



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 Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 23 July 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
17.07.25

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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2025-26

2. Terms of Reference

To allow the committee to receive its terms of reference

3. 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

4. Apologies

To receive and record apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 29 January 2025

6. 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.

7. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

8. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 January 2025

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.

9. Update Report

To update members on issues previously reported to this committee

10. Strategy and Finance Objectives

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

11. The Annual Review of the Communications/PR Policy and Procedure

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

12. Information Policy

To undertake the annual Information Policy review

13. Budget Performance, 1 April – 30 June 2025

To inform members of performance against budget from 1 April – 30 June 2025 and of the forecast year-end position at 31 March 2026

14. Flowbird Update

To allow members to consider installation of new machines at Monmouth Beach for the 2026-27 budget setting process

15. Investments and Cash Holdings

To inform members of the council's current reserve position

16. List of Payments

To inform members of the payments made in the months of April, May and June 2025

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

Committee: Strategy and Finance

Date: 23 July 2025

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2025-26

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2025-26
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2025-26

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

‘Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.’
- 5. Standing order 8.a states:

‘Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.’

6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Strategy and Finance Committee will be reported to the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

Committee: Strategy and Finance

Date: 23 July 2025

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Strategy and Finance Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

Terms of Reference

2. Committees – General

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

3. Strategy and Finance Committee

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:
- 3.1.1 Preparation and management of the council's budget and precept
 - 3.1.2 Review of inventory of land and assets, including buildings and office equipment
 - 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
 - 3.1.4 Treasury management
 - 3.1.5 The development and review of the corporate plan
 - 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
 - 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
 - 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.
 - 3.1.9 Receive details of formal complaints made to the council
 - 3.1.10 Compliance with legislation, regulation and best practice
 - 3.1.11 Review the list of payments and debtors' reports
 - 3.1.12 Carrying out functions on behalf of the Full Council, in particular the:
 - 3.1.12.1 Review and adoption of standing orders and financial regulations
 - 3.1.12.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 3.1.12.3 Review of the system of internal control and risk management
 - 3.1.12.4 Establishing or reviewing the council's complaints' procedure
 - 3.1.12.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the Uk Data Protection Regulations, which came into force on 1 January 2021
 - 3.1.12.6 To receive the internal auditor's reports
 - 3.1.12.7 Performance management

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 MARCH 2025

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr M. Denney, Cllr M. Ellis, Cllr D. Holland, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner

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

24/72/SF Public Forum

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

24/73/SF Apologies for Absence

Cllr G. Caddy – holiday
Cllr S. Cockerell – other commitment
Cllr P. Evans – illness
Cllr S. Larcombe – work commitments
Cllr A. Wood – illness

24/74/SF Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, the minutes of the meeting held on 29 January 2025 were **ADOPTED**.

24/75/SF Disclosable Pecuniary Interests

There were none.

24/76/SF Dispensations

There were none.

24/77/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024

Members noted the report.

24/78/SF Update Report

Members noted the report.

24/79/SF Strategy and Finance Objectives

A member asked what would happen to the physical documents in the office when the digital office project was implemented and whether a list would be kept of what had been kept or destroyed.

The town clerk said important documents would be kept, such as council minutes in perpetuity and financial documents for seven years. However, it was not intended to keep a list of all documents, but anything important would be retained.

24/80/SF Term Grant Agreements and Appointments

Cllr M. Ellis declared an interest in the Woodmead Halls as she received an income from the Woodmead Halls.

A member asked what the role of the member linked to each organisation would be.

The town clerk said the member would be invited to the review meetings with each organisation, which would be held either six-monthly or annually, depending on the amount awarded. It was also an opportunity for involvement in the organisations, such as attending meetings, to build up a relationship with the council.

A member asked what kind of statutory and regulatory requirements the organisations would be expected to comply with and suggested organisations should be asked to provide agendas and minutes of their governing body's meetings as standard.

The town clerk said this could include registration as a charity, the submission of accounts and other governance requirements. He said documents, such as agendas and minutes and accounts, could be requested from organisations if there were concerns.

It was agreed members who were appointed to the 14 organisations would not be re-appointed in May at the annual meeting and would remain in post until May 2026. It was noted some of the existing member representatives were not at the meeting but would be re-appointed, subject to their later agreement.

Cllr C. Reynolds arrived at 7.10pm.

Proposed by Cllr M. Denney and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the agreement for term grants 2025-30.

Cllr P. May declared a non-pecuniary interest in the Town Mill Trust as he was a trustee.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint member representatives to the term grant organisations as follows, subject to the absent members agreeing:

- B Sharp – Cllr P. Evans
- Bridport and District Citizens Advice Bureau – Cllr S. Cockerell

- Lyme Regis Development Trust – Cllr C. Aldridge and Cllr S. Cockerell
- Lyme Regis Boat Building Academy – Cllr S. Larcombe
- Lyme Regis Christmas Lights Committee – Cllr M. Ellis
- Lyme Regis Foodbank Community Interest Company – Cllr C. Reynolds
- Lyme Regis (Philpot) Museum (for the Fossil Festival, only) – Cllr P. May
- Lyme Regis Regatta and Carnival Committee – Cllr P. Evans
- Lyme Regis Town Mill Trust – Cllr M. Denney
- Lyme Regis Town Band – Cllr C. Reynolds
- The Community Waffle House CIC – Cllr D. Holland
- The Lyme Regis 'Visitor Hub' – Cllr M. Ellis
- Turn Lyme Green – Cllr P. May and Cllr G. Stammers
- Woodmead Halls – Cllr P. May

Cllr M. Ellis abstained from voting due to her pecuniary interest.

24/81/SF Beach Replenishment

The town clerk said if members agreed a funding contribution, it would be unbudgeted expenditure for 2024-25.

Several members were concerned about giving a contribution, as the town council was very clear that the previous contribution for 2024 was a one-off. It was also acknowledged Dorset Council (DC) was being difficult with the town council on several other outstanding issues.

Some members were concerned about the implications if the town council refused to contribute, particularly the prospect of DC turning the sandy beach into a pebble beach.

Several members said they would be supportive of providing funding if it was a one-off to benefit the sandy beach, but not if it was to benefit the harbour.

The town clerk said a DC officer had expressed a view that it didn't need to replenish the beach with sand and that pebbles could be a better solution for coastal defences and cheaper to maintain. The town clerk said to refuse funding presented a risk as DC's position had not been formally stated.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to refuse the request from Dorset Council for a £15,000 town council contribution towards beach replenishment in June 2025.

24/82/SF The Future Use of Beach Hut 44

The town clerk suggested the hut could be let to more than one charity so it could be used more, but one charity would have to manage the process and applications.

Members were generally in favour of allowing more than one charity to use the hut but there was concern this could become complicated.

Members discussed how long the allocation should be for, with one or two years suggested.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to advertise the availability of a beach hut to local charities and for members to consider the applications and the period of use.

24/83/SF Budget Performance, 1 April – 28 February 2025

The town clerk said he expected the 2024-25 year-end income to be around £2.6million, against an original budget of £2.15million, and for expenditure to be slightly above the budget. He said the highlight of the year was sound treasury management, which had generated around £70k additional income.

The town clerk said the budget forecast included a £60k receipt for access to a development site in View Road from the road leading to the emergency services centre, which was owned by the town council. However, that receipt was now likely to fall in 2025-26. He said even without this receipt, the council was forecast to achieve a balanced budget for 2024-25.

A member asked if there was any indication of the final cost of the Woodmead car park drainage works. The town clerk said it was likely to be c.£100k.

Members thanked the finance manager for the report and for making it easy to understand.

24/84/SF Re-tendering of Legal Services

The town clerk said so far there had been responses from five solicitors interested in being the council's legal advisers and he was pleased there was a competitive market.

A member asked if members would have the opportunity to review the appointment.

The town clerk said this level of award was normally done by officers; only tenders above £60k required committee approval. However, he would keep members informed of the process and decision.

24/85/SF Procurement Act 2023

The town clerk said the act did not worry officers at the moment but it was something the council should be aware of in the future, especially with regard to some of the council's service contracts.

24/86/SF Investments and Cash Holdings

Members noted the report.

24/87/SF List of Payments

Proposed by Cllr C. Aldridge and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in in January and February 2025 for the sums of £191,483.18 and £300,720.32, respectively.

24/88/SF Debtors' Report

Proposed by Cllr M. Denney and seconded by Cllr C. Aldridge, 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.

24/89/SF Exempt Business

a) Debtors' Report

The town clerk said the council would be going to court regarding the accreted land and a meeting would take place with the council's solicitor to progress this.

The meeting closed at 7.52pm.

Committee: Strategy and Finance

Date: 23 July 2025

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 19 March 2025

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

24/80/SF – Term Grant Agreements and Appointments

All the term grant recipients have been issued with their grant agreement and have been notified who their member representative is.

24/81/SF – Beach Replenishment

Dorset Council (DC) was notified on 21 March 2025 of the council's decision not to make a financial contribution to the beach replenishment works. The deputy town clerk has spoken to the DC engineer several times since then about the latest situation. DC say the beach profile is being monitored and there is the possibility of some reprofiling work in the autumn, but this is by no means certain.

24/82/SF – The Future Use of Beach Hut 44

Following an advertisement, two applications from Axminster and Lyme Cancer Support and The Living Tree were considered by the Full Council on 14 May 2025. It was resolved 'to allocate the free use of beach hut 44 to Axminster and Lyme Cancer Support for a period of two years, starting from 1 July 2025'.

The outcome was confirmed to both applicants by email on 22 May 2025.

24/84/SF – Re-tendering of Legal Services

The outcome of the re-tendering exercise was reported to the Full Council on 22 May 2025. It was noted four firms had responded and following meetings with each one, Porter Dodson was appointed as the council's legal advisers.

An initial in-person meeting with Porter Dodson was held on 19 June 2025 to discuss a successful transition. Further meetings have been set up with Kitson and Trotman and Porter Dodson separately throughout August to finalise any ongoing work before the agreed handover date of 1 September 2025.

John Wright
Town clerk
July 2025

Committee: Strategy and Finance

Date: 23 July 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

The government published the consultation outcome on 5 June 2025. The conclusion and next steps are as follows:

The government is of the view that in-person authority meetings remain vital for local democracy, but that hybrid and remote attendance, and proxy voting, will enable local authorities in England to develop more modern, accessible, and flexible working practices.

We have carefully considered arguments for and against remote attendance and proxy voting, and we plan to legislate to support permanent provision in relation to both policies, when parliamentary time allows.

On remote attendance, we plan to permit local authorities to develop their own locally appropriate policies, if they decide to hold remote meetings.

On proxy voting, we plan to require principal (unitary, upper and second-tier) councils to implement proxy voting schemes, to provide consistency for members who are absent when they become a new parent, or for serious or long-term illness. We plan for this requirement to apply to meetings of full council. For all other meetings, proxy voting may be used but will not be required, and substitute or pairing schemes may be more appropriate. We plan for other local authorities not listed above to be enabled but not required to implement proxy voting schemes, for any of their meetings, in the context of member absences for serious or long-term illness or becoming a new parent.

We plan to work collaboratively with the sector to develop clear and supportive guidance in relation to both remote attendance and proxy voting policies.

John Wright
Town clerk
July 2025

Committee: Strategy and Finance

Date: 23 July 2025

Title: Strategy and Finance Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives

Recommendation

Members note the report

Background

1. During the 2025-26 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.
2. At the Full Council meeting on 3 April 2025, the objectives were formally assigned to committees.

Report

3. Members can review progress on the objectives at each meeting.
4. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 10A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

To achieve an unqualified external auditor's letter	JW/NC	S&F	September 2025	<p>The deadline for the external auditor's response is 30 September 2025. The council will have a good understanding of the likelihood of achieving an unqualified external auditor's letter following the final internal auditor's report and the submission of the annual governance and accountability return (AGAR) to the Full Council in June 2025.</p> <p>The AGAR was approved at an extraordinary Full Council meeting on 18 June 2025 and was submitted to the external auditor on 27 June 2025.</p>
To comply with standing orders and financial regulations	JW	S&F	March 2026	<p>This is an ongoing objective throughout the year.</p> <p>Standing orders were reviewed and approved by the Full Council on 28 May 2025. Financial regulations will be reviewed at the Full Council meeting on 6 August 2025.</p>
To implement all internal audit recommendations	JW/NC	S&F	March 2026	<p>This is an ongoing objective throughout the year. Internal audit reports are usually considered in quarters three and four.</p>
To retain the general power of competence	JW	S&F	May 2025	<p>This will be considered at the annual meeting of the council on 28 May 2025.</p> <p>This was considered and reaffirmed at the annual meeting of the council on 28 May 2025.</p>
To review policies and procedures on their review dates	AM	S&F	March 2026	<p>This is an ongoing objective throughout the year.</p>
To perform in accordance with the 2025-26 budget	JW/NC	S&F	March 2026	<p>Quarterly budget reports will be submitted to the Strategy and Finance Committee.</p> <p>A budget report is elsewhere on this agenda.</p>
To manage the council's investments	JW/NC	S&F	March 2026	<p>This is an ongoing objective throughout the year. Investments are informed by cash-holdings and cashflow forecasts. Investment decisions are made in consultation with the chairman and vice-chairman of the Strategy and Finance Committee.</p> <p>A report is elsewhere on this agenda, informing members of the investments made.</p>

To develop a long-term asset management plan	MG	S&F	August 2025	Condition survey combined with an investment plan. Started January 2025.
To finalise Transparency Code and GDPR compliance	AM	S&F	August 2025 December 2025	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: 23 July 2025

Title: The Annual Review of the Communications/PR Policy and Procedure

Purpose of Report

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

Recommendation

Members approve the amended Communications/PR Policy and Procedure

Background

1. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011.
2. Standing order 5.j.xix requires that during the course of the council year, either the Full Council or the relevant committee establishes or reviews the council's policy for dealing with the press/media.
3. The policy and procedure are attached, **appendices 11A and B**.
4. The proposed changes are as follows:
 - Section 7 of the procedure – removal of the section about the council newsletter, to be replaced with a section about the council magazine
 - To change any references to support services manager to assistant town clerk to reflect the change in designation
 - The implementation and review dates.
5. Deletions are struck through on the attached documents and additions are shown in red.
6. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Adrianne Mullins
Assistant town clerk
July 2025

Policy

Communications and Public Relations

Purpose

To define the roles and responsibilities within Lyme Regis Town Council for working with the press and media.

