



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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Notice is hereby given of an extraordinary meeting of the **Lyme Regis Town Council** to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/89414139057> on Wednesday 24 June 2020 commencing at 7pm when the following business is proposed to be transacted:

**John Wright  
Town Clerk  
18.06.20**

*This is a formal council meeting, where the same standards of behaviour as normal are expected and all members are bound by the code of conduct.*

*This meeting will be recorded and recordings will be held for one year by the town council. If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted.*

*Voting will also take place by show of hands and the chairman will indicate the votes have been noted.*

*If members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.*

*Members of the public can make representations at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public are asked to provide advance notice and details of the issue they intend to raise.***

*If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the chairman may adjourn the meeting.*

## 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. Dorset Council Matters

To receive updates from the Dorset Council ward member

### 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.
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### 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 19 February 2020 (attached)

### 7. Planning Committee

To receive the minutes of the meeting held on **10 March 2020** and note the committee's comments made on planning applications under the power delegated by Full Council.

To note the committee's comments made on planning applications since the **meeting (appendix 7A)**

### 8. Human Resources Committee

To receive the minutes of the meeting held on **26 February 2020** and consider the recommendations therein.

**9. Strategy and Finance Committee**

To receive the minutes of the meeting held on **18 March 2020** and consider the recommendations therein.

**10. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **11 March 2020** and consider the recommendations therein.

**11. Town Management and Highways Committee**

To receive the minutes of the meeting held on **4 March 2020** and consider the recommendations therein.

**12. Review of Interim Governance Arrangements**

To allow members to review the interim governance arrangements put in place on 18 March 2020 and to approve any amendments to these arrangements

**13. Internal Audit Report, Visit Four 2019-20**

To inform members of the outcome of the internal auditor's fourth and final visit for 2019-20 dated 10 June 2020 and to provide a summary of the number and priority levels of recommendations made to the council over the last four years

**14. Annual Governance and Accountability Return for the Year Ended 31 March 2020**

To allow members to consider the Annual Governance and Accountability Return (formerly known as the annual return) for the year ended 31 March 2020

**15. Financial Forecast 2020-21**

To brief members on the financial forecast for 2020-21 and propose a separate meeting to consider the options available to the council

**16. Exempt Business**

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 19 FEBRUARY 2020**

**Present**

**Chairman:** The Mayor, Cllr B. Larcombe, MBE

**Councillors:** Cllr J. Broom, Cllr K. Ellis, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** M. Green (deputy town clerk) J. Wright (town clerk)

**Absent:** Cllr L. Howe

**19/151/C Public Forum**

**Diana Hunt**

Referred to dog fouling in the cemetery; especially in the early morning. She asked that more effort and greater resources be directed to preventing the problem; which had recently included dog excrement on a grave.

The mayor, Cllr B. Larcombe, gave an assurance that he was equally appalled by the recent dog fouling incident and outlined those measures which were either currently in progress or under consideration to try and address the problems.

**Robert Greenman**

Outlined the work of the United Beach Mission. He explained that the Mission had first come to Lyme Regis 50 years' ago and had been providing free, Christian-based activities for children ever since. He explained the benefits of their work for both children and parents and felt that the Mission was part of the 'offer' which made Lyme so attractive to visitors.

The mayor, Cllr B. Larcombe, explained the support which the council had already agreed to give to the Mission and thanked them for their valued work.

**K. Durham-Diggins**

Referred to the signs at the entrances to the town and highlighted the need for them to be update and to incorporate Lyme's 'plastic-free' status. She felt that this should form an important part of the town's 'branding' on all signage and online and elsewhere. She offered the help and assistance of Plastic Free Lyme Regis in working with the town

council to achieve the best and most cost-effective results. She showed a mock-up of what the main town signs might look like.

The mayor, Cllr B. Larcombe, felt that this was a matter for the detailed consideration of the Town Management and Highways committee and suggested that the matter be considered at its next meeting.

The mayor then welcomed Cllr S. Williams to his first meeting of Full Council in his new capacity as deputy mayor.

**19/152/C Questions from Councillors**

There were none.

**19/153/C Apologies for Absence**

Cllr B. Bawden (prior engagement)  
Cllr R. Doney (prior engagement)  
Cllr M. Ellis (prior engagement)  
Cllr D. Ruffle (prior engagement)

**19/154/C Disclosable Pecuniary Interests**

There were none.

**19/155/C Dispensations**

The town clerk confirmed that he had received requests from and had granted all members present a written dispensation to enable them to speak and vote in respect of agenda item 13 (19/39/HR Members' Allowances) because, without such a dispensation, there would not be sufficient members to participate in this item of business.

**19/156/C To confirm the accuracy of the minutes of the Full Council meeting held on 8 January 2020**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 8 January 2020 were **ADOPTED**.

**19/157/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 4 February 2020**

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the Full Council meeting held on 4 February 2020 were **ADOPTED**.

**19/158/C Matters arising from the minutes of the Full Council meeting held on 8 January 2020**

In response to questions from Cllr S. Williams, the town clerk explained the arrangements which had been agreed with the bowls club in respect of both car parking and the clubhouse. The latter involved only a very modest increase in the rent payable.

The council's solicitors would now be prepared the new leases, but this would involve the documents being brought back to a future meeting of Full Council for approval prior to signing, as required by the council's standing orders.

**NOTED**

**19/159/C Matters arising from the minutes of the extraordinary Full Council meeting held on 4 February 2020**

The mayor, Cllr B. Larcombe, made reference to the terminology used in the report relating to grants to local organisations.

**NOTED**

**19/160/C Update Report**

There were no updates.

**19/161/C Mayor's Engagements and Meetings**

Members received the list of the mayor's engagements since the previous meeting of Full Council.

**NOTED**

**19/162/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 14 January 2020.

**19/163/C Human Resources Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 15 January 2020 and adopt the recommendations, as follows:

**19/38/HR – Health and Safety Audit – Audit and Policy**

**RESOLVED:** to note the annual health and safety audit with a score of 78% and to approve the revised health and safety policy.

#### **19/39/HR – Members’ Allowances**

**RESOLVED:** to keep the members’ allowance at the current level, pending a further review by Dorset Council’s Remuneration Panel in late-2020.

#### **19/40/HR – Environment Training**

**RESOLVED:** the operations manager undertakes an IEMA foundation certificate in environmental management.

#### **19/41/HR – Finance Manager Recruitment**

**RESOLVED:** that Cllrs B. Larcombe, J. Broom and M. Ellis sit on the interview panel for the recruitment of a finance manager.

**RESOLVED:** to approve the finance manager recruitment timetable, and to approve the job description and person specification.

#### **19/42/HR – Postholder 204, Six-Month Probation Report**

**RESOLVED:** to approve postholder 204’s continued employment with the council.

#### **19/164/C Strategy and Finance Committee**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 5 February 2020 and adopt the recommendations, as follows:

#### **19/91/SF – Service Level Agreement with Woodmead Halls’ Management Committee**

**RESOLVED:** to approve a five-year service level agreement with Woodmead Halls’ Management Committee to allow the public to use its toilets at the front of the building, the agreement starts on 1 April 2020 and the initial annual payment is £9,940, which is uplifted annually by the retail price index.

#### **19/92/SF – Progress Report Climate and Environmental Emergency Declaration**

**RESOLVED:** to instruct the town clerk to obtain costs for a consultant to undertake an environmental audit of the council’s activities and to define carbon-neutrality, and report back to the Strategy and Finance Committee.

#### **19/93/SF – Dorset Council’s Review of Voluntary Community Sector Grants**

**RESOLVED:** to delegate to the town clerk to respond to Dorset Council’s consultation on the review of voluntary community sector grants in consultation with Cllrs B. Larcombe and B. Bawden.

### **19/94/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments for May, June, July, August and September 2019 for the sums of £277,882.81, £147,760.23, £211,920.05, £154,135.01 and £175,470.59, respectively.

### **19/165/C Tourism, Community and Publicity Committee**

It was noted the meeting scheduled for 29 January 2020 was cancelled.

### **19/166/C Town Management and Highways Committee**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 29 January 2020 and adopt the recommendations, as follows:

#### **19/68/TMH – Trees on Anning Road Playing Field**

**RESOLVED:** to plant six cherry trees along the fence line in Anning Road playing field.

#### **19/69/TMH – Lighting in Haye Lane**

**RESOLVED:** to support a request from local residents to Dorset Council for improved street lighting in the area around the ‘top’ end of Haye Lane, to request that Dorset Council reviews its general policy not to install additional street lighting, and to seek Cllr D. Turner’s support in this request.

#### **19/70/TMH – Park and Ride 2020**

**RESOLVED:** to approve the appointment of First Group as the operator for the 2020 Lyme Regis park and ride, to the same timetable and frequency as in previous years and incorporating the fare tariff set out below:

- Adult single - £2
- Adult return - £3.50
- Child single - £1.50
- Child return - £2.50
- Group (up to 5 people) - £7.50
- Concessionary passes accepted

**RESOLVED:** to approve the operation of the 2020 Lyme Regis park and ride on the following dates:

- 4 April to 19 April inclusive (every day, including weekdays) to cover Easter and school half-term
- 2 and 3 May to cover Fossil Festival



- 8 to 10 May inclusive (each of 3 days) to cover bank holiday + VE day commemorations
- 23 May to 31 May inclusive (every day, including weekdays) to cover school half term
- All June and July weekends from 6/7 June to 11/12 July inclusive.
- 18 July to 4 September inclusive, i.e., the entire school holiday period (every day, including weekdays).
- Weekend of 5 and 6 September to cover Food Rocks.

#### **19/71/TMH – Anti-Social Behaviour**

**RESOLVED:** to raise concerns about anti-social behaviour on the seafront late at night with the police and crime commissioner and Dorset Council as the licensing authority, and with the permission of people who have written to the council about this issue, also forward their letters.

#### **19/72/TMH – Electric Vehicle Charging Points**

**RESOLVED:** to select Pod Point to install four electric vehicle charging points in the car parks; two at Woodmead and two at Monmouth Beach.

#### **19/75/TMH – Seasonal Concessions**

**RESOLVED:** to award the deckchairs' concession for 2020-2022 to Henry Herbert at the tender amount offered.

**RESOLVED:** to award the trampolines (or similar) concession for 2020-2022 to Henry Herbert at the tender amount offered.

