



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 29 January 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
24.01.25

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 27 November 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 27 November 2024

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

7. Update Report

To update members on issues previously reported to this committee

8. Strategy and Finance Objectives

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

9. Internal Audit Report, Visit One 2024-25

To inform members of the outcome of the internal auditor's first visit for 2024-25

10. Corporate Plan 2025-30

To present the Corporate Plan 2025-30

11. Review of Beach Hut Bookings

To allow members to carry out a 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

12. Dorset Council's Council Plan 2024-29 and its implications for Lyme Regis Town Council

To allow members to consider Dorset Council's Council Plan 2024-29 and its implication for Lyme Regis Town Council

- 13. Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England**
- To allow members to consider and comment on a consultation document issued by the Ministry of Housing, Communities and Local Government on strengthening the standards and conduct framework for local authorities in England and to delegate the final response to the town clerk in consultation with three members identified by this committee
- 14. Investments and Cash Holdings**
- To inform members of the council's current reserve position
- 15. List of Payments**
- To inform members of the payments made in the month of December 2024.
- 16. Works to New Council Offices**
- To allow members to consider options to safeguard an early start to works on the new council offices at St Michael's Business Centre, including the writing of a letter of intent to appoint a contractor prior to formal approval at Full Council on 12 February 2025
- 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*
- 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 16 – Works to New Council Offices**
- a) **Agenda item 17 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 27 NOVEMBER 2024

Present**Chairman:** Cllr P. May**Councillors:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood**Officers:** N. Cleal (finance manager), A. Mullins (support services manager), J. Wright (town clerk)**Absent:** Cllr D. Holland**24/36/SF Public Forum**

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

24/37/SF Apologies for Absence

Cllr M. Denney
Cllr J. Trevena – family commitment

Cllr S. Larcombe arrived at 7.01pm.

24/38/SF Minutes

It was noted Cllr J. Trevena's vote was not recorded under minute 24/31/SF, Review of Charges, relating to the precept. Cllr J. Trevena voted against the motion.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, the minutes of the meeting held on 9 October 2024, with the above amendment, were **ADOPTED**.

24/39/SF Disclosable Pecuniary Interests

There were none.

24/40/SF Dispensations

There were none.

24/41/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024

Members noted the report.

24/42/SF Update Report

Members noted the report.

24/43/SF Strategy and Finance Objectives

Members noted the report.

24/44/SF Introduction of lost property policy

Members suggested publicising lost items or if unclaimed, selling them on an auction website. However, it was agreed the process should be kept as simple as possible, as per the proposed policy.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed lost property policy.

24/45/SF Fixed Assets Policy

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the fixed assets' policy.

24/46/SF Allocation and Distribution of Grant Funding

Several members were concerned that introducing large capital grants would not allow the council flexibility to respond to in-year requests and that the amount suggested of £25k per year for these grants would not be enough.

However, it was noted an organisation could apply for a large capital grant twice in the same year. It was also noted that in exceptional circumstances, funding could be accrued to the following financial year, as long as it was identified against a project, which would allow greater flexibility.

Members emphasised that evidence of self-funding and a robust review process of grant recipients would be important to them.

The town clerk assured members officers carried out a lot of analysis and in-depth discussions about organisations' finances, which would continue.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to 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; to approve a large capital grants' policy and procedure; to approve changes to the existing term grants' policy and procedure; and to approve changes to the existing community grants' policy and procedure.

24/47/SF Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30

Officers drew members' attention to the funding available for priority two objectives and how the shortfall could be addressed. If members were to agree all the suggested amendments, this would leave a gap of £2k.

It was noted the Gardens Working Group had recently met and discussed signage in the gardens, which had no budget currently allocated. The working group had suggested £5k be allocated from the 2024-25 climate action plan budget and this was agreed by members.

Proposed by Cllr S. Cockerell and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a budget for 2025-26 including the proposed priority 1 and 2 objectives with the following exceptions:

- 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
- Remove electric strimmers at £12k

to allocate £5k from the 2024-25 climate action plan budget for signage in the seafront gardens; to approve a precept of £163,254 for 2025-26; and to approve the five-year financial plan for 2025-30 and note the impact on the council's forecast reserve over that period.

24/48/SF Charges for Filming on Town Council Land

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed charging structure for filming on town council land.

24/49/SF Consultation by Dorset Council about the local adoption of Street Trading legislation

The town clerk said officers were concerned about the proposed policy because of the potential impact on licencing the town council currently managed, the impact on the hiring of the Marine Parade Shelters and the restrictions on charges. It would also not resolve the current issue of the trader on the Cart Road.

Members agreed it was a concern that Dorset Council was looking to introduce a blanket policy across the county, which would have revenue implications for the town council. It was agreed a strong argument needed to be put forward that not all towns should be treated the same and exemptions needed to be made.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to respond to Dorset Council's consultation about the local adoption of Street Trading legislation in consultation with the chairman of the Strategy and Finance and Town Management and Highways

Committees and in line with the views expressed by the Strategy and Finance Committee.

24/50/SF Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

The majority of members were opposed to remote attendance and proxy voting. It was noted how difficult it was to hold virtual meetings during the pandemic and this would be the only reason to make an exception.

Cllrs S. Cockerell, P. Evans and P. May agreed to work with the town clerk on a response to the consultation and it was suggested the draft response be considered by the Full Council on 11 December 2024 before being submitted.

Proposed by Cllr S. Cockerell and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs S. Cockerell, P. Evans and P. May work with the town clerk to draft a response to the Ministry of Housing, Communities and Local Government's open consultation on 'Enabling Remote Attendance and Proxy Voting at Local Authority Meetings', to be considered by the Full Council on 11 December 2024.

