



## Lyme Regis Town Council

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

Tel: 01297 445175  
Fax: 01297 443773

**John Wright**  
Town Clerk

email: [townclerk@lymeregistowncouncil.gov.uk](mailto:townclerk@lymeregistowncouncil.gov.uk)

Dear Councillor,

You are summoned to attend an extraordinary meeting of the **Lyme Regis Town Council** to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/83980588459> on Wednesday 29 July 2020 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
24.07.20

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

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

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

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

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

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

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

## **AGENDA**

### **1. Public Forum**

Twenty minutes will be made available for public comment and response in relation to items on this agenda

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

### **2. Dorset Council Matters**

To receive updates from the Dorset Council ward member

### **3. Apologies for absence**

To receive and record any apologies and reasons for absence

### **4. Disclosable Pecuniary Interests**

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

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

### **6. To confirm the accuracy of the minutes of the Full Council meeting held on 1 July 2020 (attached)**

### **7. Health Protection Regulations and Council Meetings**

To inform members of new health protection regulations in relation to face-face-face council meetings

### **8. Delegated Decisions**

To inform members of delegated decisions made since the Full Council meeting on 24 June 2020

### **9. Financial Forecast 2020-21**

To brief members on the financial forecast for 2020-21

**10. Re-presenting Lists of Payments**

To re-present the lists of payments for October, November and December 2019

**11. List of Payments**

To inform members of the payments made in the months of February, March, April, May and June 2020

**12. Largigi Rooms**

To allow members to consider a request for egress from the rear of Largigi Rooms on to land the town council has a leasehold interest in

*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*

**13. 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 12 – Largigi Rooms**

## LYME REGIS TOWN COUNCIL

## MINUTES OF THE VIRTUAL FULL COUNCIL MEETING HELD ON WEDNESDAY 1 JULY 2020

**Present**

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

**Councillors:** Cllr B. Bawden, 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), M. Russell, (finance manager), P. Williams (operations supervisor), J. Wright (town clerk)

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

19/185/C

**Public Forum****D. Boggon**

D. Boggon said he was concerned about the cost of holiday accommodation parking at Woodmead car park. He was speaking as someone who had owned a property in Lyme Regis for 33 years and spent a lot of money on improving it using local contractors and had paid for parking at Woodmead. He said if they didn't provide parking for their guests, they would spill out into the streets and this would create a bigger problem, so they were conscious this was something that was done for the community. D. Boggon said they had paid £670 for the current year on 1 April 2020 and asked for a refund when lockdown began and the car park was barriered off which meant it couldn't be used anyway. When they wanted to renew the permit, they were informed it would still be £670, which he said didn't seem at all reasonable. He said if someone booked a restaurant but were told the head chef was sick and the restaurant was closed, they would feel aggrieved if they had to pay anyway. D. Boggon said for the period of time left in the year, the cost of the permit should be £502.50 rather than £670 and he asked the council to consider this figure.

**N. Ball**

N. Ball thanked the office staff who had been kept on during lockdown, the external works' staff who kept things going outside, and the mayor for his guidance and balanced view through the crisis. He said he hoped business could pick up to off-set some of the losses and that there wasn't a second wave. He was pleased to see the beach huts would be re-opening, particularly as the cancer charity hut could be used as there had been a lot of interest in it. N. Ball said everyone needed to pull together in these times. He said at the last council meeting he was shocked it had come to the casting vote of the mayor to decide on whether there should be a mayoral vote and he felt some members needed to take a step back and look at things in a different light. He felt all members should have backed the mayor. He said if someone wished to be

mayor, they should have the opportunity and this was not the time or the place for change. He said it showed how some people took being a councillor personally but this was not why they were elected.

**19/186/C Dorset Council Matters**

Cllr D. Turner sent his apologies.

**19/187/C Apologies for Absence**

Cllr J. Broom  
Cllr L. Howe

**19/188/C Disclosable Pecuniary Interests**

Cllr G. Stammers declared an interest in any discussions involving Lyme Bay Holidays as her son was an employee but as it was a non-pecuniary interest she would still take part in discussions.

**19/189/C Dispensations**

There were none.

**19/190/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 24 June 2020**

Proposed by Cllr G. Turner and seconded by Cllr D. Ruffle, the minutes of the extraordinary Full Council meeting held on 24 June 2020 were **ADOPTED**.

**19/191/C Re-opening the Town**

Members discussed the cost of a holiday accommodation parking permit.

Several members felt the cost of the permit was too low to begin with and the permit could still be used for eight months of the year, including the main holiday season.

The mayor, Cllr B. Larcombe said this was not the time to discuss the original price; this would need to be discussed at the annual review of charges.

Cllr C. Reynolds felt it was unfair to expect people to pay for parking as they hadn't been able to use the car park.

The town clerk added that the holiday accommodation also couldn't be used due to the government restrictions.

Cllr M. Ellis suggested a discount of £100, i.e. £570 for the remainder of the year. She asked for a recorded vote on this motion.

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members **RESOLVED** to charge £570 for a holiday accommodation parking permit for Woodmead car park for the remainder of the 2020/21 financial year.

**Voted for** – Cllr D. Sarson, Cllr D. Ruffle, Cllr G. Stammers, Cllr R. Smith, Cllr M. Ellis, Cllr K. Ellis, Cllr G. Turner, Cllr B. Bawden, Cllr R. Doney, Cllr B. Larcombe

**Voted against** – Cllr S. Williams

**Abstentions** – Cllr C. Reynolds

Members discussed the 2020/21 fees for the chalets, caravans and beach huts. The town clerk said the residents were proposing a 25% discount because the council had closed the site.

The deputy town clerk clarified that the licence fee was for eight months of the year so the proposal for a 25% discount was not unreasonable given the period the site had been closed.

The mayor, Cllr B. Larcombe said although the closure was not the council's fault, he felt the proposal was reasonable, but he hoped it would be reciprocated by the owners with early payment of their fees rather than waiting until the end of the financial year. He said the value of this, given the council's current financial position, was greater than the sum of the discount.

The deputy town clerk clarified that although early payment could be encouraged, the current lease/licence allowed for payment in up to six installments, so there would be no opportunity for a condition to be imposed that payment had to be made up front.

As it was the government's restrictions which meant people couldn't travel to holiday homes, Cllr M. Ellis felt a 20% discount would be more reasonable, but with some conditions. She added that those who had used their chalet or caravan during the lockdown shouldn't receive the discount.

Cllr R. Smith was concerned if the council gave a discount and there was a second wave of the virus which meant people were not allowed to travel to holiday homes, it would set a precedent and the council would be expected to provide a further discount.

The town clerk said if this happened the council would have a responsibility to address it at that time.

Cllr G. Turner asked if owners who rented out their property and had received a £10,000 grant from the government would also receive the discount as he believed it shouldn't apply to them.

Cllr C. Reynolds asked if the council was aware which properties were rented out and if there was any way of knowing who had received the grant. She added that the discount agreed for holiday accommodation parking permits was 14% and suggested the same discount be applied to the chalets, caravans and beach huts.

The deputy town clerk said not everyone who sub-lets would have received the grant and there was no way of determining who had received it.

Cllr R. Smith suggested the discount was only given to owners who gave an undertaking they were not operating as a business.

Cllr G. Stammers suggested the 20% discount could be given subject to owners paying within 28 days.

The town clerk said he understood members may want to put conditions on any discount but it would make things too complicated and may result in a dispute with the residents.

Cllr M. Ellis requested a recorded vote on the following motion:

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** to approve a 20% discount on the chalet, caravan and beach hut fees for 2020/21, subject to the following conditions: 2020/21 fees are paid in full by 31 March 2021; the discount will not be applied until any outstanding sums owed by residents are paid; and the discount will not be applied retrospectively where debts are settled after 31 March 2021.

**Voted for** – Cllr R. Smith, Cllr D. Sarson, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr D. Ruffle, Cllr G. Stammers, Cllr C. Reynolds, Cllr G. Turner, Cllr B. Larcombe

**Voted against** – Cllr B. Bawden, Cllr S. Williams

**Abstentions** – None

Members discussed the re-opening of the council offices and acknowledged that although working from home was working well, it was important for the public to have access to services.

The operations supervisor said various measures were already in place to allow staff to return to the office, such as hand sanitiser at the entrance and signs and floor markings, but a Perspex screen for the counter was yet to be delivered.

Providing the Perspex was delivered when expected, the town clerk said the office could be re-opened on 13 July 2020.

Regarding park and ride, the deputy town clerk said it was unlikely it could operate this year without the council providing a substantial subsidy.

Cllr M. Ellis suggested Strawberry Field could be considered at a future date as a park and walk facility.

Members discussed the performance area at the Marine Parade Shelters, specifically for use for events and performances. It was acknowledged that although an event or performance could be made Covid Secure, the main issue was people congregating to watch it, which the council couldn't be seen to encourage.

Regarding alfresco seating, the town clerk said there was a drive from the government for local councils to make more outdoor seating available for businesses, with a cap of £100 on licences, as well as a consultation period of five days and an implementation period of a further five days.

The town clerk said the advice from Dorset Council was to follow this guidance, although the council shouldn't do anything to compromise the recent court judgement on alfresco seating. He added the council needed to be satisfied a business was Covid Secure and it may not be possible to grant every licence as there were pinch points on Marine Parade where social distancing would not be possible.

The town clerk said in granting licences, there should not be any other obstructions on Marine Parade, such as A boards, which would further restrict people's ability to socially distance.

The mayor, Cllr B. Larcombe asked who would ensure a business was Covid-19 compliant.

The town clerk said officers would have an initial discussion with businesses and ask to see their risk assessment and method statement, but that was where the council's involvement would end.

Cllr M. Ellis agreed A boards were an issue and suggested the council discussed with its tenants that they shouldn't be out at this time, as well as asking Dorset Council to enforce the regulations.

The town clerk agreed and felt it should apply not only to A boards but to all paraphernalia outside businesses on town council land. He suggested a ban on this kind of equipment for this year and members agreed.

The deputy town clerk said the former Blue Sea Café, now Kiosk, was proposing to have picnic style benches outside the property, which he was inclined to approve providing the number of seats was not increased.

Members discussed the trampoline and deckchair concessions and were concerned it would be difficult to keep them Covid compliant due to the high frequency of use.

Members also discussed the hair braiding and henna tattooing concession and although not opposed to the concession itself, there was concern it would cause congestion on a busy area of the seafront and restrict the ability to socially distance.

The town clerk asked members to consider a proposal from the RNLI for the provision of lifeguards this year. The charity said it would need to employ a third person to provide a first aid and lost children service, as well as lifeguarding, which would cost the council an additional £2,070.

The deputy town clerk said this was a one-off for this year and members shouldn't underestimate the number of first aid cases and lost children the lifeguards dealt with. He said the RNLI would fund two-thirds of the third person's salary and the £2,070 requested from the council was the remaining third.

Members were disappointed this was considered to be an extra service this year and felt the lifeguards wouldn't turn away a lost child or someone who required first aid, if the situation presented itself.



The operations supervisor said not having this service would have implications on town council staff if they had to administer first aid and deal with lost children, which would take them away from their normal duties.

Incidents of anti-social behaviour were discussed, particularly people urinating and defecating in public when the toilets were closed, rubbish being left on the seafront, and late-night parties in the gardens which were affecting the lives of residents living nearby.

The town clerk said it was proposed to keep the Marine Parade toilets open until 10.30pm and to pay council staff overtime to do a final rubbish collection and tidy-up and to close the toilets. He said although there was a cost involved to the council, it was deemed necessary due to the negative publicity the issues were creating.

Regarding the parties in the gardens, the town clerk said the council may have to step in to protect open areas and members agreed this would be kept under review.

Proposed by Cllr B. Larcombe and seconded by Cllr S. Williams, members **RESOLVED** to agree the following in line with the government guidance:

- Open Candles on the Cobb Pavilion toilets
- Open the chalet and caravan park
- Open the amenities area
- Open the Anning Road and Henry's Way play areas
- Open the council offices
- Hold monthly Full Council meetings but other meetings may be held in between to discuss urgent business
- Keep the park and ride closed for 2020
- Allow weddings in the Guildhall
- Not to allow events and performances in the performance area
- Keep Langmoor and Lister Rooms closed
- Open the Cart Road beach huts (including privately owned)
- Officers use their discretion to allow alfresco seating where the location allows
- Hire out beach wheelchairs
- Keep beach showers closed
- Not to allow the trampoline, deckchair, children's games and activities, and hair braiding concessions for the 2020 season unless government advice changes
- Not to part-fund a third RNLI lifeguard

## **19/192/C Use of Market Area**

Cllr C. Reynolds felt it wasn't necessary to bring this request to members as officers could have dealt with it as a normal market area booking.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** that the request from the Lyme Oyster Co. to rent the market area of the Marine Parade Shelters on a regular basis was dealt with by officers as a normal booking.

*The meeting closed at 9.54pm.*

**Committee:** Full Council

**Date:** 29 July 2020

**Title:** Health Protection Regulations and Council Meetings

**Purpose of Report**

To inform members of new health protection regulations in relation to face-face-face council meetings

**Recommendation**

Members consider the new health protection regulations in relation to face-face-face council meetings

**Background**

1. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020 came into force of 4 April, allowing local authorities to hold virtual meetings up until 7 May 2021.
2. This council has held two virtual extraordinary Full Council meetings and the third is this meeting. Further extraordinary Full Council meetings are scheduled to take place on 26 August and 23 September 2020, and Planning Committee meetings are scheduled for 5 August and 2 September 2020.

**Report**

3. New legislation called The Health Protection (Coronavirus, Restrictions) (No. 2) (England) Regulations 2020 were made on 3 July and came in to force on 4 July.
4. The 2020 Regulations refer to gatherings in private dwellings, vessels and land that is a public outdoor place. No more than 30 people can participate in a gathering in such places. Public bodies – which include parish councils and parish meetings – are able to exceed the 30-person gathering restriction in premises used for the operation of a public body if certain conditions are met. They are:
  - the gathering has been organised by the public body;
  - the person responsible for organising the gathering has carried out the requisite risk assessment (which would satisfy the requirements of regulation 3 of the Management of Health and Safety at Work Regulations 1999), and;
  - the gathering organiser has taken all reasonable measures to limit the risk of transmission of the coronavirus, taking into account the risk assessment.

5. This guidance applies until the further direction of the Secretary of State and the Regulations will be reviewed every 28 days, the first review being carried out by 31 July 2020.

6. The government advice for safe use of council buildings states:

*“We continue to recommend that where meetings can take place digitally, without the need for face-to-face contact, they should do so. Where council buildings need to be used for physical meetings, these meetings must be managed within the social distancing guidance.”*

7. The National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) ‘strongly advise’ local councils to continue to meet remotely, without the need for face-to-face contact:

*“Following the government announcement of further easing of lockdown restrictions from 4 July, as at 26 June, both NALC and SLCC strongly advise local councils to continue to meet remotely, without the need for face to face contact. The government rules still state that we should all work from home if we can.*

*Local councils have the powers to hold public meetings remotely by using video or telephone conferencing technology until May 2021 and so most councils will have no need to meet in person. Furthermore, local councils have the duty to allow the public to observe council meetings without placing restrictions on the number attending, which many council meeting venues will not be able to accommodate in a safe way at this time.”*

8. The advice is that local councils should only hold in-person meetings if there is no other way to conduct business, i.e. by use of telephone or online technology, or if the council has a reasonable business or legal need to meet in person.

