

## LYME REGIS TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 16 MAY 2018

#### Present

**Chairman:** The Mayor, Cllr Mrs M. Ellis

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr S. Miller, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mr M. Adamson-Drage (operations manager), Mr M. Green (deputy town clerk), Miss F. Heffernan, (administrative assistant), Mrs A. Mullins (administrative officer), Mrs E. Pawsey (senior administrative assistant), Mr J. Wright (town clerk)

**Apologies:** Cllr B. Larcombe, Cllr O. Lovell, Cllr P. Ridley

#### **18/01/C To formally install a chairman of the council (town mayor)**

Nominated by Cllr Mrs C. Reynolds and seconded by Cllr S. Miller, Cllr Mrs M. Ellis was **ELECTED** and installed as the town mayor for the 2018/19 council year and was duly invested with the chain of office.

Mr A. Ellis was installed as the mayor's consort and was duly invested with the chain of office.

#### **18/02/C To formally install a vice-chairman of the council (deputy town mayor)**

Nominated by Cllr Mrs C. Reynolds and seconded by Cllr Mrs M. Ellis, Cllr S. Miller was **ELECTED** and installed as the deputy town mayor for the 2018/19 council year and was duly invested with the chain of office.

Mrs H. Miller was installed as the deputy mayoress and was duly invested with the badge of office.

The mayor gave notice that the mayor's chaplain for the forthcoming year would be the Rev. Jane Skinner, and said she intended to attend a civic service at St Michael's Parish Church on Sunday 3 June 2018, to which the council and townspeople were invited to attend.

#### **18/03/C Adjourn meeting to 23 May 2018**

Proposed by Cllr G. Turner and seconded by Cllr P. Hicks, members **RESOLVED** to adjourn the meeting until 23 May 2018.

## LYME REGIS TOWN COUNCIL

### MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 23 MAY 2018

#### Present

**Chairman:** The Mayor, Cllr Mrs M. Ellis

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Miller, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

**Officers:** Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

#### 18/04/C Public Forum

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

#### Cllr D. Turner – Dorset County Council (DCC)

Cllr D. Turner said MP Jake Berry, the minister for coastal communities, had announced £1million funding was available via the Coastal Revival Fund to support the restoration of iconic buildings and architecture. He said up to £50,000 was available for each project, with bids being invited from local communities, councils and charities.

#### Cllr D. Turner – West Dorset District Council (WDDC)

Cllr D. Turner said land searches were now within 10 days, but the authority still did not have its five-year land supply.

#### 18/05/C Questions from Councillors

#### Cllr S. Williams

Cllr S. Williams asked why the gardeners were weeding by hand as some of them were qualified to spray.

The town clerk said the gardeners missed the weeding season due to the bad weather so they had to catch up and were reluctantly doing it by hand.

Cllr Mrs M. Ellis said there had been some local concern over the chemicals used to spray weeds along the river.

Cllr D. Turner said the chemicals used were legal and had recently been issued with a five-year licence, suitable for spraying near a river.

**18/06/C Apologies for Absence**

Cllr D. Hallett  
Cllr B. Larcombe – personal reasons  
Cllr S. Larcombe  
Cllr O. Lovell  
Cllr Mrs C. Reynolds – holiday

**18/07/C Disclosable Pecuniary Interests**

There were none.

**18/08/C Dispensations**

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

**18/09/C To confirm the accuracy of the minutes of the Full Council meeting held on 9 May 2018**

Proposed by Cllr G. Turner and seconded by Cllr S. Miller, the minutes of the Full Council meeting held on 9 May 2018 were **ADOPTED**.

**18/10/C Matters arising from the minutes of the Full Council meeting held on 9 May 2018**

**Local government reorganisation**

The mayor, Cllr Mrs M. Ellis thanked Cllr D. Turner for giving a presentation to members before the meeting.

**Surface dressing**

Cllr S. Williams asked what powers DCC would have if vehicles were not moved to allow the surface dressing to be carried out.

Cllr D. Turner said signs would go up a week before the work was due to be done. Earlier notice couldn't be given as the work was weather dependent so the timetable could be subject to change.

**Seafront rubbish**

Cllr S. Williams asked what arrangements were in place for the collection of rubbish, including staff working hours.

The town clerk said all the arrangements, including staff rotas, for the previous weekend were included in the members' briefing, and this information would be included in future briefings.

