



John Wright
Town Clerk

Lyme Regis Town Council

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Dear Councillor,

You are summoned to attend a meeting of the **Lyme Regis Town Council** to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/82220284979> on Thursday 22 April 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
13.04.21

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.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

Prayers

A prayer will be offered by the Rev. Chris Martin

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. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 3 March 2021 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 April 2021 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 20 January 2021

10. Update Report

There are no updates.

11. Planning Committee

To receive the minutes of the meeting held on **16 March 2021** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

12. Human Resources Committee

To receive the minutes of the meeting held on **10 March 2021** and consider the recommendations therein.

13. Strategy and Finance Committee

To receive the minutes of the meeting held on **31 March 2021** and consider the recommendations therein.

14. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **24 March 2021** and consider the recommendations therein.

15. Town Management and Highways Committee

To receive the minutes of the meeting held on **17 March 2021** and consider the recommendations therein.

16. Selection of Mayor-Elect and Deputy Mayor-Elect

To allow members to select a mayor-elect for the 2021-22 council year

17. Proposals on the Establishment of a Committee to consider Environmental Issues

To allow members to consider proposals on the establishment of a committee to consider environmental issues

18. Councillor Code of Conduct

To allow the members to approve a new councillor code of conduct based on the model published by the Local Government Association, including 'local amendments'

19. Reports from External Bodies

To allow members to report back on their involvement with the external bodies to which they are nominated as council representatives

20. Request from Secretary of Lyme Regis Chalet, Caravan and Day Hut Association

To allow members to consider a request received from the secretary of Lyme Regis Chalet, Caravan and Day Hut Association

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

21. 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 20 – Request from Secretary of Lyme Regis Chalet, Caravan and Day Hut Association**

LYME REGIS TOWN COUNCIL

MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 3 MARCH 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, 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), K. Weekley (admin assistant), J. Wright (town clerk)

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

A prayer was given by the Rev. Chris Martin.

19/354/C

Public Forum

Cllr J. Broom arrived at 7.02pm.

G. Symonds (read out by an officer)

G. Symonds said he was again raising the issue of no replies to correspondence to the council and he asked if an email was classed as written. He said he emailed the mayor on 29 January and 3 February 2021 but received no reply, even though the mayor had stated he would reply to correspondence within 10 days. He said he had also telephoned the senior admin assistant and asked her to mention this to the town clerk and mayor. G. Symonds said he previously asked a question about when the loss adjuster Peter Satchell was appointed but it was not answered. He said he then asked this question under the Freedom of Information Act and received a reply that he was appointed on 5 June 2020. He asked if the only way to get answers from the council was through a Freedom of Information request. G. Symonds also asked if the council felt it was a good idea to appoint its advisors without any contracts. He asked if he was being treated this way because he had made a complaint about the office of the town clerk. He asked that all councillors looked into this matter.

The mayor, Cllr B. Larcombe said a large amount of correspondence had been received from G. Symonds and he couldn't recollect a response that was pending. He said it was possible some correspondence and responses had overlapped each other. He said he would speak to G. Symonds about what he thought he was still owed.

S. Davies

As chairman of LymeForward, S. Davies spoke in relation to agenda item 22, Unit 1A rental proposal. She said LymeForward had rented a chair space at Lyme Regis

Development Trust for a few years but the arrangement was no longer tenable due to the increase in their staff numbers and reduced office space due to the trust's administration requirements and business meetings. She said the office provided them with no confidentiality and no space for their office equipment, a situation which had been exacerbated by coronavirus and lockdowns. S Davies said although staff were working remotely, they were not always able to undertake confidential meetings at home and needed to use an office which provided a safe working environment, access to printers and scanners, and allowed compliance with the General Data Protection Regulation. She said they currently rented the café area of The Hub for the foodbank on Wednesdays but they were unable to rent any further accommodation due to lack of availability and space. She said LymeForward had been in touch with local estate agents to explore rental options but the nearest accommodation was either in Axminster or Bridport. In the meantime, she said they had been using Unit 1A for socially-distanced meetings of up to three people or to hold confidential virtual meetings, which had increased as a result of the lockdown restrictions and the nature of their essential services and emergency referrals. S. Davies said LymeForward was in the process of migrating to online services and had secured funding and equipment to establish the service with immediate effect. She said their mission was to harness the potential of technological capability to support stronger relationships through regular conversations, befriending schemes, and virtual cafes, providing advice informed by a local directory of services and to create a network of a sustainable community-led action in the recovery from Covid-19, while addressing the needs of the most vulnerable. She said it was for this reason the situation had become an urgent priority for LymeForward, hence the rental proposal to the council. S. Davies said they were requesting to rent Unit 1A on a short-term basis for one or two years to maintain business continuity and resilience during the pandemic restrictions and ongoing recovery, allowing them time to find suitable local premises. She said they had also submitted a financial proposal which set out their starting point and in no way limited future discussions and negotiations with regards to the rental.

N. Ball

N. Ball said he had it on good authority the shelters' roof was not approved by building control for commercial activity, markets and vehicle movements and he asked if the council could confirm it would not be used by the Eat Festival.

When restrictions were lifted, N. Ball asked if there could continue to be some sort of video link for council meetings in the Guildhall for the vulnerable and those unable to have the vaccine. He asked if there would be a town meeting this year as there wasn't one last year, whether the council had broken the code in not having a meeting, and was it reported that a meeting was not held.

N. Ball asked if there was any chance of investigating council staff and officers and conduct at meetings. He said he intended to raise his hand during the meeting if he felt members were not behaving properly. He said he was getting fed up of councillors point scoring and talking for too long about things which didn't concern the meeting.

The town clerk said the council had not broken any rules regarding the annual town meeting. He said the Coronavirus Act deferred various standard council proceedings up to 7 May 2021. He said the legislation had not been extended and the council was working towards an annual town meeting this year.

Cllr D. Turner said there had been a big clearance of materials from East Cliff and Black Venn. He said people were on site in February and took over 6,500 kilograms from the beach, mainly ferrous metals and bits of glass and plastic. He said where materials had been found but couldn't be extracted, they had been cut off at ground level. He said it would continue to be monitored but more was exposed at each tide.

Cllr D. Turner said the Local Plan consultation started on 18 January and ran until 15 March 2021. He said once adopted, it would guide planning applications for the next 15 years.

Cllr D. Turner said the Covid-19 rates were continuing to reduce across Dorset and a quarter of a million people in the county had received their vaccine, with 275,000 in the Dorset Council (DC) area. He said Bridport Medical Centre had been doing an outstanding job for this area in administering the vaccine.

Cllr D. Turner said DC's climate change consultation had ended on 20 January 2021. He said £18.7 million had been acquired by DC for work in reducing CO² emissions, which was much more than the grants given to other councils, with Bournemouth, Christchurch and Poole Council receiving no funding. He said DC had also been awarded £298,000 from the Low Carbon Skills Fund.

Regarding DC's budget, Cllr D. Turner said the one-year settlement from the government and the short to medium term impact of Covid-19 had created shortfalls in funding, which had had an impact on revenue funding and DC's ability to maintain discretionary services. He said funding to the remaining tourist information centres had been cut and this was a sign of things to come. Cllr D. Turner said there were also increasing pressures in adult and children social care. He said DC had a balanced budget but it was precarious and depended on increasing council tax by just under 2% and an increase to the levy of adult social care precept of just under 3%. He said this equated to £1.62 extra per week for a Band D property.

Regarding the closing date of the Local Plan consultation, the deputy town clerk said the presentation DC provided to town and parish councils gave an end date of 31 March 2021 instead of the advertised 15 March 2021. He said the council would endeavour to respond by the earlier date.

Questions from Councillors

There were none.

Apologies for Absence

There were none.

Disclosable Pecuniary Interests

There were none.

Dispensations

There were none.

19/360/C To confirm the accuracy of the minutes of the Full Council meeting held on 20 January 2021

Cllr K. Ellis said the reason for her absence at the meeting had been given as illness, but this had not been recorded in the minutes.

Proposed by Cllr G. Turner and seconded by Cllr S. Williams, the minutes of the Full Council meeting held on 20 January 2021, with the above amendment, were **ADOPTED**.

19/361/C Matters arising from the minutes of the Full Council meeting held on 20 January 2021

External audit

The town clerk said he had drafted a response to the external auditor, which would be sent the following day.

Member IT

The town clerk said wireless mice would be arriving the following day and would be delivered to members by the end of the week.

Works to the Guildhall

The mayor, Cllr B. Larcombe asked if the deputy town clerk could have officer-to-officer conversations with DC regarding delays in receiving planning permission.

The deputy town clerk said it had been chased up by officers, by Cllr D. Turner and the architect. He said the planning officer now dealing with it was waiting for one comment from the conservation officer and once received, he would be in a position to make a decision. He added it was intended to do all the work as soon as possible, except the oriel window due to contractor availability.

19/362/C Update Report

There were no updates.

19/363/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, it was **RESOLVED** to receive the minutes of the Planning Committee held on 16 February 2021.

It was noted a member of the public's name had been spelt incorrectly and this would be corrected at the next Planning Committee meeting.

Members endorsed the comments made at the meeting in relation to the Local Plan and that many of the comments made four years ago would also be incorporated into the council's response. It was agreed the final response would be approved by the chairman of the Planning Committee, the mayor, town clerk and deputy town clerk.

19/364/C Human Resources Committee

It was noted the meeting scheduled for 27 January 2021 had been cancelled.

19/365/C Strategy and Finance Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 17 February 2021 and adopt the recommendations, as follows:

20/08/SF – Internal Audit Report, Visits Two and Three 2020-21

RESOLVED: to note the internal auditor's reports from visits two and three of 2020-21 and approve the management responses.

20/09/SF – The Annual Review of the Communications/PR Policy and Procedure

RESOLVED: to approve the amended Communications/PR Policy and Procedure, with a change of designation in point 3.4 and a correction to the numbering.

20/10/SF – Debt Management Policy and Procedure

RESOLVED: to approve the debt management policy and debt management procedure, with the deletion of the paragraph referring to recruitment.

20/11/SF – Public Works Loan Board

RESOLVED: to defer making a decision on whether to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council until October 2021.

20/14/SF – Rent Reviews

RESOLVED: to defer rent reviews on the council's leasehold tenancies until April 2022 and not to backdate any increase, subject to confirmation from the council's solicitor of the council's position regarding future rent reviews.

19/366/C Tourism, Community and Publicity Committee

It was noted Cllr G. Stammers arrived late to the meeting but this was not recorded in the minutes and would be amended at the next meeting.

Proposed by Cllr K. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 10 February 2021 and adopt the recommendations, as follows:

20/63/TCP – Queen's Platinum Jubilee and Jazz Jurassica

RESOLVED: to work with the organisers of Jazz Jurassica to develop a joint programme of events for the Queen's Platinum Jubilee in June 2022, to agree the residents weekend objective if re-prioritised and the proposed £8,000 budget is made available for the events, and appoint Cllrs D. Sarson, C. Reynolds, K. Ellis, M. Ellis and B. Larcombe to the working group to help plan the events.

20/64/TCP – Tourism Microsite

RESOLVED: that Cllr B. Bawden, Cllr C. Reynolds and Cllr D. Sarson work with officers on the development of the new tourism microsite.

20/65/TCP – Town Mill Stakeholder Questionnaire

RESOLVED: Cllr B. Bawden should work with the deputy town clerk on the Town Mill stakeholder questionnaire and circulate the response to members.

19/367/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 3 February 2021 and adopt the recommendations, as follows:

20/09/TMH – Memorial Ideas and Memorial Trees

RESOLVED: to agree an allocation of 14 memorial cherry trees and instruct officers to bring proposals for a tree of life to a future Town Management and Highways Committee meeting.

20/10/TMH – Dorset Council Car Park Consultation

RESOLVED: to appoint Cllr B. Larcombe to sit on the Charmouth and Lyme Regis working group to inform phase two of Dorset Council's parking charges' review, with Cllr B. Bawden as a stand-in if required.

20/12/TMH – Burial of Non-parishioners in Lyme Regis Cemetery

RESOLVED: to restrict the burial of non-parishioners in the town cemetery to those with a proven family connection or origins in Lyme Regis.

20/14/TMH – Roof Glass Incident

RESOLVED: to instruct officers to draft a management plan for the future use of the roof which takes into account the glass incident and for this to be brought back to a future Town Management and Highways Committee meeting.

20/15/TMH – Circus Request

RESOLVED: to open discussions with Circus Ginnett to operate at Strawberry Field, subject to further discussions with the landowner.

20/17/TMH – 17 Monmouth Beach Chalet

RESOLVED: to reject the plans for changes to the structure of 17 Monmouth Beach chalet.

20/18/TMH – RPI Rent Increases Applied to Chalet Leases Since 2018

RESOLVED: to waive any RPI-related rent increases applied to Monmouth Beach chalet rents for the financial years 2018/19, 2019/20 and 2020/21 for the reasons set out in the report and at a maximum total one-off cost to the council of £20,903.73 + VAT.

19/368/C The Annual Review of the Complaints' Policy and Procedure

Members acknowledged there had been a relatively low number of complaints, especially considering the situation with the pandemic and the influx of people into the town when restrictions were eased.

In response to a question from Cllr D. Sarson, the support services manager said complaints raised at council meetings were not included in the summary as there was a separate process for dealing with issues raised at meetings.

Cllr B. Bawden said at a recent meeting of the Dorset Association of Parish and Town Councils they had discussed the Local Government Association's new model code of conduct and how they were keen for town councils to adopt it to set an example and to ensure uniformity.

The town clerk confirmed the new model code would be considered in the next cycle of meetings.

Cllr D. Ruffle asked why there was no detail about the complaints, rather than just the subject matter.

The support services manager said all complaints were reported to the Town Management and Highways Committee and included more detail.

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members **RESOLVED** to approve the complaints' policy and procedure as they stand and to note the volume and nature of complaints received since 26 October 2020.

19/369/C Creating and New Committee/Sub-Committee

The mayor, Cllr B. Larcombe reminded members that when the council first looked at how it could implement environmental matters, it was felt these issues affected every committee; however, they could also be lost within those committees and the scale of the council's activity probably required more than that. He felt a new committee should be set up to see how it goes and be judged on its performance.

Members considered whether it should be a committee or sub-committee. It was felt a committee reporting directly to Full Council would be more appropriate.

The mayor, Cllr B. Larcombe said thought was given to it being a working group but as they were usually time-limited or for a specific purpose, this was ruled out.

