



John Wright  
Town Clerk

## Lyme Regis Town Council

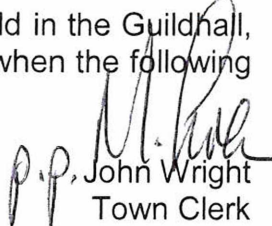
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### Strategy and Finance Committee

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 6 September 2017 commencing at 7pm when the following business is proposed to be transacted:

  
John Wright  
Town Clerk  
01.09.17

### AGENDA

#### 1. Public Forum

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

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

#### 2. Apologies

To receive and record apologies and reasons for absence

#### 3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 28 June 2017

#### 4. Disclosable Pecuniary Interests

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

#### 5. Dispensations

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

**6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 June 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.

**7. Update Report**

To update members on issues previously reported to this committee

**8. CCLA**

To allow members to receive a presentation from the investment company Churches, Charities and Local Authorities

**9. Review of Mandatory and Non-Mandatory Standing Orders**

To allow members to undertake a review of the mandatory and non-mandatory standing orders, in line with model standing orders provided by the National Association of Local Councils

**10. Budget Performance, 1 April–31 July 2017 and Full-Year Forecast**

To inform members of performance against budget from 1 April–31 July 2017 and to provide a forecast to 31 March 2018

**11. Lister Gardens boundary dispute**

To advise members of the action taken to date

*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*

**12. Credit Card Surcharge**

To inform members of the Payment Services Directive (PSD2) and to propose the removal of the 2% surcharge on credit card transactions imposed by the council with effect from 21 September 2017

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

To inform members of investments, cash holdings and loans

**14. List of Payments**

To inform members of the payments made in the months of June 2017

## **15. 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*

## **16. 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 11 – Lister Gardens Boundary Dispute**
- b) Agenda item 15 – Debtors' Report**

**Committee:** Strategy and Finance

**Date:** 6 September 2017

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 June 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**

**17/9/SF – Update Report**

**Site licences**

Letters, invoices, and licences/leases are in the process of being sent out.

There have been one or two last minute issues around a small number of the terms and conditions contained in the lease (not licence), but the solicitor has discussed the issues with both parties and has compiled an explanatory note which can be sent out and which, in conjunction with minor changes to wording, should address any concerns about the meaning of and/or intention behind the relevant provisions.

**17/11/SF – The Annual Review of the Communications/PR Policy and Procedure**

A report on publicising the council and keeping the electorate informed of its activities was considered by the Tourism, Community and Publicity Committee on 2 August 2017. It was recommended to the Full Council that the council has a regular column in the View From newspaper. It was also agreed Cllr J. Scowen would create a mock-up of an advert he suggested could feature in the local press, and this would be presented to Full Council on 20 September 2017.

Starting on 11 September 2017, weekly meetings will take place between several councillors, the town clerk and the admin officer to discuss live issues and how they will be dealt with from a PR perspective.

**17/14/SF – Section 106 Monies**

West Dorset District Council (WDDC) has been approached about the use of Section 106 monies to support the building of a café and toilets in Langmoor and Lister Gardens.

On 17 August 2017, a response was received from WDDC's leisure commissioning manager which identified a potential sum of £48,369 of Section 106 monies which could be made available for this project.

**17/15/SF – Woodmead Halls Toilets**

Woodmead Halls' management committee has accepted the council's offer of £9,940 per annum to allow public use of its toilets.

In response to the temporary closure of Marine Parade toilets earlier this year, Woodmead Halls' management committee has allowed the public to use its toilets from end-May 2017 onwards. In recognition of this, the town clerk has approved payment to Woodmead Halls' management committee for public use of its toilets from 1 June 2017.

On 15 September 2017, a meeting will take place between the chairman of Woodmead Halls' management committee and the town clerk to consider a draft service level agreement to cover the public use of Woodmead Halls' toilets.

**17/16/SF – War Memorial and Events to Commemorate the end of the First World War**

At the Full Council meeting on 12 July 2017, Cllrs Ellis, Broom, B. Larcombe and Hallett volunteered to sit on the working group set up to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War. The first meeting will take place on 22 September 2017. As agreed, representatives from the Royal British Legion, Marine Theatre and Lyme Regis Museum have been invited to attend.

Officers have obtained four quotes for the replacement memorial and are considering a grant application to the War Memorials Trust.

**17/17/SF – Flying the Red Ensign for Merchant Navy Day**

The council has purchased a flag and it will be flown on 3 September each year, as agreed.

**17/19/SF – List of Payments**

Officers can provide more information regarding numerous small monthly payments to Giff Gaff. Up to early 2016, the council had a business contract with Vodafone, the costs of which was about £450 per month (incl VAT, £375 excl VAT), for 15 mobile phones. Officers undertook some market testing and found the best alternative for general use was to use individual contracts with Giff Gaff (who operate using the O2 network). For the same 15 phones at £5 each, the cost would be £75 per month (including VAT, £62.50 excluding VAT); an annual saving to the council (excl VAT) of £3,750, or 83% of the Vodafone contract price. Giff Gaff do not have a corporate section, but once the initial contracts are set up, all payments are automatic so the administration cost is kept to a minimum.

The proposal from a member of the public to sell refreshments from the Candles on the Cobb Pavilion for charitable purposes, in exchange for cleaning the toilets and kitchen, was considered by the Town Management and Highways Committee on 26 July 2017.

A report on the cleaning of the Marine Parade and Candles on the Cobb Pavilion toilets was considered by the Town Management and Highways Committee on 26 July 2017.

**17/21/SF – Debtors' Report**

A report on winter boat storage for 2017/18 was considered by the Town Management and Highways Committee on 26 July 2017.

**17/22/SF – Town Bus Service 71**

This matter was considered at an extraordinary Full Council meeting on 22 August 2017 and approval was given for a three-year contract with Damory Go South West to provide a replacement town bus service. Discussions are taking place with Damory Go South to implement a replacement service.

John Wright  
Town clerk  
August 2017

**Committee:** Strategy and Finance

**Date:** 6 September 2017

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

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

A working group meeting arranged for Tuesday 18 July was postponed and will be re-arranged in September 2017.

**The Three Cups**

The chairman asked for an update on progress with the re-development of this site.

There has been a further discussion with the agent acting for the owners of the property.

A meeting is arranged with West Dorset planners next Tuesday, after which it is hoped that a further statement will be available.

A verbal update will be provided at the meeting.

**Regent Cinema**

The chairman asked for an update on progress with the re-development of this site.

The insurance claim resulting from the fire in 2016 has now been settled in full.

The Plans for the rebuilding of the site continue to be developed and the clear intention is that any plans will include a replacement cinema of one or two screens. We have also been told that we will have sight of the plans prior to their submission for planning permission.

The precise timescale for any reopening of the cinema remains uncertain.

**West Dorset District Council, Assets and Services**

On 3 August 2017, the deputy mayor and the town clerk met with West Dorset District Council's (WDDC) leader and one of its strategic directors. The meeting was also attended by mayors/leaders and clerks from Beaminster, Bridport, Dorchester and Sherborne.