**18/11/C Update Report**

There were no updates

**18/12/C Annual Town Meeting of Electors**

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members **RECEIVED** the minutes of the Annual Town Meeting held on 20 April 2018.

**18/13/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence**

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

**18/14/C Terms of Reference and Scheme of Delegation**

Proposed by Cllr S. Miller and seconded by Cllr P. Hicks, members **RESOLVED** to approve the terms of reference and scheme of delegation.

**18/15/C Appointments to Council Committees**

The mayor, Cllr Mrs M. Ellis said all members sat on the Full Council and the Strategy and Finance Committee.

Proposed by Cllr R. Doney and seconded by Cllr P. Hicks, membership of the committees for the 2018/19 council year was **RESOLVED** as follows:

**Planning**

Cllr B. Larcombe, Cllr S. Williams, Cllr D. Hallett, Cllr G. Turner, Cllr Mrs C. Reynolds, Cllr J. Broom, Cllr J. Scowen and Cllr Mrs M. Ellis.

**Town Management and Highways**

Cllr S. Williams, Cllr B. Larcombe, Cllr D. Hallett, Cllr P. Hicks, Cllr J. Scowen, Cllr R. Doney, Cllr Mrs C. Reynolds, Cllr J. Broom, Cllr S. Miller, Cllr G. Turner and Cllr Mrs M. Ellis.

**Tourism, Community and Publicity**

Cllr S. Williams, Cllr S. Larcombe, Cllr R. Doney, Cllr J. Scowen, Cllr Mrs C. Reynolds, Cllr G. Turner, Cllr P. Hicks, Cllr J. Broom, Cllr D. Hallett, and Cllr Mrs M. Ellis.

## **Human Resources**

Cllr S. Williams, Cllr O. Lovell, Cllr S. Larcombe, Cllr B. Larcombe, Cllr D. Hallett, Cllr G. Turner, Cllr Mrs C. Reynolds, Cllr J. Broom, Cllr J. Scowen and Cllr Mrs M. Ellis.

## **Christmas Lights**

Cllr S. Williams, Cllr O. Lovell and Cllr D. Hallett.

### **18/16/C Reports from External Bodies**

Members noted the report.

### **18/17/C Appointments to External Bodies**

Cllr R. Doney said the Plastic-Free Lyme Regis Steering Group needed to be added to the list and he had already been nominated as the council representative.

Proposed by Cllr G. Turner and seconded by Cllr S. Miller, members **RESOLVED** appointments to external bodies for 2018/19, as follows:

**Axe Valley and West Dorset Ring and Ride Service** – Cllr S. Williams (participating)

**B Sharp** – Cllr Mrs M. Ellis (liaison)

**Bridport and District Citizens' Advice Bureau** – Cllr S. Williams (participating)

**Charmouth Road Allotments Association** – Cllr D. Hallett (participating)

**Lyme Regis, Charmouth and Uplyme Coastal Communities Team** – Cllr Mrs C. Reynolds and Cllr J. Broom (participating)

**DAPTC (Western Area Committee and Larger Councils)** – Cllr J. Broom (participating)

**The Hub Strategic Group** – Cllr Mrs C. Reynolds (participating)

**LymeArts Community Trust** – Cllr J. Scowen (participating)

**LymeForward** – Cllr S. Williams and Cllr Mrs C. Reynolds (participating)

**Lyme Forward Steering Group** – Cllr S. Williams and Cllr Mrs C. Reynolds (participating)

**Lyme Regis/Barfleur Twinning Association** – Cllr R. Doney (liaison)

**Lyme Regis Charities** – Cllr O. Lovell and Cllr Mrs M. Ellis (four-year appointment) (participating)

**Lyme Regis Development Trust** – Cllr S. Williams (participating)

**Lyme Regis Football Club** – Cllr S. Miller (liaison)

**Lyme Regis Fossil Festival** – Cllr R. Doney (liaison)

**Lyme Regis/St George's Twinning Association** – Cllr Mrs M. Ellis (liaison)

**Plastic-Free Lyme Steering Group** – Cllr R. Doney (participating)

**Regatta and Carnival Committee** – Cllr S. Larcombe (liaison)

**RNLI Lifeboat Guild** – Cllr Mrs M. Ellis (liaison)

**St Michael's Business Centre Management** – Cllr S. Williams (participating)

## **Woodmead Halls Management Committee – Cllr J. Scowen**

### **18/18/C Member Representation at Meetings with other Councils**

Cllr Mrs M. Ellis said the current arrangements where the mayor, or the mayor on their behalf, met with other councils, and the committee chairmen attending meetings on issues relevant to their committee, worked well and she believed should not be changed.

