



John Wright
Town Clerk

Lyme Regis Town Council

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Tourism, Community and Publicity Committee

Core Membership: Cllr C. Aldridge (chairman), Cllr D. Ruffle (vice-chairman), Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 10 January 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
04.01.24

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 15 November 2023

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

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

6. Matters arising from minutes of the previous meeting held on 15 November 2023

To update members on matters arising from the previous 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 previous meeting.

7. Update Report

To update members on issues considered at previous meetings

8. Tourism, Community and Publicity Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

9. To receive the minutes of the D-Day 80 Working Group meeting on 23 November 2023

10. Sculpture Trail

To inform members of the latest position regarding the sculpture trail

To allow members to consider a proposal from the sculpture trail working group to repair and purchase the sculpture 'Juggler' at £510 and £2,050, respectively, to be funded from the additional £3,000 allocated to the sculpture trail in 2023-24

11. Visit Lyme Regis Membership Review

To allow members to review the charging structure for the Visit Lyme Regis website

12. Jubilee Pavilion

To allow members to receive more details about the future management of the Jubilee Pavilion

13. Grant Review, Bridport and District Citizens Advice

To inform members of Bridport and District Citizens Advice's compliance with its grant agreement

14. Grant Review, Lyme Arts Community Trust

To inform members of Lyme Arts Community Trust's compliance with its grant agreement

15. Managing Consultation Exercises

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

16. Seafront WiFi

To update members about the free-to-use seafront WiFi and to allow members to consider the best response to the current situation

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

17. Exempt Business

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

a) Agenda item 16 – Seafront WiFi

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 NOVEMBER 2023

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith

Officers: C. Austin (administrative and community engagement assistant), A. Mullins (support services manager),

Guests: M. Redwood

23/34/TCP Public Forum

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

23/35/TCP Apologies

Cllr D. Ruffle – personal commitment
Cllr R. Smith – work commitment

23/36/TCP Minutes

Proposed by Cllr D. Sarson and seconded by Cllr P. Evans, the minutes of the meeting held on 27 September 2023 were **ADOPTED**.

23/37/TCP Disclosable Pecuniary Interests

There were none.

23/38/TCP Dispensations

There were none.

23/39/TCP Matters arising from the minutes of the previous meeting held on 28 June 2023

Annual event for residents

The support services manager said the residents' event consultation at St Michael's Primary School had been arranged for 28 November 2023.

Cllr C. Aldridge said it would be good to arrange to speak to other groups to make it a broad consultation.

D-Day 80

The support services manager said a meeting had been arranged with the working group for 23 November 2023. She said there would be an update brought to the next meeting of the committee.

Sculpture Trail

The support services manager said she had met with Cleo Evans from the Arts Development Company. She said Cleo had agreed to meet with the working group in the upcoming weeks and a report would be brought to the next meeting of this committee.

Cllr M. Ellis requested that minutes from the sculpture trail working group meetings be presented to the next meeting of this committee.

The support services manager said the report would include any updates from the meeting.

Fossil Festival

The support services manager said a meeting had been arranged with Lyme Regis Museum to discuss the Fossil Festival on 20 November 2023.

Totally Locally

Cllr C. Reynolds said the totally locally event had gained a total lack of response and asked if it would be going ahead in the future.

Cllr C. Aldridge said Cllr B. Bawden had reached out to many businesses but had not had a response and it was likely it would not be pursued next year.

23/40/TCP Update Report

Tourism microsite

The support services manager said she had recently met with the Visit Dorset team. She said all the 2024 events would be uploaded to the site which would help with search engine optimisation and a photography competition was planned to help drive visits to the site and engagement. She said Visit Dorset had run a similar competition earlier in the year with a prize of a £500 holiday voucher and she would be contacting local holiday agents to source a similar prize for the new competition. She said a campaign would be launched in January to encourage visitors to book their 2024 breaks and a Lyme Regis e-newsletter inviting visitors to make bookings and promoting the photography competition. She said local photographer and videographer Max Redwood would be providing footage of the Wonka filming that took place in Lyme Regis to help market the Visit Dorset and Visit Lyme Regis websites once the film had been released in cinemas.

Bridport Business Chamber

Cllr C. Aldridge said several local traders had expressed an interest in setting up a business group and suggested this should be an agenda item for the next meeting to allow it to be explored further.

Cllr P. Evans said the road closure could act as a catalyst for local traders to set up a business group and it was not the town council's responsibility to do so, although it could help with promotion and to coordinate a meeting of local businesses. He said there were new businesses in the town and trying to set up a new business group might not fail as it has done before.

Cllr C. Aldridge said it would show willingness from the town council to facilitate a meeting and show the council was keen to engage with local traders.

The support services manager the council could help to promote an event and provide a free venue with the Guildhall as a meeting place. She said the council would also be a member of the business group, the same as any other business in the town but it was in a good position to get this idea moving forward.

23/41/TCP Tourism, Community and Publicity Committee – Objectives

Bid-writing workshop

The support services manager said a bid-writing workshop had been arranged for local charities and organisations on 25 November 2023.

The administrative and community engagement assistant said the response to the event had been positive and it looked to be a good turn out from local groups and organisations.

Residents' Newsletter

Members were pleased the first edition of the newsletter had been produced and praised staff for their hard work in putting it together.

23/42/TCP Seagull Control

The chairman invited M. Redwood to speak.

M. Redwood suggested flying his drone in the seagull hotspots, which he said were the main sandy beach, the RNLI station, and the pebble beach. He said he would test drone flying from his home before the seagulls started to nest, which had previously worked well but the timing was critical. He said seagulls didn't like birds of prey sounds or sharp sounds such as clapping, gunshots or thunder. He added that he was not looking for any financial reward, but he wanted assurance from the town council that he could trial his ideas for seagull control.

Cllr B. Bawden arrived at the meeting at 7.27pm.

Cllr C. Aldridge said visible food outlets and food waste had a big impact on the seagull presence and reducing the amount of food waste would help to reduce the problem.

Cllr M. Ellis left the meeting at 7.29pm.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to support Max Redwood's proposal to trial drone flying on the seafront to deter seagulls and that the council provides a letter of support as evidence of its authorisation.

23/43/TCP Weddings at The Guildhall

Cllr M. Ellis returned to the meeting at 7.31pm.

The support services manager said the new weddings brochure was designed and compiled by the administrative and community engagement assistant K. Newman, who had a background in the wedding industry as a wedding photographer. She said they planned to meet with the museum as a potential partner for photography inside the

museum and in the next few months, the administrative and community engagement assistant would do a styled shoot in the Guildhall to use as promotional material.

