



**John Wright**  
**Town Clerk**

**Lyme Regis Town Council**

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Notice is hereby given of the **Adjourned Annual Meeting** of the **Lyme Regis Town Council** to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 24 May 2017 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
18.05.17

**AGENDA**

**1. Public Forum**

Twenty minutes will be made available for public comment and response, to include reports from the local county councillor and district councillors.

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

**2. Questions from councillors**

**3. Apologies for absence**

To receive and record any apologies and reasons for absence

**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 as 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. To confirm the accuracy of the minutes of the Full Council meeting held on 3 May 2017 (attached)**

**7. Matters arising from the minutes of the Full Council meeting held on 3 May 2017**

To inform members of matters arising from the minutes of the Full Council meeting on 3 May 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**8. Update Report**

To update members on issues previously reported to this committee

**9. Mayor's Announcements**

**10. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence**

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

**11. Terms of Reference and Scheme of Delegation**

To allow members to consider its committees' terms of reference and the scheme of delegation

**12. Appointments to Council Committees**

To allow the council to receive nominations for appointments to its committees

**13. Appointments to External Bodies 2017/18**

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

**14. Review of the Council's and/or Employees' Memberships of Other Bodies**

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

**15. Annual Town Meeting of Lyme Regis Electors**

To receive the minutes of the Annual Town Meeting of Electors held on 7 April 2017

**16. Complaints' Panel**

To seek three members to sit on a panel to hear formal complaints from four chalet owners at Monmouth Beach

**17. Section 106 Monies**

To inform members of the availability of Section 106 monies and to determine a process for identifying projects that will qualify for section 106 funding

**18. Exempt Business**

### MINUTES OF THE MEETING HELD ON WEDNESDAY 3 MAY 2017

#### **Present**

**Chairman:** The Mayor, Cllr O. Lovell

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

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

#### **16/185/C Declaration of Acceptance of Office**

It was confirmed Cllr G. Turner had signed his declaration of acceptance of office.

Cllr O. Lovell welcomed Cllr G. Turner to the council.

#### **16/186/C Public Forum**

##### **Mr G. Symonds**

Mr Symonds said he spoke at the last meeting regarding water on the Marine Parade. He said he was aware South West Water had inspected it and concluded it was a leak. However, he still had concerns because the water had been there for six months and was stagnant. He suggested this was reported to Dorset highways or environmental health.

The town clerk said the view of South West Water was that it was ground water and there was nothing more it could do. He said he doubted any other organisation would adopt the issue so the town council would need to consider if it wanted to take any measures to alleviate the problem. He said a report could be considered by the relevant committee.

Regarding rubbish bins, Mr Symonds said his original question was whether the large wheelie bins were going to be used on the seafront in the summer. He said this would make the parade cleaner.

The town clerk said the town council would shortly be discussing rubbish collections with Dorset Waste Partnership (DWP). He said the council was very keen to put resources into this, such as a seasonal litter picker and providing financial resources to work with DWP to properly manage refuse collections. He said this would probably mean the reinstatement of the wheelie bins.

##### **Cllr G. Symonds – West Dorset District Council (WDDC)**

Cllr G. Symonds asked that he was informed when the planning application for the seafront railings was submitted to WDDC.



The town clerk said the consultants had undertaken to submit the application by 5 May 2017 and officers would be monitoring this. He said he would ensure Cllr Symonds was informed when the application was submitted.

**16/187/C Questions from Councillors**

**Cllr D. Hallett**

Cllr D. Hallett said at the annual town meeting, it was reported by PCSO Luke White that he would be the only officer based in Lyme Regis. He asked if the council could write to the Dorset police and crime commissioner (PCC) with concerns the town was not getting enough police cover.

Cllr O. Lovell said he would endorse sending a letter to the PCC.

The town clerk said officers were in the process of arranging a meeting with the police to discuss this matter. He suggested a meeting with the local police first to get the view of the local sergeant and, if the council was not satisfied, to take the matter further.

Cllr Mrs C. Reynolds said she had contacted Insp Neil Wood regarding police presence at Marine Theatre discos, whose response was that there were not enough officers available. She said she would like to attend any meeting with Insp Wood.

Cllr O. Lovell suggested inviting Insp Wood to the next council meeting.

**Cllr D. Hallett**

Cllr D. Hallett said the clock on the parish church had not been working for several months. He asked if the council could pursue this matter with the church to establish when it would be fixed.

Cllr Mrs M. Ellis said this matter was in the hands of the parochial church council.

**Cllr D. Hallett**

Cllr D. Hallett said a car had been parked behind the museum's fencing in the Guildhall car park for several weeks. He said the council was informed the compound would be for building materials, only.

The town clerk said when the area was handed over to the museum, the council didn't make any stipulations. However, the area was handed over to aid construction works, not for the provision of parking and he would discuss this with the museum's director.

**16/188/C Apologies for Absence**

Cllr D. Turner – election commitments

**16/189/C Disclosable Pecuniary Interests**



Cllr O. Lovell declared a pecuniary interest in the Planning Committee minutes of 4 April 2017 and he would leave the room if there was any discussion.

Cllr B. Larcombe declared a pecuniary interest in the Planning Committee minutes and he would leave the room if his planning application was discussed.

Cllr Mrs M. Ellis declared a pecuniary interest in matters concerning the Woodmead Halls and she would leave the room if there was any discussion. She also declared a non-pecuniary interest in item 21, Lloyds Mobile Banking Van, as she was a Lloyds Bank customer but she would stay in the room.

**16/190/C Dispensations**

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

**16/191/C To confirm the accuracy of the minutes of the Full Council meeting held on 29 March 2017**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, the minutes of the Full Council meeting held on 29 March 2017 were **ADOPTED**.

**16/192/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 April 2017**

Cllr R. Doney asked for a correction to his declaration of non-pecuniary interests at the meeting. He confirmed he was a shareholder of the Town Mill Brewery, not a volunteer, and his wife was a trustee of Lyme Regis Museum, not a volunteer.

Proposed by Cllr R. Doney and seconded by Cllr B. Larcombe, the minutes of the extraordinary Full Council meeting held on 5 April 2017, with the above amendment, were **ADOPTED**.