Cllr B. Bawden suggested non-council members who were experts on specific topics could sit on the committee.

It was agreed the town clerk would bring a report to the Full Council on 14 April 2021 where the details and terms of reference could be agreed, with the intention of the new Environment Committee being implemented at the start of the new council year.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to set up a new Environment Committee and for a full proposal to be brought to the Full Council meeting on 14 April 2021.

19/370/C Draft Corporate Plan 2021-26

The town clerk said the plan went beyond the life of this council and would be used as the basis for discussion at the annual town meeting.

The support services manager said the list of grant beneficiaries had been omitted from the draft and would be added into the final version.

Cllr B. Bawden felt the council's climate and environmental emergency declaration, ambitions to be carbon zero by 2030 and the signing up to the UN's sustainable development goals should be mentioned in the plan. It was agreed a sentence would be added to this effect.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to approve the draft Corporate Plan 2021-26, with the list of grant beneficiaries and reference to environmental ambitions to be added in, and to delegate any amendments to the final version of the plan to the town clerk, in consultation with the mayor.

19/371/C By-Election

Members noted the report.

19/372/C Covid-19 Response

Cllr M. Ellis was in support of the toilets staying open until 11pm and staff working later in the evening. She suggested staff could be asked if they wanted to change their hours for the summer so they started work later in the day rather than having to cover the evening hours at an enhanced rate. Cllr M. Ellis felt the council should be helping businesses by offering a 10% discount on holiday accommodation permits. She added that she didn't want the council to fund security guards as in 2020.

Cllr D. Sarson said he felt uneasy about businesses being allowed to use the shelters' roof for extra seating because the council still had to consider a management plan for the area.

The mayor, Cllr B. Larcombe said he hoped the same conditions would apply to beach huts as last year so people would not be allowed to sit directly outside the huts.

The support services manager confirmed the Covid-19 terms and conditions for the beach huts would remain in place for the foreseeable future.

Cllr R. Doney felt the council should be looking at ways of paying back residents and suggested the free winter parking permits could be rolled over through the summer or until 17 May 2021 at least.

Cllr J. Broom didn't feel the concessions should be operating from 12 April 2021 and felt the members should have made this decision.

The town clerk said officers were asked to provide a briefing note to members based on the government's road map and as such, the position on concessions was just for noting. He added the concessionaires had already been informed of the date they could operate.

Cllr M. Ellis said as long as the concessionaires were aware the position was subject to change, she couldn't see a problem with them operating, adding that the council needed to make sure they were operating in a Covid secure manner.

The operations manager confirmed either he or the operations supervisor would do an initial check on their compliance with Covid secure measures and a staff member would be assigned to check on an ongoing basis.

The town clerk clarified this did not mean a member of staff was going to be redeployed to check on concessionaires all the time, it was just a matter of monitoring their operations and making them aware the council would intervene if they didn't comply.

The mayor, Cllr B. Larcombe felt the council should give proper thought in future to the value of concessions.

The town clerk said he would welcome further discussion on concessions as members approved them on a three-year basis but often raised issues with them in the intervening years.

The mayor, Cllr B. Larcombe asked that busking locations were properly approved as some areas were too congested to allow this, such as outside the Harbour Inn. He asked officers to make representations to Dorset Council about use of this area.

The town clerk said a review of the Busking Policy was due to be considered by the Town Management and Highways Committee.

Members discussed whether the toilets should be kept open until 11pm, which would cost the council an additional c.£17,000. The town clerk said Glen Cleaning was flexible and if the weather meant the toilets didn't need to remain open, the arrangements could be changed at short notice, which may bring the cost down.

To provide some perspective, the operations manager said the normal level of provision would cost between £4,000 and £5,000.

As members had previously agreed a cautious approach to expenditure, Cllr B. Bawden asked if there was an indication of parking income recently given the country was in lockdown, as this income could possibly offset the extra costs.

The finance manager said the parking comparison information would be provided in the next members' briefing.

Cllr J. Broom asked if the council could consider its own staff doing the cleaning instead of Glen Cleaning.

The town clerk said the council was contracted to Glen Cleaning and they had provided flexibility and a good service. He said the council could look at long-term provision, especially if Covid-19 measures continued into the future, but the council needed to get something in place by April when the lockdown restrictions were eased. He added that he

didn't envisage Glen Cleaning staying until 11pm as the staff presence in the evening would include closing the toilets.

The mayor, Cllr B. Larcombe asked if it was known what DC's plans were for its toilets as there could be a joint arrangement to save money.

The town clerk said he wasn't aware of DC's position but he would ask the question. However, he didn't anticipate DC going beyond its normal opening times.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to approve a budget to allow increased opening, supervision and cleansing of Marine Parade toilets from 1 April to 21 June 2021, and to approve a budget up to £4,000 to increase staff presence in the evening from 1 April 2021 to 21 June 2021.

The mayor, Cllr B. Larcombe said this was the council's way of helping Lyme's tourism businesses and the council should consider the indirect subsidies it was giving to those businesses.

Cllr R. Smith asked what other financial support tourism businesses were getting.

The town clerk said officers could provide details of what funding was available in the members' briefing.

It was proposed by Cllr M. Ellis to provide a 10% discount on holiday accommodation parking permits for 2021-22.

This motion was not seconded.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members **RESOLVED** to roll over the residents' winter parking concession until stage 3 of the government's road map comes into effect, which is currently 17 May 2021.

It was agreed a decision on the use of council land for businesses to trade would be deferred to the Town Management and Highways Committee.

19/373/C List of Payments

It was agreed future lists would include an additional column to specify if a payment was monthly, quarterly, annually or a one-off.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve the schedule of payments for January 2021 for the sum of £118,178.32.

19/374/C Request for Vehicular Access onto Council-Owned Land off Hill Road

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/375/C Unit 1A Rental 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 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.

19/376/C Extension of the Council's Current Phone Contract

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/376/C Work of the Retained Business Loss and Claims Adjuster

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

The meeting adjourned for a break at 8.50pm.

The meeting resumed at 8.57pm.

19/377/C Exempt Business

a) Request for Vehicular Access onto Council-Owned Land off Hill Road

Several members were concerned about allowing further vehicle accesses as the road was also the access for the emergency services centre. There were concerns there were already issues with existing accesses and vehicles blocking the road, and with potential further obstructions during the building work.

Cllr M. Ellis said she was concerned if a fire engine was exiting in an emergency, it wouldn't be able to see vehicles coming out of the proposed new access and vice versa.

Cllr C. Reynolds felt the council should be considering the financial benefits of allowing the access.

Cllr S. Williams said when the council created the access road, none of the properties adjoining it had access but the council made it clear all properties should be treated equally and could have an access if they wished. He said this was the last house along the road that didn't have access and as there was already a shortage of parking in View Road, the request should be seriously considered.

The mayor, Cllr B. Larcombe said if the offer was made to the other properties, in the spirit of that, the council should approve the request.

The deputy town clerk confirmed there were no conditions on the road relating to emergency access, only that the council had allowed access. He said if the council agreed to the access, it could impose a condition that no vehicles relating to the construction of the dwellings are allowed to use the road, although some access may be required specifically to build the parking space.

Cllr M. Ellis said the original planning permission for the property did not include an access via the road.

The deputy town clerk said the planning permission showed the same number of parking spaces but the access was from View Road; however, the gradient was so steep it would make accessing them very difficult. As such, if the council granted approval, the owner would have to seek planning permission for access via the council's road.

The mayor, Cllr B. Larcombe asked if the council was in danger of any legacy issues in granting the access.

The deputy town clerk said this might be an issue if it was the first request, but having granted access to several other properties, he didn't feel the impact of one more would be an issue. He advised members to accept the offer of a one-off sum, which would be in addition to the annual amount, although he couldn't confirm the annual fee because the Valuation Office had been engaged to review the fee and how it should be calculated.

It was proposed by Cllr G. Turner and seconded by Cllr K. Ellis to refuse the request for vehicular access onto council-owned land off Hill Road.

This motion was not carried.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the request for vehicular access onto council-owned land off Hill Road for the one-off sum offered, in addition to the annual sum, at a rate to be confirmed.

Cllr M. Ellis asked that a condition was imposed so if any damage was created to the road during the building works, it would be repaired by the other party.

The deputy town clerk said photographic evidence of the condition of the road would be taken before the work started, as well as the condition to only allow access to construction vehicles specifically for the building of the parking spaces.

b) Unit 1A Rental Proposal

Members were generally in favour of the request as it would support a community group, it would offset the costs associated with managing the unit, and demonstrated partnership working.

Cllr M. Ellis suggested the rental sum was deducted from the annual grant the council gave to LymeForward.

Cllr B. Bawden requested that the matter was deferred until the grant review meeting took place between the council and LymeForward the following week as she had serious concerns about the governance of the organisation. She also felt there wouldn't be enough room at Unit 1A for them to store the foodbank supplies.

The mayor, Cllr B. Larcombe said LymeForward's request to use Unit 1A was separate from any other issues the council might be aware of. It was also noted LymeForward was a community interest company and any issues it may have were the concern of its members and directors.

It was proposed by Cllr B. Bawden to defer consideration of LymeForward's request to rent Unit 1A, St Michael's Business Centre until after the grant review meeting took place.

This motion was not seconded.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the proposal from LymeForward to rent Unit 1A, St Michael's Business Centre for the sum of £2,000 for 2021-22.

The town clerk said if anything untoward came out of the grant review meeting, it would be legitimate for the council to review its policy position as no rental document would have been signed with LymeForward by that point.

c) Extension of the Council's Current Phone Contract

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to extend the council's current contract with I P Office Ltd of Exeter for telephony services for a period of 12 months until 30 June 2022.

d) Work of the Retained Business Loss and Claims Adjuster

The deputy town clerk said the council was under no obligation to give its commercial tenants a rent-free period or rent deferral as a result of the impact of Covid on their business; it was entirely within the council's gift.

The deputy town clerk said the loss adjuster's work had not factored in the current lockdown. He updated members on the position of the council's main commercial tenants and whether they had engaged with the loss adjuster.

Members agreed the approach to recovering the outstanding rent from a commercial tenant, in line with the agreed debt management policy. It was agreed a letter would be sent the following day by email and a hard copy by special delivery.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to note the work of the council's retained business loss and claims adjuster, agree that his work for the town council will conclude when he has finalised any recommendation in respect of the claim from SWiM restaurant and approve the deputy town clerk's recommendation in respect of Boylos Watersports.

The meeting closed at 9.53pm.

DRAFT

LYME REGIS TOWN COUNCIL

**MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON
WEDNESDAY 7 APRIL 2021**

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, 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. Green (deputy town clerk) A. Mullins (support services manager)

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

19/378/C Public Forum

M. Kahn

M. Kahn spoke in support of the application from Axminster and Lyme Cancer Support. She said she founded the group in 2018 and they were applying for a grant to be able to provide workshops for people affected by cancer in creative writing, flower arranging, card writing and art, using local artists and businesses. She said the group had been inundated in the last year and had 215 people registered with them receiving support. She said 18 people had been bereaved in the last year, 21 people living alone and four single parents. M. Kahn said for many living with and beyond cancer in the last year, there had been many operations cancelled, diagnoses delayed, treatment delayed or stopped and for some this was life-limiting. She said national cancer charities were predicting a tsunami of late cancer diagnoses because many people had not been to GPs, but they would continue to support anyone with cancer. She said the creative writing workshop which they had provided and would continue to provide had allowed people to feel connected, have peer-to-peer support and not feel isolated. It was helping people to overcome their anxiety about seeing people face-to-face. M. Kahn said they had conducted 15 workshops in the last year over Zoom, including a spring flower workshop and the delivering of boxes of flowers to people's doorsteps.

In answer to members' questions, M. Kahn said there was an even split of clients from Lyme Regis and Axminster, but they also had clients from Charmouth, Seaton and Bridport as they didn't turn anyone away. She said she wasn't aware of any funding available from Charmouth Parish Council but they were applying to Axminster Town Council and had applied to national organisations, with grants already provided by the National Lottery and South West Water. M. Kahn explained the format of the sessions and said materials from local businesses and the services of the professionals were given at a reduced rate.

D. Wood

D. Wood spoke in support of the application from Lyme Regis Development Trust – Community Workshop. She said the workshop operated from behind the Hub and had taken two years to get off the ground, from fundraising, to buying the shed and getting planning permission and permission from the church to put the shed there. She said it opened in September 2020 and they had been thrilled with the feedback from people wanting to take part in woodturning and basic carpentry. Being a former design and technology teacher, D. Wood said she was nervous about health and safety but she advertised for volunteers and four former design and technology teachers had come forward. She said they were not only very experienced teachers but they also had an understanding of health and safety and the legislation involved in teaching people using potentially dangerous machinery. She said all sessions were supervised by these people, who were competent, capable and well-organised. D. Wood said since opening last September, the workshop had been closed twice because of the lockdowns but they did have 12 weeks with 18 students. She said five of them did six-week courses and the rest did either a day or half-day workshop. She said one of the volunteers was an engineer who was keen to impart his knowledge, so he paid for CNC machinery himself and wants to offer instruction to anyone who wanted to learn. She said this could provide business opportunities to those who were unemployed, the retired or those who wanted to learn new skills. D. Wood said two other supervisors were due to start and they hoped to offer basic woodworking courses in future. She said the positive attributes of working with wood were well-documented and they aimed to offer financially accessible courses to people who might not be able to afford sessions at the Boat Building Academy or Axminster Power Tools. She said they had been gifted £3,500 worth of power tools so they had top quality machinery and a high calibre of instruction. Having run for a limited time, D. Wood said it was clear they needed some storage facilities to store wood at the right conditions, materials and equipment, and keep people's work safe in between sessions. She said the workshops were a new development for the people of Lyme Regis and it promised to be used by many individuals, including lots of women.

In answer to members' questions, D. Wood said Lyme Regis Development Trust had not provided funding for the workshop but under the auspices of the trust they had applied for funding to buy the building, and the trust also provided administrative and marketing support. The trust was also providing the electricity and had helped with planning permission.