24/51/SF List of Payments

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in April and October 2024 for the sums of £171,716.16 and £325,515.12, respectively.

24/52/SF Debtors' Report

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, 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.

24/53/SF Exempt Business

a) Debtors' Report

The finance manager said since drafting the report, a lot of the chalet and caravan income had been received. She had spoken to the auditor about recovering historic debt so she was expecting to report a much lower figure next time.

The meeting closed at 8.13pm.

Committee: Strategy and Finance

Date: 29 January 2025

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

24/44/SF – Introduction of lost property policy

The lost property policy has been emailed to members and published on the council's website.

24/45/SF – Fixed Assets Policy

The fixed assets policy has been emailed to members and published on the council's website.

24/46/SF – Allocation and Distribution of Grant Funding

As per the grant timetable, term grants were advertised from 12 December 2024, with a deadline for applications of midday on 15 January 2025. It was intended that the applications would be considered at this meeting; however, as 17 applications were received, an extraordinary Full Council meeting will be held on 5 February 2025 to specifically consider the applications.

Also, as per the grant timetable, community grants were advertised from 17 January 2025, with a deadline for applications of midday on 28 February 2025. Applications will be considered at an extraordinary Full Council meeting on 26 March 2025, which is already in the calendar.

Large capital grants are new for 2025-26 and it was agreed these would be made available in April and October each year, with any applications to be considered by this committee. In order to meet this timescale, these grants will be advertised in February 2025, with a deadline in March/April 2025, so applications can be considered by this committee on 30 April 2025.

The policies and procedures relating to term, large capital and community grants have been emailed to members and published on the council's website.

24/48/SF – Charges for Filming on Town Council Land

A new page has been created on the council website to outline the agreed filming charges.

24/49/SF – Consultation by Dorset Council about the local adoption of Street Trading legislation

The deputy town clerk is liaising with the chairman of this committee and the Town Management and Highways Committee to formulate a response to the consultation by the deadline of 26 January 2025.

24/50/SF – Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

The proposed response to this consultation, put together by the town clerk and delegated members, was approved by the Full Council on 11 December 2024 and submitted on 17 December 2024.

John Wright
Town clerk
January 2025

Committee: Strategy and Finance

Date: 29 January 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Beach replenishment and harbour dredging

As part of the budget-setting process it was mentioned that Dorset Council had requested a further contribution towards beach replenishment in 2025, although the size of the funding shortfall was not quantified at that time.

Dorset Council later clarified there was a concern that no contribution would be received from the Environment Agency in 2025, which would leave a considerable shortfall. It was also noted that beach replenishment had been separated from harbour dredging going forwards because the latter was required much less frequently, if at all. Any contribution from the town council would be spent wholly on beach replenishment.

Dorset Council's engineer agreed that a further update would be provided when there was greater clarity about the overall funding situation. To date, no additional information has been received and the deputy town clerk has asked the engineer to contact him to discuss the situation. Any further information will be reported verbally to members.

Mark Green
Deputy town clerk
January 2025

Committee: Strategy and Finance

Date: 29 January 2025

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 12 February 2025.

John Wright
Town clerk
January 2025

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.

Committee: Strategy and Finance

Date: 29 January 2025

Title: Internal Audit Report, Visit One 2024-25

Purpose of Report

To inform members of the outcome of the internal auditor's first visit for 2024-25

Recommendation

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

Background

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

Report

6. Darkin Miller's first audit visit for 2024-25 took place over two days on 18 and 21 November 2024. The report identifies nine recommendations: three medium and six low. Darkin Miller's report is attached, **appendix 9A**.
7. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Naomi Cleal
Finance manager
January 2025

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2024/25

Visit 1 of 3

LYME REGIS TOWN COUNCIL

Date: 7th January 2025

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Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 18th and 21st November 2024 with later remote work.

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

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

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2024/25 (which will be in May or June 2025) will contain the audit opinion.

The following areas were reviewed during this audit visit:

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

Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	3
Low	6
Info	0
TOTAL	9

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

Darkin Miller ~ Chartered Accountants
2024/25 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 1 OF 3: 7th JANUARY 2025

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.1 – Amend minutes, ensure all pages signed and that approved minutes are published	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity, but did note that:</p> <p><u>Council</u></p> <ul style="list-style-type: none"> - The minutes of 01/05/24 contain minute numbers which start with '22' (the convention for the 23/24 civic year is '23') - The minutes of 17/07/24 contain a duplicated minute number at 24/50/C <p><u>Planning</u></p> <ul style="list-style-type: none"> - The minutes of 24/09/24 and 15/10/24 contain duplicated minute numbers <p><u>Environment</u></p> <ul style="list-style-type: none"> - Only the back page of the minutes of 26/06/24 have been signed <p><u>TCP</u></p> <ul style="list-style-type: none"> - The numbering of the minutes went out of sequence for the meeting 25/09/24 (24/105 was followed by 23/106) <p><u>Approved minutes not on website</u></p> <p>The following approved minutes were not on the</p>	L	A note will be added to the minute book to note the errors. Unsigned minutes will be signed. Minutes will be published on the website as soon as possible after being approved.	SSM	12/02/2025