To support good internal and external communications.

To help ensure the town council operates and communicates information in a transparent and open manner.

To help ensure the town council provides the public and press with accurate and timely information, communicated in a professional manner.

To help achieve effective two-way communications between the council and the local, regional and national press to promote and enhance the reputation of both the council and the town of Lyme Regis.

To help ensure the town council's image and reputation are communicated in a cohesive, consistent and positive manner.

Policy

For the purpose of this policy, external communications define four main mediums:

1. Printed materials – E.g. newsletters, posters
2. Electronic materials – E.g. email, website, social media
3. Media relations – E.g. press releases, media enquiries, press statements
4. Public relations – E.g. events, council meetings

All communications' activity should reflect the principles of confidentiality, Data Protection, General Data Protection Regulation, Freedom of Information, and copyright, and the Code of Recommended Practice on Local Authority Publicity 2011, with reference to the Local Government Acts 1986 and 1988.

This policy is also supported by the town council's standing orders and code of conduct.

Supporting Procedure

This policy is supported by a Communications and PR Procedure.

Implementation date: ~~1 May 2024~~ August 2025

Review Date: ~~May 2025~~ August 2026

Adrianne Mullins
~~Support services manager~~ Assistant town clerk
~~May 2024~~ August 2025

Communications and PR Procedure

1. Introduction

- 1.1 This procedure supports the Communications and PR Policy and should be read in conjunction with this policy.
- 1.2 This procedure should also be read in conjunction with the town council's standing orders and code of conduct. Standing order 22.a. states: 'Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media'.
- 1.3 The town council recognises its responsibility to help communicate accurate and timely information to the press and public in a professional manner. Proper co-ordination will ensure that messages put out by the council are consistent and accurate.
- 1.4 The council is accountable to the local community for its actions and this can only be achieved through effective two-way communication.
- 1.5 The purpose of the town council's Communications and PR Policy and Procedure is to ensure its members and staff effectively communicate this information to promote the openness and transparency of the council.
- 1.6 The town council also recognises the distinction between communication from 'the town council', and communication from individuals as 'councillors'.
- 1.7 Communication of information may be viewed in four main mediums; print, electronic, media relations, and public relations. However, communication with the press and public takes place every day on a very basic level, i.e. desk enquiries, speaking to residents in the street.
- 1.8 The town council respects freedom of speech and this procedure is not intended to restrain this.
- 1.9 Local councils and their representatives are governed by national legislation and codes of practice. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011, which provides guidance on the content, style, distribution and cost of local authority publicity. This code is statutory guidance and therefore councils must have regard to it and follow its provisions. Copies of these documents are available for inspection in the council office.
- 1.10 All publicity will be produced in line with the council's equality and diversity guidelines.

2. Handling General Requests

- 2.1 All staff and councillors are responsible for communicating basic and routine information to the press and public in relation to their specific job duties or role within the council and its committees.

- 2.2 Requests for information outside of the remit of an individual's responsibilities should be referred to the relevant member of staff or councillor.

3. Responding to media enquiries

- 3.1 The town council respects the media's role in delivering information to the public and responses will be given in recognition of deadlines, which are crucial to effective media relations.
- 3.2 The media are crucially important in conveying information to the community, so the council must maintain positive, constructive media relations.
- 3.3 The media work on behalf of the local community to hold the council to account for its policies and actions, and it is therefore important that they have access to officers and members and to background information to help them in this role.
- 3.4 Requests for interviews, information or photographs from the media should be referred initially to the ~~support services manager~~ **assistant town clerk**, or in their absence, to the deputy town clerk.
- 3.5 Any response will be collated in conjunction with the town clerk, deputy town clerk, or operations manager. Where possible, responses will be given by committee chairmen, or in their absence, vice-chairmen. All responses will be signed off by the town clerk, or in their absence, the deputy town clerk.
- 3.6 Official statements from the town council must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 3.7 Statements made must reflect the minuted opinion of the council, where applicable.
- 3.8 Councillors may be approached directly by the media and can provide responses, making it clear that the views given are their own and not necessarily those of the council. Members should not claim to be commenting on behalf of the town council.
- 3.9 The town council recognises that councillors have private lives and may be approached by the media in relation to their roles outside of the council. In this instance, members must make it clear they are not commenting as an elected councillor or on behalf of the town council.
- 3.10 Requests to take photographs of councillors or staff in relation to council business must be agreed by the individual and in the case of staff, by their line manager.
- 3.11 There is no out-of-hours media relations service, although councillors can be contacted outside of normal office hours as their contact details are available in the public domain. In extreme circumstances, the town clerk is listed as the contact in the council's emergency procedure and will liaise with the media if necessary.
- 3.12 The council should not pass comment on anonymous allegations or allegations about individual councillors or staff.
- 3.13 The council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

- 3.14 Members and staff must alert the town clerk as soon as a potentially positive or negative issue which may attract media interest becomes known. They should not wait until contact is made by the media.

4. Issuing news releases

- 4.1 As well as responding to media requests, the town council will pro-actively issue news releases and distribute them to the relevant media.
- 4.2 Press releases must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 4.3 Press releases are non-party political and wherever possible will include a quote from a councillor.
- 4.4 Releases will not publicise the activities of individual councillors or persuade the general public to hold a particular view.
- 4.5 Photographs may be issued with the news releases and captions must be included in the release. If photographs include councillors or staff, point 3.10 will apply.
- 4.6 Press releases will be sent by email to the relevant media, displayed on the town council website, on the council's social media pages, and if applicable on the tourism website.
- 4.7 The ~~support services manager~~ **assistant town clerk** will be responsible for developing news releases in conjunction with the relevant councillor or staff member. Any other officer or members may draft a press release, but they must be issued through the council office in line with points 4.2 to 4.6, and in agreement with the town clerk, or in their absence the deputy town clerk.
- 4.8 Letters to the editor of a newspaper do not qualify as press releases and caution is advised when submitting a letter of this kind. It may be appropriate for the council to submit a letter on occasions, such as correcting factual errors. These letters should be factual and brief.
- 4.9 Other ways to correct inaccurate reporting about the council include issuing a separate news release, a conversation with the journalist concerned, a personal letter to the editor, or legal advice.
- 4.10 Officers and members have a responsibility to identify newsworthy items and seek opportunities where it may be beneficial to issue a press release.
- 4.11 Although not common practice within this council, councillor press releases may be issued. These are personal releases and are written and issued by the councillor responsible. This type of release may or may not be political and should not include the name of any officer, use the council masthead or crest, or the council telephone number, address, or email as a point of contact. It would be beneficial for copies of intended releases to be provided to the town clerk in advance of their release to the press.

5. Media attendance at council meetings

- 5.1 Local media outlets will be provided on request with the agendas, reports and minutes of meetings, prior to them taking place, as required by the Local Government Act 1972.
- 5.2 The press will be provided with reasonable facilities, i.e. seating and a desk, at meetings or part of a meeting at which they are entitled to be present, as outlined in standing order 3.o.
- 5.3 The photographing, recording, broadcasting or transmitting the proceedings of meetings by the media is outlined in standing order 3.m and 3.n.

6. Council website

- 6.1 The council website should provide an informative online resource for residents and visitors, giving information about the council, the town, councillors and staff, services provided by the council, the local community, news, links to useful websites, minutes and agendas, and a search facility.
- 6.2 Information on the website should be accurate and kept up-to-date.
- 6.3 Press releases and council notices should be displayed in the news section of the website.

7. Council newsletter ~~magazine~~

- ~~7.1 The council will produce a quarterly newsletter, providing residents with interesting and informative news about the council, its staff and members, and community issues that are linked to the council.~~
- ~~7.2 Uplyme Parish Council will contribute to the newsletter and have at least one page in each edition. Copy and pictures will be supplied by Uplyme and the newsletter will be designed and compiled by Lyme Regis Town Council.~~
- ~~7.3 The newsletter will be distributed to every property in the DT7 3 area via Royal Mail. It will also be made available on the council's website, publicised on social media and sent via email to those who subscribe.~~
- ~~7.2 The newsletter will be produced by the support services manager, with support from the administrative and community engagement assistants. Councillors will be expected to submit ideas for inclusion in the newsletter and suggestions are also welcome from staff and members of the community.~~
- 7.1 The council will produce a monthly magazine, LymeLiving., providing residents and visitors with interesting and informative news about the council, its staff and members, and organisations and community issues linked to council. Submissions from community groups will be accepted. There is no paid-for advertising and submissions from commercial enterprises will not be accepted.
- 7.2 The magazine will be published 10 times a year, with no editions in September and January.

- 7.3 The newsletter will be distributed by post to anyone who requests a copy. These will be sent from the council office via Royal Mail. A digital newsletter will be emailed to anyone who subscribes. Copies will also be made available at community collection points in Lyme Regis.
- 7.4 The newsletter will be edited by the assistant town clerk, with the communications officer as the editorial assistant. Councillors are encouraged to submit ideas for inclusion in the magazine.
- 7.5 The council will maintain editorial control and reserves the right to refuse or amend submitted copy and photographs.

8. Council noticeboards

- 8.1 Priority is given on the council's noticeboards to official council documents, such as agendas, public notices, election information, and legal issues affecting the council.
- 8.2 Where possible, the council will display posters and information for community related issues.

9. Publicity in Election Periods

- 9.1 In the period between the notice of an election and the election itself, the council is subject to rules which impact on how it can communicate with the public.
- 9.2 During this period, council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual members or groups of members. This ensures that no individual councillor gains an unfair advantage by appearing in official publicity.
- 9.3 In these circumstances, where a quote is required, the relevant officer may be quoted.

Implementation date: ~~1 May 2024~~ **6 August 2025**

Review Date: ~~May 2025~~ **August 2026**

Adrianne Mullins

~~Support services manager~~ **Assistant town clerk**

~~May 2024~~ **May 2025**

Committee: Strategy and Finance

Date: 23 July 2025

Title: Information Policy

Purpose of Report

To undertake the annual Information Policy review

Recommendation

Members consider the report and approve the revised Information Policy

Background

1. Standing order 5.j. identifies the business that shall be transacted during the course of the council year, either by the Full Council or following consideration and recommendation from the relevant committee: the requirement for ‘Establishing or reviewing the Council’s procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998¹’ is detailed paragraph 5.j.xviii of the council’s standing orders.
2. The Information Policy, **appendix 12A**, was considered and approved by resolution of the Full Council on 1 May 2025.

Report

3. No changes are proposed to the Information Policy.
4. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

John Wright
Town clerk
July 2025

¹ The Data Protection Act 1998 has been replaced by the Data Protection Act 2018 and the UK Data Protection Regulation which came into force on 1 January 2021. This change was omitted from the draft Standing Orders considered by Strategy and Finance Committee 11 May 2022. A change to the Standing Orders is included in the recommendation accompanying the minutes from the Strategy and Finance Committee to this meeting of the Full Council.

Information Policy

1. Introduction

- 1.1 There are various pieces of legislation about holding, accessing and processing information and data.
- 1.2 The Information Commissioner's Office (ICO) is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals. They rule on eligible complaints, give guidance to individuals and organisations, and take appropriate action when the law is broken. The ICO enforces and oversees the Data Protection Act (2018), the UK General Data Protection Regulation, the Freedom of Information Act, the Environmental Information Regulations, and the Privacy and Electronic Communications Regulations.
- 1.3 The General Data Protection Act (DPA) 2018 sets out the framework for data protection law in the UK. It updates and replaces the Data Protection Act 1998 and came into effect on 25 May 2018. It was amended on 01 January 2021 by regulations under the European Union (Withdrawal) Act 2018, to reflect the UK's status outside the EU. It sits alongside and supplements the UK General Data Protection Regulation (UK GDPR). The UK GDPR is based on the EU GDPR (General Data Protection Regulation (EU) 2016/679) which applied in the UK before that date. In practice, there is little change to core data protection principles, rights, and obligations.
- 1.4 All other information falls under the Freedom of Information Act 2000.
- 1.5 Environmental information falls under the Environmental Information Regulations 2004.
- 1.6 The Privacy and Electronic Communications Regulations 2003 govern electronic marketing.
- 1.7 This policy details how Lyme Regis Town Council interprets the law and complies with regulations. It gives a general overview of the legal requirements imposed on the council, defines how the council will make information accessible and advises how it will protect, store and dispose of information.
- 1.8 Lyme Regis Town Council supports the objectives of openness, accountability and transparency in the public sector.
- 1.9 Under the Freedom of Information Act 2000, each public authority must adopt and maintain a Publication Scheme. This is a method of making information available to the public. The scheme details the information the council will routinely make available, see appendix A.