**16/193/C Matters arising from the minutes of the Full Council meeting held on 29 April 2017**

**Park and ride service for 2017**

Cllr D. Hallett suggested the owner of the Charmouth Road park and ride field could be contacted by email or letter if it had not been possible to contact him by phone.

**One-way system for Lyme Regis**

In response to a member question, the mayor, Cllr O. Lovell said the admin officer was trying to arrange a meeting with Cllr Ian Thomas of East Devon District Council.

**16/194/C Matters arising from the minutes of the extraordinary Full Council meeting held on 5 April 2017**

Cllr B. Larcombe asked if the Strategy and Finance Committee could consider the Minor and Medium Grants' Policy, particularly in relation to whether applicants should be allowed to receive minor, medium and major grants in the same period.

The mayor, Cllr O. Lovell asked for this to go to the next Strategy and Finance Committee meeting.

**16/195/C Update Report**

Members noted the report.

**16/196/C Mayor's Announcements**

Members noted the report

**16/197/C Planning Committee**

Proposed by Cllr S. Miller and seconded by Cllr S. Larcombe, it was **RESOLVED** to receive the minutes of the Planning Committee held on 4 April 2017.

**16/198/C Human Resources Committee**

Members noted there had been no meeting during this cycle.

**16/199/C Strategy and Finance Committee**

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 26 April 2017 and adopt the recommendations, as follows:

**16/143/SF – Protocol for Member/Officer Relations**

**RESOLVED:** to approve the protocol for member/officer relations, with the amendment of the date in paragraph 13.1 to May 2020.

**16/200/C Tourism, Community and Publicity Committee**

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 19 April 2017 and adopt the recommendations, as follows:

**16/85/TCP – Accessibility – Step Free Signage in the Langmoor and Lister Gardens**

Cllr Mrs M. Ellis said when the Marine Parade Shelters were re-developed there was a plan to extend the ramp on the western end to go onto the top level. She suggested the council re-visited this project and its costings.

**RESOLVED:** that signage indicating step-free routes to and from the seafront be placed in the Langmoor and Lister Gardens.

**16/86/TCP – Re-print of the 2017 Lyme Regis Guide**

**RESOLVED:** to approve the re-printing of 5,000 copies of the 2017 Lyme Regis guide, at a cost of £1,792.



**16/87/TCP – The Production of a New Town Map for Lyme Regis**

**RESOLVED:** the map produced by Cllr B. Larcombe is used as the basis of a new town map for Lyme Regis, and to agree Cllr B. Larcombe creates the overlays for the maps, which will be brought back to the committee for final approval and to approve which overlays are used on the printed map.

**16/88/TCP – Accessibility – broadening the range of disabled visitors and their families who see Lyme as a destination of choice**

**RESOLVED:** that two beach wheelchairs should be purchased and be made available to visitors and residents.

**16/201/C Town Management and Highways Committee**

Proposed by Cllr S. Williams and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 12 April 2017 and adopt the recommendations, as follows:

**16/120/TMH – Lyme Regis War Memorial Amendment Project**

**RESOLVED:** to support the war memorial amendment project and set aside a budget of up to £13,000 in the 2018/19 budget to underwrite this project.

**16/121/TMH – Seagull Action Plan – Additional Measures**

**RESOLVED:** that additional signage be placed along the seafront and in the gardens to warn people of the risk of their food being 'stolen' by seagulls, subject to discussions with West Dorset District Council regarding additional signage which may be required in relation to the proposed Public Space Protection Order and the feeding of seagulls.

**16/122/TMH – Alterations to the Guildhall Window**

**RESOLVED:** to instruct officers to obtain costings to make alterations to the Guildhall window, for the preparation of a heritage statement, and for the installation of bollards.

**RESOLVED:** to arrange a special meeting to discuss traffic issues in the town, with the involvement of a senior officer from Dorset County Council's highways' department.

**16/123/TMH – Parking at the Gully**

Cllr S. Larcombe said he had been made aware it was against the law to have a barrier restricting access to this area and he asked for clarification on this.

Members discussed the various ownerships of land at the Gully and agreed it required further investigation.



## **AGENDA ITEM 6**

The town clerk said it was worthwhile doing more research on land ownership and the issue of the barrier. He said a report would go to a future Town Management and Highways Committee meeting.

**RESOLVED:** to approve the creation of a further two parking spaces at the Gully.  
**16/125/TMH – Proposals for a Café and Toilets in the Lister Gardens**

**Original motion:** to pursue more modest designs for a café and toilets in the Lister Gardens, with a view to reducing the cost.

The mayor, Cllr O. Lovell asked for this matter to be referred back to the committee. He said the idea of the scheme was to create quality gardens, particularly as funding from the coastal communities initiative may be available for this scheme later in the year. He believed the intention was to have something more permanent than a wooden shed and he felt the committee needed to firm up exactly what it wanted.

**RESOLVED:** to refer the proposals for a café and toilets in the Lister Gardens back to the Town Management and Highways Committee.

### **16/126/TMH – Re-location of Churchyard Memorial**

**Original motion:** to refuse the request to re-locate a memorial in St Michael's Parish Church yard to the town cemetery.

The mayor, Cllr O. Lovell asked for this matter to be referred back to the committee as the applicant had spent a lot of time pursuing this matter and wanted to protect his family heritage.

**RESOLVED:** to refer the request to re-locate a memorial in St Michael's Parish Church yard to the town cemetery back to the Town Management and Highways Committee.

### **16/127/TMH – 2 Minute Beach Clean**

**RESOLVED:** to support the 2 Minute Beach Clean scheme by allowing a beach clean station to be placed on town council land, at the proposed location, on a one-year trial.

### **16/128/TMH – Access From and Land to the Rear of Largigi and Ocean View, Marine Parade**

**RESOLVED:** to authorise officers to obtain quotes for a detailed land survey of the area of the Lister and Langmoor Gardens immediately to the rear of Largigi and Ocean View, Marine Parade with a view to clearly establishing boundaries and land ownerships in that area in the first instance, to note the valuation advice received in relation to access to the proposed two apartments above Largigi restaurant on the Marine Parade and to instruct officers to negotiate terms on the basis of the advice received, and to approve, in principle and post survey, the regularisation of historic rights granted to the former Bay Hotel so they reflect current land and property ownerships.

