



Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

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 18 October 2017 commencing at 7pm when the following business is proposed to be transacted:

A handwritten signature in black ink, appearing to read 'John Wright', is written over the text of the notice.

John Wright
Town Clerk
13.10.17

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 6 September 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 6 September 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. Minutes of the Assets-on-and-around Monmouth Beach car park working group on 10 October 2017 (attached)

9. The Process for Approving the 2018-19 Budget¹ and the Medium-Term Financial Plan

To outline the process for approving the 2018-19 budget and the medium-term financial plan

10. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment

11. Procurement

To make members aware of work around procurement

12. Budget Performance, 1 April–31 August 2017 and Full-Year Forecast

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

13. Draft Medium-Term Financial Plan

To set out the draft medium-term financial plan, to revisit draft objectives, and to outline assumptions to allow members to begin the process of setting the 2018/19 budget

14. Review of Charges

To allow members to set charges for 2018/19 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits

To allow members to set charges for 2019 for Cart Road beach hut hire and brochure advertising

To allow members to set charges for 2019/20 for the hire of Marine Parade Shelters and weddings and civil marriages

To allow members to consider issuing a three-year permit for residents' concessionary parking

¹ The 2017 budget includes the precept.

15. Objective Setting

To allow members to re-affirm or amend previously agreed objectives, and to consider further objectives for 2018/19 and 2019/20

16. Appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens

To allow members to consider the appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens

17. Funding Request from The Royal British Legion

To allow members to consider a request from the Lyme Regis Branch of The Royal British Legion for a grant of £500 towards the cost of sending the branch standard and bearer to Ypres in 2018

18. Renewal of Leases for Marine Parade Retail Units (National Trust and Boylos)

To inform members of the lease renewal date for the two principal retail units within the town council-owned Marine Parade Shelters and to seek approval to the service of the necessary notices to commence the process of lease renewal

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

19. Grant Review, Lyme Regis Football Club

To inform members of the grant review meeting which took place with the chairman of Lyme Regis Football Club

20. Investments, Cash Holdings and Loans

To inform members of investments, cash holdings and loans

To allow members to consider whether to request a report from an independent financial advisor regarding CCLA investment opportunities

21. List of Payments

To inform members of the payments made in the months of August and September 2017

22. 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

23. Exempt Business

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

- a) **Agenda item 18 – Renewal of Leases for Marine Parade Retail Units (National Trust and Boylos)**
- b) **Agenda item 22 – Debtors’ Report**

Committee: Strategy and Finance

Date: 18 October 2017

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 6 September 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

17/32/SF – Review of Mandatory and Non-Mandatory Standing Orders

Officers have contacted the National Association of Local Councils (NALC) to clarify how the coloured bullet points relate to the mandatory clauses.

17/33/SF – Budget Performance, 1 April – 31 July 2017 and Full-Year Forecast

The operations manager is in discussion with the police about the installation of CCTV cameras and is pursuing any grant opportunities that may be available.

17/34/SF – Lister Gardens' Boundary Dispute

The assistant land registrar has responded to Kitson and Trotman's letter. Kitson and Trotman are drafting a letter to the assistant land registrar to address the points raised and the town clerk will discuss this matter further with the solicitor before the letter is sent. As suggested at the last meeting of this committee, the solicitor will be invited to the Full Council meeting on 1 November 2017 to brief members.

John Wright
Town clerk
October 2017

Committee: Strategy and Finance

Date: 18 October 2017

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

West Dorset District Council, Assets and Services

The town clerk discussed the possibility of a separate meeting with a WDDC strategic director to discuss transfer of services and assets, who suggested that in the short-term, the existing arrangement of general meetings between clerks and mayors/leaders in the district continues.

The next meeting is scheduled for 2 November 2017.

First World War commemorations working group

The working group met on 22 September 2017.

Several ideas were discussed but no commemoration events have yet been confirmed.

The operations manager was asked to obtain a sample of the replacement stone and lettering for the war memorial.

The minutes of the meeting will be received by the Tourism, Community and Publicity Committee on 22 November 2017.

John Wright
Town clerk
October 2017

LYME REGIS TOWN COUNCIL

ASSETS ON-AND-AROUND MONMOUTH BEACH
CAR PARK WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 10 OCTOBER 2017

Present

Members: Cllr J. Broom, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr S. Williams

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

Proposed by Cllr D. Hallett and seconded by Cllr J. Broom, Cllr Mrs M. Ellis was **ELECTED** as chairman.

1. Apologies

Cllr R. Doney
Cllr B. Larcombe
Cllr O. Lovell
Cllr S. Miller
Cllr Mrs C. Reynolds

2. Minutes of the meeting held on Tuesday 28 February 2017

Members discussed the latest position with the bowls club. Cllr S. Williams was concerned the council had made the wrong decision to charge the club a commercial rate for the car park and believed this should be reviewed. He said if the club was unable to continue, the running of the club would fall to the council at great expense.

The town clerk said if the council changed its mind on the bowls club, the power boat club would be looking for a deal too. He said the council needed to be transparent about the amount of public subsidy that went into the bowls club, to charge the full market value for parking, and then to consider if it wished to provide a grant.

There was a suggestion the club could have spaces cordoned off in the public car park when the club had an event, but those spaces would be paid for in the normal way.

Members agreed a separate working group meeting would be held in several weeks to allow members to consider the bowls club in more detail.

Proposed by Cllr J. Broom and seconded by Cllr D. Hallett, the minutes of the meeting held on Tuesday 28 February 2017 were **AGREED**.

3. Land owned by LRTC and leased to WDDC adjacent to RNLI building (trailer park)

The town clerk said any decisions about this land had been held off while discussions were taking place with West Dorset District Council (WDDC) regarding asset transfers.

The town clerk said the land leased to WDDC appeared to be used increasingly for parking for the sailing club. He said the council was committed to a working harbour but not to providing parking for the clubs.

The town clerk suggested a discussion took place with WDDC. He said the council could choose to charge a commercial rent for the land, or suggest a land swap to allow the land currently used for sailing club parking to be used for public parking and enter into a lease agreement for the accreted land for a period of around 45 years.

Cllr Mrs M. Ellis suggested the land could be used as parking for the bowls club.

The town clerk said the town council had claimed title to the accreted land, but as more land had accreted, it may be necessary for the council to claim title to additional land and this would be looked into.

Members agreed the town clerk would open discussions with WDDC's assets team.

4. Harbourmaster's store

The town clerk said the town council wanted to support the working of the harbour, but he questioned whether this should be at the town council's expense. He suggested this was included in the same discussions with WDDC's assets team.

The town clerk said the store could be used by the town council's external works' team.

Cllr Mrs M. Ellis said she believed the store was of greater value to the town council for the external works' team than the rent paid by WDDC.

5. Land leased to Boat Building Academy

The town clerk said the options for this land were limited and taking back the land would compromise the Boat Building Academy. He said this wasn't beneficial as the council achieved a commercial rent for this land.

It was agreed the lease arrangements would be left as is, and an agreement from 1 April 2018 would be re-negotiated, to include a rent review.

6. Land leased to Lyme Regis Gig Club

It was suggested the gig club may be interested in using the harbourmaster's store as a club house.

It was agreed to continue to seek opportunities for the gig club and if a land swap with WDDC was agreed, there may be an opportunity to accommodate the club.

The meeting closed at 8.27pm.

Committee: Strategy and Finance

Date: 18 October 2017

Title: The Process for Approving the 2018-19 Budget¹ and the Medium-Term Financial Plan

Purpose of the Report

To outline the process for approving the 2018-19 budget and the medium-term financial plan

Recommendation

Members note the report

Background

The overall process

1. This report details the process for approving the 2018-19 budget and the medium-term financial plan.
2. Reports will be made to members through two committee cycles.
3. The first cycle of meetings considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, and agrees charges. The first cycle of meeting ends with a Full Council resolution on 1 November 2017.
4. Between the first and second cycle of meetings, officers will calculate the income and cost of members' decisions.
5. During the second cycle of meetings, members consider a detailed 2018-19 budget and a revised medium-term financial plan. This committee will consider the officers' report on 29 November 2017 and make a recommendation to the Full Council on 13 December 2017 to approve the 2018-19 budget and precept, and the medium-term financial plan.

Reports to this meeting

6. This describes how the next six reports on this agenda fit together.
7. The following three reports, agenda items 10, 11 and 12, set the scene: they consider risk and internal control, examine procurement, and review 2017-18 financial performance to 31 August 2017. The financial performance report also provides a year-end forecast.

¹ The 2017 budget includes the precept.

AGENDA ITEM 9

8. The draft 2017-18 budget and medium-term financial plan report, agenda item 13, starts by providing an overview of the economic and political environment.
9. The report goes on to identify the council's main budget headings and details any known changes to those budgets.
10. The report includes officer assumptions about cost increases, only: cost increases are largely outside the control of the council.
11. Limited assumptions have been made about changes to income: charges are largely within the gift of the council and this is the next report for members to consider.
12. This report, agenda item 14, allows members to consider its charges for 2018 and beyond. Although some charges are fixed through lease and contract agreements, the majority can be determined annually by the council.
13. Once this exercise is complete, members will have an understanding of the level of budget surplus in the 2018-19 budget and the medium-term financial plan.
14. The purpose of the objective-setting report, agenda item 15, is to re-affirm or amend the council's commitment to previously agreed objectives and to identify further objectives for 2018-21.
15. The agreed objectives will be incorporated in to a revised corporate plan, which will be considered by this committee on 29 November 2017.
16. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

John Wright
Town clerk
October 2017

Risk Management Policy

Background

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the town council's Financial Regulations:
 - 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
 - 17.2 When considering any new activity the Clerk/RFO shall prepare a draft risk management assessment including risk management proposals for consideration and adoption by the Council.

Policy

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
 - Political – our ability to deliver local or central government policy
 - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
 - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
 - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
 - Legal – our ability to meet legislative and regulatory requirements
 - Technological – our ability to make the best use of technology and adapt to a changing environment

- Environmental – our ability to comply with statutory requirements and best practice
 - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
 - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision
 - Human Resources – staff competence and development, capacity, commitment
 - Operational – service delivery, complaints’ management, compliance with performance standards
 - Health & Safety – fire, security, accident prevention, lone working
 - Reputational – issues that adversely affect the council’s reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council’s Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
 - the probability of a risk occurring will be applied to a three-year timeframe
 - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the town clerk every three months.
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council’s Strategy and Policy Committee in September each year. Any actions requiring budget approval will be considered as part for the forthcoming year’s budget setting process. From September 2015 onwards, the Strategy and Finance Committee will also consider an interim risk assessment report in March each year. Both reports will consider risks with a score of 15 or more.

Review

10. This policy will be reviewed in October 2018.

John Wright
Town clerk
October 2017

LYME REGIS TOWN COUNCIL

RISK ASSESSMENT 2016/17 2017/18

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment etc.	4	4	16	Alarms on Guildhall and Council Offices, also Cemetery Workshop/Store and External Works Depot. Contents insured.
Maintenance of buildings etc.	4	2	8	Buildings currently maintained according to planned maintenance programme. Annual inspection of electrical and safety equipment.
Financial management	4	2	8	R.F.O. appointed with specified duties. Financial Regulations adopted and reviewed regularly.
Banking	4	4	16	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Arlingclose appointed as treasury advisors. Schedule of all investments and cash holdings reported to each Strategy & Policy Committee meeting as well as all loans. Future investment possibilities being examined (eg CCLA)
Risk of consequential loss of income	4	2	8	Insurance cover. Sum insured £100,000 p.a. for 24 months to cover loss of income and relocating office.
Loss of cash through theft or dishonesty	4	4	16	Minimal petty cash and floats. Fidelity Guarantee insurance in place currently £1 million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Checked against ticket records daily by Finance

				Officer with cash sheets and till rolls checked daily. All other monies banked promptly or held overnight in office safe with the exception of cash floats which are taken off premises nightly.
Expenditure controlled	3	2	6	Competitive tendering procedures in place. All invoices certified by R.F.O or delegated officers. Monthly payment schedule prepared by Finance Officer and submitted to Full Council. All cheques signed by two members of Council. Electronic banking requires PIN entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by Council.
Comply with Customs and Excise Regulations	4	4	16	Subscribe to CIPFA VAT Reference Manual. VAT quarterly reconciliation payments and claims by Finance Officer. Internal and external auditor scrutiny.

Sound budgeting to underlie annual precept.	3	3	9	M	The Town Council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure and income against budget reported to four meetings of Strategy & Policy Committee and internally to the management team monthly.
Financial records	4	4	16	H	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	3	9	M	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write off procedure. Tendering

APPENDIX 10B

					procedure for concessions.
Comply with borrowing restrictions	3	1	3	L	Borrowing approval obtained from DCLG in relation to major projects.
Risk to third party, property or individuals	3	3	9	M	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	4	4	16	H	Insurance in place. H&S assessment is due in this year. Twice weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International)
Comply with Employment Law	3	4	12	M	Membership of various national and regional advisory bodies. Professional legal advice taken when required.
Comply with Inland Revenue requirements	3	3	9	M	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three year contract and external audit engaged annually.
Safety of staff and visitors	3	3	9	M	Full protective clothing and equipment provided and worn. Lone workers issued with mobile phones. Locked counter in Council Offices reception. Minimum two staff when open to the public. Regular H&S risk assessment checks of Town Hall particularly before public events.
Ensuring activities are within legal powers	4	4	16	H	Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary.
Motor Vehicles	3	3	9	M	Insured.

Proper and timely reporting via the minutes	3	3	9	M	Council meets six weekly and receives the reports and considers the recommendations of committee and sub-committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record. Prompt
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APPENDIX 10B

					publication of the minutes via the website and availability at the Council Offices.
Proper document control	3	4	12	M	Original leases and legal documents in Town Clerk's Office. Secure fire resistant storage. Other data storage to comply with Data Protection Act. Microfilmed deed storage. Electronic storage of new documentation to be pursued.
Security of data	3	3	9	M	Back up of all systems carried out off-site.
Continuity cover in the absence of key staff	3	3	9	M	Step by step guidance documented on all financial procedures. Continuity training of other staff implemented.
Register of Interests maintained. Gifts and hospitality declared.	4	4	16	H	Register of interests completed. Gifts and hospitality registered. Standing Orders adopted and reviewed regularly.

This risk management policy replaces that agreed on ~~11-2~~ November ~~2015~~2016~~7~~.

Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Retaining General Power of Competence	1	2	2	Two CILCA- qualified employees Member can be elected through by-election Eligible members increased from 10 to 11
Member-member relationships	4	3	12	Code of conduct
Competency and understanding	4	2	8	Training undertaken Learning and development plans to be developed by the Mayor in autumn 2016
Compliance with policies and procedures	5	2	10	Training undertaken Internal audit
Complying with objectives (deviation from)	2	4	8	Corporate plan – annual and mid-year review Annual report to electors Committee review
Conflict between personal/council interests	3	3	9	Code of conduct PR/comms policy and procedure Social media policy Declaration of non-pecuniary interests
Adhering to the transparency code	2	5	10	Further investment in a new town council website included in 2017/18 Relevant documentation being compiled

Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures
WDDC service reviews	3	5	15	Discussions ongoing with WDDC and a final proposal produced Working group established
Decision about unitary authorities <ul style="list-style-type: none"> • Uncertainty • Existing/future capacity of these organisations 	4	5	20	Council can identify budgets for some services
Adverse political relationships with other authorities	3	2	6	Regular meeting with a WDDC strategic director Meetings with neighbouring local councils

Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	5	2	10	Policies and procedures in place Internal audit Regular reports and monitoring External audit
Impact of principal authority service reviews and cuts	3	5	15	Ongoing discussions with WDDC
Performing to budget, including income interruption	3	2	6	Regular financial reports Policies and procedures in place
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place
Age of assets	2	3	6	Asset register Fixed asset policy Asset management policy to be developed in 2017/18
Minor fraud or theft	1	2	2	Internal audit policies and procedures in place

Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Disaster response	5	1	5	Emergency procedure in place (review autumn 2017) Other organisations are principal responders
Growth and capacity	3	4	9	Two new apprentices An additional seafront lengthsman and attendants and will be considered as 2018-19 objectives An increase in supervision will be considered as a 2018-19 objective
Lack of out-of-hours cover	3	4	12	Staffing proposals in place for 2017/18 onwards to reduce probability, including seasonal appointments
Business continuity	5	1	5	Remote back-up Mobile phones Home-working options New IT systems implemented New phones installed
Security of buildings	2	3	6	Partial alarms CCTV Additional security measures to be implemented by 31 March 2018
Asset management	2	1	2	Asset management strategy to be developed in 2017/18
Events on council land	5	1	5	Control plans in place Meetings with events' organisers Liaison with local police and fire and rescue
Non-continued operation of park and ride	4	2	8	Consultants instructed to take forward planning application for Sidmouth Road

Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of community engagement and not understanding what the community wants	3	3	9	New ways of engagement, i.e. Lyme Voice Facebook and Twitter pages now live
Social media	2	4	8	PR/comms policy and procedure Social media policy
Adverse publicity	2	4	8	Press releases Use of town council Facebook and Twitter and website PR/comms policy and procedure Social media policy

Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Ability to understand and keep up with legislation	4	2	8	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor
Inability to defend a legal action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken

ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of in-house expertise	2	4	8	Support packages from various external bodies New contract with DCC
Websites and related infrastructure	2	4	8	Local support available Working with existing partners

Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Bathing water quality	3	2	6	Regular monitoring and quality sampling
Major land stability issues	5	2	10	Ground monitoring Geotechnical engineer Regular geotechnical reports
Flood risk	3	2	6	Flood risk warnings Flood risk plan

Extreme weather	5	1	5
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APPENDIX 10C

Extreme weather plan Emergency procedure New emergency weather plan for Monmouth Beach
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Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures
WDDC	2	3	6	Ongoing discussions
DCC	2	3	6	
LRDT	1	3	3	
LymeForward	2	3	6	Working together on joint projects Grant agreement strengthened to include project delivery
Business community	3	4	12	
Major grant recipients	3	2	6	Grant agreements in place Review meetings Reporting arrangements to council committees
Cross-border	3	3	9	Some dialogue taking place with Uplyme
Coastal Communities Team	2	2	4	Regular attendance at steering group meetings Reporting arrangements through TCP

Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	4	2	8	Majority of policies and procedures in place and reviewed and are being rolled out
Lack of HR expertise	4	2	8	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association
Morale	3	4	12	Regular team meetings Closing office on Tuesday mornings
Retention and recruitment	2	3	6	Review of pay and conditions in 2013 Investing in training
Capacity	3	4	12	Forecast Number of issues indicated and consequences of actions

Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Relationships with local contractors	4	2	8	Officers try and maintain good working relationships with contractors Contractual controls exist
Failure to comply with procurement policies and procedures	3	3	9	Standing orders and financial regulations include sections on procurement

Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of expertise	5	1	5	Training operations manager – proposals to go to the HR committee Support from consultants and professional bodies H&S qualified operations manager appointed
Compliance with systems, policies and procedures	4	4	16	New health and safety policy Health and safety panel established Adhering to systems in place
Lone working	5	1	5	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company to collect cash

Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Negative council image	4	4	16	Delivery of major projects Publishing of corporate plan Working group for purpose and values Annual report to electors Newsletter
Confidentiality	3	4	12	Code of conduct

Committee: Strategy and Finance

Date: 18 October 2017

Title: Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Purpose of Report

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment.

Recommendations

- a) Members note the statement of internal control and the observations detailed in paragraphs 12-41 of this report
- b) Members approve the risk management policy, appendix 10A and the standard annual risk assessment, appendix 10B
- c) Members review the draft risk register, appendix 10C, and propose amendments to the risk register which will then be considered by the Full Council on 1 November 2017

Background

- 1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
- 2. The advice on compiling risk assessments has changed: up until 2015, the external auditor had previously advised risk assessments had to be produced by the council.
- 3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council. The assessment then has to be reported back to the Full Council¹.
- 4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
- 5. The draft risk assessment on this agenda has been prepared by officers: this committee is invited to comment and amend the draft risk assessment which will then be considered in its final form by the Full Council on 1 November 2017.

¹ Accounts and Audit Regulations 2015, regulation 6

Statement of internal control

6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational.
7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Having considered the headings below, I believe the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business. However, there are some weaknesses.

Control Environment

12. This assesses the integrity, competence and attitude of an organisation which is good.
13. The integrity of the councillors and employees is generally good. However, there is some concern about confidentiality being breached by councillors.
14. The competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the administrative officer is CiLCA qualified.
15. The attitude of the organisation improved significantly in 2015. Since then, previously reported issues of conflict among member factions and pre-occupation with detail had reduced significantly. On occasions, personal conflict between some members transgresses policy differences and has become evident in council chamber debate and in social media exchanges. Inevitably, these actions impair good decision-making and damage the council's reputation and image.

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16. At times there is a preoccupation with detail and debate can drift from subject matter, but by-and-large, the council and its committees retain the ability to concentrate on the 'bigger picture', core policy objectives, and business priorities.
17. Further work needs to be done to encourage more members to participate in learning and development programmes; this is a requirement for achieving the Gold Standard of the Local Council Award Scheme.
18. Locally, the town council's reputation, which has in the past been damaged by member disagreement, has improved, but further work is required. Unsolicited comments from external organisations about the town council are mainly positive; again, the council's external reputation wasn't wholly positive. Member-officer relations have improved in recent years and remain stable.
19. On occasions, members have made decisions without thinking through the implications of those decisions. As a consequence, a significant amount of member and officer time has been spent managing those decisions.
20. Having invested a significant amount of time developing agreed objectives for this financial year, some members (and officers) have sought to add issues to the 'to do' list during the course of the year. To some extent this is inevitable, but there's a point where new issues can begin to push aside agreed objectives, core business activities and the time set aside for responding to unforeseen events.
21. Inevitably, the views of 14 independent members will be disparate but comments made by some members go against the grain of what the council is trying to achieve and sometimes translate into negative headlines about the council and the town. On occasions, some members appear to want to embarrass the council, other members and its officers by raising issues which can't reasonably be answered at council meetings. The majority of these issues could easily be resolved outside the council chamber.
22. The council has over 50 diarised meetings each year. In addition to these meetings, there are extraordinary council and committee meetings and working group meetings. Preparing for, attending and managing the outcomes of these meetings consumes a significant amount of member and officer time. The amount of time-off-in-lieu built up by officers increases which, when taken, reduces the time available to deliver council objectives. The council's committee and governance structure remains a live issue for members.
23. There are also officer failings. These include delays in the delivery of projects, insufficient management of external consultants and, on occasions, non-adherence to financial regulations and human resources' policies and procedures.
24. In isolation, none of these observations are critical to the well-being of this council. However, taken together they inhibit the council's ability to deliver its stated policy objectives and its core business activities.

25. To a greater or lesser extent, the observations I have cited are not unique to Lyme Regis Town Council. The issue which becomes critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

Risk Assessment

26. On 9 October 2013, the council adopted a risk management policy which it reviews annually.
27. In addition to the historical risk assessment that covered financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
28. Officers have developed a risk register, **appendix 10C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register also details the mitigation applied to each identified risk.

Information and Communication systems and processes

29. This assesses the capture and exchange of relevant information. This works reasonably effectively.
30. Relevant information is captured from: national and local organisations, national and professional bodies, e.g. the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; county and district councillors; the 'trade' press; and training courses.
31. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.
32. The launch of a new council website has been delayed: The website is important in pulling together council and community issues. A new/updated website is a draft objective for 2017/18.
33. The council reviews its public relations and communications' policy annually and has recently introduced a social media policy.
34. To further strengthen its information systems, the council procured new IT and telephone systems in 2016. Both systems have bedded in well.

Control Activities

35. These are the policies and procedures deployed to manage the council's business.
36. Over the last three years, a significant amount of work has gone into developing the council's governance, finance, and human resources' policies and procedures. These has produced fewer internal audit recommendations which have generally had a lower priority (recommendations have reduced from 33 to 11 over the last three years) and the council received an unqualified external audit for 2016-17.
37. Control weaknesses remain around health and safety. Although a new health and safety policy was approved in late-2016, there is still a significant amount of work to do to comply with this policy. Achieving health and safety compliance is a priority for the council's newly-appointed operations manager; the council's operations manager holds a health and safety qualification and is in the process of engaging a consultant to work through the council's compliance requirements.
38. During the past year, the council's financial regulations have also been breached on a number of occasions. Compliance with financial regulations is now a priority for the town clerk.

Monitoring Processes

38. These are the systems that provide and measure the quality of information. Developing information systems, transforming data into information and analysis are expensive and time-consuming activities. The council's system covers key activities.
39. Robust systems are in place to capture volume and value information on the council's key income activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire.
40. Timely and accurate monthly accounts are now produced and systems are in place to capture complaints.
41. The council produces performance information that is commensurate to its size.

Risk Management Policy

42. On 9 October 2013, the council agreed to review its risk management policy in September each year. No policy changes are proposed, **appendix 10A**.

What are the main risks the council is exposed to?

43. The draft risk register has been scored by officers and is presented at **appendix 10C**. Some of the highest risks, i.e., those with a score of 15+ are similar to previous years and centre around the financial pressures faced by Dorset

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County Council and West Dorset District Council, the prospect of two new unitary authorities in Dorset (or not), and compliance with health and safety requirements.

- 44 Members are asked to consider the risk register and propose amendments to it.
45. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

John Wright
Town clerk
October 2017

Committee: Strategy and Finance

Date: 18 October 2017

Title: Procurement

Purpose of Report

To make members aware of work around procurement

Recommendation

Members note the report

Background

1. A review of the council's professional services was approved as an objective for the town clerk by the Full Council on 16 March 2016.
2. At the Strategy and Finance Committee meeting on 29 June 2016, members agreed the council should undertake a market-testing exercise to inform the procurement of legal and geotechnical services; an annual review of procurement is undertaken in future; and a public notice is issued inviting potential providers of goods and services to the council to register their details for consideration. This was resolved by the Full Council on 13 July 2016.
3. On the issue of procurement in general, larger organisations have procurement teams to devise policies, appointment criteria and undertake supplier audits; such organisations typically hold an approved contractor and supplier list. The town council does not have the resources to mirror these arrangements, nor does it procure high volumes of high cost goods and services; we rely on the competitive processes detailed in the town council's financial regulations, officer knowledge of the market, and contractor availability.
4. The town council's financial regulations deal with procurement through the orders of goods and services, contracts, and the payment of accounts.

Report

5. Returning to the three tasks in the council resolution of 13 July 2016, officers undertook a market-testing exercise to inform the procurement of legal and geotechnical services.
6. Local solicitors were provided with details of the council's legal requirements and asked to express an interest in tendering for work. Unfortunately, no interests were expressed. The existing relationship with Kitson and Trotman

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has continued; Kitson and Trotman has continued to provide the council with good legal advice which is both responsive and timely.

7. The cost of the geotechnical service provided by PCRM is very competitive, the advice is of a high quality and the service is responsive and timely.
8. During w/c 12 September 2016, an advert was placed in the local press inviting providers of goods and services used by the council to register interest with the council; there was no response to this advert.
9. Procurement and obtaining value for money is an ongoing activity. The following details the main procurement areas over the last two years:
 - 9.1 A number of contracts were moved from EDF to Scottish Power in 2015/16, with resultant savings of approx. £1.5k. These contracts were set up to end in November 2016; this coincided with the end of contracts with Opus energy. The letting of all these contracts together is in progress.
 - 9.2 A review of business rates by a third party was considered by the council. One valuation has been appealed against, which remains outstanding.
 - 9.3 Limited negotiations have been undertaken with South West Water to minimise water rates. Leak allowance of approx. £4.5k have been secured as a result.
 - 9.4 The telephone system has been replaced and the contract for lines and the bundle for usage was re-let to IP Office through a competitive process. Annual savings of approx.. £2k should be achieved, while the aged equipment has been replaced for £2.1k.
 - 9.5 The council has moved its mobile phone contract from Vodaphone to a combination of EE contracts, and Giff Gaff pay-as-you-go phones, resulting in annual savings of approx. £3k.
 - 9.6 The council has re-vamped its computer hardware and agreed a two-year deal with Dorset County Council, considerably below other quoted costs, approx. £8k pa.
 - 9.7 The council reviewed its insurance cover in 2016/17, resulting in a three-year deal with Zurich, together with an option for a further two years.
 - 9.8 A trade agreement has been entered into with Travis Perkins.
 - 9.9 New car park machines have been purchased.
 - 9.10 The council's internal audit arrangements have been reviewed; the council has a three-year contract with Darkin-Miller. The council

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chose to use the external audit services allocated to us by the successor to the Audit Commission, PKF Littlejohn, who have been appointed until 2022.

- 9.11 Online procurement is now used extensively; it opens up numerous options, both in terms of cost reduction and greater access to suppliers and products (some products/offers are only available online). A typical saving on a stationery order would be in the region of 20%, while ad-hoc purchases through Ebay, Amazon, etc, would yield greater savings (but more administrative time).
10. In 2017-18, there have been a number of breaches of financial regulations. In addition, some of the wording in the financial regulations is ambiguous.
11. The town clerk will bring a separate report on this to the next meeting of this committee on 29 November 2017.
12. Finally, the finance manager and town clerk believe there are further cost savings which can be made in the maintenance of the external works' budget, which has a total expenditure of around £100k.
13. The new operations manager has been tasked with reviewing costs incurred by the external works' team. A further report on this will be brought to this committee in 2018.
14. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

John Wright
Town clerk
October 2017

Committee: Strategy and Finance

Date: 18 October 2017

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

Purpose of Report

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

Recommendation

Members note the report

Report

- Attached at **appendix 12A** is the budget report for 1 April to 31 August 2017, together with a forecast for the full year. Below is a very prudent summary forecast of the council’s overall position to 31 March 2018. This summary includes project/objective expenditure.