Cllr C. Reynolds said the Guildhall didn't currently look like a wedding venue and something more needed to be done to make it a better wedding venue for prospective couples.

Cllr M. Ellis said the idea of weddings on the beach should be explored again.

The support services manager said the council had previously voted against weddings on the beach but if the idea was explored again, Lyme Regis would be the only venue in Dorset to offer weddings on the beach. She said a room on the seafront would need to be provided as a physical venue to sign the documents and the performance area could be an alternative venue if the weather was bad.

Proposed by Cllr P. Evans and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to investigate the possibility of holding weddings on the beach and to report back to a future Tourism, Community and Publicity Committee meeting.

Cllr C. Aldridge said the 2015 testimonial in the brochure was a long time ago and suggested a newer one be included. She also asked how suppliers had been contacted for inclusion in the brochure.

The support services manager said the administrative and community engagement assistant had used social media to appeal to local businesses to be included in the suppliers' list and suppliers within a 10-mile radius of Lyme Regis would be included. She said businesses had been asked to contact the town council if they wanted to be included, no businesses had been contacted directly.

Cllr M. Ellis declared an interest as her daughter's business was listed.

23/44/TCP Major Events 2024

Cllr P. Evans asked about the food festivals taking place in 2024 and whether the town council would receive any income from these.

The support services manager said the food festivals were all taking place on Dorset Council (DC) land and therefore the town council received no fee from them. She said once the umbrella licence was granted from DC, the town council would have more say over what events took place in the town on DC land.

23/45/TCP Grant Review, B Sharp

The support services manager said B Sharp had secured a four-year grant from Youth Music B Sharp, which was good news for the organisation.

Members noted the report.

23/46/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Cllr B. Bawden said DC was working actively to support Axe Valley Ring and Ride (AVRR) to apply for grant but they had not applied for the grants available. She said DC had released the culture and community grants and revenue support grants, which AVRR could apply for. Although it wouldn't be enough to meet the deficit of £30k, it would help if the AVRR applied for it.

Cllr C. Aldridge said it would be helpful for Cllr B. Bawden to continue to talk to AVRR and support them.

23/47/TCP Grant Review, The Hub

Cllr C. Reynolds said The Hub was not providing the youth facilities it had committed to provide.

Cllr D. Sarson said the grant money was for the upkeep of the hall and the building. He said Lyme Regis Development Trust (LRDT), which ran the Hub, was actively looking for targeted youth workers to be able to run more sessions.

Cllr B. Bawden said DC had increased the budget for youth provision so hopefully some of this could be used in Lyme Regis.

The support services manager said DC used to fund the youth workers that worked at The Hub and the two youth workers were still very much involved in youth projects at the organisation. However, due to a cut back in funding from DC, the two youth workers could only commit to one session per week and although LRDT would like to have more youth sessions, the funding wasn't available to pay the youth workers. She said although there wasn't currently a second youth session, there was an art club for young people aged eight to 12 years old.

23/48/TCP Social Media Review

The administrative and community engagement assistant said the purpose of the report was to inform members of active user participation across social media groups in Lyme Regis. She said it was not an exhaustive list of all of the groups, but she hoped it would help to put the figures into perspective.

Members acknowledged there were some groups where the town council received particular criticism and there were other groups in the town which were not listed because there were generally no negative comments about the council.

The support services manager said the administrative and community engagement reviewed local groups once a month to feedback to the management team any engagement from local people about the town council. She said the feedback was then discussed and it was decided whether there were any issues the town council needed to address. She said the aim of the report was to show there was a relatively small number of people active in these groups compared to the amount of people that lived in the town and the handful of people making comments on Facebook was not a true representation of the views of people in Lyme Regis.

Cllr C. Reynolds said the comments regarding any maintenance issues in Lyme Regis were helpful and allowed issues to be dealt with quickly.

23/49/TCP Managing Consultation Exercises

Cllr B. Bawden said in the Polling District, Polling Place and Polling Station consultation, Woodmead Halls and Hallett Court were suggested as polling stations.

Cllr C. Reynolds said she was pleased Hallett Court would be re-introduced as a polling station as a lot of elderly people couldn't get to Woodmead Halls and as a result, she had been encouraging those people to vote by post.

Cllr M. Ellis said there needed to be review of the town bus route as soon as possible as many residents couldn't get to Woodmead Halls to vote or to attend any community events.

The meeting closed at 8.19pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Matters arising from the minutes of the previous meeting held on 15 November 2023

Purpose of Report

To update members on matters arising from the previous 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 previous meeting.

Recommendation

Members note the report and raise any other issues on the minutes of the previous meeting that they require further information on.

Report

23/39/TCP – Matters arising from the minutes of the previous meeting held on 28 June 2023

Annual event for residents

The residents' event consultation closed on 15 December 2023, by which time there were 105 responses.

A consultation event also took place with year 5 and 6 pupils at St Michael's Primary School and the suggestions have been emailed to members.

The responses from the main survey have been collated and will be reviewed by Cllr D. Ruffle, the town clerk and the support services manager, who have been delegated by the council to put together some ideas to bring back to this committee. The survey results will also be sent to members.

D-Day 80

The working group met on 23 November 2023 and the minutes are elsewhere on this agenda. The next meeting of the working group is on 25 January 2024.

Fossil Festival

A meeting took place with the museum on 20 November 2023 to further discuss the 2024 Fossil Festival and the council's support for the event. The meeting discussed budget requirements, as well as operational issues such as the use of the shelters and roof area, the submission of an event management plan, and support from the council's team in the run up to and during the event.

Following consideration by the Strategy and Finance Committee on 29 November 2023, the Full Council agreed the 2024-25 budget, which included an allocation of £6,000 to support the festival. The council will be named as an official 'sponsor' of the event.

23/43/TCP – Weddings at The Guildhall

A meeting is taking place with Dorset Registration Service on 4 January 2024 to discuss the possibility of weddings on the beach. A verbal update will be given at the meeting.

A new testimonial from a couple who were married more recently than 2015 has been obtained and been added into the brochure.

A meeting took place with the museum on 23 November 2023 to explore the possibility of the museum being a photography location for couples getting married in the Guildhall. This could be offered as a package and the museum is putting together some fee proposals.

Adrianne Mullins
Support services manager
January 2024

Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

As expected, visitor numbers to Visit Lyme Regis have now dropped off as we leave the main tourist season. However, visitor numbers remain significantly up year-on-year and the annual visitor figures have almost doubled last year's:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022 views		14,656	21,678	26,138	28,348	28,567	32,813	39,935	24,663	23,103	15,008	13,925	268,834
2023 views	23,306	25,921	41,861	40,016	41,344	55,529	67,358	75,804	48,754	36,638	42,525	27,014	526,070

To coincide with the release of the film Wonka on 8 December 2023, which included filming around the Cobb, a blog with pictures of the filming was put together and features on the homepage.