	<p>Council's website at 18/11/24:</p> <ol style="list-style-type: none"> 1. S&F 03/07/24 2. HR 29/05/24, 24/07/24 3. TCP 25/09/24 4. TM 18/09/24 <p>I recommend that amendments are made to minute references as required in order to ensure clarity, all pages of the minutes are initialled or signed in order to evidence that they are the approved set, and the approved minutes are published as soon as possible in line with the ICO's guidance in order to aid transparency.</p>				
5.1 – Ensure older debt is reviewed and collected or written off	<p>I reviewed the Council's aged debt reports year on year to confirm that all income was being collected. I noted an increase in the total value of aged debt at the end of October 2024 (£240k, as against £111k 31/10/23), and an increase in the amount of debt over 120 days (£153k, as against £86k at 31/10/23). However, I noted that £102k of the debt at 31/10/24 related to customers on a payment plan or those for whom there was a delay in sending out invoices over the year-end period. £1k of the debt at 31/10/24 has since been paid, £15k is in active debt management (ranging from phone calls chasing payment, to legal processes to enforce the payment of the debt or recover the related property), £6k relates to properties where the Council are in limbo following the death of a tenant, and £6.4k relates to weddings where the invoice is raised when the wedding is booked, but full payment is not required until closer to the wedding date. Only £1.2k of debt relates to older, smaller balances where action still needs to be</p>	L	Older debts will be reviewed in accordance with our debt policy.	FM	31/03/2025

	<p>taken to review the debt and to agree the next steps for collection or to recommend a write-off.</p> <p>I recommend that the remaining smaller balances which are not subject to an active debt management process be reviewed and the relevant steps taken to recover or write off the debt, in order to ensure that the Council's record of debt is accurate and that all income due is collected.</p>				
5.2 – Ensure delayed invoices are issued as soon as possible	I further recommend that the delayed invoices are reissued as soon as possible in order that the Council can collect the monies due.	M	Invoices are being processed after difficulties with meter readings. They are currently being raised and will be completed by the end of January.	FM	31/01/2025
5.3 – Ensure invoice code is checked prior to posting	<p>I checked to see that a sample of income was properly recorded and promptly banked. A review of income year on year indicated that 7 receipts totalling £33k had been coded in error to nominal code 4211 (MB Day Hut Site Licence), which is the default income code for invoices. The Finance Administrator corrected the error during the audit.</p> <p>I recommend that a check is made on the nominal code when new invoices are raised in order to ensure that invoices are correctly coded.</p>	L	The nominal is periodically checked. I have been in contact with sage to remove the default nominal code to the remove this issue.	FM	N/A
5.4 – Consider splitting out CIL monies separately	I also noted that CIL receipts are coded into Miscellaneous Income (n/c 4802). There is a risk that coding CIL monies, which are time-limited and may only be applied for restricted purposes, may be lost if the original deadline or purpose of the monies are not	L	Noted	FM	31/01/2025

	<p>tracked.</p> <p>I recommend that the Council considers posting CIL receipts to a separate CIL code in order to ensure that the income is separated out from general income and can be monitored. This will ensure that CIL monies are not at risk of clawback.</p>				
5.5 – Put written agreements in place for permits and licences	<p>I checked to see that prices charged agreed with those set by the Council. I found that the price charged in relation to most samples appeared to be correct, but noted that there is no written agreement in place relating to the provision of a holiday parking permit in return for the Council being able to place a sign on the side of the permit holder's house. I also found that whilst there was a signed agreement relating to an alfresco licence for 23/24, no formal agreement had been issued for 24/25.</p> <p>I recommend that a written agreements are put in place for 25/26 in order that the terms and remuneration are clear.</p>	M	<p>Officers will carry out a comprehensive review of parking permits and arrangements.</p> <p>A new agreement will be made for the alfresco licence alongside the lease renewal</p>	OM/FM/DTC	<p>12/02/2025</p> <p>07/2025</p>
5.6 – Amend vat split on invoice	<p>I found that the price charged in relation to one lease included a vat and non-vat element, and that the calculation included vat on £430 where it should have been calculated on £400. This meant that the tenant paid £6 more than was due. The Finance Manager noted that this would be corrected.</p> <p>I recommend the correction is made as planned.</p>	L	Noted	FM	31/01/2025
5.7 – Consider current arrangement for	I was able to agree rent due for one property to the surveyor's valuation but was unable to agree the rent to a signed lease in spite of the Council having instructed	M	We agree and are planning to re-tender in 2025	DTC	30/06/2025

<p>the drafting of leases</p>	<p>its solicitor in February 2024 to draft the lease. I understand that the Council is waiting for a number of leases to be provided by the same solicitor, albeit some of the delay rests with third party solicitors. Agreed leases should be signed promptly after they have been negotiated in order to ensure that the terms and conditions, and rent, inflation, and rent review periods are clear.</p> <p>I recommend that the Council considers whether the current service provider is meeting its needs.</p>				
<p>6.1 – Ensure correct value of PC spend reported</p>	<p>I checked to see that petty cash expenditure is reported to the Council. I found that the total of petty cash expenditure for the month is included on that month's payments list. I noted that the expenditure shown on the April 2024 payments list (£16.85) was £5.50 more than the total shown in Sage and on the petty cash spreadsheet for the month (£11.35). The Finance Manager confirmed that this payments list would be re-presented at the next meeting of the Strategy & Finance Committee.</p> <p>I recommend that this is done in order to ensure that the correct value of petty cash expenditure is reported to Council.</p>	<p>L</p>	<p>This has been represented to council at strategy and finance 27 November 2024</p>	<p>FA</p>	<p>Complete</p>

Committee: Full Council

Date: 29 January 2025

Title: Corporate Plan 2025-30

Purpose of Report

To present the Corporate Plan 2025-30

Recommendation

Members approve the Corporate Plan 2025-30

Background

1. The Corporate Plan 2025-30 is attached, **appendix 10A**.
2. The Corporate Plan considers the challenges the council faces, reviews performance in 2024-25, details objectives for 2025-26 and outlines its finances.
3. The corporate plan will be posted on the town council's website and social media platforms, made available to the public at the town council's office and presented to the annual town meeting of electors on 25 April 2025.
4. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

