



**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/81452440207> on Wednesday 21 October 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
16.10.20

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.

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 extraordinary Full Council meeting held on 23 September 2020 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 October 2020 (attached)

8. Matters arising from the minutes of the extraordinary Full Council meetings held on 26 August and 7 October 2020

9. Planning Committee

To receive the minutes of the meeting held on **30 September 2020** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

10. Calendar of meetings

To allow members to approve the calendar of meetings for the remainder of the 2020/21 council year

11. Financial Resilience

To allow members to consider the council's current financial position and to identify targets and measures to improve financial resilience

12. Expenses for Homeworking

To allow members to consider the payment of expenses to employees to cover the additional costs of homeworking

13. LymeForward CIC Grant Review

To inform members of LymeForward CIC's compliance with its grant submission, and to allow members to consider future grant payment to LymeForward CIC

14. The Hub Grant Review

To inform members of The Hub's compliance with its grant submission and to allow members to consider future grant payment to The Hub

15. Axe Valley and West Dorset Ring and Ride Service Ltd Grant Review

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant submission and to allow members to consider future grant payment to Axe Valley and West Dorset Ring and Ride

16. Tourism Website

To allow members to consider options for the future of the tourism website, lymeregis.org

17. Land at the Rear of Broad Street Car Park

To allow members to consider its leasehold interest in a section of land that joins Broad Street car park to the Town Mill site

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

18. Cart Road

To allow members to consider submitting a request to Dorset Council to issue a Traffic Regulation Order to prevent traffic on Cart Road

19. Assets and Services

To create a working group to allow members to develop a proposal for submission to Dorset Council on the transfer of assets and services to the town council

To authorise the town clerk to enter into discussions with Dorset Council on the transfer of assets and services to Lyme Regis Town Council

20. Road Signage in Haye Lane/Roman Road

To allow members to consider a request from a member of the public concerned with the safety of pedestrians at the junction of Haye Lane and Roman Road

21. Eat Festival

To allow members to consider the proposal to hold the Eat Festival on Lyme Regis seafront in 2021

22. List of Payments

To inform members of the payments made in the month of August and September 2020

23. Debtors' Report

To inform members of outstanding debts and the steps being taken to recover them

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

24. Exempt Business

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

a) Agenda item 17 – Land at the Rear of Broad Street Car Park

b) Agenda item 23 – Debtors' Report

LYME REGIS TOWN COUNCIL

**MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 23 SEPTEMBER 2020**

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, 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 (support services manager), M. Russell (finance manager), J. Wright (town clerk)

Absent: Cllr L. Howe

The mayor, Cllr B. Larcombe, read out the protocol for virtual meetings and ensured all participants could hear each other.

19/222/C Public Forum

N. Ball

N. Ball thanked the council for how they had managed things during the coronavirus crisis and he felt the town had fared well. He said there were several things that needed to be done in the gardens but overall, the outside team had done very well. He said it was important everyone co-operated with each other to give visitors a nice experience and keep the town tidy and operating. N. Ball said he had also thanked some individuals working for the council.

N. Ball also spoke in relation to agenda item 18, Dorset Council Staffing Proposal. He asked why and how this position had been arrived at, and why the council may consider giving money to Dorset Council (DC) to fund a member of staff for 12 months. He was concerned it might set a precedent and asked how financially stable the council would be if there were more lockdowns and it ran out of money.

G. Symonds (read out by an officer)

G. Symonds asked if the town council could ask DC not to carry out beach replenishment and profiling during the summer after the beach was closed for three days in June, and a pipe pumped sand from the harbour for several weeks. He said he was advised it wasn't necessary to do this work during the summer and could be done before the tourist season. He said it caused huge disruption and impacted on businesses.

The mayor, Cllr B. Larcombe said this was for DC to manage and it was a necessary task, which was heavily influenced in timing by the lockdown. He said the town council had no influence over when the work was done.

G. Symonds asked what measures the town council was taking to support the jobs and economy of Lyme Regis outside of district and national government.

The mayor, Cllr B. Larcombe said the government had given tangible support to employment through the Job Retention Scheme and business loans. He said throughout this period, the town council had endeavoured to keep the town tidy and functioning during a difficult time and by simply doing that, it had made a substantial contribution to the town and the businesses which relied on tourists.

G. Symonds asked what the chairman and tourism committee had planned to support the tourism economy and jobs over the next 12 months.

G. Symonds asked if the council was aware the Post Office was on the market and if so, what measures it was putting in place to make sure there were banking facilities for businesses, locals and elderly people in Lyme.

Keian Gillett (read out by an officer)

K. Gillett said he would like the council to address the possible loss of the Post Office and for it to consider funding a buyer to run it. He said it would be a disaster for the local community and businesses if it was to close.

R. Austin (read out by an officer)

R. Austin said having seen the closure of the banks in Lyme Regis in recent years, the prospect of losing the Post Office would be a terrible blow to the town. She said for members of the community with limited internet access, those unfamiliar with the technology and also those with reduced income, unable to keep pace with the demands for constantly newer technology to support banking apps, the Post Office offered an alternative to the long journey to the nearest bank branch. She said added to this was the need to access social support payments and the simple act of posting anything bigger than a basic letter and suddenly not only individuals, but businesses would start to feel the loss. She said it was true nobody took on a Post Office simply for the money, but she felt a town council supported community-run Post Office, a business run not for profit but by the community to provide a necessary service, could be a real asset. She asked if the town council could consider how it could support an effort to secure this vital asset for the community.

The town clerk said the issue of the Post Office was not a new one and it was important the council determined a position, but it also needed to be clear about what it could and couldn't realistically do. He said this was a commercial sale and the council needed to consider what its role was in the Post Office.

19/223/C Dorset Council Matters

Cllr D. Turner said a climate and ecological emergency paper had gone through DC's Scrutiny Committee and Cabinet and an action plan had been produced, which was currently being costed.

Cllr D. Turner said he had met with Insp John Lacey following a meeting with the police and crime commissioner regarding the issues of anti-social behaviour in Lyme Regis during the summer. He said as part of the uplift programme for Dorset police officers, the issues experienced in Lyme would be borne in mind when officers were allocated to areas, which would hopefully mean more officers in the area. He said a joint letter between himself and the police and crime commissioner had also been sent to the chief executive and leader of DC regarding the issues surrounding licencing and anti-social behaviour.

Cllr D. Turner said a bid had been received from Lyme Regis for funding from the police and crime commissioner to link the town's CCTV system with the Dorchester control centre.

Cllr D. Turner said DC would continue holding virtual meetings until March 2021.

Cllr D. Turner said the public space protection order (PSPO) for dogs had gone through the Overview Committee. He said there were 8,600 responses to the public consultation and representations from 25 parish councils. He said the proposal was to provide generic restrictions combined into a single dog-related PSPO, which would make it easier for people to understand the provisions across the area. He said there was significant support for the harmonisation of the beach exclusion period from 1 May to 30 September. He said there had been 1,175 responses related to Lyme Regis. Cllr D. Turner said the committee recommended dogs were excluded from the beach between 1 May and 30 September and must be on leads at all other times.

Cllr D. Turner said work was due to start on installing the new puffin crossing on 5 October 2020, to be finalised in early-November.

Regarding the dredging work in the harbour, Cllr D. Turner said it was carried out later than normal because of Covid-19 and this shouldn't happen again.

Cllr C. Reynolds asked if Cllr D. Turner would attend a meeting with Will Haydock from Public Health Dorset regarding a new needle exchange in Lyme Regis, especially in view of a recent spate of needles being found in the town. Cllr C. Reynolds confirmed the town council had agreed she and Mark Ellis could look into this proposition but progress had been delayed by Covid-19. She said she would now go ahead and arrange the meeting with Will Haydock and she hoped Cllr D. Turner would attend.

Cllr D. Turner said he was willing to attend that meeting.

Cllr C. Reynolds also asked a question related to plans to set up a new Lyme Regis Pre-School, which couldn't progress as DC would have required the pre-school to take on full maintenance of the inside and outside of the children's centre building, which the group couldn't afford. Cllr C. Reynolds said she was aware Whitchurch Pre-School were

interested in operating from the building and she had been assured by DC they would be bound by the same conditions. Cllr C. Reynolds asked Cllr D. Turner if he could follow this up and ensure this was the case.

Cllr D. Turner said if members were contacting DC, it would be helpful if they could copy him in on correspondence from the outset.

The mayor, Cllr B. Larcombe asked Cllr D. Turner if he could give an update on the harbour, following a meeting regarding the future of Lyme Regis and West Bay harbours.

Cllr D. Turner said the main issue was the Grade I listed structure and the cost of repairing it as it was still not clear where the funding would come from. He said a surveyor had recently been appointed. He said there was a continuing issue with jet skis and there was a waiting list for moorings at Lyme Regis. Cllr D. Turner said funding of harbours was a concern as most of them broke even but trying to get more boats into the harbour was contradictory to the climate and ecological emergency agenda.

19/224/C Apologies for Absence

Cllr K. Ellis – exam

19/225/C Disclosable Pecuniary Interests

Cllr D. Sarson declared a non-pecuniary interest in agenda item 21, Candles on the Cobb, as he was a member of the Rotary Club of Lyme Regis.

19/226/C Dispensations

There were none.

19/227/C To confirm the accuracy of the minutes of the Full Council meeting held on 26 August 2020

Cllr B. Bawden requested an amendment to minute number 19/216/C, Environmental Strategy, as she was not ‘fully trained and accredited’ to deliver the Carbon Literacy training, but the Carbon Literacy Trust said she was more than qualified to deliver it.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 26 August 2020, with the above amendment, were **ADOPTED**.

19/228/C Matters arising from the minutes of the extraordinary Full Council meeting held on 26 August 2020

Members noted the report and agreed the deputy town clerk would provide members with a verbal update in exempt business regarding the issuing of invoices for sites at Monmouth Beach.

19/229/C Planning Committee

It was noted the meeting due to be held on 2 September 2020 had not taken place and comments were made on planning applications by the chairman and vice-chairman of the committee under the power delegated to them.

Cllr C. Reynolds raised an issue with a planning application which had been submitted some time ago, but the town council had still not been consulted. She asked if officers could follow this up.

19/230/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

19/231/C Annual Items of Business

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** that the chairmen and vice-chairmen for all committees remain in post for the remainder of the 2020/21 council year and re-election to these posts takes place in the 2021/22 council year as normal; that membership for all committees remains the same for the 2020/21 council year and new appointments take place for the 2021/22 council year; and the appointments to external bodies remain the same for the remainder of the 2020/21 council year and re-appointment takes place in the 2021/22 council year as normal.

