



John Wright
Town Clerk

Lyme Regis Town Council

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

email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

Notice is given of a meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 6 April 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
01.04.22

The open and transparent proceedings of Full Council and committee meetings will be audio 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 members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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

Prayers

A prayer will be offered by the Rev. Chris Martin

AGENDA

1. Public Forum

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

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

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

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

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council meeting held on 16 February 2022 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 30 March 2022 (attached)

9. Matters arising from the minutes of the Full Council meeting held on 16 February 2022 and the extraordinary Full Council meeting on 30 March 2022

There are no matters arising.

10. Update Report

There are no updates.

11. Planning Committee

To receive the minutes of the meetings held on **8 March 2022** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

12. Environment Committee

To receive the minutes of the meeting held on **16 March 2022** and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **23 February 2022** and the extraordinary meeting held on **15 March 2022** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **23 March 2022** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **9 March 2022** and consider the recommendations therein.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **2 March 2022** and consider the recommendations therein.

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

To allow members to select a mayor-elect and deputy mayor-elect for the 2022-23 council year

18. Calendar of Meetings

To allow members to approve the calendar of meetings for 2022-23 council year

19. Draft Corporate Plan 2022-27

To present the Corporate Plan 2022-27

20. Data Breach

To inform members of a data breach, the actions taken by the town clerk, and the Information Commissioner's Office's decision and recommendation

21. Lyme 2030 Vision Community Conversation update and project proposal

To update members on the progress of the 2030 Vision Community Conversation project

22. Maintenance Operative Position

To allow members an opportunity to discuss advertising the maintenance operative position that will shortly become vacant

23. Exempt Business

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 16 FEBRUARY 2022

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb

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

The mayor, Cllr B. Larcombe read out the town prayer.

21/122/C Public Forum

S. Davies

S. Davies said she wanted to raise two issues; one was from the Full Council meeting on 15 December 2021 but in view of the priority of responding to her second agenda item she would put it in writing to the mayor and Cllr B. Bawden. She also spoke in relation to agenda item 17, LymeForward Grant Agreement and said she was responding on behalf of LymeForward. She said she believed the report misrepresented LymeForward CIC and was misleading. She said she had sent correspondence to councillors detailing meetings that took place on 26 January and 8 February 2022, and her contact with the town council requesting a rental agreement and to discuss the renewal of the 2022-23 agreement, for which she had received a response today from the council. S. Davies said in line with the term grant policy and procedure, their key document was the approved grant application dated 4 February 2020, which specified their objectives, grant funding and other core costs and was approved with no reference to additional objectives or custom and practice. She said for custom and practice to be established it must be known to all parties, expressed in every agreement and continuously applied. Referring to paragraph 5 of the report, she said LymeForward CIC continued to be successful despite the pandemic and had worked tirelessly to secure projects and service grants from other bodies to fund the additional foodbank activities, the school's foodbank programme and IT infrastructure to support to support seven-day working. S. Davies said there had been enormous challenges in their roles as frontline workers, acting as an emergency hub for west Dorset, receiving referrals from Dorset Council, and maintaining access to the foodbank seven days a week. In addition, she said they had expanded their services and significantly increased their activity, providing an emergency school funds programme, homeless service and food distribution centre for the most vulnerable children, families, elderly and senior people. She said activity data had already been circulated to members. S. Davies said they had re-established the Carers' Café and would be restarting the Community Café shortly. She said since the pandemic, the landscape had changed enormously for LymeForward. She referred to paragraph 11 of the report and the recommendation from the Tourism, Community and Publicity Committee on 22 September 2021. She said the wording was unknown and the community engagement strategy was not published until 19 January 2022. Referring to paragraphs 25 and 26 of the report, she said this misrepresented what was said at the

meeting as they were asked to set the objectives. Referring to paragraph 27 of the report, she said at no point did they state they were not willing to sign the grant agreement and they never reached that stage. Referring to paragraph 30, S. Davies suggested the council had to satisfy itself on whether LymeForward was fulfilling the terms of its approved grant application. She said a third director had been appointed to LymeForward and the organisation was totally committed to supporting the most vulnerable and was fully engaged in the community.