M. Dixon

M. Dixon spoke in support of the application from Lyme Regis Gig Club. He said the club was a charity established in 2007 to give people of all ages the opportunity to participate in the healthy sport of sea rowing. He said the club had grown over the years but had been put on ice over the last year during Covid-19 and it was only now emerging from that. He said they could see a lot of the negative effects of Covid-19 including isolation and people not being able to get out and participate in team sports, so they were keen to be able to open the club rapidly and give people the opportunity to get fit and receive the health and wellbeing benefits that came from being outdoors and on the sea. M. Dixon said for some time the club had been looking at developing in other ways. He said Cornish pilot gigs were not only rowing boats but also sailing boats, and the club wanted to develop its two fibreglass boats to be able to sail. He said before Covid the club had carried out its own fundraising and had applied to Dorset Council's Leisure Development Fund and had raised enough to buy the spars. He said the sails themselves were still required so they were applying to the council for a grant to commission the making of a

set of sails for one of the fibreglass gigs. M. Dixon said in the World Championships in the Scilly Isles there was a rowing and sailing event and they wanted to train crews to compete, rowing into the wind and sailing back. He said the club believed it would give the members a whole new set of experiences, knowledge and know-how. He said they were also developing the youth section of the club and looking at using the Hub for indoor rowing.

In answer to members' questions, M. Dixon said 70% of the club's members came from the DT7 and DT6 areas, with the rest from east Devon and further afield. He said they kept membership fees as low as possible, they had 168 members, 40 youth members and a waiting list to join. He said they were also in talks with Woodroffe School about offering gig rowing as part of the school's sports' programme.

G. Barr

G. Barr spoke in support of the application from Turn Lyme Green (Plastic Free Lyme Regis). He said the group was applying for £500, less than they had asked for in the past because their activities would be restricted by Covid-19 and because there was less money to go around this year. He said the money would support activities seeking to highlight how people could reduce unnecessary single use plastic, appealing to businesses, residents and visitors of all ages and ethnicities. G. Barr said they wanted to assist the council and event organisers in reducing unnecessary use of plastic by raising awareness with visitors, working with the accommodation sector and being present at as many Lyme Regis events as possible. He said the group intended to maintain its Surfers Against Sewage (SAS) accreditation, being the 24th community in the UK to get plastic-free status.

In answer to members' questions, G. Barr said the grant would pay for banners, displays and materials for art projects, help maintain the plastic-free website, and to possibly procure some films about the story of plastic. He said they fundraised by having collection tins at events, they asked people to make a donation at each meeting, and encouraged people to become members and pay a subscription.

19/379/C Apologies for Absence

There were none.

19/380/C Disclosable Pecuniary Interests

There were none.

19/381/C Dispensations

There were none.

19/282/C Allocation of Community Grants 2021/22

Cllr B. Larcombe reminded members that just because there was £15,000 available, it didn't mean it had to be spent; the applications should be considered on their individual merit and they shouldn't be comparing them with each other.

Axminster and Lyme Cancer Support

The support services manager confirmed the group had received funding from the council in relation to the filming of 'Ammonite', which had been used to provide a beach hut on the seafront for those suffering with cancer.

Members agreed the group was providing essential support and activities to its clients and their families.

Proposed by Cllr D. Sarson and seconded by Cllr B. Bawden, members **RESOLVED** to award a 2021/22 community grant of £1,000 to Axminster and Lyme Regis Cancer Support.

Dorset Youth Association

The support services manager clarified that although the association worked all over Dorset, the £300 requested was specifically to deliver services to young people at the Hub in Lyme Regis.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2021/22 community grant of £300 to Dorset Youth Association.

Hope Corner Farm

Members agreed as this organisation was not based in or near Lyme Regis, and there was already a community garden in the town, it should not receive funding.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to refuse the request for a 2021/22 community grant from Hope Corner Farm.

Jazz Jurassica

The support services manager said the organiser of Jazz Jurassica had asked for it to be clarified that they had received a grant from the Arts Council to stage a socially distanced festival, which is why it could proceed at the end of May. She said the Arts Council funding covered the ticketed events and enabled them to go ahead even though audience numbers would be halved, but it did not cover the free, community-facing events for which they were applying for a council grant.

Members agreed the event would be of benefit to the town due to people's struggling mental health, providing it was held safely with the restrictions in place.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2021/22 community grant of £450 to Jazz Jurassica.

Landance

The deputy town clerk gave more details about the format of the event, which was dependent on Arts Council funding. He said although Landance had held events in other seaside towns, the event would be bespoke for Lyme Regis. He said it would take place along the seafront, starting under the Marine Theatre and proceeding along the seafront to the beach.

Members were concerned there wasn't enough detail in the application to explain how local people would be involved, how the 40 young people would be chosen and what exactly could be expected from the event.

However, it was recognised it would be an opportunity for young people to learn from professionals and be involved in something new and different.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to refuse the request from Landance for a 2021/22 community grant.

Lyme Morris

Cllr M. Ellis said the council had always turned down applications from organisations who gave to other charities so she didn't think the council could support this application.

It was proposed by Cllr J. Broom and seconded by Cllr G. Turner to award a 2021/22 community grant of £500 to Lyme Morris.

The support services manager confirmed the council's community grants' policy stated applications would not be considered from grant-gifting bodies and apologised that this had not been recognised before the meeting. As such, she said the council had no choice but to refuse the application.

Cllr J. Broom withdrew his proposition, with the permission of Cllr G. Turner as seconder.

Proposed by Cllr M. Ellis and seconded by Cllr S. Williams, members **RESOLVED** to refuse the request from Lyme Morris for a 2021/22 community grant because it is a grant-gifting organisation.

Lyme Regis Boat Building Academy

Members were concerned the academy was not engaging with the local community and was installing a mezzanine level for its own gains, which went against the ethos of why the council awarded grants.

Proposed by Cllr G. Stammers and seconded by Cllr J. Broom, members **RESOLVED** to refuse the request from Lyme Regis Boat Building Academy for a 2021/22 grant.

Lyme Regis Community Support

Cllr C. Reynolds confirmed she would not vote on this application as she was the coordinator of the group.

Members felt laptops and tablets would be of great benefit to older people because of the increased dependency on internet services in the last year and with many elderly people not having the equipment or the confidence to use any equipment they had, they were becoming disenfranchised. Members acknowledged what a great job the group had done in supporting the community during Covid-19 and felt this project was taking it to the next level.

Cllr B. Bawden declared an interest as she was a volunteer with the group.

Cllr R. Doney said he would not vote as he was a trustee on the prospective community interest company.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2021/22 community grant of £1,000 to Lyme Regis Community Support.

Lyme Regis Development Trust – Community Workshop

Members recognised the wide-ranging benefits to the community and the mental health, social interaction and learning benefits of the project. There was some concern the whole project cost was being requested, as the council liked to see evidence of self-funding, but it was also recognised they had secured resources to help with the project.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to award a 2021/22 community grant of £999 to Lyme Regis Development Trust – Community Workshop.

Lyme Regis Gig Club

Members were pleased to see the club had done a lot of its own fundraising and recognised the health and wellbeing benefits of the club, which was also a good advert for the town.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members **RESOLVED** to award a 2021/22 community grant of £985 to Lyme Regis Gig Club.

Lyme Regis Majorettes

Members recognised how much the group did for the town, representing it well at events and in other towns.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2021/22 community grant of £1,000 to Lyme Regis Majorettes.

Lyme Regis Pantomime Society

Members agreed the society worked hard to put on excellent performances and a running cloth was needed because the shows were now at the Woodmead Halls.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2021/22 community grant of £999.99 to Lyme Regis Pantomime Society.

The Arts Development Company

Members felt they couldn't support this application as the Tourism, Community and Publicity Committee had already awarded £2,500 to the sculpture trail.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members **RESOLVED** to refuse the request from The Arts Development Company for a 2021/22 community grant.

The Parish of the Most Holy Trinity

Members felt a modest sum had been requested in comparison with the total project cost and that the church building was a significant part of Lyme's heritage and legacy.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to award a 2021/22 community grant of £1,000 to the Parish of the Most Holy Trinity.

Turn Lyme Green (Plastic Free Lyme Regis)

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2021/22 community grant of £500 to Turn Lyme Green (Plastic Free Lyme Regis).

Uplyme and Lyme Regis Cricket Club

Members recognised the health and wellbeing benefits of the sport and that although based in Uplyme, it was the club for both Lyme Regis and Uplyme.

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, members **RESOLVED** to award a 2021/22 community grant of £1,000 to Uplyme and Lyme Regis Cricket Club.

Community grants totalling £9,233.99 were awarded for 2021/22.

The meeting closed at 8.47pm.

Committee: Full Council

Date: 22 April 2021

Title: Matters arising from the minutes of the Full Council meeting held on 3 March 2021 and the extraordinary Full Council meeting on 7 April 2021

Purpose of the Report

To inform members of matters arising from the minutes of the Full Council meeting on 20 January 2021 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

19/361/C – Matters arising from the minutes of the Full Council meeting held on 20 January 2021

External audit

The response to the external auditor was sent on 4 March 2021 and no further responses have been received.

Member IT

Wireless mice have been delivered to those who requested them.

It is intended members' new email addresses will go live on Monday 19 April.

19/363/C – Planning Committee

The chairman and vice-chairman of the Planning Committee met with the town clerk and deputy town clerk on 12 February to finalise the council's response to the Dorset Local Plan consultation. The response was submitted by the deadline on 15 March 2021.

19/368/C – The Annual Review of the Complaints' Policy and Procedure

The up-to-date policy and procedure are on the council's website.

19/370/C – Draft Corporate Plan 2021-26

The plan was finalised in agreement with the mayor. It is available to view on the council's website and will form part of the agenda for the annual meeting of electors on 23 April 2021.

19/371/C – By-Election

Notification was received from Dorset Council on 8 April 2019 that four people have been nominated for the town council vacancy. They are: Caroline Aldridge (Liberal Democrats), Vicki Elcoate (Green Party), Christopher Service (Independent), and Tara Webb.

19/372/C – Covid-19 Response

The council's busking policy will be reviewed at the next Town Management and Highways Committee meeting on 28 April 2021.

Dorset Council's toilets are operating to the normal timetable with no extended hours.

Glen Cleaning are now operating at extended hours to cover the opening, supervision and cleansing of Marine Parade toilets. There was no uptake from the external works' team to cover evening shifts on the seafront and as such, the role was advertised externally. Interviews took place via Zoom on 1 April 2021 and three people were recruited to cover the shifts. The three new employees started work over the Easter weekend.

There are no budgetary implications in recruiting externally.

Officers have not yet pulled together information about funding which is available to tourism businesses but this will be included in a future members' briefing.

The extension of the free residents' parking concession until 16 May 2021 has been advertised on the council's website and social media and a press release issued.

A report on the use of council land for businesses to have outdoor seating was considered by the Town Management and Highways Committee on 17 February 2021 and by the Strategy and Finance Committee on 31 March 2021 and recommendations are elsewhere on this agenda.

19/375/C – Unit 1A Rental Proposal

The rental agreement with LymeForward started on 1 April 2021 and a licence agreement is being drawn up. Officers are discussing with LymeForward when they will take occupancy.

19/282/C – Allocation of Community Grants 2021/22

All applicants will be informed in writing of the outcome of the community grant application.

John Wright
Town clerk
February 2021

LYME REGIS TOWN COUNCIL

PLANNING COMMITTEE

MINUTES OF THE VIRTUAL MEETING HELD ON TUESDAY 16 MARCH 2021

Present:

Chairman: Cllr G. Turner

Members: Cllr J. Broom, Cllr B. Larcombe MBE, Cllr C. Reynolds and Cllr S. Williams

Officers: M. Green (deputy town clerk)

19/174/P Public Forum

Kenneth spoke in relation to application **WD/D/20/002930**, St Gilda's Lodge. He explained that he and his wife lived immediately adjacent to the site and would be impacted directly by the proposed development, although most of his comments and concerns applied more generally as well.

He entirely accepted the need to improve what was currently an unsightly and derelict site. However, he felt that the design and size of what was currently proposed was unacceptable and would have detrimental impact on his and others residential amenity. He also referred to concerns about the inadequacy of the current geotechnical report and to the safety issues raised by an increase in the number of vehicles of accessing and using the site. He pointed out that only one of the neighbouring properties was NOT Listed and that the proposed design was entirely out of keeping and represented a massive overdevelopment.

Elliott Herbert, the site owner, started by expressing his real concerns about the planning process at Dorset Council and the practical and financial consequences to him of the time it had already taken for this application to be registered and processed.

He hoped the committee would support the application and pointed out that the site currently comprised an unsightly and derelict bungalow. As an already local resident, he had bought the site with the intention of securing a better future for him and his young family.

19/175/P Apologies

Apologies were received from:

Cllr B. Bawden (work commitments)

Cllr M. Ellis (personal reasons)

19/176/P Minutes

The deputy town clerk reported that the name of one of the members of the public attending and speaking at the last meeting had been incorrectly recorded. The correct name should be Zoe Patrick. He had offered his apologies to her for this error.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, the minutes of the meeting held on 16 February 2021 were **ADOPTED** name Zoe Fitzpatrick being changed to Zoe Patrick.

19/177/P Disclosable Pecuniary Interests

There were none.

19/178/P Dispensations

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

19/179/P Matters arising from the minutes of the meeting held on 16 February 2021

There were no matters arising.

19/180/P Update Report

There were no updates.

19/181/P Planning Applications

Planning applications were considered in accordance with the details circulated:

- 1) **WD/D/20/002930-FULL** (Received 25 February 2021)
Perkins – Demolition of existing chalet and erection of dwelling – St Gildas Lodge, Stile Lane, Lyme Regis, DT7 3JD.

*Members unanimously recommended that the application be **refused** because it represented an overdevelopment of the site which would have a significant adverse impact on the residential amenity of neighbouring properties and was of a design entirely out of keeping with other properties in the immediate locality.*

- 2) **WD/D/20/003046-FULL** (Received 17 February 2021)
Ramsdale – Reduction in size of existing hotel from 14 bedrooms to 8 bedrooms, and convert part of building in to a 7 bedroom independent dwelling – Mariners Hotel, Silver Street, Lyme Regis, Dorset, DT7 3HS.

*Members recommended that the application be **approved** subject to a condition requiring the existing car park to remain available in connection with the use of the Mariners Hotel.*

Ramsdale – Reduction in size of existing hotel from 14 bedrooms to 8 bedrooms, and convert part of building in to a 7 bedroom independent dwelling – Mariners Hotel, Silver Street, Lyme Regis, Dorset, DT7 3HS.

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

4) WD/D/20/003102-LBC

(Received 24 February 2021)

Foster – Removal of timber stud and plasterboard partitions forming two bedrooms and a corridor to restore room to one bedroom; remove bath and install shower and alter positions of WC and basin in bathroom (Retrospective) – Flat 6, Gatesfield, Sidmouth Road, Lyme Regis, DT7 3EQ.