## **AGENDA ITEM 7**

At the meeting, WDDC outlined their likely position on the transfer of assets and services; this is scheduled to be considered by WDDC's strategy committee on 12 September 2017.

WDDC identified five areas for potential transfer: tourist information, public toilets, town centre street cleaning, economic development and grant funding.

WDDC's stated its likely position was that any assets and services transferred to town councils could come with a 'dowry' but would not be supported with revenue funding or revenue generating assets, including car parks

To pursue this matter, a separate meeting with the WDDC strategic director who attended the meeting is being arranged.

John Wright  
Town clerk  
August 2017



**Committee:** Strategy and Finance

**Date:** 6 September 2017

**Title:** Churches, Charities and Local Authorities

**Purpose of Report**

To allow members to receive a presentation from the investment company Churches, Charities and Local Authorities

**Recommendation**

Members receive a presentation from Churches, Charities and Local Authorities and consider the option of investing part of its funds with Churches, Charities and Local Authorities at the next meeting of this committee on 18 October 2017

**Background**

On 15 March 2017, this committee considered the option of investing some of its funds with Churches, Charities and Local Authorities (CCLA). At that meeting, members asked for a representative from CCLA to attend a future meeting to make a presentation. On 20 April 2017, this committee was informed Mark Davies from CCLA was available to attend this meeting.

Following the presentation, members will have the opportunity to ask questions. To allow members to consider if the council should invest some of its funds through CCLA, a further report will be brought to this committee on 18 October 2017.

John Wright  
Town clerk  
August 2017

**Committee:** Strategy and Finance

**Date:** 6 September 2017

**Title:** Review of Mandatory and Non-Mandatory Standing Orders

### **Purpose of Report**

To allow members to undertake a review of the mandatory and non-mandatory standing orders, in line with model standing orders provided by the National Association of Local Councils

### **Recommendation**

Members approve the suggested amendments to standing orders to reflect the model standing orders provided by the National Association of Local Councils, specifically in relation to mandatory and non-mandatory clauses

### **Background**

1. The standing orders detail how the council organises its affairs and functions. It covers procedures during meetings, the committee structure the council wishes to use, financial matters not covered in the council's financial regulations, delegation to council officers and other matters. Sections of the standing orders are mandatory.
2. The council's existing standing orders require, under 1.j. x, 'an annual review and adoption of standing orders': standing orders were last reviewed by this committee on 15 March 2017.
3. At that meeting, a member questioned whether all the mandatory clauses, as indicated in bold text, were definitely mandatory, and vice versa. The town clerk said this would be checked again by officers.
4. It was subsequently resolved by Full Council to approve the council's standing orders, effective from 29 March 2017, subject to the checking of mandatory clauses.

### **Report**

5. Officers have now reviewed the model standing orders provided by the National Association of Local Councils (NALC), specifically in relation to the mandatory and non-mandatory clauses and found some inconsistencies with the council's standing orders.
6. Suggested amendments of mandatory and non-mandatory clauses are shown through tracked changes on the standing orders attached, **appendix 9A**.
7. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

Adrienne Mullins  
Administrative officer  
August 2017

## APPENDIX 9A

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**Explanatory Notes**

Standing Orders in **bold** type are mandatory.

These revised Standing Orders were adopted at the Full Council meeting held on ~~4-May~~ 201620 September 2017

## APPENDIX 9A

### 1 Meetings

- Mandatory for Full Council meetings •
- Mandatory for committee meetings •
- Mandatory for sub-committee meetings •

- a **Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. The press and public may be excluded by means of the following resolution: "That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw."**
- d Subject to standing order 1(c), but only within the designated part of the agenda, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This applies to all meetings of committees and sub-committees. However, in relation to Full Council meetings items raised in the 'Public Forum' session need not be confined to those on the current agenda but should relate to matters the Council can influence or control.
- e The period of time which is designated for public participation in accordance with standing order 1(d) shall not exceed 20 minutes.
- f Subject to standing order 1(e), each member of the public is entitled to speak once only and shall not speak for more than 3 minutes.
- g In accordance with standing order 1(d) a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) the Chairman may direct that a response to a question posed by a member of the public be referred to a councillor for a verbal response or to an employee for a written or verbal response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.

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- j A member of the public shall raise his/her hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- k Any member of the public speaking at a meeting shall address his/her comments to the Chairman and state their name and address.
- l Only one member of the public is permitted to speak at a time. If more than one member of the public wishes to speak, the Chairman shall direct the order of speaking.
- m **Any individual may:**
  - i. **Film, photograph or make an audio recording of a meeting;**
  - ii. **Use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;**
  - iii. **Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.**
- n The filming, photographing or audio recording of meetings must not be disruptive to the good order of the meeting, and the council will take measures to ensure that it protects children, the vulnerable and other members of the public who actively object to being filmed. There is a policy on the filming of meetings and members of the public.
- o In accordance with standing order 1(c), the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- p Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his/her absence be done by, to or before the Vice-Chairman.
- q The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- r Subject to standing order 1 (y), all recommendations or resolutions at a meeting shall be decided by a majority of the councillors present and voting thereon.
- s The Chairman may vote on any matter, and in the case of an equal number of votes may exercise his/her casting vote. This applies whether or not he/she made an initial vote. (See also standing orders 2 (h) and (i).)
- t 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

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APPENDIX 9A

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.

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- u ~~The minutes of a meeting shall record the names of councillors present and absent, and councillors shall provide a reason for their absence. Reasons for absence may be kept confidential at a councillor's request. The minutes of a meeting shall include an accurate record of the following: the time and place of the meeting; the names of the councillors present and absent, and councillors shall provide a reason for their absence, which may be kept confidential at the councillor's request; interests that have been declared by councillors and non-councillors with voting rights; whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered; if there was a public participation session; and the resolutions made.~~

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- v As outlined in the Local Government Act 1972, s 85(1) and (2), if a member fails throughout six consecutive months to attend any meetings of the council or of its committees or sub-committees of which they are a member, they cease automatically to be a member of the council unless the reason for absence has been approved by the Full Council before the end of the six-month period. The minutes shall record the grounds upon which apologies for absence are tendered.

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- w The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting. The voluntary code of conduct adopted by the Council shall also apply only to councillors who have signed up to that code in respect of the entire meeting.

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- x **A councillor or non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

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- y A disclosable pecuniary interest arising from the code of conduct adopted by the Council, the existence and nature of which, if not already included in the register of interests or if he/she has not notified the monitoring officer or town clerk of it, is required to be verbally disclosed by a councillor at the meeting where the matter arises and shall be recorded in the minutes. In accordance with the code of conduct for members, the member will then leave the meeting while a discussion and any voting on the matter relevant to their interest takes place.

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- z **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.**

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- aa **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned unless the agenda items merely involve an exchange of information. Any outstanding business requiring a proposed course of action, a recommendation or decision, shall be transacted at the next meeting.
- bb Meetings shall not normally exceed a period of 3 hours. The Administrative Officer will advise the Chairman after two hours so that a short recess will be considered.