2. Publication Scheme

- 2.1 There are three ways to obtain any information held:

- 2.1.1 The council's website

This includes meeting agendas, minutes and the council's governance and financial operating policies and procedures

2.1.2 Inspecting of documents at the council's offices

Contact the town clerk to view documents. Some documents may take some time to locate, so it may be necessary to make an appointment. Normal working hours are Monday to Friday, 9am to 4.30pm.

2.1.3 Submit a written or email request

- 2.2 Information held by the town council which does not fall within the Publication Scheme may be requested in writing and will be considered in line with the provisions of the Freedom of Information Act 2000. The request for information must include a name, address for correspondence, and a description of the information required.
- 2.3 Lyme Regis Town Council will respond within 20 working days of receipt of a written request and confirm if it holds the information, advise whether a fee will be charged and provide the information (after any relevant fee has been paid) unless an exemption applies.
- 2.4 If an information request is subject to a charge, the information will not be released until that fee is paid.

3. Freedom of Information Act 2000

- 3.1 The Freedom of Information Act 2000 deals with access to official information; regulations deal with environmental information.
- 3.2 The Act provides individuals or organisations with the right to request information held by a public authority. They can do this by letter or email.
- 3.3 The Act is fully retrospective and applies to all information, not just information filed since the Act came into force.

4. Environmental Information Regulations 2004

- 4.1 These regulations give the public the right to access environmental information held by public authorities. The request can be made by letter, email, telephone or in person.
- 4.2 Environmental information is divided into the following six main areas:
 - 4.2.1 The state of the elements of the environment, such as air, water, soil, land, fauna (including human beings)
 - 4.2.2 Emissions and discharges, noise, energy, radiation, waste and other such substances
 - 4.2.3 Measures and activities such as policies, plans, and agreements affecting or likely to affect the state of the elements of the environment
 - 4.2.4 Reports, cost-benefit and economic analyses
 - 4.2.5 The state of human health and safety, contamination of the food chain
 - 4.2.6 Cultural sites and built structures (to the extent they may be affected by the state of the elements of the environment)

5. The Right to Know

- 5.1 The right under the Freedom of Information Act (FOIA) and the Environmental Information Regulations (EIR) to request information held by public authorities, known as the right to know, came into force from January 2005.
- 5.2 The Act allows access to recorded information such as emails, meeting agendas and minutes, research or reports held by the council.
- 5.3 The Freedom of Information Act 2000 gives applicants two statutory rights: to be told if the public authority holds information; and if it does, to have that information communicated to them.

6. Exemptions

- 6.1 Some information is exempt from disclosure.
- 6.2 There are 23 exemptions in the FOIA, some of which are absolute and some qualified. There are 12 exceptions from disclosure in the EIR, all of which are qualified.
- 6.3 Where information falls under an absolute exemption, the harm to the public interest that would result from its disclosure is already established, e.g., personal information, or if disclosure would result in an actionable breach of confidence.
- 6.4 There are five exemptions that are likely to apply to information held by the Town Council:
 - 6.4.1 Information that is readily accessible to the applicant by other means
 - 6.4.2 Information that constitutes Court records
 - 6.4.3 Information that is defined as personal data under the Data Protection Act 2018
 - 6.4.4 Information that has been provided in confidence
 - 6.4.5 Information prohibited from disclosure by law

If a public authority believes that the information is covered by a qualified exemption, it must apply the public interest test.

7. Public Interest Test

- 7.1 The public interest test favours disclosure where a qualified exemption or an exception applies. In such cases, the information may be withheld only if the council considers that the public interest in withholding the information is greater than the public interest in disclosing it.

8. Handling of Requests

- 8.1 The council must normally supply the information requested in the format requested within 20 working days of receipt of a written request; confirm if it holds the information; advise whether a fee will be charged and provide the information (after any relevant fee has been paid) unless an exemption applies.

- 8.2 However, the town council does not have to confirm or deny the existence of the information or provide it if: an exemption applies; the request is vexatious; similar to a previous request; or the cost of compliance exceeds an appropriate limit.
- 8.3 If the town council decides not to disclose the information requested it will give reasons for its decision, explain how the exemption or exception applies and explain the arguments under the public interest test.
- 8.4 If an applicant is unhappy with a refusal to disclose information, they can request a formal review of the decision by a person not directly involved with the refusal. If the review concurs with the decision not to disclose the information the applicant can complain to the ICO. The ICO will investigate the case and either uphold the council's use of an exemption or decide that the information must be disclosed.

9. Fees

- 9.1 The FOIA only allows the council to charge for answering Freedom of Information requests when costs exceed £450.
- 9.2 In these cases the council can decide to:
 - 9.2.1 refuse the request; or
 - 9.2.2 comply with the request and charge for allowable costs as prescribed in the regulations (a fee notice will be sent to the applicant requesting the appropriate fee); or
 - 9.2.3 comply with the request free of charge
- 9.3 The request for information will not be answered until the fee has been received.
- 9.4 If the cost of completing the request is more than the estimate then the council will incur the additional cost. However, where the cost is less than the estimated cost then the difference will be refunded to the applicant.
- 9.5 The council will charge 10p per A4 sheet and 15p per A3 sheet (b&w only) for photocopying and printing documents, plus recover the actual cost of postage or any other transmission costs from the applicant. Colour copies will be charged at 15p per A4 sheet and 20p per A4 sheet. Staff costs will be charged at £25 per hour.

10. Appeal Process

- 10.1 The role of the Information Commissioner's Office (ICO) is to enforce and promote the FOIA and the EIR. It has responsibility for ensuring that information is disclosed promptly and that exemptions from disclosure are applied lawfully.
- 10.2 Cases can be referred to the ICO if, for example, there has been excessive delay or if the application of an exemption or a refusal made on public interest grounds is disputed. The ICO may serve a decision notice on the council either confirming the decision or directing it to disclose information within a certain timescale. Non-compliance with a decision notice may constitute contempt of court.

- 10.3 Finally, if either the applicant or the council disagrees with the ICO's decision, an appeal can be lodged within 28 days to the independent Information Tribunal.
- 10.4 The Information Tribunal may uphold the ICO's decision notice, amend it, e.g., change the time frame for release of information, or overturn it. Non-compliance with the Information Tribunal's notice may also constitute contempt of court.

11. Data Protection and General Data Protection Regulation

- 11.1 Lyme Regis Town Council is also bound by the Data Protection Act (DPA) 2018 and UK General Data Protection Regulation (UK GDPR).
- 11.2 Alongside the General Data Protection Act 2018 and the UK GDPR establish a framework of rights and duties which are designed to safeguard personal data.
- 11.3 They aim to balance the legitimate needs of organisations to collect and use personal data for business and other purposes against the right of individuals to respect for the privacy of their personal details.
- 11.4 Personal data may be held electronically or in paper records.
- 11.5 There is a fine line between determining what is personal data and what is not. Therefore, to help decide whether filed information falls within the scope of the Act, below is a reference guide comprising of a series of questions which, when worked through in order, is intended to help determine whether the data held is personal data. If the answers to the questions are yes, then the data is assessed as personal data.
- 11.5.1 Can a living individual be 'identified' from the data or from other information in your possession, or likely to come into your possession?
- 11.5.2 Does the data 'relate to' the identifiable living individual, whether in personal or family life, business or profession?
- 11.5.3 Is the data 'obviously about' a particular individual?
- 11.5.4 Is the data 'linked to' an individual so that it provides particular information about that individual?
- 11.5.5 Is the data used, or is it to be used, to inform or influence actions or decisions affecting an identifiable individual?
- 11.5.6 Does the data have any biographical significance in relation to the individual?
- 11.5.7 Does the data focus or concentrate on the individual rather than on some other person, object, transaction or event?
- 11.5.8 Does the data impact or have the potential to impact on an individual, whether in a personal, family, business or professional capacity?
- 11.6 The town council processes personal data in order to:

- 11.6.1 fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law
- 11.6.2 pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law
- 11.6.3 monitor its activities including the equality and diversity of its activities
- 11.6.4 fulfil its duties in operating the business premises including security
- 11.6.5 assist regulatory and law enforcement agencies
- 11.6.6 process information including the recording and updating details about its councillors, employees, partners and volunteers
- 11.6.7 process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint
- 11.6.8 undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the council.
- 11.6.9 undertake research, audit and quality improvement work to fulfil its objects and purposes
- 11.6.10 carry out council administration. Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.
- 11.7 Where appropriate and governed by necessary safeguards, the council will carry out the above processing jointly with other appropriate bodies.
- 11.8 The council will ensure at least one of the following conditions is met for personal information to be considered fairly processed:
 - 11.8.1 the individual has consented to the processing
 - 11.8.2 processing is necessary for the performance of a contract or agreement with the individual
 - 11.8.3 processing is required under a legal obligation
 - 11.8.4 processing is necessary to protect the vital interests of the individual
 - 11.8.5 processing is necessary to carry out public functions.
 - 11.8.6 processing is necessary in order to pursue the legitimate interests of the data controller or third parties.
- 11.9 Particular attention is paid to the processing of any sensitive personal information and the council will ensure at least one of the following conditions is met:
 - 11.9.1 explicit consent of the individual
 - 11.9.2 required by law to process the data for employment purposes
 - 11.9.3 a requirement in order to protect the vital interests of the individual or another person.

- 11.10 Even if the information is not considered personal data, it may however be information of a sensitive nature such as data about an employee's religious beliefs, medical background, sexual orientation, criminal records etc.
- 11.11 The legislation is underpinned by a set of eight principles:
- 11.11.1 personal data shall be processed fairly and lawfully.
 - 11.11.2 personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
 - 11.11.3 personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
 - 11.11.4 personal data shall be accurate and, where necessary, kept up to date.
 - 11.11.5 personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
 - 11.11.6 Personal data shall be processed in accordance with the rights of data subjects under this Act.
 - 11.11.7 appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
 - 11.11.8 personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- 11.12 The council will ensure it handles personal data and complies with the spirit of these principles.
- 11.13 The information provided will be processed and stored so it is possible for the council to contact, respond to or conduct the transaction requested by the individual. By communicating with the council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy. It is the responsibility of the individual to ensure the council is able to keep their personal data up-to-date and accurate. The personal information will not be shared or provided to any third party or be used for any purpose other than that for which is provided. It will only be kept for as long as necessary, after which, it will be deleted.
- 11.14 The legislation states that anyone who processes personal information must comply with the eight principles and that the area covered by the Act provides individuals with important rights, including the right to find out what personal information is held on computer and most paper records.

- 11.15 The town council is registered with the Information Commissioner's Office that it processes personal data. Failure to notify the ICO is a criminal offence. The main purpose of notification and registration with the ICO is for transparency and openness.
- 11.16 The legislation contains a number of exemptions from the rights and duties, and personal data must be processed in accordance with the Act unless one of the exemptions applies.
- 11.17 An individual has the following rights as a 'data subject':
- 11.17.1 access to information – an individual has the right to request access to the information the council has on them
 - 11.17.2 information correction - if they believe the information the council has about them is incorrect, they may contact us so that we can update it and keep their data accurate
 - 11.17.3 information deletion – if the individual wishes the council to delete the information about them, they can do so by contacting the council
 - 11.17.4 right to object – if an individual believes their data is not being processed for the purpose it has been collected for, they may object to the council.
- 11.18 Should an individual or organisation feel they are being denied access to personal information that they are entitled to by the town council or feel their information has not been handled according to the eight principles, they can contact the ICO.
- 11.19 Complaints are usually dealt with informally, but if this is not possible, enforcement action can be taken.

12. Privacy and Electronic Communications Regulations

- 12.1 The Privacy and Electronic Communications Regulations apply to unsolicited electronic marketing messages sent by telephone, fax, email or text.
- 12.2 If, at any time, the council wants to make automated telephone calls or send faxes to individuals they must have the subscriber's consent and their identity must be clearly included in calls or faxes.
- 12.3 If they wish, subscribers (individuals or businesses) can opt out of direct marketing phone calls both to a land line and a mobile number. People on the Telephone Preference Service register will not receive these types of calls unless they give their permission.
- 12.4 Individual and corporate subscribers can also register their objection to receiving unsolicited direct marketing faxes by registering their number with the Fax Preference Service.
- 12.5 Unsolicited marketing material by electronic mail (this includes texts, picture messages and emails) will only be sent if the person has chosen to receive them, unless the email address was obtained as a result of a commercial relationship. The council will always give the individual the opportunity to stop receiving the emails.

- 12.6 Spam is the use of electronic messaging systems (including most broadcast media, digital delivery systems) to send unsolicited bulk messages indiscriminately. The most widely recognised form of spam is e-mail spam, also known as unsolicited bulk email (UBE), junk mail or unsolicited commercial email (UCE).
- 12.7 The ICO is working with its European counterparts and the US to try to reduce spam, but currently there is no legislation to cover spam sent to business addresses. The town council has processes and software in place to protect the email server as far as reasonably possible from spam.

13. General Responsibility

- 13.1 All town council members and officers have a duty to comply with the Freedom of Information Act 2000, the General Data Protection Regulation 2018, UK General Data Protection Regulation (UK GDPR), the Environmental Information Regulations 2004 and the Privacy and Electronic Communications Regulations 2003.
- 13.2 The council will issue procedural guidelines to complement this policy setting out how a request for information should be dealt with. In addition, staff training will be provided.
- 13.3 It is, however, the responsibility of the person who receives the information request to ensure that it is responded to according to the Act. Additional advice and support in this regard is available from the town clerk.

14. Additional Information

- 14.1 Additional guidance on the Freedom of Information Act, Environmental Information Regulations and the Data Protection Act are available on the ICO's website: www.ico.gov.uk.
- 14.2 Alternatively the ICO can be contacted by post, telephone or email:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow Cheshire, SK9 5AF

Helpline telephone number: 01625 545745

Email: mail@ico.gov.uk

15. Document Management Policy

15.1 This policy applies to all documents produced by the council and all documents received in its offices. Its objective is to aid sensible, timely management and disposal of all filing, paperwork, records and documentation.