Operations	Actual to August 2017	2017-18 Budget	2017-18 Forecast
£000’s			
Income	791	1,410	1,675
Expenditure	733	1,392*	1,578**
Surplus	58	18*	97

* The budgeted expenditure and surplus include £106k for one-off objectives in 2017/18.

These are (£000s):

IT equipment	10
CCTV police cameras	26
Millennium clock repairs	12
Wi-fi feasibility	5
Loan repayments	23
Park and ride provisioning	20
Security review	5
Improve disabled experience	5
Total	106

** The forecasted expenditure used here includes some significant assumed future expenditure on council objectives and resolutions. If some/all of these expenditure items do not occur in this financial year, the forecasted surplus will be correspondingly higher. They are:

Objectives

Item	£000's	Expenditure Heading
Seafront railings	33	Outside Works
Promotion of town - improve disabled experience	5	Office Admin
Promotion of town to walkers, watersports, foreign visitors	5	Office Admin
IT equipment	5	Office Admin
Security review	5	Office Admin
CCTV purchase (police cameras)	30	Outside Works
CCTV maintenance	2	Outside Works
Seagulls	1	Outside Works
Millennium Clock	12	Outside Works
Park and Ride, Sidmouth Rd Landscaping, signage etc.	10	Outside Works
Total	108	

Other (£000s)

Item	£000s	Expenditure Heading
Wi-fi installation	10	Office Admin
War memorial	13	Outside Works
Additional lengthsman equipment	10	Outside Works
Woodmead electricity feed	6	Outside Works
Total	39	

2. During the year, the council has also resolved the following items of expenditure, on top of the budgeted spend:

Item	£000s	Expenditure Heading
Lengthsman vehicle	10	Outside Works
Seafront benches	(up to) 7	Outside works
5,000 additional brochures	2	Marketing
Beach wheelchairs	5	Outside Works
Arts' presence in town	(up to) 5	Outside works
War memorial	13	Outside Works
Total	(up to) 42	

Analysis

3. This section of the report refers to the main budget headings and material deviations from those headings. Please refer to the budget report at **appendix 12A**. For ease of reference, the number in the note column of the appendix is referred to in the main body of the report.

Income

4. **Car Parks**¹. In 2016/17 the council increased parking charges for the seafront 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 the seafront car parks £44k better than budget and Woodmead £12k. As well as the car park income, parking fines are forecasted to be £5k above budget, and parking permits a further £4k.
5. **Chalets/Beach Huts/Caravans**² income is forecast above budget by £37k; 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 an increase in total fees.
6. **Amenity income**³ is forecasted to be £5k above budget. Again, prudent budgeting at 95% will contribute to this, but also the good weather to mid-July will have increased income, although the poor August weather has reduced the forecast. The putting green re-opened in June, but income to the end of August was less than £1k.
7. **Other income**⁴ is forecast to be £150k above budget, due to anticipated income from the provision and sale of the six new chalets on Ware Cliff. There are additional costs that offset this within outside works, below.

Expenditure

8. Forecast **democratic representation**⁵ expenditure is £10k below budget as not all councillors claim the 'allowance'.
9. Forecast **outside works**⁶ expenditure is £218k above budget. £150k of this is anticipated expenditure on the Ware Cliff chalets (above). On top of this, included in the forecasted expenditure are the lengthsman vehicle (£10k), water bowser, pressure washer etc (£6k), and provision for a further £10k of future expenditure. It also includes £33k assumed expenditure on the seafront railings, which were budgeted in prior years, and the funds held in reserves.
10. Forecast **grants expenditure**⁷ 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.

11. Forecast **utilities expenditure**⁸ is £25k below budget, however the energy contracts are again due for renewal in December so we will have a better idea then of future charges.
12. Forecast **staffing costs**⁹ are £15k below budget, mainly because not all staff have joined the pension scheme, although there have also been some vacancies.
13. **Reserves.** As at 31 March 2017, the council held £1,182,562 in reserves. Of this, £1,121,179 is unallocated. If the forecasted surplus of £97,000 is forthcoming, this will increase reserves at 31 March 2018 to £1,218,179, equivalent to 72.7% of the 2017/18 turnover.
14. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

Keith Wilson
Finance manager
October 2017

August 2017**Budget****Forecast****Income**

Precept	122,514	122,514
Car parks	591,939	656,125
Chalets/Beach huts/Caravan	282,393	319,414
Concessions	39,088	39,266
Commercial rents	208,019	207,459
Marketing	19,650	18,468
Amenity area	86,346	90,882
Cemetery	1,866	12,513
Licences	14,322	12,502
Other	40,415	190,365
Income from Investments	4,028	5,080

1,410,580

Expenditure

Office administration	109,912	113,650
Rents	4,068	4,067
Licenses/Leases	3,950	3,950
Democratic representation	21,210	11,292
Outside works	244,886	462,703
Grants/SLA	146,014	162,175
Utilities	145,253	120,235
Staffing	589,659	575,076
Marketing & Tourism	52,842	54,132
Other	14,000	14,000
Loan charges inc interest	60,651	56,783

1,392,445

Trading Surplus/(deficit)

18,135

APPENDIX 12A

Variance Favourable /(Unfavourable)		variance Favourable /(Unfavourable)	Note
0		0%	
64,186		11%	1
37,021		13%	2
178		0%	
(560)		(0%)	
(1,182)		(6%)	
4,536		5%	3
10,647		571%	
(1,820)		(13%)	
149,950		371%	4
1,052		26%	
1,674,588	264,008	19%	
(3,738)		(3%)	
1		0%	
0		0%	
9,918		47%	5
(217,817)		(89%)	6
(16,161)		(11%)	7
25,018		17%	8
14,583		2%	9
(1,290)		(2%)	
0		0%	
3,868		6%	
1,578,062	(185,617)	(13%)	
96,526	78,391	432%	

Committee: Strategy and Finance

Date: 18 October 2017

Title: Draft Medium-Term Financial Plan

Purpose of the Report

To set out the draft medium-term financial plan, to revisit draft objectives, and to outline assumptions to allow members to begin the process of setting the 2018/19 budget

Recommendation

- a) Members approve the timing and cost of previously agreed objectives for 2018-19 and beyond
- b) Members note the report and endorse its content and provide guidance to officers to prepare the detailed 2018-19 budget for consideration at the Strategy and Finance Committee meeting on 29 November 2017

Background

- 1. Each year the council must approve the budget and precept for the following financial year. This report outlines the position in terms of the council's draft operational income and expenditure for 2018-19 and includes previously agreed objectives which need to be reaffirmed.
- 2. This report, together with three other reports on the agenda that consider budget performance 2017-18 to date, the review of charges for 2018-19 and beyond, and objective setting, will inform the 2018-19 budget.
- 3. At this meeting, members are being asked to note the report, endorse its content and offer guidance to officers to prepare the detailed 2018-19 budget.
- 4. Members are also asked to reaffirm the timings and cost of previously agreed objectives for 2018-19 and beyond.
- 5. The detailed 2017-18 budget and precept will be presented to this committee on 29 November 2017 and the final 2017-18 budget and precept will be approved by the Full Council on 13 December 2017.

Economic factors

- 6. The UK economy has experienced some recovery since 2014, following the problems encountered since the credit crisis. Some relevant statistics include:

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- Gross Domestic Product (GDP) + 1.7% in the year to June 2017
 - Consumer Price Index (CPI, government preferred inflationary method) 2.9% to August 2017
 - Retail Price Index (RPI, inflation including asset based prices) 3.9% to August 2017
 - Interest rates at 0.25% in August 2017
 - There is no national agreement on salaries and wages for April 2018 and beyond. For the last five years, increases have centred around 1%. Early indication from other public sector review bodies is that agreements above 1% have been proposed. At this stage in the budget-setting process, it may be prudent to budget for a 2% pay increase.
7. The 2016 referendum decision to leave the European Union created uncertainty in the financial markets: in the short term, the biggest adverse impact has been a fall in the value of the pound. As anticipated, inflation has risen due to the increase in the cost of imports, and economic growth has slowed down. Until details of the exit from the European Union are resolved, uncertainty remains the only certainty.
8. Further reductions in central government grants to principal authorities, combined with constraints on their ability to raise revenue are also likely to put pressure on town and parish councils to take on services from those authorities.
9. Finally, proposals in the 2017/18 Local Government Financial Settlement technical consultation paper to cap the precept levied by town and parish councils didn't materialise. This year's consultation takes a different approach; it invites evidence of how the sector is responding to the challenge by considering options to mitigate the need for council tax increases, including the use of reserves or for 'invest to save' projects which will lower on-going revenue costs.

Base budget position

10. As per **appendix 13A**, the base budget position for 2018-19, i.e. before increased charges, but including the draft objectives b/f from last year, shows a deficit of £10k.
11. Any recommendations from this committee will be considered by the Full Council on 2 November 2016.

John Wright
Town clerk
October 2016

£000's	2017/18 Budget	2017/18 Forecast	2018/19 Draft Base Budget	2019/20 Draft Base Budget	2020/21 Draft Base Budget	2021/22 Draft Base Budget
Income						
Precept	123	123	121	121	121	121
Car parks	592	656	592	592	592	592
Chalets/Beach huts/Caravans	282	319	282	282	282	282
Concessions	39	39	39	39	39	39
Commercial rents	208	207	208	208	208	208
Advertising	20	18	20	20	20	20
Amenity area	86	91	86	86	86	86
Cemetary	2	13	2	2	2	2
Licenses	14	13	14	14	14	14
Other	40	190	40	40	40	40
Income from Investments	4	5	4	4	4	4
TOTAL INCOME	1,411	1,674	1,409	1,409	1,409	1,409
Expenditure						
Office administration	110	114	85	85	80	80
Rents	4	4	4	4	4	4
Licenses	4	4	4	4	4	4
Democratic representation	21	11	21	21	21	21
Outside works	245	463	320	192	172	172
Grants etc	146	162	146	146	9	9
Utilities	145	120	145	145	145	145
Staffing	590	575	590	590	588	588
Marketing	53	54	53	53	50	50
Other	14	14	14	14	14	14
Loan charges inc interest	61	57	38	38	38	38
TOTAL EXPENDITURE	1,392	1,578	1,419	1,291	1,124	1,124
Gross Profit/(Loss):	18		(10)	118	284	284
Trading Surplus/(deficit)	18	96	(10)	118	284	284

Committee: Strategy and Finance

Date: 18 October 2017

Title: Review of Charges

Purpose of Report

To allow members to set charges for 2018/19 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits

To allow members to set charges for 2019 for Cart Road beach hut hire and brochure advertising

To allow members to set charges for 2019/20 for the hire of Marine Parade Shelters and weddings and civil marriages

To allow members to consider issuing a three-year permit for residents' concessionary parking

Recommendation

- a) Members set charges for 2018/19 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits
- b) Members set charges for 2019 for Cart Road beach hut hire and brochure advertising
- c) Members set charges for 2019/20 for: the hire of Marine Parade Shelters and weddings and civil marriages
- d) Member approve issuing a three-year permit for residents' concessionary parking

Background

- 1. To allow charges to be agreed at one time, it is recommended that members agree prices for 2019/20 for four areas where bookings are made, i.e. civil marriage and partnership ceremonies, Cart Road day hut charges, Marine Parade Shelters' bookings, and brochure adverts.
- 2. At the end of August 2017, the Retail Price Index (RPI) was 3.9% higher than 12 months' before, while the Consumer Price Index (CPI) was 2.9% higher than the level 12 months' previously.
- 3. As a rule, it is easier to administer prices which are rounded up. All prices shown include VAT, where applicable.

Cart Road beach hut hire

4. Prices have already been agreed for 2018, so we are looking to set prices for 2019. Since April 2017, Gateway Card holders are entitled to 10% discount off the published prices.
5. We have 36 huts, seven of which are allocated for annual lets, 17 for winter lets, and six as summer lets. This leaves between 12 and 29 available for weekly hire. Any huts not let on a weekly basis can be booked on a daily basis from the Blue Sea Café. We have taken approximately £600 in daily bookings this calendar year so far.
6. Rates and occupancy data are shown in the following table:

	Occupancy 2016	Occupancy 2017	Rates 2016	Rates 2017	Rates 2018	Proposed rates 2019
January– Easter	31%	20%	£16	£16	£16	£10
Easter Holiday	101%	97%	£36	£40	£40	£45
April– Spring Holiday	76%	85%	£23	£25	£25	£25
Spring Holiday	102%	100%	£36	£45	£45	£50
June	101%	100%	£36	£40	£40	£45
July- August	95%	91%	£105	£110	£110	£120
September	85%	88%	£36	£40	£40	£45
October	44%	48%	£23	£25	£25	£25
November- December	47%	63%	£16	£16	£16	£16
Christmas and New Year	89%	93%	£32	£35	£35	£35
Winter Season	82%	88%	£130	£150	£150	£150
Summer Season	100%	100%	£875	£900	£900	£950
Annual	100%	100%	£1,250	£1,400	£1,400	£1,500

7. The occupancy for 2016 and 2017 include the daily hires. This means occupancy can be greater than 100% as some huts are paid for twice on the same day.

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8. The number of winter season lets was reduced in 2015/16. The huts were then let on a weekly basis as demand was below the initial allocation. Of the 17 available, only 14 were let. In 2016/17, only 15 of the initial 17 were let. Again, any huts which are not let are available for weekly hire.
9. Our occupancy data commences in 2015. Occupancy may increase for 2017, taking into account future bookings from October to December.
10. Daily rates are a function of the weekly rates, ranging between 17% and 27%. It is proposed to set these rates at the nearest £5 to 25% of the weekly rate.
11. It is proposed to replace the existing beach huts in the near future so members are asked to give the officers the flexibility to increase rates if it is deemed beneficial to do so.

Alfresco licences

12. We currently have eight businesses with licences for alfresco seating, an income of £22k. The following table shows figures from 2014/15 to the present:

	2014/15 (numbers)	2015/16 - present (numbers)	Price 2012 – 2016/17	Price 2017/18	Proposed price 2018/19
Businesses	8	8			
Covers	177	180	£120	£125	£125
Single Chairs	22	22	£10	£10	£10

13. It is not proposed to raise the charges for 2018/19.

Website advertising

14. The income from advertising on the lymeregis.org website has decreased, as per the table below.

	2013/14	2014/15	2015/16	2016/17	2017/18
Income (£000s)	10	12.0	16.6	12.1	9.8

15. While it has not been possible to undertake a detailed analysis of the reduced income, it is clear that a number of the business concerned have ceased trading. Presently, the town council does not have a resource to find potential new customers. These two factors together lead to an inevitable decline in income.
16. Given the fall in numbers it is not proposed to increase the rates in 2018/19, as below.