19/232/C Review of the Council's and/or Employees' Memberships of Other Bodies

The town clerk said there were two memberships for the Society of Local Council Clerks because both he and the deputy town clerk were members and the rates were different as they were based on salary.

Members questioned whether there was any benefit to being a member of the Improvement Development Agency and it was agreed this membership would be cancelled.

The operations manager suggested the council become a member of the Institution of Occupational Safety and Health (IOSH) and Institute of Environmental Management and Assessment (IEMA).

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the annual subscriptions for the council and/or employees to advisory and professional bodies, but to cancel membership to the Improvement Development Agency and to subscribe to the Institution of Occupational Safety and Health (IOSH) and Institute of Environmental Management and Assessment (IEMA).

19/233/C Financial Resilience

The town clerk said the council needed to focus on the level of its reserve, which was currently forecast at £400,000 at the end of the financial year, although this could increase to £450,000. However, he said Covid-19 had cost the council c.£350,000, principally in the first quarter, and if there was a repeat of this in spring/summer 2021, the reserve would quickly be depleted.

The town clerk said Covid-19 had not been on the council's risk register previously but it was now included, with an impact score of 5 and a probability score of 5, the maximum numbers. Due to this, the town clerk said the council needed to achieve financial resilience and there were a number of potential strategies to do this, but he emphasised they needed to be relatively simple and easy to achieve and within the council's gift.

The town clerk said the suggested strategies would aim to increase the council's reserve to 100% of turnover by March 2022. The strategies included a loan, asset sales, looking for other sources of revenue and identifying cost savings of £100,000, which officers believed were achievable.

Members discussed the proposal to take out a loan. Several members felt it was too early to consider this, especially if there was another major outbreak of Covid, which may require a further loan, placing the council in further debt.

The mayor, Cllr B. Larcombe said the council should be looking instead at a continued exercise of finding savings, specifically targeting the £50,000 a month spent on consumables.

Several members felt a loan should be considered further and Cllr J. Broom asked if it was possible to get a loan in place but only take it up if or when it was needed.

The town clerk said he was unable to confirm if this was possible but officers had started and would continue this discussion with Dorset Council. He said the council needed to think seriously at this point about financial resilience so it could demonstrate to any loan provider it was managing its financial risk. He added loan providers would be less inclined to provide funding or may impose higher interest rates if the council tried to take out a loan at the eleventh hour.

Members were not in favour of selling off any assets at this point, but several members acknowledged this could be a last resort if required.

Cllr M. Ellis said the council needed to put some actions in place immediately and suggested additional beach huts for sale or rent, cutting back on outgoings and tighter authorisation of spending, keeping office refurbishment costs to a minimum, chasing up chalet debts and ending leases if necessary, and pursuing the possibility of a loan.

Cllr C. Reynolds felt the council should be spending its own reserve before considering a loan and believed the government would provide more help to local councils which didn't have reserves.

The mayor, Cllr B. Larcombe said the council needed to look at its running costs against its income as the margin between the two was narrowing.

The town clerk agreed the council had increased its expenditure in recent years but pointed out it had also increased its income. He said the surpluses made had been spent on approved projects or put into the reserve. He said he would be happy to look at staff vacancies which may arise and allow the council to consider if they should be filled. The town clerk said the percentage of staffing costs to budget was low compared to other councils.

The town clerk said there was a degree of immediacy required to strengthen the council's reserve and a loan of £400,000 with an interest rate of 2%, costing £8,000 a year, would provide some financial resilience over the next few years. If the council performed to the model provided, in around three-and-a-half years the loan could then be paid off.

Cllr R. Smith asked if there was a trigger level when the council would need to take out a loan.

The town clerk said the warning signals on the attached forecast started in January/February 2021 and there would need to be some lead-in time for getting the loan in place. He said decisions must be made by the end-December 2020, at the latest.

It was proposed by Cllr B. Larcombe to look to explore savings of £100,000 and as much that can be found, to get updated figures for the actual financial position in December 2020 and in the meantime, explore what a loan would cost and how late in the process it could be taken out, work up ideas by December 2020 which are informed by end-of-season figures, and pull in any debts that are owed.

This motion was not seconded.

The town clerk advised against holding off on making any decisions until the last minute as it would create a degree of uncertainty for several months. He said it would be helpful for members to ask officers to identify measures to strengthen the council's finances during the next two financial years and to come back to the next meeting with proposals.

Cllr C. Reynolds asked for confirmation that the council offices would not be sold.

The town clerk said a significant sum would need to be spent on the offices in the next three to four years but work costing tens of thousands could be spent in the meantime to undertake basic improvements.

Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, members **RESOLVED** to look into getting additional beach huts to sell; to cut back on outgoings from £50,000 a month to £30,000 to £40,000; to minimise the cost of the office refurbishment and do only necessary works; to look into getting a loan which can be taken up if or when needed; and to instruct officers to explore all other alternatives to save money or increase revenue for presentation to the Full Council meeting in October.

The town clerk clarified that officers would look at getting an additional two beach huts to start with and if possible, to consider up to two more.

19/234/C Member IT and Equipment

Cllr M. Ellis said she agreed in principle with members having IT equipment and support but she wanted to see the costs before agreeing to anything, as well as the estimated savings in staff time and postage, for example.

The town clerk said as soon as costs had been obtained, the information would be circulated to members.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** that the council equips its members with consistent IT, equipment and support and a council email account to conduct its business, to become GDPR compliant, to move to a paperless office and improve efficiency in the way the council operates.

Cllr R. Doney left the meeting at 9.07pm.

19/235/C Harbour Dredging, Beach Replenishment and Shingle Regrading – Request for Contribution Towards Costs Received from Dorset Council

Members agreed it was not the town council's responsibility to help pay for these works as they were part of the sea defence system, also bearing in mind the work had already been carried out and the financial contribution in 2018 was a one-off.

The deputy town clerk said the total cost of the work was £150,000 and the DC contribution was £60,000, with the remainder from the Environment Agency (EA) and other partnership funding. He said the EA was reluctant to give funding to projects that didn't include partnership funding.

The deputy town clerk said DC felt an element of the works were an amenity value to the town council as owner of the sandy beach. However, the ability to deposit spoil from the harbour onto the beach saved DC money as it would otherwise have to be transported and deposited elsewhere.

Cllr R. Smith said if the EA was not prepared to pay for sea defences, this should be taken up with the local MP.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members **RESOLVED** to refuse the request from Dorset Council for a financial contribution towards the cost of harbour dredging, beach replenishment and shingle regrading in Lyme Regis in 2020.

19/236/C Bridport and District Citizens Advice Bureau Grant Review

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve Bridport and District CAB's request to use council office space and approve future grant payment to the CAB.

19/237/C Lyme Arts Community Trust Grant Review

The town clerk said he assumed the council was happy to continue future grant payments to recipients of term grants and on that basis, he would write to the organisations after this meeting to confirm the council's position in terms of funding for the remainder of the financial year. He said he intended to get the grant agreements in place at the beginning of the next financial year.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve future grant payment to LymeArts Community Trust.

19/238/C B Sharp Grant Review

The town clerk said B Sharp was looking to build its student base in Lyme Regis, something which had been a concern to members in the past.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve future grant payment to B Sharp.

19/239/C Dorset Council Staffing Proposal

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.

19/240/C Car and Bike Rental Scheme

Cllr B. Bawden said she hoped to provide options for a car rental scheme which would be at no cost to the council but use of a parking space at Woodmead car park was essential for it to work. She said she was proposing a trial to see how it works before working up a proposal.

Cllr R. Smith said he would prefer it to be an electric car rather than a hybrid.

Proposed by Cllr B. Bawden and seconded by Cllr R. Smith, members **RESOLVED** to allow use of a designated car park space at Woodmead car park to run a car-club trial for six months to demonstrate the car-club concept.

19/241/C Royal College of Arts Project

Cllr B. Bawden said the Royal College of Arts (RCA) wanted to hear from local stakeholders so she was trying to determine the best way to input that feedback into the research project. She said the level of commitment was only answering survey questions.

Cllr J. Broom said he would be happy to respond to the survey on the council's behalf.

Proposed by Cllr B. Bawden and seconded by Cllr C. Reynolds, members **RESOLVED** that Cllr J. Broom would answer stakeholder questions in the Royal College of Arts project on behalf of the town council.

19/242/C Candles on the Cobb

Cllr J. Broom pointed out the Langmoor and Lister Rooms may not be available for use in 2022 as the council was considering other uses.

The support services manager said all bookings were provisional and the council reserved the right to change or cancel bookings.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** to approve Candles on the Cobb taking place over the August bank holiday weekend in 2022, requiring use of the market area from 22 to 28 August, and use of the Jubilee Pavilion, performance area and Langmoor and Lister Rooms on 27 and 28 August

19/243/C Exempt Business

(a) Dorset Council Staffing Proposal

The town clerk said the proposal for a DC funded member of staff would ideally have been longer than 12 months. He said there was the potential for DC to withdraw the funding after that period and the council would be forced to walk away from the arrangement, causing reputational damage.

The town clerk said if this was agreed, the implementation would have to be deferred until the office had re-opened.

Members agreed the 12-month timeframe was a concern, especially given the council's current financial position and the need to cut costs, rather than potentially taking on more.

The town clerk confirmed the person would be appointed and employed by the town council, and the post would be advertised as a 12-month fixed term contract, funded by DC. He said the employee would work as part of the town council's front desk team and the whole team would deal with both town council and DC issues. He added that town council staff already dealt with some DC issues and signposted people to the right place.

Cllr M. Ellis suggested that if town council staff were already partly fulfilling this role, DC could provide some funding for that service.

The town clerk agreed this could be viable but also suggested some benefit in kind might be more valuable.

Several members felt the proposal was worth pursuing as a community information service was needed in the town and suggested deferring any decision until the office had re-opened.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** not to pursue the staffing proposal from Dorset Council and look to absorb the cost benefit by reaching an agreement with Dorset Council on the provision of local information services.

(b) Debtors' Report

The deputy town clerk informed members of some emerging issues with the chalet leases which he would continue to look into and bring further information to the council when necessary.

The deputy town clerk said producing plans to accompany leases had been more problematic than anticipated but it was the intention to finalise the plans to send along with the leases.

The meeting closed at 10.33pm.