15.2 It is important that records are carefully retained and systematically filed as they are required for inspection by a number of agencies, e.g., internal audit, external audit, HMRC.

15.3 Retention and Disposal of Documents

The requirements for the retention of specific records are laid down in the Accounts and Audit Regulations for Local Authorities. The advised periods and reasons for the retention of records are detailed on the table below.

Record	Minimum retention period	Comments
Annual Leave Records	3 years	
Application Forms (unsuccessful Applicants)	6 months from appointee starting duties	
Audit Till Rolls	3 years	
BACS Amendments and Error Reports	6 years	
BACS Details	6 years	
Bank Reconciliation Records	6 years	
Bank Statements and Advices	6 years	
Bond Certificates – Copy	6 years	After redemption
Bonds/ Mortgages Register	Indefinitely	
Budget Working Papers	6 years	
Capital Registers	Indefinitely	
Car Allowance Claims	3 years	
Car Allowance Records	6 years	
Car Lease Records	2 years	From end of lease
Car Loan Records	6 years	From end of loan
Cash Books	6 years	
Consolidated Loans Pool Registers	Indefinitely	
Consolidated Loans Pool Working Papers	6 years	
Collection and Deposit Books	6 years	
Computer Input Forms	2 years	
Contract Documents	Contract period + 2 years	From final payment
Contract Payment Certificates	Contract period + 2 years	From final payment
Controlled Stationery Records	Indefinitely	
Copy Orders	3 years	
Copy Renewal/ Endorsement	Indefinitely	

Memos		
Correspondence Files	6 years	
Correspondence with Successful Contractors	Contract period + 2 years	From final payment
Council Meeting Minutes	Indefinitely	Can be transferred to SCC Archives
Creditor Cheque Lists	6 years	
Deduction Tabs	6 years	
Deeds of Covenant	12 years	After final payment
Delivery Notes	3 years	
Expenses Claims (mileage, subsistence)	6 years	HMRC requirements
Employers Liability Insurance	40 years	Management and Statute of Limitations
Final Account Working Papers	6 years	
Finance Ledgers	Indefinitely	
Flexi-time Records	3 years	
Grant Claims / Returns	6 years	
Half Yearly Interest Schedules	Indefinitely	
Health and Safety Inspection Records	21 years	
Insurance Claims and Correspondence	6 years	
Insurance Policies (other than Liability Insurance)	3 years	After discontinuation
Insurance Registers	Indefinitely	
Insurance Schedules	Indefinitely	
Insurance Valuations	6 years	Unless re-valued
Internal Ledger Transfers	6 years	
Inventory of Furniture & Equipment	Indefinitely	
Investment Certificates	6 years	After holding
Invoices (including credit card payment slips)	6 years	
Journal Entries	6 years	
Leasing Payments	6 years	
Leasing Registers	Indefinitely	
Leaver Forms	6 years	
Liability Insurance	Indefinitely	
Loans Transfer Registers	Indefinitely	
Manual Cheque Payment Records	6 years	
Maternity Pay Records	3 years	
Members Allowance Claim Forms	6 years	

Members Attendance Registers	Indefinitely	
Micro-fiche Records	Indefinitely	
Mortgage Deeds & Bond Certs. (repaid)	6 years	From cancellation
New Starter Forms	6 years	
Notification of Coding	3 years	After end of tax year
Orders	3 years	
Other Payroll Tabs	6 years	
Overs and Shorts Records	6 years	
Overtime Claims	3 years	
Overtime Records	6 years	
P45 Forms	3 years	
Paid Invoices	6 years	
Pay Slips – copies	7 years	
Paying-In Books	6 years	
Payroll Cheque Lists	6 years	
Payroll Control Account Reconciliations	6 years	
Payroll Control Total Tabs	6 years	
Payroll Deduction Tabs	6 years	
Permanent Amendments	6 years	
Personnel Files	Indefinitely	
Petty Cash Imprest Records	6 years	
Petty Cash Receipts	6 years	
Postal Remittance Books	6 years	
Public Liability Insurance	21 Years	
Private Health Care Records	6 years	HMRC requirements
PWLB Year End Statements	6 years	
Receipt Books	6 years	
Renewal/ Endorsement Memos - Copy	Indefinitely	
Replacement Cheque Records	3 years	
Returned Cheque Records	6 years	
Securicor Records	6 years	
Shorts and Overs Records	6 years	
Sickness Records	3 years	
Staff Records	6 years	
Stock Transfer Forms	6 years	
Stop Cheque Lists	6 years	
Summaries of Accumulated Totals	6 years	
Sundry Debtor Accounts	6 years	From date paid or written off
Sundry Debtor Records	3 years	
Superannuation Correspondence	Indefinitely	
Superannuation Records	6 years	Main records held

		with SCC
Tax and NI Details	6 years	
Taxable Benefit Details	6 years	HMRC requirements
Temporary Loans Records	3 years	After repayment
Temporary Variations	3 years	
Tenders - Unsuccessful Quotations	3 years	
Tenders - Successful Quotations	Contract period + 2 years	From final payment
Till Rolls (Receipting Machine)	3 years	
Timesheets	Last completed audit year	Audit and Working Time regulations
Unpresented Cheque Listings	6 years	
VAT Returns and Records	6 years	
Write Off Schedules	Indefinitely	
Year-end Financial Tabs	Indefinitely	
Year-end Payroll Tabs	12 years	

15.4 General documentation, not listed above, may be kept for reference purposes, however, will be destroyed after five years.

15.5 Any documents relating to town council-owned land and property will be retained indefinitely by the town council or by the council's solicitor to give a complete picture of refurbishments, disposals or acquisitions.

15.6 Documents produced by and readily available from other sources will be destroyed when they are outdated or superseded.

15.7 Development control and planning applications will be destroyed automatically after one year. If, however, a particular application forms part of a planning history for a specific site or town council-owned property, then the application will be kept indefinitely or until such times as the site is developed.

15.8 Within six months of a member of staff leaving Lyme Regis Town Council employment, the individual's personnel file will be reviewed, any superannuation or salary documentation will be extracted and the remaining documentation will be destroyed. If there is likely to be a claim made against the town council under employment or other relevant legislation, the personnel file will be archived until such times as any claim has been dealt with or legal advice states that it may be destroyed.

15.9 Storage of Documents

15.9.1 Documentation readily in use or where easy and regular access is required will be stored at the town council's offices.

15.9.2 Officers are encouraged to scan documentation where and when appropriate so that it is stored electronically for future reference. The IT systems are automatically backed up on a regular basis to ensure the safe keeping of electronic documents.

15.9.3 Older paperwork and documentation will be archived either at the town council's offices or off site. Any documents of an historical nature will be offered to the County Records Office or the museum, as appropriate.

15.9.4 If need be, documents will be stored in secure conditions either at the town council's offices, with the council's solicitor or at an offsite storage facility.

15.9.5 Certain specific documentation such as meeting minutes will be offered to the county archives at Dorset County Council in Dorchester.

15.10 Destruction of Documents

15.10.1 All confidential or sensitive documents and any documents containing personal information covered by the Data Protection Act that are earmarked for disposal will either be shredded at the Town Council offices or sent for destruction by a recognised contractor specialising in the disposal of confidential waste.

15.10.2 All general documentation and paper waste will be recycled.

APPENDIX A

Publication Scheme

1. Introduction

- 1.1 This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information identified by the Information Commissioner's Office and referred to in paragraph 2. Additional information the definition of these classes is issued by the Information Commissioner.
- 1.2 The scheme commits an authority:
 - 1.2.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
 - 1.2.2 To specify the information which is held by the authority and falls within the classifications below
 - 1.2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
 - 1.2.4 To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
 - 1.2.5 To review and update on a regular basis the information the authority makes available under this scheme
 - 1.2.6 To produce a schedule of any fees charged for access to information which is made proactively available
 - 1.2.7 To make this publication scheme available to the public

2. Classes of information

2.1 Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

2.2 What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

2.3 What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

2.4 How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, consultations.

2.5 Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

2.6 Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

2.7 The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

3. The classes of information generally not included

3.1 The classes of information will not generally include:

3.1.1 Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure

3.1.2 Information in draft form

3.1.3 Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reason.

4. The method by which information published under will be made available

4.1 The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

4.2 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

4.3 Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

- 4.4 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

5. Charges which may be made for information published under this scheme

- 5.1 The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.
- 5.2 Material which is published and accessed on a website will be provided free of charge.
- 5.3 Charges may be made for information subject to a charging regime specified by Parliament.
- 5.4 Charges may be made for actual disbursements incurred such as:
- 5.4.1 photocopying
 - 5.4.2 postage and packaging
 - 5.4.3 the costs directly incurred as a result of viewing information
- 5.5 Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.
- 5.6 If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

6. Written requests

- 6.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

7. Information available from Lyme Regis Town Council under the Publication Scheme

- 7.1 All information on the website is free, all hard copy will be charged at 10p per A4 sheet (b&w)
- 7.2

Information to be published	How the information can be obtained
Who is who on the council and its committees	Website / hard copy
Contact details for the Proper Officer and council members (named contacts where possible with telephone number and email address)	Website / hard copy

Location of main council office and accessibility details	Website / hard copy
Staffing structure	Website / hard copy
Annual return form and report by auditor	Website / hard copy
Finalised budget	Website / hard copy
Precept	Website / hard copy
Borrowing approval letter	Hard copy
Financial standing orders and regulations	Website / hard copy
Grants given and received	Website / hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
Current strategic plan	Website / hard copy
Annual report to parish or community meeting (current and previous years)	Website / hard copy
Quality status	Hard copy
General Power of Competence	Hard copy
Timetable of meetings (council, any committee/sub-committee meetings and town meetings)	Website / hard copy
Agendas of meetings (as above)	Website / hard copy
Minutes of meetings (as above) – excluding information that is properly regarded as private to the meeting	Website / hard copy
Reports presented to council meetings - excluding information that is properly regarded as private to the meeting	Website / hard copy
Responses to consultation papers	Website / hard copy
Responses to planning applications	Website / hard copy
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
Procedural standing orders	Website / hard copy
Committee and sub-committee terms of reference	Website / hard copy
Delegated authority in respect of officers	Hard copy
Members' Code of Conduct	Website / hard copy
Policy statements	Hard copy
Policies and procedures for the provision of services and about the employment of staff	Hard copy
Internal policies relating to the delivery of services	Website / hard copy
Equality and diversity policy	Website / hard copy
Health and safety policy	Website / hard copy
Recruitment policies (including current vacancies)	Website / hard copy
Policies and procedures for handling requests for information	Website / hard copy

Complaints' procedures (including those covering requests for information and operating the publication scheme)	Website / hard copy
Information security policy	Website / hard copy
Records management policies (records retention, destruction and archive)	Website / hard copy
Data protection policies	Website / hard copy
Schedule of charges (for the publication of information)	Website / hard copy
Class 6 – Lists and Registers	
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice)	Hard copy
Register of members' interests	Website / hard
Register of gifts and hospitality	Hard copy
Allotments	Website / hard copy
Burial grounds and closed churchyards	Hard copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website / hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	Hard copy
Agency agreements	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, cremations, scattering of ashes, hiring of football and cricket pitches)	Website / hard copy
Newsletter	Website / hard copy

Committee: Strategy and Finance

Date: 23 July 2025

Title: Budget Performance, 1 April – 30 June 2025

Purpose of Report

To inform members of performance against budget from 1 April – 30 June 2025 and of the forecast year-end position at 31 March 2026

Recommendation

Members note the report

Report

1. The budget from 1 April – 30 June 2025 is detailed below.
2. The council's cash position at 31 March 2025 was c.£1.655k. The council's finances are such that more income is received at the beginning of the financial year than at the end. Expenditure is more evenly spread throughout the year.
3. Within the column 'Actual vs Budget', the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).
4. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2025-26 budget-setting process:

Expenditure	Budget £	Forecast £
Garden handrails	£10,000	£10,000 ²
Church walls	£5,000	£5,000 ³
Sculpture trail	£6,000	£6,000 ⁴
Guildhall repairs	£50,000	£50,000
Garden paths	£100,000	£100,000
Cement mixer	£1,000	£1,000
Office disposal professional fees	£10,000	£10,000
Cadet hut feasibility study	£4,000	£4,000
Works to the Lynch	£7,000	£7,000
VE day	£1,000	£1,000
Continuation of the bursaries	£5,000	£5,000
Youth council	£4,000	£4,000
Landslip work at Monmouth Beach	£120,000	£120,000
Secure room/safe in the new office	£5,000	£5,000

² £100k agreed over five years starting in years 2023/24

³ Three-year project starting 2023/24 with a total budget of £60k

⁴ Final year of three years agreed

Ride on mower	£15,000	£15,000
Traffic and transport recommendations	£10,000	£10,000
Two additional beach huts – MP	£10,000	£10,000
Electric hedge trimmer	£1,400	£1,400
Mini golf event	£2,000	£2,000
Floral competition	£1,000	£1,000
Sporting Lyme	£2,000	£2,000
Noticeboards	£4,000	£4,000
Newsletter enhancement	£40,000	£40,000
Tree planting schemes	£5,000	£5,000
Follow up on EPC recommendations	£5,000	£5,000
Hydro study, additional generation feasibility	£3,000	£3,000
Biodiversity projects	£5,000	£5,000
Further investigation into rainwater harvesting	£2,000	£2,000
River Lym improvement projects	£7,000	£7,000
Garden signs	£5,000	£5,000
Total	£435,400	£435,400

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

	Budget £	Forecast £
Unbudgeted expenditure		
Monmouth Beach garage repair	£3,800	£3,800 ⁵
Lyme Regis business awards sponsorship	£400	£400 ⁶
Waffle House – post office	£10,500	£10,500 ⁷
Total	£14,700	£14,700

6. The budgets for a number of 2023-24 and 2024-25 projects, whether partially complete or incomplete were carried over to be achieved in 2025-26. The total original budget costs are in column A. Where partially complete, the remaining budget has been deferred, which is shown in column B, and the final cost forecast is in column C.