### 2 Ordinary Council meetings

*See also standing order 1*

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6.7pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council. There is a separate programme for the election of chairman (Mayor) and vice-chairman (Deputy Mayor).
- f The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if any, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equal number of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until a new Chairman of the Council has been elected. He/she may exercise an

## APPENDIX 9A

original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equal number of votes.

- j Subject to (e) and followed by i. and ii. below, the remaining business scheduled shall be transacted during the course of the Council year, either by the Full Council or following consideration and recommendation from the relevant committee in an order that is expedient:
- k ~~In an election year, delivery by councillors of their declarations of acceptance of office~~ In an election year, delivery by the chairman of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the council of their acceptance of office form unless the council resolves for this to be done at a later date;
- i. In the ordinary year of election of the Council, to fill any vacancies left unfilled at the election by reason of insufficient nominations;
  - ii. Confirmation of the accuracy of the minutes of the last meeting;
  - iii. Full Council to receive and note minutes of and to determine by resolution recommendations made by committees;
  - iv. Review of delegation arrangements to committees, sub-committees, employees and other local authorities;
  - v. Review of the terms of references for committees;
  - vi. Receipt of nominations to existing committees;
  - vii. Election of chairmen and vice-chairmen to existing and any new committees to be carried out by the Full Council.
  - viii. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In a year of elections, if a Council's period of eligibility to exercise the general power of competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility;
  - xiii. Review of inventory of land and assets including buildings and office equipment;
  - xiv. Review and confirmation of arrangements for insurance cover in respect of all insured risks;
  - xv. Review of the Council's and/or employees' memberships of other bodies;
  - xvi. Review of the system of internal control and risk
  - xvii. Establishing or reviewing the Council's complaints procedure;
  - xviii. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
  - xix. Establishing or reviewing the Council's policy for dealing with the press/media;



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- xx. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead;
  - xxi. To receive and note such communications as the person presiding may wish to lay before the Council (Mayor's Announcements);
  - xxii. Receive internal and external auditors' reports;
  - xxiii. To answer questions from councillors;
  - xxiv. To authorise the sealing of documents;
  - xxv. To authorise the signing of orders for payment;
  - xxvi. To authorise the annual return.
- I. The office of Chairman (Mayor) shall not be held by the same person for more than two consecutive years unless there are no other nominees willing to accept office.

### 3 Proper Officer

- a The Council's Proper Officer shall be the Town Clerk and in his/her absence the Deputy Town Clerk.
- b The Council's Proper Officer shall do the following:
- i. **Sign and serve on councillors by delivery or post at their residences a signed summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting, or a summons by email, confirming the time, place and the agenda, provided any such email contains the electronic signature and title of the Proper Officer;** Formatted: Font: Not Bold
  - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);** Formatted: Font: Not Bold
  - iii. Include in the agenda reports and motions in the following order: governance, strategy and policy, financial performance and reports, operational performance and reports, any other business.
  - iv. Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.
  - v. **Convene a meeting of Full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office, in accordance with standing order 3(b)(i);**
  - vi. Make available for inspection the minutes of meetings;
  - vii. **Receive and retain copies of byelaws made by other local authorities;**
  - viii. **Receive and retain declarations of acceptance of office from councillors;** Formatted: Font: Not Bold
  - ix. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection;
  - x. Keep proper records required before and after meetings;
  - xi. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same;
  - xii. Receive and send general correspondence and notices on behalf of the

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- Council except where there is a resolution to the contrary;
- xiii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form;
  - xiv. Arrange for legal deeds to be sealed using the Council's common seal and witnessed. *See also standing orders 14(a) and (b)*;
  - xv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
  - xvi. Record every planning application notified to the Council and the Council's response to the local planning authority in the Planning Committee minute book;
  - xvii. Refer a planning application received by the Council to the Chairman or in his/her absence Vice-Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
  - xviii. Retain custody of the seal of the Council which shall not be used without a resolution to that effect;
  - xix. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

### 4 Motions requiring written notice

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b In accordance with standing order 3(b)(iii), no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 10 working days before the next meeting.
- c The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) is not clear in meaning, the motion shall be rejected until the member submitting the motion resubmits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.
- e If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Having consulted the Chairman or councillors pursuant to standing order 4(d), the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- g Every motion rejected in accordance with the Council's standing orders shall be

## APPENDIX 9A

duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.
- i If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Chairman, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

### 5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice:
  - i. To appoint a person to preside at a meeting;
  - ii. To approve the absences of councillors;
  - iii. To approve the accuracy of the minutes of the previous meeting;
  - iv. To correct an inaccuracy in the minutes of the previous meeting;
  - v. To dispose of business, if any, remaining from the last meeting;
  - vi. To alter the order of business on the agenda for reasons of urgency or expedience;
  - vii. To proceed to the next business on the agenda;
  - viii. To close or adjourn debate;
  - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee;
  - x. To appoint a committee or sub-committee or any councillors to that committee (including substitutes);
  - xi. To note the minutes of a meeting of a committee or sub-committee;
  - xii. To consider a report and/or recommendations made by a committee or a sub-committee or an employee;
  - xiii. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant;
  - xiv. To authorise legal deeds to be sealed by the Council's common seal and witnessed;  
*See standing orders 14(a) and (b);*
  - xv. To authorise the payment of monies up to £7,500 under the conditions set out by the financial regulations;
  - xvi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it;
  - xvii. To extend the time limit for speeches;
  - xviii. To exclude the press and public for all or part of a meeting;
  - xix. To silence or exclude from the meeting a councillor or a member of the public for disorderly conduct;
  - xx. To give the consent of the Council if such consent is required by standing orders;
  - xxi. ~~To suspend any standing order except those which are mandatory by law;~~ To suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xxii. To adjourn the meeting;

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## APPENDIX 9A

- xxiii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies;
- xxiv. To answer questions from councillors;
- xxv. To give leave to withdraw a resolution or amendment.

- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

### 6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b A report will be provided to members to consider containing a recommendation(s).
- c Members will debate the matter(s) outlined in the report.
- d The chairman calls for a member to put forward a proposal based upon a recommendation(s) within the report.
- e The chairman calls for a member to second the proposal. As soon as this happens the proposal will become "Substantive motion 1".
- f At this point, amendments may be proposed. If there is more than one amendment then each will be dealt with separately, with only one amendment being dealt with at a time.
- g The chairman will now call for the proposed amendment to be seconded.
- h If the amendment is seconded then the members can debate the amendment.
- i The chairman will then call for a vote on the amendment.
- j If the vote is successful the chairman will declare the proposal carried. This will become "substantive motion 2" which renders the original motion redundant.
- k If the amendment was not seconded or the amendment was defeated by voting then the chairman will refer back to "substantive motion 1".
- l The chairman will now ask if there are any further amendments.
- m If no further amendments are proposed the chairman will either declare "substantive motion 2" as carried or will call for a vote for "substantive motion 1".
- n If the vote for "substantive motion 1" is lost then the chairman will move onto the next agenda item.