J. Dover

J. Dover spoke on the same agenda item and said he was here as a member of LymeForward CIC and wanted to know if the organisation would receive its outstanding payment of £2,500 for the 2021-22 grant year, now overdue, and when it would be received because it was critical in terms of LymeForward continuing. He asked why additional conditions had been attached retrospectively to the grant application. He said he had been a member of LymeForward since July 2021 and had attended many meetings before that when the organisation was in its different form and he was also involved in the early days of Lyme Regis Development Trust going back to 2006. J. Dover said he had watched the journey going forward with Lyme Regis Development Trust and latterly with LymeForward when it grew out of a strategic plan document which went forward in 2012. He said he was frustrated as a resident as well as a member of LymeForward CIC – and he was conscious of statements made privately – that there seemed to be two organisations who couldn't work constructively together because in his experience, more with LymeForward particularly in the last six months, there was some tremendous work going on as we came out of the pandemic which he believed complemented the work of the development trust.

P. and K. Benfield (read out by an officer)

P. and K. Benfield said they saw the council was considering its position regarding LymeForward's grant and having read the papers on the agenda, they were concerned there may be confusion over the viability of the foodbank. They said on the application by LymeForward in January 2020, it clearly stated that LymeForward 'ringfences capital and purchase costs of specific projects. This [application] purely reflects the core costs'. P. and K. Benfield said while they were members of LymeForward, they felt reassured that the foodbank was well endowed with funding, certainly at the end of 2019-2020 and they also believed the foodbank attracted donations during the pandemic, including their own, and continued receiving food donations regularly to ensure the service to families in need. They said they understood this support continued today and were pleased to see the foodbank's profile was being raised, especially on social media. However, they said without detail from the LymeForward accounts, there was uncertainty that the foodbank funding had been kept secure and ringfenced. P. and K. Benfield said when members, they repeatedly requested financial breakdowns of LymeForward accounts and specifically to see the foodbank accounts but these requests were never met. They asked if the council had seen a detailed breakdown of these accounts for the past financial year ending March 2021 and the budget for the current year 2021-2022 to be reassured about the financial future of the foodbank. They said the annual accounts were available but it was the detail which was needed to reveal the viability of LymeForward as a whole and its leading project, the foodbank. P. and K. Benfield said their membership was terminated in December 2020 having been seen to be 'harmful to the interests of the company'. Therefore, they asked that the council should continue its due diligence of LymeForward as a whole to be reassured the foodbank was secure financially. They said the council should not feel pressured to continue with its grant to LymeForward core costs because of concerns over the viability of the foodbank, which offered an important service to the community.

21/123/C Dorset Council Matters

The town clerk said there was no report as Cllr D. Turner had resigned as the Dorset Council ward member on 14 February 2022.

21/124/C Questions from Councillors

Cllr R. Doney

Cllr R. Doney said several meetings ago he asked if mayor's announcements could be re-instated and he asked again if they could.

The mayor, Cllr B. Larcombe said he would be happy to do that but he felt there was a benefit to all members letting others know what they were doing.

Cllr R. Doney also asked where the council had got to on the community governance review as he couldn't find a substantial contribution from the council to Dorset Council's (DC) consultation.

The town clerk said the council made a submission but it said no amendments were requested as there were constraints on what changes could be made. He said DC had deferred the review but he had received an email this week with a report attached. He undertook to review the report within the next week and write a briefing for members, then formally report to the next cycle of meetings.

21/125/C Apologies for Absence

None.

21/126/C Disclosable Pecuniary Interests

There were none.

21/127/C Dispensations

There were none.

21/128/C To confirm the accuracy of the minutes of the Full Council meeting held on 16 December 2021

Cllr M. Ellis said Cllr C. Reynolds did not propose the minutes of the Tourism, Community and Publicity Committee meeting as she had sent apologies for the meeting and she had not seconded the minutes as she had left the meeting early.

Cllr C. Reynolds said she was shown on the list of members present but she was not at the meeting.

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, with the above amendments, the minutes of the Full Council meeting held on 16 December 2021 were **ADOPTED**.

21/129/C Matters arising from the minutes of the Full Council meeting held on 16 December 2021

Cllr M. Ellis asked if meetings would be back at the Guildhall from the following week.

The town clerk confirmed the Human Resources Committee meeting on 23 February 2022 would take place at the Guildhall.

21/130/C Update Report

There were no updates.

21/131/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Planning Committee held on 11 January and 8 February 2022 and adopt the recommendation, as follows:

21/64/P – Dorset Local Plan

RESOLVED: to approve the allocation of land for housing (extension of Woodbury Down) as proposed in the draft in the Dorset Local Plan only if all the drainage and slippage issues are resolved and the development provides affordable housing for local people.