Cllr S. Williams said it was important the council was meeting with Uplyme and Charmouth parish councils.

The mayor, Cllr Mrs M. Ellis said she and the town clerk had met with Charmouth Parish Council and another meeting would be arranged in the near future, which would be extended to Char Valley.

Members agreed to note the report and continue with the existing arrangements.

### **18/19/C Review of the Council's and/or Employees' Memberships of Other Bodies**

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to the following advisory and professional bodies: Dorset Association of Parish and Town Councils; Ancient and Honourable Guild of Mace Bearers; Institute of Cemetery and Crematorium Management; Chartered Institute of Public Finance and Accountancy; Local Councils Update Communicorp; Open Spaces Society; Society of Local Council Clerks; and Local Government Association.

### **18/20/C Annual Governance and Accountability Return for the Year Ended 31 March 2018**

The town clerk said this was the most important report the council would receive in the year. He pointed out it was now called the Annual Governance and Accountability Return, formerly the annual return, but the content remained the same.

The town clerk reminded members the council's external auditors had changed and were now PKF Littejohn.

Proposed by Cllr S. Miller and seconded by Cllr G. Turner, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2018, to approve the Annual Governance Statement 2017/18, approve the Accounting Statements 2017/18 and to give authority to the mayor and town clerk to sign these documents on the council's behalf.

### **18/21/C Internal Audit Report, Visit Four 2017/18**

The town clerk said there were no recommendations from visit four, although there were two outstanding recommendations from visits 1 and 3. He said the visit 1

recommendation had a revised completion date, and the visit 3 recommendation was a confidential staffing matter. If members wanted to discuss the staffing matter, they would have to do this under exempt business or wait until the Human Resources Committee as he intended to write a report on this matter.

Members agreed to wait until the matter was brought to committee.

**18/22/C Park and Ride**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr J. Scowen, 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 information relating to the financial or business affairs of a 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.

**18/23/C Banking Arrangements and Signatories – Ceremonial Maces**

Cllr J. Broom asked if it was possible to store the maces at Lloyds Bank in Axminster or Seaton.

The town clerk said they had been approached but did not have the facilities to store them.

Cllr S. Miller asked if the internal auditor was happy with the proposed extended authorisation powers.

The town clerk said he would check this.

Proposed by Cllr S. Miller and seconded by Cllr R. Doney, members **RESOLVED** to approve the deputy town clerk, operations manager and the finance manager as bank signatories, subject to approval from the internal auditor.

**18/24/C Exempt Business**

**(a) Park and Ride**

The town clerk said an inception meeting would be held with Hydrock in mid-June to start the project to develop a parking, transport/access and signage study for Lyme Regis.

The town clerk said a sum had been agreed with the owner of the Charmouth Road site for the continued use of the land and the documentation was being drawn up.

The town clerk said there was still no decision on the Sidmouth Road park and ride but the annual site licence fee had been paid to the landowner in the event planning permission was granted.

The town clerk asked members to consider whether they wanted the service to run from Charmouth Road on weekends in June, and at a minimum, on Guitars on the Beach weekend when the town was expected to be busy. He said the council would have to underwrite the cost of providing this service.

Cllr S. Williams said he was concerned some people were choosing to park their cars and walk, instead of using the park and ride bus, which meant they were getting free parking.

The town clerk said this was how the bus company wanted to run the service and he was happy to go with that model.

Cllr J. Scowen asked when signs would go up at the Sidmouth Road park and ride directing people to Charmouth Road.

Cllr S. Miller said the signs couldn't be put up until there was a decision on the Sidmouth Road planning application.

Members generally agreed as the situation with Sidmouth Road was still undetermined, the council should concentrate its efforts on running the Charmouth Road park and ride.

Proposed by Cllr G. Turner and seconded by Cllr P. Hicks, members **RESOLVED** to extend the operation of the Charmouth Road park and ride to all weekends in June, to underwrite the cost of running the service in June, and to review the overall profit and loss of the service at the end of the season.

*The meeting closed at 7.54pm.*