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- o Once a substantive motion has been put to the vote and carried and there are no further amendments to be considered then the chairman will move on to the next agenda item.
- p The chairman may, at their discretion, allow debate on more than one amendment to take place, if it is practical to do so.
- q Where there are a number of amendments, the mover of the original motion shall have the right to reply before it is put to the vote.
- r Any amendment to a motion shall be either:
  - i. to leave out words;
  - ii. to add words;
  - iii. to leave out words and add other words.
- s The number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- t A councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation or to move a closure.
- u During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the irregularity in the meeting he/she is concerned by.
- v A point of order shall be decided by the Chairman and his/her decision shall be final.
- w With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer.
- x When a councillor's motion is under debate no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be silent or for him/her to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting;
  - ix. to suspend any standing order, except those which are mandatory.
- y No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by consent of the Council.
- z A member shall stand when speaking at a meeting of the Council but may remain seated when speaking at committee meetings.

## APPENDIX 9A

- aa Whenever the Mayor rises during a debate at Full Council all other members shall be seated and silent.

### 7 Code of conduct and dispensations

- a ~~All councillors shall observe the code of conduct adopted by the Council. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.~~

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- b Councillors shall be given the opportunity to sign up to the voluntary code of conduct adopted by the Council. Members who have signed up to this code will be expected to observe it.

- c All councillors shall undertake training in the code(s) of conduct as soon as this can be arranged following delivery of their declaration of acceptance of office.

- d ~~Councillors with a disclosable pecuniary interest in relation to any item of business being transacted at a meeting must leave the room or chamber for the discussion of the item. Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.~~

- e Councillors may request a dispensation to participate in a discussion and vote on a matter, by making a written request to the council's proper officer. **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.** ~~Requests can be made up to 12 noon on the day of the meeting that the request relates to, except in special circumstances at the proper officer's discretion.~~

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- f. ~~A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.~~

- g. A dispensation request shall confirm:

- i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- iv. An explanation as to why the dispensation is sought.

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- h. Subject to standing orders 7(e) and (g), dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

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- i. A dispensation may be granted in accordance with standing order 7(f) if having regard to all relevant circumstances, the following applies:

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- i. Without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
- ii. Granting the dispensation is in the interests of persons living in the council's area or
- iii. It is otherwise appropriate to grant a dispensation.

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**8 Code of conduct complaints**

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a Upon notification by the district, unitary or county council that is dealing with a complaint that a councillor or non-councillor with voting rights has breached the councils code of conduct, the Proper Officer shall, subject to standing order 25, report this to the council.

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b Where notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the chairman of council of this fact, and the chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 8(d).

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c The council may:

- i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
- ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

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d. Upon notification by the district or unitary council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.

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**9. Questions**

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- a A councillor may seek an answer to a question concerning any business of the Council.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the Full Council meeting set aside for such questions.
- c Every question shall be put and answered without discussion.
- d A person to whom a question has been put may decline to answer.

**10 Minutes**

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except

## APPENDIX 9A

in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv).

- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman at the next scheduled meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes of the meeting shall be destroyed. The adopted minutes are the formal record of the meeting and no other information is to be considered.

### 11 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly, disregard the ruling of the Chairman, wilfully obstruct business or behave in such a manner as to bring the Council into disrepute.
- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a), the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b), is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he/she may adjourn the meeting.

### 12 Rescission of previous resolutions

- a A resolution of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 6 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) has been disposed of, no similar motion may be moved within a further 6 months.
- c Minor amendments required to the council's policies and/or procedures within the 6 months will not require a rescission of a previous resolution.

### 13 Voting on appointments

- a Where more than 2 persons have been nominated for a position to be filled by the



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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 is also an ex-officio voting member of all committees, he/she is in a position to open and Chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee Chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way. The Town Clerk or other officer cannot open or Chair a committee or sub-committee meeting.

14 **Responsible Financial Officer**

~~a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.~~

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15 **Expenditure**

a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

~~b The Council's financial regulations shall be reviewed once a year. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.~~

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c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

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16 **Execution and sealing of legal deeds**

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b In accordance with a resolution made under standing order 14(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.

17 **Committees and sub-committees**

See also standing order 1

~~a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.~~

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~~b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.~~

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~~c Unless the council determines otherwise, all members of an advisory committee and a sub-committee of the advisory committee may be non-~~

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- ad The Council may, ~~at its annual meeting,~~ appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
- i. shall determine their terms of reference;
  - ii. may permit committees to determine the dates of their meetings;
  - iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
  - iv. elect chairmen and vice-chairmen;
  - v. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 7 days before the meeting that they are unable to attend;
  - vi. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv)) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
  - vii. may in accordance with standing orders, dissolve a committee at any time.
- e The Chairman of the Council shall be an ex-officio voting member of every committee.
- f The quorum of a committee shall be determined by the Council in appointing the committee and establishing its terms of reference.
- g. Councillors who become members through a by-election or co-option shall be allowed to choose which committees they serve on and shall be given full voting rights on those committees. Membership of the chosen committee(s) must be resolved by the Full Council before the member is able to vote as part of the committee, although they may attend and take part in meetings in the meantime.

### **b—Sub-committees**

*See also standing order 1*

- ~~a—Unless there is a Council resolution to the contrary, committees may appoint sub-committees whose membership and terms of reference shall be determined by resolution of the committee.~~
- ~~b—The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.~~

### **18 Extraordinary meetings**

*See also standing order 1*

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not or refuses to call an extraordinary**

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meeting of the Council within 7 days of having been requested to do so by two councillors, ~~these any~~ two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.

- c The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

### 19 Advisory committees

See also standing order 1

- a The Council, its committees and sub-committees may appoint advisory committees, working groups or panels comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.
- c The membership and terms of reference of any advisory committee, working group or panel shall be determined by the appointing body i.e. Council, committee or sub-committee.

### 20 Accounts and Financial Statement

a "Proper practices in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)."

ab All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

c The Responsible Financial Officer shall append to each agenda of the Full Council a statement summarising the Council's payments to the end of the month. The council will consider its income and expenditure accounts four times a year, normally at meetings in September, October, March and June. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide to the Full Council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.

be The year end accounting statements shall be prepared in accordance with proper

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practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

### 21 Estimates/precepts

- a The Council shall approve written estimates for the coming financial year setting the precept level at its meeting before the end of December.

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### 22 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender or in acting as a Council representative were a candidate for an appointment.

### 23 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his/her official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

### 24 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

### 25 Confidential business

- a Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b The discussion of the following types of business will be treated as confidential:
- i. Engagement, terms of service, conduct and dismissal of employees;

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- ii. Terms of tenders, and proposals and counter-proposals in negotiations for contracts;
  - iii. Preparation of cases in legal proceedings; and
  - iv. Early stages of any dispute.
- c A councillor in breach of the provisions of standing order 24(a) may be removed from a committee, sub-committee or working group by a resolution of the Council.