It is still planned to run a photography competition in January/February and officers are in discussions with a local holiday operator about providing a prize.

Value of Tourism

The data from this survey was expected to be available in November/December 2023. However, the South West Research Company has apologised for the delay, which is due to delay in the release of the Great Britain Tourism Survey data.

They expect to provide the data within the next two weeks.

Business group

As a result of the emergency closure of Broad Street in December 2023 and representations from local businesses at the Full Council meeting on 13 December 2023, several traders are aiming to form a business group.

The traders were due to meet the Dorset Council ward member, the town clerk and some town councillors at the Guildhall on 18 December 2023 but this was cancelled due to several apologies and some traders felt they wanted to meet each other first without council involvement.

Cllr B. Bawden has had two meetings with Dorset Council officers about funding opportunities and different routes a business group could take. Cllr B. Bawden would be happy to share this information with other members.

Adrianne Mullins
Support services manager
January 2024

Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright
Town clerk
January 2024

Objective	Budget, £k	Completion date	Lead officer	Comments
Organise the coronation celebrations	20	April 2023	AM	<p><i>Report elsewhere on the agenda with a de-brief of the event and a budget summary.</i></p> <p><i>Completed. De-brief report went to TCP on 28 July 2023 and agreed the council would set up a working group to develop proposals for an annual residents' event.</i></p>
Introduce a beach volleyball facility	0.5	April 2023 April 2024	AM	<p><i>Volleyball nets and balls were not able to go out over the summer as there were no evening seafront attendants in post. Deferred to 2024.</i></p>
Support the sculpture trail	6	June 2023 Ongoing	MG MG/AM	<p><i>Coronation bench built and due for installation by 31 October 23. Installation delayed until mid-November.</i></p> <p><i>Bench installed and unveiled on 14 December 2023.</i></p> <p><i>Parklife community consultation event taking place on 30 September 2023. The consultation will inform the three-year plan for the sculpture trail.</i></p> <p><i>Working group met on 2 November 2023. Meeting to be arranged with Arts Development Company to discuss the future of the trail.</i></p> <p><i>Report elsewhere on this agenda.</i></p>
Introduce a bursary scheme with local clubs	30	June 2023 September 2023	AM	<p><i>The scheme was well received by the local groups who attended the meeting on 12 June 2023 and further information will be sent to those groups who couldn't make the meeting.</i></p> <p><i>Officers will be contacting groups to establish which ones would like to take part in the scheme and will then publicise the participating groups. One application has been received and approved. Bursary of £6k approved by TCP to the Boat Building Academy to support week-long woodworking courses for local young people, aged 18-25. Bursaries of £2k awarded to Woodroffe, St Michael's and Mrs Ethelston's Schools to support disadvantaged children.</i></p>

				<p><i>The scheme has been publicised and all participating organisations have been included in the publicity. Nine bursaries have been received and approved.</i></p> <p><i>Ten bursaries have been approved via local organisations.</i></p>
Support the introduction of a repairs' cafe	15	<p>June 2023</p> <p>September 2023</p> <p>March 2024</p>	JW	<p><i>Further meeting being arranged with the Boat Building Academy and Lyme Regis Development Trust.</i></p> <p><i>A meeting took place with the principal of the Boat Building Academy on 20 September 2023. The Boat Building Academy aim to set up a repairs' café by early-2024 in their building.</i></p> <p><i>This timescale has been re-confirmed with the Boat Building Academy.</i></p>
Enhance wedding packages	2	<p>September 2023</p> <p>January 2024</p>	AM	<p><i>Proposals will be progressed in partnership with the administrative and community engagement assistant and the external works team.</i></p> <p><i>Due to staff changes in the front desk team, the management of weddings has been re-assigned to another member of staff. This has delayed the implementation of this objective and a report will be brought to this committee on 15 November 2023.</i></p> <p><i>Report elsewhere on the agenda.</i></p> <p><i>Report considered by this committee on 15 November 2023. Officers are discussing the possibility of beach weddings with Dorset Registration Service. Enhanced wedding packages will be available from spring 2024.</i></p>
Supporting local grant applications	TBC	December 2023	AM	<p><i>Estimated cost £3k. Officers are working on setting a date and venue for the first grant writing workshop.</i></p> <p><i>Bid-writing workshop to be held on 25 November 2023 at the Woodmead Halls.</i></p> <p><i>Bid-writing workshop was held on 25 November 2023 as planned, attended by c. 12 organisations. It was very successful and it was</i></p>

				<i>agreed another workshop would be held in spring 2024 for those who couldn't make the first session. Additional sessions will be held for organisations considering submitting funding applications.</i>
Launching residents' newsletter	2	November 2023	AM	<i>Planning has started for the first residents' newsletter and it is aimed to issue the first edition in October 2023.</i> <i>Delivery of the first newsletter to start w/c 27 November 2023.</i> <i>First newsletter was delivered w/c 27 November 2023 as planned. The next newsletter is scheduled to go out w/c 26 February 2024, ahead of the pre-election period.</i>

LYME REGIS TOWN COUNCIL

D-DAY 80 WORKING GROUP

MINUTES OF THE MEETING HELD ON THURSDAY 23 NOVEMBER 2023

Present

Members: Cllr P. Evans (chairman), Cllr M. Ellis, Cllr D. Ruffle

Guests: J. Hunt (Royal British Legion)

Officers: A. Mullins (support services manager), K. Newman (administrative and community engagement assistant)

Terms of reference, including election of chairman

Proposed by Cllr D. Ruffle and seconded by J. Hunt, Cllr P. Evans was **ELECTED** as chairman.

The meeting considered the terms of reference and noted Cllr D. Sarson was incorrectly listed as a member of the working group.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, the terms of reference were **ADOPTED**, with the removal of Cllr D. Sarson as a member.

Apologies

A. Vian (town crier)

National Events

The meeting discussed whether the events should be a commemoration or a celebration as the official guidance had referred to both. It was agreed any events on 6 June 2024 should be commemorative but any other events over the weekend could be more celebratory.