DRAFT

LYME REGIS TOWN COUNCIL

**MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 7 OCTOBER 2020**

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Turner, Cllr S. Williams

Officers: A. Mullins (support services manager), J. Wright (town clerk)

Absent: Cllr L. Howe

The mayor, Cllr B. Larcombe, read out the protocol for virtual meetings and ensured all participants could hear each other.

19/244/C Public Forum

J. Yelland

J. Yelland spoke in support of the application from the 1st Lym Valley Scout Group. He said the current pandemic had been disastrous for young people, who had found that not only had their education been limited, but also their ability to grow socially. He said it was a generation whose future prospects had been scarred by something that was not their fault. To improve a generation, he said their confidence needed to be built up, they needed the opportunity to thrive, to have fun and to succeed. J. Yelland said the scout group had been fortunate to be able to give opportunities to young people to live good, productive, happy lives and to provide them with skills. He said they had a track record of supporting young people. He said the grant they had requested was less than in previous years but was no less important. In an attempt to expand the range of activities they could offer, they wanted to purchase archery equipment to cut down the cost of using external providers. J. Yelland said there were a lack of community facilities for sporting means and young people found it difficult to access those facilities. He said having the equipment would allow the scout group to offer something that couldn't be found elsewhere locally, and it could also be offered to other groups locally as a taster session. He said he understood this was a tight time for public finances so the group was putting half the money in itself, adding that the council's grant funding was never taken for granted.

M. Jenkin

M. Jenkin spoke in support of the application from Lyme Regis Junior Parkrun. He said a recent NHS study said if young people were given the chance to exercise regularly, they wouldn't just be fit and lose weight, they would also have a stronger heart and muscles, increasing concentration and academic success. He said the focus of junior Parkrun was to encourage the youth of the greater Lyme Regis area to come to the town on a Sunday

morning for a 2k run, which would be a weekly, timed, free event. M. Jenkin said the run would start on Gun Cliff and go to the end of the sea wall twice. He said it would be marshalled and very well run. He said £1,700 had already been raised, with a target of £3,000. He said the group's fundraising had been stymied by the lockdown but they had a process in place for raising the remainder, as and when limitations allowed.

G. Barr

G. Barr spoke in support of the application from Turn Lyme Green (Plastic Free Lyme Regis). He said as well as assisting the council with the seafront action plan, the group had persuaded and assisted over 30 businesses to reduce or eliminate single-use plastic. He said they had assisted in installing drinking points on the seafront and the enhancement of seafront recycling facilities. G. Barr said their pre-lockdown request was for £3,000 to extend their reach, with activities including film evenings to engage with the wider community, the continuation of Boomerang Bags, maintaining their website, informative meetings, and beach cleans, but Covid had ended those plans. He said they hoped to start their activities before April 2021 so they would only need part of the funds requested.

19/245/C Apologies for Absence

Cllr R. Doney
Cllr D. Ruffle – family commitment
Cllr G. Stammers – family commitment

19/246/C Disclosable Pecuniary Interests

Cllr B. Bawden and Cllr R. Smith declared a non-pecuniary interest in Turn Lyme Green as they were members.

19/247/C Dispensations

There were none.

19/248/C Allocation of Community Grants 2020/21

The support services manager informed members the application from Lyme Regis Development Trust – Community Workshop had been withdrawn as the project outlined in the application had already been completed and paid for, and community grants could not be used for retrospective funding.

The support services manager said the total cost of the 1st Lym Valley Scout Group's project had reduced from £1,059.69 to £1,019.70, although this didn't affect the grant amount requested.

As the total amount of funding requested was less than the amount available, it was agreed each application could be voted on as members progressed through the list.

Members discussed the application from 1st Lym Valley Scout Group and agreed support should be given to the organisation as it supported the town in many ways and had done its own fundraising.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members **RESOLVED** to award 1st Lym Valley Scout Group a 2020/21 community grant of £499.

Members discussed the application from bthechange CIC and agreed it should be supported, given the anti-social behavior which had been experienced in Lyme Regis over the summer.

Cllr C. Reynolds said she had queried why the programme would be delivered by Devon and Cornwall Police when Woodroffe School was in Dorset. She was informed by bthechange that the funding was distributed around the wider area but Devon and Cornwall Police was leading, and the Dorset police and crime commissioner would be invited to be involved.

Cllr M. Ellis agreed it was a worthwhile cause but believed Woodroffe School should also be contributing financially.

Cllr M. Ellis proposed to award bthechange CIC a 2020/21 community grant of £500, seconded by Cllr J. Broom.

This motion was not carried.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Bawden, members **RESOLVED** to award bthechange CIC a 2020/21 community grant of £1,000.

Members discussed the application from Dorset Youth Association and queried whether the group would be able to operate from The Hub due to Covid restrictions.

Cllr K. Ellis said youth groups were an essential for children's mental health so the funding to Dorset Youth Association was justified. The town clerk added that the youth club was not meeting at The Hub but the development trust was in the process of putting in place youth activities.

The support services manager said officers had to see evidence of funding being spent as per the original application before it was released to the organisation.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to award Dorset Youth Association a 2020/21 community grant of £300.

Members discussed the application from Lyme Regis Junior Parkrun and agreed it supported health and wellbeing and meant local people didn't have to drive so far to participate in a junior Parkrun event.

Proposed by Cllr R. Smith and seconded by Cllr C. Reynolds, members **RESOLVED** to award Lyme Regis Junior Parkrun a 2020/21 community grant of £1,000.

Members discussed the application from Lyme Regis Majorettes and were pleased they had come back to the council for a community grant after being turned down for a term grant and had managed to bring the cost of the project down. It was also agreed it was a worthy youth group which contributed a lot to the town.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members **RESOLVED** to award Lyme Regis Majorettes a 2020/21 community grant of £1,000.

Members discussed the application from Lyme Regis RC Church and agreed it was a prominent and historic building in the town which should be preserved, regardless of religion.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to award Lyme Regis RC Church a 2020/21 community grant of £1,000.

Members discussed the application from the Town Mill Trust and whether it constituted a business and therefore would not qualify for a community grant. It was acknowledged the trust had a charity number but this didn't mean it wasn't also a business.

The town clerk advised members to be cautious about the principle they could be adopting in approving the funding.

Cllr D. Sarson proposed to award the Town Mill Trust a 2021/21 community grant of £1,000, seconded by Cllr B. Bawden.

This motion was not carried.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members **RESOLVED** to award the Town Mill Trust a 2020/21 community grant of £500.

Members discussed the application from Turn Lyme Green – Plastic Free Lyme Regis and agreed the full amount originally requested was not necessary as many of the planned activities had been cancelled due to Covid.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** to award Turn Lyme Regis – Plastic Free Lyme Regis a 2020/21 community grant of £500.

Community grants totalling £5,799 were awarded for 2020/21.

Cllr B. Larcombe said the council may wish to consider the amount it gives in annual grants going forward.

The town clerk said the council would start considering its budget in November 2020, when the level of grants could be reviewed.

The meeting closed at 7.44pm.

Committee: Full Council

Date: 21 October 2020

Title: Matters arising from the minutes of the extraordinary Full Council meetings held on 23 September and 7 October 2020

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meetings on 23 September and 7 October 2020 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes.

Recommendation

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

Report

19/231/C – Annual Items of Business

External bodies have been informed their council representatives will remain the same for the remainder of the 2020/21 council year.

19/232/C – Review of the Council’s and/or Employees’ Memberships of Other Bodies

Membership of the Improvement Development Agency will be cancelled at the end of the current subscription. Membership of the Institute of Occupational Safety and Health (IOSH) and the Institute of Environmental Management and Assessment (IEMA) have been taken out.

19/234/C – Member IT and Equipment

Officers are still awaiting costs from Dorset Council and this is being chased up on a regular basis. A verbal update may be provided at the meeting if available.

19/239/C – Dorset Council Staffing Proposal

Officers have notified Dorset Council of the council’s decision but no further discussions have taken place yet as the officer dealing with the matter at Dorset Council has now left the organisation.

19/248/C – Allocation of Community Grants 2020/21

All the organisations have been informed of their grant awards.

John Wright
Town clerk
October 2020

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 30 SEPTEMBER 2020**

Present:

Chairman: Cllr G. Turner

Members: Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe MBE, Cllr S. Williams

Officers: Mr M. Green (deputy town clerk)

19/126/P Public Forum

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

19/127/P Apologies

Cllr M. Ellis (personal commitment)

19/128/P Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, the minutes of the meeting held on 5 August 2020 were **ADOPTED**.

19/129/P Disclosable Pecuniary Interests

There were none.

19/130/P Dispensations

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

19/131/P Matters arising from the minutes of the meeting held on 5 August 2020

There were no matters arising.

19/132/P Update Report

There were updates.

19/133/P Planning Applications

Planning applications were considered in accordance with the details circulated.

- 1) **WD/D/20/001760-FULL** (Received 28 August 2020) Worrall -
Erection of single storey extension – The Old Lookout, Haye Lane, Lyme Regis, DT7
3NG

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

- 2) **WD/D/20/001869-FULL** (Received 20 September 2020)
Gravili – Change of use from ground floor restaurant & accommodation on two upper
floors into a ground floor restaurant and creation of 2no. separate units of
accommodation on first & second floors – 7 Church Street, Lyme Regis, DT7 3BS

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

- 3) **WD/D/20/001870-LBC** (Received 30 July 2020)
Gravili – Change of use from ground floor restaurant & accommodation on two upper
floors into a ground floor restaurant and creation of 2no. separate units of
accommodation on first & second floors – 7 Church Street, Lyme Regis, DT7 3BS

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

- 4) **WD/D/20/001977-MODIFICATION & DISCHARGE** (Received 24 July 2020)
Sovereign Housing Association Ltd – Modification of planning obligations on Section 106
agreement dated 24 January 2014 and Deed of ~Variation dated 18 August 2014
(original planning approval 1/D/13/000998) - 23 – 27 Woodberry Down (odd) & Flats 1 –
9 (inclusive) & 11 – 17 (odd) Sir George Close, Lyme Regis

Members asked various questions about the precise meaning and potential impact of the application. The deputy town clerk explaining his understanding of the application but undertook to obtain further clarification from the relevant planning or housing officer at Dorset Council.

Members were of the clear view that they would not support any application the effect of which might be to make it more likely that critical affordable housing stock could be lost to the local community.

Members recommended that no support be given to the application if the effect of it were to make it more likely that critical affordable housing stock could be lost to the local community.

19/134/P Amended/Additional Plans

There were no amended/additional applications to be considered at this meeting.