26 *Reserved for potential future use.*

### **27 Matters affecting council employees**

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Human Resources Committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c).
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the Human Resources Committee or, in his/her absence, the Vice-Chairman of the Human Resources Committee of any prolonged or extended absence occasioned by illness or urgency and that person shall report such absence to the Human Resources Committee at its next meeting.
- c The Chairman of the Human Resources Committee or in his/her absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Town Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by the Human Resources Committee.
- d Subject to the Council's policies regarding the handling of grievance and disciplinary matters, the Town Clerk (or other employees) shall contact the Chairman of the Human Resources Committee or in his/her absence, the Vice-Chairman of the Human Resources Committee in respect of a grievance matter, and this matter shall be reported back and progressed by resolution of the Human Resources Committee.
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if a grievance matter raised by the Town Clerk relates to the Chairman or Vice-Chairman of the Human Resources Committee, this shall be referred to another member of the Human Resources Committee, which shall be reported back and progressed by resolution of the Human Resources Committee, for reporting to the Full Council for resolution.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or

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details of a medical condition shall be made available only to those persons with responsibility for the same.

- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h), if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) shall be provided only to (Town Clerk, Deputy Town Clerk, and Finance Officer) and/or the Chairman of the Council or the Chairman of the Human Resources Committee.
- k In every year, not later than the meeting at which the estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees.

### **28 Freedom of Information Act 2000**

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Strategy & Policy Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x).
- c The outcome of all Freedom of Information Act complaints to the Information Commissioner's Office will be reported through the relevant committee to the Full Council.

### **29 Relations with the press/media**

- a All requests from the press or other media for a verbal 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.
- b 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.

### **30 Liaison with District and County Councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the District and County Council representing its electoral ward.
- b District and County Councillors will be offered regular meetings with the Mayor, chairman of the Strategy and Policy Committee and the town clerk.

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### 31 Financial matters

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the accounting records and systems of internal control;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
  - v. procurement policies (subject to standing order 30(b)) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b ~~Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c).~~ Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c).
- c Any formal tender process shall comprise the following steps:
- i. ~~a public notice of intention to place a contract to~~ the invitation to tender shall be advertised -be placed- in a local newspaper and in any other manner that is appropriate;
  - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
  - iii. an invitation to tender shall be drawn up to confirm the council's specification; the time, date and address for the submission of tenders; the date of the council's written response to the tender; and the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iv. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
  - v. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
  - vi. tenders are then to be assessed and reported to and considered by the appropriate meeting of Council or a committee or sub-committee with delegated responsibility.
- d Neither the Council, nor any committee or sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender, estimate or quote.
- e The Council's tender documents will state that the price submitted by the successful contractor or consultant will be made public. However, prices submitted for component parts of tenders will not be made public.

## APPENDIX 9A

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f Tender prices submitted by unsuccessful organisations will not be released into the public domain.

g **Where the value of a contract is likely to exceed £25,000, the Council must satisfy the requirements of the Public Contracts Regulations 2015, which include use of the Contracts Finder website.**

h **Where the value of a contract is likely to exceed £164,176, the Council must incorporate the Public Contracts Directive 2014/24/EU.**

### 32 Variation, revocation and suspension of standing orders

a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

### 33 Standing orders to be given to councillors

a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his/her declaration of acceptance of office.

b The Chairman's decision as to the application of standing orders at meetings shall be final.



**Committee:** Strategy and Finance

**Date:** 6 September 2017

**Title:** Budget Performance, 1 April–31 July 2017 and Full-Year Forecast

**Purpose of Report**

To inform members of performance against budget from 1 April–31 July 2017 and to provide a forecast to 31 March 2018

**Recommendation**

Members note the report

**Report**

1. Attached at **appendix 10A** is the budget report for 1 April to 31 July 2017, together with a forecast for the full year. Below is a summary forecast of the council’s overall position to 31 March 2018. This summary includes project/objective expenditure.

<b>Operations £000’s</b>	<b>Actual to July 2017</b>	<b>2017-18 Budget</b>	<b>2017-18 Forecast</b>
Income	586	1,410	1,669
Expenditure	617	1,392*	1,552
<b>Surplus</b>	<b>(33)</b>	<b>18*</b>	<b>117</b>

\* The budgeted expenditure and surplus include £106k for one-off objectives in 2017/18. These are: IT kit (£10k); CCTV police cameras (£26k); millennium clock repairs (£12k); Wi-fi feasibility (£5k); Loan repayments (£23k); Park & Ride provisioning (£20k); security review (£5k); and improve disabled experience (£5k).

**Analysis**

2. This section of the report refers to the main budget headings and material deviations from those heading. Please refer to the budget report at **appendix 10A**. For ease of reference, the number in the note column of the appendix is referred to in the main body of the report.

**Income**

3. **Car Parks**<sup>1</sup>. In 2016/17 the council increased parking charges for the sea front by 20%, and this was included in the budgets for that year and for 2017/18. The actual income increases for 2016/17 turned out to be Woodmead 11%, Cabanya 14% and Monmouth Beach 41%. As the weather over the summers of 2015 and 2016 was not dissimilar, it is a little difficult to arrive at a definitive reason for the increased income in 2016/17 at Woodmead and Monmouth Beach. The current forecasts (the

budgets are set at 95% of expected income) have Monmouth Beach £23k better than budget, Cabanya £14k, and Woodmead £11k. As well as the car park income, parking fines are forecasted to be £6k above budget, and parking permits a further £3k.

4. **Chalets/Beach Huts/Caravans**<sup>2</sup> income is forecast above budget by £34k; this is due to transfer fees being paid, for which we do not assume any income within the budget, and the Alder King report leading to a small unbudgeted increase in total fees.
5. **Amenity income**<sup>3</sup> is forecasted to be £15k above budget. Again prudent budgeting at 95% will contribute to this, but also the good weather to mid-July will have increased income. The putting green re-opened in June, but income to the end of July was less than £1k.
6. **Other income**<sup>4</sup> is forecast to be £150k above budget, due to anticipated income from the provision and sale of the 6 new chalets on Ware Cliff. There are additional costs that offset this within outside works, below.

#### Expenditure

6. Forecast **democratic representation**<sup>5</sup> expenditure is £10k below budget as not all councillors claim the "allowance".
7. Forecast **outside works**<sup>6</sup> expenditure is £200k above budget. £150k of this is anticipated expenditure on the Ware Cliff chalets (above). On top of this included in the forecasted expenditure on the lengthsman vehicle (£10k), water bowser, pressure washer etc (£6k), and provision for a further £10k of future expenditure. It also includes £30k assumed expenditure on the seafront railings, which were budgeted in prior years, and the funds held in reserves.
8. Forecast **grants expenditure**<sup>7</sup> is £16k above budget, largely due to the delayed £25k payment of the grant to the football club from last financial year. This is slightly reduced as not all the grants pot was allocated.
9. Forecast **utilities expenditure**<sup>8</sup> is £21k below budget, however the energy contracts are again due for renewal in December so we will have a better idea then of future charges.
10. Forecast **staffing costs**<sup>9</sup> are £16k below budget, mainly because not all staff have joined the pension scheme, although there have been some vacancies.
11. Any recommendations from this committee will be considered by the Full Council on 20 September 2017.