**RESOLVED:** to award the children's games and activities concession for 2020-2022 to United Beach Missions at no cost.

#### **19/167/C Request to Change Purpose of Grant**

The town clerk introduced the report and explained the matter had previously been considered on 29 November. At that time, members had requested further information, which the Pantomime Society had now provided, and which was set out in the appendix to the report.

Members were generally supportive of the principle of changing the purpose of the previously approved grant given the particular and exceptional circumstances involved.

The Society was also requested to confirm precisely how the grant had been spent in due course.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to agree to the requested reallocation of the minor grant to the Lyme Regis Pantomime Society in the sum of £999 for a purpose other than that set out in their original grant application.

#### **19/168/C Grant Payment Deferral**

The town clerk referred members to the appendix to the report which explained the reasons for the requested deferral of the payment of grant to the Uplyme Community Sponsorship Group.

Members were unanimously of the view that the request was reasonable and should be supported.

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, members **RESOLVED** to support the requested deferral of the grant to Uplyme Community Sponsorship Group in the sum of £750 from 2019/20 to 2020/21.

#### **19/169/C List of Payments**

Members thanked the finance team for their ongoing hard work and efforts to catch up the backlog of finance-related work.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members **RESOLVED** to approve the lists of payments for October, November and December 2019, together with January 2020 in the sums of £212,448.82, £180,057.30, £132,078.11 and £159,056.15 respectively.

*The meeting closed at 7.42pm.*

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 10 MARCH 2020**

**Present:**

**Members:** Cllr G. Turner (in the chair), Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr C. Reynolds, Cllr S. Williams

**Officers:** Mark Green (deputy town clerk)

**19/102/P Public Forum**

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

**19/103/P Apologies**

Apologies for this meeting had been received from:

Cllr Mrs. B. Bawden (prior commitment)

**19/104/P Minutes**

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, the minutes of the meeting held on 14 January 2020, were **ADOPTED** without amendment.

**19/105/P Disclosable Pecuniary Interests**

No pecuniary interests were declared in relation to the business of this meeting.

**19/106/P Dispensations**

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

**19/107/P Matters arising from the minutes of the meeting held on 10 December 2019**

There were no matters arising to be considered at this meeting.

**19/108/P Update Report**

There were no matters to be updated at this meeting.

## 19/109/P Planning Applications

Planning applications were considered in accordance with the details circulated.

- 1) **WD/D/19/002837- OUTLINE** (Received 14 February 2020)  
Fernandez – Outline application with all matters reserved for the erection of a detached dwelling – Seathrift, Greenway, Lyme Regis, DT7 3EY  
  
*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 2) **WD/D/19/002961-LBC** (Received 15 February 2020)  
Redwood-Davies – External alterations to replace defective pointing and repoint with lime mortar (NHL3.5) and replace and defective blue lias stone facings – 57-58 Broad Street, Lyme Regis, DT7 3QF  
  
*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*
- 3) **WD/D/19/003048-FULL** (Received 8 February 2020)  
Herbert – Erection of second floor extension with fibreglass for and additional windows – Annexe, The Cottage, Lyme Regis, DT7 3LB  
  
*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 4) **WD/D/19/003105-FULL** (Received 22 February 2020)  
Berry – Change of use of land to residential and formation of vehicular access. Erection of side and front extensions with balcony – Green Knoll, Westhill Road, Lyme Regis, DT7 3LW  
  
*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 5) **WD/D/19/003189-FULL** (Received 2 March 2020)  
Sagman – Insert window into south facing wall – Flat 3, Long Entry Flats, Long Entry, Lyme Regis, DT7 3BY  
  
*Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

- 6) **WD/D/19/003190-LBC** (Received 2 March 2020)  
Sagman – Insert window into south facing wall – Flat 3, Long Entry Flats, Long Entry, Lyme Regis, DT7 3BY
- Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*
- 7) **WD/D/19/003194-LBC** (Received 12 February 2020)  
Shaw – External alterations to include repair of render and repaint, roof repairs, overhaul of rainwater goods, works to bay windows, repaint all timber doors and windows, stone cladding, quoins, repair or replace barge boards and soffits, making good of stonework as required – Clappentail House, Uplyme Road, Lyme Regis, DT7 3LP
- Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*
- 8) **WD/D/19/000109-FULL** (Received 14 February 2020)  
Dorset Council – Erect new school building with associated landscaping – Woodroffe School, Uplyme Road, Lyme Regis, DT7 3LX
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 9) **WD/D/20/000144-FULL** (Received 15 February 2020)  
Benfield – Demolition of existing conservatory and erection of single-storey extension – April Cottage, Westhill Road, Lyme Regis, DT7 3LW
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 10) **WD/D/20/000203-FULL** (Received 22 February 2020)  
Mann – Erect Dwelling – Somerscroft, Somers Road, Lyme Regis, DT7 3EX
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*
- 11) **WD/D/20/000272-CHANGE OF USE** (Received 26 February 2020)  
Mansell – Change of use from shop (A1 use) to restaurant & café (A3 use) – 63 Silver Street, Lyme Regis, DT7 3HR
- Members recommended that the application be **approved** because there were no material planning considerations that would warrant its refusal.*

**12) WD/D/20/000274-LBC**

(Received 26 February 2020)

Sparey – External works to facilitate the dismantling and rebuilding of five chimney stacks  
– Haye House, Haye Lane, Lyme Regis, DT7 3NQ

*Members recommended that the application be **approved** because there were no material listing considerations that would warrant its refusal.*

**19/110/P Amended/Additional Plans**

The variation of condition in respect of application WD/D/19/002323 was **NOTED**.

**19/111/P Withdrawn Applications**

There were no withdrawn applications to be considered at this meeting.

**19/112/P Planning Decisions**

The decisions of the planning authority were received and **NOTED**.

**19/113/P Correspondence from Dorset Council regarding planning related matters.**

The correspondence received from Dorset Council regarding planning related matters was **NOTED**.

*The meeting closed at 7.50 pm.*

**Planning Committee's comments made on planning applications since the last meeting on  
10 March 2020**

- WD/D/20/000626 – 1 JERICHO – REFUSAL ON THE GROUNDS THAT IT REPRESENTS AN OVERDEVELOPMENT OF THE SITE AND IS NOT SYMPATHETIC TO OR IN KEEPING WITH THE SURROUNDING BUILT DEVELOPMENT (DC REFUSE)
- WD/D/20/000914 – 8 UPPER WESTHILL ROAD – NO OBJECTION (DC APPROVE)
- WD/D/20/000946 – 37 SUMMERHILL ROAD – NO OBJECTION SUBJECT TO BRICKWORK TO MATCH EXISTING ON FRONT ELEVATION (DC APPROVE)
- WD/D/20/000663/664 – 19 COOMBE ST – NO OBJECTION
- WD/D/20/001009 – HARBOURMASTER'S STORE, OZONE TERRACE – NO OBJECTION BUT CONCERN THAT DESIGN/MATERIALS SHOULD RESPECT THE HISTORIC LOCATION AND BE ENVIRONMENTALLY SUSTAINABLE
- WD/D/20/001010 – OUTLOOK, VIEW ROAD – NO OBJECTION SUBJECT TO TRANSPORT PLAN AND ACCESS FROM VIEW ROAD (DC APPROVE)
- WD/D/20/001013 – 49 QUEEN'S WALK – NO OBJECTION
- WD/D/20/001049 – 9 BARFLEUR RISE – NO OBJECTION
- WD/D/20/000380 – LUCCOMBE, 11 WOODMEAD ROAD – NO OBJECTION
- WD/D/20/000835 – 4 PINE RIDGE – NO OBJECTION (DC APPROVE)
- WD/D/20/000491 – 12 SPRINGHILL GARDENS – NO OBJECTION (DC APPROVE)
- WD/D/20/000580 – 1 DRAGON'S HILL – NO OBJECTION (DC APPROVE)
- WD/D/20/000711 – 2 OVERTON CLOSE – NO OBJECTION
- WD/D/20/000772/3 – 17 MILL GARDENS – NO OBJECTION
- WD/D/20/000795/6 – THE TUDOR – NO OBJECTION
- WD/D/20/000835 – 4 PINE RIDGE – NO OBJECTION
- WD/D/20/000888 – THE ALCOVE, MARINE PARADE – NO OBJECTION

- WD/D/20/000081 – 18 Marine Parade – NO OBJECTION (DC APPROVE)
- WD/D/20/000423 – 1 Church Street – NO OBJECTION
- WD/D/20/000424 – 37 Summerhill Road – REFUSE BECAUSE IT REPRESENTED AN OVERDEVELOPMENT OF THE SITE AND THE PROPOSED FRONT EXTENSION IN PARTICULAR WAS OUT OF KEEPING WITH THE CHARACTER AND BUILT FORM OF THE SURROUNDING AREA.
- WD/D/20/000433 – 5 Oak View – NO OBJECTION
- WD/D/20/000591 – 25/26 Marine Parade – MEMBERS FELT THAT THE APPLICATION DID NOT PROVIDE SUFFICIENT INFORMATION TO REACH A PROPERLY INFORMED RECOMMENDATION. IN PARTICULAR, THEY WERE UNSURE HOW A FREE-STANDING RETRACTABLE ROOF COULD INCORPORATE DOORS AND WINDOWS (no additional information received)
- WD/D/20/000592 – 25/26 Marine Parade – MEMBERS FELT THAT THE APPLICATION DID NOT PROVIDE SUFFICIENT INFORMATION TO REACH A PROPERLY INFORMED RECOMMENDATION. IN PARTICULAR, THEY WERE UNSURE HOW A FREE-STANDING RETRACTABLE ROOF COULD INCORPORATE DOORS AND WINDOWS (No additional information received)
- WD/D/20/000652 – Sherborne Buildings, Sherborne Lane – NO OBJECTION



**LYME REGIS TOWN COUNCIL  
HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 26 FEBRUARY 2020**

**Present**

**Chairman:** Cllr B. Larcombe MBE

**Members:** Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**19/44/HR Public Forum**

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

**19/45/HR Apologies**

None.

**19/46/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 15 January 2020**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the meeting held on 15 January 2020 were **ADOPTED**.

**19/47/HR Disclosable Pecuniary Interests**

There were none.

