



John Wright  
Town Clerk

**Lyme Regis Town Council**

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**Strategy and Finance Committee**

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 28 June 2017 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
23.06.17

**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 2017/18

**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 26 April 2017

**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 26 April 2017**

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. The Annual Review of the Complaints' Policy and Procedure**

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 2.j.xviii

To allow members to consider the volume and nature of complaints received

**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 2.j.xx

**12. Review of the Grants' Policies**

To allow members to review and make any amendments to the minor and medium grants policy and the major grants' policy

**13. Financial Performance, 1 April 2016 to 31 March 2017**

To inform members of performance against budget from 1 April 2016 to 31 March 2017

**14. Section 106 monies**

To allow members to consider a proposal from the working group which considered projects for Section 106 monies

**15. Woodmead Halls' Toilets**

To allow members to consider an assessment of the cost of entering into a service level agreement with Woodmead Halls' Management Committee to provide public access to toilets at Woodmead Halls

**16. War Memorial and Events to Commemorate the end of the First World War**

To allow members to consider establishing a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War

**17. Flying the Red Ensign for Merchant Navy Day**

To allow members to consider a request from Seafarers UK to fly the Red Ensign for Merchant Navy Day on 3 September 2017

**18. Grant Agreement Review, Lyme Regis Football Club**

To inform members of a grant review meeting with the chairman of Lyme Regis Football Club

**19. List of Payments**

To inform members of the payments made in the months of April and May 2017

**20. Investments, Cash Holdings and Loans**

To inform members of investments, cash holdings and loans

**21. Debtors' Report**

To inform members of debts greater than £1,000 and over three months' old and update the situation regarding site licence payments

*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*

**22. Town Bus Service 71**

To allow members to consider an interim arrangement for continuing a town bus service for Lyme Regis

**23. 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 21 – Debtors' Report**

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**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 2017/18

**Recommendation**

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2017/18
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2017/18

**Background**

- 1. On 24 May 2017, the council approved the terms of reference for its committee structure. The terms of reference have been amended so that 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 1.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 his/her 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 so request voting may be by signed ballot.’
- 5. Standing order 12.a states:  
  
‘Where more than 2 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. Any tie may be settled by the Chairman’s casting vote. As the first business of a council is to elect a Chairman (the mayor in the case of Lyme Regis Town Council) who

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**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. On 24 May 2017, the Full Council approved the terms of reference for its committees.
2. The terms of reference for the Strategy and Finance Committee, along with the general terms of reference that apply to all of the council's committees is attached, **appendix 2A**.
3. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

## 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 West Dorset District 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 Carrying out functions on behalf of the Full Council, in particular the:
  - 3.1.11.1 Review and adoption of standing orders and financial regulations
  - 3.1.11.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
  - 3.1.11.3 Review of the system of internal control and risk management
  - 3.1.11.4 Establishing or reviewing the council's complaints' procedure

- 3.1.11.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 3.1.11.6 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead
- 3.1.11.7 To receive the internal and external auditors' reports
- 3.1.11.8 Performance management



**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 26 April 2017

**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**

**16/145/SF – Lister Gardens’ Boundary Dispute**

The town clerk signed a statement of truth, which was submitted to the Land Registry in support of an application to amend the other party’s Land Registry title plan to exclude the land which has been encroached upon.

A letter was sent to the other party informing them of this action.

**16/147/SF – Debtors’ Report**

At the Full Council meeting on 24 May 2017, members were asked to consider setting up a panel to hear formal complaints from four chalet owners at Monmouth Beach. Cllrs O. Lovell, B. Larcombe and D. Hallett were appointed to the panel and a hearing date is being arranged.

The outcome of the hearing will be reported back to members.

John Wright  
Town clerk  
June 2017

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Site licences**

The final version of the new lease for the chalets at Monmouth Beach is nearing completion following a meeting with the representative of the residents' association on 21 June 2017. The intention is to have the leases ready to issue to residents from 1 July 2017. The lease will replace the previous short-term licence and incorporates the various provisions previously agreed by members.

**Assets-on-and-around Monmouth Beach**

A working group meeting has been arranged for Tuesday 18 July at 7pm.

**Receipt of bank interest**

On 10 May 2017, Nat West advised the council the complaint had been re-activated in error, and the decision not to uphold the council's complaint still stood. Officers have subsequently written to Nat West to request a goodwill gesture payment and are awaiting a response.

John Wright  
Town clerk  
June 2017

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** The Annual Review of the Complaints' Policy and Procedure

**Purpose of Report**

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 2.j.xviii

To allow members to consider the volume and nature of complaints received

**Recommendation**

- a) Members approve the complaints' policy and procedure as they stand
- b) Members note the volume and nature of complaints received between 1 April 2015 and 31 March 2016

**Background**

- 1. Standing order 2.j.xviii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 2. On 7 May 2014, the Strategy and Policy Committee considered a complaints' policy and procedure: the policy and procedure were subsequently adopted by resolution of the Full Council on 21 May 2014. Annual reviews have taken place in 2015 and 2016.
- 3. The policy and procedure are attached, **appendices 10A and 10B**. There are no proposed officer amendments to either the policy or procedure.
- 4. Paragraph 2.3 of the policy states a report on the volume and nature of complaints will be presented alongside the annual policy review.
- 5. Between 1 April 2014 and 31 March 2015, 181 complaints were received by the town council. Of these complaints, 76 were Dorset County Council issues, 37 were West Dorset District Council issues, 40 were about Lyme Regis Town Council, and 28 concerned other organisations.
- 6. Between 1 April 2015 and 31 March 2016, 127 complaints were received by the town council. Of these complaints, 39 were Dorset County Council issues, 34 were West Dorset District Council issues, 29 were about Lyme Regis Town Council, and 25 concerned other organisations.

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7. Between 1 April 2016 and 31 March 2017, 121 complaints were received by the town council. Of these complaints, 28 were Dorset County Council issues, 24 were West Dorset District Council issues, 35 were about Lyme Regis Town Council, and 34 concerned other organisations.

8. The complaints about Lyme Regis Town Council were:

	2014-15	2015-16	2016-17
General repairs	23	12	11
Enforcement	7	0	0
Lighting	3	5	2
Dogs	2	1	2
Marine Parade	2	1	0
Webcam	1	0	0
Gardens & outside areas	4	1	1
Cemetery	1	0	0
Beach huts	0	9	3
Bins			2
Sculptures			3
Toilets			2
Other			6
<b>Total</b>	<b>40</b>	<b>29</b>	<b>35</b>

9. Issues included in the 'other' category include; a dead seal being washed up on the beach, excessive speeding, and musical equipment in the play park being played loudly.

10. In addition, there are four chalet owners who wish to pursue formal complaints through the council's complaints' procedure. These complaints relate to issues specifically about Monmouth Beach chalets. A panel made up of three members will hear these complaints.

11. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

## Complaints Policy

### 1. Introduction

- 1.1 Standing order 2.j.xviii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 1.2 The council's complaints' procedure was adopted on 4 May 2011 and has not been reviewed since that date. For information, the procedure is attached at appendix B. Because of the extent of the changes, tracked changes have not been shown.
- 1.3 This policy sets out the rationale for a complaints' policy, and provides a definition of what qualifies as a complaint and what doesn't qualify as a complaint. The process for administering complaints is detailed separately in a procedure.

### 2. The Rationale

- 2.1 The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse affect on the council's reputation. The approach adopted in this policy and attached procedure is about complaint rectification, resolution and learning.
- 2.2. An effective complaints' management system can make good any mistakes and misunderstandings and help to maintain and build relationships with those with whom we work. Towards this end, the town clerk will provide members with an annual report that identifies the number and type of complaints received. The policy objectives are to:
  - 2.2.1 Provide a fair complaints' procedure which is clear and easy to use
  - 2.2.2 Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint
  - 2.2.3 Make sure that everyone in the council knows what to do if a complaint is received
  - 2.2.4 Make sure complaints are investigated fairly and in a timely way
  - 2.2.5 Make sure that complaints are, wherever possible, resolved and that relationships are repaired
  - 2.2.6 Gather and use information to help us improve what we do.
- 2.3 To achieve this last policy objective an annual report will be presented to the council on the volume and nature of complaints. The report will be presented alongside the annual review of this policy

### **3. The Definition**

3.1 For the purpose of this policy, a complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:

3.1.1 We have done something wrong

3.1.2 We have not done something we should have done

3.1.3 We have not treated someone in a professional or civil manner

3.1.4 We have not achieved a standard that we have set for ourselves.

### **4. Complaints that are Excluded**

4.1. This policy excludes certain types of complaints:

4.1.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures

4.1.2 Complaints against councillors; these are dealt with by West Dorset District Council's monitoring officer

4.1.3 If it is a year or more since the complainant became aware of the issue

4.1.4 A previous or similar complaint has been made and considered

4.1.5 It is a persistent or vexatious complaint with no grounds

4.1.6 The complaint is being made to cause disruption or annoyance.

### **5. Review**

5.1 This policy will be reviewed in July 2017 or sooner if there are changes in legislation or best practice.

### **Supporting Procedure**

This policy is supported by a complaints' procedure.