John Wright
Town clerk
January 2025

Committee: Strategy and Finance

Date: 29 January 2025

Title: Review of Beach Hut Bookings

Purpose of Report

To allow members to carry out a 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

Recommendation

Members 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

Background

1. During the review of charges by this committee on 9 October 2024, members agreed a more thorough review was required 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.
2. At that same meeting, hire charges for the council's 36 beach huts on Marine Parade were agreed for 2026, as these huts will be available to book from October 2025 and must be agreed a year in advance. Therefore, any changes the council makes at this point would be implemented from 2027.
3. Income from beach hut hire for 2023-24 (the last full year of accounts available) was £73,873.55. Expenditure cannot be quantified as it is primarily staff time in administration and maintenance and materials for maintenance.
4. To reflect varying demand throughout the year, the peak times are weekly hire only, and outside of these times, daily hire is available. Weekly hire is available at Easter, May half term, June, and the school summer holidays in July and August (sometimes into September). There is a minimum two-week booking period Christmas/New Year, due to there being reduced staffing over the period.
5. Seasonal packages are also available – annual hire, summer season, and winter season. Annual runs for the entire year, summer covers June to August, and winter covers October to February.
6. Beach huts for the coming winter and the following year are made available in October each year, when there are 'beach hut booking days'. The packages can only be booked over the phone and all weekly and daily hires are booked via the website, although these can be made over the phone in exceptional circumstances.
7. Each year, residents are given priority to book the annual, summer and winter packages. The first of the booking days is for residents to book packages and to qualify, they must have a Gateway Card number. The second of the booking days is for the general public to book

packages. Any residents who were not successful in securing a package booking on the priority day can try again with the general public.

8. The packages are allocated as follows:

	Residents	Non-residents
Annual	3	4
Summer	2	2
Winter	7	10

9. Annual hire is by far the most popular, with winter the second most popular, and summer the least popular.
10. On the booking days, two employees are taking package bookings over the phone and all packages allocated for that day are usually sold out within the first hour. One of the main criticisms of this arrangement has been the phone system and we have had reports of people making hundreds of calls to try and get through. The issue is that people get a ringing tone and believe they have got through, but as there eight phone lines and only two being answered at one time, they will ring out before the call can be answered. There is currently no phone queuing system in place.
11. We received a handful of complaints about the booking system but by comparison, 342 orders were made successfully over the two booking days in 2024.

Report

Charges

12. The charges are reviewed every year and are based on demand. For example, beach huts in December are cheaper than in August, when demand is at its highest. The principle is to get people using the huts in the quieter months and keeping the charges low supports this. This is evidenced in the booking rates, with huts usually being fully booked between May and September, when the charges are at their highest.
13. In setting the charges, comparisons are made with other town councils in the area who rent out beach huts, often Swanage which is similar in many ways to Lyme Regis. However, the beach huts at Swanage have more facilities than Lyme Regis, including more chairs, a coffee table, worktop and shelving, electric sockets and lights, and a dustpan and broom. Some price comparisons are shown below:

	January (daily)	April (weekly)	August (weekly)	October (daily)
Swanage	£7	£50	£182	£12
Lyme Regis	£6	£70	£180	£9

14. Daily beach hut hire was introduced in 2019 when we moved over to an online booking system, as this provided greater flexibility and would increase bookings.
15. Members may wish to consider retaining weekly hire at peak times and daily hire at off-peak times, moving to just weekly hire, moving to just daily hire, or having both daily and weekly hire available at all times. The principle behind having only weekly hire during the peak

season was to prevent someone booking just one day, therefore preventing someone from having the hut for the entire week. During the school holidays, most customers want a weekly hire. However, having daily hire all year round would further increase flexibility for customers.

Packages

16. In considering the package bookings, members wish to consider the overall number of packages available, the number allocated to residents, or even whether to scrap them entirely. Members could also consider making all the beach huts package bookings, but the expense would be out of many people's reach and the number of people using the huts would dramatically decrease.
17. An annual package in 2025 is £2,000. If someone was to book the entire year using weekly or daily bookings, it would cost £4,017. The annual hire package is therefore a saving of £2,017.
18. A summer package in 2025 is £1,300. If someone was to book the summer season using weekly bookings, it would cost £1,480. The summer hire package is therefore a saving of £180.
19. A winter package in 2024-25 is £185. If someone was to book the winter season using weekly and daily bookings, it would cost £848. The winter hire package is therefore a saving of £663.

Prioritisation of residents

20. Residents currently have priority booking for packages, but not weekly or daily hire. When the online booking system goes live, it is available to everyone. It may be possible to restrict online bookings to residents as a priority, but this would involve development work, and therefore incur a cost. This would also further complicate the booking days.
21. Members could also consider allocating more of the seasonal packages to residents.
22. Residents currently receive a 10% discount on all bookings, including packages, with their Gateway Card. Members could consider a greater discount.

The booking system

23. As mentioned previously, one of the main criticisms of the booking process is the telephone system. Around 10 years ago, a booking system was trialled where people had to queue at the office. This led to people camping outside the office for up to three nights to be first in the queue and wasn't considered safe or appropriate. We therefore moved to a phone system, which was then largely replaced by the online system in 2019.
24. The current phone system does not have a queuing system. However, when the office moves to St Michael's Business Centre, we will be using a Teams based system, which allows for a queuing system.
25. Suggestions have been made that we run a ballot, where people would submit what package they want and their names are 'drawn out of a hat'. However, there is no flexibility with this system; often, if a person calls and finds the package they want is already sold out, they will often take a different package. This would not be possible with a ballot because if a person is drawn and the package has sold out, their chance has gone.