**19/48/HR Dispensations**

There were none.

**19/49/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 15 January 2020**

**Members' allowances**

The town clerk said the council had to publish a public notice outlining its decision on members' allowances, and this would be published on the council's website.

He said this issue would be picked up again in the autumn, when the council would be making another representation to the remuneration panel.

### **Environment Training**

It was noted members had received an email from Cllr B. Bawden regarding the expenses she had incurred in completing the IEMA environmental management course, although it was not on the agenda so could not be discussed.

#### **19/50/HR Update Report**

Cllr B. Larcombe asked how often employees were invited to join the pension scheme, how many were not currently in the scheme, and what was the closing date for joining the scheme.

It was confirmed there were around seven employees who were not currently in the scheme but three people had indicated they wanted to join, with a closing date at the end of March.

#### **19/51/HR Town Clerk's Annual Appraisal**

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual 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.

#### **19/52/HR Deputy Town Clerk, Appraisal**

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual 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.

#### **19/53/HR Operations Manager, Spinal Column Point Progression**

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual 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.

**19/54/HR Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2020-21**

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual 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.

**19/55/HR Staffing Panel Recommendations**

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual 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.

**19/56/HR Health and Safety Diploma Training**

Cllr J. Broom said he didn't think this level of training was necessary for the council although he had no objections if the operations manager wanted to gain the qualification in his own time and at his own expense. He was also concerned at the suggestion the operations manager would be qualified to carry out the council's health and safety audits as it meant it would not be an independent view.

Cllr B. Larcombe pointed out the majority of the cost could potentially be covered by enhanced learning credits funding as the operations manager was formerly in the military.

The town clerk confirmed the council could carry out in-house audits but practically it should be verified around every five years.

Cllr J. Broom said there would be further cost to the council due to the number of days the operations manager would need to take off work.

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** not to approve health and safety diploma training for the operations manager.

**19/57/HR Exempt Business**

*The town clerk left the meeting at 7.24pm.*

**a) Town Clerk's Annual Appraisal**

Cllr C. Reynolds asked why the council had moved from an independent external organisation carrying out a job evaluation for the whole organisation to several members reviewing selected posts.

Cllr B. Larcombe said the cost of the job evaluation was a factor and as it would be a big exercise with significant consequences, members didn't feel they wanted to proceed. He said it could also have resulted in change down as much as up.

Cllr C. Reynolds asked why all members hadn't reviewed the pay scales and only three members had been involved.

Cllr B. Larcombe said members were nominated and voted onto the panel.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's progression to spinal column point 45 and note the remainder of the report.

*The town clerk returned to the meeting at 7.29pm.*

**b) Deputy Town Clerk, Appraisal**

The town clerk said the pay review panel had recommended an increase to the deputy town clerk's pay scale. If members agreed the proposed scale, he suggested the deputy town clerk was moved up one increment from 1 April 2020 as he was at the top of his current grade.

Cllr B. Larcombe said he would like to see momentum maintained on the office refurbishment and highways' matters had not but should be included in the list of responsibilities.

**c) Operations Manager, Spinal Column Point Progression**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 30 from 1 April 2020.

**d) Employees' Annual Spinal Column Point Progression and Pay Arrangements for Other Employees for 2020-21**

Cllr B. Larcombe clarified that when employees reached the top of the scale, they still had a RPI increase on their salary each year.

The town clerk said employees could also be awarded an extra point on their scale if they achieved a level 3 qualification. However, he said a town clerk could potentially get four extra grades for qualifications up to level 6, if the town council had requested they do that qualification.

*The administrative office left the meeting at 7.46pm.*

**e) Staffing Panel Recommendations**

Members were in general agreement about the re-grading of the deputy town clerk from SCP 28-33 to SCP 33-36 and because the deputy town clerk is at the top of his grade, i.e., SCP 33, he should move to SCP 34 on 1 April 2020.

The town clerk informed the committee the administrative officer and finance assistant had written to him to request the panel reviews the proposed grades for the support services manager and the assistant finance manager. The town clerk suggested the panel reconvenes and considers these requests.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the re-grading of the deputy town clerk to SCP 33-26, with progression to SCP 34 on 1 April 2020, and the Pay Review Panel reconvenes to review the grades of the support services manager and assistant finance manager posts.

*The administrative officer returned to the meeting at 8.11pm.*

*The meeting ended at 8.11pm.*

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 MARCH 2020

**Present**

**Chairman:** Cllr B. Larcombe MBE

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr D. Ruffle, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

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

**Absent:** Cllr L. Howe

**19/96/SF Public Forum**

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

**19/97/SF Apologies for Absence**

Cllr K. Ellis

Cllr M. Ellis

Cllr R. Doney – self-isolating

Cllr C. Reynolds – self-isolating

Cllr D. Sarson – self-isolating

**19/98/SF Minutes**

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the meeting held on 5 February 2020 were **ADOPTED**.

**19/99/SF Disclosable Pecuniary Interests**

There were none.

**19/100/SF Dispensations**

There were none.

**19/101/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 5 February 2020**

**Bowling club**

The town clerk said he had a copy of the draft lease, which he would provide to the bowling club for consideration. He believed there was nothing contentious within the lease as the outstanding issues had been resolved but the club still needed to agree the terms.

**Service level agreement with Woodmead Halls' Management Committee**

The town clerk said it was intended to have a meeting with the committee by the end of this month but due to the current situation, this may not be possible.

**Progress report – climate and environmental emergency declaration**

Cllr R. Smith said he could give the town clerk with a steer on someone who could carry out the environmental audit.

**19/102/SF Update Report**

**Sea sports and adventure centre proposal**

Cllr B. Larcombe emphasised that any business proposal would be received by the council without prejudice due to an outstanding issue at Monmouth Beach.

The town clerk said the Monmouth Beach area was a valuable asset so the council shouldn't be led by one organisation and should think about the best use of it on behalf of the whole town.

**19/103/SF To receive the minutes of the Dorset Council working group meeting on 25 February 2020 and consider the recommendations therein**

Cllr S. Williams said he would prefer to see a five-year lease with Dorset Council for the accreted land so the next council administration could decide what it wanted to do with it.

The town clerk said a seven-year lease was preferable as it switched obligation away from the town council to Dorset Council.

Cllr B. Larcombe agreed and added that any lease would need approval from the town council before being agreed.

With regards to the recommendations, the town clerk said officers would normally wait for Full Council approval but in this case, he didn't want to delay things for too long and proposed to act immediately to get the survey of the accreted land done.

Members agreed it should not be held up, acknowledging that Dorset Council would welcome a quick decision because the season in the harbour was approaching.

Cllr S. Williams said he had asked the town clerk for figures from the car park ticket machines but he had not received this.

The town clerk said Cllr S. Williams had not asked him for car parking income but he could provide this.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to have a survey carried out of the accreted land at Monmouth Beach to establish exactly how much land the town council owned and to get a sense of its value, with a view to leasing the land to Dorset Council at a realistic rent, and the report the findings directly to the council.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that the town clerk informs Dorset Council the town council intends to take back the harbourmaster's store, and instruct the town clerk to progress discussions on the garage next to Woodmead car park.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to no longer maintain an interest in the land opposite the Harbour Inn and end the lease with Dorset Council.

#### **19/104/SF Draft Corporate Plan**

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the draft Corporate Plan 2020-25 and delegate any amendments to the final version of the plan to the town clerk, in consultation with the mayor.

#### **19/105/SF Internal Audit Report, Visits Two and Three 2019-20**

The town clerk said officers were happy the comments within the report reflected where the council was at the moment. He said there was still work to do but compared to the previous audit, the council was returning to the status quo.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report of visits two and three 2019-20 and approve the management responses.

#### **19/106/SF Finance Progress Review**

The town clerk said officers had done everything they said they would do, with particular credit due to the interim finance manager, the finance assistant and the admin assistant.



The town clerk said the deputy town clerk had been in discussions with the council's solicitor about collecting some of the debts and legal action would be pursued with those who had not paid 2019/20 fees relating to the chalet and caravan park.

As the issues in the finance team were being resolved, the town clerk said the council would be able to receive four budget reports every year and monthly management accounts would be produced.

#### **19/107/SF Budget Performance, 1 April – 31 January 2020**

The town clerk said due to the roof works starting in January 2020 instead of November 2019, this impacted on expenditure and strengthened the position in terms of the forecast. However, he said there were a number of unexpected items of expenditure in 2019/20, such as the church tower grant, the beach rake, and the Blue Sea Café. He said all these variances had been reported and were properly recorded decisions of the council.

However, it was pointed out that the report stated there was no budget set aside for the beach rake, but it was believed there was £40,000 in the budget, which would mean an overspend of £11,000, not £51,000 as stated in the report.

The town clerk said he would check this.

Cllr B. Bawden asked if the variance on consultancy fees was unforeseen or these costs were not included in the budget.

The town clerk said the budget had been stretched because most of the year a consultant finance manager had been in place, which accounted for much of the cost.

Members questioned the forecast overspend related to the play park, which the report stated was not in the 2019/20 budget, but it was understood section 106 funding had been used for the project and the council had underspent, with funds left over for another project.

The town clerk said he would also check this.

#### **19/108/SF VAT and Option to Tax (for VAT)**

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to 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.

## **19/109/SF    Coronavirus (COVID-19)**

Cllr B. Larcombe said the virus put the council, like any other in the country, in an unusual position, which required it to think about what measures it needed to put in place to maintain its core activities. He said this may include raised delegation and video conferencing, with consideration given to issues which still required council consent and how members could be involved.

The town clerk said members needed to consider how the council would continue to make decisions and maintain its finances, which would involve temporary changes to the scheme of delegation and financial regulations, as follows:

Scheme of delegation – During any period of restricted activity in the UK declared by the Government, such as the COVID-19 virus, and in the event it is not possible to convene a meeting of the council in a reasonable time, the clerk shall have delegated authority to make decisions on behalf of the council where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. This will be carried out where possible by consultations with members by electronic means or telephone. The clerk will further consult with the mayor for guidance, as necessary. The delegation does not extend to matters expressly reserved to the council in legislation or in its standing orders or financial regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. The delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.