19/135/P Withdrawn Applications

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

19/136/P Planning Decisions

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

19/137/P Correspondence from Dorset Council regarding planning related matters.

There was no correspondence to be considered at this meeting

The meeting closed at 7.25pm.

DRAFT

Committee: Full Council

Date: 21 October 2020

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for the remainder of the 2020/21 council year

Recommendation

Members approve the calendar of meetings for the remainder of the 2020/21 council year

Background

1. Standing order 2.j.xxi requires the council to ‘determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council’.
2. Due to Covid-19 and the temporary suspension of council meetings, a calendar of meetings was not set for the 2020/21 council year.
3. Since June 2020, monthly virtual Full Council meetings have been taking place. As these meetings are not in the agreed calendar, they are all extraordinary meetings. Planning Committee meetings have also been taking place virtually.

Report

4. As the current restrictions are likely to be in place for the foreseeable future and it is still recommended to hold meetings virtually, it is suggested a calendar of monthly Full Council and Planning Committee meetings is set up to the next annual meeting of the council in May.
5. An additional Full Council meeting is proposed in November 2020 to deal with budget-setting.
6. The proposed calendar of meetings is:

Wednesday 28 October 2020	Planning Committee
Wednesday 18 November 2020	Full Council
Wednesday 25 November 2020	Full Council
Wednesday 2 December 2020	Planning Committee
Wednesday 16 December 2020	Full Council
Wednesday 13 January 2021	Planning Committee
Wednesday 27 January 2021	Full Council
Wednesday 10 February 2021	Planning Committee
Wednesday 24 February 2021	Full Council

Wednesday 10 March 2021	Planning Committee
Wednesday 24 March 2021	Full Council
Wednesday 7 April 2021	Planning Committee
Wednesday 21 April 2021	Full Council
Wednesday 5 May 2021	Planning Committee
Wednesday 19 May 2021	Annual Meeting

Adrienne Mullins
Support services manager
October 2020

Committee: Full Council

Date: 21 October 2020

Title: Financial Resilience

Purpose of Report

To allow members to consider the council's current financial position and to identify targets and measures to improve financial resilience

Recommendation

Members consider the report, approve financial targets and the actions required to achieve those targets

Background

1. On 23 September 2020, the council considered a report on financial resilience. The report stressed the importance of strengthening the council's reserve in response to the risks posed by Covid-19.
2. The report identified the need to increase the council's reserve; officers recommended a reserve of £800,000¹ by 31 March 2021 and a reserve of £1,600,000 by 31 March 2022. The report identified measures the council could take to achieve these targets.
3. After considering the report, the council approved the following resolution:

'to look into getting additional beach huts to sell; to cut back on outgoings from £50,000 a month to £30,000 to £40,000; to minimise the cost of the office refurbishment and do only necessary works; to look into getting a loan which can be taken up if or when needed; and to instruct officers to explore all other alternatives to save money or increase revenue for presentation to the Full Council meeting in October.'

Report

4. This reports updates members on the actions taken and provides a summary of the council's year-end forecast.

Beach hut sales

5. Officers believe two additional beach huts can be inserted on Cart Road below the height of Marine Parade; not exceeding the height of Marine Parade was a planning condition when additional huts were last installed on Cart Road.

¹ £800,000 represents the council's substantive policy position on the level of reserve it should hold. This is equivalent to 50% of the council's current annual budget. The council's policy position was temporarily suspended for the duration of the current five-year financial plan.

6. Officers estimate each hut will sell for between £40,000-50,000. This will produce a total capital receipt of £80,000 to £100,000. In addition, each sale will produce an annual licence fee income of £520, i.e., a total of £1,040. Sales can be achieved in the current financial year and licence fee income will be realised from point of sale.
7. In addition, officers are proposing that the council sells four existing beach huts on Cart Road. Bookings for 2021-22 have already been taken, so sales cannot be achieved until 2022-23. Four sales should generate a total capital receipt of £160,000-200,000. In addition, the sales will generate licence fee income of £2,080 per annum.
8. However, four beach hut sales will reduce the council's letting income by £6,000-8,000 per annum. This represents an annual income loss of £3,920-5,920.

Reducing outgoings

9. On 23 September 2020, officers proposed a savings target of £100,000. This target has been increased to £120,000, i.e., £10,000 per month.
10. Detailed savings' proposals will be considered by members through the 2021-22 budget discussion on 25 November 2020.

Office refurbishment

11. A condition survey of the council's offices in 2019 identified repairs costings £75,000.
12. The 2021-22 budget report which members will consider on 25 November 2020 includes a sum of £100,000 for office repairs.

Loan

13. Officers wrote to Dorset Council with a proposal to restructure and increase the town council's existing loan, if the town council's reserve fell below £250,000.
14. The proposal was rejected. Dorset Council cited its own financial problems, i.e., a projected budget deficit of c£35,000,000, as its reason for refusal
15. Officers approached the Public Works Loan Board (PWLB) who indicated the council could take out a loan of £650,000² over 20 years, at an interest rate of 2.34%.
16. The loan would allow the town council to clear its outstanding debt with Dorset Council, c£200,000, and add c£450,000 to its reserve.
17. The annual repayment cost of the PWLB loan is £40,882; the annual repayment to Dorset Council is currently £37,500.

² £650,000 is the cost of the roof refurbishment project.

Other measures

18. Members were presented with proposals to create capital receipts and add revenue streams on 23 September 2020. These are re-presented below:

2021-22

- Rent the Jubilee Pavilion £30,000
- Rent the Lister Room £12,500

Total £42,500

2022-23

- Create additional car parking at Monmouth Beach £40,000

2023-24

- Increase car parking income £70,000

Financial forecast

19. Officers' latest reserve forecast for 31 March 2020 is c£450,000. The increase is mainly due to higher than budgeted car parking income for September and unbudgeted beach hut income, see **appendix 11A**.
20. Applying the revised assumptions, officers forecast a £1,100,000 reserve at 31 March 2022, a £1,500,000 reserve at 31 March 2023 and a £1,900,000 reserve at 31 March 2024. At this point in time, and if the risk posed by Covid-19 has diminished, the council can consider repaying part all or off its loan debt, see **appendix 11B**.

Mark Russell
Finance manager
Oct 2020

APPENDIX 11A

Cash Flow	2020	16-Oct					
		50000	22000	30000	26000	22000	48000
		80%	80%	80%	80%	80%	80%
	Opening Balance	October	November	December	January	February	March
Lloyds 1	11,011.99	11,144.30					
Lloyds 2	590,271.73	670,583.34					
Natwest 1	1,000.00	1,000.00					
Natwest 2	175,178.09	68,425.07					
Natwest 3	288,387.79	188,463.32					
Santander	161,464.77	1746.17					
		941,362.20	-	-	-	-	-
Incoming							
Precept							
Car Parking (est)			17,600.00	24,000.00	20,800.00	17,600.00	38,400.00
Car Parking (Actual)		66529.54					
Parking Fines		1434.2					
Chalets & Caravans		10,879.59	22,714.00	22,714.00	22,714.00	22,714.00	22714.00
Chalets & Caravans (Actual)		6,831.01					
Rents		431.19	13,333.00	13,333.00	13,333.00	13,333.00	13,333.00
Rents (Actual)		4,985.00					
Amenities		354.00	750.00	1,500.00	750.00	2,250.00	3,000.00
Amenities (Actual)		2,646.00					
Beach Huts		40100.7					
s106							
Community Grant							
Other		15641.4					
		149,832.63	54,397.00	61,547.00	57,597.00	55,897.00	77,447.00
Outgoing							
Salaries		37,000.00	37,000.00	37,000.00	37,000.00	37,000.00	37,000.00
Pension		10,500.00	10,500.00	10,500.00	10,500.00	10,500.00	10,500.00
PAYE		28,664.78	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00
Furlough						- 17,000.00	
VAT			80,278.57			30,000.00	
Term Grants		13,250.00	12,300.00		13,250.00		
Community Grant			20,000.00				
Roof Works							
Roof Works not Paid							
Office Works & Bus & POD Point		18,500.00					
DD/DEB		7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
Rates		8,335.00	8,335.00	8,335.00	8,335.00	8,335.00	8,335.00
Supplier (Estimate)		3,352.65	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Supplier (Actual)		46,647.35					
Other		1,061.60					
		174,811.38	239,413.57	126,835.00	140,085.00	139,835.00	126,835.00
Reserve		916,383.45	731,366.88	666,078.88	583,590.88	499,652.88	450,264.88

APPENDIX 11B

	2020-21	2021-22	2022-23	2023-24
Budget		1,569,961	1,569,961	1,569,961
Increase Precept		10,000	10,000	10,000
Borrow	450,000			
2 Extra BH MP (net)		80,000		
Increase License Fee		1,040	1,040	1,040
Sell 4 BH (MP) - net			160,000	
Lost Hire Rate			- 6,000	-6000
License Fee Above			2,080	2080
Jubilee Pavillion		30,000	30,000	30,000
Lister gardens		12,500	12,500	12,500
Cemetry (Sale)				
Putting Green (Sale)				
Extra Parking Spaces			40,000	40,000
MB CP Price Inc				31,000
WH CP Price Inc				38,000
	450,000	1,703,501	1,819,581	1,728,581
Borrowng Cost addnl		3,382	3,382	3,382
Budget		1,426,717	1,453,906	1,431,595
Savings		- 120,000	- 120,000	- 120,000
Objectives		69,000	34,000	89,000
Office Work		100,000		
	-	1,479,099	1,371,288	1,403,977
	900,265	1,124,667	1,572,960	1,897,564
% T/O	56%	70%	98%	119%

Committee: Full Council

Date: 21 October 2020

Title: Expenses for Homeworking

Purpose

To allow members to consider the payment of expenses to employees to cover the additional costs of homeworking

Recommendation

Members consider the payment of expenses to employees to cover the additional costs of homeworking

Background

1. Office staff have been working from home for periods since the initial Covid-19 lockdown was announced on 23 March 2020. Officer workers were allowed to return to their workplaces on 6 July 2020 and from this date, council staff worked on a rota basis between the office and at home. From 28 September 2020, staff returned to working at home, as per the government instruction.
2. During this period, staff have been provided with appropriate IT equipment and stationery, and any other office equipment such as chairs and footrests have been offered.
3. Any additional expenses incurred, such as printing and postage, have been reimbursed.