- An official proclamation will be given by town criers all over the world at 8am and A. Vian had confirmed he would take part in this. A copy of the proclamation was circulated. Where will the proclamation take place in Lyme Regis? Will it be at one location or several locations? It was agreed this should be video recorded for the town archive.
- Poem for schools to be read out at 11am. A copy of the poem was circulated. Will St Michael's Primary, Mrs Ethelston's and Woodroffe School be taking part in this?
- World in Ringing out for Peace at 6.30pm – will St Michael's Parish Church be taking part in this?
- Lighting a beacon at 9.15pm in celebration of the 'light of peace that emerged out of the darkness of war' – should the beacon be lit on the North Wall or the beach? This is dependent on tides.
- Undertaking The International Tribute when the beacon is lit – to be read out by the mayor, town crier or young person. A copy of The Tribute was circulated. Would a young person from St Michael's Primary or Woodroffe School be willing to do this in conjunction with the mayor?
- Lighting a Lamp Light of Peace – where do the proceeds of the lamp go? Do we have to buy official lamps? Is there an inscription on the official lamp? Should lamps be purchased for the care homes in the town to light?
- Involvement of fishermen – possibility of a flotilla of fishermen out to sea with lit lamps while the beacon is being lit. This will depend on the tides.

- National Fish and Chip Day – fish, chips and mushy peas. Will the local fish and chip outlets be willing to participate?
- Certificate of grateful recognition to be given to all those who take part in the events.
- Official logo to be used on all publicity and promotional materials.

Any other ideas?

- Candlelight procession through the gardens, leading to the beach/North Wall for the beacon lighting. Several lamps could be purchased for those leading the procession, such as the mayor, deputy mayor, town clerk, town crier, and any other dignitaries. A piper could also lead the procession.
- Creating an '80' on the beach in sand art or candles.
- A. Vian has already arranged an exhibition at the Jubilee Pavilion.
- Are there are relatives of those from Lyme Regis who lost their lives in the Second World War who could be invited to take part in the events? The names of those who died to be read out after The Tribute is read.
- Lympstone Military Wives Choir are available to perform at the Woodmead Halls on Saturday 8 June. This would cost £600 and tickets would be around £6. This would be the Royal British Legion's contribution to the events.
- D-Day film, The Longest Day, to be screened at the Marine Theatre on Friday 5 June 2024.
- A service at the war memorial – this is to be discussed by the Royal British Legion.
- Cream tea for the over 70s at some point over the weekend.
- Invite West Dorset MP, High Sheriff of Dorset and the Lord Lieutenant.
- Invite the Rifles to exercise their Freedom of the Town.

Actions

- Speak to A. Vian about where he will do his proclamation – AM
- Speak to St Michael's, Mrs Ethelston's and Woodroffe about whether they will read out the poem for schools and their thoughts on reading out The Tribute – AM
- Check with Uplyme Parish Council if they are planning anything so we don't overlap – AM
- Contact Rev Sarah Godfrey about the Ringing out for Peace – KN
- Speak to A. Vian about using his PA system for the lighting of the beacon and The Tribute – AM
- Speak to A. Vian about whether to light the beacon on the beach or the North Wall – AM
- Check the tide times on 6 June 2024 – KN
- Check if we need to buy the official lamps and if they have inscriptions on – KN
- Speak to the Fishermen's Association about their participation – AM
- Contact local fish and chip outlets about their participation – KN
- Investigate whether there are any relatives locally of those who died in the Second World War – PE
- Book the Lympstone Military Wives Choir – PE
- Speak to Marine Theatre about a film showing – KN
- Check with Royal British Legion if there will be a service at the war memorial – PE
- Speak to Ian Marshall about the possibility of a piper – PE
- Invite West Dorset MP, High Sheriff of Dorset and the Lord Lieutenant – AM
- Invite the Rifles to exercise their Freedom of the Town – JH
- Speak to the Over 70s Christmas Dinner Committee about a cream tea – ME
- Include something about the events in the next residents' newsletter – AM

Date of next meeting

Thursday 25 January, 3pm.

Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Sculpture Trail

Purpose of Report

To inform members of the latest position regarding the sculpture trail

To allow members to consider a proposal from the sculpture trail working group to repair and purchase the sculpture 'Juggler' at £510 and £2,050, respectively, to be funded from the additional £3,000 allocated to the sculpture trail in 2023-24

Recommendation

- a) Members note the latest position regarding the sculpture trail and consider the verbal update to be given following the meeting with the chief executive of the Arts Development Company
- b) Members approve the proposal from the sculpture trail working group to repair and purchase the sculpture 'Juggler' at £510 and £2,050, respectively, to be funded from the additional £3,000 allocated to the sculpture trail in 2023-24

Background

1. In November 2022, this committee recommended 'to allocate £6,000 in the 2023/24 budget for the sculpture trail in the gardens, using the same model as Bridport for the works around a theme chosen by the council and that Cllrs B. Larcombe, D. Sarson and C. Aldridge continue to work with the deputy town clerk to agree, in conjunction with the Arts Development Company, the precise basis of how the trail may be delivered in the future'. That recommendation was subsequently resolved by the Full Council on 14 December 2022.
2. The membership of the working group has since changed to the replacement of Cllr B. Larcombe by Cllr C. Reynolds.
3. Cleo Evans from the Arts Development Company was tasked to develop a three-year plan for the continuation of the sculpture trail and other arts related work in the gardens.
4. The committee has received regular updates about the latest position and proposals to extend the remit of the project to wider arts' initiatives in the gardens. Ideas included:
 - Incorporating art and design into planning requirements, e.g., bird and bat boxes
 - Incorporating art and design into existing objectives, e.g., repaired paths, raised walkway, the gazebo
 - A bug/bee 'hotel' in the invertebrate garden
 - Making art and design features out of planting beds
 - Retaining some existing sculptures and working with local artists and students to introduce new ones
 - A drawing class for residents
 - A large event in the gardens to encourage public participation and involvement.
5. The large event referred to took place on 30 September 2023 in the Langmoor and Lister Gardens and was called Parklife. It was reported to this committee on 27 September 2023 that the event had been organised by the Arts Development Company and due to the gap in

meetings over the summer break, it had been co-ordinated in consultation with the deputy town clerk.

6. The primary purpose of Parklife was to engage with both residents and visitors to ascertain their thoughts about how best to further develop the sculpture trail and arts and culture more generally in the gardens. It was intended that any views obtained would then feed into the development of the final three-year plan and would be fed back to either the member 'working group' or this committee for further discussion and decision.
7. It was also reported to the September 2023 meeting that the cost of Parklife would be met from the approved 'sculpture trail' budget but this would be well under the approved budget of £6k for 2023-24.
8. At the September 2023 meeting, members raised some concerns about the project, including the organisation of Parklife, which had taken place without consultation with the working group or this committee, about a perceived lack of publicity for the event, about the lack of sculptures currently on display in the gardens, and about the working group having not met since October 2022.
9. It was therefore recommended by this committee and subsequently resolved by Full Council on 25 October 2023 'that the sculpture trail working group meets as soon as possible'.