Financial regulation 3.4 – The clerk 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 a budgetary provision for the expenditure, subject to a limit of £10,000. The clerk shall report the action to the council as soon as practicable thereafter. Should expenditure above this limit be anticipated before authority can be obtained at the next scheduled council meeting, the chairman of the council should convene an extraordinary meeting of the Full Council to seek authority for the expenditure. Where possible, the council will maintain a reserve to cover such eventualities.

The town clerk said members would be provided with a daily briefing and developments would be publicised on the council's website and social media.

The town clerk said there may be an impact on the annual meeting of electors in April and the annual council meeting in May, for which there were some legal obligations, but the national bodies had been contacting the government on behalf of local councils about setting aside legislation. At this point, he said he would recommend postponing the annual meeting of electors until 1 June 2020 at the latest, i.e. the last possible date it could legally be held.

The town clerk said the possibility of virtual meetings was also being legally progressed by the national bodies.

The town clerk said the virus could potentially have an impact on the council's revenue as approximately half the income, i.e. £800,000 related primary to car parking and to a lesser extent the amenities area, most of which was generated in the first six months of the year.

Members discussed the need to protect the council's finances.

The town clerk said if the council deferred capital works with no contractual commitment, the council's reserve would increase from £460,000 to £700,000.

Cllr R. Smith asked if the council was eligible for any government grants.

The town clerk said the government would provide financial support to local councils but he believed this would be the principal authorities.

Cllr B. Bawden said she was concerned about the community support group and asked if there was anything the council could do in terms of guidance and support for the volunteers so there was clear information available. She said there needed to be guidelines to protect the volunteers as much as the residents.

The town clerk said the council didn't want to be seen to stifle the community initiative but he had had some discussions with Dorset Council about what gaps the town council could fill if things got worse. He said the town council wasn't the strategic authority, so its role was likely to be to assist others when requested.

The town clerk talked about following the government guidance where staffing issues were concerned, which included closing the council office and working from home, closing the amenities' facility as staff there were most vulnerable, re-deploying staff in other roles so they had less contact with the public, and external workers keeping their distance from the public. However, he said there might be a time when these arrangements would have to change in line with government instructions.

To prepare, the town clerk said he would discuss the situation with the tourist information centre as it was based in the same building, re-issue staff contact details, and share notices and information on council noticeboards.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to agree:

- To suspend meetings of the Full Council and committees as of 18 March 2020
- To add a statement to the scheme of delegation, giving the town clerk delegated authority to make decisions on behalf of the council where such a decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

- To temporarily amend financial regulation 3.4 to raise the limit to £150,0000
- To postpone the annual meeting of electors scheduled to take place on 17 April 2020 to a date on or before 1 June 2020
- To cancel the park and ride service until the beginning of the school summer holidays and review in advance
- To defer all capital projects that aren't contractually committed, with the exception of the office refurbishment project, which is progressed to the design and consent stage

It was acknowledged these recommendations would be approved retrospectively by the council as meetings would be suspended for the foreseeable future.

#### **19/110/SF Grant Allocation to Recipients of 'Ammonite' Filming Money**

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve Axminster and Lyme Cancer Support's use of a beach hut on Marine Parade from 1 April 2020 until 31 March 2025 for a rent of £0.00 per annum, and that for the duration of the arrangement the town council maintains the beach hut and Axminster and Lyme Cancer Support allocates the hut.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the release of a £5,000 grant to Mary Anning Rocks.

*The meeting adjourned for a break at 9.15pm.*

*The meeting resumed at 9.23pm.*

#### **19/111/SF Renewal of Lease for Power Boat Club, Monmouth Beach**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to 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.

**19/112/SF Exempt Business**

**a) VAT and Option to Tax (for VAT)**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to opt to tax (for VAT purposes) all the council's currently non-opted 'commercial' properties.

**b) Renewal of Lease for Power Boat Club, Monmouth Beach**

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to obtain legal advice about the separation of the leases for the power boat club and instruct an alternative valuer if appropriate.

*The meeting closed at 9.55pm.*

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 MARCH 2020

**Present**

**Chairman:** Cllr K. Ellis

**Members:** Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** M. Green (deputy town clerk), A. Mullins (administrative officer)

**Absent:** Cllr L. Howe

**19/41/TCP Election of Chairman**

The vice-chairman, Cllr K. Ellis opened the meeting.

Cllr C. Reynolds nominated Cllr K. Ellis as chairman of the Tourism, Community and Publicity Committee, seconded by Cllr G. Turner.

There being no other nominations, Cllr K. Ellis was duly **ELECTED** chairman of the Tourism, Community and Publicity Committee.

As the position of vice-chairman was vacant, Cllr K. Ellis invited nominations for the position.

Cllr K. Ellis nominated Cllr C. Reynolds as vice-chairman of the Tourism, Community and Publicity Committee, seconded by Cllr D. Ruffle.

There being no other nominations, Cllr C. Reynolds was duly **ELECTED** as vice-chairman of the Tourism, Community and Publicity Committee.

**19/42/TCP Public Forum**

**K. Durham-Diggins**

K. Durham-Diggins said she had spoken about the town signs at the last Full Council meeting. She said the award of a plastic-free community was incredibly prestigious and Lyme Regis was the 24<sup>th</sup> community qualified to receive it, for which everyone in the town, including the town council, worked so hard to get. She said the town was the first in Dorset to gain the award and in the two years since, another 88 towns had

achieved it and 673 were still striving. K. Durham-Diggins said many councils who had the award were announcing it had the status; for example Falmouth, which had signs announcing you are entering a plastic-free community. She said in the current climate emergency, it was a marketable status to have. She said Visit Dorset promoted the status, as had national newspapers and radio and it seemed the town council, who helped achieve the status, hadn't yet promoted it. K. Durham-Diggins said she was asking the town council, for tourism and for the community, to announce the status on signs and on the bottom of council emails to show how proud it was.

**19/43/TCP Apologies**

Cllr R. Doney  
Cllr M. Ellis – unwell

**19/44/TCP Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, the minutes of the meeting held on 11 December 2019 were **ADOPTED**.

**19/45/TCP Disclosable Pecuniary Interests**

There were none.

**19/46/TCP Dispensations**

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

**19/47/TCP Matters arising from the minutes of the previous meeting held on 11 December 2019**

**Sculpture trail in Langmoor and Lister Gardens**

The deputy town clerk said he had received written information from Dorset Arts, which he would circulate to members in the briefing. He said two or three new sculptures would be arriving and the plan was to engage with students at Woodroffe School to display a piece of their art, as there was one plinth available.

The deputy town clerk said the council had allocated its funding as it was match funded as per the members' request.

**Map-based marketing proposal**

Cllr C. Reynolds said she was concerned the map had not yet been produced as the holiday season was about to start and asked why it was taking so long.

The administrative officer said there had been various hold-ups but it was now on target to be ready for Easter.

As the project was being delivered by an external contractor, it was agreed any further discussion would take place in exempt business.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters 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.

#### **19/48/TCP Update Report**

##### **Social media marketing**

The administrative officer gave an update on the campaign so far, which had been very successful. She said the campaign adverts had been seen over 2.3 million times across the various media channels.

##### **Visit Dorset**

Cllr B. Larcombe said new images were needed for the Visit Dorset campaign.

Cllr C. Reynolds said the council had a bank of images it could use.

The administrative officer said it was intended to add new images to the bank of images the council already had.

#### **19/49/TCP Green Dog Walker Scheme**

Cllr B. Larcombe said the scheme was a good idea as it underpinned what it was to be a responsible dog owner, but it shouldn't detract from the other dog control measures the council wanted to see implemented.

Cllr C. Reynolds said more bins were needed in the Middle Mill area as people were leaving bags of dog waste and the operations manager had already said he would look into this.

Cllr S. Williams said more bins were also needed at Monmouth Beach.

Cllr K. Ellis suggested the scheme could be publicised on the council's website and social media but not with signs in the town.



Proposed by Cllr K. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the Green Dog Walker Scheme by promoting it on the council's website and social media.

Members also agreed officers should look into putting more bins – and the associated emptying arrangements – at Middle Mill, Monmouth Beach and Church Cliff Walkway.

## **19/50/TCP Town Signage and Branding**

Cllr C. Reynolds was concerned with the amount of wording it was proposed to have on the signs as people driving into Lyme Regis wouldn't be able to read it, and other organisations might also ask for their logos to be included. She said 'ancient royal borough' should come before 'plastic-free'.

Cllr G. Stammers agreed it was too much wording but felt it was important to have the plastic-free logo as it was recognised and it was the modern thing to do without losing sight of the town's heritage.

Members agreed 'ancient royal borough' should go above 'plastic-free' and also agreed only one plastic-free logo was necessary, preferably the Surfers Against Sewage logo.

Members also discussed the fossil on the existing signs and some members felt it should be removed and replaced with the town shield.

Cllr B. Bawden said the fossil should be retained as the shield would look old-fashioned.

It was also pointed out there was a twinning tripling with St George's and Jamestown, so this should be added to the signs.

The administrative officer said some towns had the names of their twin towns on a separate, smaller sign underneath the main welcome signs, so these could easily be changed if the twin towns changed. Members liked this idea and it was agreed this could be looked into.

Members discussed the proposal for signs to be displayed on the seafront celebrating the town's green credentials and there was some concern there were already too many signs.

Cllr B. Larcombe said the council needed to do an audit of signs on the seafront and requested this was considered by the Town Management and Highways Committee.

The deputy town clerk said it was intended to replace the big map at Bell Cliff so the green credentials could be incorporated into that.

The administrative officer said she would further discuss with Plastic Free Lyme Regis where they would ideally like to have signs on the seafront.

Members agreed the plastic-free logo should be added to the council's digital communications, at the bottom of emails and on the council's website.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to replace the 'welcome to Lyme Regis' signs, with the town shield replacing the fossil, the addition of one plastic-free logo, and the addition of twin town Jamestown, and mock-ups should be taken back to the Tourism, Community and Publicity Committee.

#### **19/51/TCP Fossil Festival Event**

Cllr J. Broom confirmed the town clerk had consulted him about this event before he agreed it could take place on the beach.

#### **19/52/TCP Community Engagement**

Cllr C. Reynolds said she believed the best way to engage was to go out to the community, such as attending coffee mornings and knocking on doors, and ask what they wanted the council to do for them.