Keith Wilson  
Finance manager  
September 2017

<b>July 2017</b>	<b><u>Budget</u></b>	<b><u>Forecast</u></b>
<b>Income</b>		
Precept	122,514	122,514
Car parks	591,939	649,258
Chalets/Beach huts/Carava	282,393	316,614
Concessions	39,088	39,266
Commercial rents	208,019	207,459
Marketing	19,650	18,318
Amenity area	86,346	101,144
Cemetary	1,866	7,729
Licenses	14,322	12,502
Other	40,415	190,365
Income from Investments	4,028	3,952
	1,410,580	
<b>Expenditure</b>		
Office administration	109,912	108,224
Rents	4,068	4,067
Licenses/Leases	3,950	3,950
Democratic representation	21,210	11,292
Outside works	244,886	444,445
Grants/SLA	146,014	162,175
Utilities	145,253	124,061
Staffing	589,659	573,595
Marketing & Tourism	52,842	48,940
Other	14,000	14,000
Loan charges inc interest	60,651	56,783
	1,392,445	
<b>Gross Profit/(Loss):</b>		18,135
<b>Trading Surplus/(deficit)</b>		18,135

## APPENDIX 10A

Variance Favourable /(Unfavourable)	%age variance Favourable /(Unfavourable)	Note
0	0%	
57,319	10%	1
34,221	12%	2
178	0%	
(560)	(0%)	
(1,332)	(7%)	
14,798	17%	3
5,863	314%	
(1,820)	(13%)	
149,950	371%	4
(76)	(2%)	
1,669,120	258,540	18%
1,688	2%	
1	0%	
0	0%	
9,918	47%	5
(199,559)	(81%)	6
(16,161)	(11%)	7
21,192	15%	8
16,064	3%	9
3,902	7%	
0	0%	
3,868	6%	
1,551,532	(159,087)	(11%)
117,588		
117,588	99,453	548%

**Committee:** Strategy and Finance

**Date:** 6 September 2017

**Title:** Credit Card Surcharge

### **Purpose of Report**

To inform members of the Payment Services Directive (PSD2) and to propose the removal of the 2% surcharge on credit card transactions imposed by the council with effect from 21 September 2017

### **Recommendation**

The council removes the 2% surcharge it imposes on credit charge transactions from 21 September 2017

### **Background**

1. Historically, the council has imposed a surplus on credit card transactions; the surcharge is currently 2% on transactions over £500. The council does not apply a surcharge to debit card transactions
2. The origin and basis of this policy is unknown but it has been operational for at least six years.
3. Applying a surcharge for credit card transactions is common place in the private sector, central government and local government and has been applied to offset transaction costs applied by the credit card companies. However, there has been criticism that some organisations apply charges above that levied by the credit card companies and make a profit out of credit card user transactions.
4. The income the council derives from the surcharge is minimal: £56 in 2016/17. In addition, the surcharge causes bad feeling.
5. From 13 January 2018, the Payment Services Directive (PSD2) will make it illegal to add any surcharge to credit or debit card transactions.
6. Members are asked to recommend to the Full Council the removal of the credit card surplus with immediate effect.
7. Any recommendations from this committee will be considered by the full council on 20 September 2017.

John Wright  
Town clerk  
August 2017

**Committee:** Strategy and Finance

**Date:** 6 September 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 30 August 2017 are attached, **appendix 13A**.
2. The total balance, £1,244,548, 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 normally 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.

**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.
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

## **AGENDA ITEM 13**

and Local Authorities (CCLA). As a result, Mark Davies from CCLA is attending this meeting and will make a presentation to members.

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 20 September 2017.

Keith Wilson  
Finance manager  
August 2017

**Lyme Regis Town Council****Bank Balances****30-Aug-17**

	<b>Total £</b>	<b>Access</b>
<b>Nat West</b>		
General (reconciled balance £1,450)	1,000	Instant
Liquidity Manager 0.1%	50,191	Instant
Special Interest Bearing Account 0.5%	386,640	Instant
Christmas Lights (reconciled balance £10,964.27)	10,289	Instant
<b>Lloyds - Current</b> (£13,127 after reconciling items)	11,120	Instant
Lloyds - Liquidity Manager	222,210	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%	101,050	Jul-18
<b>Santander 0.15%</b>	289	Instant
<b>Santander 0.55%</b>	158,592	180 Days
<b>Wilkinson Legacy 0.2%</b>	524	One month
<b>WDDC Deposit 0.7818%</b>	1,968	10 Days
	<b><u>1,244,548</u></b>	

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

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Aug-17	295,000	approx

**Public Works Loans**

Zero  
All repaid April 2017



**Committee:** Strategy and Finance

**Date:** 6 September 2017

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of June 2017

**Recommendation**

Members note the report and approve the attached schedule of payments for June 2017 for the sum of £210,613.73

**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 14**

4. I present the list of payments for the month of June 2017 **appendix 14A**. 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  
August 2017

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

**Total**

Date	Supplier	Detail	Payment Type
<b>NAT WEST BANK</b>			
01/06/2017	SOUTH WEST WATER	Water	D/D
01/06/2017	SOUTH WEST WATER	Water	D/D
01/06/2017	SOUTH WEST WATER	Water	D/D
01/06/2017	BRITISH TELECOM	Broadband	D/D
02/06/2017	Martins Excavation	Ware Cliff Chalet work	005693
06/06/2017	Dorset County Hospital	Mayors Charity	000594
08/06/2017	SALARY	Staff salary	BACS
12/06/2017	WEST DORSET D.C.	Business Rates	D/D
12/06/2017	Giff Gaff	Mobile Phone	D/D
14/06/2017	ALLSTAR BUSINESS	Monthly Petrol	D/D
15/06/2017	BANKLINE	Bank charges	D/D
16/06/2017	OPUS ENERGY LTD	Monthly Energy	D/D
19/06/2017	Giff Gaff	Mobile Phone	D/D
20/06/2017	E.ON	Monthly Energy	D/D
20/06/2017	E.ON	Monthly Energy	D/D
20/06/2017	E.ON	Monthly Energy	D/D
20/06/2017	E.ON	Monthly Energy	D/D
20/06/2017	E.ON	Monthly Energy	D/D
20/06/2017	E.ON	Monthly Energy	D/D
20/06/2017	E.ON	Monthly Energy	D/D
21/06/2017	WORLDPAY	Monthly Transaction charges	D/D
21/06/2017	WORLDPAY	Monthly Transaction charges	D/D
22/06/2017	SALARY	Staff salary	BACS
23/06/2017	SCOTTISHPOWER	Monthly Energy	D/D
23/06/2017	E.ON	Monthly Energy	D/D
23/06/2017	Giff Gaff	Mobile Phone	D/D
26/06/2017	E.ON	Monthly Energy	D/D