10. If the council does choose to hold face-to-face meetings, it would need to act in compliance with the government’s ‘safer workplaces’ guidance and check if there are any members or staff who would be unable to attend face-to-face meetings due to health, disability or other reasons. If so, the council would need to make reasonable adjustments to allow them to take part in the meeting.

11. The council could also consider holding a hybrid meeting, where some people attend in person and others join remotely.

12. Advice has also been received from Dorset Council, which says in line with the government guidance and the advice of Peter Oldham QC (commissioned by the Local Government Association) it will continue to hold virtual meetings.

Adrienne Mullins  
Support services manager  
July 2020

**Committee:** Full Council

**Date:** 29 July 2020

**Title:** Delegated Decisions

**Purpose of Report**

To inform members of delegated decisions made since the Full Council meeting on 24 June 2020

**Recommendation**

Members note the report

**Report**

1. Since the Full Council resolution on 24 June 2020, delegated decisions made by the town clerk since 25 June 2020 have been made in consultation with the mayor, deputy mayor and chairmen and vice-chairmen of the council's committees. consultation with the mayor. Delegated decisions are reported to members in the daily update.
2. One delegated decision has been made since 25 June 2020; the appointment of a security company, WillSecure, on 13 July 2020.,
3. One financial decision has been made by the town clerk in accordance with the amendment to financial regulation 3.4, a payment of £10,067.71 to Glen Cleaning on 8 July 2020.

John Wright  
Town clerk  
July 2020

**Committee:** Full Council

**Date:** 29 July 2020

**Title:** Financial Forecast 2020-21

**Purpose of Report**

To brief members on the financial forecast for 2020-21

**Recommendations**

Members note the report

**The 2020-20 financial forecast**

1. The financial forecast is attached, **appendix 9A**. If the model's assumptions are correct, the town council will have a £200,000 reserve at 31 March 2021. When the financial forecast was presented to the council on 24 June 2020, the financial forecast produced a reserve of £67,000.
2. Arriving at sound assumptions to inform the financial forecast is difficult. Fortunately, assumptions are beginning to firm up and the model now has a greater degree of accuracy. Having said this, the year-end forecast could vary £100,000, either way.
3. The main assumptions and variations are:
  - Since the car parks were re-opened on 21 May 2020, the council has seen a steady increase in income. For the first few weeks income was approximately 45% of historic income for the period, by end-June this increased to 50% and during July this has risen to approximately 65% of historic income. Based on this trend, the model has been amended to forecast income at 65% for the remainder of the financial year.
  - Amenities opened on Saturday 18 July 2020. Moving forwards, the forecast allows for 50% of historic income.
  - On 1 July 2020, the Full Council agreed a 20% discount on chalet and caravan site fees to compensate for site closure at the direction of the council. A condition of the reduction is all fees and outstanding debts must be paid by 31 March 2021. The forecast income for 2020-21 has been revised from £187,000 to £204,000.
  - The forecast commercial rent is retained at £120,000 from a budget £190,000; we are aware of some tenants who have requested restructured payment arrangements.
  - No VAT payments or receipts were made to or received from HMRC for the 1<sup>st</sup> quarter, 2020-21. However, a payment of £39,500 was received in quarter 1 that related to quarter 4, 2019-20. A receipt of £45,000 which relates to quarter 1 is anticipated in quarter 2.

- During lockdown and the closure of the town, supplier expenditure dropped. With the re-opening of the town and the resumption of council activity, expenditure has increased; the forecast has been amended to increase supplier payment to £50,000 per month.
4. Key information from the financial forecast is: income lost to date, £243,000; additional income losses until year-end estimated at a further £316,000 (a total of £559,000) and a year-end reserve of £200,000.
  5. The estimated cost of responding to Covid-19 is £25,000.

### **Recent events and decisions**

6. Since the Full Council meeting on 24 June 2020, events and decisions have impacted on and informed the council's finances, these are detailed below. Where, relevant these are included in the financial forecast.

### **Temporary pavement licences**

7. On 25 June 2020, the government published arrangements for temporary pavement licences. The temporary pavement licences process introduces a streamlined consent route to allow businesses to obtain a licence to place temporary furniture, such as tables and chairs outside of cafes, bars and restaurants quickly, and for no more than £100. The advice received is that this almost certainly applies to existing pavement licences.
8. Temporary pavement licences apply to removable furniture, only.
9. The financial forecast currently excludes income from pavement (alfresco) licences.

### **Extraordinary Full Council 1 July 2020**

10. At the extraordinary Full Council on 1 July 2020, members considered a report on re-opening the town. The resolutions which were made at that meeting open-up income streams from: chalets, caravans, beach huts, weddings, amenities, and concessions.
11. Two resolutions from this meeting reduced income:
  - the reduction of holiday parking permits from £670 to £570
  - a 20% reduction in chalet, caravan and beach hut licence fees.
12. The minutes of this meeting are elsewhere on this agenda.

### **Income Loss scheme for local authorities**

13. On 2 July 2020, the government issued a press release with the title *Comprehensive new funding package for councils to help address coronavirus pressures and cover lost income during the pandemic*. The release referred to three additional sources of support for local government:

- An extra £500m support to councils to manage the impact of Covid-19A scheme which will protect councils from lost income; the first 5% of losses will be borne by councils themselves with 75p in the pound above that protected by government
  - Flexibility to recover council tax and non-domestic rates deficits over a three-year period rather than in a single year.
14. The scheme the town council is most interested in is the one that covers income loss. Further details about the design and scope of the scheme were released in a technical note on 17 July 2020, along with guidance for finance directors.
  15. The note is reasonably clear that we should be able to claim for car parking income losses and that we can probably claim for amenities and concession income losses. It is unclear about whether we can claim for site fee income losses and reasonably clear that we can't claim for commercial rents from shops and restaurants.
  16. The note states any compensatory benefit received from government initiatives will be netted off against any payment, i.e., the Coronavirus Job Retention Scheme.
  17. The note says that a set of principles to define relevant details will be provided along with guidance on how to make a claim.
  18. However, key questions remain unanswered, i.e., is there enough money to go around, if not, who decides who gets what, and who allocates the money?
  19. When there is further clarity about this scheme, the town clerk will organise a meeting with members.

### **Coronavirus Job Retention Scheme (CJRS)**

20. On 8 July 2020, the government announced a job retention bonus to reward and incentivise employers who keep on their furloughed employees. This is a one-off payment of £1,000 to UK employers for every furloughed employee who remains continuously employed through to the end of January 2021.
21. Employees must earn above the Lower Earnings Limit (£520 per month) on average between the end of the Coronavirus Job Retention Scheme and the end of January 2021. Payments will be made from February 2021. Further detail about the scheme will be announced by the end of July.
22. The town council will receive £17,000 from this scheme; this is included in the financial forecast.

### **VAT reduction for Chalets and caravans**

23. On 8 July 2020, the government announced its intention to legislate to apply a temporary 5% reduced rate of VAT to certain supplies relating to hospitality, hotel and holiday accommodation and admission to certain attractions. The reduced rate will last for a temporary period between 15 July 2020 and 12 January 2021.

24. Subsequent guidance and advice from HMRC confirmed this reduction applies to site fees for the chalet and caravan park.
25. This reduction does not have a direct impact on the council's income.

### **Member discussion 8 July 2020**

26. At an information and discussion meeting on 8 July 2020, councillors considered the council's finance in more detail. The following was discussed:
  - a potential loss of income up to £650k and the impact this would have on the council's reserve
  - Section 114 order requirements, i.e., the process and measures which would need to be put in place if the council couldn't achieve a balanced budget
  - officer proposals to increase capital and income, and reduce expenditure, including the transfer of risk and running costs to other operators
  - a summary of the finance manager and town clerk's discussions with Dorset Council about and the advice they had received, i.e., any loan proposal should be submitted as soon as possible
  - the possibility of taking out a loan with the Public Loans Works Board (PWLB)
  - cost savings, including salaries' savings
  - the government's recently announced income loss scheme for councils, see above
  - setting financial targets for reserve levels, income and expenditure
27. The discussion suggested member support for asset sales was low and officers should identify financial targets and the measures required to achieve them.
28. The town clerk said a key determinant of any financial strategy was a clear understanding of the government's income loss scheme. The town clerk undertook to arrange a further discussion meeting when government guidance was published.

John Wright  
Town clerk  
July 2020



**Committee:** Full Council

**Date:** 29 July 2020

**Title:** Re-presenting Lists of Payments

**Purpose of Report**

To re-present the lists of payments for October, November and December 2019

**Recommendation**

Members note the report and approve the attached schedule of re-presented payments for October, November, December 2019 for the sums of £212,448.82, £180,057.30, £132,078.11, respectively.

**Background**

1. The schedules of payments for October, November and December 2019 presented to the meeting of Full Council held on 19 February 2020 contained errors and were incomplete due to problems with print area settings.
2. The intention had been to re-present these schedules to a meeting in March, but this did not happen due to the Covid-19-related 'lockdown'.

**Report**

3. Attached as **appendices 10A to C** are all the schedules referred to above.
4. The re-presented schedules have not been altered or changed in any way. They are the lists which were prepared for Full Council in February. The issue was solely one of print area settings which resulted in only partial printing. For instance, only two of the total five pages for the October 2019 schedule printed.

Mark Green  
Deputy town clerk  
July 2020

## APPENDIX 10A

Lyme Regis Town Council								
Payments list for October 2019								
					£212,448.82			
<b>Total</b>								
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>								
01/10/2019	HMRC NDDS	October PAYE and NI	D/D	12666.04	0%	-	12,666.04	Staffing
01/10/2019	SOUTH WEST WATER	Water Usage	D/D	1163.13	0%	-	1,163.13	Utilities
03/10/2019	SALARY	October Salaries	EBP	1340.05	0%	-	1,340.05	Staffing
07/10/2019	DORSET COUNCIL	Redirection of the Footpath	D/D	1043.69	0%	-	1,043.69	Outside Works
08/10/2019	EDF ENERGY	Electricity Charges	D/D	302.77	5%	14.42	288.35	Utilities
10/10/2019	DORSET COUNCIL	Business Rates	D/D	7953	0%	-	7,953.00	Outside Works
14/10/2019	ALLSTAR	Monthly Fuel Costs	D/D	459.15	20%	76.53	382.63	Outside Works
15/10/2019	BANKLINE	Bank charges	BLN	52	0%	-	52.00	Office Expenses
17/10/2019	DORSET COUNCIL	Wheelie Bin Hire and Collection	D/D	750.27	0%	-	750.27	Outside Works
18/10/2019	WORLDPAY	Transaction Charges	D/D	30.42	20%	5.07	25.35	Office Expenses
22/10/2019	WORLDPAY	Transaction Charges	D/D	53.8	20%	8.97	44.83	Office Expenses
24/10/2019	SALARY	October Salaries	EBP	34713.12	0%	-	34,713.12	Staffing
25/10/2019	WEST DORSET DISTRI	Loan Repayment	S/O	3125	0%	-	3,125.00	Loan Charges
Total				£63,652.44				
<b>LLOYDS BANK</b>								
03/10/2019	GRENKELEASING LIM	Photocopying Lease	DD	313.2	20%	52.20	261.00	Office Expenses
04/10/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
07/10/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
07/10/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
07/10/2019	HARDWAREXPRESS	Batteries for Ticket Machines	DEB	92.96	20%	15.49	77.47	Outside Works
08/10/2019	DORSET COUNCIL	Dorset Council Cash Collection	CHQ	12988.8	20%	2,164.80	10,824.00	Outside Works
09/10/2019	GIFFGAFF	Monthly Mobile	DEB	10	20%	1.67	8.33	Utilities
10/10/2019	RAWLINS	Anti Slip Paint	DEB	104.04	20%	17.34	86.70	Outside Works
10/10/2019	GENERAL ALL PURPOS	Paint	DEB	37.49	20%	6.25	31.24	Outside Works
10/10/2019	BARCLAYCARD	Transaction Fees	DD	28.5	0%	-	28.50	Office Expenses
10/10/2019	PAYZONE UK	Zatpark usage	DD	18	20%	3.00	15.00	Outside Works
10/10/2019	PAYZONE UK	Zatpark usage	DD	18	20%	3.00	15.00	Outside Works
10/10/2019	BARCLAYCARD	Transaction Fees	DD	15.76	0%	-	15.76	Office Expenses
11/10/2019	AMAZON	Chainsaw Equipment	DEB	73.07	20%	12.18	60.89	Office Expenses
11/10/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
11/10/2019	TRACEY POXON	Office Cleaning	FPO	1545	0%	-	1,545.00	Office Expenses
11/10/2019	TOTAL PLUMBING	External works supplies	FPO	20.1	20%	3.35	16.75	Outside Works
11/10/2019	TOPSPARKS	Lighting	FPO	158.4	20%	26.40	132.00	Outside Works
11/10/2019	SMITH OF DERBY	Maintenance On Clock In Cobb Gate	FPO	789.6	20%	131.60	658.00	Outside Works
11/10/2019	PITNEY BOWES	Franking machine	FPO	674.25	20%	112.38	561.88	Office Expenses
11/10/2019	PHOENIX BRASS BAND	Performance In June	FPO	175	0%	-	175.00	Marketing & Tourism
11/10/2019	NEWSQUEST MG	Grant Application Advertising	FPO	207.6	20%	34.60	173.00	Office Expenses
11/10/2019	M G WEBBER	Planting	FPO	180	20%	30.00	150.00	Outside Works
11/10/2019	LYME ONLINE	Advertising	FPO	117	0%	-	117.00	Office Expenses
11/10/2019	LUKE LAWSON	Website moderation	FPO	300	0%	-	300.00	Marketing & Tourism
11/10/2019	LRDT PROPERTY M	Rent	FPO	1276.92	20%	212.82	1,064.10	Rents
11/10/2019	KELTIC CLOTHING	Staff Clothing	FPO	107.46	0%	-	107.46	Staffing
11/10/2019	KEELY WINDOWS	Replacement of Broken window Ware	FPO	59.47	20%	9.91	49.56	Outside Works
11/10/2019	GLEN CLEANING	Cleaning	FPO	8965.2	20%	1,494.20	7,471.00	Outside Works
11/10/2019	GLASDON	Plaques	FPO	182	20%	30.33	151.67	Outside Works
11/10/2019	FIRSTAID4LESS	First aid Equipment	FPO	350.82	0%	-	350.82	Office Expenses
11/10/2019	EVERGREEN RENEWABLE	Heating and Plumbing in several locatio	FPO	2138.12	20%	356.35	1,781.77	Outside Works
11/10/2019	EUROFFICE	Stationary	FPO	425.37	20%	70.90	354.48	Office Expenses
11/10/2019	DAPTC 2	Councillor Induction	FPO	80	0%	-	80.00	Office Expenses
11/10/2019	CLARITY COPIERS	Monthly Copier Costs	FPO	594.98	20%	99.16	495.82	Office Expenses
11/10/2019	CARRIER 3PL	July and August Fulfilment	FPO	860.39	20%	143.40	716.99	Marketing & Tourism
11/10/2019	BUSEC	CIPD Diploma Staff training	FPO	1125	20%	187.50	937.50	Staffing
11/10/2019	BLAMPHAYNE SAWMILL	External works supplies	FPO	1329.04	20%	221.51	1,107.53	Outside Works
11/10/2019	ALLHUSEN PARK RIDE	Park and Ride	FPO	3500	0%	-	3,500.00	Outside Works
11/10/2019	A J SUPPLIES	Cleaning Supplies	FPO	203.03	20%	33.84	169.19	Outside Works
14/10/2019	UNITY 5	Zatpark usage for September	FPO	387.24	20%	64.54	322.70	Outside Works
14/10/2019	TOPSPARKS	Works for Garden Lighting	FPO	8259.07	20%	1,376.51	6,882.56	Outside Works
14/10/2019	THOMPSON JENNER	Legal Advice	FPO	552	20%	92.00	460.00	Legal and Professional
14/10/2019	STOKE SUB BAND	Performance on Marine Parade	FPO	175	0%	-	175.00	Office Expenses