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00

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Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00

Advert + 2 nd advert (same size or smaller)	2 nd advert at half price
Advert + listing	Listing at half price
Listing + 2 nd listing (same price or less)	2 nd listing at half price

Bell Cliff advertising

17. In 2014/15, advertising boards were introduced on the Bell Cliff railings. There were 22 in 2014/15, which reduced to 20 in 2015/16. There is one empty space at the top of the railings (where the taxi boards are), which has not been re-let, as this area has historically been reserved for taxi companies. The charges have been constant since their introduction, at £100 inclusive of VAT (£83.33 exclusive). It is not proposed to increase rates in 2018/19.

Marine Parade Shelters

18. Last year the categories for charging for shelters' hire were fundamentally changed, so only prices from this point are shown, together with proposed charges for 2019/20, as people/organisations often want to book a year in advance.

Charities, Schools and Not-for-Profit Organisations – per area, per day

Categories	2017/18	2018/19	2019/20 Proposed
DT7 postcodes	£10	£10	£10
Within a 10-mile radius of the offices	£15	£15	£15
Outside a 10-mile radius of the offices	£20	£20	£20
National charities (per hour)	£15	£15	£15

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Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk
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Other organisations

Area		New categories	2017/18	2018/19	2019/20 Proposed
Langmoor and Lister Room and Jubilee Pavilion	Per room, per hour	Commercial or private hire	£15	£15	£15
Market area	Per day	Commercial or private hire	£100	£100	£100
Performance area/ top of shelters	Per day	Commercial or private hire	£150	£150	£150

19. Income figures are:

Financial Year	£000s income
2014/15	£3.6
2015/16	£6.4
2016/17	£12.3
2017/18 (year-to-date)	£7.3*

* This figure is expected to increase in line with the 2016/17 figure by the end of the financial year.

20. Usage figures are:

Usage	2014 bookings	2015 bookings	2016 bookings	2017 bookings
Jubilee Pavilion	44	25	83	68
Performance area	70	71	78	98
Market area	64	106	151	150
Langmoor Room	83	74	91	123
Lister Room	42	37	104	85
Total Bookings	303	313	507	524

Amenities

21. The mini golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half term, and then weekends only. The putting green was reintroduced in June 2017.

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22. The current charges are: adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50 per person. These prices were increased by 20% in 2016/17.
23. Pre-booked groups of 10 or more are given a 25% discount, and Gateway card holders receive a 33% discount.
24. Income has been:

£000s	Mini Golf	Table Tennis	Putting	Total
2011/12	73.4	3.3	1.5	80.2
2012/13	63.7	3.1	1.6	68.4
2013/14	55.8	2.8	1.1	59.7
2014/15	70.2	3.7	-	73.9
2015/16	77.1	3.9	-	81.0
2016/17*	84.4	4.1	-	88.5
2017/18**	86.3	4.1	0.8	91.2

* 20% price increase applied

** forecast

25. No increase in fees is proposed, however it is proposed to amend the group discount to 33% simply to make the prices round figures, i.e. £2 and £1.

Weddings and civil marriages

26. Weddings and civil marriages are booked some time in advance. We have already set prices for 2018/19, and now want to set prices for 2019/20. Historic charges, the agreed charge for 2018/19, and proposed charges for 2019/20 are shown in the following table:

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Monday-Friday	£184.34	£192	£222	£300	£300	£300
Saturday	£237.54	£246	£276	£400	£400	£400
Sunday	£283.32	£288	£318	£400	£400	£400

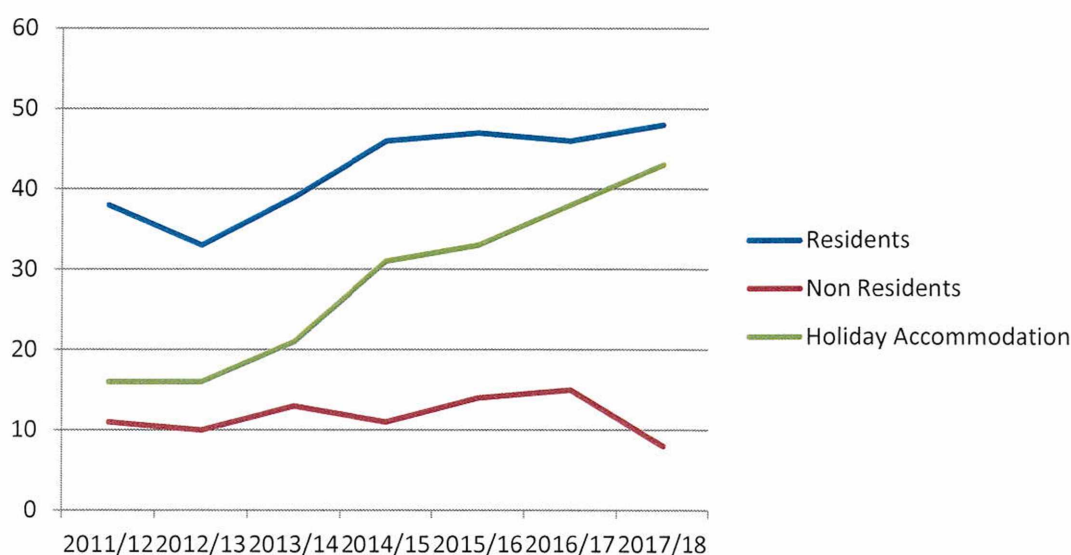
27. The number of ceremonies in 2014-2017 and the days on which they were held are shown in the following table:

No of ceremonies	2014	2015	2016	2017
Monday-Friday	18	11	16	10
Saturday	22	19	14	3
Sunday	1	0	2	0
Total	41	30	32	13

28. We currently have nine confirmed bookings for 2018.
29. River Cottage, Hix Oyster and Fish House and the Alexandra Hotel cater for weddings, although they are not directly comparable.

Car parking permits

- 30. These permits are for Woodmead car park only and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.
- 31. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
- 32. A weekly ticket at Woodmead is currently £40.
- 33. Historic activity is shown in the following graph:



- 34. Prices since 2010/11 are shown in the following table:

	2011/15 (unchanged for 4 years)	2015/16	2016/17	2017/18	2018/19
Residents	£160	£160	£175	£175	£175
Non-residents	£250	£270	£300	£300	£300
Holiday accommodation	£370	£450	£500	£550	£550

- 34. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October.
- 35. Residents’ concessionary parking permits are issued annually. Members are asked to consider allowing a three-year permit to be issued, to ease the administrative burden and to make things simpler for residents.

Car Parking

- 35. Car park prices in Cabanya and Monmouth Beach were increased in 2016/17 by 20%. The hourly rate in Woodmead remained at £1, but other amendments

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to the charging structure were implemented as below. It is not proposed to amend charges for 2018/19.

	2011/12-2014/15	2015/16	2016/17	2017/18	2018/19
Cabanya	1.00	1.00	1.20	1.20	1.20
Monmouth Beach		1.00	1.20	1.20	1.20

Woodmead					
1 hour	1.00	1.00	1.00	1.00	1.00
Up to 2 hours	1.60	1.60			
Up to 4 hours	3.50	3.50			
Up to 6 hours	4.50	4.50			
Per day	7.00	7.00			
3-day ticket	15.00	15.00		20.00	20.00
Weekly ticket	26.00	26.00	30.00	40.00	40.00

36. The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half term, outside of which they are 8am to 6pm.

Brochure Advertising

37. The 2017 guide was completely re-designed and we have new partnerships with Carrier Direct and the Blackmore Group for various elements of the production of the brochure.
38. It had been hoped that this refresh would allow prices to be increased in 2018, but it is recommended to maintain the current rates, to try and maintain advertising levels.

Cemetery Charges

39. All the charging elements were examined in some detail in 2016 and no increase was recommended for 2017/18, as shown below. Members may wish to maintain existing prices or increase in line with inflation.

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/footstone/tablet
2014/15	No charge	No charge	£167.02	£39.18	£238.16	£84.54	£86.60

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2015/16	No charge	No charge	£170.00	£40.00	£245.00	£90.00	£90.00
2016/17	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£44.33/ £56.71	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge

40. Double fees apply to non-parishioners.

Site Licences

41. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to inflation at RPI at the end of September, the figure at the end of August was 3.9%.
42. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

Keith Wilson
Finance manager
October 2017

Committee: Strategy and Finance

Date: 18 October 2017

Title: Objective Setting

Purpose of Report

To allow members to re-affirm or amend previously agreed objectives, and to consider further objectives for 2018/19 and 2019/20

Recommendation

Members re-affirm or amend previously agreed objectives and identify further objectives for 2018/19 and 2019/20

Background

1. On 16 December 2015, the Full Council approved its first corporate plan which ran from 2015-20. The plan included objectives up until 31 March 2020 and was supported by a four-year medium-term financial plan.
2. The corporate plan is reviewed and updated each year alongside the council's budget-setting process and medium-term financial plan review.
3. Although the corporate plan contains objectives until 31 March 2020, i.e., the end of the first year of the council administration elected in 2019, the medium-term financial plan continues to get rolled-out by a further year during each budget-setting exercise.
4. The objectives in the second edition of the corporate plan 2016-21, which was considered by this committee on 1 February 2017, are detailed in **appendix 15A**. Expenditure on these objectives is forecast to be £257k in 2018/19.
5. Several of the objectives commit the council to ongoing expenditure, i.e., the recruitment of two apprentices, making good the phased withdrawal of council tax grant by West Dorset District Council, new ICT, the increase in the grants' budget, the employment of a lengthsman, the employment of seasonal staff, and the introduction of measures to mitigate seagulls.
6. New objectives for consideration are detailed in **appendix 15B**. This list was compiled by undertaking a review of minutes and resolutions since the corporate plan was last approved on 15 February 2017, the members' away day on 23 September 2017, and the Time to Talk event on 6 October 2017.
7. Some of the new objectives have provisional costs, others require further costing work.

8. In terms of how much money the council will have to spend on objectives in 2018/19 and beyond:
- at 31 March 2018 the reserve is forecast to be £410k greater than required, i.e., £1,247k against a requirement of £837k. This includes the forecast budget surplus for 2018/19 of £96k. During the 2017/18 budget setting process it was agreed to increase reserves to around £1million, rather than the 50% of turnover target.
 - the report on the draft 2018/19 budget and medium-term financial plan, agenda item 13, forecasts a budget deficit of £10k for 2018/19, after allowing for the £257k spend on existing objectives.
 - following consideration of the review of charges report, agenda item 14, if members agreed to increase charges for 2018/19, the 2018/19 budget surplus will increase accordingly. However, there may be compensating increases in costs regardless of income increases, due to inflation.
9. In total, £400k (£410k excess reserve - £10k budget deficit for 2018-19) is available to spend on new/amended projects in 2018/19.
10. However, in identifying future objectives and quantifying their cost, I suggest members take a cautious approach. This is informed by:
- the majority of the figures are forecasts; we are still five months' away from the end of the current financial year and we haven't entered into the 2018-19 financial year
 - additional costs could fall on the town council as a result of cost savings made by West Dorset District Council and Dorset County Council in their 2018-19 budgets
 - a prior commitment not to burden a new council administration with the policy costs of this administration.
12. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

John Wright
Town clerk
October 2017

Existing Objective	Possible Code	Category	Expenditure			2	3	4	1	2	
						2017/18	2018/19	2019/20	2020/21	2021/22	
One Off Objectives due for completion in 2016/17											
Loyalty Card	6130	Office Expns	5,000	Outsource & plastic wallets et	One Off						
Marine Parade Railings	6505	Outside Works	35,000	Already in this year's budget	One Off						
Showers/Changing	6505	Outside Works	15,000	Water Source Mats Etc	One Off						
Guildhall (& Other Propert	6500	Outside Works	15,000	Internal repairs	One Off						
Engage with Business	6131	Office Expns	-		One Off	-	-	-	-		
ICT	6212	Office Expns	2,000	Advice	One Off						
Seagulls	6500	Outside Works	5,000		One Off						
Council award Scheme & M	6131	Office Expns	2,000		One Off						
Ongoing Objectives from 2016/17											
Engage with Community	6131	Office Expns	1,000	Survey Monkey	Annual	1,000	1,000	1,000	1,000	1,000	
Apprentice	5000	Staffing	12,500	Outside	Repeating	12,500	12,500	12,500	12,500	12,500	
Apprentice	5000	Staffing	12,500	Office	Repeating	12,500	12,500	12,500	12,500	12,500	
Trim Trail	6505	Outside Works	5,000	Signed walking trail	One Off		5,000				
Toilets	6500	Outside Works	????	Refurbed	One Off		-				
Precept	4000	Income - Prece	-		Repeating	3,600	5,400	5,400	5,400	5,400	
Marketing Team	5000	Staffing	2,000	On-going	Repeating	2,000	2,000	2,000			
ICT	6212	Office Expns	30,000	Kit	One Off	30,000					
ICT	6212	Office Expns	12,000		Repeating	12,000	12,000	12,000			
CCTV	6505	Outside Works	26,100	Police 3 * Cameras	One Off	26,100					
CCTV	6500	Outside Works	2,000	maintenance	Repeating	2,000	2,000	2,000	2,000	2,000	
Grant Allocation	7000	Grants	20,000	Increase	Repeating	20,000	20,000	20,000			
Seagulls	6500	Outside Works	1,000		Repeating	1,000	1,000	1,000	1,000	1,000	
Existing objectives											
						Total	122,700	73,400	68,400	34,400	34,400
						One Off	56,100	5,000	-	-	-
						Repeating	66,600	68,400	68,400	34,400	34,400
Changes to agreed objectives						Not included in totals yet					
ICT	6212	Office Expns	-	20,000	Kit - Much Reduced - web site	One Off)	(20,000)				
ICT	6212	Office Expns	-	4,000	Support - Costs Reduced	Repeating	(4,000)	(12,000)	(12,000)		
New Objectives 2017/18 Onwards											
Highways - One way System	6673	Outside Works	20,000	Highways - One way System			20,000				