210,613.73

<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
28.10	0%	-	28.10	utilities
89.53	0%	-	89.53	utilities
104.04	0%	-	104.04	utilities
8.92	20%	1.49	7.43	Utilities
26,751.47	20%	4,458.58	22,292.89	Outside Works
1,200.00	0%	-	1,200.00	Other Expenditure
1,502.20	0%	-	1,502.20	Staffing
6,562.00	0%	-	6,562.00	Utilities
5.00	20%	0.83	4.17	Utilities
494.19	20%	82.37	411.83	Outside Works
47.90	0%	-	47.90	Office Expenses
15.25	5%	0.73	14.52	Utilities
5.00	20%	0.83	4.17	Utilities
221.95	5%	10.57	211.38	Utilities
12.69	5%	0.60	12.09	Utilities
8.39	5%	0.40	7.99	Utilities
17.69	5%	0.84	16.85	Utilities
40.47	5%	1.93	38.54	Utilities
8.04	5%	0.38	7.66	Utilities
17.10	5%	0.81	16.29	Utilities
30.18	0%	-	30.18	Office Expenses
35.78	0%	-	35.78	Office Expenses
29,905.64	0%	-	29,905.64	Staffing
422.00	5%	20.10	401.90	Utilities
40.75	5%	1.94	38.81	Utilities
5.00	20%	0.83	4.17	Utilities
139.83	5%	6.66	133.17	Utilities

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

**Total**

Date	Supplier	Detail	Payment Type
26/06/2017	E.ON	Monthly Energy	D/D
26/06/2017	E.ON	Monthly Energy	D/D
26/06/2017	E.ON	Monthly Energy	D/D
26/06/2017	E.ON	Monthly Energy	D/D
26/06/2017	WEST DORSET DISTRI	Loan Repayment	D/D
29/06/2017	DORSET COUNTY COUN	Monthly Wheely bin hire	D/D
30/06/2017	SALARY	Staff salary	BACS

**LLOYDS BANK**

02/06/2017	Ebay	Stationary	DEB
02/06/2017	Ebay	Stationary	DEB
05/06/2017	GIFFGAFF.COM	Monthly Giff Gaff Bundle	DEB
05/06/2017	Ebay	External works	DEB
09/06/2017	GIFFGAFF.COM	Monthly Giff Gaff Bundle	DEB
12/06/2017	A J SUPPLIES	Cleaning supplies	FPO
12/06/2017	Customer	2nd beach hut key refund	FPO
12/06/2017	ARTHUR FORDHAM	Various external works	FPO
12/06/2017	AXEMINSTER TOOLS	External works tool	FPO
12/06/2017	BOON BROWN	Re: Rails Marine parade	FPO
12/06/2017	BURTLE SILVER BAND	Band performance	FPO
12/06/2017	C K COMMUNICATIONS	Enforcement Radio	FPO
12/06/2017	CARRIER DIRECT	Jul fulfilment	FPO
12/06/2017	CREATIVE SOLUTIONS	Aluminium signs	FPO
12/06/2017	DORSET COUNTY COUN	Wheely bin hire	FPO
12/06/2017	DCC PENSION FUND	July Pension	FPO
12/06/2017	GLEN CLEANING	Monthly cleaning bill	FPO

210,613.73

<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
6.32	5%	0.30	6.02	Utilities
61.60	5%	2.93	58.67	Utilities
47.85	5%	2.28	45.57	Utilities
7.10	5%	0.34	6.76	Utilities
3,125.00	0%	-	3,125.00	Loan Charges
827.75	0%	-	827.75	Outside Works
3,337.13	0%	-	3,337.13	Staffing
<hr/>				
<b>75,131.86</b>				
<hr/>				
13.80	20%	2.30	11.50	Office Expenses
4.99	20%	0.83	4.16	Office Expenses
5.00	20%	0.83	4.17	Utilities
8.90	20%	1.48	7.42	Office Expenses
10.00	20%	1.67	8.33	Utilities
52.26	20%	8.71	43.55	Outside Works
20.00	0%	-	20.00	Beach Hut
119.93	20%	19.99	99.94	Outside Works
149.92	20%	24.99	124.93	Outside Works
44.57	20%	7.43	37.14	Office Expenses
150.00	0%	-	150.00	Marketing & Tourism
57.60	20%	9.60	48.00	Outside Works
455.04	20%	75.84	379.20	Marketing & Tourism
137.92	20%	22.99	114.93	Office Expenses
1,030.00	0%	-	1,030.00	Outside Works
8,727.62	0%	-	8,727.62	Staffing
679.94	20%	113.32	566.62	Outside Works

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

**Total**

Date	Supplier	Detail	Payment Type
12/06/2017	GROVES NURSERIES	Compost	FPO
12/06/2017	ICCM	Membership renewal - Cemetery mang	FPO
12/06/2017	KITSON AND TROTMAN	Re: chalet	TFR
12/06/2017	LAMPOR T GILBERT	5,328 Extra copies of the town guide	FPO
12/06/2017	LUKE LAWSON	Technical support theatre webcams.	FPO
12/06/2017	LYME FORWARD	Grant	FPO
12/06/2017	Member	Mayoral Allowance	TFR
12/06/2017	Staff	Expenses	FPO
12/06/2017	NEWSQUEST	Staff advertisement	FPO
12/06/2017	PERRY PRINT	Printing costs	FPO
12/06/2017	PITNEY BOWES	Postage costs	FPO
12/06/2017	RAINBOW PLANTS	Various plants for langmoor Gardens	FPO
12/06/2017	SIX PAYMENT SERVIC	Card Monthly transaction fees	TFR
12/06/2017	Staff	Expenses	FPO
12/06/2017	SOUTH WEST WATER	Monthly water	FPO
12/06/2017	TRAVIS PERKINS	Various external works	FPO
12/06/2017	VIEW FROM NEWSPAPER	Staff Advertisements	FPO
12/06/2017	VIKING	Stationary	FPO
12/06/2017	XYLEM WATER SOLUTION	Annual Maintenance	FPO
13/06/2017	Ebay	Stationary	DEB
14/06/2017	HMRC Tax	PAYE	DD
14/06/2017	Keops	Chalets - Ware Cliff	TFR
14/06/2017	Keops	Chalets - Ware Cliff	TFR
14/06/2017	Keops	Chalets - Ware Cliff	TFR
14/06/2017	Keops	Chalets - Ware Cliff	TFR
15/06/2017	EE & T-MOBILE	Monthly phone and SIM bill	DD
15/06/2017	LR FOOTBALL CLUB	Grant	FPO
15/06/2017	Screwfix	2 * Propane Torch Sets	DEB
21/06/2017	Ebay	Mobile phone for Enforcement officer	DEB