**Implementation date:** 12 July 2017

**Review Date:** July 2018

John Wright  
Town clerk  
July 2017

## Complaints Procedure

### 1. Introduction

- 1.1 This procedure should be read in conjunction with the council's complaints' policy. The emphasis in this policy is on rectification and resolution, and this is reflected within this procedure.
- 1.2 The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.
- 1.3 The council defines a complaint in its complaints' policy as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
  - 1.3.1 We have done something wrong
  - 1.3.2. We have not done something we should have done
  - 1.3.3. We have not treated someone in a professional or civil manner
  - 1.3.4. We have not achieved a standard that we have set for ourselves.
- 1.4. The complaints' policy excludes certain types of complaints:
  - 1.4.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
  - 1.4.2 Complaints against councillors; these are dealt with by West Dorset District Council's monitoring officer
  - 1.4.3 If it is a year or more since the complainant became aware of the issue
  - 1.4.4 A previous or similar complaint has been made and considered
  - 1.4.5 It is a persistent or vexatious complaint with no grounds
  - 1.4.6 The complaint is being made to cause disruption or annoyance.
- 1.5 Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

### 2. The Procedure

- 2.1 Complaints should normally be addressed to the town clerk.
- 2.2 The town clerk will decide who should consider and respond to the complaint: this will normally be the deputy town clerk, the operations manager or the town clerk.

- 2.3 If the complaint is specifically about the town clerk, the complaint should be addressed to the Mayor. The Mayor will decide how the complaint should be investigated.
- 2.4 Acknowledgement of all complaints will take place within three working days.
- 2.5 The town clerk will also appoint a member of staff, who has no involvement in the complaint, to contact the complainant to clarify the precise nature of the complaint, to establish what the complainant wants the council to do to, and to discuss the process and timescale for resolution. This member of staff will not be involved in investigating or responding to the complaint: their role is to act as the complainant's 'friend'.
- 2.6 If the complaint is about council policy which is being considered, the complainant will be advised that they should raise their concerns during the public forum of the relevant council committee meeting where the issue is under consideration.
- 2.7 If the complaint is about existing council policy or the absence of a policy, the complainant will be advised that they should raise the matter during the public forum of a Full Council meeting where any issues can be raised, regardless of whether or not it is on the agenda.
- 2.8 If a policy decision has already been made by the council, the complainant will be informed that the issue will not be re-opened for six months from the decision date unless there are exceptional grounds.
- 2.9 If the complaint is about any other aspect of council's business or service they will normally receive a response from the investigating officer within 10 working days.

### **3. Appeal**

- 3.1 A complainant has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members which will be constituted from the Mayor and committee chairmen.
- 3.2 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 3.3 If it isn't possible to respond within 10 working days, the complainant will be written to explaining why a response can't be provided and will be given a revised timescale.



**4. Review**

- 4.1 This procedure will be reviewed in July 2018 or sooner if there are changes in legislation or best practice.

**Supporting Policy**

This policy is supported by a complaints' procedure.

**Implementation date:** 12 July 2017

**Review Date:** July 2018

John Wright  
Town clerk  
July 2017

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**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 2.j.xx

**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 2.j.xx 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 11B**, with suggested amendments.
4. The main amendment is the deletion of section 5 of the procedure, relating to social media, as the council now has a separate Social Media Policy which covers all these points.
5. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

Adrienne Mullins  
Administrative officer  
June 2017

## 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 that 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, 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, ~~and Recording of Meetings Policy.~~

### Supporting Procedure

This policy is supported by a Communications and PR Procedure.

**Implementation date:** 12~~3~~ July 2016

**Review Date:** July 201~~8~~7

Adrienne Mullins  
Administrative officer  
July 201~~7~~6

## 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 28.a. states: 'All requests from the press or other media for an oral or written statement or comment from the council shall be processed 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 administrative officer, 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 noticeboards, [on the council's social media pages](#), and if applicable on the [lymeregis.org](#) website.
- 4.7 The administrative officer 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. Social media~~

~~5.1 The council does not currently operate any social media pages, but recognises their potential as effective communication channels in promoting and supporting the council's activities and engaging with the electorate.~~

~~5.2 If/when any social media pages are created, administration rights will be limited to only senior council staff, and the day-to-day updating of these pages will be the responsibility of the administrative officer, or in their absence, the deputy town clerk.~~

~~5.3 At least one post will be created each working day, and where possible, scheduled to appear at weekends and Bank Holidays. Posts can include notification of council meetings, photographs, press releases and public notices.~~

~~5.4 As social media evolves over time, this procedure will be adapted to reflect modifications.~~

~~5.5 Staff and councillors should be mindful that posting content on social media sites is public, immediate and permanent.~~

~~5.6 A clear distinction should be made between profiles/postings as an individual or those as a councillor or member of staff. Profiles/postings in relation to council business should be transparent and respectful, and should not harm the reputation of the council or bring it into disrepute. Councillors should make it clear that the views represented on their profiles/postings are their own, and not necessarily those of the council.~~

~~5.7 If social media is used in an unofficial capacity, members and officers should refrain from making remarks that could be construed as bringing the council into disrepute.~~

~~5.8 The council is responsible for the Lyme Regis tourism website, [www.lymeregis.org](http://www.lymeregis.org), which also has Facebook and Twitter pages. However, these are not a dedicated town council resource, so they are not subject to the guidance set out in this procedure.~~

## **6. Media attendance at council meetings**

6.1 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.

6.2 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 [1.o. 1.n.](#)

6.3 The photographing, recording, broadcasting or transmitting the proceedings of meetings by the media is outlined in [standing order 1.m and 1.n.](#) ~~the council's Recording of Meetings Policy.~~

**7. Council website**

- 7.1 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.
- 7.2 Information on the website should be accurate and kept up-to-date.
- 7.3 Press releases and council notices should be displayed in the news section of the website.

**8. Council newsletter**

- 8.1 The council newsletter will be produced in an appropriate format up to four times a year, providing residents with interesting and informative news about the council, its staff and members, and community issues that are linked to the council.
- 8.2 The newsletter will be produced by the administrative officer, or in their absence, the deputy town clerk. Items for inclusion in the newsletter can be submitted by councillors, staff, and members of the community, but may be subject to editing.

**9. Council noticeboards**

- 9.1 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.
- 9.2 Where possible, the council will display posters and information for community related issues.
- 9.3 The 'what's on' posters, outlining events in Lyme Regis, will be displayed on the town council's noticeboards. The posters are produced weekly by the [administrative assistants](#). ~~administrative officer or in their absence by the administrative assistants.~~

**10. Publicity in Election Periods**

- 10.1 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.
- 10.2 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.
- 10.3 In these circumstances, where a quote is required, the relevant officer may be quoted.

Adrienne Mullins  
Administrative officer  
July 2017<sup>6</sup>



**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Review of the Grants' Policies

**Purpose**

To allow members to review and make any amendments to the minor and medium grants policy and the major grants' policy

**Recommendation**

Members review and make amendments to the minor and medium grants' policy and the major grants' policy

**Background**

1. The Minor Grants' Policy and Procedure was initially approved on 1 May 2013, and minor amendments to this policy and procedure were approved on 6 August 2014. The Major Grants' Policy was approved on 1 April 2015.
2. Applications for minor and medium grants were considered and approved at an extraordinary Full Council meeting on 5 April 2017. At that meeting a member queried why organisations already in receipt of major grants from the council were applying for minor or medium grants. The member was informed the council's grants' policies allowed for this.
3. At the following Full Council meeting on 3 May 2017, a member requested asked if the Strategy and Finance Committee could consider the minor and medium grants' policy, particularly in relation to whether applicants should be allowed to receive minor, medium and major grants in the same period.
4. Most of the council's policies and procedures are reviewed every three years, unless standing orders require an annual review. As the minor and medium grants' policy, **appendix 12A**, has been in place since 2014, it seems sensible to carry out a full review of the policy at this point.

**Report**

5. Paragraph 2.5.4 of the procedure deals with the issue of organisations already in receipt of council funding. It states:  

'Organisations in receipt of town council grants can apply for other grants through the minor and medium grants' policy, providing the application is for a separate project.'
6. Members are therefore asked to consider whether to make amendments to this clause.

7. Officers would suggest the following amendments, as shown in **appendix 12A**:
- paragraph 4.2.2 – in practice, this information is not reported to members. Officers have to seek further information from most applicants; as long as all the information is provided by the time the meeting takes place, it seems irrelevant what was missing from the original submission.
  - paragraph 5.3 – the end of project reports used to be on display at the annual meeting of electors. However, very little notice was paid to them by those who attended. There is an item on the agenda for the annual meeting of electors which invites feedback from organisations in receipt of funding from the town council. Perhaps it would be better to invite recipients to the meeting to give their feedback.
  - Paragraph 6.1.3 – due to the way meetings have been scheduled to fit in with the normal committee cycle, the extraordinary Full Council meeting to consider applications has been held in April on the last two occasions.

#### **Major grants' policy**

8. If members choose to change the policy preventing organisations in receipt of major funding applying for a minor or medium grant, the major grants' policy should be amended to reflect this.
9. The policy is attached, **appendix 12B**. The most logical place to insert a new clause to this effect would be in section 4 – Restrictions.
10. The major grants' policy is due for review in 2018. However, members may wish to carry out the review at this point so both policies have the same review date.
11. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

Adrienne Mullins  
Administrative officer  
June 2017

## **Policy/Procedure**

### Award of Minor and Medium Grants

#### **1. Introduction**

The minor and medium grants' process is an annual distribution of funds, as declared in the budget, for community-based projects. This document deals with the award of these funds. The strategy for dealing with larger grant requests is dealt with separately in another policy document.