Existing Objective	Possible		Expenditure		2	3	4	1	2
	Code	Category			2017/18	2018/19	2019/20	2020/21	2021/22
Highways - Lenghtsman	5000	Staffing	25,000	Highways - Lenghtsman	25,000	25,000	25,000	25,000	25,000
Evening Waste Collections	5000	Staffing	2,500	Evening Waste Collections	2,500	2,500	2,500	2,500	2,500
Staffing Changes	5000	Staffing	6,000	Litter Picking, Enforcement etc	6,000	6,000	6,000	6,000	6,000
Putting green			zero	Putting green	-				
garden working group/Café & Toilets			60,000	garden working group/Café & Toilets		60,000			
garden working group/ Boules area			3,000	garden working group/ Boules area		3,000			
garden working group/ Concert Area/Stage			25,000	garden working group/ Concert Area/Stage		25,000			
garden working group/ Gym Equipment			25,000	garden working group/ Gym Equipment		25,000			
Repairs - Millennium Clock	6500	Outside Works	12,000	Town management Millennium Clock	12,000				
Repairs East Cliff path	6500	Outside Works	-	East Cliff path			10,000		
Allotment fencing (third party funding)			Zero	Allotment fencing (third party funding)					
Wi-fi	6250	Office Expns	5,000	Feasibility Study	5,000				
Toilet Re-provisioning	6800	Outside Works	15,000	Woodmead halls	15,000	10,000	10,000		
PWLB - Early repayment	8001-4	Loans	23,151	Early Loan Repayments	23,151				
Park & Ride	6671	Outside Works	20,000	Re-provisioning	20,000				
Security & Alarm Review	6250	Office Expns	5,000	Security & Alarm Review	5,000				
Improve exp for disabled vi	6122	Office Expns	5,000	Promotion of town	5,000				
Walkers, Water Sports, For	6122	Office Expns	5,000	Promotion of town	5,000	5,000	5,000		
Events Support	6714	Outside Works	2,500	Radio/ stage etc	2,500	2,500	2,500		
Town Bus	6675	Outside Works	12,000	Subsidy	12,000	12,000	12,000	12,000	12,000
New Objectives/Changes			Total		114,151	184,000	61,000	45,500	45,500
			One Off		45,151	133,000	10,000		
			Repeating		64,000	51,000	51,000	45,500	45,500
Total Objectives			Total		236,851	257,400	129,400	79,900	79,900
			One Off		101,251	138,000	10,000	-	-
			Repeating		130,600	119,400	119,400	79,900	79,900

Possible Objectives

Objective	Code	Category	Expenditure				
			2018/19	2019/20	2020/21	2021/22	
	Totals		One Offs	362,000	-	-	-
			Continuing	56,206	56,206	56,206	56,206
			Total	418,206	56,206	56,206	56,206
Seafront Attendant	5000	Salaries		22613	22613	22613	22613
	External Funding	5000 Salaries		-9000	-9000	-9000	-9000
Marine Parade and Candles on the Cobb Pavilion Toilets	6505	Outside Works		50000			
Town Council Website	6212	Office Expns		5000			
Beach Huts	6506	Outside works		45000			
2nd Lengthsman	5000	Salaries		22613	22613	22613	22613
	Addnl Kit	6505 Outside Works		10000			
Supervisor	5000	Salaries		7980	7980	7980	7980
Strawberry Fields				Zero			
Wet Weather Facilities	7000	Grants/SLA's		10000	10000	10000	10000
Park n Ride North & west	6671	Outside Works		2000			
Extend Period of Charmouth Rd	6671	Outside Works		2000	2000	2000	2000

Possible Objectives

Objective	Code	Category	Expenditure				
			2018/19	2019/20	2020/21	2021/22	
	Totals		One Offs	362,000	-	-	-
			Continuing	56,206	56,206	56,206	56,206
			Total	418,206	56,206	56,206	56,206
Chamber of Commerce				Zero			
1st World War	6130	Office Expns		10000			
War memorial			(assumed cost in 2017/18)	Zero			
Ramp in Gardens	6505	Outside works		220000			
Asset Management Review	6250	Office Expns		5000			
Beach & seafront weddings	6500	Outside works		10000			
Alternative Council Offices				Zero			
Parking Orders	6600	Outside Works		5000			

Committee: Strategy and Finance

Date: 18 October 2017

Title: Appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens

Purpose of Report

To allow members to consider the appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens

Recommendation

Members approve the appointment of John Stark and Crickmay Partnership as architects for the design and project management of a café and toilets in Lister Gardens

Background

1. In 2009, the council ran a competition to select an architect to develop proposals for a café in Lister Gardens.
2. John Stark and Crickmay Partnership (JSCP) won that competition and were appointed in June 2009. Although some initial work was undertaken, the council did not proceed with this project.
3. On 2 November 2016, it was resolved by Full Council 'to instruct officers to develop proposals for a café and toilets in the Langmoor and Lister Gardens, to be taken back to the Town Management and Highways Committee in three months' time'.
4. On 14 December 2016, Full Council approved the medium-term financial plan for 2017-21, which included draft objectives identified up until 2018/19. The objectives included a budget of £60,000 in 2018/19 for the provision of a café and toilets in the gardens.
6. On 12 April 2017, the Town Management and Highways Committee considered proposals for a café and toilets in Lister Gardens and JSCP's scheme was provided to the committee as a starting point for the project.
7. At that meeting, members agreed the scheme needed to be more modest, with a snack bar rather than a café, and perhaps two disabled toilets.
8. It was therefore recommended to Full Council 'to pursue more modest designs for a café and toilets in the Lister Gardens, with a view to reducing the cost'.
9. Following press reports of the committee meeting, JSCP wrote to the town council on 21 April 2017 with concerns that members had not been fully briefed

on the background to the project, and offered to attend a meeting to discuss the project with members.

10. At the subsequent Full Council meeting on 3 May 2017, Cllr O. Lovell asked for this matter to be referred back to the Town Management and Highways Committee for further consideration; Cllr Lovell felt the committee needed to firm up exactly what it wanted from the scheme.
11. On 14 June 2017, the Town Management and Highways Committee made a recommendation and on 12 July 2017 the Full Council resolved, 'to invite architects from John Stark and Crickmay Partnership to the next meeting of the Town Management and Highways Committee to discuss the proposals for a café and toilets in the Lister Gardens'.
12. JSCP attended a meeting of this committee on 26 July 2017 to discuss the project.
13. After considering JSCP's proposal, the Town Management and Highways Committee made the following recommendation, which was resolved by the Full Council on 20 September 2017: 'that John Stark and Crickmay Partnership's scheme is properly costed at today's rates, and for a costed scheme to be taken to the Strategy and Finance Committee for review and to consider a way forward'.
13. Between council meetings, further discussions took place with JSCP to refine the design of the café and toilets. These meetings included the mayor, deputy mayor, the chairman of the Town Management and Highways Committee, the chairman of the Planning Committee, the town clerk, and deputy town clerk.
14. The product of these meetings was two revised design options produced by JSCP. These options were considered by the Town Management and Highways Committee on 4 October 2017.
15. On 4 October 2017, the Town Management and Highways Committee agreed the following recommendation for consideration by the Full Council on 1 November 2017:

'to ask Roger Hussey of John Stark and Crickmay Partnership to produce more appropriate designs for the proposed café and toilets in Lister Gardens, to be considered by the appropriate committee, with the intention of having a good understanding of the cost of the project by 13 December 2017.'

Report

16. The award of a contract to JSCP to design and manage this project has not been formally approved by the council. However, in 2009, JSCP were appointed through a competitive process to undertake design work for this project, more recently JSCP has further committed time to this project at the direction of the council and, as a consequence of its involvement, JSCP has a good understanding of the project and the council's requirements.

17. Normally, the council would seek three competitive quotes for works of this value. However, the council's financial regulations list five exceptions to this requirement. One of the exceptions is detailed in paragraph 11.1.2 of the council's financial regulations: 'For specialist services or equipment such as provided by solicitors, accountants, surveyors and planning consultants'. For the reasons detailed in paragraph 15, it is appropriate to appoint JSCP to design and project manage a café and toilets in Lister Gardens.
17. JSCP's schedule of fees, along with other associated costs and arrangements, is attached, **appendix 16A**. JSCP's fees are in line with the industry norm.
16. Finally, the budget for this project needs to be reviewed and approved; the cost of this project will be significantly in excess of the £60,000 budgeted for in the medium-term financial plan for 2018/19. Because of the cost involved, this project should be considered as part of the budget-setting process for 2018/19. The final decision on the 2018/19 budget will not be made until the Full Council meeting on 13 December 2017. This will allow members further time to reflect on the design proposals and project costs.
19. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

John Wright
Town clerk
October 2017



JOHN STARK & CRICKMAY PARTNERSHIP
Chartered Architects & Architectural Technologists
13 & 14 Princes Street Dorchester Dorset DT1 1TW
Tel 01305 262636 Fax 01305 260960 Email jsep@johnstark.co.uk

RH/SV/09/31
12th October 2017

John Wright, Esq.,
Town Clerk,
Lyme Regis Town Council,
Guildhall Cottage,
Church Street,
Lyme Regis,
Dorset,
DT7 3BS.

Dear John,

Café and Public Conveniences, Lister Gardens

Further to recent meetings and our discussion this morning I fully agree that it would be helpful to have our appointment 'regularised'.

I am therefore pleased to put forward the following as applicable to the change in scale and scope of the project.

A. Site Survey

To date the sketch designs have been based on 'as-built' drawings of the gardens' stabilisation works, as supplied by West Dorset District Council engineering division and to a lesser extent High-Point Rendel.

When we get past the sketch design stage I suggest it will be sensible to have an updated survey of the area of the proposed building and, say, £750.00 should be budgeted for this.

B. Full Architectural Service

We had originally expected to complete what we refer to as the 'full service' – this sees the project through from the initial designs, Planning Permission, Building Regulations Approval, specification preparation, tender action, site/contract administration, to completion by the Contractor and is described in greater detail on the attached photocopy. The full service is normally charged as a percentage of the cost of the building works excluding VAT.

For the purpose of this fee illustration I have shown three notional project costs, and the percentage fee that we have found through past experience to be appropriate to projects of this size and nature.

Project Cost	£250,000.00	percentage fee	7.75%
	£300,000.00	percentage fee	7.65%
	£350,000.00	percentage fee	7.5%

Please bear in mind that at this stage this is not supposed to be a precise assessment of building costs but an indicative fee illustration.

Cont/.....

Directors Daniel Cantrell Dip Arch RIBA Roger Hussey MCIAT
Technical Director Anthony Williams MCIAT **CDM Director** Peter James MCIAT
Architectural Consultants Michael Howarth Dip Arch RIBA
Anthony Jaggard FSA FRSA Christopher Read MCIAT



RIBA Chartered Practice No. 109416 VAT Registration No. 186234158 Established 1850
John Stark & Crickmay Partnership Ltd, Registered in England & Wales No. 4823865



JOHN STARK & CRICKMAY PARTNERSHIP
13 & 14 Princes Street Dorchester Dorset DT1 1TW

There must be an element of trust in our relationship and we are always willing to renegotiate the percentage once actual costs are established. Our fees are calculated on a sliding scale – should costs go up then our percentage comes down, and vice versa.

Our fees are broken down into stage payments up to the appointment of the Contractor (65%) and the remaining 35% is invoiced monthly during the construction period. The breakdown is usually as follows.

Scheme Design for (Planning Permission)	20%
Working Drawings for Building Regulation Approval	25%
Specification and Tender Documentation	20%
Contract and Site Administration	35%

When tenders are returned it is sometimes necessary to develop a schedule of omissions to bring the contract sum down to an acceptable level. In these circumstances we reserve the right to charge 65% of the appropriate percentage fee on the lowest tender received. Our fee for contract and site administration is then charged as 35% of the appropriate percentage fee on the adjusted, or ongoing, contract sum.

C. General

Our fees are exclusive of expenses and VAT. Expenses are detailed on the attached Scale of Charges, which also includes our present hourly rates. Our fee is also exclusive of Local Authority Application Charges and the appointment of any other professionals.

Also enclosed is a copy of our standard terms and conditions.

D. Structural and Geotechnical Engineer

We are aware that the Council's preferred Engineers are PCRM of Bridport and intend to invite them to submit a fee proposal for assisting with the project once Members have signed off on their preferred design.

E. Quantity Surveyor

We propose that James Paradise of Peter Gunning & Partners is employed to provide costings for the Members preferred scheme (he prepared the original cost report in 2009).

James has given me a budget figure of £1,000.00 excluding VAT. If it takes him less time he will charge less, but he will not exceed this figure.

We do not anticipate the need for a fuller Quantity Surveyor role after the initial costings are prepared – the overall size of the project is certainly within the limits of our own financial administration.

Cont/.....

JOHN STARK & CRICKMAY PARTNERSHIP
13 & 14 Princes Street Dorchester Dorset DT1 1TW

F. Landscape

We have assumed that any landscaping requirements of the Planners can be met by working with your own Lister Gardens gardening team – put another way the planting after the stabilisation works will be ‘adjusted’ around the new building.

G. CDM 2015

I am sure you are aware of the Council’s obligation under the CDM Regulations.

For carrying out the role of Principal Designer as defined by the Regulations we propose a lump sum fee of £2,000.00.

I hope I have covered everything in sufficient detail for you to be able to formally confirm our appointment.

In the meantime I am well underway with an alternative design and look forward to seeing you and the Members at 3.30 p.m. on 25th October.

Finally, for your file I enclose a copy of our file from our entry in the original competition up to it being placed on hold. Having looked back through the papers I note we were never actually informed of the project’s deferment but I am confident already that communication between us is on a sounder foot!

Yours sincerely,



Roger Hussey
John Stark & Crickmay Partnership

Plan of Work

Design and construction proceeds through a number of Work Stages, which are summarised below.

- | | |
|---|---|
| A Appraisal | Identification of client's requirements and possible constraints on development. Preparation of studies to enable the client to decide whether to proceed and to select the probable procurement method. |
| B Strategic Briefing | Preparation of Strategic Brief, by or on behalf of the client, confirming key requirements and constraints. Identification of procedures, organisational structure and range of consultants and others to be engaged for the Project. |
| C Outline Proposals | Commence development of Strategic Brief into full Project Brief. Preparation of outline proposals and estimate of cost. Review of procurement route. |
| D Detailed Proposals | Complete development of Project Brief. Preparation of Detailed Proposals. Application for full Development Control approval. |
| E Final Proposals | Preparation of Final Proposals for the Project sufficient for co-ordination of all components and elements of the Project. |
| F Production Information | F1 Preparation of production information in sufficient detail to enable a tender or tenders to be obtained.
F2 Preparation of further production information required under the building contract. |
| G Tender Documentation | Preparation and collation of tender documentation in sufficient detail to enable a tender or tenders to be obtained. |
| H Tender Action | Identification and evaluation of potential tenderers. Obtaining and appraising tenders. |
| J Mobilisation | Letting the building contract, appointing the contractor. Issuing of production information to the contractor. Arranging site hand-over to the contractor. |
| K Construction to Practical Completion | Administration of the building contract up to and including practical completion. |
| L After Practical Completion | Administration of the building contract after practical completion. Making final inspections and setting the final account. |

Committee: Strategy and Finance

Date: 18 October 2017

Title: Funding Request from The Royal British Legion

Purpose of Report

To allow members to consider a request from the Lyme Regis Branch of The Royal British Legion for a grant of £500 towards the cost of sending the branch standard and bearer to Ypres in 2018

Recommendation

Members approve a grant of £500 towards the cost of sending the branch standard and bearer to Ypres in August 2018

Background

1. Attached is a letter to the mayor from the chairman of the Lyme Regis Branch of The Royal British Legion, **appendix 17A**. The letter asks the council if it could consider providing a grant of £500 towards the cost of sending the standard and the bearer to Ypres in August 2018 to commemorate the first great pilgrimage which saw thousands of First World War veterans make the return journey to Ypres to commemorate those comrades who fell during The Great War.
2. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

John Wright
Town clerk
October 2017



The Royal British Legion
Lyme Regis Branch

BR2428



Maj (Retd) I Marshall
Stonecutters
Haye Lane
Lyme Regis
DT7 3NG

01297 444698
07584 993955

Lymeregis.chairman@rbl.community

The Worshipful Mayor of Lyme Regis
Guildhall Cottage
Church St
Lyme Regis
DT7 3BS

15th August 2017

Dear Madam Mayor,

**ROYAL BRITISH LEGION WORLD WAR ONE CENTENARY
CELEBRATION EVENT**

The Royal British Legion are planning a huge event to be staged during August 2018 to commemorate the first great pilgrimage which saw thousands of World War Veterans make the return journey to Ypres to commemorate those comrades who fell during the great war.