## **16/202/C Reports from External Bodies**

Cllr B. Larcombe said he was concerned the proposal to create the Lyme Regis Trail Link would lead to there being another sculpture trail and he was opposed to added attractions along the riverside route between Lyme and Uplyme.

Cllr Mrs C. Reynolds said a plan was put forward to the Coastal Communities Team, and this included some sculptures along the trail.

Cllr B. Larcombe said he hoped there would be proper discussion with the council about the scheme.

#### **16/203/C Committee Structure**

The mayor, Cllr O. Lovell suggested an alternative structure to those outlined in the report. He suggested a council meeting every fortnight, with lead councillors as an alternative to chairmen.

The town clerk said if members wanted to progress to this kind of structure, there would need to be more delegation to him, to work in consultation with the relevant members.

Cllr S. Miller said he believed this was too drastic and suggested a step change by reducing committee membership to six voting members.

Cllr Mrs C. Reynolds said delegation to members or officers through the suggested models would require members to trust each other to make decisions.

Cllr B. Larcombe said the portfolio-holder model felt less democratic, and it would result in more debate at Full Council meetings. He said there were still major issues to be resolved within this council administration, which required input from the whole council.

Cllr J. Scowen said he believed the main issue was the efficiency of meetings and the length of time each meeting took.

Cllr R. Doney agreed the council needed to look at the fundamental issues that affected the efficiency of meetings. He suggested another councillor session was held to go through the arguments again.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members **RESOLVED** to retain the council's existing committee structure for the remainder of the elected term of this council.

#### **16/204/C Purchase of a Vehicle for the Lengthsman**

Members discussed whether a lengthsman was needed and the jobs they would be required to do. Members also discussed whether a new vehicle was needed for the lengthsman or whether they could use one of the existing works' vehicles.

The town clerk said this post had been discussed at great length and a job description and person specification had been approved. He said the lengthsman



would need to get around the town more because of the nature of the work and the need to transport materials.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members **RESOLVED** to approve the purchase of a vehicle for the lengthsman, to agree a budget variation of up to £10,000 plus VAT for its purchase, and to instruct officers to obtain quotes for a suitable vehicle to be taken to the relevant committee for consideration.

**16/205/C Lloyds Bank Mobile Banking Van**

The town clerk said Lloyds Bank had asked to site the van on Fridays, instead of Wednesdays as originally requested.

Cllr Mrs M. Ellis said cones had to go out the night before to reserve the spaces for the van, and she asked if this could be done by the external works' team.

Based on the fee paid by Nat West to have a van in the car park, Cllr S. Miller suggested the fee paid by Lloyds should be £75.

The town clerk said he was sure there was a rationale to the suggested fee of £50 and he would circulate more information in the members' briefing.

Cllr O. Lovell suggested the fees paid by both banks could be considered fully at a future committee meeting.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr J. Scowen, members **RESOLVED** to allow Lloyds Bank Plc to park and operate a mobile banking van from the town council-owned Woodmead car park each Friday between the hours of 10.30am and 2.15pm for an initial period of 12 months in the first instance and on advance payment of a fee of £50 per visit.

**16/206/C List of Payments**

Cllr S. Larcombe asked why one of the payments to South West Water was monthly, as the rest were quarterly.

The town clerk said he would find out and inform members.

Proposed by Cllr O. Lovell and seconded by Cllr S. Miller, members **RESOLVED** to approve the schedule of payments for March 2017 for the sum of £129,849.39.

*The meeting closed at 8.56pm.*



## **AGENDA ITEM 7**

**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Matters arising from the minutes of the Full Council meeting held on until 3 May 2017

### **Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 3 May 2017 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

### **Recommendation**

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

### **Report**

#### **16/186/C – Public Forum**

Despite South West Water claiming to have closed the case regarding water on Marine Parade, a contractor believed to be acting on behalf of South West Water has attended the site and appears to have rectified the problem.

The planning application for the renewal of a section of the seafront railings was submitted to West Dorset District Council (WDDC) on 4 May 2017. Cllr G Symonds has been informed.

#### **16/187/C – Questions from Councillors**

Officers have made two further attempts to arrange a meeting with the police to discuss officer presence in the town. Any updates will be given at the meeting.

The town clerk discussed with the museum director the issue of a vehicle being parked behind the museum's fencing in the Guildhall car park. The museum director said the van was used by the security operative.

#### **16/193/C – Matters arising from the minutes of the Full Council meeting held on 29 April 2017**

A meeting has been arranged between Cllr Owen Lovell, Cllr Daryl Turner (as district and county member), Cllr Ian Thomas, the Trinity ward member for East Devon District Council, and Cllr Chris James, chairman of Uplyme Parish Council, to discuss a one-way system for Lyme Regis and related traffic issues. Cllr Ian

## **AGENDA ITEM 7**

Hall, the new Devon County Councillor for Axminster, is unable to attend the meeting but will be involved in the discussions.

### **16/194/C – Matters arising from the minutes of the extraordinary Full Council meeting held on 5 April 2017**

The Minor and Medium Grants' Policy will be reviewed by the Strategy and Finance Committee on 28 June 2017.

### **16/201/C – Town Management and Highways Committee**

A report on land ownership at the Gully and the barrier will go to the Town Management and Highways Committee on 26 July 2017.

### **16/204/C – Purchase of a Vehicle for the Lengthsman**

Officers are in the process of obtaining quotes for a vehicle with a budget of up to £10,000 plus VAT and these quotes will be brought to members when they are available.

### **16/205/C – Lloyds bank Mobile Banking Van**

Nat West Bank was originally charged £25 for its mobile banking van to use the car park for two hours. Nat West reduced this to one hour but still pay the same amount. The original fee was the basis for charging Lloyds Bank £50.

The first of the scheduled dates was 12 May 2017.