#### **2. Selection Criteria**

##### **2.1 Who can apply?**

2.1.1 The council will consider grant applications from community groups and organisations that provide services and opportunities for the community of Lyme Regis.

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

2.1.3 Groups that are part of a larger organisation can apply for funding through that larger organisation provided that this is clearly stated on the application form. The larger organisation is permitted to submit applications for these groups but they must be clearly defined, separate projects.

2.1.4 Applications will not be considered from grant-making organisations (those who give away money themselves), profit-making organisations and companies, or individuals.

##### **2.1 How much money can be applied for?**

2.2.1 Minor grant applications can be submitted for any amount below £1,000.

2.2.2 Medium grant applications can be submitted for any amount between £1,000 and £4,999. Amounts over this figure should be considered under the Major Grants' Policy.

2.2.3 Grant applications must include project costs accompanied by supporting documents.

##### **2.3 What can the grant be used for?**

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

**2.4 What can't the grant be used for?**

- 2.4.1 Any costs not directly associated with the project.
- 2.4.2 Retrospective funding, i.e. money already spent.
- 2.4.3 To pay off debts incurred.
- 2.4.4 Costs that have already been funded elsewhere, i.e. no 'double funding'

**2.5 Other**

- 2.5.1 Groups and organisations applying for a minor or medium grant must:
  - 2.5.1.1 Comply with the council's policy and procedure.
  - 2.5.1.2 Complete an 'end of project' report.
  - 2.5.1.3 Spend their grant money within the financial year.
- 2.5.2 Groups and organisations applying for a medium grant must also provide evidence of funding from other sources (including fundraising or applications to other grant-awarding bodies)
- 2.5.3 Applications for grant funding can be made in consecutive years. In such instances, the council will be mindful of the nature of an organisation's previous applications and the benefits gained from previous grants.
- 2.5.4 Organisations in receipt of town council grants can apply for other grants through the minor and medium grants' policy, providing the application is for a separate project.

**3. Application Process**

- 3.1 The application form will require the applicant to:
  - 3.1.1 State the main activities of the organisation.
  - 3.1.2 Provide details of the project they wish the council to fund.
  - 3.1.3 Explain who will benefit from the grant and how.
  - 3.1.4 Provide details of other grant applications and/or fundraising activities in relation to this project.
  - 3.1.5 Confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding.
  - 3.1.6 Demonstrate how they will inform others they have received funding from the council.
  - 3.1.7 Include supporting evidence:

- 3.1.7.1 Provide full project costs, e.g. quotes, invoices, other grants
  - 3.1.7.2 Provide copies of their governing document or constitution, if available
  - 3.1.7.3 Sign the application by two of the organisation's officers.
- 3.2 Applications for medium grants will require details of the organisation's current financial status, e.g. copies of most recent bank statements/passbook.
- 3.3 Payments will not be made to individuals or private bank accounts.
- 3.4 The application must be completed in full.
- 3.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

#### **4. Selection process**

- 4.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If organisations cannot clarify information or obtain missing information, an application will not normally go through to the next stage.
- 4.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:
- 4.2.1 a simple grid to give an overview of all the grant requests. The grid will include any other funding organisations are in receipt of from the town council outside of the major or minor grants' policy.
  - 4.2.2 a report that gives an overview of grant applications received that year and highlights issues members need to be aware of. The report will include ~~details of actions taken to seek further information from applicants and any~~ applications rejected. It will also include details of applicants from the previous year who did not claim their grant or did not report back on their grant.
- 4.3 An Extraordinary Full Council meeting will be called to consider the applications.
- 4.4 Members will be given the opportunity to review officer decisions and reject applications they consider do not meet the grants' criteria.
- 4.6 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

## 5. Reporting process

- 5.1 At the end of the project, organisations are sent an 'End of Project' form which will require them to:
  - 5.1.1 Explain how successful the project was.
  - 5.1.2 Explain who benefited from the grant and how many people it helped.
- 5.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.
- 5.3 ~~Reports may be displayed to the public at an appropriate event.~~ Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

## 6. Timescales

- 6.1 In a usual year, the timescale is:
  - 6.1.1 End-January – Grants open for applications.
  - 6.1.2 End-February – deadline for applications.
  - 6.1.3 Mid-March/~~Early-April~~ – final date for officers to have gathered and collated required info.
  - 6.1.4 End-March – Extraordinary Full Council approves grants.
  - 6.1.5 1 April – successful applicants awarded funding, projects start.
  - 6.1.6 End-February (of following year) – deadline for 'End of Project' reports (in time for considering new applications).

## Policy

### Award of Major Grants

#### 1. Purpose

- 1.1 To provide guidelines for the awarding of grants to organisations that provide services and opportunities for the community of Lyme Regis.

#### 2. Introduction

- 2.1 Historically, the town council has aimed to set aside approximately £100,000 each year to support local organisations, subject to budgetary constraints. The majority of this funding, typically 80%, will be awarded to organisations whose functions and services are critical to the town and its well-being. This policy deals with the award of grants to these organisations.
- 2.2 In 2016/17, the proposed budget allocation for grants will increase by £20,000.
- 2.3 This policy deals with the awarding of grants of over £5,000. A separate policy deals with minor grants below £1,000, and medium grants between £1,000 and £4,999.

#### 3. Selection Criteria

- 3.1 The town council does not have specific criteria that organisations have to meet to be eligible for a grant; the benefits an organisation can bring to the town, its residents and visitors differ widely.
- 3.2 In addition, rigid qualification criteria often disadvantage smaller community-based organisations and promote applications from those well versed in seeking external funding.
- 3.3 However, any organisation applying for a significant grant from the town council must clearly demonstrate in their application:
  - 3.3.1 What the main activities of the organisation are
  - 3.3.2 What the funding is for and what their objectives are
  - 3.3.3 The length of time funding is required for
  - 3.3.4 How the funding will benefit the town, its residents and/or visitors
  - 3.3.5 How these objectives and benefits will be measured
  - 3.3.6 A business plan that includes a clear understanding of their operating environment, risk assessment and mitigation, and details of projected income and expenditure
  - 3.3.7 Bank references
  - 3.3.8 Audit accounts for the previous year
  - 3.3.9 Registration documentation

- 3.3.10 Provide details of other grant applications and/or fund raising activities in relation to this project
- 3.3.11 Demonstrate how they will inform others that they have received funding from the council. Recognition of the council's sponsorship should be commensurate with the level of funding.

#### 4. **Restrictions**

- 4.1 Awards of major grants will be subject to the following restrictions:
  - 4.1.1 Funding will only be given to organisations providing services to those based in Lyme Regis
  - 4.1.2 Funding will only be given to non-profit making organisations; not those who provide grants or donate monies in their own right, profit-making organisations, companies, or individuals.
  - 4.1.3 Funding will not normally exceed £30,000 per year
  - 4.1.4 Funding duration will not normally exceed three years. If a project seeks further funding after this time, a new application must be made
  - 4.1.5 Funding must be used for the purpose and objectives agreed.
- 4.2 Funding will not be used for retrospective expenditure, to pay off debts incurred, or costs that have already been funded elsewhere, i.e. no 'double funding'.

#### 5. **Monitoring and Review**

- 5.1 Prior to any grant being issued, organisations must enter into a grant agreement with the town council. Each grant agreement will reflect the nature of the functions and services delivered by the recipient organisation.
- 5.2 The grant agreement will reflect the requirements of the organisation and the council, and must detail:
  - 5.1 The purpose of the grant and what will be achieved
  - 5.2 Contract duration
  - 5.3 The amount of grant, including the forecast distribution between capital and revenue expenditure
  - 5.4 Performance objectives along with the method and frequency of review
  - 5.5 Notice period
  - 5.6 How inflation will be treated for the period of the grant agreement
- 5.3 Performance against objectives will normally be reviewed each year by the council's Strategy and Policy Committee. This review will be undertaken in advance of the budget-setting cycle to allow any performance issues to be addressed through the budget-setting process. If an organisation's failure to meet its performance objectives



is significant, the Strategy and Policy Committee can increase the frequency and nature of performance reporting.

- 5.4 Consistent failure to achieve performance objectives may result in the early termination of a grant agreement with an organisation, and may result in the organisation being asked to repay the grant money.
- 5.5 Any grant no longer needed must be offered back to the council.
- 5.6 Organisations will be informed they should not assume they will be awarded the grant in future years. When determining the potential continuation of any funding, consideration will be given to whether the organisation has met the objectives of the previous agreement.
- 5.7 The council will consider whether it requires representation from an elected member to sit as an observer on the management board of the organisation. The town clerk must be given the opportunity to attend as an observer and review the organisation's business planning accounts and performance data on behalf of the council.