14/10/2019	PACKAGING PRODUCTS ONLINE	Car Park Equipment	FPO	180.53	20%	30.09	150.44	Office Expenses
14/10/2019	PRISTINE ENGRAVING	Plaques	FPO	120	20%	20.00	100.00	Outside Works
14/10/2019	NW SYSTEMS GROUP	Camera streaming	FPO	309.6	20%	51.60	258.00	Marketing & Tourism
14/10/2019	MORELOCK	Speed Indicator	FPO	2994	20%	499.00	2,495.00	Outside Works
14/10/2019	METRIC	Ticket Machine Maintenance	FPO	608.87	20%	101.48	507.39	Outside Works
14/10/2019	MARTINS EXCAVATION	Drainage at Ware Cliff	FPO	1212.14	20%	202.02	1,010.12	Outside Works
14/10/2019	HOUSE OF FLOWERS	Mayoral budget	FPO	30	0%	-	30.00	Office Expenses
14/10/2019	HONITON BAND	Performance on Marine Parade	FPO	50	0%	-	50.00	Office Expenses
14/10/2019	HOME START	Grant Towards Costs	FPO	758.62	0%	-	758.62	Grants
14/10/2019	GROVES NURSERIES	Outdoor Planting	FPO	2071.78	20%	345.30	1,726.48	Outside Works
14/10/2019	COMMERCIAL WASHROO	Sensor Foot Wash Tap	FPO	488.58	20%	81.43	407.15	Outside Works
14/10/2019	BUGLARS	Works to Vehicles	FPO	754.61	20%	125.77	628.84	Outside Works
14/10/2019	BRIDPORT BANNERS	Flags	FPO	786.24	20%	131.04	655.20	Outside Works
14/10/2019	BARTLETTS	Paint	FPO	15	20%	2.50	12.50	Outside Works
14/10/2019	AMAZON	Steel Pegs	DEB	100.32	20%	16.72	83.60	Office Expenses
15/10/2019	JACKSON LIFT GROUP	Lift Repair	FPO	3642	20%	607.00	3,035.00	Outside Works
15/10/2019	EE LIMITED	Mobile and Sim Contract	DD	114.37	20%	19.06	95.31	Utilities
16/10/2019	G4S CASH SOLUTIONS	Cash Collections	DD	1442.7	20%	240.45	1,202.25	Outside Works
16/10/2019	SAGE SOFTWARE LTD	Sage Support	DD	271.2	20%	45.20	226.00	Office Expenses
17/10/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
17/10/2019	PAYZONE UK	Zoopark	DD	6	20%	1.00	5.00	Utilities
17/10/2019	PAYZONE UK	Zoopark	DD	6	20%	1.00	5.00	Outside Works
18/10/2019	AMAZON	Floor Cleaner	DEB	76.96	20%	12.83	64.13	Outside Works
18/10/2019	WORLDPAY	Transaction Fees	DD	23.94	0%	-	23.94	Office Expenses
22/10/2019	VIKING NEW	Hand Cleaning	FPO	662.33	20%	110.39	551.94	Office Expenses
22/10/2019	UNITY 5	Zoopark System Usage	FPO	130.2	20%	21.70	108.50	Utilities
22/10/2019	TOTAL PLUMBING	Plumbing Equipment	FPO	175.07	20%	29.18	145.89	Outside Works
22/10/2019	TOPSPARKS	Electrical Work	FPO	488.91	20%	81.49	407.43	Outside Works
22/10/2019	T BEVISS	Work to Oak Cabinet	FPO	135.83	20%	22.64	113.19	Outside Works
22/10/2019	SSP DIRECT	Light Project Cage	FPO	545.4	20%	90.90	454.50	Outside Works
22/10/2019	SOUTH WEST COUNCIL	Equality and Diversity Training	FPO	702.6	20%	117.10	585.50	Staffing
22/10/2019	SHOWBITZ	Cables and Lighting for the lighting Proj	FPO	594.73	20%	99.12	495.61	Outside Works
22/10/2019	ONSURFACE	Sign Works in the Cemetery	FPO	120.71	20%	20.12	100.59	Outside Works
22/10/2019	METRIC	Web Hosting	FPO	641.49	20%	106.92	534.58	Outside Works
22/10/2019	LYME SPLASH	Grant for Water Polo Net	FPO	1500	0%	-	1,500.00	Grants
22/10/2019	LYME ONLINE	Advertising	FPO	120	0%	-	120.00	Office Expenses
22/10/2019	KITSON AND TROTMAN	Legal Advice	FPO	7326.35	20%	1,221.06	6,105.29	Office Expenses
22/10/2019	GLASDON	Seating	FPO	195.52	20%	32.59	162.93	Outside Works
22/10/2019	ECOM6	Web Payments and charges	FPO	90.64	20%	15.11	75.53	Utilities
22/10/2019	DAPTC	Staff Training	FPO	40	0%	-	40.00	Office Expenses
22/10/2019	DAMORY	Bus Service	FPO	3000	0%	-	3,000.00	Outside Works
22/10/2019	CRICKMAY STARK	Professional Services for Window Guild	FPO	1596	20%	266.00	1,330.00	Legal and Professional
22/10/2019	C K COMMUNICATIONS	Hand held Radios	FPO	396	20%	66.00	330.00	Outside Works
22/10/2019	BUGLARS	Maintenance	FPO	1149	20%	191.50	957.50	Outside Works
22/10/2019	BOAT BUILDING ACAD	Basic Woodworking Skills for Staff	FPO	500	0%	-	500.00	Staffing
22/10/2019	BLUE LEVEL MEDIA	Website design	FPO	900	20%	150.00	750.00	Marketing & Tourism
22/10/2019	BARTLETTS CS	Markers for Cemetery	FPO	84.38	20%	14.06	70.32	Outside Works
22/10/2019	AXMINSTER GARDEN	Goods Supplies April-Aug 2019	FPO	2575.25	20%	429.21	2,146.04	Outside Works
22/10/2019	ADRIANNE MULLINS	Travel Expenses	FPO	58.05	0%	-	58.05	Staffing
22/10/2019	St Michael's Church	Grant	CHQ	30945.83	0%	-	30,945.83	Grants
22/10/2019	IP OFFICE	Call charges for September	DD	334.49	20%	55.75	278.74	Office Expenses
22/10/2019	WORLDPAY	Transaction Charges	DD	57.71	0%	-	57.71	Office Expenses
22/10/2019	WORLDPAY	Transaction Charges	DD	55.45	0%	-	55.45	Office Expenses
22/10/2019	WORLDPAY	Transaction Charges	DD	10	0%	-	10.00	Office Expenses
23/10/2019	GIFFGAFF	Mobile Data Charge	DEB	6	20%	1.00	5.00	Utilities
23/10/2019	DAMORY	Bus Service	FPO	1000	0%	-	1,000.00	Outside Works
23/10/2019	JOHN BEER MOTOR	Works for Vehicle	FPO	321.26	20%	53.54	267.72	Outside Works
23/10/2019	WESSEX LIFT CO	Service To Lift	FPO	144	20%	24.00	120.00	Outside Works
23/10/2019	GLEN CLEANING	Cleaning	FPO	1299.46	20%	216.58	1,082.88	Outside Works
23/10/2019	DAPTC	New Councillor Induction	FPO	40	0%	-	40.00	Staffing
23/10/2019	AXEMINSTER TOOLS	External works supplies	FPO	35.04	20%	5.84	29.20	Outside Works
23/10/2019	GOCARDLESS	Website Costs	DD	24	20%	4.00	20.00	Office Expenses
24/10/2019	THE FLAG SHOP LTD	Flag Lest We Forget	DEB	13.9	20%	2.32	11.58	Outside Works
25/10/2019	GIFFGAFF	Monthly Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
25/10/2019	SOUTH WEST WATER	Water Bill	FPO	262.8	0%	-	262.80	Utilities
25/10/2019	SOUTH WEST WATER	Water Bill	FPO	1035.38	0%	-	1,035.38	Utilities
25/10/2019	SOUTH WEST WATER	Water Bill	FPO	3981.43	0%	-	3,981.43	Utilities
25/10/2019	WOODMEAD HALL	Quarterly Payment	FPO	2485	0%	-	2,485.00	Outside Works
25/10/2019	TRAVIS PERKINS	External works supplies	FPO	272.31	20%	45.39	226.93	Outside Works
25/10/2019	TRAVIS PERKINS	External works supplies	FPO	251.76	20%	41.96	209.80	Outside Works

25/10/2019	SCREWFIX	External works supplies	FPO	1353.36	20%	225.56	1,127.80	Outside Works
25/10/2019	SCREWFIX	External works supplies	FPO	1470.77	20%	245.13	1,225.64	Outside Works
25/10/2019	SW HYGIENE	Waste Transfer	FPO	68.34	20%	11.39	56.95	Outside Works
25/10/2019	STEVE POSTLES	Electricity for Web Cam	FPO	482.44	0%	-	482.44	Outside Works
25/10/2019	SIX PAYMENT SERVIC	Transaction Charges	FPO	2541.52	0%	-	2,541.52	Office Expenses
25/10/2019	NPOWER	Electricity	FPO	129.85	5%	6.18	123.67	Utilities
25/10/2019	NPOWER	Electricity	FPO	2518.71	5%	119.94	2,398.77	Utilities
25/10/2019	NPOWER	Electricity	FPO	886.62	5%	42.22	844.40	Utilities
25/10/2019	MOLE AVON	Renewables for Works Staff	FPO	687.77	20%	114.63	573.14	Outside Works
25/10/2019	LYME FORWARD	Quarterly Payment	FPO	3750	0%	-	3,750.00	Grants
25/10/2019	KROWMARK LTD	Staff Clothing	FPO	74.52	20%	12.42	62.10	Staffing
25/10/2019	KROWMARK LTD	Staff Clothing	FPO	1279.92	20%	213.32	1,066.60	Staffing
25/10/2019	JWS	Renewables for Outside Works Team	FPO	266.4	20%	44.40	222.00	Outside Works
25/10/2019	GAP LTD	Paint	FPO	37.49	20%	6.25	31.24	Outside Works
25/10/2019	EVERGREEN RENEWABL	Electrical Work on Monmouth Beach	FPO	63.46	20%	10.58	52.88	Outside Works
25/10/2019	EIBE	Renewables for Play Equipment	FPO	67.61	20%	11.27	56.34	Outside Works
25/10/2019	EDF	Electricity	FPO	148.95	0%	-	148.95	Utilities
25/10/2019	EDF	Electricity	FPO	149.92	0%	-	149.92	Utilities
25/10/2019	EDF	Electricity	FPO	149.47	0%	-	149.47	Utilities
25/10/2019	EDF	Electricity	FPO	302.77	0%	-	302.77	Utilities
25/10/2019	COBB GARAGE	Parts for Vehicle	FPO	298.09	20%	49.68	248.41	Outside Works
25/10/2019	BRID BUILD SUPPLIE	Renewables for Outside Works team	FPO	431.41	20%	71.90	359.51	Outside Works
25/10/2019	ARTHUR FORDHAMS	External works supplies	FPO	174.69	20%	29.12	145.58	Outside Works
28/10/2019	GIFFGAFF	Monthly Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
28/10/2019	GIFFGAFF	Monthly Mobile Bundle	DEB	10	20%	1.67	8.33	Utilities
28/10/2019	GIFFGAFF	Monthly Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
29/10/2019	GIFFGAFF	Monthly Mobile Bundle	DEB	6	0%	-	6.00	Utilities
30/10/2019	GENERAL ALL PURPOS	Guttering	DEB	306.55	20%	51.09	255.46	Outside Works
31/10/2019	NATIONAL STAIR	Rounded Stair	DEB	171.93	0%	-	171.93	Outside Works
31/10/2019	SAFETYSUPPL	Vibration Detection Unit	DEB	90.72	20%	15.12	75.60	Outside Works
				£148,772.90				
			Petty cash	£23.48				