Report

10. Cleo Evans has sent a brief report about Parklife, **appendix 10A**.
11. The sculpture trail working group met on 2 November 2023. The following action points came from the meeting:
 - To establish the status of the sculptures – which ones required repair, how much the repairs would cost, the timescales for repair. It was agreed this was urgent and members agreed the priority was to repair 'Juggler' and return it to the gardens
 - To establish the status of the three-year plan – when was this likely to be received?
 - To confirm the cost of Parklife
 - To request an update from Cleo Evans for the next meeting of the Tourism, Community and Publicity Committee.
12. The working group felt the project had moved away from the sculpture trail and had become too focused on participatory arts, potentially overlapping with projects the council was already progressing through other committees. It was agreed the focus should be on the sculptures, as the funding had been allocated specifically for this purpose.
13. The working group also felt there had been no scrutiny of the budget in 2023-24 and in future, they would like to see a breakdown of costs before a project commences and any expenditure within the budget is agreed by the group.
14. The working group stressed Cleo must continue to work with Woodroffe School.
15. It was agreed a meeting would take place with Cleo to discuss all the points raised. Due to Cleo being on annual leave, a meeting was arranged at short notice with the support services manager on 15 November 2023 and all the points raised by the working group were discussed.
16. A note of the meeting is attached, **appendix 10B**.

17. The most important point to come from the meeting was confirmation that almost the entire £6k budget for 2023-24 had been spent on the Parklife event.
18. A further meeting took place on 27 November 2023 between the working group and Cleo. The meeting discussed how the sculpture trail would be delivered in 2024-25 when the second year of council funding was available. It was agreed the focus should revert to the sculpture trail itself, but the trail would be expanded beyond the gardens. In the past, sculptures have been located on town council land in other parts of the town, such as Lepers Well. It was suggested the sculptures could also be tied in with the existing town trail and map.
19. It was also agreed new sculptures should be introduced but repairing 'Juggler' was a priority. As the repairs to Juggler were intended to be made during 2023-24 but were not carried out due to the budget being spent on Parklife, it was agreed at the Strategy and Finance Committee meeting on 29 November 2023 to include a further £3k in the 2023-24 budget to cover physical works.
20. A previous quote had been received for the repair and purchase of 'Juggler' at £510 and £2,050, respectively. The working group agreed the additional budget should be used for this purpose and the artist, Clare Trenchard, has agreed to honour the quotes. This committee is asked to formerly consider approving this expenditure.

The future of the sculpture trail

21. On 19 December 2023, an email was received from Cleo Evans, informing the council she had left the Arts Development Company and she would be developing her own freelance work and arts practice.
22. As the agreement to deliver the sculpture trail is with the Arts Development Company, officers contacted the chief executive to discuss how the project would be delivered in future. A meeting is scheduled to take place between the chief executive, the sculpture trail working group and the support services manager on 9 January 2024 and a verbal update will be given at this committee meeting. The chief executive has indicated the Arts Development Company is keen to honour its agreement with the council.
23. Cleo Evans has also indicated she would be interested in working with the council on a freelance basis.
24. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Adrianne Mullins
Support services manager
January 2024

October 2023 – Cleo Evans, on behalf of The Arts Development Company.

Findings from 'Parklife' and next steps .

Park life took place on Saturday 30th September 2023 between 10 am – 3pm

What was it?

- **12 artists** ran creative arts workshops throughout the day. We had it on the roof of the park, to show people that this fantastic space, overlooking the sea can be utilised. All of the arts workshops were v fun and different from what people often think of as 'serious' arts. They were all accessible, imaginative and playful.

We also had B Sharp doing a music making workshop; the Lyme Regis Library hosting an outdoor library with hammocks; and free books were also given out, donated from local publishers Toller Books.

- **400- 500 people attended.** The vast majority of people were Lyme residents. Everyone I spoke with said they would love this to happen again. The visitors who were not from Lyme, commented on what a great event it was and they wish their town council were so good.
- **Residents** (I only allowed Lyme Regis residents to vote) were shown a mood board of many possibilities of what could happen in the park, and what they may want to get involved in – from building a pizza oven, to outdoor performances. I attach photographs of the boards. As you will see, outdoor cinema and performance got high scores as well as lantern making workshops – contributing creatively to the town's parades.
- Dave the Mayor also attended with the Lady Mayor; Cllr Belinda enjoyed the B sharp music making workshop and Cllr Caroline attended and contributed to the notebook about what she would like to see in the Park.
- **Views** - As well as the boards, people could add their ideas of what they would like in their park and write in the accompanying note- books. People commented a range of ideas, such as wanting Park Yoga, having Juggler re installed, and continue the sculptural elements as well as increase the numbers of animal boxes for birds, bats and bees etc.

- **Feedback** was incredible – didn't hear any criticism of the event at all, in fact every person I spoke to said how much they were enjoying it and would love more things like this.

Opportunities going forward:

- **Cllrs and other stakeholders.** Now we know what the community are keen on seeing and enjoying, it would also be good to hear from the Cllrs and other stakeholders. It is important to hear from everyone who has an interest in the park. I know some people are keen on getting 'Juggler' back and also continuing the sculptural trail elements. It would be good to have a comprehensive understanding.
- **To bring together all of the ideas from all community and stakeholders and then make a cohesive master plan about the park.** I am sure we can make everything happen that people want happening, but it needs to be planned and programmed, not done in a piecemeal way. Cleo Evans could lead this piece of work.
- **To do as we did in our consultancy with the Coronation bench** – ie how can we change monies around, so that if the Council want to buy infrastructure such as the Coronation bench, that we can increase learning opportunities as well as supporting local businesses and organisations. [Joinery and Joined-up Thinking: Redirecting funds for community benefit - The Arts Development Company](#)
- **We could do the same with making housing for birds, bats and bees.** Ie with every spend for infrastructure in the park, we create opportunities so that the community can be taught skills to make whatever it is that is needed – and be taught by local organisations such as the Boat Building Academy, which also helps the local economy.
- **Exploring sponsorship.** A Lyme Regis based business approached me at 'Parklife'. He loved the event and suggested we could explore sponsorship. It would be good to pursue this.
- **For the next year's work,** I suggest we start with a meeting with the Council, ie the Cllr's and staff as well as any other stakeholders, so there is comprehensive information about what people want, and from that we can then plot a way forward for what happens in the Langmore and Lister Gardens that everyone is happy with. Once we have heard all views, we can workshop together, and I can devise a master plan of what is wanted and needs developing. This can be a mixture of events, community participation opportunities, the sculpture trail etc. But first need a comprehensive understanding.