26. Whatever system we operate, there will always be criticism and it will usually be from those who didn't secure the package they wanted.
27. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrianne Mullins
Support services manager
January 2025

Committee: Strategy and Finance

Date: 29 January 2025

Title: Dorset Council's Council Plan 2024-29 and its implications for Lyme Regis Town Council

Purpose of Report

To allow members to consider Dorset Council's Council Plan 2024-29 and its implication for Lyme Regis Town Council

Recommendation

Members note the report

Background

1. Following consultation through its Big Conversation and surveys¹, on 5 December 2024 Dorset Council's Full Council approved its new council plan 2024-29.

2. The concerns expressed by the town council during consultation included the plan's failure to address Dorset Council's financial position and the funding attached to its priorities, the implications of devolution, and a general lack of the 'how' and 'when' Dorset Council would achieve its strategic priorities and objectives.

3. The approved council plan outlines Dorset Council's vision:

Working together to create a fairer, more prosperous and more sustainable Dorset for current and future generations".

4. Guiding Dorset Council's vision are the underlying principles of 'Partnership' and 'Prevention'.

5. Helpfully, the key words and phrases in the vision are expanded on:

'Working together' reflects how partnership and working together is vital to achieve the best outcomes for Dorset. 'Together' refers to Dorset Council, voluntary, private and public sector partners, residents, communities and businesses.

'Fairer' is about addressing the inequities and challenges some of our residents' face. We need to improve social mobility, reduce health inequalities, support vulnerable people, improve access to homes for local people, and support inclusive communities.

'More prosperous' is about economic growth and creating opportunities for residents to enjoy a better quality of life with better outcomes.

'More sustainable' is about tackling climate change and helping nature to recover. It's enabling communities to strengthen and become more self-reliant while adopting a preventative approach that helps people avoid crises. We want a more sustainable model for public services and a better quality of life for residents.

'For current and future generations' reflects the focus on where we want Dorset to be in 5, 10, 20 years' time.

¹ LRTC contributed to both forms of consultation. On 4 September 2024, the full council received a report on the Big Conversation and delegated the response to reflect its views to the town clerk in consultation with three members.

6. The strategic priorities set out in the draft plan remain the same:

- Provide affordable and high-quality housing
- Grow our economy
- Communities for all
- Respond to the climate and nature crisis.

Dorset Council's council plan and its implications for Lyme Regis Town Council

7. Specific references in the plan to local councils, include:

“Guiding this vision are the underlying principles of **‘Partnership’** and **‘Prevention’**: we can achieve more working with others and through prevention we can avoid crisis.”

“Review how we could work more closely with town and parish councils.”

“A more joined-up and coherent model of place-based working, building on existing arrangements, developing strong relationships locally, and using existing assets in communities, such as libraries and family hubs. This will be built into the council's new target operating model (this sets out how the council will introduce new ways of working with residents and communities). This action will involve continued working with Integrated Care System partners to establish health and care teams in each neighbourhood.”

“Increase the number of visitor day or overnight stays in Dorset by 5% (1.5m additional visits) by 2029.”

“We will encourage increased levels of sustainable tourism and continue to explore ways to extend the visitor season throughout the year.”

“Support community-led masterplans in at least 70% of the coastal and market towns by 2029.”

“We will develop a Coastal and Market Towns strategy framework to support growth and regeneration, working in partnership with town and parish councils, and seeking funding from government.”

“Town and parish councils and community groups support understanding of local housing need, and the provision of new homes through Community Land Trusts, led by local people working alongside the council and housing associations.

“80% of our urban verges will be managed to enhance their value for nature by 2030 (currently 50%).”

“To support all Dorset public sector organisations to develop climate resilience plans by 2026”.

“Support landowners, town and parish councils, businesses, schools and communities to take action to recover nature locally.”

8. Dorset Council's plan does not address the concerns addressed by this council in September 2024, i.e., Dorset Council's financial position and the funding attached to its priorities, the

implications of devolution, and the general lack of 'how' and 'when'. Until these are further unpacked, it is difficult to understand the implications of these statements.

Dorset Council's 2025-26 budget

9. To some extent, Dorset Council is addressing the financing of its strategic priorities through its 2025-26 budget.
10. In 2025-26, Dorset Council is increasing its income to £416million, an increase of £39million from 2024-25. This represents an annual increase of 10.34%; Dorset Council's 2025-26 council tax income increase is restricted to 5%.
11. The additional funding includes:
 - £14.5 million for adult care and housing services
 - £1.5 million for children's services
 - £4 million for place services including transport, highways and planning services.
12. Dorset Council's budget proposals also outline significant cost saving measures of around £44 million.
13. Dorset Council has a transformation plan to streamline council operations including increased use of technology, better customer services, working more closely with communities, and lowering operating costs. This will result in a slimmer council with fewer staff. Again, there is specific reference with communities, including town and parish councils.
14. The implications of these changes could affect this town council in several ways, e.g., reorganisation typically results in service disruptions, staffing reductions could reduce service provision, non-statutory services could be removed and/or Dorset Council could close transfer financial liabilities to local councils.