### **16/206/C – List of Payments**

Officers have looked into why all but one of the payments to South West Water were quarterly, and only one was monthly. The council receives bills for 17 different meters from South West Water. Each meter has its own customer account number and they are treated as 17 different sites. Broadly speaking, the monthly billing is for sites where we have incurred significant leakage in the past. Part of the deal to avoid paying for the leaked water is the council agrees to monthly billings. We have received two significant credits for leaks, and these sites are billed monthly. Most other sites are billed quarterly, although some smaller ones are annual.

John Wright  
Town clerk  
May 2017

**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Update Report

**Purpose**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Transfer of assets and services**

Further to the town council's latest proposal to West Dorset District Council (WDDC), the following response was received from WDDC:

We have undertaken detailed considerations and discussions towards the recent propositions put forward by the town council, and liaised with our portfolio holder for assets.

With the Local Government Reorganisation (LGR) proposals being considered for Dorset, it is felt that the option of considering assets and services once we have more clarity over the unitary authority position would be an appropriate way forward.

It is disappointing that we have not been able to agree a mutual way forward at this time. We would suggest that discussions should resume during the latter part of this year when both parties will be in a more informed position.

**Ware Cliff chalets**

The groundworks are almost complete. A floor plan has been agreed and incorporated into the chalet design. The chalets will arrive no later than w/c 19 June 2017. Further discussions are taking place on the final fit of the chalets.

John Wright  
Town clerk  
May 2017



**Lyme Regis Town Council  
Mayor's Announcements for Cllr Owen Lovell  
Meeting held on 24 May 2017**

- 5 May                      Attended with the mayoress the end of year celebrations at Dorchester District Council.
- 6 May                      Opened the May Day Fete at Anning Road Playing Field.
- 11 May                    Attended a meeting with the town clerk and other West Dorset town clerks and mayors in Dorchester with Stephen Hill and Cllr Tony Alford of West Dorset District Council.
- Attended with the mayoress a performance of 'Thoroughly Modern Millie' by Lyme Regis Musical Theatre and presented a grant cheque to the organisation from Lyme Regis Town Council.
- 12 May                    The deputy mayor and escort attended the Lyme Regis Football Club presentation at Lyme Regis Golf Club.
- I would like to thank the deputy mayor for attending this event on my behalf.
- 15 May                    Attended the mayor-making ceremony for Sherborne Town Council.
- 17 May                    Attended with the mayoress, as the outgoing mayor, the mayor-making ceremony at the Guildhall, Lyme Regis.

**Lyme Regis Town Council  
Mayor's Announcements for Cllr Michaela Ellis  
Meeting held on 24 May 2017**

- 17 May                    Attended with consort as the in-coming mayor, the mayor-making ceremony at the Guildhall, and hosted refreshments at the Woodmead Hall.

**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

**Purpose**

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

**Recommendation**

Members reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence

**Background**

1. Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28 March 2012 and gives 'A local authority power to do anything that individuals may generally do'.<sup>1</sup>
2. Part of the government's decentralisation programme, the GPC seeks better representation, local decision-making, innovation and cost-effectiveness.
3. The types of activity the town council could use the GPC for include running a post office or holding shares in a company.
4. In such instances, the town council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post-commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.
5. The GPC does have restrictions: it cannot be used to raise the precept; existing financial, procedural, regulatory and legal duties must remain; byelaws and enforcement activity can't be created; and any company structures are restricted to those limited by shares, guarantee, industrial or provident societies.
6. To qualify for the GPC, at least two-thirds of councillors must be elected and the clerk must hold an appropriate qualification: at minimum, the Certificate in Local Council Administration. The Full Council must confirm by minuted resolution that it meets the eligibility criteria.

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<sup>1</sup> The Localism Act 2011 Sec 1 (1).

## AGENDA ITEM 10

7. Re-confirmation is required at every annual meeting of the council after ordinary elections. This is detailed in standing order 2.j.xiii, 'In a year of elections, if a Council's period of eligibility to exercise the general power of competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility'.
8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration on 8 October 2014.
9. The council has 14 seats and 11 elected members, so the qualification requirement to have two-thirds of members elected is met.
10. Consequently, the council meets the qualifying criteria required to hold the GPC.

John Wright  
Town clerk  
May 2017



**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Terms of Reference and Scheme of Delegation

**Purpose of Report**

To allow members to consider its committees' terms of reference and the scheme of delegation

**Recommendation**

Members consider the report and approve the terms of reference and scheme of delegation

**Background**

1. Standing order 2.j. states that during the course of the council year, the council must carry out a 'review of delegation arrangements to committees, sub-committees, employees and other local authorities' and a 'review of the terms of reference for committees'.
2. The committees' terms of reference and accompanying scheme of delegation are usually reviewed at the annual meeting. The last review took place 4 May 2016 when they were amended to reflect the council's new committee structure.
3. There have been no changes to the council's delegation arrangements or the committee structure since then. As such, there are no amendments suggested by officers.
4. The terms of reference and scheme of delegation are attached at **appendix 11A** for members' consideration.

Adrianne Mullins  
Administrative officer  
May 2017

## Terms of Reference and Scheme of Delegation

### 1. Full Council

- 1.1 The Full Council is the body that grants adoption, approval or variation of plans, strategies and policies recommended by the Council's committees. It is the most senior body of the council and, unless otherwise stated, all recommendations by Council committees must be adopted by resolution of the Full Council before they can be enacted.
- 1.2 The Full Council has a statutory role in approving the budget and setting the precept. It is also the body responsible for ensuring compliance with the council's statutory requirements.
- 1.3 The Full Council is the body that will annually appoint to the offices of the Mayor and Deputy Mayor. Full Council meetings will be chaired by the Mayor.
- 1.4 In an election year, the Full Council will receive councillors' declarations of acceptance of office.
- 1.5 In the ordinary year of election of the Council, the Full Council will fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 1.6 The remaining business shall be transacted by the Full Council and may be delegated to an appropriate committee during the course of the Council year in an order that is expedient:
  - 1.6.1 Confirmation of the accuracy of the minutes of the last meeting of the council;
  - 1.6.2 To receive and note minutes of and/or to determine by resolution recommendations made by committees;
  - 1.6.3 Review of delegation arrangements to committees, sub-committees, employees and other local authorities;
  - 1.6.4 Review of the terms of references for committees;
  - 1.6.5 Receipt of nominations to existing committees;
  - 1.6.6 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors).
  - 1.6.7 Review and adoption of appropriate standing orders and financial regulations;