Tax relief

4. As the council is requiring its employees to work from home, tax relief can be given for the additional cost of working from home. A tax-free payment equivalent to about £300 a year can be made to cover increased costs of working from home.
5. HMRC has confirmed these payments apply to those working from home during the pandemic.
6. The rules cover:
 - additional gas and electricity used while the room is being used for work
 - metered costs of water used
 - cost of work-related telephone calls.
7. All office staff have been provided with a mobile phone so it's unlikely the cost of telephone calls will be relevant.
8. The extra costs listed above must be used solely for work purposes. Items such as rent or internet costs cannot be claimed as they are for both private and business use.

9. Because it is difficult to establish these expenses, HMRC accepts a flat rate allowance of £6 per week or £26 a month without evidence to support the actual costs. Employees with provable higher costs can claim more if they have evidence of the actual costs incurred.
10. This means a basic rate taxpayer claiming an expenses allowance will pay about £1.20 per week less tax, while higher rate taxpayers will pay about £2.40 per week less tax.
11. Employees can notify HMRC of the expenses they will be claiming before the end of the tax year and their tax coding notice can then be amended to reduce the PAYE deducted from their salary which increases take home pay.
12. If employers decide they do not wish to make the payment, workers can bypass the employer and claim the tax relief directly from HMRC, providing evidence of their costs can be produced.
13. The payment may be applied to the whole of the tax year, including backdated payments, even if it is not known how much longer employees will be working from home and they return to the workplace before 6 April 2021. At the end of the tax year, the tax relief will stop and any further relief will need to be claimed in the new tax year.

Adrienne Mullins
Support services manager
October 2020

Committee: Full Council

Date: 21 October 2020

Title: LymeForward CIC Grant Review

Purpose of Report

To inform members of LymeForward CIC's compliance with its grant submission, and to allow members to consider future grant payment to LymeForward CIC

Recommendation

Members note the report and approve future grant payments to LymeForward CIC

Background

1. On 4 February 2020, the council approved a five-year term grant to LymeForward CIC. The value of the grant is £10,000 per annum.
2. The purpose of the grant is to, 'contribute to core costs to enable services at the current level and work towards becoming self-sustainable'.
3. Quarterly grant payments of £2,500 were issued in April, July and October 2020.
4. Normally, a grant agreement would support this allocation. However, a grant agreement has not been issued because Covid-19 lockdown measures and subsequent operating constraints has meant LymeForward, like other grant recipients, has not been able to comply with its grant application objectives.

Report

5. On 15 September 2020, a grant review meeting took place between LymeForward³ and town council representatives⁴.
6. LymeForward reported Covid-19 had adversely impacted on its business and said since lockdown it had prioritised the operation of the foodbank. LymeForward reported that operating the foodbank had presented its own problems, including: Covid-19 compliance requirements, reduced volunteer availability through self-isolation, shared building use, food distribution, refrigeration and food storage.
7. The town clerk said the council understood the present need to focus on the foodbank but, at some point in the future, it would identify projects for LymeForward to undertake on its behalf.
8. LymeForward reported it was formulating a Coastal Communities Fund application for a 'Health Walk' and the closing date for applications was 28 September 2020.

³ Sue Davies, director

⁴ Cllr Belinda Bawden, town council appointment, Cllr Stan Williams, town council appointment, John Wright, town clerk. Cllr Brian Larcombe gave his apologies.

9. The town clerk asked about the project's signing off process and said historically projects had been signed off by the Coastal Communities Team (CCT) committee which included councillors from Uplyme and Charmouth parish councils and Lyme Regis Town Council. The town clerk added the bid was similar to a separate town council project.
10. In a further conversation with LymeForward on 16 October 2020, the town clerk was informed a project team was in place for the 'Health Walk' and a meeting was taking place between LymeForward and the CCT chairman to discuss governance arrangements and future meetings. LymeForward are not able to apply for Dorset Council funding for the project but other options are being considered.
11. LymeForward confirmed the company had three directors and it was in discussion with two other prospective directors. LymeForward also confirmed it had two part-time workers in post.
12. LymeForward said, since lockdown in March 2020, some of its governance and operating arrangements had been suspended and it was currently looking to introduce video conferencing. On 30 September 2020, LymeForward confirmed by email that its annual general meeting would take place in November 2020 and its next steering group meeting would take place in December 2020; both meetings would take place using Zoom.
13. Although LymeForward has not acted in accordance with its grant submission, the reasons for non-compliance are understandable. LymeForward has in place adequate governance arrangements and is aware of a significant future financial risk, i.e., the uncertainty around future grant funding from Dorset Council, which is currently £6,000 per annum.
14. In response to this risk and in accordance with its stated objective of becoming self-sustainable, LymeForward is moving towards alternative sources of grant funding.
15. LymeForward reported it will produce a balanced budget for 2020-21.
16. The removal of the town council's grant would severely jeopardise LymeForward's ability to operate and would have a significant impact on the foodbank.
17. When LymeForward's operating environment stabilises, the town clerk will draft a grant agreement. Until such time, the council's grant funding position should be confirmed in writing to LACT.

John Wright
Town clerk
October 2020

Committee: Full Council

Date: 21 October 2020

Title: The Hub Grant Review

Purpose of Report

To inform members of The Hub's compliance with its grant submission and to allow members to consider future grant payment to The Hub

Recommendation

Members note the report and approve future grant payment to The Hub

Background

1. On 4 February 2020, the council approved a five-year term grant for The Hub⁵. The value of the grant is £10,000 per annum
2. The purpose of the grant is to 'contribute towards the core running costs of the building. To keep the lights on and the doors open for young people of Lyme Regis and the surrounding areas'.
3. Quarterly grant payments of £2,500 were issued in April, July and October 2020.
4. Normally, a grant agreement would support this allocation. However, a grant agreement has not been issued because Covid-19 lockdown measures and subsequent operating restrictions has meant The Hub, like other grant recipients, has not been able to comply with its grant application objectives.

Report

5. On 14 September 2020, a grant review meeting took place between The Hub⁶ and the town council⁷. Further information about The Hub's activities and finances was supplied on 16 September 2020 and reviewed by the development trust's chief executive and the town clerk on 15 October 2020.
6. The Hub reported Covid-19 had adversely impacted on its ability to deliver youth services and its impact on income for 2020-21 is estimated at £11,869, i.e., The Hub's budgeted income of £34,068 has been revised down to £22,199 at 31 March 2021.
7. The nature of The Hub's activities means expenditure savings are difficult to achieve. Allowing for an opening balance of £10,916, The Hub has a revised budget surplus of £770 at 31 March 2021.

⁵ The Hub is run by Lyme Regis Development Trust

⁶ Chris Tipping, chief executive

⁷ John Wright, town clerk

8. The Hub opened again on 7 September 2020: the building is being used by B Sharp and the kickboxing group. Under 11s football is scheduled to commence in November 2020 and work is taking place with Woodroffe students to produce radio shows aimed at the senior school age group⁸.
9. Other youth-centred activities in the pipeline include music, video and podcasting courses, and a gaming club. The development trust is also working with a qualified archery instructor to create a Saturday morning group for youth archery. They are applying to Sport England and others for funding for equipment, with the intention being that the group will become standalone, i.e. not run by the trust.
10. The youth club aims to be operating in November 2020 and they are working with Dorset Youth Association to ensure it can return in a safe and appropriate manner. The youth leaders are also looking to provide pre-booked drop-in/telephone support for any youth mental health issues.
11. Although The Hub has not acted entirely in accordance with its grant submission, the reasons for non-compliance are understandable.
12. When service delivery arrangements are finalised, the town clerk will draft a grant agreement. Until such time, the council's grant funding position should be confirmed in writing to The Hub.

John Wright
Town clerk
October 2020

⁸ The first programme was broadcast w/c 10 October 2020.

Committee: Full Council

Date: 21 October 2020

Title: Axe Valley and West Dorset Ring and Ride Service Ltd Grant Review

Purpose of Report

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant submission and to allow members to consider future grant payment to Axe Valley and West Dorset Ring and Ride

Recommendation

Members note the report and approve future grant payment to the Axe Valley and West Dorset Ring and Ride

Background

1. On 4 February 2020, the council approved a five-year term grant for Axe Valley Ring and Ride. The value of the grant is £1,500 per annum.
2. The purpose of the grant is to subsidise community transport to the elderly, disabled, isolated, parents with children, and the poor.
3. Quarterly grant payments of £375 were issued in April, July and October 2020.
4. Normally, a grant agreement would support this allocation. However, a grant agreement has not been issued because of Covid-19 lockdown measures and subsequent operating restrictions has meant the Axe Valley and West Dorset Ring and Ride Service, like other grant recipients, has not been able to comply with its grant application objectives.

Report

5. On 10 September 2020, a grant review meeting took place between Axe Valley and West Dorset Ring and Ride⁹ and the town council¹⁰.
6. The Ring and Ride reported it ceased operation on 23 March 2020 and re-commenced a Covid-secure operation on 4 August 2020. Ring and Ride said Covid-19 had adversely impacted on the availability of its volunteer workforce and drivers had had to be shielded. Ring and Ride also said a Covid-secure operation had reduced its fare income by 50%.
7. Ring and Ride said it had successfully applied to the government job retention scheme, received a £10,000 business support government grant and a £10,000 Lottery grant.

⁹ Keith Jones and Sandra Ward

¹⁰ Cllr Stan Williams, town council appointment, John Wright, town clerk

8. In a further conversation with Ring and Ride's co-ordinator on 14 October 2020, the town clerk was informed a further £5,000 had been received from Dorset Council's Coronavirus Community Fund and £15,000 had been awarded by the Post Code Neighbourhood Trust.
9. However, Ring and Ride was disappointed Dorset Council had withdrawn a £5,000 grant.
10. Ring and Ride is confident it will produce a balanced budget for the 2020-21 financial year.
11. Although, Axe Valley and West Dorset Ring and Ride has not acted entirely in accordance with its grant submission, but the reasons for non-compliance are understandable. Despite the operational difficulties it has faced, a service resumed on 4 August 2020 and the council should continue to provide grant funding.
12. When service delivery arrangements are finalised, the town clerk will draft a grant agreement. Until such time, the council's grant funding position should be confirmed in writing to Axe Valley and West Dorset Ring and Ride Service LTD.