Devolution

15. The future of devolution is still to be decided. So far, Dorset Council, Wiltshire Council and Somerset Council have signed up to the Heart of Wessex Partnership and there is interest from Bournemouth, Christchurch and Poole Council. North Somerset and Swindon councils have not committed to the partnership.
16. Devolution involves the creation of strategic authorities and the creation of an elected mayor for that authority. It comes with more strategic functions and decentralised funding for those functions. Each administrative area retains sovereignty. The government is intent on pushing through devolution in England.
17. Devolution details have not been decided; the Devolution White Paper was published on 16 December 2024 and is out for consultation.
18. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

John Wright
Town clerk
January 2025

Committee: Strategy and Finance

Date: 29 January 2025

Title: Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England

Purpose of Report

To allow members to consider and comment on a consultation document issued by the Ministry of Housing, Communities and Local Government on strengthening the standards and conduct framework for local authorities in England and to delegate the final response to the town clerk in consultation with three members identified by this committee

Recommendation

Members consider the consultation document issued by the Ministry of Housing, Communities and Local Government on strengthening the standards and conduct framework for local authorities in England, indicate their views and delegate the final response to the town clerk in consultation with three members identified by this committee

Background

1. The Localism Act 2011 established the current standards and framework for the conduct of local authority members.
2. In summary, the Localism Act 2011 requires every local authority to adopt a code of conduct and requires principal authorities to have in place arrangements to investigate allegations of breaches of the code.
3. Under the Act, the sanctions that can be imposed on councillors are censure, apology, training and reprimand.
4. There is no provision in the Act for sanctions to suspend a councillor found to have breached the code of conduct, to withdraw allowances, impose premises bans or withdrawal of facilities.

Report

5. The Ministry of Housing, Communities and Local Government (MHCLG) is consulting on introducing strengthened sanctions for local authority code of conduct breaches in England.
6. The consultation period is 10 weeks from 18 December 2024; the consultation closes at 11:59pm on 26 February 2025.
7. The consultation is part of the government's intention to 'fix the foundations' of local government. As well as strengthening standards and conduct, the government's plan includes, fixing the broken audit system, improving oversight and accountability, and giving councils freedom to work for, and deliver in the best interests of, their communities.

8. [The consultation on improving standards and conduct](#) consists of 40 questions under the following headings:
- strengthening the standards and conduct framework
 - standards committees
 - publishing investigation outcomes
 - requiring the completion of an investigation if a member stands down
 - empowering individuals affected by councillor behaviour to come forward
 - introducing the power of suspension with related safeguards, i.e.,
 - the length of suspension
 - withholding allowances and premises and facilities bans
 - interim suspension
 - disqualification for multiple breaches and gross misconduct
 - appeals
 - potential for a national appeals body
 - public sector equality duty.
9. In view of the length of the consultation document, members are asked to indicate their views and delegate the response to the town clerk in consultation three members identified by this committee.
10. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

John Wright
Town clerk
January 2025

Committee: Full Council

Date: 29 January 2025

Title: Investments and Cash Holdings

Purpose of Report

To inform members of the council's current reserve position

Recommendation

Members note the cash position at the end of December 2024

Background

1. The council's cash holding at the beginning of the financial year was c.£2.047k.

Report

2. The council's cash holding at 31 December 2025 was c.£2.163m, **appendix 14A.**
3. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
4. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model as well as several projects with later completion dates.

Treasury Management

11. The council currently holds various fixed term investments with NatWest totalling £1.050m, along with £100k with the Charity Bank on an annual fix.
12. Four sets of investments, totalling £700k, with NatWest are set to mature at the end of January 2025.
13. Officers will continue to review treasury management over the next quarter to determine the best investment options and liaise with the chairman and vice-chairman of the Strategy and Finance Committee
14. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Naomi Cleal
Finance manager
January 2025

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Dec-24</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.35%		56,941	Instant
NatWest Special Interest Bearing Account 1.35%		486	Instant
Natwest Fixed A - 4.09%		200,000	29/07/2025
Natwest Fixed B - 3.93%		200,000	29/01/2025
Natwest Fixed C - 3.93%		200,000	29/01/2025
Natwest Fixed D - 3.93%		200,000	29/01/2025
Natwest Fixed E - 3.93%		100,000	29/01/2025
Natwest Fixed F - 3.56%		150,000	05/03/2025
Lloyds - Current		11,013	Instant
Lloyds - Liquidity Manager (0.7%)		943,344	Instant
Wilkinson Legacy 0.6%		538*	One month
Charity Bank - 3.56%		100,000	29/06/2024
TOTAL		<u>2,162,784</u>	
*Interest not included as statement is currently unavailable			

Committee: Strategy and Finance

Date: 29 January 2025

Title: List of Payments

Purpose of Report

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

Recommendation

Members note the report and approve the attached schedule of payments in December 2024 for the sum of £301,981.95

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 month of December 2024, **appendix 15A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.
5. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Shanie King
Finance assistant
January 2025