2023-24 projects	Original Budget	Remainder deferred	Forecast spend
Footpath repairs for the gardens	£100,000	£100,000	£100,000
Church wall repairs	£25,000	£25,000	£25,000
Strawberry field options appraisal	£10,000	£10,000	£10,000
Multi-use games area	£150,000	£150,000	£100,000
CCTV 2023-25	£86,000	£27,155	£23,244

⁵ Agreed at Full Council on 3 April 2025

⁶ Agreed in principle at Tourism, Community and Publicity Committee on 9 July 25, to be agreed at Full Council on 6 August 2025

⁷ Agreed in principle at Tourism, Community and Publicity Committee on 9 July 25, to be agreed at Full Council on 6 August 2025

Total	£285,000	£312,155	£308,244
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2024-25 projects

Church walls	£30,000	£30,000	£30,000
Guildhall repairs	£50,000	£50,000	£50,000
Office options	£100,000	£93,305	£189,640 ⁸
Induction and development of new administration	£20,000	£15,350	£15,350
West and East store doors	£15,000	£15,000	£15,000
Bell Cliff steps/railings	£25,000	£25,000	£25,000
Candles on the cobb pavilion	£15,000	£3,000	£3,000

Total	£255,000	£231,655	£231,655
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2024-25 unbudgeted expenditure

Town bus options	£55,000	£23,925	£23,925	Pedestrian
footway Uplyme	£3,000	£3,000	£3,000	
iPads for risk assessments	£7,000	£4,125	£4,125	
Replacement beach hut 23 MB	£6,000	£6,000	£6,000	

Total	£71,000	£37,050	£37,050
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- The year-end income forecast is £2,372,279 and the year-end expenditure forecast is £3,111,021, creating a forecast loss of £738,742.
- It was resolved by the Full Council on 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24, which continued for 2024-25 and 2025-26 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.
- The closing cash position on 31 March 2025 was £1,665,046; the forecast year-end cash position at 31 March 2026 is £926,304.

⁸ Budget increase from £100k to £190k agreed at Full Council on 19 May 2025

	Actual to June 25	Budget to June 24	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 25
Income						
Precept	81,627.00	81,627	0	0%	163,254	163,254
Car parks	393,537.06	331,114	62,423	19%	1,103,006	1,165,537
Chalets/day huts/caravans	373,939.70	259,345	114,595	44%	444,592	439,991
Concessions	9,450.00	4,775	4,675	98%	9,550	9,550
Alfresco seating	30,380.00	26,988	3,392	13%	26,988	28,880
Commercial rents	154,007.84	67,934	86,074	127%	271,735	271,735
Advertising	3,454.79	2,600	855	33%	3,917	3,917
Amenity area	42,844.61	45,159	-2,314	(5%)	128,875	128,875
Cemetery	1,230.00	1,675	-445	(27%)	6,700	6,700
Licenses	4,500.00	3,156	1,344	43%	12,623	12,623
Other	12,810.02	17,169	-4,359	(25%)	31,217	91,217
Investments	1,891.31	12,500	-10,609	(85%)	50,000	50,000
	1,109,672.33	854,041	255,631	11%	2,252,457	2,372,279
Expenditure						
Office administration	51,785.29	48,218	3,567	7%	104,301	104,301
Rent	0.00	5,275	-5,275	(100%)	83,950	83,950
Licensed land	0.00	0	0	0%	3,034	3,034
Democratic representation	1,528.49	9,206	-7,678	(83%)	36,825	36,825
Outside works	65,951.71	80,793	-14,841	(18%)	295,401	295,401
Grants/SLA	32,369.80	24,840	7,530	30%	163,192	163,192
Utilities	203,309.59	182,026	21,283	12%	281,990	281,990
Staffing	280,611.61	271,570	9,042	3%	1,086,280	1,086,280
Marketing	1,823.32	7,249	-5,426	(75%)	28,998	28,998
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	637,379.81	629,178	8,202	0%	2,083,971	2,083,971
Gross Profit/(Loss):	472,293	224,864	247,429		168,485	288,308
Projects 25/26	32,925.11	435,400.00	-402,474.89	(92%)	0.00	435,400.00
Unbudgeted expenditure	3,167.50		0.00	0%	0.00	14,700.00
Deferred items from 23/24 and 24/25	215,602.59					576,949.42
Net Profit/(Loss):						-738,741.73

Analysis

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

- Car park income is forecast at c.£1.165m to March 2026. To date, car park income is up 19%; this is mainly a result of exceptional weather leading to higher volume. We have prudently forecast a further £63k of income for March 2026.
- Chalet, day hut and caravan income is forecast c.£1.4k over budget due to £6k of transfer fee income that is not factored into the budget along with £4.6k of income that is not expected which relates to 18 MB chalet and 23 MB Day hut. There are currently three chalet, caravan or day huts up for sale, so there is potential for more transfer fee income before the end of the financial year.
- Al fresco income is forecast at c.£1.9k over budget due to the introduction of a new al fresco seating customer.
- Income forecast includes an additional £60k set to be received for View Road access.
- Concession, advertising, commercial rent, cemetery, licenses and investment income are forecast to remain as budgeted.

11. The main reasons for expenditure variation are:

- Office administration is forecast £7.8k over budget due to an increase in our insurance costs of c.£5.6k and IT support of £4.3k along with some other small variances across several headings.
- Outside works, rent, licensed land, democratic representation, utilities, staffing and projects are forecast to remain as budgeted.
- Projects and unbudgeted expenditure for 2023-25 total £1,027,049. Variations to these projects are identified in paragraph 4. Regular updates on objectives are being provided to each committee, which includes changes to timescales and budget variances.

12. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Naomi Cleal
Finance manager
June 2025

Committee: Strategy and Finance

Date: 23 July 2025

Title: Flowbird Update

Purpose of Report

To allow members to consider installation of new machines at Monmouth Beach for the 2026-27 budget setting process

Recommendation

- a) Members consider whether to replace the car park machines in Monmouth Beach car park as a potential objective as part of the 2026-2027 budget-setting process
- b) Members consider whether to accept IPS's offer to loan a Flowbird S5 machine, irrespective of whether a permanent replacement is taken forward as a 2026-27 objective subject to confirmation of full liability from IPS

Background

- 1. The council entered a contract with Flowbird to replace five car park machines at Monmouth Beach car park in March 2022, three of which were equipped with cash facilities.
- 2. An independent audit report, completed by the council's internal auditor Rosie Darkin-Miller, relating to ongoing cash discrepancies was reported to Full Council in March 2024. This addressed discrepancies between the amount of cash Flowbird have reported and the amount the cash collection company Pivotal has collected; predominantly, the issue lay with one machine. The other two machines' reconciliations were within the normal limits.
- 3. After persistent negotiation and escalation of the matter, the machine in question was replaced by Flowbird on 10 July 2024. This seemingly resolved the cash discrepancy problems. Any cash discrepancies are within the normal limits.
- 4. It was resolved by Full Council on 23 October 2024 'to replace the existing machines in Woodmead car park with IPS, with a view to replacing the machines at Monmouth Beach at a later date'.
- 5. Since the installation of the new IPS machines in January 2025 the feedback has been excellent, with customers commenting on how easy they are to use. Officers have encountered no discrepancies, and the service has been superior.
- 6. There are still ongoing card discrepancies with Flowbird to the tune of £827.50 for the financial year 2024-25 and feedback from customers remains largely negative.

7. Officers have been in communication with Flowbird regarding the discrepancies on a number of occasions, and they are unable to resolve these issues. The card transactions pass through Flowbird, then two third-party merchants, TILL and then AIB, as Flowbird are not a PCI-DSS⁹ compliant payment services provider. Each party have claimed that the discrepancies do not lie with them, and all discussions have had a negative outcome.

Report

Proposals from IPS

Option 1

8. For the replacement of five Monmouth Beach parking meters, the total one-off cost would be £16,555. This includes three MS1 Standalone parking meters, two revolution upgrades, delivery costs, installation and commissioning. These prices will be held until April 2026.
9. Transaction costs are 10p per card transaction. IPS are a PCI-DSS compliant payment services provider, so it would not require a third-party merchant to process the debit/credit card transaction payments, making this a saving on overall transaction costs. Originally, we were quoted 18p per card transaction when we installed the new machines at Woodmead car park, however IPS agreed to match any other quotes we were offered and have extended that to Monmouth Beach also.
10. There would be a free one-year warranty, free training, and 12 months free DMS, back-office system, thereafter £15 per machine per month.

Option 2

11. Officers had a meeting with IPS on 9 July 2025 where an alternative arrangement was proposed, which would attract a discount to the overall price, bringing down the total one-off cost to £13,305 for the same equipment; a saving of £3,250 if the council decides to replace the machines permanently. Officers believe this is an attractive offer.
12. If this option was accepted, then we would look to replace the machine in the far end of Cabanya car park, which would give us the opportunity to test the signal in historically the most difficult area. IPS are confident that it won't be an issue.
13. Currently the revolution upgrades have not been developed. In order to develop these, IPS have asked if they can borrow one of our S5 Flowbird machines to develop the technology. They will replace the machine at their own cost with a temporary MS1 machine, which is the same as we have in Woodmead car park.
14. Officers are awaiting confirmation of full financial and legal liability from IPS, but are not expecting this to be a problem, as this is common practise. A verbal update will be provided at the meeting. They will also have the technology in place, if council decided not to go ahead with this proposal.

⁹ A set of security standards designed to ensure that all companies that accept, process, store, or transmit credit card information maintain a secure environment.

15. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Naomi Cleal
Finance manager
July 2025

Committee: Strategy and Finance

Date: 23 July 2025

Title: Investments and Cash Holdings

Purpose of Report

To inform members of the council's current reserve position

Recommendation

- a) Members note the cash position at the end of June 2025
- b) Members consider closing the NS&I Wilkinson's investment account

Background

- 1. The council's cash holding at the beginning of the financial year was c.£1.655k.

Report

- 2. The council's cash holding at June 2025 was c.£1.684m, **appendix 15A**.
- 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 cash holding includes £549, which is in a historical NS&I investment account. The named person on the NS&I account was a previous mayor.
- 5. Officers have successfully changed the name on the Wilkson's legacy account to the town clerk, deputy town clerk and the finance manager, as recommended by council. Up-to-date statements have now been received.
- 6. The account attracts a 1% interest rate; funds could be invested with a better return elsewhere. Officers would therefore recommend closing the NS&I Wilkinson's investment account.

Treasury Management

- 7. The council was very successful in 2024-25 with its treasury management, receiving c.£70k in interest.
- 8. Three sets of investments, totalling £300k, with NatWest and The Charity Bank are set to mature by the end of August 2025.
- 9. Officers are reviewing treasury management in the next few weeks to determine the best investment options and will speak with the chairman and vice-chairman of this committee to agree a number of investments to increase the return, which will be reported to Full Council on 6 August 2025.

10. Any recommendations from this committee will be considered by the Full Council on 6 August 2025.

Naomi Cleal
Finance manager
July 2025

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>30-Jun-25</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.11%		127,297	Instant
Natwest Fixed 13 - 3.35%		100,000	26/08/2025
Natwest Fixed 14 - 3.35%		100,000	26/08/2025
Natwest Fixed 15 - 3.57%		100,000	24/02/2026
Natwest Fixed 16 - 3.57%		200,000	24/02/2026
Lloyds - Current		11,014	Instant
Lloyds - Liquidity Manager (1.1%)		743,974	Instant
Wilkinson Legacy 1%		549	One month
Charity Bank - 4.51%		100,000	01/08/2025
Charity Bank - 4.26%		200,000	18/03/2026
TOTAL		<u>1,683,833</u>	

Committee: Strategy and Finance

Date: 23 July 2025

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of April, May and June 2025

Recommendation

Members note the report and approve the attached schedule of payments in April, May and June 2025 for the sums of £246,191.87, £355,697.70 and £254,406.16, respectively.