**APPENDIX 10B**

Lyme Regis Town Council								
Payments list for November 2019								
					£180,057.30			
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>								
01/11/2019	SOUTH WEST WATER	Water Bill	D/D	474.01	0%	-	474.01	Utilities
05/11/2019	HMRC NDDS	November PAYE And NI	D/D	11900.96	0%	-	11,900.96	Staffing
11/11/2019	DORSET COUNCIL	Business Rates	D/D	7942	0%	-	7,942.00	Outside Works
11/11/2019	MACE BEARER ASSOC	Subscription Fee	CHQ	50	0%	-	50.00	Office Expenses
13/11/2019	DORSET COUNCIL	Business Rates	D/D	7464	0%	-	7,464.00	Outside Works
14/11/2019	ALLSTAR	Monthly Fuel Costs	D/D	712.62	20%	118.77	593.85	Outside Works
15/11/2019	BANKLINE	Bank charges	BLN	72.8	0%	-	72.80	Office Expenses
19/11/2019	WORLDPAY	Trranaction Charges	D/D	366.12	0%	-	366.12	Office Expenses
20/11/2019	DORSET COUNCIL	Wheelie bin Hire and Collection	D/D	610.14	0%	-	610.14	Outside Works
21/11/2019	WORLDPAY	Transaction Charges	D/D	31.26	0%	-	31.26	Office Expenses
21/11/2019	DORSET COUNCIL	Pensions	CHQ	26292.89	0%	-	26,292.89	Office Expenses
22/11/2019	HMRC VAT	Quarterly VAT	D/D	35223.6	0%	-	35,223.60	VAT
22/11/2019	SALARY	November salary	EBP	33567.28	0%	-	33,567.28	Staffing
25/11/2019	WEST DORSET DISTRI	Loan repayment	S/O	3125	0%	-	3,125.00	Loan Charges
27/11/2019	HMRC NDDS	November PAYE And NI	D/D	9294.74	0%	-	9,294.74	Staffing
29/11/2019	POULTONS	Replacement Beach Hut	CHQ	10022.4	0%	-	10,022.40	Outside Works
			Total	£147,149.82				
<b>LLOYDS BANK</b>								
01/11/2019	AMAZON	Renewables for outside works	DEB	75.13	20%	12.52	62.61	Outside Works
04/11/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
04/11/2019	INDEED TEL	Job Advertising	DEB	9.98	20%	1.66	8.32	Staffing
07/11/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
07/11/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
08/11/2019	ZURICH	Insurance	FPO	112	20%	18.67	93.33	Utilities
08/11/2019	AME SOLUTIONS	Staff Training	FPO	250.8	20%	41.80	209.00	Staffing
11/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
11/11/2019	BARCLAYCARD	Zatpark Transaction Charges	DD	20.15	0%	-	20.15	Office Expenses
11/11/2019	BARCLAYCARD	Zatpark Transaction Charges	DD	15.76	0%	-	15.76	Office Expenses
11/11/2019	GIFFGAFF	Monthly Mobile	DEB	10	20%	1.67	8.33	Utilities
12/11/2019	SETON	Key Tabs Front office	DEB	29.94	0%	-	29.94	Office Expenses
12/11/2019	PAYZONE UK	Zatpark Transaction Charges	DD	6	20%	1.00	5.00	Outside Works
12/11/2019	PAYZONE UK	Zatpark Transaction Charges	DD	6	20%	1.00	5.00	Outside Works
14/11/2019	AMAZON	External works supplies	DEB	190	20%	31.67	158.33	Outside Works
14/11/2019	INFORMATION COMMISIONERS OFFIC	Subscription fees	DEB	40	0%	-	40.00	Office Expenses
14/11/2019	AMAZON	Pat Testing labels	DEB	24.38	20%	4.06	20.32	Office Expenses
15/11/2019	DCC PENSION FUND	Pension contributions	FPO	3330.05	0%	-	3,330.05	Staffing
15/11/2019	G4S CASH SOLUTIONS	Cash Collection Contract	DD	937.8	20%	156.30	781.50	Outside Works
15/11/2019	EE LIMITED	Mobile and sims	DD	114.92	20%	19.15	95.77	Utilities
18/11/2019	PCRM CONSULTANCY	Engineering Services	FPO	1028.88	20%	171.48	857.40	Office Expenses
18/11/2019	SAGE SOFTWARE LTD	SAGE Support	DD	271.2	20%	45.20	226.00	Office Expenses
18/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
18/11/2019	SURVEYMONKEY	Survey	DEB	320	20%	53.33	266.67	Office Expenses
19/11/2019	WORLDPAY	Transaction Charges	DD	87.31	0%	-	87.31	Office Expenses
19/11/2019	SOUTH WEST WATER	Water Services	DD	72.97	0%	-	72.97	utilities
19/11/2019	WORLDPAY	Transaction Charges	DD	48.66	0%	-	48.66	Office Expenses
19/11/2019	SOUTH WEST WATER	Water Services	DD	40.43	0%	-	40.43	utilities
19/11/2019	WORLDPAY	Transaction Charges	DD	10	0%	-	10.00	Office Expenses
20/11/2019	DCC PENSION FUND	Pensions	FPO	8097.99	0%	-	8,097.99	Staffing
20/11/2019	LYME REGIS P P C	Second Part of Grant	FPO	9054.17	0%	-	9,054.17	Grants
21/11/2019	AMAZON	Extentsion leads	DEB	28.98	20%	4.83	24.15	Office Expenses
21/11/2019	WORLDPAY	Transaction Charges	DD	23.94	0%	-	23.94	Office Expenses
22/11/2019	DORSET HEALTH AND SAFTEY	Health and safety	DEB	126	20%	21.00	105.00	Outside Works
22/11/2019	AMAZON	Inspection Stickers	DEB	7.49	20%	1.25	6.24	Office Expenses
22/11/2019	IP OFFICE	Phone charges for Oct	DD	443.87	20%	73.98	369.89	Office Expenses
25/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
25/11/2019	HELPING HANDS	Litter Picking	FPO	123.84	20%	20.64	103.20	Outside Works
25/11/2019	CUSTOMER	Parking Refund	FPO	1	0%	-	1.00	Parking
25/11/2019	VENN GROUP	Agency Staff	FPO	135	20%	22.50	112.50	Staffing
25/11/2019	SW HIGHWAYS LTD	Chapter Eight Course	FPO	360	20%	60.00	300.00	Staffing

25/11/2019	CUSTOMER	Beach hut refund	FPO	70	0%	-	70.00	Beach Hut
25/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
26/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
27/11/2019	GIFFGAFF	Monthly Mobile	DEB	10	20%	1.67	8.33	Utilities
27/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
27/11/2019	LYME ARTS DEVELOPM	Grant	FPO	6000	0%	-	6,000.00	Grants
27/11/2019	HANSFORD CONSTRUCT	PCRM Cert	FPO	301.86	20%	50.31	251.55	Outside Works
27/11/2019	ARCHANT	Advertising for Finance Managers Job	FPO	939	20%	156.50	782.50	Office Expenses
28/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
29/11/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
				£32,841.50				
			Petty Cash	£65.98				

## APPENDIX 10C

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>Lyme Regis Town Council</b>								
<b>Payments list for December 2019</b>					£132,078.11			
<b>Total</b>								
<b>NAT WEST BANK</b>								
27/12/2019	WEST DORSET DISTRI	Loan Repayment	S/O	3125	0%	-	3,125.00	Loan Charges
19/12/2019	WORLDPAY	Transaction Charges	D/D	25.26	0%	-	25.26	Office Expenses
19/12/2019	DORSET COUNCIL	Brackets for SID Site	D/D	762	0%	-	762.00	Outside Works
19/12/2019	WORLDPAY	Transaction Charges	D/D	21.13	0%	-	21.13	Office Expenses
19/12/2019	SALARY	December Salary	EBP	31338.02	0%	-	31,338.02	Staffing
18/12/2019	DORSET COUNCIL	Wheelie Bin Hire and Collection	D/D	671.27	0%	-	671.27	Outside Works
16/12/2019	ALLSTAR	Monthly Fuel Costs	D/D	507.34	20%	84.56	422.78	Outside Works
16/12/2019	BANKLINE	Bank Charges	BLN	50.8	0%	-	50.80	Office Expenses
12/12/2019	CRICKMAY STARK ARCHITECTS	Professional Services	CHQ 5734	33151.56	0%	-	33,151.56	Outside Works
10/12/2019	DORSET COUNCIL	Business Rates	D/D	7942	0%	-	7,942.00	Outside Works
04/12/2019	SALARY	December Salary	EBP	250	0%	-	250.00	Staffing
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	119.42	0%	-	119.42	utilities
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	461.96	0%	-	461.96	utilities
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	1491.89	0%	-	1,491.89	utilities
02/12/2019	SOUTH WEST WATER	Water Bill	D/D	112.7	0%	-	112.70	utilities
			Total	£80,030.35				
<b>LLOYDS BANK</b>								
02/12/2019	INDEED TEL	Job Advertising	DEB	42.02	20%	7.00	35.02	Staffing
02/12/2019	COMMUNICORP	Subscriptions	FPO	100	0%	-	100.00	Office Expenses
02/12/2019	PREPARED MEDIA	Job Advertising	FPO	240	0%	-	240.00	Staffing
02/12/2019	SOUTH WEST WATER	Water Bill	DD	113.23	0%	-	113.23	utilities
04/12/2019	AMAZON	Curtains for MP and Fridge	DEB	236.15	20%	39.36	196.79	Office Expenses
04/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
05/12/2019	AMAZON	Roller Blind And filling Cabinet	DEB	104.97	20%	17.50	87.48	Office Expenses
06/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
06/12/2019	WEST DORSET DISTRI	SID works and Computer Sacks	FPO	6250.77	0%	-	6,250.77	Outside Works
09/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	10	20%	1.67	8.33	Utilities
09/12/2019	LLOYDS BANK	Banking Fee	PAY	40	0%	-	40.00	Office Expenses
09/12/2019	AMAZON	Weed Control Matting	DEB	293.97	20%	49.00	244.98	Outside Works
09/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
10/12/2019	DAPTC	Staff Training	FPO	200	0%	-	200.00	Office Expenses
10/12/2019	BARCLAYCARD	Transaction Charges	DD	22.3	0%	-	22.30	Office Expenses
10/12/2019	BARCLAYCARD	Transaction Charges	DD	16.01	0%	-	16.01	Office Expenses
11/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
12/12/2019	PAYZONE UK	Transaction Charges	DD	6	20%	1.00	5.00	Outside Works
12/12/2019	PAYZONE UK	Transaction Charges	DD	6	20%	1.00	5.00	Outside Works
13/12/2019	G4S CASH SOLUTIONS	Cash Collection	DD	812.7	20%	135.45	677.25	Outside Works
16/12/2019	SAGE SOFTWARE LTD	SAGE Support	DD	271.2	20%	45.20	226.00	Office Expenses
16/12/2019	EE LIMITED	Monthly Mobile Data	DD	114.37	20%	19.06	95.31	Utilities
16/12/2019	SOUTH WEST WATER	Water Bill	DD	37.45	0%	-	37.45	utilities
16/12/2019	SOUTH WEST WATER	Water Bill	DD	12.77	0%	-	12.77	utilities
16/12/2019	TRAVIS PERKINS	External works supplies	DEB	15.35	20%	2.56	12.79	Outside Works
17/12/2019	TRAVIS PERKINS	External works supplies	DEB	164.44	20%	27.41	137.03	Outside Works
17/12/2019	TRAVIS PERKINS	External works supplies	DEB	41.5	20%	6.92	34.58	Outside Works
17/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
17/12/2019	DAPTC NEW	Staff Training	FPO	200	0%	-	200.00	Staffing
17/12/2019	WESTON GARDEN MACH	Safety Ropes	FPO	2725.81	20%	454.30	2,271.51	Outside Works
18/12/2019	DCC PENSION FUND	Pensions	FPO	8082.09	0%	-	8,082.09	Staffing
19/12/2019	WORLDPAY	Transaction Charges	DD	57	0%	-	57.00	Office Expenses
19/12/2019	WORLDPAY	Transaction Charges	DD	44.88	0%	-	44.88	Office Expenses
19/12/2019	WORLDPAY	Transaction Charges	DD	23.94	0%	-	23.94	Office Expenses
19/12/2019	WORLDPAY	Transaction Charges	DD	10	0%	-	10.00	Office Expenses
20/12/2019	VOSPERS	Vehicle Maintenance	FPO	48.18	20%	8.03	40.15	Outside Works
20/12/2019	M G WEBBER	Planting	FPO	419.04	20%	69.84	349.20	Outside Works
20/12/2019	VENN GROUP	Agency Staffing	FPO	4050	20%	675.00	3,375.00	Staffing
20/12/2019	URBAN CRAZY	Putting Green carpet	FPO	228.85	20%	38.14	190.71	Outside Works
20/12/2019	H C LEWIS AND CO	Excavate Monmouth Beach	FPO	3963.6	20%	660.60	3,303.00	Outside Works
20/12/2019	KEELY WINDOWS	Window Cleaning	FPO	37.92	20%	6.32	31.60	Outside Works
20/12/2019	LEWIS BROWN	Langmoor and Lister gardens	FPO	1200	20%	200.00	1,000.00	Outside Works
20/12/2019	LUKE LAWSON	Monthly Website and Computer Supp	FPO	600	0%	-	600.00	Marketing & Tourism

20/12/2019	LYME R FESTIVALS	Grants Payment	FPO	1500	0%	-	1,500.00	Grants
20/12/2019	LYME ONLINE	Advertising	FPO	175	0%	-	175.00	Office Expenses
20/12/2019	STAFF	Travel Expenses	FPO	22.5	0%	-	22.50	Staffing
20/12/2019	METRIC	Car Park Maintenance	FPO	97.2	20%	16.20	81.00	Outside Works
20/12/2019	MOLE AVON	Tools and Materials	FPO	60.44	20%	10.07	50.37	Outside Works
20/12/2019	STAFF	Travel Expenses	FPO	22.95	0%	-	22.95	Staffing
20/12/2019	NATURE SIGN DESIGN	Oak Lecter	FPO	2202	20%	367.00	1,835.00	Outside Works
20/12/2019	NEWSQUEST MG	Advertising	FPO	666.84	20%	111.14	555.70	Office Expenses
20/12/2019	NPOWER	Electricity	FPO	47.37	5%	2.26	45.11	Utilities
20/12/2019	PERRY PRINT	Compliment Slips	FPO	24.12	20%	4.02	20.10	Office Expenses
20/12/2019	PITNEY BOWES	Franking charges	FPO	6	20%	1.00	5.00	Office Expenses
20/12/2019	PLAY INSPECTION CO	External works Supplies	FPO	360	20%	60.00	300.00	Outside Works
20/12/2019	RYAL MEDIA GROUP	Advertising	FPO	223.2	20%	37.20	186.00	Office Expenses
20/12/2019	SAFTEY SIGNS4 LESS	Safety Signs	FPO	300	20%	50.00	250.00	Outside Works
20/12/2019	SITEBOX LTD	Dehumidifier	FPO	1187.94	20%	197.99	989.95	Outside Works
20/12/2019	SIX PAYMENT SERVIC	Car park card services fee	FPO	288.43	0%	-	288.43	Outside Works
20/12/2019	TRAVIS PERKINS	External works Supplies	FPO	1001.48	20%	166.91	834.57	Outside Works
20/12/2019	TURN LYME GREEN	Grants Payment	FPO	1061.43	0%	-	1,061.43	Grants
20/12/2019	UNITY 5	Zatpark Payment Services	FPO	378.24	20%	63.04	315.20	Utilities
20/12/2019	AXMINSTER GARDEN	External works Supplies	FPO	716.56	20%	119.43	597.13	Outside Works
20/12/2019	ARTHUR FORDHAMS	External works Supplies	FPO	137.84	20%	22.97	114.87	Outside Works
20/12/2019	AXE SKIP HIRE	Skip Hire	FPO	810	20%	135.00	675.00	Outside Works
20/12/2019	AXMINSTER IRONWORK	External works Supplies	FPO	1236	20%	206.00	1,030.00	Outside Works
20/12/2019	STAFF	Travel Expenses	FPO	55.8	0%	-	55.80	Staffing
20/12/2019	BOYLOS	New Locks	FPO	180	20%	30.00	150.00	Outside Works
20/12/2019	BRID BUILD SUPPLIE	Materials for outside Works	FPO	375.68	20%	62.61	313.07	Outside Works
20/12/2019	BUGLARS	Repairs To vehicle	FPO	316.2	20%	52.70	263.50	Outside Works
20/12/2019	BUSEC	Staff Training	FPO	225	20%	37.50	187.50	Staffing
20/12/2019	CLARITY COPIERS	Photocopier Charges	FPO	169.39	20%	28.23	141.16	Office Expenses
20/12/2019	CONFLICT TRAINING	Staff Training	FPO	1074	20%	179.00	895.00	Staffing
20/12/2019	CREATIVE SOLUTIONS	Printing	FPO	124.58	20%	20.76	103.82	Office Expenses
20/12/2019	DAMORY	Bus Route For November	FPO	1000	0%	-	1,000.00	Outside Works
20/12/2019	DAPTC 2	New Councillor Induction	FPO	80	0%	-	80.00	Office Expenses
20/12/2019	DARKIN MILLER	Internal Audit Fees	FPO	1269.74	20%	211.62	1,058.12	Office Expenses
20/12/2019	ECOM6	Zatpark Payment Services	FPO	85.26	20%	14.21	71.05	Utilities
20/12/2019	EUROFFICE	Stationary	FPO	56.73	20%	9.46	47.28	Office Expenses
20/12/2019	GLEN CLEANING NEW	Cleaning Contract	FPO	1299.46	20%	216.58	1,082.88	Outside Works
20/12/2019	STAFF	Travel Expenses	FPO	285.7	0%	-	285.70	Staffing
20/12/2019	GROVES NURSERIES	Planting	FPO	328.15	20%	54.69	273.46	Outside Works
20/12/2019	HARBOUR VOICES	Performance on Marine Parade	FPO	967.91	0%	-	967.91	Office Expenses
20/12/2019	CARRIER 3PL	Sept-Oct fulfilment	FPO	97.3	20%	16.22	81.08	Marketing & Tourism
20/12/2019	IP OFFICE	Call Charges	DD	546.44	20%	91.07	455.37	Office Expenses
23/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
27/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	10	20%	1.67	8.33	Utilities
27/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
27/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
27/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
30/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
30/12/2019	GIFFGAFF	Monthly Mobile Data	DEB	6	20%	1.00	5.00	Utilities
			TOTAL	£51,981.39				
			Petty Cash	£66.37				