Next year's event is planned to repeat the pilgrimage with every branch of the Royal British Legion urged to send their branch standard and bearer and one other branch member to Ypres. In all it will be a huge spectacle with over 2300 standards planned to attend.

Lyme Regis Branch has agreed overwhelmingly that we should send our standard and bearer and to that end we are requesting that Lyme Regis Town Council assist with the funding of the standard Bearer with the other costs being provided from branch funds. The branch standard would not only be representing the town of Lyme Regis but the other member attending would also be laying a wreath to commemorate the 63 servicemen of Lyme Regis who gave their lives for their country during this conflict.

It would be appreciated if the Council would consider providing a grant of £500, being the cost of the four-day programme in August 2018

On behalf of the Royal British Legion, I hope that you and your council will review this request favourably.

Naturally, you may have questions to which I and my team would be delighted to answer for you and your colleagues.

Yours Sincerely,

A handwritten signature in cursive script that reads "Ian Marshall". The signature is written in black ink and is positioned above a horizontal line.

Ian Marshall
Chairman, Lyme Regis Branch of the Royal British Legion

Committee: Strategy and Finance

Date: 18 October 2017

Title: Grant Review, Lyme Regis Football Club

Purpose of report

To inform members of the grant review meeting which took place with the chairman of Lyme Regis Football Club

Recommendation

Members note the report

Background

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

Report

6. Following the last report on this matter to this committee on 28 June 2017, grant review meetings with the football club's chairman took place on 14 September 2017 and 3 October 2017; Cllr S. Miller and the town clerk represented the council at the meeting on 19 September 2017 and the finance manager and town clerk represented the council at the meeting on 3 October 2017.

AGENDA ITEM 19

7. The final invoice for the project has been submitted by the football club and was paid on 4 October 2017. In total, the council paid £48,000 towards the agreed project cost of £60,000.
8. Further discussions will take place with the football club about the delivery of its two further projects scheduled for 2018 and 2019.
9. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

John Wright
Town clerk
October 2017

Committee: Strategy and Finance

Date: 18 October 2017

Title: Investments, Cash Holdings and Loans

Purpose of Report

To inform members of investments, cash holdings and loans

To allow members to consider whether to request a report from an independent financial advisor regarding CCLA investment opportunities

Recommendation

Members advise officers whether to request a report from an independent financial advisor regarding CCLA investment opportunities

Background

1. Details of monies held in the council's bank accounts and the council's outstanding loans at 10 October 2017 are attached, **appendix 20A**.
2. The total balance, £1,190,502, 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.

CCLA

7. At the Strategy and Finance Committee meeting on 15 March 2017, members considered investing some of the council's funds with the Churches, Charities and Local Authorities (CCLA).
8. Mark Davies from CCLA made a presentation at this committee on 6 September 2017. Following a recommendation from this committee, it was resolved by the Full Council on 20 September 2017 to instruct officers 'to bring a report to the next Strategy and Finance Committee meeting on 18 October 2017 to allow members to consider whether the council should invest part of its funds with Churches, Charities and Local Authorities'.
9. The CCLA has cash funds and a property fund. The former pays rates similar to those the council already receives, so is not particularly attractive to the council. The property fund is completely different and may be an alternative members may wish to consider, although it would require a change to the council's current financial regulations.
10. The fund principally invests in UK commercial properties; attached at **appendix 20B** is a profile giving further information on the portfolio and historical performance. It is recommended that any investment is seen as a long-term one for a minimum of five years. Exit charges would be about 8.3% (stamp duty and legal costs), so this is not suitable for short-term investments.
11. The fund provides both a quarterly dividend, currently around 5%, and hopefully a longer-term capital growth. However, it is this capital element particularly which is much more volatile than the council's traditional investments, as illustrated in the fall in capital values between 2007 and 2009. While this fall in property prices is unusual, it is a possibility that must be accepted before investing in such a fund.
12. Currently, Blandford Town Council and Sherborne Town Council's charity fund invest with the CCLA. Blandford Town Council has provided the following details to illustrate the returns they have received.

Investment	31/10/2013	£400,000
Capital value	31/05/2016	£483,000
Capital value	28/02/2017	£472,000

13. Since the 2013 investment, Blandford Town Council has received dividends of £78,000. After a management fee of £8,500 has been paid, its net return is £69,500. This equals to approximately 5.5% gross and approximately 5% net.
14. CCLA will not accept an investment from a small authority with a balance sheet of less than £20 million, without the council receiving a report from an independent financial advisor, which would cost about £400. Before any investment is made, the advice of Arlingclose would be sought.

Other

11. 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.
12. Any recommendations from this committee will be considered by the Full Council on 1 November 2017.

Keith Wilson
Finance manager
October 2017

Lyme Regis Town Council**Bank Balances****10-Oct-17**

	Total £	Access
Nat West		
General (reconciled balance £1,856)	1,000	Instant
Liquidity Manager 0.1%	35,202	Instant
Special Interest Bearing Account 0.5%	386,646	Instant
Christmas Lights (reconciled balance £10,964.27)	7,242	Instant
Lloyds - Current (£34,736 after reconciling items)	33,604	Instant
Lloyds - Liquidity Manager	321,564	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
Santander 0.15%	289	Instant
Santander 0.55%	738	180 Days
Wilkinson Legacy 0.2%	524	One month
WDDC Deposit 0.7818%	1,968	10 Days
	<u>1,190,502</u>	

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

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Sep-17	292,500	approx

Public Works Loans

Zero
All repaid April 2017

The Local Authorities' Property Fund

Fund Profile – 31 December 2016

A unique, specialist Property Fund available only to Local Authority Investors

Price at 31.12.16

Income units
Gross dividend yield

Net asset value

285.94p (xd)
4.77%*

* Based upon the net asset value and historic gross annual dividend of 13.6327p.

Strong governance

The trustee is the Local Authorities' Mutual Investment Trust (LAMIT). LAMIT is controlled by members and officers of the Local Government Association, the Convention of Scottish Local Authorities, the Northern Ireland Local Government Officers' Superannuation Committee and by Trustees to represent Unitholders. As fully independent trustee, LAMIT approves the investment strategy and the risk profile of the portfolio and reviews performance.

Unique accounting advantages

Unlike other property funds or direct property purchases, investment in the Fund does not count as capital expenditure for English and Scottish Local Authorities. Dividends are treated as revenue income, but the General Fund is protected from fluctuations in the unit price. The investment is treated as an available for sale financial asset.

Meeting your needs

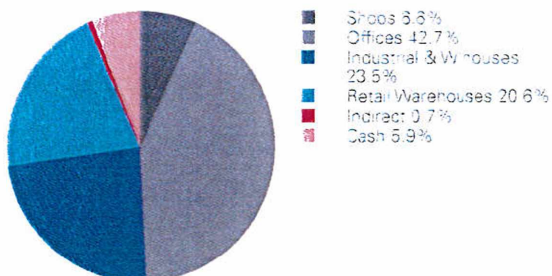
Suitable for Local Authorities the Fund aims to provide investors with a high level of income and long-term capital appreciation.

The Property Fund is designed to achieve long term capital growth and a rising income from investments in the domestic commercial property sector.

The portfolio is actively managed with a focus on asset selection. The intention is to boost returns by lease and tenant management and property improvement.

The Fund has a broad sector spread, with prudent diversification to keep risks under control.

Asset allocation by investment category 31 December 2016



The Fund has a revolving credit facility which at end December had a nil balance

Property portfolio details

Top 5 properties = 27.8% of the portfolio

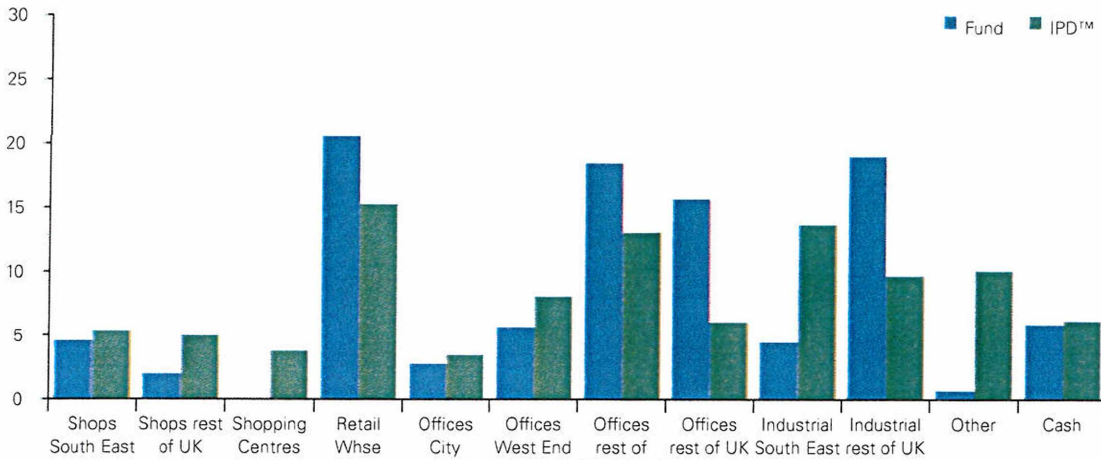
Top 5 tenants = 20.7% of rental income

Weighted unexpired lease term 5.7 years

Vacancy rate 4.8%

Total fund size £664 million

Asset allocation by region and category 31 December 2016



Fund Data and AREF/IPD™ Other Balanced Property Fund Index data as at 31 December 2016

Top ten property holdings – total 43.3%

- London, Stockley Park, Longwalk
- Coventry, Torrington Avenue
- London, Kingsway
- Cambridge, Science Park
- Bracknell, The Arena
- Leeds, Leeds Industrial Estate
- London, Beckton Retail Park
- London, Fenchurch Street
- Bristol, Gallagher Retail Park
- Edinburgh, Lochside Avenue

Market update

Transaction volumes recovered in the final quarter but remained below the levels achieved earlier in the year. Overseas buyers, attracted by sterling weakness, were a feature of the market. Valuations were flat at the start of the period but rose at the end, boosted by rising rental values, up by an industry average 2.3% at the end of November. In sub-sector terms industrials were the best performers. In contrast the environment for shops, particularly away from the South East, remained challenging.

The investment approach for the Fund is to have portfolio biases to those sub-sectors of the market expected to provide the strongest returns. Asset selection however is key, the search is for properties where management action can have a material and beneficial impact on valuations.

Fund activity

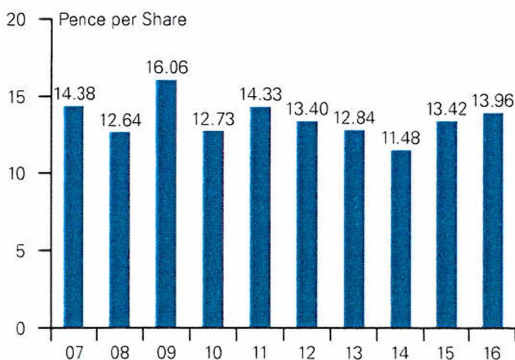
The Fund continued to attract good inflows of new money, this and the existing cash balance supported a busy period of purchase activity. Two industrial estates were acquired, one near Leeds, the other in Northampton. We also purchased an office in Warwick adjacent to an existing asset of the Fund. At the end of the period there was a conditional exchange of contracts to acquire a warehouse in Bridgwater. All purchases were made on attractive yields.

Outlook

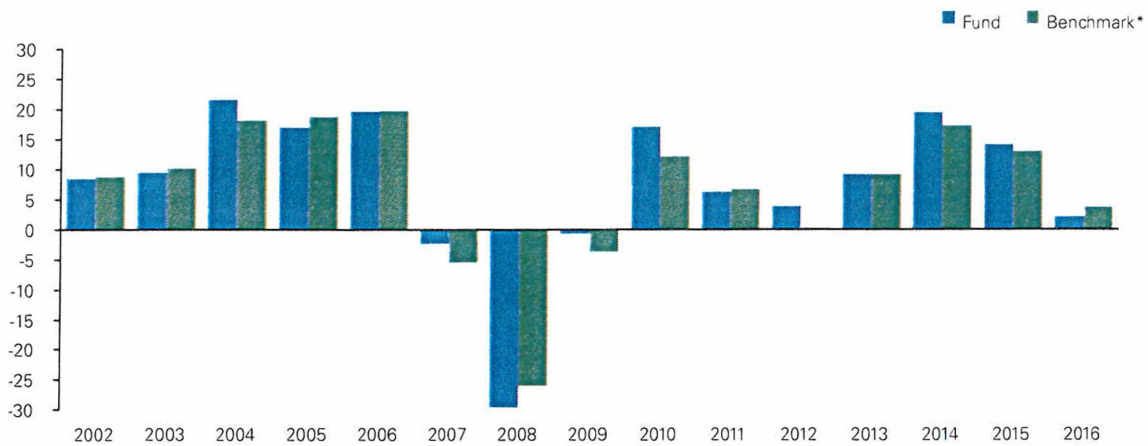
Rising rents, a high starting yield and improving investor confidence are supportive of the sector and will underpin valuations. Against this the uncertainties associated with 'Brexit' will inhibit activity and may challenge sentiment from time to time. Income flows will provide a solid base to returns but it is premature to expect much change in capital values.