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of April, May and June 2025 **appendices 16A, B and C.**
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
July 2025

APPENDIX 16A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for April 2025</u>							
		<u>Total</u>			<u>246,191.87</u>				
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09-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	17.4	20%	2.90	14.50	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Apr	ELLIS MEDIA	Quarter page advert	One off	FPO	210	20%	35.00	175.00	Projects
10-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	108.56	0%	-	108.56	Outside Works
10-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	249.52	20%	41.59	207.93	Utilities
11-Apr	MAILCHIMP	Business briefing subscription	Monthly	DD	12.2	20%	2.03	10.17	Office Expenses
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
11-Apr	WOODMEAD	Term Grant	Quarterly	FPO	4000	0%	-	4,000.00	Grants
11-Apr	WAFFLE HOUSE	Term Grant	Quarterly	FPO	3750	0%	-	3,750.00	Grants
11-Apr	FOODBANK	Term Grant	Quarterly	FPO	3000	0%	-	3,000.00	Grants
11-Apr	BOAT BUILDING	Term Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
11-Apr	IMS	Magazine distribution cost	Monthly	FPO	1789.59	20%	298.27	1,491.33	Grants
11-Apr	B SHARP	Term Grant	Quarterly	FPO	1750	0%	-	1,750.00	Grants
11-Apr	REGATTA AND CARNIVAL	Term Grant	Quarterly	FPO	1625	0%	-	1,625.00	Grants
11-Apr	MR CHRISTOPHER	Term Grant	Quarterly	FPO	1600	0%	-	1,600.00	Grants
11-Apr	FOSSIL FEST	Term Grant	Quarterly	FPO	1500	0%	-	1,500.00	Grants
11-Apr	LRDT	Term Grant	Quarterly	FPO	1500	0%	-	1,500.00	Grants
11-Apr	BRIDPORT CAB	Term Grant	Quarterly	FPO	1375	0%	-	1,375.00	Grants
11-Apr	TOWN MILL	Term Grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
11-Apr	XMAS LIGHTS	Term Grant	Quarterly	FPO	1000	0%	-	1,000.00	Grants
11-Apr	TURN LYME GREEN	Term Grant	Quarterly	FPO	738	0%	-	738.00	Grants
11-Apr	METRIC	Hosting costs	One off	FPO	583.2	20%	97.20	486.00	Outside Works
11-Apr	TOWN BAND	Term Grant	Quarterly	FPO	500	0%	-	500.00	Grants
11-Apr	CLARITY COPIERS	Copier usage	Monthly	FPO	201.76	20%	33.63	168.13	Office Expenses
11-Apr	SW HYGIENE	Yellow bag disposal	Monthly	FPO	85.82	20%	14.30	71.52	Outside Works
11-Apr	ECOM6	Payment services	Monthly	FPO	77.76	20%	12.96	64.80	Outside Works
11-Apr	TRAVIS PERKINS	External supplies	Monthly	FPO	42.43	20%	7.07	35.36	Outside Works
14-Apr	ALLSTAR	Fuel bill- April 25	Bi-monthly	DD	181.14	20%	30.19	150.95	Outside Works
14-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
14-Apr	DASHVISION	Dashcam for the town bus	One off	DEB	109.99	20%	18.33	91.66	Unbudgeted expendit
14-Apr	SIGN SHED	Signage for the town bus	One off	DEB	22.85	20%	3.81	19.04	Unbudgeted expendit
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Apr	AIB	Transaction fees	Monthly	DD	551.47	0%	-	551.47	Outside Works
15-Apr	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Apr	SOUTH WEST WATER	Water charges - MB car park	Bi-annually	DD	67.88	0%	-	67.88	Utilities
15-Apr	SOUTH WEST WATER	Water charges- Cadet hut	Bi-annually	DD	67.88	0%	-	67.88	Utilities
15-Apr	SOUTH WEST WATER	Water charges Mini golf	Quarterly	DD	23.21	0%	-	23.21	Utilities
15-Apr	MR PAPER	Till rolls	One off	DEB	210.62	20%	35.10	175.52	Outside Works
15-Apr	EBAY	Mini golf stickers	One off	DEB	26.8	20%	4.47	22.33	Outside Works
15-Apr	AMAZON	Power bank	One off	DEB	10.99	20%	1.83	9.16	Office Expenses
16-Apr	SAGE SOFTWARE LTD	Accounting software subscription	Monthly	FPI	425.4	20%	70.90	354.50	Office Expenses
17-Apr	EDF ENERGY	Gas bill- Office	Monthly	DD	681.32	5%	32.44	648.88	Utilities
17-Apr	ARGOS	Starlink wall mount	One off	DEB	83	20%	13.83	69.17	Projects
17-Apr	EE TOPUP	Mobile bundle top up	Monthly	DEB	15	20%	2.50	12.50	Utilities
22-Apr	EDF ENERGY	Electricity charges-Pay and display machine	Monthly	DD	243.83	5%	11.61	232.22	Utilities
22-Apr	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
22-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
22-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Apr	WORLDPAY	Transaction fees	Monthly	DD	72	0%	-	72.00	Office Expenses
23-Apr	ZATPARK	Zatpark top up	One off	DEB	200	200%	133.33	66.67	Outside Works
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Apr	DC PENSION FUND	Pension contribution- April 25	Monthly	FPO	14296.96	0%	-	14,296.96	Staffing
23-Apr	RAINBOW PLANTS	Plants	One off	FPO	3554.58	20%	592.43	2,962.15	Outside Works
23-Apr	PURPLE CHILLI	Cinema screen and technician	One off	FPO	1740	20%	290.00	1,450.00	Projects
23-Apr	FILMBANK	Film deposit- Party in the park	One off	FPO	150	20%	25.00	125.00	Projects

[illegible]

APPENDIX 16B

		Lyme Regis Town Council							
		Payments list for May 2025							
		Total			355,697.70				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-May	DORSET COUNCIL	Rates	Monthly	DD	5,920.00	0%	-	5,920.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	3,353.00	0%	-	3,353.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	1,830.00	0%	-	1,830.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	1,193.00	0%	-	1,193.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	1,102.00	0%	-	1,102.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	383.00	0%	-	383.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	329.00	0%	-	329.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	316.00	0%	-	316.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	295.00	0%	-	295.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	287.00	0%	-	287.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	254.00	0%	-	254.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	202.00	0%	-	202.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	173.00	0%	-	173.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	144.00	0%	-	144.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	28.00	0%	-	28.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	11.00	0%	-	11.00	Utilities
01-May	DORSET COUNCIL	Rates	Monthly	DD	10.00	0%	-	10.00	Utilities
15-May	BANKLINE	Bank charges	Monthly	BLN	44.20	0%	-	44.20	Office Expenses
20-May	WORLDPAY	Transaction charges	Monthly	DD	156.75	0%	-	156.75	Office Expenses
20-May	WORLDPAY	Transaction charges	Monthly	DD	26.46	0%	-	26.46	Office Expenses
23-May	SALARIES	Staff wages- May 25	Monthly	EBP	54,014.81	0%	-	54,014.81	Staffing
30-May	HMRC NDDS	Staff NI and tax contributions May 25	Monthly	DD	21,448.99	0%	-	21,448.99	Staffing
					91,521.21				
LLOYDS BANK									
01-May	INVESTEC	Franking machine rental	Quarterly	DD	411.11	20%	68.52	342.59	Office Expenses
01-May	COMPTON REPAIRS	Roofing repair materials	One off	DEB	750.00	20%	125.00	625.00	Unbudgeted expenditure
01-May	DVLA	Vehicle tax	Annually	DEB	345.00	0%	-	345.00	Outside Works
01-May	BACKMARKET	Mobile handset	One off	DEB	222.99	0%	-	222.99	Office Expenses
01-May	KINGFISHER	Gazebo water butt	One off	DEB	203.36	20%	33.89	169.47	Outside Works
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-May	BAGWELLS	Office project works	One off	FPO	35,203.26	20%	5,867.21	29,336.05	Projects
01-May	CHAPMAN GEOTECHNIC	Consultancy work- Ware cliff and WM	One off	FPO	5,940.00	20%	990.00	4,950.00	Outside Works
01-May	CLADCO	Roofing repair materials	One off	FPO	3,051.00	20%	508.50	2,542.50	Unbudgeted expenditure
01-May	THE AA	AA park and ride signs	One off	FPO	1,244.40	20%	207.40	1,037.00	Outside Works
01-May	SOUTH WEST WATER	Water charges- Mini golf 9 months unmetered	One off	FPO	1,015.32	0%	-	1,015.32	Utilities
01-May	SCUTUM	Alarm system works	One off	FPO	720.00	20%	120.00	600.00	Outside Works
01-May	UK GLOBAL ROAD SAFETY	Town bus training	One off	FPO	714.00	20%	119.00	595.00	Unbudgeted expenditure
01-May	STAFF	Staff travel expenses	One off	FPO	69.22	0%	-	69.22	Staffing
01-May	REFUND	Refund for BH booking	One off	FPO	62.00	0%	-	62.00	Refunds

02-May	SIGN HOLDERS	Lockable frames- Bus timetable	One off	DEB	455.40	20%	75.90	379.50	Unbudgeted expendit
02-May	BACK MARKET	Town bus mobile phone	One off	DEB	190.49	0%	-	190.49	Unbudgeted expendit
02-May	SHOPFITTING WAREHOUSE	Brochure dispensers- Magazine	One off	DEB	119.70	20%	19.95	99.75	Projects
02-May	FC FLAGS	VE day flags	One off	DEB	90.54	20%	15.09	75.45	Projects
02-May	VE80	VE day flags	One off	DEB	40.25	20%	6.71	33.54	Projects
02-May	AMAZON	Town bus supplies- report book/stickers	One off	DEB	31.41	20%	5.24	26.18	Office Expenses
02-May	AMAZON	Town bus supplies- passenger clickers.	One off	DEB	20.79	20%	3.47	17.33	Office Expenses
02-May	SQUARE	Team plus till system	Monthly	DEB	20.00	0%	-	20.00	Outside Works
02-May	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
02-May	ZOOM	Subscription for online meetings	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
02-May	BAGWELLS	Office project works	One off	FPO	65,290.80	20%	10,881.80	54,409.00	Projects
06-May	AMAZON	Phone case	One off	DEB	7.98	20%	1.33	6.65	Office Expenses
06-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
06-May	JAYNE HUTCHINGS	VE day cream tea	One off	FPO	490.00	0%	-	490.00	Projects
07-May	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
08-May	YU ENERGY	Electricity charges WM car park	Monthly	DD	544.57	20%	90.76	453.81	Utilities
08-May	YU ENERGY	Electricity charges MB car park	Monthly	DD	429.71	20%	71.62	358.09	Utilities
08-May	YU ENERGY	Electricity charges Marine Parade	Monthly	DD	186.34	20%	31.06	155.28	Utilities
08-May	YU ENERGY	Electricity charges Guildhall	Monthly	DD	152.75	20%	25.46	127.29	Utilities
08-May	YU ENERGY	Electricity charges Cadet hut	Monthly	DD	102.58	20%	17.10	85.48	Utilities
08-May	YU ENERGY	Electricity charges Guildhall	Monthly	DD	77.34	20%	12.89	64.45	Utilities
08-May	YU ENERGY	Electricity charges Guildhall	Monthly	DD	67.48	20%	11.25	56.23	Utilities
08-May	YU ENERGY	Electricity charges Workshop	Monthly	DD	59.47	20%	9.91	49.56	Utilities
08-May	YU ENERGY	Electricity charges Playing field	Monthly	DD	48.07	20%	8.01	40.06	Utilities
08-May	YU ENERGY	Electricity charges Cadet hut	Monthly	DD	45.11	20%	7.52	37.59	Utilities
08-May	YU ENERGY	Electricity charges Marine Parade	Monthly	DD	22.68	20%	3.78	18.90	Utilities
08-May	YU ENERGY	Electricity charges Showers on the beach	Monthly	DD	16.83	20%	2.81	14.03	Utilities
08-May	YU ENERGY	Electricity charges Guildhall	Monthly	DD	6.47	20%	1.08	5.39	Utilities
08-May	LR CARNIVAL	VE day torches	One off	DEB	288.00	0%	-	288.00	Projects
08-May	OFFICE FURNITURE ONLINE	Desktop divider screens	One off	FPO	999.60	20%	166.60	833.00	Projects
08-May	IPS	Transaction fees	Monthly	FPO	210.96	20%	35.16	175.80	Outside Works
08-May	LUCY TUNC	Entertainment deposit- Party in the park	One off	FPO	100.00	0%	-	100.00	Projects
08-May	CREATIVE SOLUTIONS	Town bus logo design	One off	FPO	72.00	20%	12.00	60.00	Unbudgeted expendit
08-May	AMAZON	Staff clothing	One off	FPO	45.07	20%	7.51	37.56	Office Expenses
09-May	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
09-May	BLUE MARKET MEDIA	Magazine distribution	One off	FPO	1,908.00	20%	318.00	1,590.00	Projects
12-May	UNITY 5	Zatpark subscription	Monthly	DD	530.52	20%	88.42	442.10	Outside Works
12-May	VPW SYSTEMS	Registration of gov.uk domain	Annually	DD	154.80	20%	25.80	129.00	Marketing & Tourism
12-May	YU ENERGY	Electricity charges- Beach store	Monthly	DD	146.55	20%	24.43	122.13	Utilities
12-May	BARCLAYCARD	Transaction fees	Monthly	DD	74.46	0%	-	74.46	Outside Works
12-May	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Outside Works
12-May	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Outside Works
12-May	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Outside Works
12-May	MAILCHIMP	Business briefing subscription	Monthly	DEB	17.80	20%	2.97	14.83	Office Expenses
12-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
12-May	OAKHAM	Garden handrails	One off	FPO	18,000.00	20%	3,000.00	15,000.00	Projects
12-May	RNLI	Lifeguard provision	Annually	FPO	6,210.00	20%	1,035.00	5,175.00	Grants
12-May	GARAGE DOOR	East and West store doors	One off	FPO	5,150.40	20%	858.40	4,292.00	Projects
12-May	DORSET COUNCIL	Bin collection	Monthly	FPO	2,963.69	0%	-	2,963.69	Outside Works
12-May	FOWLER	Machinery hire	One off	FPO	2,078.40	20%	346.40	1,732.00	Outside Works
12-May	TOPSPARKS	Electrical works- Dyson hand dryer	One off	FPO	1,917.78	20%	319.63	1,598.15	Outside Works
12-May	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1,882.94	20%	313.82	1,569.12	Outside Works
12-May	E BLACKMORE	Civic night catering	One off	FPO	1,680.00	0%	-	1,680.00	Democratic represent
12-May	NEWSQUEST	Job advertisement	One off	FPO	960.00	20%	160.00	800.00	Staffing
12-May	NEWSQUEST	Grant advertising	One off	FPO	548.86	20%	91.48	457.38	Marketing & Tourism
12-May	GEOFF BENNETT	Consultancy work- WM car park	One off	FPO	1,250.00	0%	-	1,250.00	Projects
12-May	BUGLARS	Tractor repairs	One off	FPO	1,174.70	20%	195.78	978.92	Outside Works
12-May	ADP	Magazine printing	One off	FPO	1,145.00	0%	-	1,145.00	Projects
12-May	SCREWFIX	External supplies	One off	FPO	1,058.72	20%	176.45	882.27	Outside Works

