Works
11-Oct	TOPSPARKS	Electrical works- enforcement shed	One off	FPO	891.22	20%	148.54	859.46	Outside Works
11-Oct	NEWSQUEST	Co-option to council advert	One off	FPO	783.41	20%	130.57	760.65	Staffing
11-Oct	UPLYME SCHOOL	Community grant	One off	FPO	487.63	0%	-	783.41	Grants
11-Oct	SCREWFIX	External supplies	One off	FPO	264.07	20%	44.01	443.62	Outside Works
11-Oct	SIX PAYMENT	Transaction fees	Monthly	FPO	200.81	20%	33.47	230.60	Outside Works
11-Oct	Wessex Lift	Lift service	Annually	FPO	157.15	20%	26.19	174.62	Outside Works
11-Oct	EUROFFICE	Office stationary	Monthly	FPO	134.48	20%	22.41	134.74	Office Expenses
11-Oct	CLARITY COPIERS	Copier usage	Monthly	FPO	117.24	20%	19.54	114.94	Office Expenses
11-Oct	WESTCRETE	External supplies	One off	FPO	114.05	20%	19.01	98.23	Outside Works
11-Oct	KAL MARQUEES	Toilet hire	Monthly	FPO	108.24	20%	18.04	96.01	Projects
11-Oct	ECOM6	Payment services	Monthly	FPO	106.86	20%	17.81	90.43	Outside Works
11-Oct	MOLE AVON	External supplies	One off	FPO	104.8	20%	17.47	89.39	Outside Works
11-Oct	NPOWER	Beach store- Electricity charges	Monthly	FPO	44.51	5%	2.12	102.68	Utilities
11-Oct	METRIC	Hosting costs	Monthly	FPO	43.2	20%	7.20	37.31	Outside Works
11-Oct	ZORO	External supplies	One off	FPO	28.93	20%	4.82	38.38	Outside Works
11-Oct	TUDOR	Staff clothing	One off	FPO	28.56	20%	4.76	24.17	Staffing
11-Oct	TRAVIS PERKINS	External supplies	One off	FPO	4.16	20%	0.69	27.87	Outside Works
14-Oct	ALLSTAR	Fuel usage	Bi-monthly	DD	275.25	20%	45.88	41.72	Outside Works
14-Oct	YU ENERGY	Electricity charges- Workshop	Monthly	DD	169.23	20%	28.21	247.05	Utilities
14-Oct	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	168.23	Office Expenses
14-Oct	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Holiday chalets	Quarterly	DD	900.43	0%	-	6.00	Utilities
15-Oct	AIB	Transaction charges	Monthly	DD	823.17	0%	-	900.43	Outside Works
15-Oct	SOUTH WEST WATER	Water charges- Lister gardens	Quarterly	DD	651.59	0%	-	823.17	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	185	0%	-	651.59	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	109.32	0%	-	185.00	Utilities
15-Oct	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	95.23	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	74.54	0%	-	84.53	Utilities
15-Oct	SOUTH WEST WATER	Water charges- MB car park	Bi-annually	DD	54.75	0%	-	74.54	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Cadet hut	Bi-annually	DD	54.75	0%	-	54.75	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Scout hut	Quarterly	DD	52.58	0%	-	54.75	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	46.31	0%	-	52.58	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	36.15	0%	-	46.31	Utilities
15-Oct	SOUTH WEST WATER	Water charges- LR Tourist	Quarterly	DD	12.95	0%	-	36.15	Utilities
15-Oct	SOUTH WEST WATER	Water charges- Boat area MB	Quarterly	DD	5.11	0%	-	12.95	Utilities
15-Oct	MONEY CLAIM	Debt recovery claim	One off	DEB	455	0%	-	5.11	Office Expenses
16-Oct	SAGE	Subscription	Monthly	DD	415.2	20%	69.20	385.80	Office Expenses
17-Oct	EDF ENERGY	Gas charges- Office	Monthly	DD	225.39	5%	10.73	404.47	Utilities