Dividend history of The Local Authorities' Property Fund

Years to 31 March



Calendar performance versus the benchmark (net)



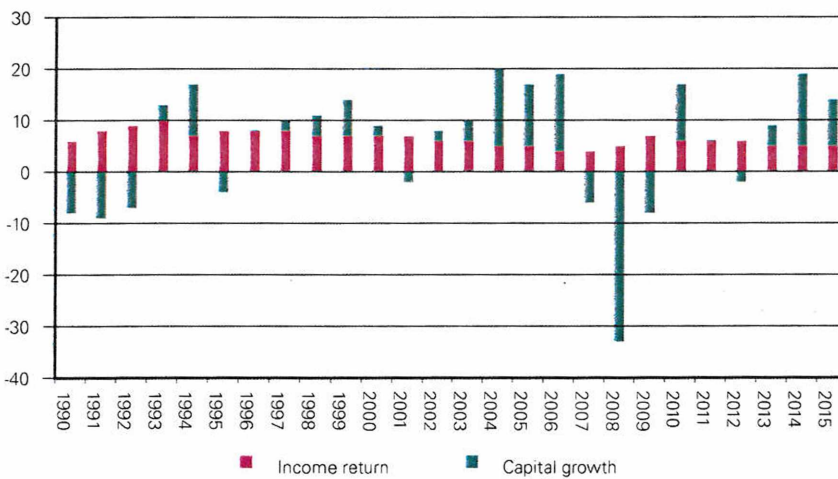
* The benchmark is the AREF/IPD™ Other Balanced Property Fund Index

Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

Source: COLA & AREF/IPD™

Note: Fund calendar performance refers to total return whereas investment returns (shown below) splits the total return between income and capital. A small difference arises as a result of the compounding on the income and capital components.

The Local Authorities' Property Fund investment returns (after expenses)



IPD™ UK Annual Property Digest returns (before expenses)



Source: IPD™

Income from Property and the Fund has been consistent even in downturns, a reflection of its contractual basis

Long-term performance

Total return performance (net) 12 months to end of December

	2016	2015	2014	2013	2012
The Local Authorities' Property Fund	+2.1%	+14.0%	+19.4%	+9.2%	+3.9%
Benchmark *	-3.7%	+13.0%	+17.3%	+9.2%	+0.3%

* The benchmark is the AREF/IPD™ Other Balanced Property Fund Index

Performance shown after management fees and other expenses. Past performance is not a guide to future performance and future returns are not guaranteed.

Source: CCLA & AREF/IPD™

Costs and charges

Our policy is always to keep costs and charges low - we believe that high costs and charges have a very damaging cumulative effect on investor returns. We negotiate to keep expenses low and monitor dealing costs closely. We have no entry or exit fees, the only income taken by the investment manager is the annual charge of 0.65%.

Key facts

Bid/offer spread	8.3%
Dealing day	Month end valuation day *
Minimum initial investment	£25,000
Minimum subsequent investment	£10,000
Dividend payment dates	End January, April, July & October
Annual management charge	0.65% (deducted from income)
Unit types available	Income
Sedol number	0521664
ISIN number	GB0005216642

Income payments are now made gross of tax.
Any outstanding historic tax reclaims should be addressed to:

Glynis Free
Specialist Repayment Team
7 South
Ty - Glas
Cardiff CF14 8HR
Telephone 03000 580618 9.30am - 1pm

* Instructions for the issue or redemption of units must be received by CCLA no later than 5pm on the business day prior to the valuation Date. If the valuation day is a Bank Holiday the dealing day will be the previous working day. Units are only realisable on each monthly dealing date and redemptions may not be readily realisable; a period of notice not exceeding six months may be imposed for the redemption of units.

Disclosure

Investment in the Fund is for Eligible Local Authorities who are Professional Investors only.

Past Performance is not an indicator of future performance. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. Any forward looking statements are based upon our current opinions, expectations and projections. We undertake no obligations to update or revise these. Actual results could differ materially from those anticipated.

Investments in the Fund and the Fund are not covered by the Financial Services Compensation Scheme (FSCS). However, the Manager may pay fair compensation on eligible claims arising from its negligence or error in the management and administration of the Fund.

The Fund is an Alternative Investment Fund and an Unregulated Collective Investment Scheme established under a Scheme approved by H.M Treasury under Section 11 of the Trustee Investments Act 1961 and is subject to provisions of a Trust Deed dated 6 April 1972 and a supplemental Trust Deed dated 13 September 1978. The Fund operates as an open-ended Fund under Part IV of the schedule to the Financial Services and Markets Act 2000 (Exemption) Order 2001.

CCLA Fund Managers Limited (registered in England No. 8735639 at Registered office Senator House, 85 Queen Victoria Street, London EC4V 4ET) is authorised and regulated by the Financial Conduct Authority and is the manager of the Local Authorities' Property Fund.

Committee: Strategy and Finance

Date: 18 October 2017

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of August and September 2017

Recommendation

Members note the report and approve the attached schedule of payments for August and September 2017 for the sums of £109,027.39 and £117,332.90

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-imburement 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.
4. I present the list of payments for the months of August and September 2017 **appendix 21A and 21B**. 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
October 2017

Lyme Regis Town Council
Payments list for August 2017

Total

Date	Supplier	Detail	Payment Type
NAT WEST BANK			
10/08/2017	HMRC VAT	Quarterly VAT	D/D
10/08/2017	WEST DORSET D.C.	Business rates	D/D
11/08/2017	GIFFGAFF.COM	Mobile Phone	POS
14/08/2017	ALLSTAR	Fuel	D/D
15/08/2017	BANKLINE	Bank Charges	BLN
16/08/2017	E.ON	Electricity	D/D
16/08/2017	E.ON	Electricity	D/D
16/08/2017	E.ON	Electricity	D/D
16/08/2017	E.ON	Electricity	D/D
16/08/2017	E.ON	Electricity	D/D
16/08/2017	E.ON	Electricity	D/D
16/08/2017	E.ON	Electricity	D/D
16/08/2017	OPUS ENERGY LTD	Electricity	D/D
17/08/2017	GIFFGAFF.COM	Mobile Phone	POS
21/08/2017	Worldpay	Card Charges	D/D
22/08/2017	DORSET COUNTY COUN	Bins	D/D
23/08/2017	GIFFGAFF.COM	Mobile Phone	POS
23/08/2017	SCOTTISHPOWER	Electricity	D/D
24/08/2017	SALARY	Monthly Salaries	EBP
25/08/2017	E.ON	Electricity	D/D
25/08/2017	E.ON	Electricity	D/D
25/08/2017	E.ON	Electricity	D/D
25/08/2017	E.ON	Electricity	D/D
25/08/2017	E.ON	Electricity	D/D
25/08/2017	E.ON	Electricity	D/D
25/08/2017	WEST DORSET DISTRI	LRTCLOAN	S/O
01/09/2017	C POWLEY	Strawberry Fields Lease	S/O

109,027.39

Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
6,307.68	0%	-	6,307.68	VAT
6,562.81	0%	-	6,562.81	Utilities
5.00	20%	0.83	4.17	Utilities
620.39	20%	103.40	516.99	Outside Works
51.20	0%	-	51.20	Office Expenses
65.81	5%	3.13	62.68	Utilities
31.71	5%	1.51	30.20	Utilities
30.77	5%	1.47	29.30	Utilities
12.59	5%	0.60	11.99	Utilities
12.04	5%	0.57	11.47	Utilities
7.28	5%	0.35	6.93	Utilities
6.42	5%	0.31	6.11	Utilities
15.13	5%	0.72	14.41	Utilities
5.00	20%	0.83	4.17	Utilities
35.14	0%	-	35.14	Office Expenses
1,095.00	0%	-	1,095.00	Outside Works
5.00	20%	0.83	4.17	Utilities
319.00	5%	15.19	303.81	Utilities
33,808.56	0%	-	33,808.56	Staffing
134.72	5%	6.42	128.30	Utilities
51.11	5%	2.43	48.68	Utilities
44.73	5%	2.13	42.60	Utilities
18.22	5%	0.87	17.35	Utilities
16.79	5%	0.80	15.99	Utilities
8.98	5%	0.43	8.55	Utilities
3,125.00	0%	-	3,125.00	Loan Charges
50.00	0%	-	50.00	Licences

Lyme Regis Town Council
Payments list for August 2017

Total

Date	Supplier	Detail	Payment Type
LLOYDS BANK			
01/08/2017	EAST DEVON DC	Sidmouth Rd Rates	DD
02/08/2017	AXMINSTER GARDEN M	Goods & Services - January	BACS
02/08/2017	Customer	Deposit Refund	BACS
02/08/2017	Customer	Refund	TFR
02/08/2017	DCC PENSION FUND	July Pensions	BACS
02/08/2017	DEVON CC	Job Ads	BACS
02/08/2017	EUROFFICE	Paper etc	BACS
02/08/2017	EVERGREEN RENEWABL	Marine Parade Toilets	BACS
02/08/2017	FIRSTAID4LESS	2 * First Aid Kits	BACS
02/08/2017	HARBOUR VOICES	Grant	BACS
02/08/2017	Customer	Shelters refund	TFR
02/08/2017	JACKSON LIFT GROUP	Breakdown attendance	BACS
02/08/2017	JKS FLOORING	Vinyl Flooring for cadet Hut	TFR
02/08/2017	LRDT PROPERTY M	Qtrly rent & Service Charge	BACS
02/08/2017	LRDT	Hub Grant	BACS
02/08/2017	LYME FORWARD	Grant	BACS
02/08/2017	R&B TROPHIES	Shield	BACS
02/08/2017	STEPHENS SCOWN	Legal fees	TFR
02/08/2017	TRAVIS PERKINS	Consolidated Invoice	BACS
02/08/2017	FIRERETARDANT	Fire Retardant Paint	DEB
02/08/2017	XYLEM WATER SOLUTIONS	Lower Monmouth Beach attendance	BACS
02/08/2017	Zurich Municipal	Additional Motor Insurance	BACS
04/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB
07/08/2017	Ebay	Silicon Caps for Showers	DEB
08/08/2017	Ebay	Lubricant	DEB
09/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB
09/08/2017	MOTORWELL	Spare Key	DEB

109,027.39

Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<u>52,446.08</u>				
207.00	0%	-	207.00	Utilities
99.52	20%	16.59	82.93	Outside Works
20.00	0%	-	20.00	Beach Hut
110.00	0%	-	110.00	Beach Hut
6,862.52	0%	-	6,862.52	Staffing
180.00	20%	30.00	150.00	Staffing
116.03	20%	19.34	96.69	Office Expenses
2,534.43	20%	422.41	2,112.03	Outside Works
127.50	20%	21.25	106.25	Outside Works
308.15	0%	-	308.15	Grants
60.00	0%	-	60.00	Shelters
184.80	20%	30.80	154.00	Outside Works
297.77	20%	49.63	248.14	Outside Works
393.16	20%	65.53	327.63	Office Expenses
2,500.00	0%	-	2,500.00	Grants
3,750.00	0%	-	3,750.00	Grants
15.00	20%	2.50	12.50	Office Expenses
4,560.00	20%	760.00	3,800.00	Office Expenses
113.53	20%	18.92	94.61	Outside Works
729.60	20%	121.60	608.00	Outside Works
525.60	20%	87.60	438.00	Outside Works
322.21	0%	-	322.21	Office Expenses
5.00	20%	0.83	4.17	Utilities
7.95	20%	1.33	6.63	Office Expenses
5.94	20%	0.99	4.95	Office Expenses
10.00	20%	1.67	8.33	Utilities
97.78	20%	16.30	81.48	Outside Works

Lyme Regis Town Council
Payments list for August 2017

Total

Date	Supplier	Detail	Payment Type
10/08/2017	Al Husen	Sidmouth Rd Park n Ride	TFR
10/08/2017	BRIDPORT CAB	Grant	BACS
10/08/2017	Customer	Refund	BACS
10/08/2017	Ebay	Table Tennis Balls	DEB
10/08/2017	Staff	Expenses	BACS
10/08/2017	SOUTHERN TANK SERV	Bowser & Pressure washer	BACS
14/08/2017	Packaging Products	parking Penalty envelopes	DEB
14/08/2017	Ebay	Till Rolls	DEB
15/08/2017	EE & T-MOBILE	SIM Cards	DD
16/08/2017	Ebay	Wax Seals	DEB
16/08/2017	Ebay	Mini Golf Pencils	DEB
18/08/2017	AMAZON UK	Dual Lock Tape	DEB
21/08/2017	AMAZON UK	Micro Digital camcorders	DEB
21/08/2017	Worldpay	Card Transaction fees	DD
21/08/2017	IP Office	Telephone & broadband charges	DD
22/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB
23/08/2017	Ledhut	LED Lights	DEB
24/08/2017	OFFICENEEDS	Shredder	DEB
24/08/2017	Screwfix	Lengthsmen equipment	DEB
25/08/2017	A J SUPPLIES	Canister Refill	BACS
25/08/2017	ARTHUR FORDHAM	Padlock Brushes etc	BACS
25/08/2017	AXE SKIP HIRE	Monthly & Ware Cliff	BACS
25/08/2017	AXMINSTER GARDEN M	High Lift Blade	BACS
25/08/2017	Customer	Refund	TFR
25/08/2017	CAROL WILLIAMS	Cleaning	BACS
25/08/2017	CARRIER 3PL	Brochure Distribution	BACS
25/08/2017	CLARITY COPIERS	Printing/copying	BACS
25/08/2017	COBALT TELEPHONE	Pay by Phone Transaction Charges	BACS
25/08/2017	Crewkerne Horticultural	Leaf Blower	BACS
25/08/2017	Eibe Play	Aerial Cableway	BACS
25/08/2017	EUROFFICE	Paper etc	BACS

109,027.39

Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
3,500.00	0%	-	3,500.00	Outside Works
4,999.00	0%	-	4,999.00	Grants
20.00	0%	-	20.00	Beach Hut
6.49	20%	1.08	5.41	Office Expenses
96.84	0%	-	96.84	Staffing
6,405.23	20%	1,067.54	5,337.69	Outside Works
32.04	20%	5.34	26.70	Outside Works
13.99	20%	2.33	11.66	Office Expenses
102.42	20%	17.07	85.35	Utilities
5.90	20%	0.98	4.92	Office Expenses
38.00	20%	6.33	31.67	Office Expenses
11.99	20%	2.00	9.99	Office Expenses
59.98	20%	10.00	49.98	Office Expenses
48.51	0%	-	48.51	Office Expenses
588.94	20%	98.16	490.78	Office Expenses
5.00	20%	0.83	4.17	Utilities
64.62	20%	10.77	53.85	Outside Works
92.34	20%	15.39	76.95	Office Expenses
306.73	20%	51.12	255.61	Outside Works
29.66	20%	4.94	24.72	Outside Works
180.77	20%	30.13	150.64	Outside Works
1,194.00	20%	199.00	995.00	Outside Works
131.16	20%	21.86	109.30	Outside Works
20.00	0%	-	20.00	Beach Hut
431.00	0%	-	431.00	Outside Works
83.52	20%	13.92	69.60	Marketing & Tourism
296.74	20%	49.46	247.28	Office Expenses
44.96	20%	7.49	37.47	Outside Works
495.00	20%	82.50	412.50	Outside Works
387.48	20%	64.58	322.90	Outside Works
139.46	20%	23.24	116.22	Office Expenses