- 1.6.8 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- 1.6.9 Review of representation on or work with external bodies and arrangements for reporting back;
- 1.6.10 In a year of elections, if a council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility;
- 1.6.11 Review of inventory of land and assets including buildings and office equipment;
- 1.6.12 Review and confirmation of arrangements for insurance cover in respect of all insured risks;
- 1.6.13 Review of the council's and/or employees' memberships of other bodies;
- 1.6.14 Review of the system of internal control and risk;
- 1.6.15 Establishing or reviewing the council's complaints' procedure;
- 1.6.16 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- 1.6.17 Establishing or reviewing the council's policy for dealing with the press/media;
- 1.6.18 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead;
- 1.6.19 To receive and note such communications as the person presiding may wish to lay before the council (Mayor's Announcements);
- 1.6.20 To receive the internal and external auditors' reports
- 1.6.21 To answer questions from councillors;
- 1.6.22 To authorise the sealing of documents;
- 1.6.23 To authorise the signing of orders for payment.
- 1.6.24 To authorise the annual return

- 1.6.25 Civic matters
- 1.6.26 To consider member attendance at meetings
- 1.6.27 The award of grants to local organisations
- 1.6.28 To oversee the council's attainment of the gold standard of the Local Council Award Scheme
- 1.7 No business may be transacted at a meeting of the Full Council unless at least one third of the whole number of members of the council are present, i.e. five members.

## Terms of Reference

### 2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to West Dorset District Council on planning applications.
- 2.3 Each committee will:
  - 2.3.1 Elect its chairman and vice-chairman from among its membership;
  - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
  - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
  - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors),



- receipt of nominations and the election of chairmen and vice-chairmen to them;
- 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
- 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
- 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

### **3. Strategy and Finance Committee**

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:
  - 3.1.1 Preparation and management of the council's budget and precept
  - 3.1.2 Review of inventory of land and assets, including buildings and office equipment
  - 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
  - 3.1.4 Treasury management
  - 3.1.5 The development and review of the corporate plan
  - 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
  - 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
  - 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.

- 3.1.9 Receive details of formal complaints made to the council
- 3.1.10 Compliance with legislation, regulation and best practice
- 3.1.11 Carrying out functions on behalf of the Full Council, in particular the:
  - 3.1.11.1 Review and adoption of standing orders and financial regulations
  - 3.1.11.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
  - 3.1.11.3 Review of the system of internal control and risk management
  - 3.1.11.4 Establishing or reviewing the council's complaints' procedure
  - 3.1.11.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
  - 3.1.11.6 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead
  - 3.1.11.7 To receive the internal and external auditors' reports
  - 3.1.11.8 Performance management

#### **4. Human Resources Committee**

- 4.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:
  - 4.1.1 To consider breaches of the council's code of conduct for members and, based on the report of West Dorset District Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
  - 4.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.

- 4.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
- 4.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
- 4.1.5 To consider and review human resources and health and safety policies and procedures
- 4.1.6 To appoint the town clerk, deputy town clerk and operations manager
- 4.1.7 To appraise the performance of the town clerk and set his/her annual objectives
- 4.1.8 To consider grievances and complaints against the town clerk
- 4.1.9 To consider appeals against grievance and disciplinary decisions made by officers
- 4.1.10 To annually consider the development of the council's workforce
- 4.1.11 To commission periodic surveys to assess employee satisfaction
- 4.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
- 4.1.13 To consider incidents of whistleblowing by employees
- 4.1.14 To monitor the learning and development of members and staff.

**5. Town Management and Highways Committee**

- 5.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:
  - 5.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark

- 5.1.2 Administration of land and property to include leases, licences and concessions
- 5.1.3 Enforcement
- 5.1.4 Trees and planting
- 5.1.5 Street naming
- 5.1.6 To develop proposals and liaise with the county and district councils on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

## **6. Tourism, Community and Publicity**

- 6.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:
  - 6.1.1 Tourism policies
  - 6.1.2 Economic and business initiatives
  - 6.1.3 Marketing and publicity
  - 6.1.4 Community engagement
  - 6.1.5 Responding to consultations by external organisations
  - 6.1.6 Managing the process of consulting the community and third sector groups on policy development
  - 6.1.7 Twinning
  - 6.1.8 Arts and heritage
  - 6.1.9 Tourism services
  - 6.1.10 Events' management
  - 6.1.11 Promotion and publicity of the town

## **7. Planning**

- 7.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.



- 7.1.1 To make recommendations direct to West Dorset District Council on planning applications.
- 7.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to West Dorset District Council on the committee's behalf if a comment is required before the next meeting.

## **8. Scheme of Delegation - Town Clerk**

- 8.1 The town clerk is head of the council's paid service. All operational functions and day-to-day management of the council's business are delegated to the town clerk who takes ultimate responsibility for their execution.
- 8.2 The town clerk holds statutory positions as the council's proper officer, responsible financial officer, data control officer and freedom of information officer.

## **9. Proper Officer**

- 9.1 Legislation requires local authorities to appoint certain officers with statutory responsibilities.
- 9.2 In local councils, the proper officer is usually the clerk. The statutory responsibilities of the council's town clerk are detailed in standing orders and, for information, are replicated below. The duties listed in bold are mandatory. The proper officer shall:
  - 9.2.1 Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting.
  - 9.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
  - 9.2.3 Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.
  - 9.2.4 Convene a meeting of Full Council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office.