**Implementation date:** 16 December 2015

**Review date:** December 2018

John Wright  
Town Clerk  
December 2015

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Financial Performance, 1 April 2016 to 31 March 2017

**Purpose of Report**

To inform members of performance against budget from 1 April 2016 to 31 March 2017

**Recommendation**

Members note the report

**Background**

- Attached at **appendix 13A** is the budget report for 1 April 2016 to 31 March 2017. Below is a summary of the council's overall position to 31 March 2017: the table draws comparison between the final 2015/16 position, the 2016/17 budget, and the 2016/17 final position. The table identifies the trading surplus then deducts in-year funded projects.

<b>Operations £000s</b>	<b>Actual 2015/16</b>	<b>2016-17 Budget</b>	<b>2016-17 Final Position</b>
Income	1,386	1,354	1,593
Expenditure	1,087	1,234	1,201
Trading Surplus	299	119	392
In-year funded projects			
Play park	110		
Total-in year surplus	189		
Projects funded from reserves			
Skate park	139		
Monmouth Beach	30		
Church Railings	n/a		
Reported Position per Annual return	20	119	392

**Analysis**

- This section of the report refers to the main budget headings and material variations from these budgets; please see **appendix 13A**. For ease of reference, the number in the note column of the appendix is referred to in the main body of this report.

**Income**

3. **Car Parks**<sup>1</sup> income is £145k above budget. The budget was increased by £60k to take account of the 20% increase in rates which was applied from April 2016. Even allowing for the fact that the council budgets at 95% of average levels (this may account for c£30k), this is a significant increase in income; even Woodmead (which did not have a 20% increase) has seen income increase by c£30k. There may be a possibility the introduction of new machines which take cards may have led to increased usage. The figures do include parking fines being £11k over budget, but overall, the greatest impact on income would appear to be the weather. The 2017/18 budget was set prior to the extent of this increase being understood so the probability is car parking income will exceed budget in 2017/18.
4. **Chalets/Beach Huts/Caravans**<sup>2</sup> income is above budget largely due to £33k of unbudgeted transfer fees. Beach hut hire was also £5k better than budget at £46k.
5. **Other**<sup>3</sup> income is £40k above budget; this includes unbudgeted donations to the Christmas lights' fund (£12k), Red Arrows (£14k) as well as shelters hire being £7k better than budget and various insurance claims (£4k).

**Expenditure**

6. **Office Administration**<sup>4</sup> costs are £19k over budget, this is due to expenditure on the Queen's birthday (£4k), Red Arrows (£11k), and legal and professional costs being £4k over.
7. **Outside works**<sup>5</sup> expenditure is £12k under budget. This is mainly because the £35k seafront railings' budget is largely unspent, but this is offset by the purchase of two vehicles costing £28k. The first vehicle costing £20k had been budgeted for 2015/16 but was not delivered until early-2016/17.
8. **Grants**<sup>6</sup> expenditure is £12k under budget. This is made up of £25k football club grant not being paid in year, the final grant payment for the theatre which was scheduled for quarters three and four in 2019/20 being made early (£15k), and payment of the Red Arrows' grants (£3k).
9. **Staffing**<sup>7</sup> expenditure budget is underspent by £48k. This is due to seasonal posts not all being filled/leaving before contract end-date, the mid-year start of two apprentices, a part-year vacant enforcement officer post and no spend on a marketing consultant.
10. **Other spend**<sup>8</sup> expenditure is over budget by £32k. This includes Christmas lights' expenditure (£13k), play park (£6k) and spend/return of funds for the skatepark (£13k).

## AGENDA ITEM 13

11. The surplus from 2016/17 will be transferred in to the council's reserve at year-end and £34k will be earmarked in the reserve to fund the replacement railings.

Keith Wilson  
Finance manager  
June 2017

<b>March 2017</b>	<b><u>Budget</u></b>	<b><u>March Actual</u></b>	Variance Favourable /(Unfavourable)
<b>Income</b>			
Precept	124,320	124,320	0
Car parks	558,161	702,999	144,839
Chalets/Beach huts/Caravans	281,764	319,437	37,673
Concessions	38,162	38,678	516
Commercial rents	207,137	213,166	6,029
Marketing	24,750	20,342	(4,408)
Amenity area	83,796	88,670	4,874
Cemetery	3,556	8,029	4,474
Licenses	12,957	13,793	836
Other	14,155	53,979	39,825
Income from Investments	5,028	9,129	4,101
	1,353,785	1,592,543	
<b>Expenditure</b>			
Office administration	80,053	99,479	(19,427)
Rents	4,028	3,502	527
Licenses/Leases	1,950	3,950	(2,000)
Democratic representation	15,663	6,931	8,733
Outside works	238,096	226,204	11,892
Grants/SLA	132,014	120,084	11,930
Utilities	128,437	112,529	15,908
Staffing	535,503	487,756	47,747
Marketing & Tourism	49,780	59,132	(9,352)
Other	4,000	36,527	(32,527)
Loan charges inc interest	44,842	44,840	2
	1,234,366	1,200,933	
<b>Gross Profit/(Loss):</b>	119,419	391,610	
<b>Trading Surplus/(deficit)</b>	119,419	391,610	



**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Section 106 monies

**Purpose of Report**

To allow members to consider a proposal from the working group which considered projects for Section 106 monies

**Recommendation**

The town council develops proposals for Langmoor and Lister Gardens, which include creating a café, toilets, a petanque area and a replacement gazebo, and submit a proposal to West Dorset District Council for Section 106 monies to support this project; any town council funding which would otherwise have been allocated to this project is made available for other projects which will be determined through the budget-setting process

**Background**

1. On 24 May 2017, the Full Council considered a report on Section 106 monies that could be made available to the town council from West Dorset District Council.
2. The meeting resolved, 'to establish a small working group to consider projects for section 106 funding, to appoint Cllrs B. Larcombe, O. Lovell, Mrs. C. Reynolds, S. Miller (and Cllr Mrs. M. Ellis if Cllr S. Miller is unavailable), and the working group reports its proposals to the Strategy and Finance Committee on 28 June 2017.'
3. The working group met on 20 June 2017 and the minutes are attached, **appendix 14A**. The working group concluded the town council should develop proposals for Langmoor and Lister gardens which include creating a café, toilets, a petanque area and a replacement gazebo, and submit a proposal to West Dorset District Council for Section 106 monies to support this project; any town council funding which would otherwise have been allocated to this project is made available for other projects which will be determined through the budget-setting process.
4. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

LYME REGIS TOWN COUNCIL

SECTION 106 FUNDING WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 20 JUNE 2017

**Present**

**Members:** Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr Mrs C. Reynolds

**Other members:** Cllr D. Hallett, Cllr S. Williams

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

**1. Terms of Reference**

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis as chairman, seconded by Cllr B. Larcombe.

There being no other nominations, Cllr Mrs M. Ellis was elected as chairman of the working group.

Members received the agreed the working group's terms of reference.

**2. Apologies**

Cllr O. Lovell  
Cllr S. Miller

**3. West Dorset District Council Outline Funding**

The town clerk said many of the categories of funding overlapped and he believed West Dorset District Council (WDDC) would look favourably on a proposal which pulled the categories together under one project.

Members discussed whether the chosen project should be for the benefit of residents, only, or for visitors.

Cllr Mrs C. Reynolds suggested the funding was used for projects in the seafront gardens, such as play equipment, gym equipment, a café, and toilets, which both residents and visitors would use.

Cllr B. Larcombe suggested the funding could be used to help fund the new pedestrian crossing or to improve pavements, which would have a direct benefit for residents. He said there was an opportunity for the council to enter into agreements to match fund monies from Dorset Highways, which might speed up the implementation of these projects.

Cllr S. Williams believed the funding should be used to benefit local elderly people to help them exercise, such as tennis courts.



The town clerk said members could decide to support the infrastructure of the town. However, he said this was one-off capital funding under specific headings and he advised members to choose a project which would have a good chance of securing the funding.

The town clerk said the town council made a surplus and if it wanted to spend a significant sum on improving the infrastructure of the town, the council could consider this as part of the budget-setting process. He added the Section 106 funding was not to support day-to-day running costs and needed to be for specific capital projects.

The town clerk advised members to pick projects that were within the town council's gift; if the council had to work in partnership with other organisations and obtain too many consents from others, it would slow down the process.

Cllr D. Hallett said the money should be spent on leisure facilities at Strawberry Field, or at the least, a sports' pitch and park and ride.

Cllr Mrs M. Ellis said she agreed something needed to be done with Strawberry Field, but it required a much bigger plan and significant funding, rather than creating facilities piecemeal.

The town clerk said the obvious project was a café and toilets in the gardens, with some other facilities, which could be completed in 12 to 18 months. He said if up to £80,000 of external funding could be used for this project, this would free up the funds in the council's budget, which could be earmarked for other specific purposes, such as highways, and with no conditions attached. He added members could discuss how to allocate any future budget savings arising out of Section 106 grants as part of the budget-setting process and medium-term financial plan.

Cllr D. Hallett said he was not in favour of play equipment or gym equipment in the gardens.

The town clerk said the funding could be committed to projects in the gardens which had a consensus, such as a café and toilets and a pétanque area. He said the gazebo was also in poor repair and required replacement.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO THE STRATEGY AND FINANCE COMMITTEE** to develop proposals for Langmoor and Lister Gardens, which include creating a café, toilets, a pétanque area and a replacement gazebo, and submit a proposal to West Dorset District Council for Section 106 monies to support this project; any town council funding which would otherwise have been allocated to this project is made available for other projects which will be determined through the budget-setting process.