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

5) WD/D/20/003118-FULL

(Received 12 February 2021)

Horton – Construction of a basement, together with an extension below the terraced area at the rear – 1 Woodmead Road, Lyme Regis, Dorset, DT7 3LJ.

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

6) WD/D/20/003171-LBC

(Received 16 February 2021)

Hall – Replacement of windows and casements – First Floor Flat, The Old Boathouse, Marine Parade, Lyme Regis, Dorset, DT7 3JE.

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

7) WD/D/20/003221-VARIATION OF CONDITION

(Received 22 February 2021)

Townsend & Bosence – Erect extension and alterations and widen existing driveway, Variation of condition 1 of planning approval WD/D/20/001619 amended plans.

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

8) WD/D/20/003243-LBC

(Received 2 March 2021)

Sparey – Render external walls and relocate roof light – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

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

9) WD/D/20.003244-LBC

(Received 2 March 2021)

Sparey – Replace attic dormer passage windows – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

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

- 10) WD/D/21/000003-FULL** (Received 1 March 2021)
Wilkinson – Erection of porch and first floor extension by raising level of roof – 4 Pound Road, Lyme Regis, DT7 3HX.

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

- 11) WD/D/21/000050-FULL** (Received 2 March 2021)
Webster – Erection of deck to rear of bungalow to and formation of doors – 18 Haye Close, Lyme Regis, Dorset, DT7 3NJ.

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

- 12) WD/D/21/000070-FULL** (Received 2 March 2021)
Hebert – Erection of replacement dwelling – Hilary, Uplyme Road, Lyme Regis, DT7 3LS.

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

19/182/P Amended/Additional Plans

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

19/183/P Withdrawn Plans

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

19/184/P Planning Decisions

The deputy town clerk reported that, in future, Dorset Council would not be supplying individual decision notices in respect of applications which the town council had commented on. This was as part of ongoing changes to modify and standardise the planning system across the whole of the Dorset Council area. It would involve the town council in additional work to monitor and extract decisions as and when they were made. This was complicated by the time it was taking for some applications to be processed and determined and the uncertainty of individual timescales.

Members discussed issues relating to the new planning system, the length of time taken to register and determine individual applications and the adverse impact this was having on applicants and developers.

The deputy town clerk was asked to write to both the head of service and responsible director at Dorset Council expressing concern at the current situation, to raise the matter with the local ward member and also enquire of DAPT whether the matter was being raised by them at a more strategic level.

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

There was no correspondence.

The meeting closed at 8.35pm.

DRAFT

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 MARCH 2021

Present

Chairman: Cllr B. Larcombe MBE

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

Officers: M. Adamson-Drage (operations manager), A. Mullins (administrative officer), J. Wright (town clerk)

20/01/HR Public Forum

N. Ball

N. Ball spoke in relation to several agenda items about pay progression. Due to the current situation with Covid-19, he asked members not to give pay increases to any staff as a back-door option to get a pay rise. He said the council had to be prudent and sensible to save money, and nationally people hadn't been given pay rises. He felt staff should feel lucky just to have a job to go to. N. Ball said he would like to think the council was looking at timesheets now to see what people were doing. He said there had been no face-to-face consultation and no monthly reports so people could see what the council was doing. He said the mayor had stated he wanted to achieve savings and this was a good way of doing that and showing the public how it could be done.

N. Ball also spoke in relation to agenda item 11, Staff Clothing. He said the council needed to be careful and monitor the clothing it issued due to the costs involved. He said it seemed like a lot of items, some of them were exorbitant costs and he failed to see why the council should be spending this kind of money. He also felt the staff should be given a lanyard to prove who they are.

N. Ball said half of the items were in exempt business and asked what was to hide, as the minutes would be available to read afterwards. He asked who conducted appraisals for the staff.

20/02/HR Apologies

None.

20/03/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 26 February 2020

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, the minutes of the meeting held on 26 February 2020 were **ADOPTED**.

20/04/HR Disclosable Pecuniary Interests

There were none.

20/05/HR Dispensations

There were none.

20/06/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 26 February 2020

Members' allowances

Cllr D. Sarson asked if there had been any decision from the Remuneration Panel.

The town clerk said there had not been a decision but he had made representations to the panel via the Dorset Association of Parish and Town Councils.

20/07/HR Update Report

Pension enrolment

Cllr B. Larcombe asked if anything had changed in terms of the numbers who had enrolled in the pension scheme.

The town clerk said there were more people on the scheme than five years ago.

20/08/HR Minutes of the Health and Safety Committee meeting on 4 February 2021

Members discussed the enforcement officers and enforcement of the dog-related Public Space Protection Order as it was felt they should spend more time on this issue.

The operations manager said they could be re-deployed to spend all their time enforcing dog rules but this would take them away from other duties, specifically parking enforcement. He also reminded members of their seasonal shift patterns which meant they worked less hours in the winter and shoulder seasons so there couldn't be someone patrolling at all times.

Proposed by Cllr J. Broom and seconded by Cllr S. Williams, the minutes of the Health and Safety Committee meeting on 4 February 2021 were **RECEIVED**.

20/09/HR Plumbing Training

The operations manager said there was currently no-one on the staff team with a plumbing qualification. He said it would be a valuable skill as there may be some other minor works the employee could do in the future rather than using a contractor, in addition to the installation of water meters at the chalet park.

Cllr K. Ellis said the level 2 qualification could lead to an apprenticeship or employment and her concern was the employee would then have to work alongside someone who had the qualification.

The operations manager said he wouldn't be qualified to do complicated plumbing jobs but the council could choose in the future for him to go on to a level 3 if it wished. He said the employee could be released for a day a week to work with a plumber to obtain the higher level.

Cllr M. Ellis asked if he would have to pay back the cost of the training if he obtained the qualification and left within a certain amount of time.

The operations manager said this provision already existed in the council's working practices.

Cllr J. Broom suggested employing a plumber directly to the council, although it was noted the pay for this kind of post would be more than the current maintenance operatives were receiving and there wouldn't be enough work to sustain a plumber full-time.

Cllr K. Ellis said it would end up costing the council more to train an employee than using a contractor as on top of the training costs, the employee would also be paid their normal wages and the cost of materials needed to be factored in.

Cllr C. Reynolds the council needed to consider the incentive it would give the employee, as incentives kept people in their jobs.

The operations manager said other minor plumbing jobs included the beach showers, toilets, water points and minor work on the council's buildings, which would partially substitute the use of a contractor.

Cllr M. Ellis asked if the chalet owners were paying for the installation of the water meters.

The operations manager said the council was paying for the installation of the meters as all the infrastructure from where South West Water's ownership ended was owned by the council.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a Level 2 Diploma in Plumbing Studies course for maintenance operative Kyle Knight.

20/10/HR Local Government 2021 Pay Claim

The town clerk said the government's public sector pay freeze didn't directly affect local authority pay. However, he couldn't see there being any material increase in local government pay in 2021-22. He added any updates on the pay claim would be included in the members' briefing and the annual HR review in the new council year.

20/11/HR Staff Clothing

The operations manager said the council didn't have a staff clothing policy but there was a record of what was issued to each individual.

Cllr B. Larcombe asked what the annual cost of clothing was.

The operations manager said this information could be provided in the members' briefing. He also confirmed staff clothing wouldn't be replaced if their existing garments didn't need replacing.

20/12/HR Town Clerk's Appraisal

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/13/HR Deputy Town Clerk, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/14/HR Operations Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/15/HR Postholder 101, Six-Month Probation Report

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/16/HR Finance Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/17/HR Support Services Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/18/HR Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2021-22

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to an individual within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

20/19/HR Exempt Business

The town clerk left the meeting at 7.46pm.

a) Town Clerk's Appraisal

Cllr M. Ellis raised concerns with pay progression in general in view of the government's public sector pay freeze. She was also concerned other employees who were not progressing on the spinal column would view this as a pay rise.

Cllr B. Larcombe said some staff were receiving incremental pay increases as part of their contractual arrangement but they would not receive the cost of living increment if there was a pay freeze. He said those staff who had reached the maximum for their job had had the benefits in previous years.

It was noted the town clerk had reached the top of his pay scale and would therefore not be progressing any further.

The town clerk returned to the meeting at 7.50pm.

b) Deputy Town Clerk, Spinal Column Point Progression

Cllr B. Larcombe asked if there were any ongoing development needs for the deputy town clerk.

The town clerk said there was the possibility of him obtaining the CiLCA qualification but as he had qualified as a company secretary earlier in his career, which was equivalent to a degree, it didn't seem entirely relevant.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the deputy town clerk's progression to spinal column point 35 on 1 April 2021.

The operations manager left the meeting at 7.54pm.

c) Operations Manager, Spinal Column Point Progression

Regarding his development needs, the town clerk said the operations manager had recently achieved his (IEMA) Foundation Certificate in Environmental Management and there were no other training requirements at this point.

Proposed by Cllr G. Stammers and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the progression of the operations manager to spinal column point 31 on 1 April 2021

The operations manager returned to the meeting at 7.57pm.

d) Postholder 101, Six-Month Probation Report

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve postholder 101's continued employment with the council.

e) Finance Manager, Spinal Column Point Progression

Cllr C. Reynolds wished to record her sincere thanks to both the finance manager and assistant finance manager for dealing with the finances for Lyme Regis Community Support.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the finance manager's progression to spinal column point 28 on 1 April 2021.

The support services manager left the meeting at 8.03pm.

f) Support Services Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** approve the support services manager's progression to spinal column point 25 on 1 April 2021.

The support services manager returned to the meeting at 8.06pm.

g) Employees' Annual Spinal Point Column Progression and Pay Arrangements for Other Employees for 2021-22

The town clerk said most employees were now at the top of their pay scale, which was indicative of how long people were remaining with the council. He said there had been no employee turnover in the last year.

Members agreed the operations supervisor's position and pay needed to be reviewed due to the commitment and effort he put into his work, including significant overtime and untaken leave.

The town clerk said the issue was raised during the operations manager's appraisal as an area for review. He said he intended to bring a report to the committee in the new council year.

Members noted the employees who would be moving to the next spinal column point on 1 April 2021 and which employees had reached the top of their grade.

Cllr B. Larcombe asked for all employees to be informed how much the council appreciated all they had done during the Covid-19 year as it had been a difficult year for everyone.

The meeting closed at 8.10pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 31 MARCH 2021

Present

Chairman: Cllr B. Larcombe MBE

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

Officers: M. Adamson-Drage (operations manager), A. Mullins (support services manager), M. Russell (finance manager), J. Wright (town clerk)

20/17/SF Public Forum

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

20/18/SF Apologies for Absence

Cllr B. Bawden – ill
Cllr R. Doney
Cllr R. Smith – work commitments

Cllr B. Larcombe reminded members they needed to give a reason for their absence.

20/19/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, the minutes of the meeting held on 17 March 2021 were **ADOPTED**.

20/20/SF Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 13, Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan, as her husband was a firefighter.

20/21/SF Dispensations

There were none.

20/22/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 17 March 2021

Members noted the report.

Bowling club lease

Cllr B. Larcombe asked what the reason was for the delay in the signing of the lease.

The town clerk said there were some amendments to the plans and these were being talked through with the club but it would hopefully be completed soon.

Councillor Code of Conduct

Cllr B. Larcombe said the council needed to be careful about adding in its own wording to the model code as it would have been checked legally. He also felt there was sufficient reference in the code to equality and diversity so there would be no need to add in extra references as suggested.

The support services manager said the council's existing code was based on the model provided by the National Association of Local Councils (NALC) so members could have some assurance that any additions to the model would be legally sound.

Cllr B. Larcombe said the code could be applied to staff too.

The town clerk said there was another code of conduct for staff but this could also be reviewed, probably by the Human Resources Committee. He agreed that if the code applied to members, it should also apply to staff where appropriate.

Cllr J. Broom said the council should stick to the model provided by the Local Government Association (LGA) with no additions.

Cllr C. Reynolds asked if there were any essential sections of the existing code which officers felt should be added into the model.

The support services manager said sections on fraud and use of financial resources were important, but sections on how the council specifically dealt with dispensations, the voluntary code of conduct and sanctions were particularly important.

Cllr M. Ellis said it would be helpful to see the model code with the suggested additions so members could check there was no duplication before it was agreed.

It was agreed the completed document would be taken to the Full Council meeting on 14 April 2021 for final approval.

Cllr B. Larcombe asked how often the code would be reviewed.

The support services manager said the LGA had committed to an annual review and it would be brought to members for any amendments as required.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to adopt the model councillor code of conduct from the Local Government Association, with sections from the existing code included as local amendments, but without the suggested section on equality and diversity.

The town clerk suggested up to three members went through the document relating to DC's community governance review and formed a view on whether the council should respond to it, with any suggestions to be reported to Full Council.

The town clerk said other than reviewing the number of members on the council, he didn't believe there would be anything else the council would want to consider. He said the council should write to DC to outline its position as it was an important part of the county's governance structure. He added there was plenty of time to respond as the review wasn't due to start until July 2021.

Cllr M. Ellis said the council should be looking again at reducing the number of members from 14 to 12 as there were less people coming forward for elections.

Members generally agreed with the principle of reducing the number of members, although Cllr C. Reynolds suggested it was an uneven number.

Cllr B. Larcombe said the council needed to carefully consider what the optimum number should be as it wouldn't take much for some committees to become inquorate and members would end up being on every committee.

Members agreed the following were not considerations for this council:

- Creating, merging, altering or abolishing parishes (grouping or de-grouping parishes)
- Creating ward boundaries or changing existing warding arrangements
- Changes to parish names
- Correcting minor boundary anomalies.
- Changing a parish council into a parish meeting

Although it was not a specific question asked, Cllr M. Ellis said residents on the new housing estates at Garmans Field and Woodberry Down were asked to go to Woodmead Halls for voting but this was not their nearest polling booth. She suggested this was included in any response to DC.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that a report is taken to the Strategy and Finance Committee to consider reducing the number of members on the council as part of Dorset Council's community governance review.

As the premium was set for three years on the basis no large claims were made, Cllr M. Ellis asked what Zurich classed as a 'large claim'.

The finance manager said he couldn't comment but he didn't think it was necessarily related to value.

Cllr D. Sarson asked what the current value of the assets was and whether the council was informed of each claim.

The finance manager confirmed the council was informed of each claim.

The town clerk said the purchase value of the assets was known but they were now worth significantly more. He said officers could estimate the current market value and report back to members.