- 9.2.5 Make available for inspection the minutes of meetings.
- 9.2.6 Receive and retain copies of byelaws made by other local authorities.
- 9.2.7 Receive and retain declarations of acceptance of office from councillors.
- 9.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 9.2.9 Keep proper records required before and after meetings.
- 9.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's procedures relating to the same.
- 9.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 9.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- 9.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- 9.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- 9.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.
- 9.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- 9.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

## 10. Responsible Financial Officer

- 10.1 The Responsible Financial Officer (RFO) is a statutory office and is appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly:
  - 10.1.1 The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the council its accounting records, and accounting control systems.
  - 10.1.2 The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
  - 10.1.3 The RFO shall be responsible for the production of financial management information as required by council.
- 10.2 The RFO may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The RFO shall report the action to the council as soon as practicable thereafter.
- 10.3 Payments under £5,000 should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, finance manager and operations manager.
- 10.4 The authorisers named in paragraph 10.3 may also approve payments of up to £1,000 on a bank debit card.
- 10.5 In addition to executing his/her duties as the council's proper officer and responsible financial officer, it is important for the effective operation of the council that the town clerk takes personal responsibility for the Full Council, the Strategy and Finance Committee, and the Human Resources Committee and that he/she takes personal responsibility for:
  - 10.5.1 good governance, internal and external audit, internal control, financial planning, human resource management, public relations and land & property transactions
  - 10.5.2 ensuring that the town council operates in accordance with all legislation
  - 10.5.3 that the council's approved policies are implemented

- 10.5.4 ensuring statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management and health and safety
- 10.5.5 ensuring all meetings of the town council are properly administered
- 10.5.6 ensuring members are properly advised on policy, strategy, procedure and performance
- 10.5.7 leading, managing and motivating the staff team.
- 10.6 The town clerk manages the council's functions in conjunction with his/her management team: the deputy town clerk and the operations manager. These functions include: budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad hoc projects.
- 10.7 The deputy town clerk, as the title indicates, has a formal deputising role in the town clerk absence. The deputy town clerk is responsible for the council's Tourism, Community and Publicity Committee and Planning Committee. The deputy town clerk is responsible for the office-based team whose functions include: finance, committee administration, communications, ICT, bookings, and reception.
- 10.8 The operations manager doesn't have a formal deputising role for the town clerk, but in the absence of the town clerk and deputy town clerk the operations manager he/she is the member of staff who staff must defer to and seek guidance from. The operations manager is responsible for the council's Town Management and Highways Committee. The operations manager is responsible for the management of the council's external teams.
- 10.9 The allocation and delegation of functions between officers will be reviewed periodically.
- 11. Christmas Lights' Committee**
  - 11.1 The purpose of the Christmas Lights Committee is to facilitate the raising of funds for the town's Christmas lights' display, and to oversee arrangements for that display.



**12. Urgent matters**

- 12.1 Subject to consultation with either the Mayor, the Deputy Mayor, or the relevant committee chairman, the town clerk is authorised to act on behalf of the council on any matter where urgent action is needed to protect the interests of the council.
- 12.2 If the town clerk is unable to contact the Mayor, Deputy Mayor or relevant committee chairman, or is required to make an immediate decision, the town clerk is empowered to do so.
- 12.3 Any such action must be reported to the next meeting of the Full Council or the relevant committee.

**13. Review**

- 13.1 This document will be reviewed in April 2017 or sooner if there are changes in legislation or best practice.

**Implementation date:** 4 May 2016

**Review Date:** May 2017

**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Appointments to Council Committees

**Purpose of Report**

To allow the council to receive nominations for appointments to its committees

**Recommendation**

The council receives nominations to its committees for the 2017/18 council year

**Background**

1. Standing order 1.j.vii. states the 'Receipt of nominations to existing committees' shall be among the business considered during the council year.
2. Council committees are traditionally appointed at the adjourned Annual Meeting of the council in May, i.e. at the beginning of the council year.
3. The annual review of the terms of reference and scheme of delegation is at item 11 on this agenda.
4. Assuming there are no amendments to the process for the election of committee chairmen and vice-chairmen, each committee will elect its chairman and vice-chairman from among its membership. This will be the first item on the agenda at the first meeting of each committee in the 2017/18 council year.
5. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Planning Committee, Town Management and Highways Committee, Tourism, Community and Publicity Committee, Human Resources Committee, and Christmas Lights Committee.
6. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
7. If any working groups are formed during the course of the council year, the chairman of each will be elected at the first meeting.

Adrianne Mullins  
Administrative officer  
May 2017

**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Appointments to External Bodies 2017/18

**Purpose of Report**

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

**Recommendation**

Members decide which external bodies the council will have involvement with and to nominate members to those bodies

**Background**

1. Standing order 1.j. details business that 'shall be transacted during the course of the Council year, either by the Full Council or following consideration and recommendation from the relevant committee in an order that is expedient'.
2. Standing order 1.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
3. Nominations to external bodies are usually sought at the annual meeting of the Full Council in May each year.
4. Members reported back from external bodies for 2016/17 at the meeting on 3 May 2017, i.e. the last Full Council meeting in the council year.

**Report**

5. **Appendix 13A** details the proposed 2017/18 organisations.
6. For appointments in the previous two years, members have decided whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings, but would be their main link with the council. There is an expectation on participating members to attend and take part in meetings.
7. The two appointments to Lyme Regis Charities are for four years. Cllr O. Lovell and Cllr Mrs M. Ellis were appointed in 2015/16 and therefore have two years remaining.
8. Candles on the Cobb no longer requires a representative as the organisation has been disbanded.

## AGENDA ITEM 13

9. Members have previously been nominated to LymeForward. However, LymeForward has since become a community interest company (CIC). The grant agreement between the council and LymeForward CIC provides the council with the right to nominate a councillor or officer to LymeForward CIC Steering Group. In addition to the two members already nominated to LymeForward for 2016/17, Cllr Mrs C. Reynolds was nominated to the steering group on 14 December 2016.
10. Members are therefore asked to consider whether to appoint member(s) to the wider membership of LymeForward and another to the steering group, or to have one member who represents the council in both capacities.

Adrianne Mullins  
Administrative officer  
May 2017



**Appointments to External Bodies 2017/18**

Axe Valley and West Dorset Ring and Ride Service

B Sharp

Bridport and District Citizens' Advice Bureau

Charmouth Road Allotments Association

Lyme Regis, Charmouth and Uplyme Coastal Community Team

DAPTC (Western Area Committee and Larger Councils)

Dorset Coastal Community Team

The Hub Strategic Group

LymeArts Community Trust

LymeForward

LymeForward Steering Group

Lyme Regis/Barfleur Twinning Association

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

Lyme Regis Development Trust

Lyme Regis Football Club

Lyme Regis Fossil Festival

Lyme Regis/St George's Twinning Association

Regatta and Carnival Committee

RNLI Lifeboat Guild

St Michael's Business Centre Management

Woodmead Halls Management Committee

**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Review of the Council's and/or Employees' Memberships of Other Bodies

**Purpose of Report**

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

**Recommendation**

Members approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies

**Background**

1. Standing order 1.j. details business that 'shall be transacted during the course of the Council year, either by the Full Council or following consideration and recommendation from the relevant committee in an order that is expedient'.
2. Standing order 1.j.xii. states that a 'Review of the Council's and/or employees' memberships of other bodies' shall be among this business.