Lyme Regis Town Council
Payments list for August 2017

Total

Date	Supplier	Detail	Payment Type
25/08/2017	GLEN CLEANING	Cleaning	BACS
25/08/2017	HAMPSHIRE FLAG CO	Red Ensign	BACS
25/08/2017	HORMANN	Folding Doors, Hinges lever etc	BACS
25/08/2017	IMAGIN	Photo ID's	BACS
25/08/2017	JACKSON LIFT GROUP	Maintenance	BACS
25/08/2017	KREATIVE BUNTING	500 Metre Bunting	BACS
25/08/2017	Customer	Refund	TFR
25/08/2017	LUKE LAWSON	IT Services	BACS
25/08/2017	Customer	Refund	TFR
25/08/2017	Staff	Expenses	BACS
25/08/2017	METRIC GROUP	Back Office	BACS
25/08/2017	MOTTERAM HR	HR Consultancy	BACS
25/08/2017	ROYAL LION HOTEL	Catering for Gateway card Meeting	BACS
25/08/2017	SIX PAYMENT SERVIC	Card Transaction Fees	TFR
25/08/2017	SOMERSET County Council	Job Adverts	BACS
25/08/2017	SOUTH WEST WATER	Water Rates	BACS
25/08/2017	TRAVIS PERKINS	Consolidated Invoice	BACS
25/08/2017	VPW Systems	Domain name	BACS
25/08/2017	WESCO	Annual Monitoring	TFR
25/08/2017	Wessex Lift	Service of Platform	BACS
25/08/2017	WEST DORSET D.C.	Brochure Postage	BACS
25/08/2017	Western Power	New Electricity Connection	BACS
29/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB
29/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB
29/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB
29/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB
30/08/2017	GIFFGAFF.COM	Mobile phone charge	DEB

109,027.39

Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
1,244.68	20%	207.45	1,037.23	Outside Works
54.85	20%	9.14	45.71	Outside Works
1,342.36	20%	223.73	1,118.63	Outside Works
29.16	20%	4.86	24.30	Office Expenses
511.20	20%	85.20	426.00	Outside Works
452.52	20%	75.42	377.10	Outside Works
20.00	0%	-	20.00	Beach Hut
300.00	0%	-	300.00	Marketing & Tourism
40.00	0%	-	40.00	Beach Hut
9.95	0%	-	9.95	Staffing
97.20	20%	16.20	81.00	Outside Works
450.00	20%	75.00	375.00	Office Expenses
270.00	20%	45.00	225.00	Office Expenses
450.79	0%	-	450.79	Outside Works
48.00	20%	8.00	40.00	Staffing
161.25	0%	-	161.25	utilities
669.70	20%	111.62	558.08	Outside Works
61.20	20%	10.20	51.00	Marketing & Tourism
309.76	20%	51.63	258.13	Outside Works
129.00	20%	21.50	107.50	Outside Works
47.56	0%	-	47.56	Utilities
5,849.69	20%	974.95	4,874.74	Outside Works
5.00	20%	0.83	4.17	Utilities
5.00	20%	0.83	4.17	Utilities
5.00	20%	0.83	4.17	Utilities
5.00	20%	0.83	4.17	Utilities
5.00				

56,549.13

Lyme Regis Town Council
Payments list for August 2017

Total 109,027.39

Date	Supplier	Detail	Payment Type	<u>Amount</u>	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
	Petty cash			<u>32.18</u>				

Lyme Regis Town Council
Payments list for September 2017

Total

Date	Supplier	Detail
NAT WEST BANK		
01/09/2017	C POWLEY	Strawberry Fields lease
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
01/09/2017	SOUTH WEST WATER	Water Rates
11/09/2017	GIFFGAFF.COM	Mobile Phone
11/09/2017	WEST DORSET D.C.	Business rates
11/09/2017	WORLDPAY	Card Transaction Charges
12/09/2017	SALARY	Unpaid Leave
14/09/2017	ALLSTAR	Vehicle Fuel
15/09/2017	BANKLINE	Bank Charges
18/09/2017	GIFFGAFF.COM	Mobile Phone
18/09/2017	EDFENERGY CUST PLC	Electricity
18/09/2017	EDFENERGY CUST PLC	Electricity
18/09/2017	OPUS ENERGY LTD	Electricity
20/09/2017	Ministry of Defence	Red Arrows
20/09/2017	WORLDPAY	Card Transaction Charges
20/09/2017	WORLDPAY	Card Transaction Charges
21/09/2017	E.ON	Electricity
21/09/2017	E.ON	Electricity
21/09/2017	E.ON	Electricity
21/09/2017	E.ON	Electricity
21/09/2017	E.ON	Electricity
21/09/2017	E.ON	Electricity

117,332.90

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
D/D	50.00	0%	-	50.00	Licences
D/D	568.42	0%	-	568.42	utilities
D/D	179.99	0%	-	179.99	utilities
D/D	103.24	0%	-	103.24	utilities
D/D	96.39	0%	-	96.39	utilities
D/D	82.42	0%	-	82.42	utilities
D/D	78.26	0%	-	78.26	utilities
D/D	68.63	0%	-	68.63	utilities
D/D	26.17	0%	-	26.17	utilities
D/D	21.32	0%	-	21.32	utilities
D/D	19.03	0%	-	19.03	utilities
D/D	10.17	0%	-	10.17	utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	6,549.00	0%	-	6,549.00	Utilities
D/D	30.06	0%	-	30.06	Office Expenses
BACS	770.50	0%	-	770.50	Staffing
D/D	817.54	20%	136.26	681.28	Outside Works
D/D	54.90	0%	-	54.90	Office Expenses
D/D	5.00	20%	0.83	4.17	Utilities
D/D	248.67	5%	11.84	236.83	Utilities
D/D	248.14	5%	11.82	236.32	Utilities
D/D	18.07	5%	0.86	17.21	Utilities
CHQ	12,752.00	20%	2,125.33	10,626.67	Office Expenses
D/D	31.14	0%	-	31.14	Office Expenses
D/D	33.28	0%	-	33.28	Office Expenses
D/D	106.27	5%	5.06	101.21	Utilities
D/D	50.47	5%	2.40	48.07	Utilities
D/D	50.23	5%	2.39	47.84	Utilities
D/D	29.37	5%	1.40	27.97	Utilities
D/D	21.03	5%	1.00	20.03	Utilities
D/D	19.94	5%	0.95	18.99	Utilities

Lyme Regis Town Council
Payments list for September 2017

Total

Date	Supplier	Detail
21/09/2017	E.ON	Electricity
21/09/2017	E.ON	Electricity
21/09/2017	E.ON	Electricity
22/09/2017	DORSET COUNTY COUN	Waste Collections
22/09/2017	SALARY	Monthly Salary
25/09/2017	GIFFGAFF.COM	Mobile Phone
25/09/2017	E.ON	Electricity
25/09/2017	SCOTTISHPOWER	Electricity
25/09/2017	WEST DORSET DISTRI	LRTCLOAN
27/09/2017	E.ON	Electricity
28/09/2017	HMRC Tax	Tax & NIC

LLOYDS BANK

01/09/2017	EAST DEVON DC	Business rates
04/09/2017	GIFFGAFF.COM	Mobile Phones
07/09/2017	GIFFGAFF.COM	Mobile Phones
08/09/2017	HMRC Tax	Tax & NIC
11/09/2017	GIFFGAFF.COM	Mobile Phones
11/09/2017	Sheet Plastic	Plastic sheets for Gazebo
13/09/2017	A J SUPPLIES	Canister refill
13/09/2017	AXE SKIP HIRE	Skip Hire
13/09/2017	AXMINSTER GARDEN M	Spares & Services April & May
13/09/2017	C K COMMUNICATIONS	Hire of Radios - Red Arrows
13/09/2017	CAROL WILLIAMS	Cleaning
13/09/2017	CARRIER 3PL	Brochure Distribution
13/09/2017	CHG SOUTH WEST	Advice on Showers
13/09/2017	CLARITY COPIERS	Printing & Photocopies
13/09/2017	COBALT TELEPHONE	Parking Charges
13/09/2017	DCC PENSION FUND	Staff Pensions
13/09/2017	DORSET COMMUNITY TRANSPORT	Lyme Flyer
13/09/2017	GLEN CLEANING	Cleaning

117,332.90

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
D/D	11.48	5%	0.55	10.93	Utilities
D/D	10.95	5%	0.52	10.43	Utilities
D/D	3.64	5%	0.17	3.47	Utilities
D/D	1,071.50	0%	-	1,071.50	Outside Works
BACS	35,425.98	0%	-	35,425.98	Staffing
D/D	5.00	20%	0.83	4.17	Utilities
D/D	135.01	5%	6.43	128.58	Utilities
D/D	319.00	5%	15.19	303.81	Utilities
D/D	3,125.00	0%	-	3,125.00	Shelters
D/D	7.73	5%	0.37	7.36	Utilities
D/D	10,982.46	0%	-	10,982.46	Staffing
	<u>74,242.40</u>				

D/D	207.00	0%	-	207.00	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	8,785.22	0%	-	8,785.22	Staffing
D/D	10.00	20%	1.67	8.33	Utilities
POS	364.24	20%	60.71	303.53	Outside Works
BACS	28.06	20%	4.68	23.38	Outside Works
BACS	240.00	20%	40.00	200.00	Outside Works
BACS	480.71	20%	80.12	400.59	Outside Works
BACS	96.00	20%	16.00	80.00	Outside Works
BACS	438.50	0%	-	438.50	Outside Works
BACS	52.56	20%	8.76	43.80	Marketing & Tourism
BACS	48.00	20%	8.00	40.00	Outside Works
BACS	223.15	20%	37.19	185.96	Office Expenses
BACS	69.50	20%	11.58	57.92	Outside Works
BACS	7,317.78	0%	-	7,317.78	Staffing
BACS	2,640.00	0%	-	2,640.00	Outside Works
BACS	1,572.69	20%	262.12	1,310.58	Outside Works

Lyme Regis Town Council
Payments list for September 2017

Total

Date	Supplier	Detail
13/09/2017	HARBOUR BONFIELD	Vehicle Servicing Costs
13/09/2017	Staff	Expenses
13/09/2017	LUKE LAWSON	IT consultancy
13/09/2017	METRIC GROUP	Back Office System
13/09/2017	Staff	Expenses
13/09/2017	PERRY PRINT	Penalty Charge Tickets
13/09/2017	RTC MEDICAL	Paramedic Cover - Red Arrows
13/09/2017	Staff	Expenses
13/09/2017	START TRAFFIC	No Waiting Cones - Red Arrows
13/09/2017	SOUTH WEST WATER	Gardens - Valve Testing
13/09/2017	TRAVIS PERKINS	Consolidated Invoice
13/09/2017	VIRGILS WINDOWS	May - August
13/09/2017	WOODMEAD HALL	Toilet provisioning - June - September
15/09/2017	EE & T-MOBILE	Sim Cards
15/09/2017	Ebay	Lifting Jack
19/09/2017	HSE BOOKS	Posters
20/09/2017	Amazon	USB charger cables
20/09/2017	EVERGREEN RENEWABL	Performance Lighting
20/09/2017	HOLMES & BLACKMORE	Water & Sewage works 2016/17
20/09/2017	Ebay	Plug adaptor
20/09/2017	Worldpay	card Transaction Charges
21/09/2017	IP Office	Telephones & Broadband
26/09/2017	A J SUPPLIES	Cleaning Supplies
26/09/2017	Customer	Refund
26/09/2017	AXMINSTER GARDEN M	Spares & goods July 17
26/09/2017	BDO	External Audit Charges
26/09/2017	CRICKLADE BAND	Band Performances
26/09/2017	LRDT	Room Hire
26/09/2017	OPEN SPACES	Subscription
26/09/2017	PITNEY BOWES	Postage
26/09/2017	SECUR-A-DOOR	Shelters Sliding Door & repairs
26/09/2017	SOUTH WEST WATER	Water Rates
26/09/2017	WEST DORSET D.C.	Licensing

117,332.90

Payment Type	Probable Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
BACS	154.80	20%	25.80	129.00	Outside Works
BACS	12.70	0%	-	12.70	Staffing
BACS	300.00	0%	-	300.00	Marketing & Tourism
BACS	97.20	20%	16.20	81.00	Outside Works
BACS	24.90	0%	-	24.90	Staffing
BACS	83.00	20%	13.83	69.17	Outside Works
BACS	550.00	0%	-	550.00	Outside Works
BACS	48.42	0%	-	48.42	Staffing
BACS	738.00	20%	123.00	615.00	Outside Works
BACS	262.80	0%	-	262.80	utilities
BACS	842.85	20%	140.48	702.38	Outside Works
BACS	1,080.00	0%	-	1,080.00	Outside Works
BACS	3,313.33	0%	-	3,313.33	Outside Works
D/D	102.42	20%	17.07	85.35	Utilities
DEB	32.95	20%	5.49	27.46	Office Expenses
DEB	27.00	0%	-	27.00	Outside Works
DEB	5.97	20%	1.00	4.98	Office Expenses
BACS	1,146.00	20%	191.00	955.00	Outside Works
BACS	3,489.91	0%	-	3,489.91	Outside Works
DEB	3.76	20%	0.63	3.13	Office Expenses
D/D	15.43	0%	-	15.43	Office Expenses
D/D	312.77	20%	52.13	260.64	Office Expenses
BACS	172.50	20%	28.75	143.75	Outside Works
BACS	40.00	0%	-	40.00	Beach Hut
BACS	291.94	20%	48.66	243.28	Outside Works
BACS	2,400.00	20%	400.00	2,000.00	Office Expenses
BACS	175.00	0%	-	175.00	Marketing & Tourism
BACS	10.00	0%	-	10.00	Grants
BACS	45.00	0%	-	45.00	Office Expenses
BACS	513.00	0%	-	513.00	Office Expenses
BACS	1,371.60	20%	228.60	1,143.00	Outside Works
BACS	8.54	0%	-	8.54	utilities
BACS	70.00	0%	-	70.00	Utilities

Lyme Regis Town Council
Payments list for September 2017

Total

Date	Supplier	Detail
26/09/2017	MICRO-ID	Dog chip scanners
27/09/2017	GIFFGAFF.COM	Mobile Phones
27/09/2017	GIFFGAFF.COM	Mobile Phones
27/09/2017	GIFFGAFF.COM	Mobile Phones
28/09/2017	GIFFGAFF.COM	Mobile Phones
28/09/2017	Wellman R	Charmouth Rd Park n Ride
28/09/2017	OLDTOOLSTORE	Barrel Eyed Auger

Petty cash

117,332.90

Payment Type	Probable Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
DEB	137.37	20%	22.90	114.48	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	5.00	20%	0.83	4.17	Utilities
BACS	2,500.00	0%	-	2,500.00	Outside Works
DEB	103.25	20%	17.21	86.04	Outside Works
	<u>43,085.82</u>				
	<u>4.68</u>				