*The meeting closed at 8.27pm.*

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Woodmead Halls' Toilets

**Purpose of Report**

To allow members to consider an assessment of the cost of entering into a service level agreement with Woodmead Halls' Management Committee to provide public access to toilets at Woodmead Halls

**Recommendation**

Members consider an assessment of the cost of entering into a service level agreement with Woodmead Halls' Management Committee to provide public access to toilets at Woodmead Halls and instruct the town clerk

**Background**

1. With the consent of the chairman of the Town Management and Highways Committee, this report is being presented to this committee to allow early determination of toilet provision at Woodmead Halls.
2. Following consideration by the Town Management and Highways Committee on 18 January 2017, the following recommendation was submitted to and approved by resolution of the Full Council on 22 February 2017:  
  
'to ask Woodmead Halls' Management Committee to produce comparative information on water consumption between 2015/16 and 2016/17 to allow members to assess public use of their toilets and this assessment is used to inform any negotiated agreement on public use of Woodmead Halls' toilets.'
3. Woodmead Halls' Management Committee has supplied information on water consumption but not cost. This report applies the unit water cost incurred by the town council to the water consumption figures supplied by Woodmead Halls' Management Committee.
4. The information supplied allows officers to:
  - Assess the volume and estimate the cost of water consumption caused by public use of Woodmead Halls' toilets
  - Compare water consumption with Marine Parade toilets
  - Apply known and estimated information about water consumption costs to the total operating costs for public toilets in Lyme Regis, with the exception of Holmbush and Charmouth Road car park toilets

5. All of the comparisons below assume public access to Woodmead Halls' toilets is provided in line with access to other public toilets in Lyme Regis.

**Assessing water consumption at Woodmead Halls' toilets**

6. Water consumption information supplied by Woodmead Halls' Management Committee for the calendar years 2015 and 2016 allows a comparison to be drawn between 2015 when the toilets were open to the public and 2016 when they were closed to the public.
7. Although the data given was in calendar years, using seasonal profiling information from the town council toilets, we can estimate with reasonable confidence that the total water consumption at Woodmead Halls in 2015/16 was 405 units and the total water consumption in 2016/17 was 162 units, a decrease of 243 units. So, we can reasonably assume public use of Woodmead Halls' toilets in 2015/16 consumed 243 units of water.

**Comparison with Marine Parade toilets**

8. By comparison, Marine Parade toilets averaged 1,400 units per annum between April 2015 and March 2017.
9. In other words, water consumption at Woodmead Halls' toilets is 19% of the water consumption at Marine Parade toilets (243/1,400).
10. The council knows the total operating cost of Marine Parade toilets in 2015/16 was £21,600. So, a simple, but useful, comparison can now be made between the two sets of toilets: 19% of £21,600 equates to an indicative operating cost for Woodmead Halls' toilets of £4,104.

**Applying known data about water consumption and operating costs for other public toilets in Lyme Regis**

11. To draw further comparison, data on West Dorset District Council's operating costs for its toilets in Lyme Regis are examined alongside the town council's operating costs for its toilets at Marine Parade and Candles on the Cobb Pavilion.
12. There is, as you would expect, a correlation between toilet usage, water consumption, and water costs. The more the toilets are used, the greater proportion of total costs water usage becomes. This is because the larger/busier toilets benefit from economies of scale on fixed costs, such as repairs, maintenance and, to an extent, cleaning.
13. The cost of water consumption as a percentage of operating cost ranges from 5% to 37%. For example, at the Candles on the Cobb Pavilion, water costs represent only 5% of total costs. At the other end of the scale, Broad Street toilets water costs represent 36.5% of total costs. Towards the middle of this range are Woodmead Halls' toilets, where the estimated cost of water consumption represents 20.75% of total costs.

14. As the cost of water for the Woodmead Halls is not available, this model uses the unit cost of water charged to the council by its supplier.
15. This gives an estimated water charge for Woodmead Halls' toilets of £1,338.88, i.e. 19% of the Marine Parade costs.
16. Due to economies of scale on other costs, water charges at Marine Parade toilets account for approx. 33% of total costs. However, as Woodmead Halls' toilets are not able to benefit from the same economies of scale for other costs as Marine Parade, its water consumption cost is assessed at 20.75% of its total operating cost, which would make the operating cost £6,452.45.

**Repair and refurbishment**

17. These costs are difficult to quantify but a realistic sum would be £1,500 per annum.

**Management cost**

18. In addition to operating costs, Woodmead Halls' toilets will attract a management overhead, say 5-10% of operating cost.

**Applying a premium**

19. The council wants to increase the provision and quality of public toilets in the town.
20. Increased provision of good quality toilets at Woodmead Halls meets this objective and, as such, there is an argument this attracts a premium. Determining a premium is difficult but this could be between 10 and 15% of the total estimated operating cost.
21. Using an operating cost of £6,452.45 and £1,500pa for repair and refurbishment, and applying the minimum management cost and premium, gives a service level agreement sum of £9,145.
22. Using an operating cost of £6,452.45 and £1,500pa for repair and refurbishment, and applying the maximum management cost and premium, gives a service level agreement sum of £9,940.
23. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** War Memorial and Events to Commemorate the end of the First World War

**Purpose of Report**

To allow members to consider establishing a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War

**Recommendation**

Members agree to set up a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War

**Background**

1. This report covers issues which would normally be considered separately by the Town Management and Highways Committee and the Tourism, Community and Publicity Committee.
2. With the consent of the chairmen of both committees, a report is brought to this committee with a recommendation to create a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War.
3. On 12 April 2017, the Town Management and Highways Committee considered a report on the Lyme Regis Memorial Amendment Project.
4. Following a recommendation from that committee, on 3 May 2017 the Full Council resolved:  
  
‘to support the war memorial amendment project and set aside a budget of up to £13,000 in the 2018/19 budget to underwrite this project.’
5. A further meeting took place with representatives from the Lyme Regis branch of the Royal British Legion (RBL) on 5 May 2017 and a timetable for finalising war memorial proposals, costs, contract award and a campaign to raise public donations to the project was discussed.
6. The meeting also discussed events that could be put on in the town to commemorate the end of the First World War during 2018; the RBL said it would like to work alongside the town council to develop a programme of events in 2018.
7. To progress funding amendments to the war memorial and a programme of events to commemorate the centenary of the end of the First World War, the

## AGENDA ITEM 16

proposal is to establish a working group with members of both the Town Management and Highways Committee and the Tourism, Community and Publicity Committee and the Royal British Legion is also invited to sit on this working group.

8. Members may also wish to extend membership of the working group to the museum and theatre who are likely to be key contributors to events in 2018.
9. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Flying the Red Ensign for Merchant Navy Day

**Purpose of Report**

To allow members to consider a request from Seafarers UK<sup>1</sup> to fly the Red Ensign<sup>2</sup> for Merchant Navy Day on 3 September 2017

**Recommendation**

Members approve the request from Seafarers UK to fly the Red Ensign for Merchant Navy Day on 3 September each year

**Background**

1. Merchant Navy Day on 3 September has been commemorated since 2000.
2. On 31 May 2017, the town clerk received a request from Seafarers UK to fly the official flag of the British Merchant Navy, the Red Ensign, on 3 September 2017, **appendix 17A**. A 108" x 54" flag can be purchased for £45.71.
3. 3 September 1939 not only marked the outbreak of the Second World War, but also marked the first major maritime casualty when the SS Athenia was torpedoed a few hours after hostilities were declared with the loss of 128 passengers and crew.
4. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

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<sup>1</sup> Seafarers UK (formerly King's Fund for Sailors) was formed in 1917 to help support seafarers and their families during the First World War.

<sup>2</sup> The Red Ensign has been the recognised flag of the British Merchant Navy since 1854.

Mr John Wright  
Clerk  
Lyme Regis Town Council  
Town Council Offices  
Guildhall Cottage  
Lyme Regis  
Devon  
DT7 3BS

40265



26<sup>th</sup> May 2017

Dear Mr Wright

**Please fly the Red Ensign for Merchant Navy Day**

The Red Ensign is the official flag of the British Merchant Navy and those men and women on whom we depend to keep our island nation supplied with food, fuel and other imports.

Merchant Navy Day on 3<sup>rd</sup> September has been commemorated since 2000, but only for the past two years has it been the focus of our nationwide campaign to raise public awareness of our ongoing reliance on seafarers and shipping.

Flying the Red Ensign on a civic building or prominent flagpole provides an ideal opportunity for you to issue a press release with a photograph and to use your social media channels for publicity.

You may wish to arrange a flag-hoisting ceremony, inviting Merchant Navy veterans alongside your own councillors and local VIPs? In which case please feel free to read out the message of support from HRH The Earl of Wessex that is in the enclosed guide - along with plenty of other information.

Please let us know what you plan to do by completing the online form at [www.merchantnavyday.uk](http://www.merchantnavyday.uk)

Participating parish, town and community councils will be added to a prestigious 'Roll of Honour' on that website. And all those who send us a photograph will receive a commemorative certificate.

On behalf of Seafarers UK may I thank you in advance for supporting this important initiative.