210,613.73

<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
143.99	20%	24.00	119.99	Outside Works
90.00	0%	-	90.00	Office Expenses
1,860.00	20%	310.00	1,550.00	Office Expenses
1,792.00	0%	-	1,792.00	Marketing & Tourism
85.00	0%	-	85.00	Marketing & Tourism
2,000.00	0%	-	2,000.00	Grants
500.00	0%	-	500.00	Democratic Represer
25.40	0%	-	25.40	Staffing
262.80	20%	43.80	219.00	Office Expenses
1,450.95	20%	241.83	1,209.13	Outside Works
208.00	0%	-	208.00	Office Expenses
1,959.00	20%	326.50	1,632.50	Outside Works
263.59	0%	-	263.59	Outside Works
48.42	0%	-	48.42	Staffing
2,227.48	0%	-	2,227.48	utilities
624.34	20%	104.06	520.28	Outside Works
960.00	20%	160.00	800.00	Office Expenses
61.13	20%	10.19	50.94	Office Expenses
668.74	20%	111.46	557.28	Outside Works
3.98	20%	0.66	3.32	Office Expenses
8,695.50	0%	-	8,695.50	Staffing
19,897.50	20%	3,316.25	16,581.25	Outside Works
19,897.50	20%	3,316.25	16,581.25	Outside Works
19,897.50	20%	3,316.25	16,581.25	Outside Works
19,897.50	20%	3,316.25	16,581.25	Outside Works
103.33	20%	17.22	86.11	Utilities
9,500.00	0%	-	9,500.00	Office Expenses
119.98	20%	20.00	99.98	Outside Works
24.99	20%	4.17	20.83	Office Expenses



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

**Total**

Date	Supplier	Detail	Payment Type
21/06/2017	ROTHENBERGER	Valve	DEB
21/06/2017	Customer	Beach Hut Refund	FPO
21/06/2017	Worldpay	Transaction charges	DD
21/06/2017	IP Office	Monthly Broadband charges	DD
22/06/2017	GIFFGAFF.COM	Monthly mobile bundle	DEB
22/06/2017	Ebay	Safety equipment	DEB
22/06/2017	ROTHENBERGER	Valve	DEB
23/06/2017	A & C SIGNWORK	Signage work for mayoral board	FPO
23/06/2017	ARTHUR FORDHAM	Various External work	FPO
23/06/2017	AXE SKIP HIRE	Skip Hire	FPO
23/06/2017	AXEMINSTER TOOLS	Riveter	FPO
23/06/2017	BLACKDOWN SAMBA	Band Hire	TFR
23/06/2017	BUGLERS	Tractor repairs	TFR
23/06/2017	CAROL WILLIAMS	Monthly cleaning bill	FPO
23/06/2017	CLARITY COPIERS	Monthly copier bill	FPO
23/06/2017	COBALT TELEPHONE	Monthly telephone bill	FPO
23/06/2017	Customer	Refund of parking	TFR
23/06/2017	DAPTC	Course fees	FPO
23/06/2017	EUROFFICE	Stationary	FPO
23/06/2017	GLEN CLEANING	Monthly Cleaning bill weather	FPO
23/06/2017	HORMANN	Servicing fees - specialist doors	FPO
23/06/2017	LUKE LAWSON	Monthly events and monitoring	FPO
23/06/2017	MENDIP MULE	Grant	FPO
23/06/2017	METRIC GROUP	Monthly fees	FPO
23/06/2017	MOLE AVON	Staff clothing	TFR
23/06/2017	PERRY PRINT	Printing costs	FPO
23/06/2017	SIX PAYMENT SERVIC	Transaction fees	TFR
23/06/2017	TRAVIS PERKINS	External works	FPO
23/06/2017	VPW Systems	Website advert adjustments	FPO

210,613.73

<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
47.68	20%	7.95	39.73	Outside Works
630.00	0%	-	630.00	Beach Hut
77.57	0%	-	77.57	Office Expenses
508.69	20%	84.78	423.91	Office Expenses
5.00	20%	0.83	4.17	Utilities
7.49	20%	1.25	6.24	Office Expenses
47.68	20%	7.95	39.73	Outside Works
102.00	20%	17.00	85.00	Outside Works
106.21	20%	17.70	88.51	Outside Works
240.00	20%	40.00	200.00	Outside Works
21.41	20%	3.57	17.84	Outside Works
200.00	0%	-	200.00	0%
760.46	20%	126.74	633.72	Outside Works
425.50	0%	-	425.50	Outside Works
198.42	20%	33.07	165.35	Office Expenses
38.61	20%	6.44	32.18	Outside Works
30.00	20%	5.00	25.00	Beach Hut
25.00	0%	-	25.00	Office Expenses
96.73	20%	16.12	80.61	Office Expenses
1,425.93	20%	237.66	1,188.28	Outside Works
283.20	20%	47.20	236.00	Outside Works
300.00	0%	-	300.00	Marketing & Tourism
1,500.00	0%	-	1,500.00	Grant
97.20	20%	16.20	81.00	Outside Works
35.97	20%	6.00	29.98	Outside Works
138.00	20%	23.00	115.00	Outside Works
295.34	0%	-	295.34	Outside Works
121.95	20%	20.33	101.63	Outside Works
216.00	20%	36.00	180.00	Marketing & Tourism

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

**Total**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>
23/06/2017	WEST DORSET DISTRI	Bulk Job advertisements
26/06/2017	Customer	Refund of jammed coins
26/06/2017	Ebay	Safety Equipment
26/06/2017	Ebay	Staff clothing
27/06/2017	ADVENTURE MOBILITY	Grant
27/06/2017	GIFFGAFF.COM	Monthly mobile bundle
27/06/2017	GIFFGAFF.COM	Monthly mobile bundle
27/06/2017	GIFFGAFF.COM	Monthly mobile bundle
27/06/2017	Ebay	Mobile phones
28/06/2017	BRITISH Gas	Monthly utilities
28/06/2017	GIFFGAFF.COM	Monthly mobile bundle
29/06/2017	Ebay	Stationary
29/06/2017	Survey Monkey	Online survey Lyme Voice
30/06/2017	GIFFGAFF.COM	Monthly mobile bundle

Petty cash

210,613.73

<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>
FPO	720.00	0%	-	720.00	Loan Charges
FPO	38.00	0%	-	38.00	Beach Hut
DEB	29.96	20%	4.99	24.97	Office Expenses
DEB	10.16	20%	1.69	8.47	Office Expenses
FPO	1,137.00	20%	189.50	947.50	Outside Works
DEB	5.00	20%	0.83	4.17	Utilities
DEB	5.00	20%	0.83	4.17	Utilities
DEB	5.00	20%	0.83	4.17	Utilities
DEB	62.72	20%	10.45	52.27	Office Expenses
DD	161.58	5%	7.69	153.89	Utilities
DEB	5.00	20%	0.83	4.17	Utilities
DEB	19.20	20%	3.20	16.00	Office Expenses
DEB	340.00	0%	-	340.00	Office Expenses
DEB	5.00	20%	0.83	4.17	Utilities
	<u>135,461.77</u>				
	<u>20.10</u>				