Included:

Blog on the Coronation Bench: [Joinery and Joined-up Thinking: Redirecting funds for community benefit - The Arts Development Company](#)

A video reel from the event: [Brilliant day in Lyme Regis at Saturdays Parklife Creative Festival with @theartsdevelopmentcompany @lymeregistowncouncil @eileen.haste... | Instagram](#)

Attached:

Photographs from Parklife.

Photograph of the Boards.

I met with Cleo Evans from the Arts Development Company (ADC) on 15 November 2023 to discuss the latest position with the sculpture trail and to follow up on the questions and concerns raised by the working group at its meeting on 2 November 2023.

Cleo said after Covid, an appeal went out to artists to take part in the sculpture trail but there was a very poor response. As a result, the focus moved to participatory arts in the gardens. Cleo said this was the brief she was given by Mark Green, although this wasn't a written brief, it was discussed verbally.

The sculptures currently in place are as follows:

- Greta Berlin's Time (the woman with the creature on her head)
- Greta Berlin's Spare Part Bird (on the roof of the gazebo)
- Isla Chaney's Open Form (the ceramics hidden in the plants)
- Victoria Westaway's Reader (sitting on the bench) – Cleo tells me the council owns this one.

The Juggler is still broken and there has been no instruction as yet for it to be repaired, although we have seen costings for both the repair (£510) and potential purchase (£2,050). I understand everyone would like to see this one repaired so I don't know why this hasn't been progressed. It is currently with the artist, Clare Trenchard.

We also have Michael Fairfax's Ripple in storage at the cadet hut. This was previously behind the mini golf hut but when we put the storage container there, it had to be removed and a new site has not yet been identified. I'm told we would need the artist to come and attach it to a plinth elsewhere in the gardens as the brackets are internal to the sculpture. Again, I don't know why this hasn't been progressed.

Cleo confirmed the total cost of the Parklife event was £6,000. At the meeting she listed some of the ways in which this had been spent:

- Pre-production and planning
- Finding and liaising with the artists
- Organising the drawing workshop (which we later cancelled due to lack of interest)
- Meetings with Mark Green and Pete Williams
- Getting permissions in place
- Publicity
- Payments to artists
- Materials
- Hammocks
- Interpretation boards
- Working with and mentoring Natasha Hayball (a young person who was interested in the arts but later dropped out)

I asked Cleo for a breakdown of how the £6,000 was spent and she has provided the attached spreadsheet.

I asked Cleo if she had invoiced us yet for these costs but she said she was paid the entire amount earlier this year as her boss at ADC wouldn't let her start any work without payment up front. I have checked this with finance and they have confirmed payment of £7,200 (£6,000 plus VAT) was made on 7 June 2023. Having further checked with finance, in previous years, we have always paid the full amount up front in this way. Cleo confirmed there was no formal contract or agreement in place for this work.

As such, Cleo confirmed the budget is almost entirely spent, save for some budget remaining for the meeting she had with me on 15 November 2023 and the meeting she will have with the working group. After that, she says she is 'out of contract' and cannot do any further work for us until the budget is renewed on 1 April 2024 (year two of the council's three-year funding commitment).

Cleo clarified some of the £6,000 had been spent on her consultancy work relating to the coronation bench. Although I think Cleo and Cheryl's perception of how involved Cleo was in this project differs, I think they both agree she was involved. Cleo says the bench was Cheryl's idea but she suggested the council worked with the Boat Building Academy and the Woodroffe School to create a bespoke design, which she said took many hours of liaising. She also wrote a blog about this project, which was included in her consultancy time. Cleo said she was unaware it had been suggested the bench would be paid for out of the 2024-25 sculpture trail budget and she was pleased this was no longer the case.

We therefore have no budget remaining this year for any repairs to existing sculptures or to buy Juggler, nor can Cleo produce the three-year plan. However, I made it very clear to her that the council wanted to focus on the sculpture trail itself as this was what the funding had been specifically allocated for, and that any other participatory arts within the gardens were outside her remit. As such, she doesn't feel a three-year plan is required if it's just a matter of selecting which sculptures should go in the gardens.

As such, any further expenditure would be unbudgeted and would require approval from the council. We can liaise directly with Clare Trenchard over the repair and purchase of Juggler but again, this expenditure would require council approval.

If we continue the relationship, Cleo said she could start work again on 1 April 2024 when the budget is available, with the aim of getting any new sculptures in place by the summer holidays.

You may also wish to consider whether the council should continue the relationship with the ADC and Cleo. Cleo is the curator of the sculpture trail and has the contacts with the artists. We could choose to work with the artists directly or even purchase more sculptures so the trail is permanent. Cleo has also been the person who liaises with the Woodroffe School. We could liaise directly with the school to produce artwork for the gardens.

[illegible]

Committee: Full Council

Date: 10 January 2024

Title: Visit Lyme Regis Membership Review

Purpose

To allow members to review the charging structure for the Visit Lyme Regis website

Recommendation

Members approve there being no increase in the charges for advertising on the Visit Lyme Regis website for 2024-25

Background

1. The 2023-24 charging structure for the Visit Lyme Regis website was reviewed by this committee on 8 March 2023. It was noted at that meeting take-up of advertising was low in 2022-23 and as there was a 70/30 income split in Visit Dorset's favour, this would leave this council with an income of £685.39.
2. Due to the continued low take-up of advertising, it was agreed to continue to offer the same package of free but basic listings, with the option of an enhanced listing, and with a small increase applied.
3. The 2023-24 rates were agreed as follows:
 - Free landing page on Visit Lyme Regis website
 - Enhanced for Things to Do or Accommodation businesses – £305 including VAT
 - Enhanced for Food & Drink / Shopping / Transport – £175 including VAT

The rates if advertising on both websites with an enhanced listing would attract a further discount of 20%:

- Enhanced joint listing for Things to Do or Accommodation businesses – £568 or 10% off each Visit Dorset/Visit Lyme Regis level if choosing different levels
- Enhanced for Food & Drink/Shopping/Transport – £325

Report

4. The new membership period starts on 1 April 2024 so this council has to consider its charging structure for 2024-25.
5. Due to continued low take-up for paid listings, it is suggested the rates remain the same. It is felt reducing the rates wouldn't stimulate any further interest.
6. Visit Dorset have invested in some new online forms that will make the process of signing up online for either a free or paid membership look more professional so these will be used within the next mailout to promote the 2024-25 rates.