Yours sincerely



Nick Harvey  
Campaigns Manager

P.S. As Merchant Navy Day falls on a Sunday this year, you may wish to arrange for your Red Ensign to be flown from Friday 1<sup>st</sup> to Monday 4<sup>th</sup> September?



**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Grant Agreement Review, Lyme Regis Football Club

**Purpose**

To inform members of a grant review meeting with the chairman of Lyme Regis Football Club

**Recommendation**

Members note the report

**Background**

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for Lyme Regis Football Club.
2. The purpose of the grant is to allow the football club to:
  - extend the football pitch and construct a covered area for spectators
  - extend the clubhouse to accommodate a kitchen
  - tarmac the car park and replace the roadside perimeter fencing.
3. The grant allocation is up to £25,000 per annum in 2016/17, 2017/18, 2018/19 and 2019/20. With the town council's consent, funding not committed in any one year can be transferred to the following year. The first project is the kitchen extension.
4. For each project, Lyme Regis Football Club must have in place a budget of £12,000 which will be used for the first payment: this represents the football club's commitment to allocate £36,000 to the three projects.
5. The grant agreement requires the town clerk and the councillor representative on Lyme Regis Football Club's Development Sub-Committee, Cllr S. Miller, to 'meet with one or more of the football club's sub-committee members to be appraised of design, procurement and works' progress against each project and the overall budget' and to report any material issues arising out of these discussions to this committee.
6. On 13 April 2017, the football club's chairman met with the town clerk to review progress on the football club's first project, the kitchen extension.
7. The football club chairman said the club had invited five companies to tender for the work: one tender had been received, another tender was expected and three companies had declined to tender.

## AGENDA ITEM 18

8. As stated, a condition of the grant agreement is the football club will contribute £12,000 to each of the three projects. The football club chairman confirmed the club had raised £7,700 towards the project and West Dorset District Council had agreed a grant of £5,000.
9. The football club chairman said the project was on target to start in June 2017.
10. On 8 May 2017, a further meeting took place between the chairman of the football club, Cllr S. Miller and the town clerk to further review progress. At the meeting, the football club chairman said only one tender had been received. Cllr S. Miller and the town clerk said any decision to appoint or not belonged to the football club but they stressed the requirement for the football club to appoint a suitably qualified, independent project manager.
11. On 10 May 2017, Cllr S. Miller received an email from the chairman of the football club confirming Millwey Mouldings had been appointed to undertake the kitchen project works, John Evans had been appointed as the project manager and the project start date was w/c 5 June 2017.
12. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

John Wright  
Town clerk  
June 2017

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of April and May 2017

**Recommendation**

Members note the report and approve the attached schedule of payments for April 2017 for the sum of £165,888.06 and May 2017 for the sum of £126,958.91

**Background**

1. Lyme Regis Town Council's Financial Regulations, and in particular 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.

2. Historically these reports have been taken directly to Full Council. Within the internal audit report in October 2016, it was agreed to bring future reports to either Full Council or Strategy and Finance for expediency.

**Report**

3. 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.

## AGENDA ITEM 19

4. I present the list of payments for the month of April 2017 and May 2017 **appendices 19A and 19B**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services. 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.

Keith Wilson  
Finance manager  
June 2017

**Lyme Regis Town Council**  
**Payments list for April 2017**

**Total**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>
<b>NAT WEST BANK</b>		
04/04/2017	Zurich Municipal	Annual Insurance
10/04/2017	New Vision Group	Web Site - Year 3 of 3
10/04/2017	WEST DORSET D.C.	Monthly Rates
11/04/2017	GIFFGAFF.COM	Mobile Phone
11/04/2017	DORSET COUNTY COUN	Bins
18/04/2017	GIFFGAFF.COM	Mobile Phone
18/04/2017	ALLSTAR BUSINESS	Fuel
18/04/2017	BANKLINE	Internet Banking Charges
18/04/2017	BNP PARIBAS LEASING	Annual Photocopy Lease
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	E.ON	Electricity
18/04/2017	OPUS ENERGY LTD	Electricity
19/04/2017	Customer	Refund of beach huts
20/04/2017	DORSET COUNTY COUN	Duplicate Direct Debit - Refunded 24/4/17
20/04/2017	DORSET COUNTY COUN	Bins
20/04/2017	Worldpay	Card Charges
21/04/2017	ANDREWS&ARNOLD LTD	Domain Name Charges
21/04/2017	WORLDPAY	Card Charges
24/04/2017	GIFFGAFF.COM	Mobile Phone
24/04/2017	SALARY	Staff Salaries
24/04/2017	SCOTTISHPOWER	Electricity
25/04/2017	E.ON	Electricity

165,888.06

<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
CHQ	10,804.23	0%	-	10,804.23	Office Expenses
CHQ	10,521.12	20%	1,753.52	8,767.60	Office Expenses
D/D	6,561.34	0%	-	6,561.34	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	494.33	0%	-	494.33	Outside Works
D/D	5.00	20%	0.83	4.17	Utilities
D/D	328.34	20%	54.72	273.62	Outside Works
D/D	46.30	0%	-	46.30	Office Expenses
D/D	1,633.73	20%	272.29	1,361.44	Office Expenses
D/D	13.64	5%	0.65	12.99	Utilities
D/D	6.13	5%	0.29	5.84	Utilities
D/D	12.26	5%	0.58	11.68	Utilities
D/D	31.24	5%	1.49	29.75	Utilities
D/D	35.06	5%	1.67	33.39	Utilities
D/D	37.14	5%	1.77	35.37	Utilities
D/D	230.69	5%	10.99	219.70	Utilities
D/D	7.80	5%	0.37	7.43	Utilities
D/D	8.70	5%	0.41	8.29	Utilities
D/D	7.85	5%	0.37	7.48	Utilities
CHQ	270.00	0%	-	270.00	Beach Hut
D/D	9,655.20	0%	-	9,655.20	Outside Works
D/D	727.28	0%	-	727.28	Outside Works
D/D	61.78	0%	-	61.78	Office Expenses
D/D	18.00	20%	3.00	15.00	Marketing & Tourism
D/D	30.18	0%	-	30.18	Office Expenses
D/D	5.00	20%	0.83	4.17	Utilities
D/D	28,256.78	0%	-	28,256.78	Staffing
D/D	337.00	5%	16.05	320.95	Utilities
D/D	232.13	5%	11.05	221.08	Utilities

**Lyme Regis Town Council**  
**Payments list for April 2017**

**Total**

<b>Date</b>	<b>Supplier</b>
25/04/2017	WEST DORSET DISTRI
27/04/2017	HMRC Tax

<b>Detail</b>
Shelters Loan repayment
April Tax & NIC

**LLOYDS BANK**

03/04/2017 Screwfix  
03/04/2017 Abby Fine Reader  
04/04/2017 GIFFGAFF.COM  
05/04/2017 Fossil Festival  
05/04/2017 LRDT PROPERTY M  
07/04/2017 Ebay  
10/04/2017 PITNEY BOWES  
10/04/2017 IFORM  
10/04/2017 GIFFGAFF.COM  
12/04/2017 KEOPS  
12/04/2017 KEOPS  
19/04/2017 EE & T-MOBILE  
20/04/2017 Worldpay  
24/04/2017 IP OFFICE  
26/04/2017 DVLA  
26/04/2017 CARRIER DIRECT LTD  
26/04/2017 WOODMEAD HALL  
26/04/2017 VPW Systems  
26/04/2017 PITNEY BOWES  
26/04/2017 AXMINSTER PRINTING  
26/04/2017 JKS Flooring  
26/04/2017 M J WHITE  
26/04/2017 MOLE AVON

Hex Shank Breaker  
Annual Licence - Web uploader  
Mobile Phone  
Grant  
Quarterly Rental  
Hoover Bags  
Postage  
Technical Specs & Drawings  
Mobile Phone  
Advance Payment - Ware Cliff Chalets  
Advance Payment - Ware Cliff Chalets  
Sim Cards (Parking machines + phones)  
Card Charges  
Phones & Broadband  
VEHICLE TAX  
Brochure costs  
Hire of Hall  
Domain Name Charges  
Franking Machine Lease  
Gateway Card  
Mini Golf Carpet  
Deer Fencing  
Evergreen complete

165,888.06

Payment Type	Probable Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
S/O	3,125.00	0%	-	3,125.00	Loan Charges
D/D	7,959.98	0%	-	7,959.98	Staffing
	<u>81,468.23</u>				

BACS	149.99	20%	25.00	124.99	Outside Works
BACS	39.38	20%	6.56	32.82	Office Expenses
DD	5.00	20%	0.83	4.17	Utilities
BACS	5,000.00	0%	-	5,000.00	Grants
BACS	250.51	20%	41.75	208.76	Office Expenses
POS	3.19	20%	0.53	2.66	Office Expenses
BACS	976.00	0%	-	976.00	Office Expenses
BACS	900.00	20%	150.00	750.00	Office Expenses
DD	10.00	20%	1.67	8.33	Utilities
BACS	24,000.00	20%	4,000.00	20,000.00	Outside Works
BACS	6,000.00	20%	1,000.00	5,000.00	Outside Works
DD	102.42	20%	17.07	85.35	Utilities
DD	75.56	0%	-	75.56	Office Expenses
DD	256.78	20%	42.80	213.98	Office Expenses
POS	240.00	0%	-	240.00	Outside Works
BACS	750.24	20%	125.04	625.20	Marketing & Tourism
BACS	23.00	0%	-	23.00	Outside Works
BACS	348.38	20%	58.06	290.32	Marketing & Tourism
BACS	415.08	0%	-	415.08	Office Expenses
BACS	126.00	20%	21.00	105.00	Office Expenses
BACS	3,081.80	20%	513.63	2,568.17	Outside Works
BACS	6,540.00	20%	1,090.00	5,450.00	Outside Works
BACS	189.50	20%	31.58	157.92	Outside Works