Cllr B. Larcombe said he believed the council already listened to the residents and for a town the size of Lyme Regis, the council was already well-engaged and members could be easily contacted by the public.

Cllr J. Broom felt better use should be made of Lyme Voice as a form of engagement.

The administrative officer said as well as consulting the community on council matters, the council could also facilitate public meetings and debates on bigger issues that affect the town, such as the national park proposal.

Proposed by Cllr K. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs D. Sarson, C. Reynolds and B. Bawden work with the administrative officer to develop proposals on community engagement for consideration by this committee on 29 April 2020.

#### **19/53/TCP Events 2020**

Cllr C. Reynolds said she hoped a team of councillors could be put together to light the candles for Candles on the Cobb 2021.

#### **19/54/TCP Managing Consultation Exercises**

Cllr C. Reynolds said there was also a consultation on housing allocation policy and she encouraged members to respond.

It was agreed this would be publicised by the council.

Cllr B. Bawden said this was a good time for town and parish councils to influence Dorset Council policy because it was a new council.

Cllr C. Reynolds agreed and said town councillors should attend Dorset Council meetings when there was an item relevant to the town.

**19/55/TCP Exempt Business**

The administrative officer gave a more detailed update on the delays which had been experienced in delivering the map-based marketing proposal.

*The meeting closed at 8.35pm.*

**LYME REGIS TOWN COUNCIL**

**TOWN MANAGEMENT AND HIGHWAYS COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MARCH 2020**

**Present**

**Chairman:** Cllr J. Broom

**Members:** Cllr B. Bawden, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** M. Adamson-Drage (operations manager), M. Green (deputy town clerk) A. Mullins (administrative officer)

**19/77/TMH Public Forum**

**S. Locke-Lavell**

S. Locke-Lavell spoke in relation to agenda item 11, Beach Nurdle Trommel. She said she worked in a local shop and spent a lot of time speaking to the public, both holidaymakers and locals, and a lot of dog owners came to the town because it was dog-friendly and they were inspired by it being a green town. She said the store she worked in promoted looking after the planet and it was very eco-friendly, which she felt was well-suited to the town. S. Locke-Lavell said they encouraged tourists to collect rubbish while walking their dogs. She said she was aware there were costs involved in getting a trommel machine but she thought it would be fantastic for the town and people would appreciate the effort to keep the beach clean, to protect marine wildlife and tourists would notice some of the things the town was doing. As well as getting the machine on the beach for one occasion in April, she hoped this could be continued if it worked well and was a viable proposition.

**D. Conibere**

D. Conibere spoke on the same agenda item. She said she was the founder of Lyme Regis Loving Dog Owners, a Facebook group, and Paws on Lyme Regis and she was excited to see the council was looking at using the trommel to collect nurdles from the beach because on a daily basis lots of the nurdles could be seen. She said members of the group did daily beach cleans and picking up the nurdles was very hard so she was in support of having the trommel. D. Conibere said they also picked up glass, plastic, fishing line, cigarette butts and lots of other things they found on their dog walks. She felt this contribution to the town was invaluable but due to the size and volume of nurdles being washed up on a daily basis, it wasn't viable to pick them all up. She said they would love the council to take up the offer of the trommel and understood this may have additional

costs, but she believed it would be worth the cost and of benefit to the council and town in the long run. She also asked if the council would consider doing more than a one-off clean and look at doing it on a regular basis.

**19/78/TMH     Apologies**

There were none.

**19/79/TMH     Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 29 January 2020 were **ADOPTED**.

**19/80/TMH     Disclosable Pecuniary Interests**

Cllr G. Stammers declared a pecuniary interest in agenda item 6, matters arising, specifically the temporary AA signs, as this would impact Uplyme where she worked and she would not take part in the discussion.

**19/81/TMH     Dispensations**

There were none.

**19/82/TMH     Matters arising from the minutes of the Town Management and Highways Committee meeting held on 29 January 2020**

**Blue Sea Cafe**

The deputy town clerk said the works were completed and the contractor was off site.

**Guildhall tower**

Members agreed the Guildhall tower should not be re-painted.

**Cemetery gate**

The operations manager said he had obtained quotes and was awaiting a purchase order to be able to buy and then install the gate.

**Office refurbishment**

Cllr B. Larcombe asked if target dates had been set for submitting the planning application, starting the works and completing the works.

The deputy town clerk said the plan was very ambitious and included a number of dates the council had no control over, but the plan was for the concept design to be submitted to the council for approval by the end of March, to be signed off by the end of June, for the

planning application to the submitted by the end of July. He said beyond that point, it was not in the council's control as it would depend on when Dorset Council was likely to allow a road closure.

## **19/83/TMH      Update Report**

### **Mini-golf refurbishment**

The operations manager said there were three more holes to refurbish.

### **Amenities area**

Cllr S. Williams said he was not in favour of having play equipment on the top tier of the putting green and suggested this project was abandoned.

However, it was pointed out this project was an agreed objective and any re-consideration would need to go through the Strategy and Finance Committee, although the detail of the design would come through this committee.

## **19/84/TMH      Water Points**

Cllr M. Ellis said she would rather the council trialled two water points before installing others as there wasn't just the installation cost to consider, but also the cost of legionella testing and cleaning.

The operations manager said legionella tests were carried out on a weekly basis so the water points would be added to the list. He said a risk assessment was carried out every two years, which the council had to pay for.

Cllr R. Doney said he was not in favour of water points as there were 30 Refill stations in the town and it added infrastructure and work for the staff.

Cllr R. Smith said some people were embarrassed to ask for water in shops. He asked what kind of signage there would be to draw people's attention to the water points.

The operations manager said he had not yet thought of signage.

Members agreed design 5 (as per the original report) was the preferred option and the performance area and Marine Parade toilets were the preferred locations.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to install water points on the seafront at the performance area and Marine Parade toilets and to select design 5 (as per the original report) at a cost of £50 per unit.

Cllr J. Broom said if the water points were a success and the council wanted to install more, this could be reviewed after the summer.

#### **19/85/TMH     The Provision of RNLI Lifeguards**

Proposed by Cllr M. Ellis and seconded by Cllr K. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the consideration of this item of business as it included confidential matters relating to 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.

#### **19/86/TMH     Church Railings Replacement**

Cllr M. Ellis asked if the council had previously used any of the companies who had quoted.

It was confirmed Newton Forge had replaced the railings to the front of the church and CIS Street Furniture had provided quotes for the seafront railings.

Members discussed whether the new railings would need to have spiked tops as the permission from Lyme Regis Parochial Church Council (PCC) agreed to a like-for-like replacement but the spiked tops were now gone. There was also a health and safety concern with the spikes.

The deputy town clerk said anything more than a like-for-like replacement would involve a much more complicated process to obtain permission and the discussions so far with the PCC and Salisbury Diocesan Registry had not gone into a level of detail about what like-for-like replacement meant exactly.

It was agreed further discussions needed to take place with the church about what like-for-like replacement meant, specifically relating to the spiked tops.

Proposed by Cllr M. Ellis and seconded by Cllr K. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the consideration of the quotes as it included confidential matters relating to 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.

#### **19/87/TMH     Beach Nurdle Trommel**

Cllr M. Ellis asked if officers could find out how much it would cost to bring the trommel to Lyme Regis again, if the event in April was a success, and for these costs to be brought back to this committee. Members agreed with this.

The operations manager said once the trommel was used on the beach, the machine would be left there so people could see what had been picked up; this would therefore be a good way of gauging how successful it was.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to allow trommelling with a quad bike and towed trommel on the sandy beach on the weekend mornings of 18/19 April 2020 before 8am.

#### **19/88/TMH Request from Cancer Research UK**

Some members were concerned about there being more than one organisation at a time on the seafront raising money for charity and Cllr B. Larcombe suggested it shouldn't clash with any other charity event.

Cllr C. Reynolds said in the past she had raised funds on the seafront every weekend for two local causes and this hadn't created any problems, so the precedent had been set.

Cllr R. Doney said Dorset Council only allowed one collection licence in any specific area at one time, so it may not even be possible for two charities to collect on the seafront at the same time. He also raised the issue of bank holidays, as the request didn't mention this, and was concerned allowing Cancer Research UK to occupy the Marine Parade every weekend would exclude other organisations.

Although members supported the charity, several were concerned about one charity having a monopoly and questioned what other bookings were already in place.

The deputy town clerk said as there was due to be a thorough review of the shelters at a future Strategy and Finance Committee meeting, no commercial bookings had been made so availability of the spaces would be good.

It was proposed by Cllr C. Reynolds to approve the request from Cancer Research UK to use Marine Parade to sell draw tickets every weekend from June to September but if there are other bookings in place, they have to check with the other organisations if they are prepared to share the space.

This motion was not seconded.

The deputy town clerk said it would impact on other uses of the space and he wasn't sure how other organisations would feel about sharing the space.

Cllr J. Broom suggested they used the Jubilee Pavilion.

It was proposed by Cllr R. Smith and seconded by Cllr D. Sarson to approve the request from Cancer Research UK to use Marine Parade to sell draw tickets in five-week blocks from June to September.



Members were unsure how this would work and felt it complicated matters.

The deputy town clerk said the Jubilee Pavilion could be used when it wasn't already being used in conjunction with other events and it wouldn't require consultation with other organisations.

Members also discussed the charge for use of the Jubilee Pavilion as under the existing charging structure, it would cost £30 a weekend. However, there were some concerns that giving a discount to one charity would set a precedent.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support the request from Cancer Research UK to sell draw tickets every weekend from June to September at the Jubilee Pavilion and to charge £15 a weekend.

#### **19/89/TMH Marine Parade Lift**

Proposed by Cllr M. Ellis and seconded by Cllr K. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the consideration of this item of business as it included confidential matters relating to 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.

#### **19/90/TMH Exempt Business**

##### **a) The Provision of RNLI Lifeguards**

The operations manager said since writing the report, he had found a clause in the contract which said if there was no fee change, the RNLI was happy to continue with 2% annual increases without the burden of a new contract because the existing was sufficient.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a five-year agreement for RNLI lifeguard provision, with annual increases of 2%.

##### **b) Church Railings Replacement**

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from CIS Street Furniture for the replacement of the railings to the side of St Michael's Parish Church and for officers to seek further clarification about whether the new railings should include spear tops.