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

Adrianne Mullins
Support services manager
January 2024

Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Jubilee Pavilion

Purpose of Report

To allow members to receive more details about the future management of the Jubilee Pavilion

Recommendation

Members note the report

Background

1. A report was considered at the Full Council meeting on 17 May 2023 to allow members to determine the future use of the Jubilee Pavilion. It was agreed the pavilion would be used as a non-commercial, public facility.
2. In August 2023, the council invited expressions of interest for use of the Jubilee Pavilion, with a deadline of 6 September 2023.
3. Three expressions of interest were received and these were considered by the Strategy and Finance Committee on 11 October 2023. It was recommended, and subsequently resolved by Full Council on 25 October 2023 'to accept the proposal from Alan Vian to use the Jubilee Pavilion as a welcome point for visitors and for use by community groups for events'.
4. A meeting took place between the town clerk, support services manager and Alan Vian on 21 November 2023 to flesh out the proposal for a welcome point for visitors and use by community groups for events.
5. It was agreed a further report would be brought to this committee with details of how the facility would be managed.

Report

6. Alan Vian has submitted a report, **appendix 12A**, with details of how he intends to run the Jubilee Pavilion to enable it to be used by community groups and as a 'welcome point' for visitors.
7. Going forward, any issues arising from the management of the facility which require council involvement would be dealt with by this committee, whereas any issues relating to the building itself would be dealt with by the Town Management and Highways Committee. However, the council will have a 'hands-off' approach and will allow Alan Vian and the core team to manage the day-to-day operations and wider use of the pavilion.
8. Alan Vian is unable to attend this meeting but he would be willing to attend a future meeting at members' request.

9. Any recommendations from this committee will be considered by the Full Council on 4 February 2024.

Adrianne Mullins
Support services manager
November 2023



The Jubilee Pavilion

I would like to thank Councillors for making the decision to enable the Jubilee Pavilion to be used by Community Groups.

- A core team will be established to oversee the management of all activities.
- There has been a great deal of interest shown by a number of community groups.
- A number of individuals have already offered their help with assisting with a 'Welcome Point' over the weekends from Easter.
- Several organisations have expressed an interests in staging exhibitions in the pavilion.
- The Gig Club will continue to use the pavilion as a 'Rowing Centre' until Easter.
- Plans are in place to restore the information banners on the rear walls of the pavilion.
- A new information video screen will be installed so that it can be seen even if the pavilion is closed. The screen will show details of current and future events in Lyme Regis. The information will be provided remotely.
- It is hoped to be able to restore the information on those who so generously donated money in the restoration the Jubilee Pavilion in 2011.
- New 'flutter flags' will be purchased to indicate when the 'welcome point' is open.
- Plans are in place to replace the water boiler enabling occupants to be able to make tea or coffee.
- A folder of information is being compiled to assist those operating the 'welcome point'. Consultation on its contents will be held with officers and with the museum.
- A new free annotated map of Lyme Regis will be made available to people accessing the 'welcome point'.
- Work continues apace to enable the Jubilee Pavilion to be in use by the wider community groups from Easter this year.

Alan Vian January 2024

Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Grant Review, Bridport and District Citizens Advice

Purpose of Report

To inform members of Bridport and District Citizens Advice's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Bridport and District Citizens Advice; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £4,500 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to assist Bridport and District Citizens Advice to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2023.'
3. From April 2020 to late-Spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 12 July 2021 a meeting took place with Bridport and District Citizens Advice to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on Bridport and District Citizens Advice's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

Report

6. On 13 November 2023, a grant review meeting took place between Bridport and District Citizens Advice¹ and the town council².
7. Bridport and District Citizens Advice's manager said it had eight trustees and they were aiming to recruit a further trustee, there were no governance or immediate financial issues, and no new material risks.
8. Bridport and District Citizens Advice's manager said its three-year grant from Dorset Council expires in September 2024, but Dorset Council can, and hopefully will, extend the grant for a further two years. He also explained the grant was not uplifted for inflation and this had financial implications.
9. Bridport and District Citizens Advice's manager confirmed foodbank, employment, housing, and debt cases continued to attract the most referrals and referrals continued to increase. He confirmed the causes also remained the same, i.e., increasing fuel and food costs, and general inflation.
10. The meeting considered the operational issues relating to the outreach service i.e., sound proofing and confidentiality, and demands on council employees, and concurred there were material issues.

¹Bridport and District Citizens Advice Bureau was represented by Rovarn Wickremasinghe, manager.

² John Wright, town clerk, represented the town council.

11. Statistics for the period 3 January to 28 September 2023 are attached, **appendix 13A**.
12. Citizens Advice reported that the number of new volunteers has started to increase following a reduction in previous years.
13. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

John Wright
Town clerk
November 2023

Key Statistics

Bridport & District (member)

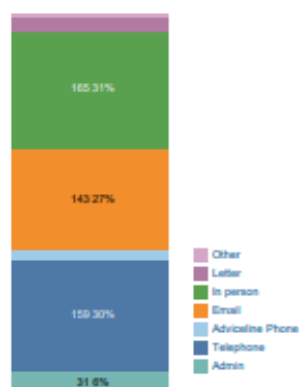
01/01/2023 29/09/2023

citizens
advice

Summary

Clients	110
Quick client contacts	
Issues	414
Activities	532
Cases	125
Outcomes	
Income gain	£34,176
Re-imbursements, services, loans	£4,871
Debts written off	£33,684
Other	£0

Channel



Issues

Issues	Clients
Benefits & tax credits	112
Benefits Universal Credit	25
Charitable Support & Food Ban...	37
Consumer goods & services	14
Debt	85
Education	1
Employment	12
Financial services & capability	4
Health & community care	3
Housing	59
Immigration & asylum	9
Legal	10
Other	3
Relationships & family	13
Tax	3
Travel & transport	3
Utilities & communications	21
Grand Total	414

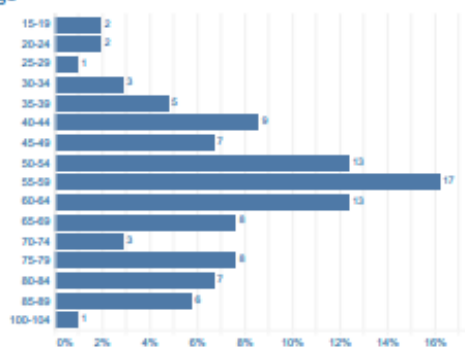
Top benefit issues



Top debt issues



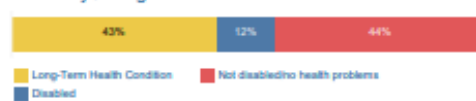
Age



Gender



Disability / Long-term health



Ethnicity



Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Grant Review, Lyme Arts Community Trust