Regarding cyber security, the town clerk said officers were reasonably sure other organisations, such as DC and the banks, would be covering risk for the council but they couldn't say with absolute certainty. He said officers would be having further discussions with the relevant organisations about the extent and level of cover.

Cllr J. Broom asked what the excess was on each claim. He also asked if all the assets were listed in the policy as there may be a risk of the council being under-insured.

The finance manager said all the assets were listed on the policy with a value attached; the values were linked to an index percentage rate, which was added each year. He gave several examples of the excess amounts: buildings and contents, £250, money, £50, and public liability, £100.

Cllr J. Broom suggested the council considered paying a higher excess to get the cost of the premium down.

20/27/SF Requests for Outside Seating

Cllr B. Larcombe asked how the council would ensure tables and chairs would not take over the whole of the seafront.

The town clerk said if a business was asking for too much space and it would impinge on pedestrian and emergency vehicle access, officers would not approve the request. He said the letter from the Secretary of State was very clear local councils must allow these requests, providing there was still reasonable access.

Cllr B. Larcombe asked officers to keep a tight scrutiny on this. The town clerk agreed members would be informed every week through the briefing if any decisions were made.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to the chairman of the Town Management and Highways Committee in conjunction with officers to organise the details of allowing further outside seating licences during the temporary legislated period, currently until 30 September 2022.

20/28/SF Request for Funding

Cllr C. Reynolds declared a pecuniary interest in this item as she had claimed for a set of ink cartridges in relation to work for Lyme Regis Community Support (LRCS). She said the group had now run out of money and was in the process of registering as a community interest company (CIO).

Cllr B. Larcombe asked what kinds of things the money would be spent on and the reasons for becoming a CIO.

Cllr C. Reynolds said the money would be spent on things like petrol for the volunteers, transport to medical appointments, and soup runs, with all expenditure being approved by herself and administered by the town council's finance team. She said becoming a

CIO would give the group more kudos, it would have trustees and opportunities to apply for more grants.

Cllr M. Ellis asked if this request was in addition to the application for a community grant.

Cllr C. Reynolds said the community grant application was submitted before the group ran out of money and she was aware it could only be for specific projects, not running costs. If she had to choose between the two, she felt running costs were more important.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve funding of £1,000 to Lyme Regis Community Support.

Cllr C. Reynolds abstained from voting.

As LRCS had run out of money, the town clerk suggested the committee authorised an advance of £200 ahead of Full Council approval, which was agreed.

Cllr B. Larcombe said the council's granting of funding didn't mean it was open for other requests; this was an exceptional request.

Cllr M. Ellis left the meeting at 8.09pm in line with her pecuniary interests.

20/29/SF

Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan

The town clerk said if several members were delegated to respond to the consultation, the response could be brought back to this committee on 12 May 2021. He said the council probably needed to consider a mechanism for keeping consultations away from the main committees as it was quite onerous.

The issues which members felt were relevant included the importance of a local service because of the distance from other major towns, and concerns paramedics on the fire service were no longer being deployed.

Proposed by Cllr K. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Larcombe, J. Broom and C. Reynolds draft a response to Dorset and Wiltshire Fire and Rescue Authority's consultation on its Draft Community Safety Plan for submission to the Strategy and Finance Committee on 12 May 2021.

Cllr M. Ellis returned to the meeting at 8.15pm.

20/30/SF

Investments and Cash Holdings

The town clerk said as the end of the financial year was approaching, the council's financial position had significantly improved, for two reasons: officers had made prudent assumptions so there was no shock at the end of the financial year, and the finance team had been successful in chasing up debts.

The town clerk said the year-end reserve would be c.£800k, with a surplus of c.£380k in the new financial year, which meant the council would be in a position early in the financial year to release funds for projects and objectives as already agreed.

As it was the last day of the financial year, the finance manager confirmed as of today's date, there was £850k in the reserve.

Cllr B. Larcombe said the council still needed to keep things tight and continue to make savings where possible in case the unexpected happened.

20/31/SF List of Payments

Cllr M. Ellis queried why £1,400 had been spent on keys and padlocks. She said it was pointless having them if the gates were regularly being left open and said those leaving them open should have their keys taken away.

The operations manager said the locks on all barriers had been changed, of which there were at least 20.

Cllr B. Larcombe queried a payment of £851 to Screwfix as payments to the company seemed to come up every month. He asked if the employees had to have authority from the operations manager to purchase goods.

The operations manager said either he or the operations supervisor placed the orders. He said they used Screwfix regularly as they supplied a wide variety of items and could deliver the same day.

Cllr B. Larcombe queried the payment of £1,220 to Metric.

The operations manager said the payment was for maintenance of nine parking machines, which was part of the contract with Metric.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for February 2021 for the sum of £102,724.57.

20/32/SF Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

20/33/SF Exempt Business

a) Debtors' Report

Cllr M. Ellis asked for confirmation that chalet and caravan owners who had not paid their debt would not be given the discount related to Covid-19 as today was the deadline for payment.

The town clerk said there were two main debtors remaining and officers would take a pragmatic view if the payment was expected imminently if it meant the debt was settled.

The finance manager said the main commercial debt had been paid and another commercial tenant owed two quarters.

The finance manager said now the majority of historical issues surrounding chalet and caravan leases had been resolved, the residents no longer had any reasons not to pay so he couldn't see any reason why they would withhold payment in the future.

The meeting closed at 8.48pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 MARCH 2021

Present

Chairman: Cllr K. Ellis

Members: Cllr C. Reynolds, Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams, Cllr M. Ellis

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

20/69/TCP Public Forum

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

Cllr B. Larcombe arrived at 7.02pm.

20/70/TCP Apologies

Cllr R. Doney.

It was also noted Cllr B. Bawden would be joining the meeting later.

20/71/TCP Minutes

Cllr G. Stammers said she had arrived at the meeting at around 7.20pm but this had not been recorded.

It was also noted Cllr R. Doney was recorded as being absent and having sent his apologies; he had sent apologies.

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, the minutes of the meeting held on 10 February 2021, with the above amendments, were **ADOPTED**.

20/72/TCP Disclosable Pecuniary Interests

Cllr D. Sarson declared an interest in agenda item 15, LymeForward CIC Grant Review as he was a volunteer and member of the organisation.

Cllr M. Ellis declared an interest in the same agenda item as she was a volunteer at the foodbank but she would be speaking on the item.

20/73/TCP Dispensations

There were none.

20/74/TCP Matters arising from the minutes of the previous meeting held on 10 February 2021

Tourism microsite

The support services manager said a further contract extension with Simple View due to the delay in building the microsite would be at no cost to the council as the delay was on their part.

The support services manager said the service level agreement from Visit Dorset had not yet been received.

Queen's Platinum Jubilee and Jazz Jurassica

Cllr D. Sarson asked if a date had been set for the working group meeting.

The support services manager said a date had not yet been set as the organiser of Jazz Jurassica was discussing with the director of Marine Theatre if it would be necessary for her to attend as many of the Jazz Jurassica events took place at the theatre anyway.

Cllr B. Bawden arrived at 7.09pm.

20/75/TCP Update Report

eat: Lyme Regis

The support services manager said a meeting had taken place with the event organisers and it was still going ahead on 24 April 2021.

Cllr B. Larcombe said he felt it was a mistake to let the event go ahead for various reasons, including the continuing Covid-19 restrictions, the need to support local businesses over those outside of Lyme Regis, the low fees being charged and the associated costs to the council, the size of the event, and the potential reaction from the public.

Cllr C. Reynolds agreed and said it was too early for the event to take place safely. She was concerned that when the council agreed to the event on this date, there was nothing in the resolution regarding compliance with Covid-19 guidelines. She added that she had attended the meeting with the event organiser and she had only agreed it went ahead due to the costs the council could be liable for if it cancelled the event.

Cllr J. Broom said as there was no reference to Covid-19 regulations in the resolution, the council had no choice but to let it go ahead.

Cllr M. Ellis said it was possible the situation would change with regards to the easing of restrictions which might prevent the event happening anyway.

The town clerk said the council had had two lengthy discussions about the event in autumn 2020 and agreed it could take place. He said those discussions about being

Covid compliant had taken place with the organisers and a plan to that effect had been produced.

20/76/TCP Improvements to Beach Hut Booking System

Members agreed the identified improvements should be made at the same time for a one-off cost as it would produce savings in staff time and may cost more if the work was split over two years. It was also acknowledged it was part of the ongoing improvement of the system.

Cllr B. Larcombe asked that the expenditure was itemised so it was not lost in the overall figures.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed changes to the beach hut booking system on the town council website, and the re-allocation of the 2021-22 social media campaign budget for this purpose, and the transferred expenditure is identified in the budget.

20/77/TCP Lyme Regis Museum Grant Review

Cllr M. Ellis asked why there was no member representative for the museum, who would normally attend the grant review meetings.

The support services manager said the member appointments to external bodies were rolled over from 2019-20 to 2020-21 due to Covid-19, and as the museum was a new grant recipient, there wasn't an existing representative. However, members would be re-appointed in May 2021 and this would include the museum.

Cllr B. Larcombe asked where the council's grant had been spent; he understood there may be standing charges but the museum had furloughed its staff and he hoped the money wasn't sitting in the museum's bank account.

Cllr M. Ellis said if events and services were not going ahead as per the grant application, organisations shouldn't be paid.

The support services manager said the museum had already committed some of the grant funding to pay artists and materials and the remainder would be deferred for payment in early 2021-22, as previously agreed by the council.

The town clerk said when the first grant review meetings took place six months ago, members were asked if they were comfortable with paying grants as some organisations would have a real issue if they were withdrawn. He said members were happy to pay the grants but it was entirely within the council's gift to withdraw funding, although officers had an overview of where organisations were financially.

Cllr D. Sarson said although he wasn't against giving the museum a grant, he asked if the council was aware it had received several large grants.

The town clerk said officers had been encouraging all organisations to apply for available funding to strengthen their finances and if they were successful, it might give the council the opportunity to review its grant funding. He said the council had to take some of this on trust and accept the funding was being used as intended.

Proposed by Cllr K. Ellis and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve continued grant payments to Lyme Regis Philpot Museum.

20/78/TCP B Sharp Grant Review

Cllr B. Bawden, the council's representative for B Sharp, said the organisation was continuing to pay its youth music leaders and had adapted its teaching styles. She said they had held some in-person activities in between lockdowns.

Cllr K. Ellis said youth organisations like B Sharp were a key service which meant they had been able to operate to a certain extent.

Proposed by Cllr B. Bawden and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve quarterly grant payments to B Sharp in April and July 2021.

20/79/TCP The Hub Grant Review

The town clerk said he was not aware if Lyme Regis Development Trust (LRDT), which ran the Hub, would be receiving further funding from Dorset Council (DC) as at the time of the meeting with LRDT, the decision had not yet been made. He said he would find out.

Cllr M. Ellis asked for clarification over the purpose of the grant as she thought the funding was for the youth of the town, not the upkeep of the building. She was also aware LRDT was using the Hub as its office and felt it should be paying a rent.

The town clerk said the grant application had stated it was for the core running costs of the building, which the council had agreed, but he agreed there had been a shift in emphasis to support the infrastructure of youth provision rather than hands-on activities for young people.

Cllr C. Reynolds asked if in funding the Hub, the council was funding LRDT.

The town clerk said LRDT had provided its governance and staffing structure and this could be included in the briefing. He said it was clear LRDT ran the Hub and it was within LRDT's gift how they chose to organise themselves.

Cllr J. Broom suggested reducing the grant payment by the amount LRDT would pay in rent for the office.

The town clerk said the time to negotiate the level of funding was when the grant was approved.

Cllr M. Ellis felt the council needed to accept it at the moment and hope they would run the youth club as before; if not, the council could re-consider the grant at the next review.

Cllr B. Larcombe asked if there was a seasonal element to the level of activity at the Hub. The town clerk said he could find this out.

The town clerk said the council could soon enter into grant agreements to properly outline the relationship the council had with all grant recipients.

Cllr B. Bawden said the Hub had been open when it was allowed so some youth activities had continued. She said they had worked hard to make sure essential things they were able to do could continue.

Cllr K. Ellis said it needed to be clearly laid out for the council where LRDT ended and the Hub began as the difference had become blurred.

Cllr G. Stammers asked if the council could see an itemised account of how the grant money had been spent. The town clerk said he would ask for this.

Members discussed the ongoing grant payments and Cllr M. Ellis suggested approving the April 2021 payment and then to review the situation again.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to pay the quarterly grant payment to the Hub for April 2021 and ask Lyme Regis Development Trust for a breakdown of how the grant will be spent on youth provision going forward before any more funding is released.

20/80/TCP Lyme Arts Community Trust Grant Review

Cllr D. Ruffle, the council's representative on Lyme Arts Community Trust (LACT) said they had secured funding from other sources but it was for specific projects. He said they were in a fairly healthy financial position but this was because the theatre had not been open, although everything was looking good for re-opening.

Cllr M. Ellis asked if the council's grant was sitting in LACT's bank; if so, it was not being used as intended.

Cllr B. Larcombe asked if the money was being spent in preparation for the re-opening.

The town clerk said LACT had provided a timetable for re-opening and he could ask for more details. He said LACT was building up a reserve but he didn't know to what extent that was the council's funding.

Cllr M. Ellis said it was not the council's responsibility to provide funding to build up LACT's reserves. She said there were many other organisations in the town who had not been able to fundraise and would benefit from council funding, rather than it being used to build up one organisation's reserves.

Cllr B. Bawden declared a pecuniary interest as she worked at the Marine Theatre and would not be voting. She confirmed the theatre did re-open when it was able to but due to social distancing, the capacity, and therefore the income, had been reduced.

Cllr G. Turner asked for clarification over whether the theatre would soon be owned by the trustees under the terms of the sale by the town council.

The town clerk said he understood the theatre would revert to the council in 2023-24 if it failed but he would clarify this.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve quarterly grant payments to Lyme Arts Community Trust in April and July 2021.

20/81/TCP Bridport and District Citizens' Advice Bureau Grant Review

Cllr B. Larcombe said there had never been a more important time for the Citizens' Advice Bureau as there was now and it was doing all the things the council would want it to do.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve quarterly grant payments to Bridport and District Citizens' Advice Bureau in April and July 2021.

20/82/TCP Axe Valley and West Dorset Ring and Ride Service Ltd Grant Review

Proposed by Cllr K. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve quarterly grant payments to Axe Valley and West Dorset Ring and Ride Service Ltd in April and July 2021.