**c) Marine Parade Lift**

Cllr R. Doney asked if the council was required to replace the lift under equalities legislation.

The operations manager said the Equality Act 2010 required the council to make 'reasonable adjustments'.

Members discussed the various options, including a ramp at the Lister Room end, the refurbishment of the existing lift, or a marine-grade lift or incline lift at the Lister Room end.

The deputy town clerk said there was an existing council resolution to let the Lister Room to a commercial tenant but it had never been implemented. He suggested the council needed to consider first what use it wanted to make of this area before deciding about the lift.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members agreed to **RECOMMEND TO FULL COUNCIL** to defer a decision on the replacement of the Marine Parade lift until the council has considered the strategic use of the roof and Marine Parade Shelters' rooms before determining what needs to be done to facilitate it.

*The meeting closed at 8.35pm.*

**Committee:** Full Council

**Date:** 24 June 2020

**Title:** Review of Interim Governance Arrangements

### **Purpose of report**

To allow members to review the interim governance arrangements put in place on 18 March 2020 and to approve any amendments to these arrangements

### **Recommendation**

Members consider the report and instruct the town clerk

### **Background**

1. On 18 March 2020, the Strategy and Finance Committee received a report on Coronavirus.
2. The recommendations from the Strategy and Finance Committee are detailed as part of the minutes of that meeting elsewhere on this agenda. In summary, they: suspend all council and committee meetings from 18 March 2020, add a statement to the scheme of delegation to strengthen delegated powers, temporarily amend financial regulations to increase the town clerk's expenditure authorisation limit to £150,000, cancel the park and ride scheme and review ahead of the school summer holidays, and defer all projects that aren't contractually committed, with the exception of the office refurbishment project, which will be progressed to the design and consent stage.
3. The Strategy and Finance Committee agreed, 'Any recommendations will be agreed retrospectively by the Full Council at its next meeting.'
4. The delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place, i.e., this meeting. Hence the requirement to review these arrangements and to determine future arrangements.
5. Since the 18 March 2020, legislation, regulation and guidance has been issued by the government on the transaction of council business. This includes:

### **The annual meeting of the council**

6. Regulations remove the requirement for the annual meeting this year. There are several pieces of business which are transacted at the annual meeting of the council, including the election of chairman. The chairman arrangements (and committee chairmen) have been rolled over from the 2019/20 council year.

## **Virtual meetings**

7. Regulations enable all local authority meetings before 7 May 2021 to be held remotely. Guidance on the management of these meetings has been issued.

## **The Annual Governance and Accountability Return**

8. The local council audit timeframes regulations extend accounts and audit deadline in England for two months in 2020.
9. This means the draft accounts must be approved by 31 August 2020 and the publication date for final, audited, accounts must be undertaken by 30 November 2020. There is a separate report on this elsewhere on the agenda.
10. In addition, the requirement for the public inspection period to include the first 10 working days of July has been removed and local councils must now commence the public inspection period on or before the first working day of September 2020.

## **The annual meeting of electors**

11. The Local Government Act 1972 Part III requires that an annual parish meeting takes place between 1 March and 1 June each year.
12. There is no duty for a parish council to convene this although it is customary that is convened by the council chairman at a date and time set by the parish council.
13. There is no effective sanction should the parish council not set a date and time for this to occur or if the chairman does not convene the meeting.

## **Report**

14. The decisions made by the town clerk since 18 March 2020 have been made in three ways: sounding out members through video conferences, assessing members' views by email, and involving consultation with the mayor. As a rule of thumb, member opinion has been sought on major decisions; routine decisions have been made in consultation with the mayor, only.
15. All delegated decisions have been reported to members in the daily update. The daily update has also been used to keep members informed of other events.
16. Delegated decisions since 18 March 2020 are detailed in **appendix 12A**.
17. Financial decisions made by the town clerk in accordance with the amendment to financial regulation 3.4 are detailed in **appendix 12B**.

18. The council's current options, include:

- Continue with current decision-making arrangements
- Regular virtual Full Council meetings, only. Meetings would be restricted to essential business and supported by an enhanced scheme of delegation
- Virtual committee cycles.

19. In considering each option, members need to consider staffing resources (three out of five office employees are currently furloughed).

20. If the council wants to consider further long-term governance arrangements, the town clerk proposes a separate single-issue discussion for members.

John Wright  
Town clerk  
June 2020

### Decisions in consultation with the mayor

- cancel shelters' bookings up until 30 April 2020
- cancel Guildhall weddings up until 26 June 2020; it's 26 June because after two weddings in April the next wedding is 27 June 2020
- cancel beach hut bookings up until 30 April 2020.
- Defer start date of seafront concessions until 30 April 2020
- Not to invoice traders for outdoor seating until they are able to trade and issue pro-rata refunds to reflect estimated seasonal income
- Close the council office from 23 March 2020
- Closure of the skatepark and play park from 24 March 2020
- Action committee recommendations from the last round of council meetings
- Existing mayoral and committee chairman arrangements to remain in place until the Full Council can meet
- Cancel VE Day events
- Closed public toilets on 24 March 2020
- Stood down external works' team as of 24 March 2020 and agreed they would continue to receive full pay during the period they are not able to work
- Pay increment for Matt Adamson-Drage after gaining the CiLCA qualification
- Purchase of 11 ID badges for the community volunteer group
- Refuse the request to extend residents' parking permits for Monmouth Beach and Cabanya car parks
- Close Monmouth Beach and Cabanya car parks from 28 March 2020, close Woodmead car park from the same date, except for permit holders
- To provide admin and practical support to the food bank and community volunteer group
- Provide free parking at Woodmead car park for key workers who work in Lyme Regis
- Accepted a one-year insurance policy with Zurich at £20,690.61
- Released the first quarterly instalment of term grants to recipients
- Implemented the pay review panel recommendations for Naomi Cleal and Adrienne Mullins, applied new job titles and made payroll adjustments from 1 April 2020
- Closed the cemetery to the public from 3 April 2020
- Agreed £1,000 would be set aside for Lyme Regis Community Support, if required
- Closed chalet and caravan park on 8 April 2020 and gave four people permission to stay as they had legitimate reasons to do so
- Agreed to hold and administer a £3,000 grant to Lyme Regis Community Support
- Re-opened the vehicle and pedestrian entrance into the cemetery at Charmouth Road to allow people to visit graves but keep the King's Way and Elizabeth Close entrances closed
- Agreed furloughing of three office staff from 27 April, and one office staff member from 8 May
- Cancelled beach hut, wedding and shelters bookings until 15 May and deferred start date of concessions to the same date
- Adrienne Mullins was made an authoriser on the council's accounts as support services manager

- Agreed a transfer fee of £6101.40 + VAT with Venn Group as we took on Mark Russell as a permanent member of staff (technically Mark made this decision)
- Agreed to rent-free period on the Hix balcony licence until 8 May (this was technically Mark)
- Office project - to continue to work up and agree plans and to submit those plans for planning permission and listed building consent. When the office staff return to the office, minimal works would be undertaken to ensure safe working and social distancing, which might involve some minor works to the ground floor area and some movement of personnel between offices to achieve social distancing. Work would be undertaken to repair a failed lintel at first floor level.
- Put on hold plans to replace the cadet hut but continue to monitor structural condition
- Cancelled beach hut bookings until 22 May
- Kerry Weekley would return from furlough on 26 May 2020
- Putting Jenni West back on furlough from 24 May 2020
- Naomi Cleal would return to work from 15 June 2020 for a short period to do payroll
- To keep the Marine Parade toilets open until 8pm from 1 June
- To re-open the market area from 15 June 2020

#### **Decisions made after inviting comments from members by email**

- Furloughed 13 external works' staff, backdated to 24 March, with three people retained
- Approved the contract budget for the roof works being increased from c.£543k to c.£595k

#### **Decisions made following Zoom discussions with members**

- **Budget** - No specific decisions made but general agreement that we shouldn't be doing any major projects or objectives this year. Although the office project was discussed and suggestions made, there was no agreement on this.
- **Rent and income - chalets and caravans** - There will be no rent-free period but a consistently applied deferral of payments was agreed. 'Owners' will be allowed to pay their instalments over 12 months, instead of the current six months. There was agreement this was a firm position.
- **Rent and income – commercial tenants** - There will be some rent-free periods and some deferral of payments, depending on the individual tenants and whether they can justify the need for support. It was acknowledged this would mean there would be a degree of inconsistency between tenants. It was agreed there would be an incremental approach and we would use an external loss adjuster to assess each case. It was also agreed we would defer any pending rent reviews for an unspecified period.
- **Rent and income – car parking permits** - There will be no refunds or discounts on any permits.
- **Furlough** - There was agreement on proposals to start bringing the external works' team back to work w/c 18 May. All return to work arrangements were agreed and it was agreed there would be flexibility if staff needed it. It was agreed the non-furloughed office staff would continue to work from home for the time being, and all furloughed office staff would remain on furlough.
- **Cemetery** - It was agreed all three accesses to the cemetery would be re-opened with immediate effect.
- **Concessions** - The kayak concession was discussed specifically and it was agreed it should not be allowed to operate for the time being.
- Monmouth Beach/Cabanya car park – re-open (with appropriate signage social distancing measures)

- Woodmead car park – re-open (with appropriate signage social distancing measures)
- Marine Parade toilets – re-open (with appropriate signage social distancing measures)
- Woodmead toilets – re-open
- Candles on the Cobb Pavilion toilets – remain closed
- Beach – remain open (with appropriate signage social distancing measures)
- Chalets and caravans – allow day visits but no overnight stays
- Monmouth Beach and western day huts - allow day visits but no overnight stays
- Marine Parade day huts – remain closed
- Amenities' hut – remain closed
- Skatepark – re-open
- Anning Road and Henry's Way play areas – remain closed
- Council offices – remain closed
- Council meetings – virtual meeting planned for 10 June (TBC)
- Park and ride – remain closed
- Town bus – remain closed
- Weddings – cancelled for May
- Shelters' bookings – cancelled for May
- Beach hut bookings – cancelled for May
- Concessions – not allowed
- Alfresco seating – not allowed
- Benches on seafront – leave in situ
- Cemetery – restrictions on numbers at burials remain in place



**APPENDIX 12B**

<b>Date</b>	<b>Customer</b>	<b>Decription</b>	<b>Amount</b>	
27/03/2020	Poultons Harris	New beach huts	£23,385.60	BACS
01/04/2020	brothers Harris	Roof works	£131,122.56	BACS
16/04/2020	brothers	Roof works	£125,209.43	BACS
27/04/2020	Zurich LR Football	Annual cover	£20,690.61	BACS
29/04/2020	club	Grant	£13,578.00	BACS

**Committee:** Full Council

**Date:** 24 June 2020

**Title:** Internal Audit Report, Visit Four 2019-20

### **Purpose of Report**

To inform members of the outcome of the internal auditor's fourth and final visit for 2019-20 dated 10 June 2020 and to provide a summary of the number and priority levels of recommendations made to the council over the last four years

### **Recommendation**

- a) Members note the internal auditor's information comment and the response to that comment
- b) Members note the number and priority levels of recommendations made to the council by the internal auditor over the last four years

### **Background**

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. The council normally engages Darkin Miller for eight days a year; this covers four audit visits which usually last for two days.