**Report**

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 14A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).

Adrianne Mullins  
Administrative officer  
May 2017

**Council and/or Employee Membership of Other Bodies**

<b>Organisation</b>	<b>Annual subscription (current)</b>	<b>Renewal date</b>
Dorset Association of Parish & Town Councils	£789.61	01/04/2018
Ancient and Honourable Guild of Mace Bearers	£30	01/01/2018
Institute of Cemetery & Crematorium Management	£90	01/04/2018
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£190	01/04/2018
Local Councils Update Communicorp	£100	01/01/2018
Open Spaces Society	£45	01/08/2017
Society of Local Council Clerks	£235	01/09/2017
Society of Local Council Clerks	£274	01/02/2018
Local Government Association	£450	01/03/2018

LYME REGIS TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN MEETING OF ELECTORS HELD ON  
FRIDAY 7 APRIL 2017

**1. Introductions and welcome from The Mayor – Cllr O. Lovell**

Cllr O. Lovell welcomed all those attending the meeting and introduced PCSO Luke White of Dorset Police, Cllr George Symonds of West Dorset District Council (WDDC), and Cllr Daryl Turner of WDDC and Dorset County Council (DCC).

**2. To receive the minutes of the Annual Town Meeting held on 8 April 2017**

Proposed by Steve Miller and seconded by Jeff Scowen, the minutes of the Annual Town Meeting on 8 April 2017 were **APPROVED** by the majority as a correct record of the meeting.

**3. To receive the Report to Electors 2016/17**

Cllr O. Lovell presented the report to the meeting and highlighted the key points.

**4. Feedback from local organisations in receipt of grants and support from Lyme Regis Town Council**

**Stan Williams – Axe Valley and West Dorset Ring and Ride**

Mr Williams thanked the council for its donation but said the suggestion the town council might not donate as much in future years was a great concern. He said it was a marvellous service, picking people up from their homes, some of them in wheelchairs.

Mr Williams said a second bus had been bought. He said a recent advert had resulted in 18 new passengers, 14 of which were from Dorset, demonstrating the demand for the service in this area.

**Stan Williams – Bridport and District Citizens' Advice Bureau (CAB)**

Mr Williams thanked the council for its grant to the CAB and said the service would need the council's continued support. He said the CAB's main office was being re-developed at the rear, which would give the CAB more space but it involved some costs. Mr Williams said funding from WDDC and DCC was reducing, but the service was vitally important to the town.

**Philip Sankey – Western Area Transport Action Group (WATAG)**

Mr Sankey said WATAG covered Bridport and Lyme Regis and the group had produced a timetable for the Exeter-Lyme Regis-Bridport corridor, which was now available at the tourist information centre. He said this was making good the gap as the county council no longer produced timetables. Mr Sankey said there was a small charge for the timetables and the group was grateful for the town council's support.

**4. Open Session**

Cllr D. Turner gave an update on proposals for a unitary authority in Dorset. He said following consultation on the local government review, six authorities were in favour of moving to two unitary authorities, and three authorities were not in favour.

Cllr D. Turner said the six authorities made a submission to the Secretary of State for two unitary authorities. He said a 'minded to' decision was expected, although this decision had been held up following the major security incident at Westminster.

Cllr D. Turner said it was hoped the Secretary of State would make a decision by 13 April 2017. If not, the decision would be made after the DCC elections on 4 May 2017.

Cllr D. Turner said it was anticipated pre-Parliamentary orders would be made in summer 2017, with executive appointments in January 2018. In 2018/19, interim arrangements would be in place, preparing to deliver services, followed by the dissolution of the county, district and borough councils.

**(a) Questions from young people**

There were none.

**(b) Questions from Lyme Regis Electors**

**Mr N. Ball**

Mr Ball said many of the signs around the town were looking grubby, and he and his son had recently cleaned some. He thanked Cllr D. Turner for arranging two new signs for the end of Talbot Road.

Mr Ball asked if the town council could smarten up the town.

Cllr D. Turner said many communities in the Marshwood Vale were doing this kind of work themselves. He said the town council had budgeted for additional staff, including a lengthsman to look after roads, verges, signage, etc.

**Mr J. Scowen**

Mr Scowen asked if there was any indication how a proposed one-way traffic system would work in the town.

Cllr D. Turner said the town council would need to formulate proposals to take forward to DCC.

Cllr O. Lovell said he had already had initial discussions with Cllr Ian Thomas, of East Devon District Council, and Cllr Chris James, chairman of Uplyme Parish Council and it was intended to hold a meeting with them, with a view to moving forward the idea of a one-way system. He said any solution would



require the involvement of the county councils in Devon and Dorset, as well as Uplyme, Charmouth, and Rousdon parish councils.

**Ms R. Pope**

Ms Pope said following an incident with a loose dog by the skatepark area, she had been made aware the local enforcement officer didn't cover that area. She asked why and whether anything could be done about this.

Cllr O. Lovell said enforcement officers were employed by the town council, but the area referred to was WDDC land. He added despite requests to WDDC for the town council's officers to take on WDDC's responsibilities, this hadn't happened. He said the town council's officers were trained to handle dogs but they had no pound facilities, so the responsibility for out of control dogs was with WDDC.

Cllr O. Lovell said there had been discussions with DCC several years ago about rationalising enforcement across the county, but DCC decided to retain on-street enforcement. He said the local government reorganisation might provide an opportunity to move this matter forward.