John Wright
Town clerk
October 2020

Committee: Full Council

Date: 21 October 2020

Title: Tourism Website

Purpose of Report

To allow members to consider options for the future of the tourism website, lymeregis.org

Recommendation

Members consider the options for the future of the tourism website, lymeregis.org and instruct officers to explore three options: extend the scope of the new town council website; develop a new website, either with Simpleview or another provider; or work with Visit Dorset to create a microsite

Background

1. It was resolved by the Full Council on 8 October 2014 that a new tourism website would be developed by NVG. The council entered into a five-year contract with NVG, costing £20,350 in the first year, and £8,805.30 for each of the four subsequent years.
2. The five-year contract with NVG came to an end on 29 February 2020 and a report was taken to the Tourism, Community and Publicity Committee on 11 December 2019 to allow members to consider a one-year extension to the contract while other options were explored.
3. It was subsequently resolved by Full Council on 8 January 2020 to approve the one-year extension with Simpleview (formerly NVG) for the tourism website, lymeregis.org, at a cost of £6,550 plus VAT.

Report

4. As officers were aware of the contract end-date for some time, several possibilities of what could happen when the contract ended were put to the committee in December 2019 and it was intended to explore these options further during this year. They were:
 - Extend the scope of the new town council website, making it dual function for council matters and tourism information – this would mean using only one content management system
 - Renew the contract with Simpleview and continue using the site as is
 - Develop a new website, either with Simpleview or another provider
 - Work with Visit Dorset to create a microsite – this would sit as an extension of visit-dorset.com and use the same content management system

5. However, due to Covid-19, it has not been possible to progress these ideas.
6. It is also fair to say the development of the discovery trail website, which will accompany the new town map, has complicated matters. It is due to be launched within the next few weeks and the council will then have two visitor-related websites, as well as the town council website. We are effectively competing with ourselves, especially considering both visitor websites rely on advertising income.
7. Of the four options presented in December 2019, at that time officers recommended exploring the idea of a microsite of Visit Dorset. This option has several benefits, including sharing a content management system so the job of updating the website would be shared with Visit Dorset, a more joined-up marketing strategy, and a significant cost saving.
8. The Visit Dorset contract has recently been extended until 2 May 2021, which means any partnership couldn't be implemented until this date.
9. Officers would also like the opportunity to explore the possibility of creating a new website or expanding the remit of the town council website. The only option officers would rule out is renewing the contract with Simpleview and continuing with the website as is.
10. Members are asked to consider which, if any, of the four options they would like officers to explore further, with a view to bringing more detailed proposals to a future meeting.

Adrienne Mullins
Support services manager
October 2020

Committee: Full Council

Date: 21 October 2020

Title: Cart Road

Purpose

To allow members to consider submitting a request to Dorset Council to issue a Traffic Regulation Order to prevent traffic on Cart Road

Recommendation

Members consider the report and instruct the town clerk

Background

1. To prevent traffic using Cart Road, Dorset Council issued an emergency temporary road closure order. The order was issued in response to Covid-19 and the need to improve social distancing in the surrounding area. The order came into effect on 26 June 2020
2. In conjunction with the closure of Cart Road, Dorset Council created four additional disabled parking bays in Cobb Gate car park; blue badge holders have historically parked on Cart Road which has double yellow lines.
3. The autumn reduction in visitor numbers has caused Dorset Council to review the need for a temporary road closure and from end-October the temporary road closure will cease.
4. The mixed use of Cart Road by vehicles and pedestrians has been a concern for some time. If the town council wants Cart Road closed to traffic in the future (exceptions would apply to homeowners and deliveries), it must make its case to Dorset Council who can issue a Traffic Regulation Order preventing traffic.
5. In making its case, the town council should consult to assess public opinion. In this instance, local traders and homeowners should be consulted; the council may also wish to consult more broadly through responses to a public notice and Lyme Voice.

John Wright
Town clerk
October 2020

Committee: Full Council

Date: 21 October 2020

Title: Assets and Services

Purpose of Report

To create a working group to allow members to develop a proposal for submission to Dorset Council on the transfer of assets and services to the town council

To authorise the town clerk to enter into discussions with Dorset Council on the transfer of assets and services to Lyme Regis Town Council

Recommendation

- a) Members approve the establishment of a working group to develop a proposal for submission to Dorset Council on the transfer of assets and services to the town council
- b) To authorise the town clerk to enter into discussions with Dorset Council on the transfer of assets and services to the town council

Background

- 1. The town council's last set of negotiations on the transfer of assets and services from a principal authority were with West Dorset District Council; the negotiations ended in 2018.

Report

- 2. At a meeting¹¹ on 3 October 2020 with Cllr Jill Haynes, Dorset Council's portfolio holder for customer and community services, the issue of asset and service transfer was discussed. Cllr Haynes said she was interested in pursuing asset and service transfers and would welcome a proposal from Lyme Regis Town Council.
- 3. If the council is minded to pursue this offer, transfer proposals need to be developed and approved internally. To do this, the town clerk is proposing a working group is established to develop a proposal for the consideration by the Full Council on 27 January 2020.

John Wright
Town clerk
October 2020

¹¹ The meeting was attended by: Cllr Jill Haynes, Dorset Council; Daryl Turner, Dorset Council, Cllr Brian Larcombe, mayor, Lyme Regis Town Council and; John Wright, town clerk.

Committee: Full Council

Date: 21 October 2020

Title: Road Signage in Haye Lane/Roman Road

Purpose

To allow members to consider a request from a member of the public concerned with the safety of pedestrians at the junction of Haye Lane and Roman Road

Recommendation

Members consider a request for more road signage and if approved, refer the matter to Dorset Council Highways

Report

1. This council has received an enquiry from a member of the public about the need for more signage at the junction of Haye Lane/Roman Road to warn of pedestrians in the road. The member of the public contacted Dorset Council (DC) highways directly but the DC officer asked that the town council be contacted for their view. In line with wider policy, Dorset Council will not even consider such requests unless the 'local' council has first considered them and indicated its support.
2. There are warning signs as per the diagram already in place at both ends of Haye Lane and on Horn Bridge. This request is therefore for further signage at and/or immediately approaching the Haye Lane/Roman Road junction.



Matt Adamson-Drage
Operations manager
October 2020

Committee: Full Council

Date: 21 October 2020

Title: Eat Festival

Purpose

To allow members to consider the proposal to hold the Eat Festival on Lyme Regis seafront in 2021

Recommendation

Members consider the request to hold the Eat Festival on Lyme Regis seafront in 2021

Report

1. The council has been approached by the organisers of the Eat Festival to hold an event on Lyme Regis seafront in 2021, making use of areas within the Marine Parade Shelters. This event will be similar in scale to Food Rocks and comprises local food and beverage businesses from the area. More information can be found at <https://www.eatfestivals.org/>
2. Eat Festival is an award-winning locally focused event that usually operates in the Somerset area and has recently run in Wellington, Taunton, Weston-super-Mare, Clevedon, Yeovil, Honiton, Burnham-on-Sea, Nailsea, Castle Cary, Portishead and Minehead.
3. The operations manager met with Eat Festival representatives on 14 October 2020 on the seafront and discussed where it might be possible to place stalls and the logistics of events in Lyme Regis with regard to waste and traffic movements.
4. Their preferred date would be 22 May 2021 with a back up date of 24 April 2021. There are no other major events which usually take place on these dates but the events' calendar for 2021 is yet to be finalised. Depending on the success of the event they would like to return annually and could even feasibly come twice a year at the beginning and end of the season.
5. The Eat Festival proposal in more detail is as follows:

In 2021, we would like to create a new festival in Lyme Regis. This would be our first event in Lyme Regis and so we'd want the scale to be right – we will deliver key elements proficiently and collaboratively. We will look to build on this in subsequent years, with increasing financial sustainability, if this festival is positively received.

- *Undertake all event management activities to ensure a successful safe delivery of eat:Lyme Bay 2021 including event management, staffing, licensing, marketing and promotion.*
- *We will attract food & drink producers local to Lyme Regis, promoting the best of Dorset's produce.*
- *Undertake active consultation with native businesses, community groups and residents to determine the right scale and layout of the festival.*
- *Promote the event effectively throughout the region.*
- *Provide entertainment and activities free of charge to visitors and maintain high standards of inclusion and accessibility.*

- *Design a layout with stalls set up on the street, leaving shop fronts clear, following appropriate consultation with retailers and hospitality businesses.*
- *Propose a delivery method that minimizes Town and District council officer and member time. Remain in close contact with stakeholders.*

In detail we will:

1. Book, vet and manage local producers selling artisan produce like bread, preserves, cheeses, pies, sauces, fresh meat, wine, bottled spirits etc. as well as an exciting range of street food with flavours from around the world using local ingredients. The producers we select will be of excellent quality, many selling award-winning produce. We will prioritise those from Dorset. We will ensure that suitable TENS licenses are in place, liaising with Licensing and checking relevant safety certification.

2. Plan a suitable and safe layout: Our initial proposal is to use

- *the Performance Area*
- *Market Area*
- *Marine Parade and*
- *the Rooftop*

This is subject to consultation with businesses and relevant departments and agencies. This enables us to utilize the areas designed for events, minimise the disruption for native businesses and ensure footfall flow is maintained.

3. Book activity workshops, cook school and educational elements depending on budget, availability of suitable space and covid restrictions. In order to optimize pedestrian flow, we will have background music from our own DJ and street entertainers positioned strategically throughout the festival footprint.

4. Create as inclusive an event as possible, with plenty of opportunities for local groups and representative bodies to engage with visitors. Level access will be maintained wherever possible and layout will be designed with mobility needs a priority. We will bring additional seating to ensure maximum dwell time and comfortable places for visitors of all generations to meet.

5. Promote the event with adverts in the traditional press, social media, flyer & poster distribution and extensive regional PR. We will commission and manage roadside banners in suitable high-volume traffic areas around Lyme Regis.

6. Undertake thorough post-festival 360 evaluation, reporting to stakeholders.

7. Ensure our engagement with the local businesses seeks to find a way to include them in the event. We typically book around 50 - 75 food and drink producers (+/- 85% ambient: +/-15% street food)

Matt Adamson-Drage
Operations manager
October 2020

Committee: Full Council

Date: 21 October 2020

Title: List of Payments

Purpose of Report

To inform members of the payments made in the month of August and September 2020

Recommendation

Members note the report and approve the attached schedule of payments for August and September 2020 for the sums of £247,608.57 and £142,166.32.

Background

1. Lyme Regis Town Council's Financial Regulations, section 5.2, state:

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when reimbursement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.'