### **Report**

4. This is the sixth year the council has engaged Darkin Miller and this is their fourth visit of 2019-20. The report identifies three recommendations and two information points. The final report summarises the year's recommendations and provides an audit opinion which is also detailed in the Annual Governance and Accounting Return (AGAR). Darkin Miller's report is attached, **appendix 13A**.
5. To provide some comparison, below is a summary of the number and priority levels of their recommendations for 2014-15, 2015-16, 2016-17, 2017-18 and 2018-19, see below.

**2014/15**

<b>Rating</b>	<b>Number</b>				
	<b>Visit 1</b>	<b>Visit 2</b>	<b>Visit 3</b>	<b>Visit 4</b>	<b>TOTAL</b>
High	3	6	0	0	9
Medium	5	2	3	2	12
Low	1	7	3	0	11
Information	0	0	0	1	1
<b>TOTAL</b>	<b>9</b>	<b>15</b>	<b>6</b>	<b>3</b>	<b>33</b>

**2015/16**

<b>Rating</b>	<b>Number</b>				
	<b>Visit 1</b>	<b>Visit 2</b>	<b>Visit 3</b>	<b>Visit 4</b>	<b>TOTAL</b>
High	1	1	0	2	4
Medium	1	4	3	0	8
Low	2	4	3	2	11
Information	0	0	0	1	1
<b>TOTAL</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>5</b>	<b>24</b>

**2016/17**

<b>Rating</b>	<b>Number</b>				
	<b>Visit 1</b>	<b>Visit 2</b>	<b>Visit 3</b>	<b>Visit 4</b>	<b>TOTAL</b>
High	0	1	0	0	1
Medium	4	0	2	0	6
Low	3	0	2	0	5
Information	0	0	0	1	1
<b>TOTAL</b>	<b>7</b>	<b>1</b>	<b>4</b>	<b>1</b>	<b>13</b>

**2017/18**

<b>Rating</b>	<b>Number</b>				
	<b>Visit 1</b>	<b>Visit 2</b>	<b>Visit 3</b>	<b>Visit 4</b>	<b>TOTAL</b>
High	1	0	1	0	2
Medium	1	2	0	0	3
Low	3	0	1	0	4
Information	0	0	0	1	1
<b>TOTAL</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>10</b>

2018/19

Rating	Number				
	Visit 1	Visit 2	Visit 3	Visit 4	TOTAL
High	0	3	2	0	5
Medium	4	1	1	0	6
Low	4	1	1	0	6
Information	0	0	0	1	1
TOTAL	8	5	4	1	18

John Wright  
Town clerk  
June 2020

FINAL

Internal audit report 2019/20

Visit 4 of 4

# LYME REGIS TOWN COUNCIL

Date: 10<sup>th</sup> June 2020

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## **Introduction**

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on the 22<sup>nd</sup> May 2020 and 1<sup>st</sup> June 2020.

The audit work has been carried out in accordance with Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide', as amended by the requirements of the 2018/19 AIAR section of the AGAR.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

## **Audit Opinion**

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls appear to be operating effectively with the exception of the following areas:

### Income

The Council's permanent, full-time Finance Manager was absent from August 2018, reducing the effective FTE staff from 1.3 to 0.3. Whilst interim staff were brought in to bring the accounts back up to date, day to day tasks such as the timely raising of invoices and processing of bank receipts (necessary to chase debtors) fell behind. In addition, in 2018 the Council increased its fees in relation to chalets, which resulted in a number of licensees suspending payment pending a mutually satisfactory resolution. A replacement Finance Manager is now in place, and the Council has put in place additional temporary staff to bring all of the accounts up to date. There has been considerable focus on debt collection, and a number of delinquent debtors are being pursued through the courts. Income is up £145k against budget at the year-end, but the earlier issues have resulted in an aged debt profile where the percentage of older debt (120 days+) is just over 56% (as compared to 12% at 31/03/16 and 31/03/17).

### Bank Reconciliation

The reduction in the number of FTE staff also impacted on the timely completion of the Council's bank reconciliations. The Council operates two main bank current accounts, plus a number of deposit accounts which see a much lower volume of transactions. When I carried out the audit testing in October 2019, I found that the main bank accounts had only been reconciled up to the end of June, and that there appeared to be differences as between what the cashbook total was (per Sage) and what the total ought to have been per the bank statement as adjusted for any timing differences. As at the year-end, all of the Council's bank reconciliations are fully up to date, and during the testing the Finance Manager noted that all May bank reconciliations had been completed by the third working day in June, but the issues during the year mean that it is not possible to assert that the bank reconciliations were done regularly and in a timely fashion.

### Public Rights

In order to test compliance with the Council's requirement for the exercise of public rights, I checked the Council's calculation of its public rights period, and checked the Council's website during the statutory public rights period to confirm that the required items had been published. I can confirm that the Council correctly calculated the period, and published the correct information on its website. The External Auditor subsequently confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all required information was uploaded the day before the public rights period commenced, and that the information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as 'not covered'.

### **Audit Recommendations**

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	1
Low	2
Info	2
TOTAL	5

The number of recommendations made at all of the audit visits in 2018/19 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2 & 3	Visit 4	TOTAL
High	4	2	0	6
Medium	4	4	1	9
Low	5	3	2	10
Information	0	0	2	2
TOTAL	13	9	5	27

I would like to thank Mark Russell – Finance Manager; and Mark Green – Deputy Town Clerk, for their assistance during this audit.

5.15 – Raised debt for unpaid invoice managed by third party	<p>I found that during the year, the Council appointed a third party to run its Brochure Advertising. The third party sold the advertising space, invoiced the debtors and collected all but one of the debts. As the debt (£261) was not invoiced by the Council, it does not show up in the Council's aged debt report, and has not been chased. Note that the debtor purchases other advertising services directly from the Council.</p> <p>I understand that there is not due to be a brochure produced in 2020/21, so this issue is not likely to reoccur.</p> <p>I recommend that an invoice is raised for the service provided.</p>	L	Agreed	FM	12 <sup>th</sup> June 20
7.1 – Employee pension contribution rates	<p>I checked to see that pension contributions had been correctly calculated and paid over. I found that, in the sample month, 2 employees were paying a pension contribution rate at a lower band than they should have been. The Assistant Finance Manager confirmed that the contribution rates are amended at the start of each financial year.</p> <p>I recommend that the review of contribution rates takes place as planned, and that the Council considers reviewing contribution rates during the year if there is a substantial change in staff pay.</p>	L	Agreed	AFM	31 <sup>st</sup> Jul 20
7.2 – Payroll adjustment	<p>I checked to see that other payments to employees were reasonable, properly supported and approved by Council. I found that a number of additional payments were made to staff in March, but that these were reasonable and supported by evidence. A wedding steward was paid for one attendance, but</p>	Info			



	<p>had claimed for two: this error was corrected in the June payroll.</p> <p>Council approvals are expected to follow in due course when the Council or delegated Committee approves the Council payment lists.</p>				
10.1 – Adjusted errors	<p>The following amendments were made to the draft AGAR:</p> <ol style="list-style-type: none"> <li>1. The total of fixed assets was increased by £27,358 to correct a casting error on the register;</li> <li>2. The total of other income was increased by £17,089 to bring in Community Infrastructure Levy funds that had been coded straight to reserves;</li> <li>3. The total of cash at bank was decreased by £109 and accruals increased by £109 in respect of bank interest due in March 2020 which was received in April 2020;</li> <li>4. The Christmas Lights reserve was restated to £nil in recognition of the funds paid out during the year;</li> <li>5. A prior year salaries creditor account of £2.6k was written off as no longer needed.</li> <li>6. A grant payment of £2k was recoded from other creditors to other payments.</li> </ol>	Info			
12.1 – Public rights	<p>I checked to see that the Council was compliant with its statutory duties as regards the exercise of public rights during the summer of 2019. I confirmed that the Council had correctly calculated the public rights dates, and I checked the Council's website during the statutory period of public rights to confirm that all required information had been published. The External Auditor subsequently confirmed that, in order to pass the public rights test, a Council needed to provide a website audit trail to prove that the information had been</p>	M	<p>We feel this should be reduced to <b>low</b>, as this was something that came in during the year. As a result, we cannot prove retrospectively. AM is talking to or website host.</p>	AM	Jul 20

	<p>uploaded before the public rights period started, and that it was in place for the duration. The Council does not currently have such a facility on its website.</p> <p>I recommend that the Council considers whether to switch to a website that provides an audit trail.</p>				
--	--	--	--	--	--

**Committee:** Full Council

**Date:** 15 June 2020

**Title:** Annual Governance and Accountability Return for the Year Ended 31 March 2020

**Purpose of the report**

To allow members to consider the Annual Governance and Accountability Return (formerly known as the annual return) for the year ended 31 March 2020

**Recommendation**

The council approves the Annual Governance and Accountability Return for the year ended 31 March 2020 and authorises the Mayor and town clerk to authorise and sign the document on behalf of the council

**Background**

1. Local councils in England with an annual turnover of £6.5 million or less must complete an Annual Governance and Accountability Return, **appendix 14A**, in accordance with proper practices summarising their activities at the end of each financial year.
2. Normally, in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, the notice to electors to allow the exercise of public rights to inspect the accounts for the year ended 31 March 2020 must be posted before 1 July 2020.
3. Normally, in accordance with the Accounts and Audit (England) Regulations 2011, the Annual Governance and Accountability Return must be approved by the Full Council and submitted to our external auditors before 1 July 2020.
3. Because of COVID-19, the government has extended the deadline for approving draft accounts until 31 August 2020. Although the council could delay its consideration of the AGAR, the town clerk believes members should consider it within the normal timescale. There are two reasons for this:
  - The finance team has worked hard to overcome problems it has faced in 2019-20. Resolving these issues and completing the AGAR within the normal statutory timetable was an objective for the team
  - At some point in the future, the council will be considering its business in a more 'normal' setting. Completing statutory requirements frees up time in the future.
  - It might assist in any applications for loans and/or result in better interest rates being offered should the council want to consider this option in response to reducing reserves arising from the Covid-19 pandemic.