12-May	EARLY YEARS RESOURCES	Seafront toilet tissue	One off	FPO	997.20	20%	166.20	831.00	Outside Works
12-May	B CLEANING	Office cleaning	Monthly	FPO	819.00	0%	-	819.00	Office Expenses
12-May	FLOWBIRD	Transaction charges	Monthly	FPO	813.35	20%	135.56	677.79	Outside Works
12-May	G & A COMMERCIALS	Vehicle repairs	One off	FPO	689.24	20%	114.87	574.37	Outside Works
12-May	VALE FIRE SAFETY	Fire risk assessment & extinguishers	One off	FPO	681.60	20%	113.60	568.00	Outside Works
12-May	NEWLAND TRAINING	Staff training course- Pesticides	One off	FPO	660.00	20%	110.00	550.00	Staffing
12-May	SW COUNCILS	Membership subscription	Annually	FPO	630.00	0%	-	630.00	Staffing
12-May	ZORO	Hand cleaner	One off	FPO	599.90	20%	99.98	499.92	Outside Works
12-May	JADE SECURITY	Cash collection	Monthly	FPO	576.53	20%	96.09	480.44	Outside Works
12-May	TRAVIS PERKINS	External supplies	One off	FPO	451.74	20%	75.29	376.45	Outside Works
12-May	GROVES NURSERIES	Flowers and pine nuggets	One off	FPO	324.37	20%	54.06	270.31	Outside Works
12-May	CLUB WIFI	CCTV support	Annually	FPO	300.00	20%	50.00	250.00	Outside Works
12-May	SLCC	Sexual harassment training	One off	FPO	222.00	0%	-	222.00	Staffing
12-May	IEP	Pest control	Monthly	FPO	180.00	0%	-	180.00	Outside Works
12-May	RURAL MARKET TOWN	RMT Group membership	Annually	FPO	126.00	20%	21.00	105.00	Office Expenses
12-May	EUROFFICE	Office stationery/refreshments	One off	FPO	105.34	20%	17.56	87.78	Office Expenses
12-May	ECOM6	Payment services- April	Monthly	FPO	84.70	20%	14.12	70.58	Outside Works
12-May	ARTHUR FORDHAMS	External supplies	One off	FPO	47.95	20%	7.99	39.96	Outside Works
12-May	LYM VALLEY SCOUTS	Bursary award	One off	FPO	40.00	0%	-	40.00	Projects
13-May	AMAZON	Stationary	One off	DEB	11.18	20%	1.86	9.32	Office Expenses
13-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
13-May	CLEAR INSURANCE	Insurance payment	One off	FPO	28.00	0%	-	28.00	Office Expenses
14-May	ALLSTAR	Fuel usage- May 25	Bi-monthly	DD	424.82	20%	70.80	354.02	Outside Works
14-May	FIRE PROTECTION SERVICE	Extinguisher nozzles	One off	DEB	149.75	20%	24.96	124.79	Outside Works
14-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
15-May	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-May	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
16-May	AIB	Transaction fees	Monthly	DD	854.78	0%	-	854.78	Outside Works
16-May	SAGE SOFTWARE LTD	Accounting software subscription	Monthly	DD	425.40	20%	70.90	354.50	Office Expenses
16-May	AMAZON	Office supplies	One off	DEB	75.31	20%	12.55	62.76	Office Expenses
16-May	EE LIMITED	Sim bundle- Mini golf	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
19-May	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
19-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
20-May	WORLDPAY	Transaction fees	Monthly	DD	72.00	0%	-	72.00	Office Expenses
20-May	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-May	AMAZON	Weed membrane	One off	DEB	344.43	20%	57.41	287.03	Outside Works
20-May	MINSTER BUILDING	Cemetery lodge project	One off	FPO	20,181.02	20%	3,363.50	16,817.52	Projects
20-May	DWP	April bin collection	Monthly	FPO	2,740.20	0%	-	2,740.20	Outside Works
20-May	CHAPMAN GEO	Consultancy Langmoor gardens/Cemetery	One off	FPO	2,115.00	20%	352.50	1,762.50	Office Expenses
20-May	CREATIVE SOLUTIONS	Bus wrapping	One off	FPO	1,974.00	20%	329.00	1,645.00	Unbudgeted expenditure
20-May	SYMONDS AND SAMPSON	Dragons hill tender offer	One off	FPO	1,851.00	0%	-	1,851.00	Unbudgeted expenditure
20-May	CUSTOMER	Refund for invoice overpayment	One off	FPO	226.79	0%	-	226.79	Refunds
20-May	CUSTOMER	Refund for BH booking	One off	FPO	180.00	0%	-	180.00	Refunds
20-May	HARMONIX	Shelters performance	One off	FPO	100.00	0%	-	100.00	Office Expenses
20-May	CUSTOMER	Refund for BH booking	One off	FPO	52.00	0%	-	52.00	Refunds
20-May	CUSTOMER	Refund for wedding deposit	One off	FPO	50.00	0%	-	50.00	Refunds
20-May	CUSTOMER	Refund for civic night ticket	One off	FPO	40.00	0%	-	40.00	Refunds
21-May	EDF	Gas bill- Office	Monthly	DD	517.79	0%	-	517.79	Utilities
22-May	EDF ENERGY	Electricity charges- Unmetered pay and display	Monthly	DD	241.75	20%	40.29	201.46	Utilities
22-May	MORRISONS	Food for mayor making	One off	DEB	199.32	0%	-	199.32	Democratic representation
23-May	FRUUGO	Spare wheelchair wheels	One off	DEB	56.89	20%	9.48	47.41	Outside Works
23-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-May	DCC PENSION FUND	Pension contribution - May 25	Monthly	FPO	15,534.34	0%	-	15,534.34	Staffing
27-May	AMAZON	External supplies	One off	DEB	193.68	20%	32.28	161.40	Outside Works
27-May	PITNEY BOWES	Franking machine top up	One off	DEB	100.00	0%	-	100.00	Office Expenses
27-May	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
27-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
27-May	VALE FIRE SAFETY	Fire risk assessment & extinguishers- St Michaels	One off	FPO	523.20	20%	87.20	436.00	Projects
28-May	AMAZON	Office post-box	One off	DEB	29.99	20%	5.00	24.99	Projects
28-May	CANVA	Graphics design platform	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses

29-May	ALLSTAR	Fuel usage- May	Bi-monthly	DD	394.99	20%	65.83	329.16	Outside Works
30-May	IP OFFICE	Office phone bill	Monthly	DD	580.20	20%	96.70	483.50	Utilities
30-May	DVLA	Vehicle tax	Annually	DEB	345.00	0%	-	345.00	Outside Works
30-May	AMAZON	Office supplies	One off	DEB	67.76	20%	11.29	56.47	Office Expenses
30-May	EBAY	Kitchen food storage	One off	DEB	12.99	20%	2.17	10.83	Projects
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-May	CRICKMAY STARK	Professional services	One off	FPO	16,974.94	20%	2,829.16	14,145.78	Projects
30-May	LEWIS BROWN	Monitoring survey MB	One off	FPO	3,480.00	20%	580.00	2,900.00	Office Expenses
30-May	SW HYGIENE	Yellow bag disposal	Monthly	FPO	2,586.98	20%	431.16	2,155.82	Outside Works
30-May	MARTINS EXCAVATIONS	Levelling of the bike humps	One off	FPO	2,100.00	20%	350.00	1,750.00	Projects
30-May	CREATIVE SOLUTIONS	Signage	One off	FPO	2,046.00	20%	341.00	1,705.00	Projects
30-May	ADVANTAGE DIGITAL PRINT	Magazine printing	One off	FPO	1,953.00	20%	325.50	1,627.50	Office Expenses
30-May	SCREWFIX	External supplies	One off	FPO	1,353.32	20%	225.55	1,127.77	Outside Works
30-May	DENCHER	Structural engineering- Cemetery lodge	One off	FPO	630.00	20%	105.00	525.00	Projects
30-May	JADE SECURITY	Cash collection	Monthly	FPO	593.95	20%	98.99	494.96	Outside Works
30-May	IPS	Transaction charges	Monthly	FPO	398.88	20%	66.48	332.40	Outside Works
30-May	AXE SKIP HIRE	Skip hire	Monthly	FPO	384.00	20%	64.00	320.00	Outside Works
30-May	FLOWBIRD	Transaction charges	Monthly	FPO	334.80	20%	55.80	279.00	Outside Works
30-May	WOODMEAD HALLS	Hire for civic night	One off	FPO	266.00	0%	-	266.00	Democratic represent:
30-May	WESTON GARDEN MACHINERY	Tree climbing equipment	One off	FPO	263.95	20%	43.99	219.96	Outside Works
30-May	DESERT TO JUNGLE	Pavilion planting	One off	FPO	230.00	20%	38.33	191.67	Unbudgeted expendit
30-May	KELTIC CLOTHING	Staff clothing	One off	FPO	227.76	0%	-	227.76	Staffing
30-May	RAC MOTORING SERVICES	Town bus breakdown cover	Annually	FPO	218.49	0%	-	218.49	Outside Works
30-May	CLARITY COPIERS	Copier usage	Monthly	FPO	198.97	20%	33.16	165.81	Office Expenses
30-May	ARTHUR FORDHAMS	External supplies	One off	FPO	181.90	20%	30.32	151.58	Outside Works
30-May	LR SKATEPARK	Community grant	One off	FPO	168.00	0%	-	168.00	Grants
30-May	YELLOWBOX	Staff clothing	One off	FPO	167.10	20%	27.85	139.25	Staffing
30-May	TRAVIS PERKINS	External supplies	One off	FPO	156.32	20%	26.05	130.27	Outside Works
30-May	J KING WINDOWS	Window cleaning and bus stops	One off	FPO	150.00	0%	-	150.00	Office Expenses
30-May	AB FIRE SOLUTIONS	Fire consultancy- Office	One off	FPO	130.00	0%	-	130.00	Projects
30-May	FREYA LOVETT	Bursary award	One off	FPO	108.00	0%	-	108.00	Projects
30-May	STRAWBERRY JAM	Entertainment deposit for party in the park	One off	FPO	100.00	0%	-	100.00	Projects
30-May	ECOM6	Payment services April 25	Monthly	FPO	89.96	20%	14.99	74.97	Outside Works
30-May	TRAVIS PERKINS	External supplies	One off	FPO	68.98	20%	11.50	57.48	Outside Works
30-May	DECLAN DUFFY	VE Day performance	One off	FPO	50.00	0%	-	50.00	Projects
30-May	ROYAL BRITISH LEGION	VE day wreaths	One off	FPO	27.50	0%	-	27.50	Projects
					264,148.31				

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APPENDIX 16C

		Lyme Regis Town Council							
		Payments list for June 2025							
		Total			254,406.16				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
02-Jun	MAYORS CHARITY CHEQUE	Charity contribution from Mayor	One off	CHQ	500	0%	-	500.00	Democratic represent
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	5920	0%	-	5,920.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	3353	0%	-	3,353.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	1830	0%	-	1,830.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	1193	0%	-	1,193.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	1102	0%	-	1,102.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	383	0%	-	383.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	329	0%	-	329.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	316	0%	-	316.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	295	0%	-	295.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	287	0%	-	287.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	254	0%	-	254.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	202	0%	-	202.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	173	0%	-	173.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	144	0%	-	144.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	28	0%	-	28.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	11	0%	-	11.00	Utilities
02-Jun	DORSET COUNCIL	Rates	Monthly	DD	10	0%	-	10.00	Utilities
03-Jun	SALARIES	Wages adjustment	One off	EBP	1127.93	0%	-	1,127.93	Staffing
10-Jun	HMRC	Tax and NI adjustment	One off	DD	131.23	0%	-	131.23	Staffing
16-Jun	BANKLINE	Bank charges	Monthly	BLN	45.1	0%	-	45.10	Office Expenses
19-Jun	WORLDPAY	Transaction fees	Monthly	DD	97.92	0%	-	97.92	Office Expenses
24-Jun	MAYORS CHARITY CHEQUE	Charity contribution from Mayor	One off	CHQ	500	0%	-	500.00	Democratic represent
24-Jun	SALARIES	Staff salaries- June	Monthly	EBP	56689.2	0%	-	56,689.20	Staffing
30-Jun	HMRC NDDS	Tax and NI contributions June	Monthly	DD	21304.57	0%	-	21,304.57	Staffing
					96225.95				
LLOYDS BANK									
02-Jun	SQUARE	Team plus till point system	Monthly	DEB	20	0%	-	20.00	Outside Works
02-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
02-Jun	AMAZON	Wonka film copies- Party in the park	One off	DEB	13.98	20%	2.33	11.65	Projects
02-Jun	ZOOM	Online meeting subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
03-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
03-Jun	DC PENSION FUND	Pension contribution adjustment	One off	FPO	331.94	0%	-	331.94	Staffing
04-Jun	PITNEY BOWES	Franking machine top up	One off	DD	100	0%	-	100.00	Office Expenses
05-Jun	BRANDED CUPS	Plastic cups- Party in the park	One off	FPO	612	20%	102.00	510.00	Projects
05-Jun	QUIKFAST	T-shirts - Party in the park	One off	FPO	552	20%	92.00	460.00	Projects
06-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
09-Jun	YU ENERGY	Electricity charges- Hill road	Monthly	DEB	611.13	20%	101.86	509.28	Utilities
09-Jun	YU ENERGY	Electricity charges MB car park	Monthly	DEB	475.61	20%	79.27	396.34	Utilities
09-Jun	YU ENERGY	Electricity charges Marine Parade	Monthly	DEB	158.89	20%	26.48	132.41	Utilities
09-Jun	YU ENERGY	Electricity charges- Harbour stores	Monthly	DEB	143.67	20%	23.95	119.73	Utilities
09-Jun	YU ENERGY	Electricity charges- Cadet hut	Monthly	DEB	102.47	20%	17.08	85.39	Utilities
09-Jun	YU ENERGY	Electricity charges- Guildhall	Monthly	DEB	96.46	20%	16.08	80.38	Utilities
09-Jun	YU ENERGY	Electricity charges - Guildhall	Monthly	DEB	68.68	20%	11.45	57.23	Utilities
09-Jun	YU ENERGY	Electricity charges- Guildhall	Monthly	DEB	66.6	20%	11.10	55.50	Utilities
09-Jun	YU ENERGY	Electricity charges- Workshop	Monthly	DEB	48.03	20%	8.01	40.03	Utilities
09-Jun	YU ENERGY	Electricity charges- Marine Parade	Monthly	DEB	43.72	20%	7.29	36.43	Utilities
09-Jun	YU ENERGY	Electricity charges- Playing field	Monthly	DEB	41.44	20%	6.91	34.53	Utilities
09-Jun	YU ENERGY	Electricity charges Cabanya car park	Monthly	DEB	39.38	20%	6.56	32.82	Utilities