**Committee:** Full Council

**Date:** 29 July 2020

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of February, March, April, May and June 2020

**Recommendation**

Members note the report and approve the attached schedule of payments for February, March, April, May and June 2020 for the sums of £341,538, £176,366.81, £431,737.33, £278,853.52 and £178,182.55 respectively.

**Background**

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

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

**Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of February, March, April, May and June 2020, **appendices 11A to E**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal  
Assistant Finance Manager  
July 2020

APPENDIX 11A

		Lyme Regis Town Council							
		Payments list for February 2020		£341,538.00					
		Total							
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
<b>NAT WEST BANK</b>									
03-Feb	Dorset Council	Installation fo 2 SID Posts	DD	810.00	20%	135.00	675.00	Outside Works	
04-Feb	PROLUDIC Ltd	Play Park Works	Chq	25,608.70	20%	4,268.12	21,340.58	Outside Works	
06-Feb	HMRC PAYE	PAYE	DD	11,552.52	0%	-	11,552.52	Staffing	
10-Feb	Dorset Council Rates	Rates	DD	7,931.00	0%	-	7,931.00	Outside Works	
12-Feb	HMRC VAT	VAT	DD	92,354.41	0%	-	92,354.41	VAT	
14-Feb	ALLSTAR	Fuel	DD	410.76	20%	68.46	342.30	Outside Works	
17-Feb	Dorset Council	Street Cleaning	DD	590.40	0%	-	590.40	Outside Works	
17-Feb	Bankline	Bank Charges	BLN	132.50	0%	-	132.50	Office Expenses	
18-Feb	Lyme Regis Life Boat Crew	Erection of Bunting	CHq	625.00	0%	-	625.00	Outside Works	
19-Feb	WORLDPAY	Credit Card Receipt Trans Charges	DD	43.57	0%	-	43.57	Office Expenses	
19-Feb	Dorset Waste Partnership	February Collection	DD	497.47	0%	-	497.47	Outside Works	
20-Feb	WORLDPAY	Credit Card Receipt Trans Charges	DD	25.14	0%	-	25.14	Office Expenses	
21-Feb	HARRIS BROTHERS	Roof Works	BACS	102,477.12	20%	17,079.52	85,397.60	Outside works	
22-Feb	Salary	Salaries	EBP	33,192.87	0%	-	33,192.87	Staffing	
25-Feb	WDDC	WDDC Loan	SO	3,125.00	0%	-	3,125.00	Utilities	
28-Feb	HMRC PAYE	PAYE	DD	11,534.28	0%	-	11,534.28	Staffing	
28-Feb	Dorset Council	Resurface Footpath	DD	1,926.66	0%	-	1,926.66	Outside Works	
				Total			£292,837.40		
<b>LLOYDS BANK</b>									
03-Feb	Pension Regulator	Pension Fine	DEB	400.00	0%	-	400.00	Staffing	
03-Feb	AMAZON	Wall Planner & Fridge	DEB	93.49	20%	15.58	77.91	Office Expenses	
04-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities	
06-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities	
07-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities	
10-Feb	GIFFGAFF	Mobile Phones	DEB	10.00	20%	1.67	8.33	Utilities	
10-Feb	BARCLAYCARD	February Transaction Fees	DD	14.08	0%	-	14.08	Office Expenses	
10-Feb	BARCLAYCARD	February Transaction Fees	DD	15.76	0%	-	15.76	Office Expenses	
11-Feb	GiffGaff	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities	
11-Feb	AMAZON	Emergency Lighting Keys	DEB	24.67	20%	4.11	20.56	Office Expenses	
12-Feb	Payzone	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Outside Works	
12-Feb	Payzone	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Outside Works	
13-Feb	The Direct Group	Till Rolls for Enforcement	FPO	134.04	20%	22.34	111.70	Outside Works	
13-Feb	JRB Enterprises	Dog Bag Dispensers	FPO	393.60	20%	65.60	328.00	Outside Works	
13-Feb	HORMANN	Fix Lock	FPO	166.80	20%	27.80	139.00	Outside Works	
13-Feb	H LEAF AND SONS	Window Repair	FPO	2371.06	20%	395.18	1,975.88	Outside Works	
13-Feb	Hallet Court Social	Grant	FPO	990.00	0%	-	990.00	Grants	
13-Feb	Gordon Ellis & co	Barrier Baskets	FPO	3306.76	20%	551.13	2,755.63	Outside Works	
13-Feb	GLEN CLEANING NEW	Cleaning	FPO	1299.46	20%	216.58	1,082.88	Outside Works	
13-Feb	FORTRESS SW LTD	Fire Alarm Mtnce	FPO	400.8	20%	66.80	334.00	Outside Works	
13-Feb	EVERGREEN RENEWABLE	Plumbign work to Guildhall	FPO	45.00	20%	7.50	37.50	Outside Works	
13-Feb	EUROFFICE	Office Staionary	FPO	73.82	20%	12.30	61.52	Office Expenses	
13-Feb	EIBE	parts	FPO	51.84	20%	8.64	43.20	Outside Works	
13-Feb	DAMORY	Jan Bus Route 71	FPO	1000.00	0%	-	1,000.00	Outside Works	
13-Feb	Mr & Mrs Cooke	Refund of Electricity for MB Barrier	FPO	16.28	0%	-	16.28	Outside Works	
13-Feb	Coastline Creative	Trial Website Annual Hosting	FPO	258.00	20%	43.00	215.00	Office Expenses	
13-Feb	CLARITY COPIERS	Feb Photocopying Costs	FPO	237.80	20%	39.63	198.17	Office Expenses	
13-Feb	CIPFA	Online Stream Apr - Mar21	FPO	246.00	20%	41.00	205.00	Office Expenses	
13-Feb	CARRIER 3PL	December Postage	FPO	44.93	20%	7.49	37.44	Marketing & Tourism	
13-Feb	BUSEC	Diploma in HRM	FPO	225.00	20%	37.50	187.50	Staffing	
13-Feb	AXEMINSTER TOOLS	Wire flat Steel Brush	FPO	17.60	20%	2.93	14.67	Outside Works	
13-Feb	AXE SKIP HIRE	Strawberry Fields Skip	FPO	540.00	20%	90.00	450.00	Outside Works	
13-Feb	ARTHUR FORDHAMS	Fuses, Light bULbs Etc	FPO	173.83	20%	28.97	144.86	Outside Works	
13-Feb	ARCHANT	Advertising for FM Role	FPO	561.00	20%	93.50	467.50	Office Expenses	
13-Feb	AXMINSTER GARDEN M	Service to a Machine	FPO	161.73	20%	26.96	134.78	Outside Works	
13-Feb	One Planet Workign Group	Grant	FPO	100.00	0%	-	100.00	Grants	
13-Feb	Dorset Council	Marriage Licence	FPO	1076.00	0%	-	1,076.00	Outside Works	
13-Feb	TRAVIS PERKINS	Timber & Lead Flashing	FPO	219.83	20%	36.64	183.19	Outside Works	

13-Feb	VENN GROUP	M RUSSELL Timesheets	FPO	3510.00	20%	585.00	2,925.00	Staffing
13-Feb	UNITY 5	Zat Park Useage	FPO	370.80	20%	61.80	309.00	Utilities
13-Feb	WOODMEAD HALL	Oct to Dec Toilet	FPO	2485.00	0%	-	2,485.00	Outside Works
13-Feb	TOPSPARKS	Electrical Work	FPO	617.30	20%	102.88	514.42	Outside Works
13-Feb	T BEVISS	Cut 3 Lengths of Board	FPO	25.50	20%	4.25	21.25	Outside Works
13-Feb	Shaw & Sons	Declaration of Acceptance Book	FPO	160.80	20%	26.80	134.00	Office Expenses
13-Feb	SG World	Cheque Board Receipts	FPO	454.20	20%	75.70	378.50	Office Expenses
13-Feb	SETON Signs	First Aid Box	FPO	76.05	20%	12.68	63.38	Office Expenses
13-Feb	SCREWFIX	Key Combination, Safety Clothing	FPO	773.13	20%	128.86	644.28	Outside Works
13-Feb	RAC Motoring services	Breakdown Cover (IPT)	FPO	236.52	0%	-	236.52	Office Expenses
13-Feb	ROSPA	P William Operation Playground	FPO	734.00	20%	122.33	611.67	Outside Works
13-Feb	P&P Lifts	MP Lift Report	FPO	345.00	20%	57.50	287.50	Outside Works
13-Feb	Jeremy Pickles	Beach Hut Refund	FPO	48.00	20%	8.00	40.00	Other
13-Feb	PCRM CONS	Engineering Svcs, and Negotiations	FPO	3709.80	20%	618.30	3,091.50	Office Expenses
13-Feb	ONSURFACE	Memorial Post & Sign	FPO	276.00	0%	-	276.00	Office Expenses
13-Feb	NEWSQUEST MG	General Advertising	FPO	738.26	20%	123.04	615.22	Office Expenses
13-Feb	ADRIANNE MULLINS	Expenses	FPO	23.85	0%	-	23.85	Staffing
13-Feb	POXONT	Cleaning Office	FPO	2647.25	0%	-	2,647.25	Office Expenses
13-Feb	MOLE Avon	PPE	FPO	138.44	20%	23.07	115.37	Outside Works
13-Feb	L SCOUT	Grant	FPO	2477.55	0%	-	2,477.55	Grants
13-Feb	LRDT PROPERTY M	Rental Feb to April 20	FPO	1632.42	20%	272.07	1,360.35	Rents
13-Feb	LYME Online	Advertising	FPO	175.00	0%	-	175.00	Office Expenses
13-Feb	LYME FORWARD	Quartly Grant	FPO	3750.00	0%	-	3,750.00	Grants
13-Feb	LUKE Lawson	Webcam	FPO	600.00	0%	-	600.00	Marketing & Tourism
13-Feb	Caroline Loescher	Kety Deposit Refund	FPO	20.00	0%	-	20.00	Other
13-Feb	LEDGER Scaffolding	Scaffolding	FPO	2832.00	20%	472.00	2,360.00	Outside Works
13-Feb	KITSON AND TROTMAN	April to Dec General Professional F	FPO	1944.00	20%	324.00	1,620.00	Office Expenses
13-Feb	KEELY WINDOWS	Replace Galls in 2 window Sashes	FPO	72.00	20%	12.00	60.00	Outside Works
13-Feb	SPEEDY Marquee	Pnumatic Brush for Door Cleaning	DEB	122.21	20%	20.37	101.84	Outside Works
17-Feb	EE Limited	Mobile Phones	DD	114.37	20%	19.06	95.31	Utilities
17-Feb	SAGE SOFTWARE LTD	Software Support	DD	271.20	20%	45.20	226.00	Office Expenses
17-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
18-Feb	Samuel Metcalf	Parking Refund	FPO	37.20	0%	-	37.20	Parking
19-Feb	WORLDPAY	Credit Card Receipt Trans Charges	DD	10.00	0%	-	10.00	Office Expenses
19-Feb	WORLDPAY	Credit Card Receipt Trans Charges	DD	45.96	0%	-	45.96	Office Expenses
19-Feb	WORLDPAY	Credit Card Receipt Trans Charges	DD	65.95	0%	-	65.95	Office Expenses
20-Feb	WORLDPAY	Credit Card Receipt Trans Charges	DD	23.94	0%	-	23.94	Office Expenses
21-Feb	IP OFFICE	Call Service Charges	DD	345.68	20%	57.61	288.07	Office Expenses
24-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
24-Feb	R Foreman	Parking Refund	FPO	7.00	0%	-	7.00	Parking
24-Feb	Ceri Jones	Beach Hut Refund	FPO	12.00	20%	2.00	10.00	Other
24-Feb	Mr P Keyworth	Beach Hut Refund	FPO	240.00	20%	40.00	200.00	Other
24-Feb	B Baldwin	Parking Refund	FPO	0.80	0%	-	0.80	Parking
24-Feb	L Cronk	Parking Refund	FPO	36.00	0%	-	36.00	Parking
24-Feb	Mr & Mrs Whitfield	Internment Refund	FPO	90.00	0%	-	90.00	Cemetery
25-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
25-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
26-Feb	AMAZON	CD Player for Weddings	DEB	39.99	20%	6.67	33.33	Office Expenses
27-Feb	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
27-Feb	GIFFGAFF	Mobile Phones	DEB	10.00	20%	1.67	8.33	Utilities
28-Feb	GLASDON	2 steel plaques	FPO	186.24	20%	31.04	155.20	Outside Works
28-Feb	GROVES NURSERIES	Compost and General Garden	FPO	873.56	20%	145.59	727.97	Outside Works
28-Feb	BRID BUILD SUPPLIE	Sawn Timber	FPO	554.45	20%	92.41	462.04	Outside Works
28-Feb	GIFFGAFF	Mobile Phones	FPO	6.00	20%	1.00	5.00	Utilities
			Total	£48,700.60				
			Petty Cash					