4. If the Annual Governance and Accountability Return is approved and/or submitted to the council's external auditor after the revised date, i.e., 31 August 2020, a qualified audit opinion will be issued.
5. Failure to approve the Annual Governance and Accountability Return and submit it to the external auditors, along with all the required supporting documentation, by 1 September 2020 will result in a Public Interest Report (PIR) being issued.
6. A PIR is issued by the external auditor under Section 8 of the Audit Commission Act 1998 and reports any matters which should be given formal consideration by the local council or brought to the attention of the public. This could damage the council's reputation, affect its ability to receive external funding, or count against it in achieving external accreditation.
7. The attached return for 2019-20 consists of four sections: the annual internal audit report, annual governance statement, accounting statements and the external auditor certificate and opinion.
8. Following a Strategy and Policy Committee recommendation on 2 March 2016, Full Council resolved on 16 March 2016 to approve Smaller Authorities Audit Appointments LTD to organise the council's external audit contract for 1 April 2017 and they appointed PKF Littlejohn as the town council's external auditors.

## **Report**

### **Annual Internal Audit Report 2019-20**

9. This report is based on independent opinion, an assessment of risk, and a selective assessment of compliance with relevant procedures and controls.
10. The report's objective is to ascertain if:
  - accounts have been kept properly;
  - financial regulations have been complied with;
  - risks have been assessed and reviewed;
  - precept requirements resulted from an adequate budgetary process, budgets monitored, and reserves held at an appropriate level;
  - expected income has been received, accounted for, banked and VAT has been accounted for;
  - petty cash is properly accounted for;
  - salaries, allowances, PAYE and NI requirements are met;
  - asset and investment register is completed and maintained;
  - periodic and bank reconciliations are carried out;
  - accounting statements have been correctly prepared;
11. The internal auditor has raised concerns in 2019-20 and reports that the council did not meet internal control objectives for income, bank reconciliation and the exercise of public rights' requirements. Notes are included in this section of the AGAR.

12. Officers are in discussion with the council's website provider about creating an audit trail for the exercise of public rights' requirement.

### **Annual Governance Statement 2019-20**

13. This section extends beyond the accounting statement and asks members to confirm to the best of their knowledge and believe that:
- effective arrangements are in place for effective financial management and the preparation of accounting statements;
  - there are adequate systems of internal control;
  - relevant laws, regulation and codes of practice are being complied with;
  - there are proper opportunities for electors to exercise their rights;
  - risks are assessed and controlled;
  - internal audit arrangements are in place;
  - appropriate actions are taken in response to internal and external auditor recommendations;
  - exposures with a financial impact are included in accounting statements.

### **Accounting Statements 2019-20**

14. This section details the accounting statement for the financial year that ended on 31 March 2020, drawing comparison with the accounting statement for the previous financial year. The annual deficit is £208,577 (section 7, £1,226,872 – section 1, £1,435,449). The annual deficit is reflected in the reduced balances carried forward between 31 March 2019 and 31 March 2020.

### **External Auditor Certificate and Opinion 2019-20**

15. The approved accounts are referred to the council's external auditors, PKF Littlejohn; these accounts must be with the external auditor before 1 September 2020.
16. PKF Littlejohn will review the Annual Governance and Accountability Return and supporting information and report on any matters that give them cause for concern in respect of any relevant legislation or regulatory requirements that have not been met.
17. The external audit must be completed by 30 November 2020; otherwise a qualified opinion will be issued. The external auditor's certificate and opinion must be reported to the council and put on public display.

John Wright  
Town clerk  
June 2020

# Annual Governance and Accountability Return 2019/20 Part 3

## To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2020
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*



## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at <b>31 March 2020</b> been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.		

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)*



# Annual Internal Audit Report 2019/20

## Lyme Regis Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.		✓	
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.		✓	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			✓
<b>M. (For local councils only)</b>			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken \*

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date 12/06/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



**Date(s) internal audit undertaken:**

25/09/2019	10/10/2019	14/11/2019	20/01/2020	22/01/2020	25/02/2020
26/02/2020	22/05/2020	01/06/2020			

**Notes on control weaknesses identified and actions to be taken**

Test 3: Income

The Council's permanent, full-time Finance Manager was absent from August 2018, reducing the effective FTE staff from 1.3 to 0.3. Whilst interim staff were brought in to bring the accounts back up to date, day to day tasks such as the timely raising of invoices and processing of bank receipts (necessary to chase debtors) fell behind. In addition, in 2018 the Council increased its fees in relation to chalets, which resulted in a number of licensees suspending payment pending a mutually satisfactory resolution. A replacement Finance Manager is now in place, and the Council has put in place additional temporary staff to bring all of the accounts up to date. There has been considerable focus on debt collection, and a number of delinquent debtors are being pursued through the courts. Income is up £145k against budget at the year-end, but the earlier issues have resulted in an aged debt profile where the percentage of older debt (120 days+) is just over 56% (as compared to 12% at 31/03/16 and 31/03/17).

Test J: Bank Reconciliation

The reduction in the number of FTE staff also impacted on the timely completion of the Council's bank reconciliations. The Council operates two main bank current accounts, plus a number of deposit accounts which see a much lower volume of transactions. When I carried out the audit testing in October 2019, I found that the main bank accounts had only been reconciled up to the end of June, and that there appeared to be differences as between what the cashbook total was (per Sage) and what the total ought to have been per the bank statement as adjusted for any timing differences. As at the year-end, all of the Council's bank reconciliations are fully up to date, and during the testing the Finance Manager noted that all May 2020 bank reconciliations had been completed by the third working day in June, but the issues during the year mean that it is not possible to assert that the bank reconciliations were done regularly and in a timely fashion.

Test L: Public Rights

In order to test compliance with the Council's requirement for the exercise of public rights, I checked the Council's calculation of its public rights period, and checked the Council's website during the statutory public rights period to confirm that the required items had been published. I can confirm that the Council correctly calculated the period, and published the correct information on its website. The External Auditor subsequently confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all required information was uploaded the day before the public rights period commenced, and that the information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as 'not covered'.





## Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Lyme Regis Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**  
Authority web address



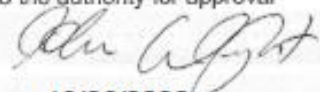
## Section 2 – Accounting Statements 2019/20 for

### Lyme Regis Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,419,323	1,435,449	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	120,708	120,708	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,519,082	1,643,856	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	679,924	701,249	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	37,850	37,500	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	905,890	1,234,394	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,435,449	1,226,872	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,390,060	1,228,683	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,791,962	7,970,240	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	248,700	217,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

  
Date 18/06/2020

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Lyme Regis Town Council

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.  
(\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2019/20

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**Committee:** Full Council

**Date:** 24 June 2020

**Title:** Financial Forecast 2020-21

**Purpose of Report**

To brief members on the financial forecast for 2020-21 and propose a separate meeting to consider the options available to the council

**Recommendations**

Members note the report and agree to a separate meeting week commencing 29 June 2020 to consider the options available to the council

**The 2020-20 financial forecast**

1. The financial forecast is attached, **appendix 15A**. If the model's assumptions are correct, the town council will have a £67,000 reserve at 31 March 2021. Arriving at sound assumptions is difficult and the year-end forecast could vary £200,000, either way.
2. The assumptions which inform the model are:
  - Car parking at 50% of historic monthly income – since the car parks were re-opened on 21 May 2020, the council has achieved approximately 45% of historic income for the period
  - Amenities at 50% of historic income – to date, amenities haven't re-opened for social distancing reasons; the model assumes re-opening in July 2020. Historic amenities income is approximately £90,000 per annum
  - Chalet and caravan park – following member discussion 13 April 2020, it was decided to invoice occupants for the entire year and to give them until June 2021 to pay. The assumption is occupants would pay regularly over the course of the year. This may be difficult to achieve; we've already received many emails stating there shouldn't be a charge for the full year because the council closed the chalet and caravan park. The revised assumption is the council will receive 75% (£187,000) of income that is payable in 2020-21
  - Commercial rent at £120,000 of the budget £190,000, as we are aware of some tenants with financial difficulties
  - VAT – no payment/receipt from HMRC for the first quarter; this will offset chalet invoice VAT and potential outgoing VAT
  - Supplier payment – since lockdown and the closure of the town, our supplier expenditure has dropped. This is expected to increase the more the town is re-opened.

## **Actions to date**

3. The actions to date are as follows:

- Postponed projects which weren't contractually committed
- Furloughed up to 18 employees. Most of these employees returned to work on 18 May 2020 when the government's message changed from 'Stay at Home' to 'Be Alert'. Six employees are currently furloughed.
- Approached the council's insurers, Zurich, about submitting a claim for business loss. The council's approach was rejected. The issue has been taken up through NALC but hasn't been successful.
- Approached Dorset Council about grants and been informed the town council doesn't qualify.
- Approached Dorset Council about business rate relief and informed the town council doesn't qualify.
- Approached Dorset Council about the central government funding allocated to support local authorities and informed the town council doesn't qualify.
- Dorset Council has offered a discussion about the town council's finances and this will be organised.
- Discussed the council's financial position with our MP
- Informed DAPTC and NALC about the town council's financial position.

4. To consider the options the council has to increase income and reduce expenditure, the town clerk proposes a separate single-issue discussion for members w/c 29 June 2020.

John Wright  
Town clerk  
June 2020