20/83/TCP LymeForward CIC Grant Review

Cllr B. Larcombe suggested this item be discussed in exempt business due to some sensitive issues which had been raised among members.

Several members felt it should be discussed in public like the other grant reviews and that all the council needed to be concerned with was what its funding was being spent on; all other issues which had been raised in emails were separate.

Cllr B. Bawden said there were too many concerns about LymeForward's governance which shouldn't be discussed in public.

Cllr B. Bawden asked for a recorded vote on the following motion:

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

Voted for – Cllr D. Sarson, Cllr S. Williams, Cllr G. Turner, Cllr D. Ruffle, Cllr G. Stammers, Cllr B. Larcombe, Cllr B. Bawden, Cllr K. Ellis

Voted against – Cllr C. Reynolds, Cllr J. Broom, Cllr M. Ellis

Abstentions – None

20/84/TCP Sculpture Trail in Lister and Langmoor Gardens

Cllr B. Larcombe said as the council was providing free gallery space for sculptures that were there to be sold and also provided the plinths, it was not the council's responsibility to have discussions with potential funders.

Cllr K. Ellis asked why the Arts Development Company didn't continue to try and secure funding for the trail and asked if they had worked with the local schools as previously intended.

The support services manager said discussions had started with potential local funders but those discussions had halted when the staff were furloughed and businesses were no longer in a position to provide funding. She said conversations had also started with the Woodroffe School but these also halted for the same reason.

Cllr M. Ellis said the council should be looking at working with the schools to provide sculptures. She also suggested some artists might be willing to display their sculptures for free.

The town clerk said if the council agreed to fund the trail, it was unbudgeted expenditure. However, he was aware of £6 million government funding available for seaside recovery and the town council would be submitting an application, which could include the sculpture trail.

Proposed by Cllr C. Reynolds and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** provide funding of £2,500 to the sculpture trail in the Lister and Langmoor Gardens, to be match-funded, with the possibility of providing more funding if the council's application to the seaside recovery fund is successful, and for the Arts Development Company to work with the Woodroffe School to fill any unused plinths.

20/85/TCP Managing Consultation Exercises

The support services manager said there was also a consultation by the Dorset and Wiltshire Fire Service on its community safety plan and this would be considered at the next meeting of the Strategy and Finance Committee.

Cllr M. Ellis declared a pecuniary interest as her husband worked for the fire service but the item was not discussed further.

The meeting adjourned for a break at 9.31pm.

The meeting resumed at 9.40pm.

20/86/TCP Exempt Business

a) LymeForward CIC Grant Review

The town clerk said there had been some developments since the report was drafted in terms of information provided to the council and emails circulated. However, he said the council was not responsible for running the organisation; all it needed to know was whether it was a sound organisation, if it was financially viable, and if it was delivering what it said it was going to deliver. He added LymeForward was concentrating on the foodbank and he found that to be acceptable in the circumstances.

The town clerk said he had received a response from the LymeForward director relating to his report, which had given him cause for concern, specifically around the receipt of payment and the recording of the grant meeting.

Cllr B. Larcombe said there was an expectation the council would own the problems the organisation found itself in, but its only responsibility was to review the effectiveness of the grant. He said LymeForward's AGM was on 31 March 2021, which could indicate where the organisation was going. He suggested the council deferred grant payment for a quarter to allow LymeForward to demonstrate they were running with all the appropriate governance controls, and to re-consider the funding at the next meeting.

Cllr C. Reynolds said she was concerned some council members were too involved in the issues with LymeForward and had a conflict of interest. She said the council should only be concerned about what it spent the grant money on.

Cllr B. Bawden shared her concerns and felt the council's grant was not the best use of public money. She said she was concerned about LymeForward's financial sustainability and governance and the lack of answers from the director to the council's questions.

Cllr M. Ellis asked if LymeForward had been informed it could use Unit 1A, as per the council's decision.

The town clerk said they had not yet been informed as the Full Council actions hadn't yet been implemented. Several members felt the rental of Unit 1A had no relation to the grant funding and the town clerk confirmed the arrangement was still as agreed.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the quarterly grant payment to LymeForward for April 2021 and review the position following the organisation's annual general meeting on 31 March 2021.

The meeting closed at 10.56pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE VIRTUAL MEETING HELD ON WEDNESDAY 17 MARCH 2021

Present**Chairman:** Cllr J. Broom**Members:** Cllr B. Bawden, Cllr K. Ellis, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams**Officers:** M. Adamson-Drage (operations manager), M. Green (deputy town clerk) A. Mullins (administrative officer)**20/21/TMH Public Forum****M. Hix**

M. Hix spoke in relation to agenda item 9, Use of Town Council-Owned Land. He said the Oyster and Fish House would re-open on 12 April but didn't have sufficient seating on the decking with social distancing in place. He said he had been thinking for a couple of years and had spoken to the town clerk about acquiring the narrow slope to the left of the table tennis for rental. He said he would propose levelling it out and installing some decking, so it would become an extension of the restaurant's existing deck, which it already rented from the council. M. Hix said they would use the area during the six weeks people were only allowed to eat outdoors and after that he would like a discussion about permanently renting the land. He said the land currently wasn't being used for anything and putting in decking would elevate it slightly so the hedge wouldn't obstruct views to the sea. He also suggested a small horse box to do takeaway, so the section in between the horse box and restaurant became extended seating with steps down. He said that area would suit them better operationally for serving meals.

Cllr J. Broom asked what size the gazebo would be.

M. Hix said it would be approximately 3m x 12m.

N. Ball

N. Ball said he had received a reply from the council following his comments to the last meeting of this committee regarding the seafront roof and glass and he hoped all members were aware of this. He said the council's reply stated its insurer had not been made aware of the glass breaking due to the minimal cost of replacement and excess on the policy, although the council was in the process of renegotiating its package and a further claim would not be a cost-effective deal. He said he hoped members were aware of this as there seemed to be a difference between council staff and members. N. Ball said on the planning application, the architects stated 10mm clear glass but it was actually 12mm clear toughened, heat soak tested glass. He said he didn't know how Dorset Council (DC) could approve two different materials. He said there were no structural calculations, no proof of suitability for the glass, no documents on the glass to

prove what was applied for and no conditions approved. He said in his opinion, the council had put cost over risk because laminated glass would have cost 40% more. He added the roof should only be used for performances and film shows because of the high risk.

N. Ball also spoke in relation to agenda item 9, Use of Town Council-Owned Land. He said his concern was the number of people who would be coming to Lyme Regis and he questioned whether it was a good idea to have extra seating with all the restrictions. He was concerned people wouldn't be able to socially distance and asked if the council would be liable if this was the case.

N. Ball also spoke in relation to agenda item 10, Traffic Speed in Residential Areas. He said Colway Lane was a rat run because there was a better road surface and he felt the council should look into traffic calming measures, such as sleeping policemen, and take it up with Dorset Highways. He also thanked those who had picked up rubbish along Colway Lane.

N. Ball said he had been working with Dorset Countryside during Covid-19 and in May there would be a footpath from Talbot Road kissing gate up to the Bloor Homes development. He said he had been working on this for around two years and it had been a health and safety issue as someone had fallen over.

Cllr B. Larcombe arrived at 7.11pm.

W. Davies (read out by an officer)

W. Davies spoke in relation to agenda item 13, Complaints, Incidents and Compliments, specifically the operations manager's response to a complaint about dogs now having to be on a lead on the main beach. She said she took issue with the response given and although it had become the 'standard' response, it gave a very false impression to anyone not knowing the area well. She quoted the operations manager's response: "Beaches are available either side of the town to exercise dogs off lead and there are many countryside walks available". W. Davies said the only beaches were Church Cliff beach, which was only accessible at low tide and then only down many steep steps, a hazard for small or elderly dogs as well as for owners with any sort of mobility problem, even just stiff knee joints. Also the beach at the end of East Cliff walkway, which had the same issue of tides and steps, and Monmouth beach where again, sand was only accessible at low tide, and even then owners needed to cross over the expanse of large stones, again needing a high degree of mobility. W. Davies said as for the 'many countryside walks', there was now the accessible Lim Way but the only open ground often had livestock in it, or the coastal path, access to which was either over a stile or through kissing gates and steepish slopes. She said in other words, all the options given were totally inaccessible to anyone in a wheelchair or even pushing a buggy, and impossible for anyone unable to tackle slopes and steps. She said it may be that such people should avoid Lyme, but in a century where hotels and lodgings were required to compile an accessibility guide, surely the council should give a more truthful description of the alternatives they offer. W. Davies asked if the council had considered creating a more positive approach by making fenced land available for off-lead exercise and training and she suggested Strawberry Fields.

H. Britton (read out by an officer)

As chairman of the Lyme Regis Society, H. Britton spoke in relation to agenda item 12, Replacement of a Section of Seafront Railings at Marine Parade. She said the society's aim was to safeguard the natural and architectural beauty of Lyme Regis. She said they fully supported Simon Williams' report proposing that the iconic Victorian seafront railings be renewed on a like-for-like basis. She said the Jane Austen garden at the far end of Marine Parade featured the same railing design, powder coated to protect them against the elements, and these recent additions fitted in perfectly with the surrounding architecture on the seafront. H. Britton said retaining the original design maintained the balance with the surrounding Marine Parade architecture, was less intrusive in terms of installation and also more cost-effective. She said the original railings had been in situ for approximately 120 years and although in recent years they had required more maintenance, any replacement would have a more robust, modern finish. She said retaining the design of the original railings also offered potential filming and artistic opportunities to both promote and produce valuable revenue for the town. H. Britton said the society was extremely pleased to endorse the recommended option to retain the existing design of seafront railings to enhance and maintain Lyme Regis' architectural beauty.

20/22/TMH Apologies

Cllr R. Doney.

20/23/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the previous meeting held on 3 February 2021 were **ADOPTED**.

20/24/TMH Disclosable Pecuniary Interests

There were none.

20/25/TMH Dispensations

There were none.

20/26/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 3 February 2021

Charmouth Road Allotments

The deputy town clerk said the report from WPA regarding elevated levels of lead had been delayed and was expected by 26 March 2021.

Circus request

Cllr M. Ellis asked if the circus would be using the park and ride field or Strawberry Field.

The operations manager said it was intended to use Strawberry Field as it was still not known if park and ride would operate this year, although officers were in discussion with the landowner about renting the field for only six weeks for this purpose.

Cllr B. Larcombe said he was concerned about the circus as he didn't realise it was going to be operating for six weeks. He asked how much the council was charging for the use of the land, and how things like traffic management and toilets were being managed, as he didn't feel the council should be out-of-pocket. He also asked if the circus would be required to put the land back as they found it as it might be in a poor state after six weeks of use.

20/27/TMH

Update Report

Guildhall frontage and oriel window

The deputy town clerk said planning permission for the oriel window had still not been received and he would be having a discussion with the architect about how to proceed with the other works. He said based on how long it had taken to get decisions on the Guildhall, Reed Holland Architects needed to start work now on submitting plans for the council office to allow works to take place in the autumn. The deputy town clerk said the planning and listed building process would need to take place simultaneously with the procurement process.

Cllr B. Larcombe said he didn't feel work on the stonework on the Guildhall frontage should have been delayed while planning permission was awaited for the oriel window.

The deputy town clerk said as the Guildhall was a Grade II listed building, those works couldn't take place without listed building consent and planning permission.

Beach profiling

The deputy town clerk said officers had expressed concern with DC that the dredging works were scheduled for the Easter Bank Holiday and school holidays but it was clear this wasn't going to change, although there might be some flexibility with dates within the period identified.

Cllr J. Broom said if the council received any complaints, they should be sent to DC or the harbourmaster.

New harbourmaster's store for Dorset Council

Cllr J. Broom felt the time had come to inform DC they needed to vacate the current harbourmaster's store after July 2021.

The deputy town clerk said it had been made clear to DC the council wanted the site back as quickly as possible. He said the council could acquire possession of the building but there would be a requirement for 'reasonable notice'. He agreed it would be helpful to put down a clear marker at this stage.

Park and ride 2021

The deputy town clerk said the situation was complicated because of the financial risk to the council, which depended on factors the council had no control over, such as the extent of ongoing social distancing and the public's attitude to getting on a bus. He said the potential capacity under the current social distancing rules, even at the busiest times would mean the service would operate at a loss, which would be at the council's expense.

Cllr D. Sarson said he strongly objected to any of the suggested uses of the roof and didn't feel there should be any events or permanent use of the area, as the council needed a solution to protect the glass. He said the glass outside the Langmoor and Lister Rooms was toughened and laminated and this should be looked at for the roof.

Cllr B. Larcombe said he was opposed to vehicles, horse boxes and trailers going on the roof and his main concern was not the effect on the glass if it was hit, but the potential for it to fall on the areas below. He questioned if the building regulations approval stated there should be no vehicles.

The deputy town clerk said he had checked with the architect and there was no such reference in the application and no comments to that effect from DC.

Cllr R. Smith asked if the surface would be able to take fuel spills and how gazebos and marquees would be prevented from blowing over the side of the roof.

The deputy town clerk said the material was standard in municipal car parks so he was sure it would be capable of withstanding fuel spillages. With regards to gazebos, he said the uprights supporting the glass panels had fixing points built into them and were designed to be able to take tie-down loadings, and water containers would usually hold the structure down on the other side.

Several members were in favour of the roof being used for pop-up cinema, theatre and music performances.

Cllr B. Larcombe asked if the council was going to restrict unauthorised access for things like football and skateboarding.

The support services manager said those activities were not unauthorised as there were no byelaws in place to prevent them. She said byelaws to restrict these activities were in the gift of DC and in the past when the council had tried to introduce them, DC had shown no appetite to pursue it.

Cllr R. Smith said having picnic planters and benches would be an easier way to deter these kinds of activities rather than going down the legal route.

The deputy town clerk said officers had asked all the parties involved about the suitability of the specification of the glass in that location and had been reassured it was suitable. He said officers had looked already at what measures could be taken to give further protection to the glass and he could bring more information back to members.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that a management plan for the seafront roof comes up with constructive proposals to protect the glass panels before consideration is given to what can and cannot take place on the roof.

The deputy town clerk said an expression of interest for outside seating had been received from Red Panda, in addition to the requests from SWiM and the Oyster and Fish House.

Cllr B. Larcombe said it was quite clear the provision of council land for this purpose was expected of councils who had the ability to help businesses and the request from the Oyster and Fish House would have very little impact on the council as the area was unused.

Members generally agreed with this but several members stressed they wouldn't agree to any permanent use. Cllr G. Stammers suggested any permanent use of the land would need to go out to tender.