APPENDIX 15A

Lyme Regis Town Council									
Payments list for December 2024									
Total					301,981.95				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
02-Dec	DORSET COUNCIL	Rates	Monthly	DD	21605	0%	-	21,605.00	Utilities
02-Dec	DORSET COUNCIL	Rates	Monthly	DD	656	0%	-	656.00	Utilities
02-Dec	DORSET COUNCIL	Rates	Monthly	DD	346	0%	-	346.00	Utilities
11-Dec	HMRC NDDS	Tax and NI contributions - Dec 24	Monthly	DD	24400.86	0%	-	24,400.86	Staffing
16-Dec	BANKLINE	Bank charges	Monthly	BLN	51	0%	-	51.00	Office Expenses
19-Dec	WORLDPAY	Transaction fees	Monthly	DD	57.11	0%	-	57.11	Office Expenses
19-Dec	WORLDPAY	Transaction fees	Monthly	DD	25.38	0%	-	25.38	Office Expenses
20-Dec	SALARIES	Staff salaries- December 24	Monthly	EBP	47902.56	0%	-	47,902.56	Staffing
Total					95,043.91				
LLOYDS BANK									
02-Dec	SQUARE	Team plus till point system	Monthly	DEB	20	0%	-	20.00	Outside Works
02-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
02-Dec	ZOOM	Video conferencing subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
03-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
03-Dec	DC PENSION FUND	Pension contribution November	Monthly	FPO	447.07	0%	-	447.07	Staffing
04-Dec	B&Q	Whiteboards- Amenities hut	One off	DEB	104.38	20%	17.40	86.98	Projects
04-Dec	AMAZON	Batteries	One off	DEB	14.94	20%	2.49	12.45	Office Expenses
05-Dec	AMAZON	Door mats	One off	DEB	70.95	20%	11.83	59.13	Projects
05-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
05-Dec	TOM ROBINSON	Sponsorship for big Christmas weekend	One off	FPO	1500	0%	-	1,500.00	Unbudgeted expendit
05-Dec	SOUTH WEST WATER	Water charges- Marine parade	Quarterly	FPO	640.01	0%	-	640.01	Utilities
06-Dec	AMAZON	Notice boards	One off	DEB	22.99	20%	3.83	19.16	Office Expenses
06-Dec	KRA UK	Churchyard wall survey	One off	FPO	1992	20%	332.00	1,660.00	Projects
09-Dec	YU ENERGY	Electricity charges- Hill road	Monthly	DD	843.23	20%	140.54	702.69	Utilities
09-Dec	YU ENERGY	Electricity charges- Office	Monthly	DD	671.28	20%	111.88	559.40	Utilities
09-Dec	UNITY 5	Zatpark charges	Monthly	DD	542.88	20%	90.48	452.40	Outside Works
09-Dec	YU ENERGY	Electricity charges- MB car park	Monthly	DD	372.46	20%	62.08	310.38	Utilities
09-Dec	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	321.11	20%	53.52	267.59	Utilities
09-Dec	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	228.28	20%	38.05	190.23	Utilities
09-Dec	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	195.42	20%	32.57	162.85	Utilities
09-Dec	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	188.99	20%	31.50	157.49	Utilities
09-Dec	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	175.61	20%	29.27	146.34	Utilities
09-Dec	YU ENERGY	Electricity charges Guildhall	Monthly	DD	145.96	20%	24.33	121.63	Utilities
09-Dec	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	123.46	20%	20.58	102.88	Utilities
09-Dec	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	122.87	20%	20.48	102.39	Utilities
09-Dec	YU ENERGY	Electricity charges Workshop	Monthly	DD	38.77	20%	6.46	32.31	Utilities
09-Dec	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	21.99	20%	3.67	18.33	Utilities
09-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Dec	YU ENERGY	Electricity charges- Sewerage pumping station	Monthly	DD	67.63	20%	11.27	56.36	Utilities
10-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	29.55	0%	-	29.55	Outside Works
10-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Dec	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.33	20%	2.06	10.28	Office Expenses
11-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Dec	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Dec	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Dec	MINSTER BUILDING	Cemetery lodge work	One off	FPO	23797.15	20%	3,966.19	19,830.96	Projects
12-Dec	CRICKMAY	Professional services-multiple invoices	One off	FPO	13391.66	20%	2,231.94	11,159.72	Projects
12-Dec	SOUTH WEST WATER	Water charges- Seafront toilets	One off	FPO	7675.35	0%	-	7,675.35	Utilities
12-Dec	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	6595.2	20%	1,099.20	5,496.00	Outside Works