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of August and September 2020, **appendices 22A and B**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal
Assistant finance manager
October 2020

APPENDIX 22A

		<u>Lyme Regis Town Council</u>								
		<u>Payments list for August 2020</u>			<u>£247,608.57</u>					
		<u>Total</u>								
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category		
NAT WEST BANK										
10-Aug	HARRIS BROTHERS	Completed roof works	EBP	116538.67	20%	19,423.11	97,115.56	Outside works		
10-Aug	DC RATES	Rates	DD	8334	0%	-	8,334.00	Outside Works		
14-Aug	ALLSTAR	July Fuel	DD	786.91	20%	131.15	655.76	Outside Works		
17-Aug	DWP	Bin Hire	DD	730.1	0%	-	730.10	Outside Works		
17-Aug	BANKLINE	Bank charges	BLN	51.3	0%	-	51.30	Office Expenses		
19-Aug	WORLDPAY	Transaction charges	DD	415.63	0%	-	415.63	Office Expenses		
20-Aug	WORLDPAY	Transaction charges	DD	26.94	0%	-	26.94	Office Expenses		
24-Aug	SALARY	July Salaries	EBP	37145.71	0%	-	37,145.71	Staffing		
25-Aug	DORSET COUNCIL LOAN	Loan repayment	SO	3125	0%	-	3,125.00	Office Expenses		
27-Aug	HMRC PAYE	July 20 PAYE and NI	DD	11972.89	0%	-	11,972.89	Staffing		
			Total	<u>£179,127.15</u>						
LLOYDS BANK										
03-Aug	INVESTEC	Franking machine qtr. 2 lease	DD	174	20%	29.00	145.00	Office Expenses		
03-Aug	ZOOM	Subscription	DEB	11.99	0%	-	11.99	Office Expenses		
03-Aug	CUSTOMER	Shelter hire refund	FPO	750	0%	-	750.00	Refunds		
03-Aug	CUSTOMER	Beach hut refund	FPO	312.94	0%	-	312.94	Refunds		
04-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities		
06-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities		
07-Aug	EBAY	Vinyl flooring	DEB	59.7	20%	9.95	49.75	Outside Works		
07-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities		
10-Aug	BARCLAYCARD	Transaction fees	DD	96.25	0%	-	96.25	Office Expenses		
10-Aug	BARCLAYCARD	Transaction fees	DD	18.97	0%	-	18.97	Office Expenses		
10-Aug	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities		
10-Aug	CHRISTMAS LIGHTS A	Xmas lights grant	FPO	4000	0%	-	4,000.00	Grants		
10-Aug	BLUE LEVEL MEDIA	Website development	FPO	1560	20%	260.00	1,300.00	Marketing & Tourism		
11-Aug	Amazon	External supplies	DEB	71.62	20%	11.94	59.68	Outside Works		
11-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities		
12-Aug	Payzone	Transaction fees	DD	6	20%	1.00	5.00	Office Expenses		
12-Aug	Payzone	Transaction fees	DD	6	20%	1.00	5.00	Office Expenses		
13-Aug	KITSON AND TROTMAN	Legal fees	FPO	9663	20%	1,610.50	8,052.50	Office Expenses		
13-Aug	RNLI	2020 lifeguard service	FPO	4968	20%	828.00	4,140.00	Grants		
13-Aug	WILLSECURE	Security contractor	FPO	3672	20%	612.00	3,060.00	Office Expenses		
13-Aug	PCRM CONS	Marine parade and footpath professional advice	FPO	3116.52	20%	519.42	2,597.10	Office Expenses		
13-Aug	VENN GROUP	Employment agency fees	FPO	2614.85	20%	435.81	2,179.04	Staffing		
13-Aug	WOODMEAD HALL	Toilet facilities	FPO	2485	0%	-	2,485.00	Outside Works		
13-Aug	A J SUPPLIES	Cleaning supplies	FPO	2178.47	20%	363.08	1,815.39	Outside Works		
13-Aug	DAMORY	Local bus service	FPO	2096	0%	-	2,096.00	Outside Works		
13-Aug	M G WEBBER	Gardening supplies	FPO	1728	20%	288.00	1,440.00	Outside Works		
13-Aug	HERAS	Temporary fencing	FPO	1272.02	20%	212.00	1,060.02	Outside Works		
13-Aug	SSG TRAINING	Staff Training	FPO	1170	20%	195.00	975.00	Office Expenses		
13-Aug	JRB ENTERPRISES	Waste bags	FPO	1076.4	20%	179.40	897.00	Outside Works		
13-Aug	LUKE LAWSON	Monitoring of equipment	FPO	900	0%	-	900.00	Office Expenses		
13-Aug	BUGLARS	Vehicle repairs	FPO	821.46	20%	136.91	684.55	Outside Works		
13-Aug	A.S SECURITY ALARM	Intruder alarm renewal	FPO	708	20%	118.00	590.00	Outside Works		
13-Aug	GROVES NURSERIES	Gardening supplies	FPO	692.82	20%	115.47	577.35	Outside Works		
13-Aug	TRAVIS PERKINS	External supplies	FPO	600.31	20%	100.05	500.26	Outside Works		
13-Aug	SCREWFIX	External supplies	FPO	575.39	20%	95.90	479.49	Outside Works		
13-Aug	BISHOP	Amenity equipment	FPO	514.74	20%	85.79	428.95	Outside Works		
13-Aug	CLEANING 4U	Cleaning supplies	FPO	480	20%	80.00	400.00	Outside Works		

13-Aug	UNITY 5	Zatpark usage July 2020	FPO	405.12	20%	67.52	337.60	Office Expenses
13-Aug	EUROFFICE	Stationary	FPO	381.39	20%	63.57	317.83	Office Expenses
13-Aug	NOMIX	Chemicals	FPO	331.2	20%	55.20	276.00	Outside Works
13-Aug	STAFF	Travel Expenses	FPO	328.5	0%	-	328.50	Staffing
13-Aug	SMITH OF DERBY	Cobb Gate clock maintenance	FPO	314.4	20%	52.40	262.00	Outside Works
13-Aug	ARTHUR FORDHAMS	Hardware items	FPO	237.62	20%	39.60	198.02	Outside Works
13-Aug	SAFTEY SIGNS4 LESS	Signage	FPO	230.34	20%	38.39	191.95	Outside Works
13-Aug	FORTRESS SW LTD	Alarm monitoring	FPO	169.37	20%	28.23	141.14	Outside Works
13-Aug	ERIC'S KNOBS	Master Keys	FPO	161.8	20%	26.97	134.83	Outside Works
13-Aug	FISHERMAN'S COLLEGE	Electricity usage	FPO	161.04	0%	-	161.04	Utilities
13-Aug	CLARITY COPIERS	Photocopier Costs	FPO	131.19	20%	21.87	109.33	Office Expenses
13-Aug	EDF ENERGY	Electricity usage	FPO	115.51	5%	5.50	110.01	Utilities
13-Aug	KELTIC CLOTHING	Staff uniform	FPO	91.02	0%	-	91.02	Staffing
13-Aug	MORELOCK	Speed indicator device	FPO	79.8	20%	13.30	66.50	Outside Works
13-Aug	COBB GARAGE	Electric vehicle service	FPO	76.92	20%	12.82	64.10	Outside Works
13-Aug	ECOM6	Transaction fees	FPO	53.72	20%	8.95	44.77	Office Expenses
13-Aug	TOTAL PLUMBING	Plumping supplies	FPO	25.92	20%	4.32	21.60	Outside Works
13-Aug	VIKING	Stationary	FPO	16.28	20%	2.71	13.57	Office Expenses
14-Aug	G4S CASH SOLUTIONS	Cash collection	DD	1872	20%	312.00	1,560.00	Outside Works
17-Aug	SOUTH WEST WATER	Water usage	DD	1145.34	0%	-	1,145.34	utilities
17-Aug	SAGE SOFTWARE LTD	Software support	DD	284.4	20%	47.40	237.00	Office Expenses
17-Aug	EE LIMITED	SIM Cards and phones	DD	117.41	20%	19.57	97.84	Utilities
17-Aug	SOUTH WEST WATER	Water usage	DD	105.65	0%	-	105.65	utilities
17-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
17-Aug	CUSTOMER	Beach hut refund	FPO	120	0%	-	120.00	Refunds
17-Aug	LR COMMUNITY GROUP	Grant	FPO	25.11	0%	-	25.11	Grants
17-Aug	LR COMMUNITY GROUP	Grant	FPO	10	0%	-	10.00	Grants
19-Aug	WORLDPAY	Transaction charges	DD	98.87	0%	-	98.87	Office Expenses
19-Aug	WORLDPAY	Transaction charges	DD	57.06	0%	-	57.06	Office Expenses
19-Aug	WORLDPAY	Transaction charges	DD	10	0%	-	10.00	Office Expenses
19-Aug	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
19-Aug	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
19-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
20-Aug	WORLDPAY	Transaction charges	DD	23.94	0%	-	23.94	Office Expenses
20-Aug	DC PENSION FUND	August pension contributions	FPO	10312.67	0%	-	10,312.67	Staffing
21-Aug	IP OFFICE	July call charges	DD	400.63	20%	66.77	333.86	Office Expenses
21-Aug	UNITY 5	Zatpost - franking	DEB	100	20%	16.67	83.33	Office Expenses
21-Aug	EBAY	External supplies	DEB	5.95	20%	0.99	4.96	Office Expenses
21-Aug	CUSTOMER	Refund	FPO	599.38	0%	-	599.38	Refunds
24-Aug	VPW SYSTEMS	Website works	DD	54	20%	9.00	45.00	Marketing & Tourism
24-Aug	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
24-Aug	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
24-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
24-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
25-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
25-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
25-Aug	WEBBER MG	Garden flowers	FPO	552.19	20%	92.03	460.16	Outside Works
26-Aug	UNISON	Annual staff Unison contributions	FPO	611.7	0%	-	611.70	Staffing
27-Aug	AMAZON	Tablet device	DEB	129	20%	21.50	107.50	Office Expenses
27-Aug	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities
27-Aug	EBAY	Stationary	DEB	8.99	20%	1.50	7.49	Office Expenses
27-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
28-Aug	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
			Total	<u>£68,479.88</u>				
			Petty Cash	<u>£1.54</u>				