**Lyme Regis Town Council**  
**Payments list for April 2017**

**Total**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>
26/04/2017	LR PANTOMINE Society	Grant
26/04/2017	Customer	Shelters refund
26/04/2017	ARTHUR FORDHAM	Soft Broom, tape etc
26/04/2017	AXE SKIP HIRE	Skip Hire
26/04/2017	Bemrose Booth Paragon	Pay by phone charges
26/04/2017	CAROL WILLIAMS	Cleaning
26/04/2017	Staff	Expenses
26/04/2017	CLARITY COPIERS	Photocopy usage
26/04/2017	CREATIVE SOLUTIONS	Gateway Card
26/04/2017	COBALT TELEPHONE	Pay by phone charges
26/04/2017	DAPTC	Course Fees
26/04/2017	EUROFFICE	Paper envelopes etc
26/04/2017	Evergreen Renewable	Electrical work at Monmouth Beach
26/04/2017	GLEN CLEANING	Toilet Cleaning
26/04/2017	Staff	Expenses
26/04/2017	IRONMONGERY DIRECT	Tower Bolts
26/04/2017	LUKE LAWSON	IT Support
26/04/2017	LYME FORWARD	Quarterly Grant
26/04/2017	SIX PAYMENT Services	Card Transaction Fees
26/04/2017	WALLGATE	Annual servicing contract toilet equipment
26/04/2017	WESCO	Annual Fire Alarm maintenance
26/04/2017	SITEBOX	Compactor
26/04/2017	Staff	Expenses
26/04/2017	STEVE'S WINDSCREEN	Vehicle window replacement
26/04/2017	SOUTH WEST WATER	Water Charges
26/04/2017	TRAVIS PERKINS	Repair Macadam etc
26/04/2017	UNISON	Annual salary deductions
26/04/2017	VIEW FROM NEWSPAPER	Community week ads
26/04/2017	WDWA Transport	Grant
26/04/2017	PUBLIC WORKS LOANS	Pay off 4 Loans
26/04/2017	METRIC GROUP	Upgrade car park machines for new £1 coin

165,888.06

<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
BACS	689.46	0%	-	689.46	Grants
BACS	22.08	0%	-	22.08	Misc Income
BACS	21.47	20%	3.58	17.89	Outside Works
BACS	240.00	20%	40.00	200.00	Outside Works
BACS	205.87	20%	34.31	171.56	Outside Works
BACS	468.25	0%	-	468.25	Outside Works
BACS	14.94	0%	-	14.94	Staffing
BACS	439.68	20%	73.28	366.40	Office Expenses
BACS	792.38	20%	132.06	660.32	Office Expenses
BACS	31.31	20%	5.22	26.09	Outside Works
BACS	120.00	20%	20.00	100.00	Office Expenses
BACS	80.58	20%	13.43	67.15	Office Expenses
BACS	906.87	20%	151.15	755.73	Outside Works
BACS	1,144.37	20%	190.73	953.64	Outside Works
BACS	102.60	0%	-	102.60	Staffing
BACS	50.34	20%	8.39	41.95	Outside Works
BACS	300.00	0%	-	300.00	Marketing & Tourism
BACS	3,750.00	0%	-	3,750.00	Grants
BACS	121.61	0%	-	121.61	Outside Works
BACS	1,286.40	20%	214.40	1,072.00	Outside Works
BACS	456.00	20%	76.00	380.00	Outside Works
BACS	798.00	20%	133.00	665.00	Outside Works
BACS	24.66	0%	-	24.66	Staffing
BACS	216.00	20%	36.00	180.00	Outside Works
BACS	39.02	0%	-	39.02	utilities
BACS	540.44	20%	90.07	450.37	Outside Works
BACS	1,106.05	0%	-	1,106.05	Staffing
BACS	156.00	20%	26.00	130.00	Office Expenses
BACS	200.00	0%	-	200.00	Grants
BACS	19,282.76	0%	-	19,282.76	Loan Charges
BACS	1,123.20	20%	187.20	936.00	Outside Works

**Lyme Regis Town Council**  
**Payments list for April 2017**

**Total**

Date	Supplier	Detail
27/04/2017	Giff Gaff	Mobile Phone
27/04/2017	Giff Gaff	Mobile Phone
27/04/2017	Giff Gaff	Mobile Phone
28/04/2017	Giff Gaff	Mobile Phone
28/04/2017	ECLIPSE FLAGS	Flag kit for Jubilee Pavilion
	Petty cash	April

165,888.06

<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
BACS	164.39	5%	7.83	156.56	Utilities
	<u>84,397.56</u>				
	<u>22.27</u>				

**Lyme Regis Town Council**  
**Payments list for May 2017**

**Total**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>	<b>Payment Type</b>
10/05/2017	Fowler Hire	Lawn Scarifier	BACS
10/05/2017	GLEN CLEANING	Toilet Cleaning - 2 weeks	BACS
10/05/2017	HARBOUR VOICES	Grant	BACS
10/05/2017	IMAGIN	ID Badges	BACS
10/05/2017	KELTIC CLOTHING	Enforcement Clothing	BACS
10/05/2017	LUKE LAWSON	IT Support	BACS
10/05/2017	METRIC GROUP	Back Office	BACS
10/05/2017	MPS ALUMINIUM	Repair Door & lock Langmoor room	BACS
11/05/2017	CHARMOUTH SCOUT Group	Grant	BACS
11/05/2017	Staff	Expenses	BACS
11/05/2017	MOLE AVON	Staff Clothing	BACS
11/05/2017	ROYAL MAIL	Door to Door delivery charges - seagull leaflet	BACS
11/05/2017	SOUTH WEST WATER	Water	BACS
11/05/2017	ST MICHAEL'S SCHOOL	Grant	BACS
11/05/2017	TRAVIS PERKINS	Polymer Channel & Grating etc	BACS
11/05/2017	Uplyme Cricket Club	Grant	BACS
11/05/2017	VIRGILS WINDOWS	Window Cleaning - Jan - April	BACS
11/05/2017	WDDC	Cash Collection 2016/17	BACS
15/05/2017	EE & T-MOBILE	Sim cards	D/D
17/05/2017	DVLA	VEHICLE TAX	POS
19/05/2017	BOON BROWN	Prof fees - Park & Ride Planning Application	BACS
19/05/2017	Staff	Expenses	BACS
19/05/2017	FOREST AND TREE Care	Tree Cutting - 2 Days	BACS
19/05/2017	LR GIG CLUB	Grant	BACS
19/05/2017	LR SEA SCHOOL	Grant	BACS
19/05/2017	PITNEY BOWES	Ink Cartridges	BACS
19/05/2017	Worldpay	Card Transaction Fees	D/D
19/05/2017	Staff	Expenses	BACS
19/05/2017	IP Office	Office Telephones	D/D
19/05/2017	WDDC	Inflationary Increase on lease	BACS
22/05/2017	EAST DEVON	Park & Ride Planning Application	BACS
22/05/2017	Customer	Refund	BACS

126,958.91

<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
55.80	20%	9.30	46.50	Outside Works
622.34	20%	103.72	518.62	Outside Works
691.85	0%	-	691.85	Grants
52.86	20%	8.81	44.05	Office Expenses
587.16	0%	-	587.16	Staffing
300.00	0%	-	300.00	Marketing & Tourism
97.20	20%	16.20	81.00	Outside Works
267.31	20%	44.55	222.76	Outside Works
200.00	0%	-	200.00	Grants
29.00	0%	-	29.00	Staffing
557.42	20%	92.90	464.52	Outside Works
126.00	0%	-	126.00	Office Expenses
45.95	0%	-	45.95	utilities
2,500.00	0%	-	2,500.00	Grants
753.18	20%	125.53	627.65	Outside Works
2,099.00	0%	-	2,099.00	Grants
990.00	0%	-	990.00	Outside Works
5,670.95	20%	945.16	4,725.79	Utilities
102.42	20%	17.07	85.35	Utilities
240.00	0%	-	240.00	Outside Works
4,200.00	20%	700.00	3,500.00	Office Expenses
197.50	0%	-	197.50	Staffing
1,920.00	20%	320.00	1,600.00	Outside Works
2,592.00	0%	-	2,592.00	Grants
3,800.00	0%	-	3,800.00	Grants
179.77	0%	-	179.77	Office Expenses
92.64	0%	-	92.64	Office Expenses
72.63	0%	-	72.63	Staffing
253.49	20%	42.25	211.24	Office Expenses
40.80	0%	-	40.80	Licences/Leases
417.46	0%	-	417.46	Outside Works
25.00	0%	-	25.00	Beach Hut