Cllr M. Ellis was concerned about SWiM putting tables and chairs on the Marine Parade as it was the route for emergency vehicles and suggested a maximum of six tables, each with two chairs, as the area near to the barrier gate was too narrow for seating.

Cllr S. Williams said he was against any extra seating as the gardens were intended for the benefit of local people and the seafront was becoming overcrowded.

Cllr K. Ellis questioned whether there would be enough room to socially distance if Red Panda had outdoor seating as the Bell Cliff Restaurant already had seating in that area.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Oyster and Fish House to use town council-owned land in the Lister Gardens for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, and then to be reviewed.

It was proposed by Cllr M. Ellis to approve the request from SWiM to use town council owned-land on Marine Parade for extra seating, with a maximum of six tables to be placed against the raised seating area and all A boards to be removed.

This motion was not seconded.

The deputy town clerk agreed the width of the Marine Parade varied from one end of SWiM to the other and it therefore might not be possible to maintain a sufficient width at one end. He said if members were not fundamentally opposed to extra seating, they could approve in principle, subject to maintaining adequate width and to delegate the precise number, layout and location to the town clerk, in consultation with the chairman and vice-chairman of this committee. He suggested an agreement for up to 10 tables to provide some flexibility.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from SWiM to use town council-owned land on Marine Parade for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, up to a maximum of 10 tables and with all A boards to be removed, with final approval to be given by the town clerk in consultation with the chairman and vice chairman of the Town Management and Highways Committee.

It was proposed by Cllr K. Ellis and seconded by Cllr G. Turner to refuse the request from Red Panda to use town council owned-land at Bell Cliff for extra seating because of difficulties with social distancing in that area.

This motion was not carried.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Red Panda to use town council-owned land at Bell Cliff for extra seating subject to temporary measures under the terms of the Secretary of State's letter until September 2022, with final approval to be given by the town clerk in consultation with the chairman and vice chairman of the Town Management and Highways Committee.

20/30/TMH Traffic Speed in Residential Areas

Cllr B. Bawden said the council had enquiries about Pound Road two years ago and there were many other areas in the town which were a concern, so perhaps they could all be dealt with at the same time. She added that the Future Towns consultation could include specific ideas and the pros and cons of what people wanted.

The operations manager said Dorset Highways looked at Pound Road at the time and deemed it to be safe.

Cllr C. Reynolds said she had previously raised £300 for a speed watch camera and got a group of people together but they were reluctant to use the camera because they didn't want to catch their friends. She said there was a perception vehicles were travelling faster than they actually were because of the way the roads were in Lyme and with cars parked along the roads.

Cllr J. Broom suggested putting devices across the roads to monitor vehicle speeds so there would be accurate information about the actual speed vehicles were travelling.

Cllr B. Larcombe said the issue with monitoring devices was they measured the average speed of vehicles, so while most cars could be travelling at 20mph, if one car travelled at 50mph, it would skew the results. He said it was about how you weigh up the risk and determined if one person driving too fast warranted restrictions across the town.

The deputy town clerk confirmed an engineering loop did provide an average and/or 85 percentile speed but the specific individual figures could be requested. He said DC would charge for the set-up of a device and it would cost around £300.

Proposed by Cllr J. Broom and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to ask officers to find out how much it would cost to put an engineering loop on Colway Lane, Queens Walk and Anning Road to monitor traffic speed.

Cllr B. Larcombe said if the council agreed to collect speed data, it would need to be clear about the period it was captured as there were seasonal differences in the traffic.

20/31/TMH Seafront Audit Signs

Cllr B. Larcombe said there were too many signs around the town, especially on the seafront, which were competing for people's attention and losing emphasis.

Cllr K. Ellis questioned the need for the seagull signs if the council wasn't enforcing the rules.

The operations manager said the enforcement officers preferred to have signs to refer to when they were enforcing various rules as they could point to a sign close by.

Cllr B. Larcombe said it should first be determined if signs were mandatory or just public information, and to then consider removing some of the discretionary signs and taking a harder line with businesses and the number of signs they placed out.

Cllr S. Williams said the council had a right to enforce rules about signs as part of its commercial leases.

The deputy town clerk confirmed the leases included some words about signs generally but the main problem was the boards were not on the leased area so it couldn't be enforced under the terms of the lease. However, he said the town council owned the Marine Parade so it could take some reasonable steps anyway.

Cllr G. Stammers said she wouldn't like to remove any signs which would make the enforcement officers' job difficult and suggested liaising with them about which signs were most important to them.

Cllr K. Ellis also suggested looking at the placement of signs as there didn't need to be several of the same sign in the same area.

It was agreed the operations manager would rationalise the signs on the seafront, keeping mandatory signs but ensuring there were no more than needed, removing discretionary signs where possible, and dealing with signs associated with businesses.

20/32/TMH Replacement of a Section of Seafront Railings at Marine Parade

Cllr B. Bawden left the meeting at 9.01pm.

The deputy town clerk said the council would never get planning officer support for the modern design; it would only be possible to get approval by committee or on appeal. He said like-for-like replacement would be much more straightforward.

Cllr B. Bawden returned to the meeting at 9.06pm.

Cllr B. Larcombe felt the modern design would look better and save maintenance costs. He said he wasn't sure what like-for-like would look like as the existing railings had been changed so much and he wasn't sure if the old style would comply with regulations because the space between the rails may be bigger than current requirements.

Cllr C. Reynolds said the most important considerations were the cost and what DC was likely to approve. She felt most people would like to see the older design kept and given the deputy town clerk's advice, applying for a modern replacement was a waste of time.

Cllr M. Ellis said the town council had pushed for what it wanted and although it would have been better to have the same modern design all along the seafront, it was now time to consider the health and safety implications and get on with a like-for-like replacement.

The deputy town clerk said the spacing in between the rails may need to be different to comply with modern requirements and there may need to be slightly larger horizontal rails because the existing ones were weak and bent easily.

Cllr B. Larcombe suggested officers engaged in pre-planning discussions with DC's planning officers to find out how close they could get to like-for-like before submitting an application which DC might not support.

The deputy town clerk said advice was given by DC previously so the process could be speeded up by clarifying with the planning officers if that was still the position. It might also be the case that like for like replacement constituted 'permitted development', in which case no application would be required.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to apply for planning permission to install replacement seafront railings to match the existing, as far as current legislation will allow.

20/33/TMH Complaints, Incidents and Compliments

Members noted there were two complaints regarding skateboarding but it was felt these issues would be alleviated when the skatepark could re-open on 29 March 2021.

The meeting closed at 9.23pm.

Committee: Full Council

Date: 22 April 2021

Title: Selection of Mayor-Elect and Deputy Mayor-Elect

Purpose of Report

To allow members to select a mayor-elect for the 2021-22 council year

Recommendation

Members follow the procedure to select a mayor-elect and deputy mayor-elect for the 2021-22 council year

Report

1. An email requesting nominations for mayor-elect and deputy mayor-elect for the 2021-22 council year was sent out to all members on 23 March 2021.
2. Nominations were to be received by Wednesday 7 April 2021.
3. By the closing date, there were two nominations for Cllr B. Larcombe to be mayor for the forthcoming year.
4. By the closing date, there were three nominations for Cllr K. Ellis to be deputy mayor for the forthcoming year, and one nomination for Cllr J. Broom.
5. Standing order 3.t states 'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.
6. Standing order 3.s states 'The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote'.

Adrianne Mullins
Support services manager
April 2021

Committee: Full Council

Date: 22 April 2021

Title: Proposals on the Establishment of a Committee to consider Environmental Issues

Purpose of Report

To allow members to consider proposals on the establishment of a committee to consider environmental issues

Recommendation

Members consider proposals on the establishment of a committee to consider environmental issues and instruct the town clerk

Background

1. On 3 March 2021, the Full Council considered a report on the establishment of an Environment Committee and resolved, 'to set up a new Environment Committee and for a full proposal to be brought to the Full Council meeting on 14 April 2021.'

Report

2. The following are proposals for member consideration.

Name of committee

3. The first issue to consider is the name of the committee. The 'working title' has been Environment Committee but members could consider expanding the committee's title to make it consistent with the council's declaration of a climate and environmental emergency¹, adopt Dorset Council's terminology, 'climate and ecological emergency' or agree some other title.

Terms of reference

4. The general terms of reference which apply to all council meeting is attached, **appendix 17A**.²
5. The proposed purpose of the committee is to:
 - Research and advise the council on environmental issues
 - Consult external bodies on environmental issues
 - Determine the council's policy on environmental issues
 - To identify and monitor progress against environmental objectives
 - To contain spend to approved budget.

¹ The council's declaration of a climate and environmental emergency was considered by the Strategy and Finance Committee on 10 July 2019 and approved by resolution of the Full Council on 24 July 2019.

² This is an extract from the council's Standing Orders

Membership

6. If the committee is open to external bodies or individuals, the council needs to consider the total size of the committee's membership in respect of its ability to undertake business, e.g., if the committee had 14 council members and representatives from six external bodies or individuals, it would have a membership of 20.
7. There is a case for limiting the committee's membership to 12, e.g., six councillors and six non-councillors.
8. If external bodies are invited to join the committee, their status needs to be clear, i.e., to advise the committee.

Frequency of meetings

9. The council's committee cycle is six weeks. Adding another Wednesday committee to the cycle extends the council's decision-making process to seven weeks.
10. Identifying an evening other than Wednesday places pressure on officers who'd have to prepare two sets of agendas in a week and some members who would have two or more meetings in a week.
11. Every four weeks, Planning Committee takes place on Tuesday evening. Because of frequency differences, i.e. every four weeks and every six weeks, if Tuesday was identified for an environment committee meeting, clashes would occur. Tuesday is also used for working group meetings.
12. Members could also consider a frequency outside the normal committee cycle, e.g., every three months.

Administration

13. Matt Adamson-Drage, operations manager, is the lead officer for the committee. Matt recently obtained the IEMA³ certificate in environmental management.

John Wright
Town clerk
April 2021

³ Institute of Environmental Management and Assessment

Terms of Reference

2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
 - 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

Committee: Full Council

Date: 22 April 2021

Title: Councillor Code of Conduct

Purpose of the Report

To allow the members to approve a new councillor code of conduct based on the model published by the Local Government Association, including 'local amendments'

Recommendation

Members adopt the new councillors code of conduct from the Local Government Association, with sections from the existing code included as local amendments

Background

1. On 31 March 2021, the Strategy and Finance Committee considered adopting a new model code of conduct published by the Local Government Association (LGA) in December 2020. The model is a code for councils to adopt in whole and/or with local amendments.
2. Officers compare the model with the council's code and felt some sections in it should be included in the model as local amendments.
3. Members wanted to see a final version of the new code with the local amendments incorporated before giving final approval.

Report

4. The proposed code is at **appendix 18A**. The model code has been retained as a whole, with local amendments shown in red.

Adrianne Mullins
Support services manager
April 2021

Introduction

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Pursuant to section 27 of the Localism Act 2011, all councils are required to have a local Councillor Code of Conduct.

This code cannot cover every eventuality. Its purpose is to identify the standards expected of members. It does not replace the general requirements in law.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the code. The fundamental aim of the code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication

- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The monitoring officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the monitoring officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their clerk, who may refer matters to the monitoring officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it; ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**

2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. I have consulted the monitoring officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council while continuing to adhere to other aspects of this code of conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the monitoring officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the monitoring officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a

meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the monitoring officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the monitoring officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the monitoring officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the monitoring officer for guidance.

Corruption

Members must be aware that it is a serious criminal offence for them corruptly to receive or be given any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the member to demonstrate that any such rewards have not been corruptly obtained.

Members should report to the town clerk any corrupt offer that is made to them.

Members have a duty to raise any issues where they have reason to believe fraud or corruption of any kind is involved. The member or officer should also notify the town clerk who will then advise on notification to any regulatory agency such as the police or external audit in appropriate cases.

Use of Financial Resources

Members must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money for the council, the local community, and any public or charitable funds, and to avoid legal challenge to the council.

Relationships

Staff

a. Mutual respect between employees and elected members is essential to good local government.

The Local Community and Service Users

a. Members should always remember their responsibilities to the community they serve and should conduct themselves in a courteous, efficient and impartial manner to all groups and individuals within that community.

Contractors

a. All relationships of a business or private nature with external contractors, or potential contractors, should be made known in writing to the town clerk. Orders and contracts must be awarded on merit and in accordance with the town council's Standing Orders and Financial Regulations, normally by fair competition against other tenderers. No special favour in the tendering process should be shown to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.

b. Members who have previously had or currently have a relationship in a private or domestic capacity with a contractor should declare that relationship in writing to the town clerk.

Media

a. All members must comply with the requirements of the Local Government Act 1986 which prohibits councils from publishing any material which seems designed to affect public support for a political party.

b. Matters surrounding council publicity and relationships with the media are dealt with in the PR/Communications Policy and Procedure.

Appointment and other Employment Matters

Members involved in appointments should ensure that these are made on the basis of merit. It is unlawful for a member to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. To avoid any possible accusation of bias, members should not be involved in an appointment where they are related to an applicant or have a close personal relationship outside work with him or her.

Similarly, members should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, or with whom they have a close personal relationship outside work.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B

Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the monitoring officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the monitoring officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the monitoring officer with the reasons why you believe it is a sensitive interest. If the monitoring officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a cabinet member in exercise of your executive function, you must notify the monitoring officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Dispensations

6. On a written request made to the council's proper officer, the council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in as outlined in appendix B if the council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation.

7. Dispensations can be requested and may be granted by the proper officer up to 12 noon on the day of the meeting that the request relates to, except in special circumstances at the town clerk's discretion.

Disclosure of Other Registerable Interests

8. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

9. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where a matter arises at a meeting which **affects** – a. your own financial interest or well-being;

b. a financial interest or well-being of a relative, close associate; or

c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

11. Where a matter **affects** your financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

12. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Sanctions

13. Any breach of this code should be subject to the process as set out at Dorset Council (DC). Currently, any breach should be referred to DC's monitoring officer. The monitoring officer, in conjunction with DC's chief executive or nominated director will make a decision about whether a complaint should be investigated or not. If the complaint relates to a pecuniary interest, then the complaint will be referred immediately to the police.

14. If a complaint is investigated, the investigation is undertaken by DC's monitoring officer who submits his report to DC's chief executive or nominated director for a decision.