Purpose of Report

To inform members of Lyme Arts Community Trust's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Lyme Arts Community Trust³ (LACT); the grant agreement runs from 1 April 2020 to 31 March 2025 and is £22,000 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to support the cultural programme of the charity and its core costs that are not met by self-generated income or available grant funding'.
3. From April 2020 to late-spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 14 July 2021 a meeting took place with LACT to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on LACT's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

Report

6. On 15 November 2023, a grant review meeting took place between LACT⁴ and the town council⁵.
7. At that meeting, the LACT confirmed the organisation had eight trustees (the minimum requirement is three), six of whom were new and that there were no governance issues.
8. LACT said following a strategy and development day on 21 February 2023, they were developing a growth plan which would look five years into the future. They had another development day planned for 27 November 2023 to review the plan.
9. LACT said it was forecasting an annual surplus and held reserves to cover three months' operating costs.
10. LACT confirmed there were no health and safety or safeguarding issues.

³ Lyme Arts Community Trust is the governing body for Marine Theatre.

⁴ Gabby Rabbitts, director, Claudia Betteridge, finance manager, and James Pound, chairman, represented LACT

⁵ Cllr D. Ruffle, participating member, Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council

11. LACT said the theatre's main risk was the economic climate and its adverse impact on disposable income.
12. LACT said there had been successful grant applications for backstage disabled toilets and a DJ drop-in event, although they were still raising money for this project as the grant didn't cover the full cost. They had also made a funding bid for the community play, which they were awaiting the outcome of.
13. LACT's director said the 2024 community play, taking place from 12 to 15 June, was based on Shakespeare's *Midsummer Night's Dream* and would be called *Midsummer Lyme's Dream*. The play would be filmed and would be shown in local care homes.
14. Any recommendations from this committee will be considered by the Full Council on 4 February 2024.

Adrianne Mullins
Support services manager
November 2023

Committee: Tourism, Community and Publicity

Date: 10 January 2024

Title: Managing Consultation Exercises

Purpose

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

Recommendation

Members note the report

Report

1. The following public consultations affecting residents and services in Dorset have recently taken place, are coming up, ongoing, or have been completed:
 - East Devon District Council – East Devon Local Plan 2020 to 2040
 - Dorset Council – Planning for Climate Change
 - Dorset Council – Call for Sites
 - Dorset Council – Housing Strategy
 - Dorset Council – Gambling Policy
 - Dorset Council – Polling District, Polling Place and Polling Station Review
 - Dorset Council – Childcare Survey
 - Dorset Council – Better Days – Day Opportunities
 - Dorset Council – Active Travel Infrastructure Plan
 - Dorset Council – News Magazine Survey
 - Dorset Police and Crime Commissioner – Dorset Policing Precept 2024/25
2. **Appendix 15A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council's response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 7 February 2024.

Adrianne Mullins
Support services manager
January 2024

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
East Devon District Council – East Devon Local Plan 2020 to 2040	08/11/22	15/01/23	The public, stakeholders	Social media, website and community briefing	Report to Full Council on 14 December 2022 and Cllrs B. Bawden and C. Aldridge delegated to work with deputy town clerk on the council's response	The consultation closed on 15 January 2023 and there have been no updates on the next stage.
Dorset Council – Planning for Climate Change	20/04/23	08/06/23	The public and stakeholders	Social media, community and business briefings	Report considered by the Planning Committee on 18 April 2023.	Dorset Council has prepared three documents to guide the consideration of climate change in planning applications. The documents are to support decision making until the new Dorset Council Local Plan is adopted. Further details are available at https://www.dorsetcouncil.gov.uk/-/planning-for-climate-change
Dorset Council – Call for Sites (in preparation for Dorset Council Local Plan)	13/03/23	01/03/24	The public and stakeholders	Social media, community and business briefings, website	Report considered by the Full Council on 17 May 2023 and resolved 'to support the principle of an appropriate allocation of Strawberry Fields through the Local Plan process'.	Consultation still open. While the formal 'Call for Sites 2023' closed on 1 July 2023, sites for assessment may still be submitted to Dorset Council. However, Dorset Council will prioritise the assessment of sites received before 1 July 2023, with submissions received after this date likely to be assessed in 2024.

Dorset Council – Housing Strategy	26/07/23	02/10/23	Individuals and organisations	Social media, community and business briefings, website	Report considered by the Full Council on 6 September 2023. Cllrs G. Stammers, D. Ruffle and M. Ellis delegated to form a response in conjunction with the town clerk.	Dorset Council has developed the strategy and following a recommendation of approval by the People and Health Overview Committee and Cabinet, it was considered by the Full Council on 14 December 2023. Full Council approved the strategy and its objectives.
Dorset Council – Gambling Policy	12/10/23	09/11/23	Individuals and organisations	Full Council	Report considered by the Full Council on 25 October 2023. Cllrs S. Cockerell, B. Bawden and C. Aldridge delegated to form a response in conjunction with the town clerk.	Following consideration by Dorset Council's Licensing Committee, on 14 December 2024, the Full Council approved the draft Statement of Gambling Licensing Policy 2024 – 2027.
Dorset Council – Polling District, Polling Place and Polling Station Review	04/10/23	13/11/23	The public, local political parties, local party agents, parish and town councils, MPs and local disability groups	Social media and website	Sent to members for individual response	<p><u>Representations received during the consultation period</u> were considered alongside the (acting) returning officer's comments and other factors and issues, identified below, and <u>a report, setting out the final proposals, was considered and approved by Full Council on 14 December 2023.</u></p> <p>Full Council agreed the polling stations listed in the agenda, which included Hallett Court and Woodmead Halls for Lyme Regis.</p>

						It was also agreed to delegate the designation of temporary polling places to the returning officer.
Dorset Council – Childcare Survey	08/11/23	08/12/23	Families	Social media and website	N/A	No update.
Dorset Council – Better Days – Day Opportunities	22/09/23	08/12/23	Dorset residents	Social media and website	N/A	Dorset Council is analysing the responses and will share what it has learned as early as possible in 2024.
Dorset Council – Active Travel Infrastructure Plan	11/12/23	18/01/24	The public and stakeholders	Social media and website	Report to the Town Management and Highways Committee on 3 January 2024, with a recommendation that completion of the survey is delegated to the town clerk in consultation with three members from the committee	Consultation still open.
Dorset Council – News Magazine Survey	16/10/23	31/01/24	Dorset residents	Social media, website and members' briefing	N/A	Consultation still open.