APPENDIX 11B

Lyme Regis Town Council								
Payments list for March 2020								
				£176,366.81				
Total								
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>								
10-Mar	Dorset Council	Rates	DD	7931	0%	-	7,931.00	Outside Works
16-Mar	ALLSTAR	Fuel	DD	651.63	20%	108.61	543.03	Outside Works
16-Mar	Bankline	Bank Charges	BLN	52.3	0%	-	52.30	Office Expenses
19-Mar	WORLDPAY	Credit Card Receipt Trans Charges	DD	15.49	0%	-	15.49	Office Expenses
20-Mar	WORLDPAY	Credit Card Receipt Trans Charges	DD	24.54	0%	-	24.54	Office Expenses
23-Mar	Dorset Waste Partnership	March Collections	DD	436.34	0%	-	436.34	Outside Works
24-Mar	Dorset Council	Advertising	DD	485.43	0%	-	485.43	Outside Works
24-Mar	Salary	March Salaries	EBP	37501.85	0%	-	37,501.85	Staffing
25-Mar	WEST DORSET DISTRI	Loan	DD	3125	0%	-	3,125.00	Loan Charges
27-Mar	HMRC PAYE	PAYE and NI	DD	14442.59	0%	-	14,442.59	Staffing
			Total	£64,666.17				
<b>LLOYDS BANK</b>								
02-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
04-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
06-Mar	Westcrete concrete	Ready Mix Concrete	FPO	15.55	20%	2.59	12.96	Outside Works
06-Mar	Vospers	Lens Rear Stop	FPO	81.32	20%	13.55	67.77	Outside Works
06-Mar	Venn Group	Agency staff fees	FPO	5400.00	20%	900.00	4,500.00	Staffing
06-Mar	Unity 5	ZatPark useage Jan 20	FPO	370.56	20%	61.76	308.80	Utilities
06-Mar	Travis Perkins	General Wors Materials	FPO	666.95	20%	111.16	555.79	Outside Works
06-Mar	Stonecraft Stained	Glazing Repairs to GH Tower	FPO	2260.80	20%	376.80	1,884.00	Outside Works
06-Mar	SIX PAYMENT SERVIC	Card Payment Fees for Car Parks	FPO	199.37	0%	-	199.37	Outside Works
06-Mar	Showbitz	10m Spectra Power Cable	FPO	101.52	20%	16.92	84.60	Outside Works
06-Mar	Screwfix	Trade UK	FPO	595.64	20%	99.27	496.37	Outside Works
06-Mar	RH Advertising	Autumn - Spring Campaign	FPO	1758.92	20%	293.15	1,465.77	Office Expenses
06-Mar	POXONT	Tracey poxon - Cleaning Office	FPO	993.75	0%	-	993.75	Office Expenses
06-Mar	Grant	Over 70's club	FPO	48.00	0%	-	48.00	Grants
06-Mar	Onsurface	Cemetry Lettering	FPO	14.40	0%	-	14.40	Office Expenses
06-Mar	Online playgrounds	Play Parts	FPO	39.84	20%	6.64	33.20	Outside Works
06-Mar	New vision Group	Website Renewal	FPO	7860.00	20%	1,310.00	6,550.00	Office Expenses
06-Mar	Npower	Electricity	FPO	87.92	5%	4.19	83.73	Utilities
06-Mar	Newsquest	Advert in Bridport News & Gazette	FPO	237.74	20%	39.62	198.12	Office Expenses
06-Mar	Newlands Training	Chainsaw Training	FPO	1812.00	20%	302.00	1,510.00	Outside Works
06-Mar	L R Musical Theatre	Grant	FPO	3000.00	0%	-	3,000.00	Grants
06-Mar	Mole Avon	Rake Flex Lawn, Brush Wire etc	FPO	245.88	20%	40.98	204.90	Outside Works
06-Mar	Metric	Car Park Machine Mtnce	FPO	246.54	20%	41.09	205.45	Outside Works
06-Mar	Kamstrup	Basic Interface Training	FPO	177.24	20%	29.54	147.70	Outside Works
06-Mar	Ecom6	Web Payment Services	FPO	155.92	20%	25.99	129.93	Utilities
06-Mar	Guild of mace bear	Subscription to Guild 2020	FPO	35.00	0%	-	35.00	Democratic Represent
06-Mar	Lyme online	Advertising	FPO	120.00	0%	-	120.00	Office Expenses
06-Mar	KITSON AND TROTMAN	Poer Boat Club Prof Services	FPO	1104.00	20%	184.00	920.00	Office Expenses
06-Mar	Home Start	Grant	FPO	141.38	0%	-	141.38	Grants
06-Mar	Groves nurseries	General Garden Support	FPO	373.98	20%	62.33	311.65	Outside Works
06-Mar	Glen Cleaning New	Feb 20 Cleaning	FPO	1299.46	20%	216.58	1,082.88	Outside Works
06-Mar	Forest and tree care	Langmoor Gardens Trees	FPO	150.00	20%	25.00	125.00	Outside Works
06-Mar	Euroffice	General Stationary	FPO	201.49	20%	33.58	167.91	Office Expenses
06-Mar	EDF Energy	Electricity	FPO	116.57	5%	5.55	111.02	Utilities
06-Mar	Dorset Youth association	Grant	FPO	290.00	0%	-	290.00	Grants
06-Mar	DCC pension fund	Pension Payment February	FPO	8072.82	0%	-	8,072.82	Staffing
06-Mar	DAPTC	19/20 Subs and Finance Course	FPO	987.35	0%	-	987.35	Office Expenses
06-Mar	Creative solutions	Full Colour Print	FPO	169.73	20%	28.29	141.44	Office Expenses
06-Mar	Coastline creative	Annual Town Trail Videp Production	FPO	7800.00	20%	1,300.00	6,500.00	Office Expenses
06-Mar	Naomi Cleal	Expenses	FPO	19.62	0%	-	19.62	Staffing
06-Mar	Central Southern	CCTV Mtnce	FPO	390.00	20%	65.00	325.00	Office Expenses
06-Mar	Bridport CAB	Grant	FPO	4778.00	0%	-	4,778.00	Grants
06-Mar	Beauchamps	Inspection of Guildhall Cottage	FPO	1200.00	20%	200.00	1,000.00	Office Expenses
06-Mar	Arthur Fordhams	January Sales	FPO	264.81	20%	44.14	220.68	Outside Works
06-Mar	Alluminium Lighting	Replace Vandelised Street Light	FPO	2257.13	20%	376.19	1,880.94	Outside Works
06-Mar	Axminster Garden M	Replace Street Lights	FPO	337.39	20%	56.23	281.16	Outside Works
06-Mar	Richard Austin	Christmas Cards	FPO	157.50	0%	-	157.50	Office Expenses

06-Mar	GiffGaff	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
06-Mar	L and S Engineers?	Warning Label	DEB	29.22	20%	4.87	24.35	Outside Works
09-Mar	Amazon	A4 Trays	DEB	45.72	20%	7.62	38.10	Office Expenses
09-Mar	Ebay	Cables - matt	DEB	4.65	20%	0.78	3.88	Office Expenses
09-Mar	GiffGaff	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
09-Mar	GiffGaff	Mobile phone bundle	DEB	10.00	20%	1.67	8.33	Utilities
10-Mar	BarclayCard	March Transaction Fees	DD	14.08	0%	-	14.08	Office Expenses
10-Mar	BarclayCard	March Transaction Fees	DD	15.76	0%	-	15.76	Office Expenses
10-Mar	Pension Regulator	Pension Fine	FPO	1500.00	0%	-	1,500.00	Staffing
11-Mar	GiffGaff	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
13-Mar	PAYZONE	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Office Expenses
13-Mar	PAYZONE	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Office Expenses
13-Mar	G4S cash solutions	Car Park Cash Collection	DD	1670.40	20%	278.40	1,392.00	Outside Works
13-Mar	PAYPAL	HDMI Direct	DEB	22.49	0%	-	22.49	Outside Works
13-Mar	PAYPAL	Supergift	DEB	46.26	0%	-	46.26	Outside Works
16-Mar	EE limited	Mobile Phones	DD	114.37	20%	19.06	95.31	Utilities
16-Mar	SAGE Software Ltd	Software Support	DD	284.40	20%	47.40	237.00	Office Expenses
17-Mar	WEDDING	CN 4895 (Gurney TooGood Refund)	FPO	300.00	20%	50.00	250.00	Wedding
17-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
19-Mar	WORLDPAY	Credit Card Receipt Trans Charges	DD	10.00	0%	-	10.00	Office Expenses
19-Mar	WORLDPAY	Credit Card Receipt Trans Charges	DD	46.55	0%	-	46.55	Office Expenses
19-Mar	WORLDPAY	Credit Card Receipt Trans Charges	DD	57.28	0%	-	57.28	Office Expenses
20-Mar	WORLDPAY	Credit Card Receipt Trans Charges	DD	23.94	0%	-	23.94	Office Expenses
20-Mar	IP OFFICE	Call Service Charges	DD	340.40	20%	56.73	283.67	Office Expenses
20-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
20-Mar	GIFFGAFF	Mobile phone bundle	DEB	8.00	20%	1.33	6.67	Utilities
20-Mar	GIFFGAFF	Mobile phone bundle	DEB	8.00	20%	1.33	6.67	Utilities
20-Mar	ARGOS	3 x iPhones	DEB	897.00	20%	149.50	747.50	Office Expenses
23-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
24-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
24-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
24-Mar	GIFFGAFF	Mobile phone bundle	DEB	8.00	20%	1.33	6.67	Utilities
24-Mar	GIFFGAFF	Mobile phone bundle	DEB	8.00	20%	1.33	6.67	Utilities
24-Mar	ARGOS	iPhones x 1	DEB	299.00	20%	49.83	249.17	Office Expenses
24-Mar	ARGOS	iPhones x 3	DEB	897.00	20%	149.50	747.50	Office Expenses
25-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
25-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
27-Mar	SEE GREEN	Risk Assesment Survey	FPO	675.00	0%	-	675.00	Office Expenses
27-Mar	Unity 5	ZatPark useage Feb 20	FPO	342.12	20%	57.02	285.10	Utilities
27-Mar	Poultons	Beach Hut Erection	FPO	23385.60	20%	3,897.60	19,488.00	Outside Works
27-Mar	Ofcom	Business Radio Licence	FPO	75.00	0%	-	75.00	Office Expenses
27-Mar	Newlands Training	Training on Bruchcutter	FPO	1296.00	20%	216.00	1,080.00	Outside Works
27-Mar	Dorset Artificial Grass	Relay Mini Golf	FPO	6900.00	20%	1,150.00	5,750.00	Outside Works
27-Mar	BRIDPORT Cab	Grant	FPO	4778.00	0%	-	4,778.00	Grants
27-Mar	Blue Level Media	Advertising - Web	FPO	570.00	20%	95.00	475.00	Marketing & Tourism
27-Mar	A1 PRESSURE	A1 Pressure Washers	FPO	259.43	20%	43.24	216.19	Outside Works
27-Mar	Zazzle	Printing Badges	DEB	232.88	20%	38.81	194.07	Office Expenses
27-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
27-Mar	GIFFGAFF	Mobile phone bundle	DEB	10.00	20%	1.67	8.33	Utilities
30-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
30-Mar	GIFFGAFF	Mobile phone bundle	DEB	6.00	20%	1.00	5.00	Utilities
30-Mar	Mary Anning Rocks	Grant	FPO	5000.00	0%	-	5,000.00	Grants
31-Mar	Bridport CAB	Grant	FPO	4778.00	0%	-	4,778.00	Grants
			Total	£111,700.64				
			Petty Cash					

APPENDIX 11C

Lyme Regis Town Council								
Payments list for April 2020								
Total								
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>								
01-Apr	HARRIS BROTHERS	Roof Works	EBP	131122.56	20%	21,853.76	109,268.80	Outside works
14-Apr	ALLSTAR	Fuel	DD	179.46	20%	29.91	149.55	Outside Works
14-Apr	DORSET COUNCIL Rates	Rates	DD	8334.79	0%	-	8,334.79	Utilities
15-Apr	BANKLINE	Bank Charges	BLN	49.2	0%	-	49.20	Office Expenses
16-Apr	HARRIS BROTHERS	Roof Works	EBP	125209.43	20%	20,868.24	104,341.19	Outside works
20-Apr	WORLDPAY	Transaction Charges	DD	26.22	0%	-	26.22	Office Expenses
21-Apr	WORLDPAY	Transaction Charges	DD	127.28	0%	-	127.28	Office Expenses
21-Apr	DWP	Wheelie Bin hire	DD	560.67	0%	-	560.67	Outside Works
22-Apr	EDF ENERGY	Electricity	DD	300.15	5%	14.29	285.86	Utilities
24-Apr	SALARY	Apr Salary	EBP	33361.16	0%	-	33,361.16	Staffing
27-Apr	WEST DORSET DISTRI	Loan repayment	SO	3125	0%	-	3,125.00	Loan Charges
				Total	£302,395.92			
<b>LLOYDS BANK</b>								
01-Apr	LRDT	Grant	BP	2500.00	0%	-	2,500.00	Grants
01-Apr	MARINE THEATRE	Grant	BP	5500.00	0%	-	5,500.00	Grants
01-Apr	LYME FORWARD	Grant	BP	2500.00	0%	-	2,500.00	Grants
01-Apr	AXE V RING AND RIDE	Grant	BP	375.00	0%	-	375.00	Grants
01-Apr	B SHARP	Grant	BP	1250.00	0%	-	1,250.00	Grants
01-Apr	BRIDPORT CAB	Grant	BP	1125.00	0%	-	1,125.00	Grants
01-Apr	ZOOM	Virtual Meetings subscription	DEB	11.99	0%	-	11.99	Office Expenses
03-Apr	GRENKELEASING LIM	Photocopy Lease	DD	313.20	20%	52.20	261.00	Office Expenses
06-Apr	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
06-Apr	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
07-Apr	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
09-Apr	LR COMMUNITY SUPPORT	Community Volunteer	FPO	47.20	0%	-	47.20	Grants
09-Apr	GIFFGAFF	Mobile Phones	DEB	10.00	20%	1.67	8.33	Utilities
14-Apr	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
14-Apr	PAYZONE	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Office Expenses
14-Apr	PAYZONE	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Office Expenses
14-Apr	BARCLAYCARD	Credit Card Payment Fees	DD	15.76	0%	-	15.76	Office Expenses
14-Apr	BARCLAYCARD	Credit Card Payment Fees	DD	23.75	0%	-	23.75	Office Expenses
14-Apr	NPOWER	Electricity	DD	4075.46	5%	194.07	3,881.39	Utilities
15-Apr	EE LIMITED	Mobile Phones	DD	117.96	20%	19.66	98.30	Utilities
15-Apr	G4S	Cash Collection	DD	820.80	20%	136.80	684.00	Outside Works
16-Apr	SAGE SOFTWARE LTD	Sage Support	DD	284.40	20%	47.40	237.00	Office Expenses
16-Apr	STAFF	Travel expenses	FPO	67.57	0%	-	67.57	Office Expenses
17-Apr	CLUB WIFI	WIFI Mtnce	FPO	1662.00	20%	277.00	1,385.00	Outside Works
17-Apr	FOWLER	Tracked Access Platform Hire	FPO	3048.81	20%	508.14	2,540.68	Outside Works
17-Apr	FOREST AND TREE Care	Wood Chippings	FPO	810.00	20%	135.00	675.00	Outside Works
17-Apr	EVERGREEN RENEWABLE	Radiator Replacement - Guildhall	FPO	3450.00	20%	575.00	2,875.00	Outside Works
17-Apr	EUROFFICE	General Stationary	FPO	188.82	20%	31.47	157.35	Office Expenses
17-Apr	EDF Energy	Electricity	FPO	231.50	5%	11.02	220.48	Utilities
17-Apr	EDESIX	Video Badge - USB	FPO	1713.60	20%	285.60	1,428.00	Outside Works
17-Apr	ECOM6	Web Payment Services	FPO	81.44	20%	13.57	67.87	Office Expenses
17-Apr	DYSON	Replacement Parts - Public Conveniences	FPO	461.00	20%	76.83	384.17	Outside Works
17-Apr	DARKIN MILLER	Internal audit Costs	FPO	1214.37	20%	202.40	1,011.98	Office Expenses
17-Apr	DAMORY	Bus route 71	FPO	2000.00	0%	-	2,000.00	Outside Works
17-Apr	CREATIVE SOLUTIONS	Cobb Gate Rail Signs	FPO	338.08	20%	56.35	281.73	Office Expenses
17-Apr	CLIMAX WINDOWS LTD	Double Glazed Windows - Shelters	FPO	275.00	20%	45.83	229.17	Outside Works
17-Apr	CLARITY COPIERS	Photocopy Usage	FPO	161.57	20%	26.93	134.64	Office Expenses
17-Apr	C K COMMUNICATIONS	Radio Licences	FPO	216.00	20%	36.00	180.00	Outside Works
17-Apr	BUGLARS	Full Service & Repair of Mule	FPO	837.75	20%	139.63	698.13	Outside Works
17-Apr	BRID BUILD SUPPLIE	Path Edging & Scaffolding Boards	FPO	516.62	20%	86.10	430.52	Outside Works
17-Apr	BLUE LEVEL MEDIA	Annual Website Costs	FPO	600.00	20%	100.00	500.00	Marketing & Tourism
17-Apr	AXMINSTER IRONWORK	Repair of Railings at SWIM	FPO	300.00	20%	50.00	250.00	Outside Works
17-Apr	AXMINSTER TOOLS	MET 3 Socket	FPO	7.30	20%	1.22	6.08	Outside Works
17-Apr	AXE SKIP HIRE	Feb 20 Skip Hire	FPO	1080.00	20%	180.00	900.00	Outside Works
17-Apr	ARTHUR FORDHAMS	Keys & Cleaning Supplies	FPO	216.63	20%	36.11	180.53	Outside Works
17-Apr	AKRO VALE	Plumbing Replacement Parts	FPO	371.49	20%	61.92	309.58	Outside Works