09-Jun	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DEB	17.4	20%	2.90	14.50	Utilities
09-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Jun	YU ENERGY	Electricity charges- Office	Monthly	DEB	6.68	20%	1.11	5.57	Utilities
09-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Jun	BARCLAYCARD	Transaction fees	Monthly	DD	79.86	0%	-	79.86	Outside Works
10-Jun	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Jun	JOHN BEER MOTOR	Van hire -Office move	One off	DEB	240	20%	40.00	200.00	Projects
11-Jun	UNITY 5	Zatpark parking software	Monthly	DD	521.28	20%	86.88	434.40	Outside Works
11-Jun	MAILCHIMP	Business briefing subscription	Monthly	DEB	17.4	20%	2.90	14.50	Office Expenses
11-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Jun	BAGWELLS	St Michaels office project	One off	FPO	64318.12	20%	10,719.69	53,598.43	Projects
11-Jun	G CROOKS	Topsoil - Playing fields	One off	FPO	5701.85	20%	950.31	4,751.54	Projects
11-Jun	SPEAK CARBON	Carbon literacy training	One off	FPO	4633.2	20%	772.20	3,861.00	Staffing
11-Jun	YELLOWBOX	Staff uniform	One off	FPO	2894.16	20%	482.36	2,411.80	Staffing
11-Jun	CLEANING 4U	Hand towels	One off	FPO	1948.46	20%	324.74	1,623.72	Outside Works
11-Jun	MG WEBBER	Plants	One off	FPO	1434	20%	239.00	1,195.00	Outside Works
11-Jun	WOODHORT SHARPHAM	Bulk bag compost	One off	FPO	1294.56	20%	215.76	1,078.80	Outside Works
11-Jun	DAPTC	Annual subscription	Annually	FPO	1286.69	0%	-	1,286.69	Office Expenses
11-Jun	FLOWBIRD	Transaction charges	Monthly	FPO	1246.21	20%	207.70	1,038.51	Outside Works
11-Jun	SCREWFIX	External supplies	One off	FPO	1182.23	20%	197.04	985.19	Outside Works
11-Jun	AXE SKIP HIRE	Skip hire	Monthly	FPO	1152	20%	192.00	960.00	Outside Works
11-Jun	LR SEA SCHOOL	Community grant	One off	FPO	1000	0%	-	1,000.00	Grants
11-Jun	TUDOR	External supplies	One off	FPO	802.51	20%	133.75	668.76	Outside Works
11-Jun	B CLEANING	Cleaning of council buildings	Monthly	FPO	744	0%	-	744.00	Office Expenses
11-Jun	NEWSQUEST	Job advertising- Seafront attendant	One off	FPO	689.95	20%	114.99	574.96	Staffing
11-Jun	FOWLER	Hire of cherry picker	One off	FPO	638.4	20%	106.40	532.00	Outside Works
11-Jun	LYME MORRIS	Community grant	One off	FPO	500	0%	-	500.00	Grants
11-Jun	IAE	External supplies	One off	FPO	496.66	20%	82.78	413.88	Outside Works
11-Jun	TRAVIS PERKINS	External supplies	One off	FPO	489.33	20%	81.56	407.78	Outside Works
11-Jun	CITY PLUMBING	Plumbing supplies	One off	FPO	271.5	20%	45.25	226.25	Outside Works
11-Jun	MAD4ANIMALS	Residents event entertainment	One off	FPO	255	20%	42.50	212.50	Projects
11-Jun	CLARITY COPIERS	Copier usage	Monthly	FPO	235.51	20%	39.25	196.26	Office Expenses
11-Jun	J BERLIN	Loan of sculptures	One off	FPO	200	0%	-	200.00	Projects
11-Jun	RAPID EMS	Medical support- VE torchlight procession	One off	FPO	198.43	20%	33.07	165.36	Projects
11-Jun	IEP	Pest control	Monthly	FPO	180	0%	-	180.00	Outside Works
11-Jun	AXMINSTER GARDEN M	Machinery services and repairs	One off	FPO	177.72	20%	29.62	148.10	Outside Works
11-Jun	STAFF	Travel expenses	One off	FPO	153.45	0%	-	153.45	Staffing
11-Jun	IMAGIN	Staff ID badges	One off	FPO	145.26	20%	24.21	121.05	Staffing
11-Jun	DORSET HEALTHCARE	Occupational health appointment	One off	FPO	135	0%	-	135.00	Staffing
11-Jun	EUROFFICE	Office stationary	One off	FPO	106.05	20%	17.68	88.38	Office Expenses
11-Jun	JANICE HOBDAY	Shelters performance	One off	FPO	100	0%	-	100.00	Office Expenses
11-Jun	H.A BARDWICK	Children's entertainment- Party in the park	One of	FPO	95	0%	-	95.00	Projects
11-Jun	BUSY BEE FLORIST	Mayor making flowers	One off	FPO	60	0%	-	60.00	Democratic represent
11-Jun	STAFF	Travel expenses	One off	FPO	59.39	0%	-	59.39	Staffing
11-Jun	LR TOWN BAND	Bursary- Term fee	One off	FPO	30	0%	-	30.00	Projects
12-Jun	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Jun	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Jun	JOHN BEER	Vehicle repair	One off	DEB	42	20%	7.00	35.00	Outside Works
12-Jun	REFUND	Refund for wedding balance	One off	FPO	350	0%	-	350.00	Refunds
12-Jun	REFUND	Refund for beach hut booking	One off	FPO	180	0%	-	180.00	Refunds
12-Jun	GEORGE MORLEY	Shelters performance	One off	FPO	100	0%	-	100.00	Office Expenses
12-Jun	REFUND	Refund for wedding extras deposit	One off	FPO	50	0%	-	50.00	Refunds
12-Jun	REFUND	Refund for wedding extras deposit	One off	FPO	50	0%	-	50.00	Refunds
12-Jun	REFUND	Refund for beach hut booking	One off	FPO	32	0%	-	32.00	Refunds
12-Jun	REFUND	Refund for lost beach hut key	One off	FPO	20	0%	-	20.00	Refunds
13-Jun	AMAZON	New office supplies	One off	DEB	193.34	20%	32.22	161.12	Projects
13-Jun	CUSTOM STAMPS ONLINE	New office address stamp	One off	DEB	48.19	20%	8.03	40.16	Office Expenses
13-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Jun	AIB	Transaction charges	Monthly	DD	865.03	20%	144.17	720.86	Outside Works
16-Jun	SOUTH WEST WATER	Water charges- Holiday chalets	Quarterly	DD	852.84	0%	-	852.84	Utilities

16-Jun	ALLSTAR	Fuel usage	Bi-Monthly	DD	691.41	20%	115.24	576.18	Outside Works
16-Jun	SOUTH WEST WATER	Water charges- Candles on the cobb	Quarterly	DD	597.33	0%	-	597.33	Utilities
16-Jun	SAGE SOFTWARE LTD	Accounting software subscription	Monthly	DD	425.4	20%	70.90	354.50	Office Expenses
16-Jun	SOUTH WEST WATER	Water charges- LR Tourist	Quarterly	DD	116.23	0%	-	116.23	Utilities
16-Jun	SOUTH WEST WATER	Water charges- Town Hall	Quarterly	DD	104.97	0%	-	104.97	Utilities
16-Jun	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	96.94	0%	-	96.94	Utilities
16-Jun	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
16-Jun	SOUTH WEST WATER	Water charges- Bathing Station	Quarterly	DD	81.4	0%	-	81.40	Utilities
16-Jun	SOUTH WEST WATER	Water charges- Lister Gardens	Quarterly	DD	48.94	0%	-	48.94	Utilities
16-Jun	SOUTH WEST WATER	Water charges- Mini golf	Quarterly	DD	22.7	0%	-	22.70	Utilities
16-Jun	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	18.47	0%	-	18.47	Utilities
16-Jun	SOUTH WEST WATER	Water charges- Boat area MB	Quarterly	DD	16.98	0%	-	16.98	Utilities
16-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
16-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Jun	REFUND	Refund for mini golf transaction	One off	FPO	14	0%	-	14.00	Refunds
17-Jun	VPW SYSTEMS	Shelters webcam hosting	Annually	DD	679.2	20%	113.20	566.00	Marketing & Tourism
17-Jun	EDF ENERGY	Gas charges- Office	Monthly	DD	194.41	5%	9.26	185.15	Utilities
17-Jun	EE LIMITED	Mini golf mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
18-Jun	VPW SYSTEMS	Registration of email domain	Annually	DD	20.38	20%	3.40	16.98	Marketing & Tourism
18-Jun	NET WORLD	White line paint- Anning road	One off	DEB	38.94	20%	6.49	32.45	Projects
18-Jun	TUNC	Children's entertainment- Party in the park	One off	FPI	525	0%	-	525.00	Projects
19-Jun	WORLDPAY	Transaction fees	Monthly	DD	72	0%	-	72.00	Office Expenses
19-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jun	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	195	0%	-	195.00	Utilities
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
23-Jun	DC PENSION FUND	Pension contributions	Monthly	FPO	15691.95	0%	-	15,691.95	Staffing
25-Jun	EDF ENERGY	Electricity charges- Pay and display machine	Monthly	DD	247.34	5%	11.78	235.56	Utilities
25-Jun	AMAZON	Office equipment- Noticeboards	One off	DEB	200.13	20%	33.36	166.78	Projects
25-Jun	STARLINK	Internet subscription	Monthly	DEB	75	20%	12.50	62.50	Office Expenses
25-Jun	BAGWELLS	Office project	One off	FPO	21853.31	20%	3,642.22	18,211.09	Projects
25-Jun	DWP	Bin collection	Monthly	FPO	2712.07	0%	-	2,712.07	Outside Works
25-Jun	AUK HYGIENE	Compactor sacks and toilet tissue	One off	FPO	1940.28	20%	323.38	1,616.90	Outside Works
25-Jun	RAPID EMS	Two medical responders- Party in the park	One off	FPO	752.4	20%	125.40	627.00	Projects
25-Jun	MAMA FEEL GOOD	Band- Party in the park	One off	FPO	525	0%	-	525.00	Projects
25-Jun	ELIJAH	Party in the park	One off	FPO	250	0%	-	250.00	Projects
25-Jun	JA COOKE	Band- Party in the park	One off	FPO	225	0%	-	225.00	Projects
25-Jun	JESSICA HILL	Band- Party in the park	One off	FPO	200	0%	-	200.00	Projects
26-Jun	LR VISITOR	Term grant	Quarterly	FPO	500	0%	-	500.00	Grants
27-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jun	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	4320.8	5%	205.75	4,115.05	Utilities
30-Jun	IP OFFICE	Office phone	Monthly	DD	579.54	20%	96.59	482.95	Utilities
30-Jun	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	469.81	5%	22.37	447.44	Utilities
30-Jun	ALLSTAR	Fuel usage	Bi-Monthly	DD	461.22	20%	76.87	384.35	Outside Works
30-Jun	SOUTHERN ELECTRIC	Electricity charges- Bathing office	Quarterly	DD	290.37	5%	13.83	276.54	Utilities
30-Jun	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	149.85	5%	7.14	142.71	Utilities
30-Jun	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
30-Jun	GIFFGAFF	Mobile bundle-Tablets	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jun	GIFFGAFF	Mobile bundle-Tablets	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jun	GIFFGAFF	Mobile bundle-Tablets	Monthly	DEB	6	20%	1.00	5.00	Utilities
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30-Jun	GIFFGAFF	Mobile bundle-Tablets	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jun	GIFFGAFF	Mobile bundle-Tablets	Monthly	DEB	6	20%	1.00	5.00	Utilities

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