APPENDIX 22B

		Lyme Regis Town Council							
		Payments list for September 2020		£142,166.32					
		Total							
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
NAT WEST BANK									
01-Sep	C POWLEY	Use of strawberry fields	S/O	50	0%	-	50.00	Licences	
14-Sep	ALLSTAR	August Fuel	DD	686.8	20%	114.47	572.33	Utilities	
15-Sep	BANKLINE	Bank Charges	BLN	55.6	0%	-	55.60	Office Expenses	
18-Sep	WORLDPAY	Transaction Charges	DD	25.86	0%	-	25.86	Office Expenses	
21-Sep	DWP	Waste collections	DD	1107.3	0%	-	1,107.30	Outside Works	
21-Sep	WORLDPAY	Transaction Charges	DD	108.77	0%	-	108.77	Office Expenses	
24-Sep	SALARY	September Salaries	BACS	40749.83	0%	-	40,749.83	Staffing	
25-Sep	DORSET COUNCIL LOAN	WDDC Loan repayment	S/O	3125	0%	-	3,125.00	Office Expenses	
30-Sep	DORSET COUNCIL	Bin liners	DD	436.8	0%	-	436.80	Outside Works	
			Total	£46,345.96					
LLOYDS BANK									
01-Sep	EBAY	Safety sign	DEB	95.08	0%	-	95.08	Outside works	
01-Sep	ZOOM	Subscription	DEB	11.99	0%	-	11.99	Office Expenses	
01-Sep	AMAZON	External supplies	DEB	9.1	0%	-	9.10	Outside works	
01-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
02-Sep	TOTAL GAS	Gas supply	FPO	1783.46	5%	84.93	1,698.53	Utilities	
04-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
07-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
07-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
08-Sep	CUSTOMER	Beach hut refund	FPO	22	0%	-	22.00	Refunds	
09-Sep	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities	
10-Sep	BARCLAYCARD	Transaction charges	DD	49.72	0%	-	49.72	Office Expenses	
10-Sep	BARCLAYCARD	Transaction charges	DD	20.38	0%	-	20.38	Office Expenses	
11-Sep	TOTAL PLUMBING	Plumbing supplies	FPO	122.9	20%	20.48	102.42	Outside Works	
11-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
14-Sep	CUSTOMER	Beach hut refund	FPI	1084.93	0%	-	1,084.93	Refunds	
14-Sep	NPOWER	Electricity usage	DD	140.99	5%	6.71	134.28	Utilities	
15-Sep	South West Water	Water usage	DD	2056.08	0%	-	2,056.08	Utilities	
15-Sep	G4S CASH SOLUTIONS	Cash collection	DD	1684.8	20%	280.80	1,404.00	Outside Works	
15-Sep	South West Water	Water usage	DD	909.26	20%	151.54	757.72	Utilities	
15-Sep	South West Water	Water usage	DD	605.17	20%	100.86	504.31	Utilities	
15-Sep	South West Water	Water usage	DD	569.03	20%	94.84	474.19	Utilities	
15-Sep	TRAVIS PERKINS	External supplies	FPO	543	120%	296.18	246.82	Outside Works	
15-Sep	EE LIMITED	Sim cards and phones	DD	126.32	20%	21.05	105.27	Utilities	
15-Sep	South West Water	Water usage	DD	114.89	0%	-	114.89	Utilities	
15-Sep	South West Water	Water usage	DD	110.01	0%	-	110.01	Utilities	
15-Sep	South West Water	Water usage	DD	86.42	0%	-	86.42	Utilities	
15-Sep	South West Water	Water usage	DD	74.07	0%	-	74.07	Utilities	
15-Sep	South West Water	Water usage	DD	69.9	0%	-	69.90	Utilities	
15-Sep	South West Water	Water usage	DD	69.11	20%	11.52	57.59	Utilities	
15-Sep	LR Community group	Grant	FPO	52.32	0%	-	52.32	Grants	
15-Sep	South West Water	Water usage	DD	43.36	0%	-	43.36	Utilities	
15-Sep	South West Water	Water usage	DD	32.51	0%	-	32.51	Utilities	
15-Sep	South West Water	Water usage	DD	21.13	20%	3.52	17.61	Utilities	
15-Sep	Community fund	Grant	FPO	20	20%	3.33	16.67	Grants	
15-Sep	South West Water	Water usage	DD	15.07	0%	-	15.07	Utilities	
15-Sep	South West Water	Water usage	DD	12.95	0%	-	12.95	Utilities	
15-Sep	PAYZONE	Transaction charges	DD	6	20%	1.00	5.00	Office Expenses	
15-Sep	PAYZONE	Transaction charges	DD	6	20%	1.00	5.00	Office Expenses	

16-Sep	SAGE SOFTWARE LTD	Software support	dd	284.4	20%	47.40	237.00	Office Expenses
17-Sep	AMAZON	IT equipment	DEB	13.79	20%	2.30	11.49	Office Expenses
17-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
18-Sep	WORLDPAY	Transaction charges	DD	23.94	0%	-	23.94	Office Expenses
21-Sep	IP OFFICE	August call charges	DD	403.18	0%	-	403.18	Office Expenses
21-Sep	WORLDPAY	Transaction charges	DD	305.74	0%	-	305.74	Office Expenses
21-Sep	MARSHALLS GARDEN	Gardening tools	DEB	124.95	0%	-	124.95	Outside works
21-Sep	WORLDPAY	Transaction charges	DD	57.11	20%	9.52	47.59	Office Expenses
21-Sep	WORLDPAY	Transaction charges	DD	10	0%	-	10.00	Office Expenses
21-Sep	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
21-Sep	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
21-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
22-Sep	GLEN CLEANING	Cleaning, extra cleans and fogging	FPO	10792.03	20%	1,798.67	8,993.36	Outside Works
22-Sep	VENN GROUP	Finance Manager agency costs	FPO	2091.88	20%	348.65	1,743.23	Staffing
22-Sep	DECANI LTD	Rent review claims	FPO	1488	20%	248.00	1,240.00	Office Expenses
22-Sep	ALLIANZ	Annual lift inspection	FPO	1002.9	20%	167.15	835.75	Outside Works
22-Sep	CLUB WIFI	Fixing faults	FPO	566.83	20%	94.47	472.36	Outside Works
22-Sep	UNITY 5	August Usage	FPO	400.8	20%	66.80	334.00	Utilities
22-Sep	SCREWFIX	External supplies	FPO	399.91	20%	66.65	333.26	Outside Works
22-Sep	CUSTOMER	Shelter Refund	FPO	125	0%	-	125.00	Refunds
22-Sep	EDF	Electricity usage	FPO	116.62	0%	-	116.62	Utilities
22-Sep	ECOM6	July transaction fees	FPO	108.82	20%	18.14	90.68	Office Expenses
22-Sep	CUSTOMER	Beach Hut Refund	FPO	45	20%	7.50	37.50	Refunds
23-Sep	DC PENSION FUND	September pension contributions	FPO	11799.08	20%	1,966.51	9,832.57	Staffing
23-Sep	GOOD DIRECTIONS	Memorial benches	FPO	10149.6	20%	1,691.60	8,458.00	Outside Works
23-Sep	WILLSECURE	August security contract	FPO	6048	20%	1,008.00	5,040.00	Office Expenses
23-Sep	METRIC	Machine repair	FPO	5600.21	20%	933.37	4,666.84	Outside Works
23-Sep	SIX PAYMENT	Transaction fees	FPO	1903.18	0%	-	1,903.18	Office Expenses
23-Sep	AXE SKIP HIRE	Skip hire	FPO	1470	0%	-	1,470.00	Outside Works
23-Sep	CLEANING 4U	Cleaning supplies	FPO	767.97	20%	128.00	639.98	Outside Works
23-Sep	AXMINSTER GARDEN M	Attend call out and new equipment	FPO	569.77	20%	94.96	474.81	Outside Works
23-Sep	ARTHUR FORDHAMS	External supplies	FPO	475.01	20%	79.17	395.84	Outside Works
23-Sep	TOPSPARKS	Various electrical works	FPO	469.2	20%	78.20	391.00	Outside Works
23-Sep	FIRE ANS SAFETY CENTRE	Key box replacements	FPO	454.8	20%	75.80	379.00	Outside Works
23-Sep	CREATIVE SOLUTIONS	COVID safety Perspex	FPO	445.79	20%	74.30	371.49	Office Expenses
23-Sep	FORTRESS SW LTD	Office and Marine parade alarm	FPO	400.8	20%	66.80	334.00	Outside Works
23-Sep	AMAZON	Beach hut chairs	DEB	396.09	20%	66.02	330.08	Outside works
23-Sep	SMITH OF DERBY	Clock maintenance	FPO	268.8	20%	44.80	224.00	Outside Works
23-Sep	JWS	Waterproof lock	FPO	266.4	20%	44.40	222.00	Outside Works
23-Sep	MOLE AVON	Various gardening supplies	FPO	232.93	20%	38.82	194.11	Outside Works
23-Sep	HELPING HANDS	Litter pickers	FPO	157.06	20%	26.18	130.88	Outside Works
23-Sep	SAFTEY SIGNS4 LESS	Signage	FPO	102.84	20%	17.14	85.70	Outside Works
23-Sep	CLARITY COPIERS	Photocopier usage August	FPO	97.34	20%	16.22	81.12	Office Expenses
23-Sep	KELTIC CLOTHING	Staff clothing	FPO	94.68	0%	-	94.68	Staffing
23-Sep	FORDS SW	Repair faulty lamp	FPO	83.09	20%	13.85	69.24	Outside Works
23-Sep	EUROFFICE	Stationary	FPO	65.68	20%	10.95	54.73	Office Expenses
23-Sep	LYME ONLINE	Advertising	FPO	65	0%	-	65.00	Office Expenses
23-Sep	A J SUPPLIES	Cleaning supplies	FPO	19.2	20%	3.20	16.00	Outside Works
24-Sep	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
24-Sep	GIFFGAFF	Monthly mobile bundle	DEB	8	20%	1.33	6.67	Utilities
24-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
24-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
25-Sep	LR FOOTBALL CLUB	Grant	FPO	24000	0%	-	24,000.00	Grants
25-Sep	AMAZON	Bluetooth headphones	DEB	93.98	20%	15.66	78.32	Office Expenses
25-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
25-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
28-Sep	GIFFGAFF	Monthly mobile bundle	DEB	10	20%	1.67	8.33	Utilities
28-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
28-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
29-Sep	EDF	Electricity usage	FPO	113.36	0%	-	113.36	Utilities
29-Sep	GIFFGAFF	Monthly mobile bundle	DEB	6	20%	1.00	5.00	Utilities
30-Sep	AAT	Staff subscription	DEB	99	0%	-	99.00	Office Expenses
			Total	£95,773.71				
			Petty Cash	£46.65				