17-Apr	A J SUPPLIES	Hand Sanitiser	FPO	138.53	20%	23.09	115.44	Outside Works
17-Apr	ADVANTAGE DIGITAL PRINT	Self Isolating Cards	FPO	48.00	20%	8.00	40.00	Office Expenses
17-Apr	SW Soda Blast	Paint Removal - Guildhall	FPO	1506.00	20%	251.00	1,255.00	Outside Works
17-Apr	SW HYGIENE	Sanitary Bin Collection	FPO	38.02	20%	6.34	31.68	Outside Works
17-Apr	SSP DIRECT	Thermostrap Cover	FPO	29.52	20%	4.92	24.60	Outside Works
17-Apr	SIX PAYMENT SERVIC	Car Park Machine Costs	FPO	414.00	0%	-	414.00	Outside Works
17-Apr	SCREWFIX	Trade UK	FPO	546.74	20%	91.12	455.62	Outside Works
17-Apr	STAFF	Travel expenses	FPO	9.00	0%	-	9.00	Office Expenses
17-Apr	RH ADVERTISING	Media Advertising	FPO	1232.20	20%	205.37	1,026.83	Office Expenses
17-Apr	POXONT	Cleaning	FPO	1211.25	0%	-	1,211.25	Office Expenses
17-Apr	PLAY INSPECTION CO	Annual Play Park Inspection	FPO	270.00	20%	45.00	225.00	Outside Works
17-Apr	XYLEM WATER SOLUTIONS	Annual Maintenance Contract	FPO	715.55	20%	119.26	596.29	Outside Works
17-Apr	ONLINE PLAYGROUNDS	Play equipment parts	FPO	483.60	20%	80.60	403.00	Outside Works
17-Apr	NW SYSTEMS	Webcam April 20	FPO	309.60	20%	51.60	258.00	Office Expenses
17-Apr	NPOWER	Electricity	FPO	4075.46	5%	194.07	3,881.39	Utilities
17-Apr	Newlands Training	Tree Cutting Course	FPO	570.00	20%	95.00	475.00	Outside Works
17-Apr	MOTTERAM HR	HR Support - March 20	FPO	45.00	20%	7.50	37.50	Office Expenses
17-Apr	MOLE AVON	High Vis Jacket	FPO	27.99	20%	4.67	23.33	Outside Works
17-Apr	METRIC	Car Park Machine Mtnce	FPO	1252.32	20%	208.72	1,043.60	Outside Works
17-Apr	LYME ONLINE	Full Page Advertising	FPO	65.00	0%	-	65.00	Office Expenses
17-Apr	LUKE LAWSON	Event Listings	FPO	600.00	0%	-	600.00	Marketing & Tourism
17-Apr	KITSON AND TROTMAN	Legal Costs	FPO	4388.00	20%	731.33	3,656.67	Office Expenses
17-Apr	JRB ENTERPRISES	Dog bag dispensers	FPO	293.94	20%	48.99	244.95	Outside Works
17-Apr	IDA FOR LOCAL GOV	Employer Link Subscription	FPO	561.60	20%	93.60	468.00	Office Expenses
17-Apr	HANSFORD	Grab Lorry - Day Hire	FPO	780.00	20%	130.00	650.00	Outside Works
17-Apr	GROVES NURSERIES	General Garden Supplies	FPO	1627.44	20%	271.24	1,356.20	Outside Works
17-Apr	GLEN CLEANING NEW	Toilet Cleaning - MP	FPO	1299.46	20%	216.58	1,082.88	Outside Works
17-Apr	WESTON GARDEN MACHINARY	Guide Bar	FPO	50.83	20%	8.47	42.36	Outside Works
17-Apr	VPW Systems	Domain Name Costs	FPO	31.80	20%	5.30	26.50	Marketing & Tourism
17-Apr	VENN GROUP	Temporary Staff	FPO	7560.00	20%	1,260.00	6,300.00	Staffing
17-Apr	VALE FIRE SAFTEY	Fire Extinguisher Inspections	FPO	262.80	20%	43.80	219.00	Outside Works
17-Apr	TRAVIS PERKINS	General Supplies	FPO	675.52	20%	112.59	562.93	Outside Works
17-Apr	TOTAL PLUMBING	Plumbing Hardware	FPO	34.32	20%	5.72	28.60	Outside Works
17-Apr	TOPSPARKS	Electrical Works to lamps	FPO	402.08	20%	67.01	335.07	Outside Works
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	66.00	20%	11.00	55.00	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	88.00	20%	14.67	73.33	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous
17-Apr	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
20-Apr	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
20-Apr	GIFFGAFF	Mobile Phones	DEB	8.00	20%	1.33	6.67	Utilities
20-Apr	GIFFGAFF	Mobile Phones	DEB	8.00	20%	1.33	6.67	Utilities
20-Apr	WORLDPAY	Transaction Charges	DD	23.94	0%	-	23.94	Office Expenses
20-Apr	UNITY 5	ZatPark usage March 20	FPO	480.60	20%	80.10	400.50	Utilities
21-Apr	WORLDPAY	Transaction Charges	DD	10.00	0%	-	10.00	Office Expenses
21-Apr	WORLDPAY	Transaction Charges	DD	45.36	0%	-	45.36	Office Expenses
21-Apr	WORLDPAY	Transaction Charges	DD	102.01	0%	-	102.01	Office Expenses
21-Apr	CUSTOMER	Civic Night Refund	FPO	22	20%	3.67	18.33	Miscellaneous
22-Apr	IP OFFICE	Phone Contract	DD	792.58	20%	132.10	660.48	Office Expenses
22-Apr	CUSTOMER	Beach Hut Refund	FPO	40.50	20%	6.75	33.75	Miscellaneous
22-Apr	CUSTOMER	Beach Hut Refund	FPO	81.00	20%	13.50	67.50	Miscellaneous
22-Apr	CUSTOMER	Beach Hut Refund	FPO	37.80	20%	6.30	31.50	Miscellaneous
22-Apr	CUSTOMER	Beach Hut Refund	FPO	40.50	20%	6.75	33.75	Miscellaneous
22-Apr	CUSTOMER	Beach Hut Refund	FPO	81.00	20%	13.50	67.50	Miscellaneous
22-Apr	CUSTOMER	Beach Hut Refund	FPO	18.90	20%	3.15	15.75	Miscellaneous

22-Apr	CUSTOMER	Beach Hut Refund	FPO	50.00	20%	8.33	41.67	Miscellaneous
23-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile Phones	DEB	8	20%	1.33	6.67	Utilities
23-Apr	GIFFGAFF	Mobile Phones	DEB	8	20%	1.33	6.67	Utilities
24-Apr	STAFF	Expenses	FPO	4.56	0%	-	4.56	Office Expenses
24-Apr	STAFF	Expenses	FPO	157.5	0%	-	157.50	Office Expenses
24-Apr	CUSTOMER	Shelter Hire Refund	FPO	105	20%	17.50	87.50	Miscellaneous
24-Apr	CUSTOMER	Parking Permit refund	FPO	670	20%	111.67	558.33	Parking Income
24-Apr	STAFF	Expenses	FPO	60.8	0%	-	60.80	Office Expenses
27-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
27-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
27-Apr	QUADIENT	Postage	DD	300	0%	-	300.00	Office Expenses
27-Apr	DCC PENSION FUND	Pension contributions x2	FPO	19971.11	0%	-	19,971.11	Staffing
27-Apr	ZURICH	Insurance	FPO	20690.61	0%	-	20,690.61	Office Expenses
27-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
27-Apr	GIFFGAFF	Mobile Phones	DEB	10	20%	1.67	8.33	Utilities
28-Apr	QUADIENT	Postage	DD	50	0%	-	50.00	Office Expenses
28-Apr	QUADIENT	Postage	DD	250	0%	-	250.00	Office Expenses
28-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
29-Apr	CUSTOMER	Civic Night Refund	FPO	44	20%	7.33	36.67	Miscellaneous
29-Apr	CUSTOMER	Civic Night Refund	FPO	44	20%	7.33	36.67	Miscellaneous
29-Apr	CUSTOMER	Civic Night Refund	FPO	44	20%	7.33	36.67	Miscellaneous
29-Apr	LR Football club	Grant	FPO	13578	0%	-	13,578.00	Grants
29-Apr	CUSTOMER	Civic Night Refund	FPO	44	20%	7.33	36.67	Miscellaneous
29-Apr	GIFFGAFF	Mobile Phones	DEB	6	20%	1.00	5.00	Utilities
30-Apr	CUSTOMER	Civic Night Refund	FPO	22	20%	3.67	18.33	Miscellaneous
30-Apr	CUSTOMER	Shelter Hire Refund	FPO	20	0%	-	20.00	Miscellaneous
			Total	£129,341.41				
			Petty Cash	£0.00				