**Lyme Regis Town Council**  
**Payments list for May 2017**

**Total**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>
23/05/2017	City Electrical	5 * Road Lantern
24/05/2017	Ebay	Stationary
24/05/2017	Ebay	2018 Diaries
25/05/2017	Ebay	Timer for table tennis
25/05/2017	URBAN CRAZY	Putters
26/05/2017	BRITISH TELECOM	Work on Ware Cliff
26/05/2017	DELICHON	Beach Wheelchair
30/05/2017	GIFFGAFF.COM	Mobile Phone
30/05/2017	GIFFGAFF.COM	Mobile Phone
30/05/2017	GIFFGAFF.COM	Mobile Phone
30/05/2017	GIFFGAFF.COM	Mobile Phone
30/05/2017	GIFFGAFF.COM	Mobile Phone
31/05/2017	ADVENTURE MOBILITY	Beach Wheelchair - 50% deposit
31/05/2017	DCC PENSION FUND	Monthly Pensions
	Petty Cash	May

126,958.91

<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
BACS	1,059.28	20%	176.55	882.73	Outside Works
POS	2.99	20%	0.50	2.49	Office Expenses
POS	6.52	20%	1.09	5.43	Office Expenses
POS	8.25	20%	1.38	6.88	Office Expenses
BACS	306.96	20%	51.16	255.80	Outside Works
BACS	1,252.08	20%	208.68	1,043.40	Utilities
BACS	3,624.00	20%	604.00	3,020.00	Outside Works
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
BACS	1,137.00	20%	189.50	947.50	Outside Works
BACS	9,450.65	0%	-	9,450.65	Staffing
	<u>58,691.33</u>				
	<u>10.83</u>				



**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Investments, Cash Holdings and Loans

### **Purpose of Report**

To inform members of investments, cash holdings and loans

### **Recommendation**

Members note the report

### **Background**

1. Details of monies held in the council's bank accounts and the council's outstanding loans at 20 June 2017 are attached, **appendix 20A**.
2. The total balance, £1,180,784, is in excess of the council's target reserve of £1,000,000, as proposed in December 2016 as part of the budget-setting process.
3. The total balance reflects the timing of the council's routine income and expenditure, i.e., a greater proportion of income is received during the early part of the financial year, while expenditure is spread more evenly throughout the year. August and September should have the highest bank balances of the year.
4. Following the closure of the Lyme Regis branch of the National Westminster Bank, the council predominantly uses Lloyds Bank for its day-to-day banking, although some transactions are still undertaken through NatWest Bank's online facility. Following the announcement of the closure of Lloyds Bank, the last bank in the town, consideration will have to be made regarding future banking arrangements.

### **Report**

5. Further to the Full Council's decision on 18 November 2015 to appoint Arlingclose as its treasury advisors, a meeting was held on 12 April 2016. Following that meeting, and with advice from Arlingclose, funds have been moved into time-limited deposits with Lloyds and Santander. This gives a balance between diversity of organisations and best interest rate returns. Interest rates are currently at an historic low, with the bank of England base rate down to 0.25%. The council's current investments average a return of approximately 0.7%.
6. Although interest rates are forecast to increase in the future, along with inflation, this increase is unlikely to make a significant change to the interest earned on council funds.

## **AGENDA ITEM 20**

7. At the Strategy and Finance Committee meeting on 15 March 2017, members considered investing some of the council's funds with the Churches, Charities and Local Authorities (CCLA). As a result, Mark Davies from CCLA has been asked to attend a meeting and make a presentation to members. The first mutually convenient date is 6 September 2017.
8. The loans from the Public Works Loan Board were paid off in April 2017, as recommended by this committee and subsequently resolved by Full Council on 2 November 2016.
9. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

Keith Wilson  
Finance manager  
June 2017

**Lyme Regis Town Council****Bank Balances****20-Jun-17**

	Total £	Access
<b>Nat West</b>		
General	1,000	Instant
Liquidity Manager 0.1%	49,096	Instant
Special Interest Bearing Account 0.5%	436,633	Instant
Christmas Lights	9,582	Instant
<b>Lloyds - Current</b> (£16,378 after reconciling items)	12,888	Instant
Lloyds - Liquidity Manager	111,044	Instant
Lloyds - Fixed Term Deposit - A 1.00%	100,000	Oct-17
Lloyds - Fixed Term Deposit - B 0.90%	100,000	Jan-18
Lloyds - Fixed Term Deposit - C 0.90%	100,676	Apr-18
Lloyds - Fixed Term Deposit - D 1.05%	100,000	Jul-17
<b>Santander 0.15%</b>	289	Instant
<b>Santander 0.55%</b>	157,092	180 Days
<b>Wilkinson Legacy 0.2%</b>	524	One month
<b>WDDC Deposit 0.7818%</b>	1,961	10 Days
	<b><u>1,180,784</u></b>	

**Loans to Lyme Regis Town Council****West Dorset District Council**

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	May-17	302,500	approx

**Public Works Loans**

Stabilisation	Apr-14	26,429	8%
	May-17	-	Repaid
Lord Lister	Apr-14	3,468	6%
	May-17	-	Repaid
Jane Austen	Apr-14	2,912	9.75%
	May-17	-	Repaid
Allotment Loan	Apr-14	725	6%
	May-17	-	Repaid

**Committee:** Strategy and Finance

**Date:** 28 June 2017

**Title:** Town Bus Service 71

**Purpose of Report**

To allow members to consider an interim arrangement for continuing a town bus service for Lyme Regis

**Recommendation**

To retrospectively authorise the deputy town clerk, in consultation with the chairman of this committee, together with the chairman of the Tourism, Community and Publicity committee to agree an interim arrangement with Dorset Community Transport to provide an appropriate book and ride (Section 19) town 'bus' service using a disabled-accessible 16-seat minibus for the period 24 July 2017 to 1 September 2017 in the first instance and within a budget of up to £4,000

**Report**

1. The town bus service 71 will come to an end on 24 July 2017 because of funding cuts by Dorset County Council.
2. From discussions with the current operator, it is clear the current service is very heavily subsidised and will not continue without similar levels of subsidy.
3. The level of subsidy is **far** greater than the budget of £12k which this council has identified in the 2017/18 budget for helping to fund a continued town bus service.
4. Discussions with potential operators of any replacement service have been made more complicated by the delayed announcement of the secondary schools' bus contract and the ongoing process of letting the primary schools' contract. This latter contract will not be finalised prior to service 71 being discontinued.
5. Working in conjunction with LymeForward, a meeting was arranged for 22 June 2017 to which representatives of various interested parties were invited, including Dorset Community Transport, Western Area Transport Action Group (WATAG) and TRIP Community Transport Association.
6. Although it may be possible to pick up a small number of the existing service 71 stops by re-routing other bus services (9A and X52), this still needs the approval of the operator, and the stops are limited in scope because of the size of the buses.

## AGENDA ITEM 22

7. If an alternative town service is to be introduced by 24 July 2017, the only viable option would seem to be to contract a not-for-profit operator such as Dorset Community Transport to provide a pre-book (Section 19) service.
8. This has the benefit of reducing the notice period required by the Traffic Commissioners and would allow a service to be up and running by 24 July 2017.
9. Dorset Community Transport has confirmed it would be able to operate such a service in Lyme, but to comply with the licensing requirements, arrange vehicle and driver availability and provide appropriate advanced publicity, it would need to be 'commissioned' by 30 June 2017, if possible.
10. Dorset Community Transport would supply a driver and a 16-seat disabled-accessible minibus on the basis that any fares would need to be pre-booked by 2pm the previous day.
11. The gross cost of such a service would be £200-300 per day, depending on the precise geographic extent, the hours of operation, the days of operation and the arrangements for the management of the booking of fares.
12. This cost would be reduced by any fare income, the reduction obviously dependent on the agreed level of (standard) fare and the level of patronage.
13. The minimum number of passengers on any given trip would normally be five and the expectation would be for one trip 'in' and 'out' each morning and afternoon at standard times.
14. Based on a service which operated two set days per week (probably Friday and Tuesday), the maximum cost to this council of underwriting such a service for the period 24 July to 1 September 2017 (12 days in the first instance) would be no more than about £3,600.
15. This figure would be reduced by fare income, which might amount to at least £500 for the same period based on a conservative estimate of the level of use and assuming that concessionary bus passes were not accepted (which would be normal for a service of this type).
16. More work needs to be done to agree the 'best' service arrangements and to further quantify costs and income. Because of the very tight timescales if a period of 'no service' is to be avoided, it is suggested members recommend to Full Council to retrospectively authorise the deputy town clerk, in consultation with the chairman of this committee, together with the chairman of the Tourism, Community and Publicity committee to agree an interim arrangement with Dorset Community Transport to provide an appropriate book and ride (Section 19) town 'bus' service using a disabled accessible 16-seat minibus for the period 24 July 2017 to 31 August 2017 in the first instance and within a budget of up to £4,000.

## AGENDA ITEM 22

17. Such an arrangement would allow time for the use of the service to be monitored and evaluated and would give the opportunity for service adjustments to be made going forward if required.
18. Any recommendations from this committee will be considered by the Full Council on 12 July 2017.

Mark Green  
Deputy town clerk  
June 2017