15. If DC's chief executive or nominated director's assessment is that a breach of the Lyme Regis Town Council code has occurred, the case will be referred back to the town council to decide whether any sanction should be imposed against the councillor concerned.

16. The sanctions available to the council are limited. They are:

- Censure
- Apology
- Training
- Reprimand

17. There are no legal sanctions that the council can impose on a member who breaches the Code of Conduct. However, members can voluntarily agree to accept sanctions determined by the council, which are assessed as commensurate with any breach of the code. The voluntary sanctions, which can be imposed in addition to those outlined in paragraph 6.4, individually or in any combination, are:

a. Restriction for a period not exceeding six months of that member's access to the premises of the authority of that member's use of the resources of the authority, provided that those restrictions are reasonable and proportionate to the nature of the breach, and do not unduly restrict the person's ability to perform the functions of a member

b. Partial suspension of that member for a period not exceeding six months

c. Suspension of that member for a period not exceeding six months

d. That the member submits a written apology in a specified form

e. That the member undertakes such training as the council specifies

f. That the member participates in such conciliation as the council specifies

g. Partial suspension of the member for a period not exceeding six months or until such time as the member submits a written apology in a form specified by the council

h. Partial suspension of the member for a period not exceeding six months or until such time as the member has undertaken such training or has participated in such conciliation as the council specifies

i. Suspension of the member for a period not exceeding six months or until such time as the member has submitted a written apology in a form specified by the council

j. Suspension of the member for a period not exceeding six months or until such time as the member has undertaken such training or has participated in such conciliation as the council specifies

18. The council may direct that the sanction imposed, or a combination of sanctions, shall commence on such date, within a period of six months after the imposition of that sanction, as the committee specifies.

19. The sanctions to be imposed upon a member will be considered by the council's Human Resources Committee and recommended to the Full Council for resolution. Any sanctions will not take effect until a resolution of the Full Council has been made. Any sanctions resolved by the council will be published on the website.

20. If a member has a complaint about another member, they should discuss the matter in the first instance with the mayor. If a member considers that the behaviour of another member is such that it requires further investigation, he/she can then refer the matter to DC's monitoring officer.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals' process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the

allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the monitoring officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the code on an annual basis to ensure it is still fit for purpose.

Committee: Full Council

Date: 22 April 2021

Title: Reports from External Bodies

Purpose of Report

To allow members to report back on their involvement with the external bodies to which they are nominated as council representatives

Recommendation

Members note the report

Background

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Members are appointed to external bodies at the annual meeting of the council in May each year. The appointments for the 2019-20 council year were rolled over to 2020-21 due to the Covid-19 restrictions in place at the time.
3. **Appendix 19A** details the written reports submitted by members.
4. Appointments for the 2021-22 council year will be made at the annual meeting on 26 May 2021.

Adrianne Mullins
Support services manager
April 2021

Axe Valley and West Dorset Ring and Ride Service – Cllr S. Williams (participating)

No report submitted.

B Sharp – Cllr B. Bawden (participating)

I met Ruth Cohen, Chief Executive/Artistic Director on 9th March 2020 shortly after being appointed LRTC rep. Ruth had not long been running B-Sharp but had clear ideas about the group's activities and direction.

I attended the Grants Review meetings on 10th September 2020 and 11th February 2021. At both meetings, Ruth made clear the steps [B-Sharp](#) had taken to reduce outgoings and adapt their services to the lockdown restrictions. These measures included furloughing and/or reducing the paid hours of staff members; applying for grants; cancelling activities which could not be run; adapting to changing lockdown restrictions with socially-distanced music-making sessions; learning how to operate online; working with the primary schools more pro-actively and offering more targeted support for those children with additional learning needs, who could benefit from the sensory experiences of creating and making music.

B-Sharp has an ethos of training young music leaders and paying them to teach and train younger members, which encourages committed and professional behaviour from group members. Previous music leaders have gone on to careers in the music and performing arts industry and still retain good contact with B-Sharp to encourage other budding composers, players and technicians to make the most of the opportunities offered by the group.

Ruth plans more collaborative partnerships with other community groups and events e.g. Jazz Jurassica, the Community Radio (LRDT), the schools, Dorset Community Foundation.

B-Sharp seems impressively well governed and run and always eager to listen and collaborate with others in the town and beyond. It has been able to adapt and continue to offer music-making, skills development and social interaction opportunities for any young people interested in singing, composing and music making throughout the pandemic and has also widened its reach to the more hard-to-engage young people.

We are very lucky in Lyme to have such a committed, skilled and energetic community group offering our young people opportunities for skills-based, work and career-oriented progressions or simply having fun with others.

<https://bsharp.org.uk/>

Bridport and District Citizens' Advice Bureau – Cllr S. Williams (participating)

No report submitted.

Charmouth Road Allotments Association – Cllr D. Sarson (participating)

Ongoing discussions relating to allotment contamination. Waiting for WPA to come back to us with a further report.

Lyme Regis, Charmouth and Uplyme Coastal Communities Team – Cllr J. Broom and Cllr Ms B. Bawden (participating)

See LymeForward report.

DAPTC (Western Area Committee and Larger Councils) – Cllr J. Broom and Cllr Ms B. Bawden (participating)

(Report from Cllr Bawden)

John Broom and I are the two LRTC representatives on DAPTC.

There are two committees we attend - Western Area and Larger Towns and Parishes.

John and I attend meetings of both groups except when they are so far away e.g. Verwood it becomes impractical.

The meetings are a useful exchange of news, issues and concerns from other parish and town councils across Dorset. The new Chief Executive, Neil Wedge, is making improvements to DAPTC and encouraging more engagement from councils and from Dorset Council.

The [AGM on Sat 14th November 2020](#) was an excellent meeting when a range of motions asking DAPTC to lobby Dorset Council and government about changing planning rules to take account on Net Zero requirements, including the motion we had passed in Lyme about listed building and Conservation Area planning and building regulation limitations to be revised to account for climate change adaptation (except we hadn't put it forward Bridport & Loders tabled a joint motion).

Some of the other meetings I attended were, though I have missed notifications due to email problems:

Western Area

5th Sept 2019 - Bridport

21st Nov 2019 - Bridport

Larger Towns & Parishes

6th Sept 2019 - Beaminster

11th Sept 2020 - Zoom meeting

6th Nov 2020 - Zoom meeting

26th Feb 2021 - Zoom meeting

Training or Seminars

New Councillor Training - Bridport 2nd Sept 2019

Councillors Seminar (all day) - Kingston Maurward, Dorchester 10th Oct 2019

DAPTC - Introduction to Planning 28th Jan; 11th Feb; 25th Feb 2021

DAPTC is a valuable forum for the exchange of ideas, information and issues of concern. John Broom has excellent relationships with many other councillors and chairs meetings at times. Lyme's input seems to be appreciated.

Neil Wedge is working hard to establish more proactive engagement with Dorset Council.

He is setting up a [resource bank](#) of climate and environmental articles and community groups. He has asked Dorset Council to fund the delivery of the Carbon Literacy programme written especially

for town and parish councillors by Rachel Coxcoon, Director at the Centre for Sustainable Energy. He is still waiting for a decision.

I would like LRTC to request Dorset Council support this training initiative and for LRTC to be among the first fully Carbon Literate accredited town council in Dorset.

I would also like LRTC to feature as a 'Member Council leading the Way' on the DAPTC website.
https://www.dorset-aptc.gov.uk/Climate_35340.aspx

(Report from Cllr Broom)

The western area DAPTC has not met since March 2020. DAPTC towns and larger parishes have met three times by Zoom, the biggest talking points being climate change and the Dorset plan.

The Hub Strategic Group – Cllr K. Ellis (liaison)

Meetings were arranged but due to COVID were cancelled. Quarterly meetings were going to take place with Diane and Chris to let me know what was going due to COVID, but never happened.

LymeArts Community Trust – Cllr D. Ruffle (participating)

The Marine was able to stage some socially distanced events, some of which I attended. All Trustee meetings were via Zoom and myself and the Town Clerk were able to ask pertinent and relevant questions about the direction the theatre was taking and their plans for reopening this year. All our questions were answered in full and I, for one, was pleased that these twelve months have ended with the Marine Theatre in a healthy position both financially and artistically.

LymeForward – Cllr S. Williams and Cllr B. Bawden (participating)

(Report from Cllr Bawden)

Much has been said about my concerns about the governance; lack of answers to questions; high turnover of volunteers, paid staff and directors in disturbing circumstances; and lack of any meetings of the Lyme Forward Steering Group or the Coastal Communities Team since Sue Davies took over as Chairman.

Questions were met with obfuscation or refusal to answer and mistaken or inaccurate claims have been made to others and, since the AGM on 31st March, in public.

When I was still volunteering as the Food Bank Collections Manager, I met frequently with Sue Davies and Sue Jones, Food Bank Manager, while they were working hard to adapt the Food Bank to lockdown restrictions. They did extremely well to comply with all the health and safety regulations, for example sanitising every item of food and arranging home delivery of Food Bank parcels, to ensure compliance with covid-19 measures.

Once it was apparent they were fully capable of running all aspects of the Food Bank operation, I resigned as a volunteer due to the inconsistent and confusing management style. Other volunteers were also experiencing similar problems and left.

I have not been invited to any meetings of the Lyme Forward Steering group or the CCT as one of the LRTC representatives. I am a member of Lyme Forward but I was not invited to the AGM or the Members' Meeting, except to the former by a forwarded email from Cllr Cheryl Reynolds. It seems selected members only are being invited.

I attended the Grants Review meeting on 15th September 2020 with Cllr Stan Williams and John Wright. At that meeting, Sue Davies was unable to provide accurate figures for use of the Food Bank or answer several other questions and agreed to let us know subsequently.

I raised these questions again at the Grants Review meeting on 8th March 2021, attended by Cllr Brian Larcombe, John Wright and Adrienne Mullins but, as far as I know, most of those questions remain unanswered.

LymeForward Steering Group – Cllr B. Larcombe (participating)

No report submitted.

Lyme Regis/Barfleur Twinning Association – Cllr R. Doney (liaison)

Le verrouillage de Covid a empêché toute visite cette année. Il avait été prévu de solliciter une subvention du Conseil pour un cadeau à la population de Barfleur pour marquer le 900e anniversaire de la perte du «bateau blanc» le 25 novembre, mais cela n'a pas été possible.

Lyme Regis Charities – Cllr M. Ellis and Cllr K. Ellis (four-year appointment) (participating)

Due to COVID we have held no meetings during the last year but have dealt with applications for funding via telephone.

Lyme Regis Development Trust – Cllr B. Bawden (participating)

I'm happy to report a very good working relationship with the CEO of LRDT, Chris Tipping.

We discuss issues and projects on a frequent basis and I'm delighted that [the Community Workshop](#) has been set up and is running successfully with skilled professional and volunteer tutors, ensuring the health, safety and welfare of the workshop attendees during the pandemic. The facility enables people of all ages to learn new skills with state-of-the-art equipment, much generously donated by Axminster Power Tools and others.

The medical team refer people they consider might benefit from the social interaction and opportunity to develop new skills on free courses, if appropriate. The modest fee charged for workshops will help LRDT become more self-sustaining.

The Hub is an expensive building to maintain so the town council grant is appreciated to cover the lights, insurance, maintenance and running costs. The Hub stayed open throughout the pandemic with the Food Bank operating weekly and other youth and community activities running when lockdown restrictions permitted.

There are two major projects we are currently discussing to progress work on the town's Net Zero Carbon plans, involving collaboration with Turn Lyme Green/Plastic Free Lyme; the Lyme Regis Society; One Planet Working Group; business representatives and committed volunteers.

As well as hiring the Hub out to community groups, [the Trust](#) is initiating a variety of community projects ranging from:

- the very successful [Lyme Bay Radio](#), bringing a wide range of people into the Hub, learning new skills and making connections across a wider area
- the relaunch of the [Community Cafe](#)

- a [Coastal Community Cupboard](#) to reduce food waste
- the Youth Academy to include skills and work training
- the [Farmers' Market](#)
- the [Fossil Festival](#) - a digital offering in July this year and a larger physical event in 2022 (funding permitting)

The building does have limitations which might have prevented the pre-school group from taking up the offer to be based there.

Lyme Regis Football Club – Cllr R. Doney (liaison)

I attended a meeting at the Davy Fort on 5 August with the Town Clerk to discuss the arrangements for the final tranche of the Club's grant from the Council. The Covid lockdown has delayed any formal event to recognise the completion of the works and the Council's contribution.

Lyme Regis Fossil Festival – Cllr L. Howe (liaison)

No report.

Lyme Regis/St George's Twinning Association – Cllr B. Larcombe (liaison)

No report submitted.

Lyme Regis Society – Cllr D. Ruffle (participating)

Obviously, it was a difficult twelve months for all concerned. Zoom meetings were the norm. One socially distanced meeting was attempted, but proved to be unworkable. There were no real issues between the Society and the Council hence for the most part my role was as an observer although with input on various matters as and when they arose. I have been asked to contribute an article to the All Around The Town magazine although that will be as a member, not as a Councillor.

One Planet Working Group – Cllr B. Bawden and Cllr L. Howe (participating)

No report submitted.

Plastic-Free Lyme Steering Group – Cllr R. Smith and Cllr G. Stammers (participating)

(Report from Cllr Stammers)

Plastic Free Lyme Regis has not held any meetings during the last 12 months, however a Zoom meeting is planned for April 2021 which the council representatives will be attending.

Plastic Free Lyme Regis has remained active although limited in its activities over the past year and any activities are reported on their email and WhatsApp threads to which Cllr Smith and I have access. We have participated in these threads where appropriate.

On occasion we have been asked on the progress of a project such as the fitting of the water points or had our attention drawn to minor matters such as the use by the council of plastic cable ties for securing banners. We have then requested the information from the office or Operation Manager as appropriate and relayed to PFLR.

On occasion, I have happened to see Grenville around Lyme and we have an informal chat about PFLR activities. This has been a good way to keep our connection during restrictions.

Regatta and Carnival Committee – Cllr K. Ellis (participating)

Due to COVID-19 I have had no contact from this organisation.

RNLI Lifeboat Guild – Cllr M. Ellis (liaison)

I have had no contact from this organisation.

St Michael's Business Centre Management – Cllr S. Williams (participating)

No report submitted.

Woodmead Halls Management Committee – Cllr D. Sarson (participating)

No meetings since 9th March 2020.

Youth Council – Cllr K. Ellis and Cllr L. Howe (participating)

I was going to contact the school but due to COVID I felt it wasn't the best time to do so as the students were not at school.