## APPENDIX 11D

		Lyme Regis Town Council								
		Payments list for May 2020			£278,853.52					
		Total								
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category		
<b>NAT WEST BANK</b>										
11-May	DORSET COUNCIL Rates	Rates	FP	8334.00	0%	-	8,334.00	Utilities		
12-May	HMRC PAYE	May PAYE and NI	DD	11161.67	0%	-	11,161.67	Staffing		
14-May	ALLSTAR	Fuel	DD	271.53	20%	45.26	226.28	Outside Works		
14-May	HARRIS BROTHERS	Roof Works	EBP	153048.02	20%	25,508.00	127,540.02	Outside works		
15-May	BANKLINE	Bank Charges	BLN	135.80	0%	-	135.80	Office Expenses		
19-May	WORLDPAY	Transaction Charges	DD	111.62	0%	-	111.62	Office Expenses		
20-May	DWP	May Waste Collection	DD	387.80	0%	-	387.80	Outside Works		
21-May	WORLDPAY	Transaction Charges	DD	24.30	0%	-	24.30	Office Expenses		
21-May	SALARY	May Salary	EBP	35594.77	0%	-	35,594.77	Staffing		
26-May	WEST DORSET DISTRI	Loan	SO	3125.00	0%	-	3,125.00	Loan Charges		
				Total			£212,194.51			
<b>LLOYDS BANK</b>										
01-May	CUSTOMER	Civic Night Refund	FPO	44.00	0%	-	44.00	Miscellaneous		
01-May	LR COMMUNITY SUPPORT	Community Volunteer Support	FPO	30.00	0%	-	30.00	Grants		
01-May	CUSTOMER	Civic Night Refund	FPO	22.00	0%	-	22.00	Miscellaneous		
01-May	DVLA	Vehicle Tax	DEB	265.00	0%	-	265.00	Outside Works		
04-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities		
05-May	HMRC PAYE	April PAYE and NI	DD	10662.61	0%	-	10,662.61	Staffing		
05-May	ZOOM	Virtual Meetings	DEB	11.99	0%	-	11.99	Office Expenses		
06-May	LR COMMUNITY SUPPORT	Community Volunteer	FPO	109.62	0%	-	109.62	Grants		
06-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities		
07-May	INVESTEC Asset Finance	Franking Machine Lease	DD	354.00	20%	59.00	295.00	Office Expenses		
07-May	KITSON AND TROTMAN	Largigi Brief to Counsel	FPO	6000.00	20%	1,000.00	5,000.00	Office Expenses		
07-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities		
11-May	GIFFGAFF	Mobile Phones	DEB	10.00	20%	1.67	8.33	Utilities		
11-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities		
12-May	BARCLAYCARD	Credit Card Payment Fees	DD	5.76	0%	-	5.76	Office Expenses		
12-May	PAYZONE	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Office Expenses		
12-May	PAYZONE	Credit Card Payment Fees	DD	6.00	20%	1.00	5.00	Office Expenses		
12-May	BARCLAYCARD	Credit Card Payment Fees	DD	29.17	0%	-	29.17	Office Expenses		
12-May	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous		
12-May	CUSTOMER	Civic Night Refund	FPO	22.00	20%	3.67	18.33	Miscellaneous		
12-May	CUSTOMER	Civic Night Refund	FPO	44.00	20%	7.33	36.67	Miscellaneous		
13-May	TRAVIS PERKINS	Beach Hut Repairs	FPO	870.47	20%	145.08	725.39	Outside Works		
15-May	EE LIMITED	Mobile Phones	DD	116.86	20%	19.48	97.38	Utilities		
15-May	AXMINSTER GARDEN	Feb 20 Goods & Services	FPO	181.42	20%	30.24	151.18	Outside Works		
15-May	HOLMES & BLACKMORE	Water Leak and Repairs	FPO	1930.52	0%	-	1,930.52	Outside Works		
15-May	WESTERN POWER	MB New Connection	FPO	6796.73	20%	1,132.79	5,663.94	Outside Works		
15-May	WESSEX LIFT	March 20 Call out	FPO	144.00	20%	24.00	120.00	Outside Works		
15-May	WEIGHTMANS LLP	VAT Element of Insurance Claim	FPO	457.00	20%	76.17	380.83	Outside Works		
15-May	VENN GROUP	Temporary Staff	FPO	4860.00	20%	810.00	4,050.00	Staffing		
15-May	UNITY 5	ZatPark usage Apr 20	FPO	364.68	20%	60.78	303.90	Office Expenses		
15-May	SCREWFIX	Tape, Gloves Work Shoes	FPO	218.41	20%	36.40	182.01	Outside Works		
15-May	RH ADVERTISING	Media Advertising	FPO	4145.57	20%	690.93	3,454.64	Office Expenses		
15-May	METRIC	Car Park Machine Mtnce	FPO	194.40	20%	32.40	162.00	Outside Works		
15-May	KITSON AND TROTMAN	Legal Services	FPO	8364.00	20%	1,394.00	6,970.00	Office Expenses		
15-May	MOTTERAM HR	Furlough Advice	FPO	45.00	20%	7.50	37.50	Office Expenses		
15-May	JACKSON LIFT GROUP	MP Lift Repair	FPO	201.60	20%	33.60	168.00	Outside Works		
15-May	ICCM	Membership to ICCM	FPO	95.00	0%	-	95.00	Office Expenses		
15-May	Gordon Ellis & co	Litter Bin and Ash tray	FPO	204.46	20%	34.08	170.38	Outside Works		
15-May	EIBE	Finger Protector	FPO	96.00	20%	16.00	80.00	Outside Works		
15-May	Bridgewater & Taunton College	Training	FPO	880.00	0%	-	880.00	Office Expenses		
15-May	ECOM6	Web Payment Services	FPO	9.22	20%	1.54	7.68	Office Expenses		
15-May	DAPTC	20/21 Subscriptions	FPO	20.00	0%	-	20.00	Office Expenses		
15-May	CROSBY BUILDING CONTRACTORS	Blue Sea Café Works	FPO	5109.76	20%	851.63	4,258.13	Outside Works		
15-May	CLUB WIFI	Wifi Mtnce	FPO	300.00	20%	50.00	250.00	Outside Works		
15-May	CLARITY COPIERS	Photocopy Usage	FPO	274.38	20%	45.73	228.65	Office Expenses		
15-May	ARTHUR FORDHAMS	Varying Cleaning Items	FPO	92.87	20%	15.48	77.39	Outside Works		
15-May	STAFF	Travel expenses	FPO	2.94	0%	-	2.94	Staffing		

18-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
18-May	SAGE Software Ltd	Sage Support	DD	284.40	20%	47.40	237.00	Office Expenses
18-May	G4S CASH SOLUTIONS	Cash Collection	DD	1756.80	20%	292.80	1,464.00	Outside Works
19-May	WORLDPAY	Transaction Charges	DD	33.53	0%	-	33.53	Office Expenses
19-May	WORLDPAY	Transaction Charges	DD	42.00	0%	-	42.00	Office Expenses
19-May	CUSTOMER	Beach Hut Refund	FPO	135.90	0%	-	135.90	Beach Hut
19-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
19-May	GIFFGAFF	Mobile Phones	DEB	8.00	20%	1.33	6.67	Utilities
19-May	GIFFGAFF	Mobile Phones	DEB	8.00	20%	1.33	6.67	Utilities
20-May	DVLA	Vehicle Tax	DEB	265.00	0%	-	265.00	Outside Works
21-May	WORLDPAY	Transaction Charges	DD	23.94	0%	-	23.94	Office Expenses
21-May	IP OFFICE	Phone Contract	DD	460.62	20%	76.77	383.85	Office Expenses
26-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
26-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
26-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
26-May	GIFFGAFF	Mobile Phones	DEB	8.00	20%	1.33	6.67	Utilities
26-May	GIFFGAFF	Mobile Phones	DEB	8.00	20%	1.33	6.67	Utilities
26-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
26-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
26-May	DCC PENSION FUND	Pension	BP	9695.38	0%	-	9,695.38	Staffing
26-May	CUSTOMER	Beach Hut Refund	FPO	59.00	0%	-	59.00	Beach Hut
27-May	Customer	Beach Hut Refund	FPO	135.00	0%	-	135.00	Beach Hut
27-May	GIFFGAFF	Mobile Phones	DEB	10.00	20%	1.67	8.33	Utilities
27-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
28-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
29-May	GIFFGAFF	Mobile Phones	DEB	6.00	20%	1.00	5.00	Utilities
			Total	£66,659.01				
			Petty Cash	0.00				

APPENDIX 11E

		Lyme Regis Town Council							
		Payments list for June 2020		£178,182.55					
		Total							
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
<b>NAT WEST BANK</b>									
04-Jun	DORSET COUNCIL	Dumpy bag	DD	73.8	0%	-	73.80	Outside Works	
10-Jun	DC RATES	Rates	DD	8334	0%	-	8,334.00	Utilities	
11-Jun	HARRIS BROTHERS	Roof works	EBP	76993.34	20%	12,832.22	64,161.12	Outside works	
15-Jun	ALLSTAR	Fuel	DD	370.66	20%	61.78	308.88	Outside Works	
15-Jun	BANKLINE	Bank Charges	BLN	52.1	0%	-	52.10	Office Expenses	
17-Jun	HMRC PAYE	PAYE and NI	DD	11715.85	0%	-	11,715.85	Staffing	
18-Jun	DWP	Bin hire	DD	582.5	0%	-	582.50	Outside Works	
18-Jun	WORLDPAY	Transaction fees	DD	25.14	0%	-	25.14	Office Expenses	
19-Jun	WORLDPAY	Transaction fees	DD	61.12	0%	-	61.12	Office Expenses	
24-Jun	SALARY	June salaries	EBP	35783.12	0%	-	35,783.12	Staffing	
25-Jun	DORSET COUNCIL	WDDC Loan	SO	3125	0%	-	3,125.00	Loan repayment	
			Total	£137,116.63					
<b>LLOYDS BANK</b>									
01-Jun	VENNGR	Temporary staff	FPO	2430	0%	-	2,430.00	Staffing	
01-Jun	BRENDON MURLESS	Sculpture repair	FPO	630	0%	-	630.00	Outside Works	
01-Jun	FOWLERH	Platform lift hire	FPO	472.32	0%	-	472.32	Outside Works	
01-Jun	VIKING	PPE supplies	FPO	363.19	20%	60.53	302.66	Office Expenses	
01-Jun	CLUB WIFI	CCTV and card machine link	FPO	300	20%	50.00	250.00	Outside Works	
01-Jun	STAFF	Expenses	FPO	34.85	0%	-	34.85	Office Expenses	
01-Jun	Zoom	Subscription fees	DEB	11.99	0%	-	11.99	Office Expenses	
04-Jun	SWWATER	Water costs	FPO	3694.61	0%	-	3,694.61	Utilities	
04-Jun	GLEN CLEANING	Cleaning	FPO	1140.12	20%	190.02	950.10	Outside Works	
04-Jun	GIFFGAFF	Mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
05-Jun	CUSTOMER	Beach Hut Refund	FPO	512.1	0%	-	512.10	Beach Hut	
05-Jun	CUSTOMER	Beach Hut Refund	FPO	468	0%	-	468.00	Beach Hut	
05-Jun	CUSTOMER	Beach Hut Refund	FPO	90	0%	-	90.00	Beach Hut	
05-Jun	CUSTOMER	Beach Hut Refund	FPO	85.5	0%	-	85.50	Beach Hut	
05-Jun	CUSTOMER	Beach Hut Refund	FPO	45	0%	-	45.00	Beach Hut	
05-Jun	CUSTOMER	Beach Hut Refund	FPO	45	0%	-	45.00	Beach Hut	
08-Jun	GIFFGAFF	Mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
08-Jun	GIFFGAFF	Mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
09-Jun	DCC PENSION FUND	June Pension contributions	FPO	10086.44	20%	1,681.07	8,405.37	Staffing	
09-Jun	GIFFGAFF	Mobile bundle	DEB	10	20%	1.67	8.33	Utilities	
10-Jun	BARCLAYCAR	Transaction charges	DD	45.59	20%	7.60	37.99	Office Expenses	
10-Jun	BARCLAYCAR	Transaction charges	DD	6.22	120%	3.39	2.83	Office Expenses	
11-Jun	GIFFGAFF	Mobile bundle	DEB	6	20%	1.00	5.00	Utilities	
12-Jun	DVLA	Vehicle tax	DEB	265	0%	-	265.00	Outside Works	
12-Jun	AMAZON	External supplies	DEB	90.07	20%	15.01	75.06	Outside Works	
15-Jun	AL HUSEN	Park and Ride	FPO	3500	0%	-	3,500.00	Office Expenses	
15-Jun	GLEN CLEANING	Cleaning costs	FPO	2752.22	20%	458.70	2,293.52	Outside Works	
15-Jun	G4S CASH SOLUTIONS	Cash collection	DD	1742.4	20%	290.40	1,452.00	Outside Works	
15-Jun	SW HYGIENE	Sanitary collection	FPO	1497.42	20%	249.57	1,247.85	Outside Works	
15-Jun	A J SUPPLIES	Cleaning/PPE supplies	FPO	1122.29	20%	187.05	935.24	Outside Works	
15-Jun	VENN GROUP	Temporary staff	FPO	1045.94	20%	174.32	871.62	Staffing	
15-Jun	TRAVIS PERKINS	External supplies	FPO	793.93	20%	132.32	661.61	Outside Works	
15-Jun	FATTORIN	Regalia case	FPO	661.67	20%	110.28	551.39	Office Expenses	
15-Jun	SWCOUNCI	Subscriptions fees	FPO	513.6	20%	85.60	428.00	Office Expenses	
15-Jun	MOLE AVON	External supplies and PPE	FPO	446.82	20%	74.47	372.35	Outside Works	
15-Jun	UNITY 5	Zatpark usage fees May	FPO	374.64	20%	62.44	312.20	Office Expenses	
15-Jun	CREATIVE SOLUTIONS	COVID signage	FPO	364.45	20%	60.74	303.71	Outside Works	
15-Jun	EDF	Utilities	FPO	261.87	0%	-	261.87	Utilities	
15-Jun	PGLTRAIN	Staff level 2 training course	FPO	260	20%	43.33	216.67	Office Expenses	
15-Jun	DAMORY	Bus route 71	FPO	142.29	0%	-	142.29	Outside Works	
15-Jun	ARTHUR FORDHAMS	Cleaning external supplies	FPO	137.87	20%	22.98	114.89	Outside Works	
15-Jun	EE LIMITED	Mobile and SIMS	DD	116.86	20%	19.48	97.38	Utilities	
15-Jun	LR COMMUNITY GROUP	Community Fund	FPO	93.96	0%	-	93.96	Grants	
15-Jun	SCREWFIX	External supplies	FPO	54.84	20%	9.14	45.70	Outside Works	
15-Jun	AXMINSTER IRONWORK	External supplies	FPO	24	20%	4.00	20.00	Outside Works	

15-Jun	PAYZONE	Transaction fees	DD	6	20%	1.00	5.00	Office Expenses
15-Jun	PAYZONE	Transaction fees	DD	6	20%	1.00	5.00	Office Expenses
16-Jun	SAGE SOFTWARE LTD	Sage support	DD	284.4	20%	47.40	237.00	Office Expenses
17-Jun	VPW Systems	Lymeregis.org hosting	DD	234	20%	39.00	195.00	Marketing & Tourism
17-Jun	GIFFGAFF	Mobil Bundle	DEB	6	20%	1.00	5.00	Utilities
18-Jun	DAPTC	20/21 Subscription	FPO	864.79	0%	-	864.79	Office Expenses
18-Jun	WORLDPAY	Transaction fees	DD	23.94	0%	-	23.94	Office Expenses
19-Jun	WORLDPAY	Transaction fees	DD	42	0%	-	42.00	Office Expenses
19-Jun	WORLDPAY	Transaction fees	DD	33.53	0%	-	33.53	Office Expenses
19-Jun	GIFFGAFF	Mobile Bundle	DEB	8	20%	1.33	6.67	Utilities
19-Jun	GIFFGAFF	Mobile Bundle	DEB	8	20%	1.33	6.67	Utilities
19-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
22-Jun	CUSTOMER	BH Refund	FPO	471.6	0%	-	471.60	Beach Hut
22-Jun	IP Office	Service charge	DD	462.91	20%	77.15	385.76	Office Expenses
22-Jun	CUSTOMER	BH Refund	FPO	433.8	0%	-	433.80	Beach Hut
22-Jun	PLASTICSHEETS.COM	Perspex	DEB	326.33	20%	54.39	271.94	Outside Works
22-Jun	SANI	Sani Solution	FPO	204	20%	34.00	170.00	Outside Works
22-Jun	CUSTOMER	BH Refund	FPO	162	0%	-	162.00	Beach Hut
22-Jun	CUSTOMER	BH Refund	FPO	121.5	0%	-	121.50	Beach Hut
22-Jun	CUSTOMER	BH Refund	FPO	121.5	0%	-	121.50	Beach Hut
22-Jun	CUSTOMER	BH Refund	FPO	45	0%	-	45.00	Beach Hut
23-Jun	CIPD	Staff Membership	DEB	98	0%	-	98.00	Office Expenses
23-Jun	GIFFGAFF	Mobile Bundle	DEB	8	20%	1.33	6.67	Utilities
23-Jun	GIFFGAFF	Mobile Bundle	DEB	8	20%	1.33	6.67	Utilities
23-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
23-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
25-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
25-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
29-Jun	NPOWER	Utilities	DD	121.55	5%	5.79	115.76	Utilities
29-Jun	GIFFGAFF	Mobile Bundle	DEB	10	20%	1.67	8.33	Utilities
29-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
29-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
29-Jun	GIFFGAFF	Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
30-Jun	CUSTOMER	Beach Hut Refund	FPO	120	0%	-	120.00	Beach Hut
30-Jun	CUSTOMER	Beach Hut Refund	FPO	30	0%	-	30.00	Beach Hut
			Total	£41,065.92				
			Petty Cash	£0.00				