12-Dec	TUDOR	External supplies- First aid signs/speed humps	One off	FPO	2910.77	20%	485.13	2,425.64	Outside Works
12-Dec	DENCHER	Cemetery lodge site visit and survey	One off	FPO	2655	20%	442.50	2,212.50	Projects
12-Dec	DWP	Waste collection	Monthly	FPO	2465.66	0%	-	2,465.66	Outside Works
12-Dec	SSG TRAINING	3x Training courses	One off	FPO	2370	20%	395.00	1,975.00	Staffing
12-Dec	PAM WELLBEING	EAP Annual fee	Annually	FPO	1373.9	20%	228.98	1,144.92	Staffing
12-Dec	NEWSQUEST	Co-option and beach concession advertisement	One off	FPO	1271.16	20%	211.86	1,059.30	Staffing
12-Dec	TRAVIS PERKINS	Gazebo materials- multiple invoices	One off	FPO	1181.2	20%	196.87	984.33	Projects
12-Dec	EAGLE PLANT	Equipment hire	One off	FPO	1108.2	20%	184.70	923.50	Outside Works
12-Dec	DW WINDSOR	Replacement lamp head	One off	FPO	1059.58	20%	176.60	882.98	Projects
12-Dec	JADE SECURITY	Cash collections	Monthly	FPO	814.09	20%	135.68	678.41	Outside Works
12-Dec	GROVES NURSERIES	Garden plants	One off	FPO	732.07	20%	122.01	610.06	Outside Works
12-Dec	SANI SOLUTIONS	Replace sanivite at kiosk	One off	FPO	714	20%	119.00	595.00	Outside Works
12-Dec	GB SPORT	Playground inspection course	One off	FPO	528	20%	88.00	440.00	Staffing
12-Dec	LR TOWN BAND	Community grant	One off	FPO	500	0%	-	500.00	Grants
12-Dec	B CLEANING	Office cleaning	Monthly	FPO	450	0%	-	450.00	Office Expenses
12-Dec	TOPSPARKS	Electrical works	One off	FPO	428.4	20%	71.40	357.00	Outside Works
12-Dec	COBB GARAGE	2 new tyres- Mitsubishi	One off	FPO	292.22	20%	48.70	243.52	Outside Works
12-Dec	AXMINSTER PRINTING	Wedding brochures	One off	FPO	240	20%	40.00	200.00	Projects
12-Dec	EUROFFICE	Stationary	Monthly	FPO	199.58	20%	33.26	166.32	Office Expenses
12-Dec	CLEANING 4U	Sanitaryware	One off	FPO	183.5	20%	30.58	152.92	Projects
12-Dec	IEP	Pest control	Monthly	FPO	180	0%	-	180.00	Outside Works
12-Dec	MARTINS EXCAVATION	Storm drain clearance	One off	FPO	144	20%	24.00	120.00	Outside Works
12-Dec	SCREWFIX	External supplies	One off	FPO	132.61	20%	22.10	110.51	Outside Works
12-Dec	JAKJONS TOILET HIRE	Toilet hire- Amenities	One off	FPO	108.24	20%	18.04	90.20	Projects
12-Dec	AXMINSTER IRONWORK	Support rail- memorial garden	One off	FPO	96	20%	16.00	80.00	Outside Works
12-Dec	CLARITY COPIERS	Copier usage	Monthly	FPO	89.55	20%	14.93	74.63	Office Expenses
12-Dec	SIX PAYMENT	Transaction fees	Monthly	FPO	89.04	0%	-	89.04	Outside Works
12-Dec	BLAMPHAYNE SAWMILL	Wood for Gazebo	One off	FPO	79.2	20%	13.20	66.00	Outside Works
12-Dec	FOWLER	Safety equipment	One off	FPO	77.03	20%	12.84	64.19	Outside Works
12-Dec	NPOWER	Electricity charges-Harbour store	Monthly	FPO	69.42	5%	3.31	66.11	Utilities
12-Dec	COASTLINE CREATIVE	Discover LymeRegis annual domain renewal	Annually	FPO	60	20%	10.00	50.00	Marketing & Tourism
12-Dec	ARTHUR FORDHAMS	External supplies	One off	FPO	58.19	20%	9.70	48.49	Outside Works
12-Dec	SW HYGIENE	Yellow bag disposal	Monthly	FPO	57.22	20%	9.54	47.68	Outside Works
12-Dec	G & A COMMERCIALS	Vehicle MOT- Mitsubishi	Annually	FPO	54	0%	-	54.00	Outside Works
12-Dec	STAFF	Travel expenses	One off	FPO	44.37	0%	-	44.37	Staffing
12-Dec	METRIC	Hosting costs	Monthly	FPO	43.2	20%	7.20	36.00	Outside Works
12-Dec	LR ROTARY CLUB	Lyme lunge sponsorship	One off	FPO	40	0%	-	40.00	Marketing & Tourism
12-Dec	LUCY TUNC	Party in the park entertainment- deposit	One off	FPO	25	0%	-	25.00	Projects
12-Dec	LR REGATTA	Tree for Christmas tree festival	Annually	FPO	17	0%	-	17.00	Office Expenses
12-Dec	AXMINSTER GARDEN M	Machinery part	One off	FPO	16.27	20%	2.71	13.56	Outside Works
12-Dec	YELLOWBOX	Uniform order	One off	FPO	15	20%	2.50	12.50	Staffing
12-Dec	MOLE AVON	External supplies	One off	FPO	2.75	20%	0.46	2.29	Outside Works
13-Dec	AMAZON	Wedding brochure stand	One off	DEB	50.11	20%	8.35	41.76	Projects
13-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Dec	BAGWELLS	Beach store work	One off	FPO	32710.75	20%	5,451.79	27,258.96	Projects
13-Dec	IPS	Woodmead ticket machines	One off	FPO	14310	20%	2,385.00	11,925.00	Projects
13-Dec	MAYOR	Reimbursement of bowls night catering	One off	FPO	542.6	20%	90.43	452.17	Democratic Represent
16-Dec	SOUTH WEST WATER	Water charges- MB chalets	Quarterly	DD	3250.35	0%	-	3,250.35	Utilities
16-Dec	SOUTH WEST WATER	Water charges- Lister gardens	Quarterly	DD	1389.45	0%	-	1,389.45	Utilities
16-Dec	SOUTH WEST WATER	Water charges- Holiday chalets	Quarterly	DD	600.76	0%	-	600.76	Utilities
16-Dec	SOUTH WEST WATER	Water charges- MB bowling green	Quarterly	DD	543.79	0%	-	543.79	Utilities
16-Dec	SAGE SOFTWARE LTD	Accounting subscription	Monthly	DD	425.4	20%	70.90	354.50	Office Expenses
16-Dec	AIB	Transaction fee	Monthly	DD	364.1	0%	-	364.10	Outside Works
16-Dec	ALLSTAR	Fuel usage	Bi-Monthly	DD	246.65	20%	41.11	205.54	Outside Works
16-Dec	SOUTH WEST WATER	Water charges- toilets Marine Parade	Monthly	DD	194	0%	-	194.00	Utilities
16-Dec	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	150.5	0%	-	150.50	Utilities
16-Dec	SOUTH WEST WATER	Water charges- LR Tourist	Quarterly	DD	92.73	0%	-	92.73	Utilities
16-Dec	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	84.9	0%	-	84.90	Utilities
16-Dec	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	70.44	Utilities
16-Dec	SOUTH WEST WATER	Water charges- Bathing office	Quarterly	DD	83.18	0%	-	83.18	Utilities