Cllr D. Turner said WDDC would be considering draft Public Space Protection Orders (PSPO) in June, which included dog controls. He said there was the intention to re-visit the idea of rationalising enforcement across Dorset, so all officers would be trained to the same standard. However, he said Weymouth was now forming a town council and had scuppered this plan, as it wanted to have its own enforcement officers.

**Mr K. Gollop**

- (i) Mr Gollop asked if there were any plans to solve traffic problems and whether there would be any public consultation. He said he had emailed DCC around eight months ago with some suggestions to improve the traffic problems, but nothing had been done.

Mr Gollop said there were many things that could be done to alleviate traffic problems in Lyme Regis besides talking to the bus companies, such as moving the bus stop up Broad Street, a stop line at the top of Hill Road, asking funeral hearses not to park outside the parish church during a service, signs in Charmouth Road advising drivers of narrow roads, and preventing double decker buses going through the housing estate.

Cllr O. Lovell said DCC had agreed to install a pedestrian crossing in the town, and he believed a one-way system would help alleviate the problems. However, he said some traffic schemes may be beyond the means of the town council and would require support from DCC.

Cllr D. Turner said the Stagecoach was a commercial service and it wouldn't go through the housing estate if it wasn't making money. He said there was already an advisory sign to drivers outside the London, and a request for double yellow lines outside Fairfield Park would need to be put forward by the town council.

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Cllr D. Turner said many highways' improvements had been made recently, including a box junction and keep clear signs in Church Street and box junctions at the bottom of Broad Street.

Cllr D. Turner said First buses now had telemetrics on their vehicles and fleet tracking, which should help prevent buses meeting in Church Street.

- (ii) Mr Gollop asked if there were any plans to clean up the town, such as weeds growing on pavements and unswept areas. He said the lengthsman wasn't in place yet and the season had already started.

The town clerk said part of the lengthsman's role would be to generally tidy up the town. He said the council would also be employing a seasonal litter picker to concentrate on the seafront, while some other tidying up responsibilities lay with other councils and private individuals.

Cllr O. Lovell said it was also hoped to have a storage area where waste could be taken in the evenings, which would enable Dorset Waste Partnership to do another collection at the end of the day on the seafront. He said the town council would also be helping with litter collections in the evenings during the summer.

Mr Ball said this wasn't an issue just on the seafront, but across the whole town, and people should be encouraged to look after their own areas.

Cllr G. Symonds said there used to be large wheelie bins on the seafront and he had suggested they were put back so people could put their litter in them after the last collection by Dorset Waste Partnership.

### **Lyme Regis Society**

- (i) How is the town council progressing the opportunities afforded by a neighbourhood plan, which was first discussed by the town council in summer 2016?

Cllr Steve Miller, chairman of the Planning Committee, said this was something the council had considered and retained an open mind over, although the benefit to Lyme Regis wasn't clear, given the geology and restrictions. He said it also involved a huge amount of work. He said that wasn't to say the council wouldn't do a plan, but it would take a lot of effort and complexity to put one together for Lyme.

Cllr D. Turner said he believed it would be of huge benefit to Lyme and the average time taken to complete a plan was two years. He said Uplyme, Bridport and Charmouth were doing plans and he believed Lyme should too.

Cllr O. Lovell said there was considerably less development land in Lyme than in Uplyme and Charmouth and he had doubts over producing a plan. Although the council was split, he said there were people who were willing to take it on.

The town clerk said in the next council year the council should make its mind up once and for all if it wishes to produce a plan.

**Committee:** Full Council

**Date:** 24 May 2017

**Title:** Complaints' Panel

**Purpose of Report**

To seek three members to sit on a panel to hear formal complaints from four chalet owners at Monmouth Beach

**Recommendation**

Three members are identified to sit on a complaints' panel

**Background**

1. On 16 December 2015, the council approved a site licence fee increase of 25% for chalet, caravan and day-hut owners. As a result of this decision, a significant number of chalet, caravan and day-hut owners withheld a proportion of their site licence fee during 2016/17 and several formal complaints were raised against the council.
2. Alongside the decision to increase site licence fees, the council also agreed to undertake a comprehensive review of site licences in conjunction with the chalet, caravan and day-hut owners' residents' association.
3. As part of the negotiations, officers agreed with the residents' association to deal with issues raised by chalet, caravan and day-hut owners on a collective basis.
4. The negotiations on the new site licences/leases are all but complete and there are four chalet owners who wish to pursue formal complaints through the council's complaints' procedure. These complaints relate to issues specifically about Monmouth Beach chalets.
5. Normally, complaints are heard by the town clerk and an appeal is made to members if the complainant is not satisfied with the response.
6. In this instance, both the town clerk and deputy town clerk have been heavily involved in the issues the complainants have raised and it would be difficult for either officer to demonstrate independence in a hearing.
7. For this reason, the complainants have been approached about having their complaint heard by panel of members. In each instance, the complainant has agreed to this. The hearings will be held in early-June and three members are sought to form a complaints' panel.

John Wright  
Town clerk  
May 2017

**Committee:** Full Council

**Title:** Section 106 Monies

**Date:** 24 May 2017

**Purpose of Report**

To inform members of the availability of Section 106 monies and to determine a process for identifying projects that will qualify for section 106 funding

**Recommendation**

Members establish a small working group to consider projects for section 106 funding and the working group reports its proposals to the Strategy and Finance Committee on 28 June 2017

**Background**

1. Planning obligations, also known as Section 106 agreements<sup>1</sup>, are private agreements made between local authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms.
2. West Dorset District Council (WDDC) holds Section 106 monies and is currently seeking to allocate these monies to town councils. WDDC is finalising the amount available (the amount available to Lyme Regis is likely to be up to £100,000) and would like proposals from town councils on capital projects that meet their funding headings.
3. These headings include: public open spaces; recreation; parks, gardens and outdoor sports; play areas; allotments; amenity space; natural green space; community venues; museums; waste collection; waste disposal; and coastal protection.
4. To consider Lyme Regis projects that meet WDDC's funding headings in further detail and to formulate proposals for consideration by the council, I am proposing a small working group is established to report its proposals to the Strategy and Finance Committee on 28 June 2017.

John Wright  
Town clerk  
May 2017

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<sup>1</sup> Based on Section 106 of the Town and Country Planning Act 1990