21/132/C Environment Committee

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Environment Committee held on 26 January 2022 and adopt the recommendations, as follows:

21/43/ENV – Additional Committee Members

Cllr M. Ellis asked how many additional members would be allowed to sit on the committee.

The town clerk said he believed it was six but he would check the terms of reference. He said this had been agreed by the council.

RESOLVED: to co-opt Alan Bristow, nominated by Turn Lyme Green/Plastic Free Lyme Regis, to the Environment Committee, with the agreement that in future the procedures of co-opting non-members are tightened up to include a CV of the nominated person.

21/44/ENV – Community Energy Champions

Cllr M. Ellis said she would have liked to see a criteria set for the people chosen to do the training and what they would be expected to do once they had received the training. She said the training had started on 20 January 2022 and the Environment Committee meeting had taken place on 26 January 2022, and asked how it had gone ahead before approval from Full Council. She also asked if the community energy champions would be reporting back to the council about how they were educating people and helping them to reduce their carbon footprint.

Cllr B. Bawden said community energy champions were discussed at the Environment Committee meeting in November 2021 but she couldn't officially ask for the funding at that point because it was yet to be approved by Bridport Town Council. She said the committee had discussed it in principle and agreed five places would be taken on the course if there was take up from the community. She added that the community energy champions would be reporting back to the council on what the training involved.

Cllr M. Ellis asked what would happen if the recommendation was not approved and whether the funding had already been committed.

Cllr B. Bawden said the training for the five people from Lyme Regis would not be able to continue and no payment had been made yet.

RESOLVED: to allocate up to £2,750, i.e. £500 for each person, for up to five people to train as community energy champions and £250 of optional funding for costs.

21/45/ENV – Request for EV Panels on Roof of Chalet at 17 Monmouth Beach

RESOLVED: to defer consideration of the request to install EV Panels on the roof of a chalet at 17 Monmouth Beach to the Town Management and Highways committee.

21/46/ENV – The ‘Community Conversation’ – Lyme’s 2030 Vision

Cllr M. Ellis asked what the council would get out of the £2,000 funding to the Fossil Festival and would it in effect be paying for security, a minibus and free entry to the museum. She said she was concerned about the amount of money that would be paid to Lyme Regis Development Trust (LRDT) to carry out the project and felt the trust shouldn’t be controlling the budget; she felt it would be better for the council to directly employ someone to do the work. She also felt there was an overlap with the work being done by the community energy champions. Cllr M. Ellis also asked what the Royal College of Art (RCA) was getting out of the project and why local schools were not being asked to do art work.

The mayor, Cllr B. Larcombe said the RCA’s involvement was from an environmental perspective.

Cllr B. Bawden said the council had agreed a budget of £75,000 over the next three years for work in the community to transition to a zero carbon economy and the funding to LRDT would come from that budget. She said the Community Conversation was widening the scope of the consultation already carried out as part of the Future Town project to enable as many people as possible to say how they would like the town to be in a non-fossil fuel future. Cllr B. Bawden said she was requesting a large proportion of the budget up front to secure the RCA’s continued involvement because when the projects started to be identified through the consultation, the stakeholders would be able to provide advice on delivering the projects.

The town clerk said before any work was awarded, it would need to comply with the council’s financial regulations which would mean obtaining three quotes. He said there might be a preference to use LRDT but he didn’t think that could be taken as any form of guarantee.

Cllr B. Bawden said the £2,000 for the Fossil Festival had been suggested because one of the community conversations was going to take place at the festival so the aim was to make the event as open and accessible to the public as possible by giving free entry to the museum, to Lyme Regis residents at least.

The town clerk said the council had a process for awarding grants to local organisations and it would be legitimate for the museum or another organisation to apply for a community grant. He asked members to consider whether giving a grant to the Fossil Festival from the allocated environmental budget was the appropriate mechanism to support the organisation

or whether it should be done in competition with other organisations through the grants' process.

Cllr M. Ellis said she had serious concerns about the Environment Committee going above its remit. She felt a grant application should be submitted, as providing money to allow the museum to open for free would lead other organisations in the town to make the same request.

Original motion: to approach Lyme Regis Development Trust requesting a budget programme for the Community Conversation – Lyme's 2030 Vision project before the council gives funding of £10,000 in 2022-23 from the budgeted climate and environmental funding, followed by £5,000 in 2023-24 and 2024-25, as guidance; and to approve funding of £2,000 to the Fossil Festival for 2022, only from the budgeted climate and environmental funding to encourage increased resident participation in both the 2030 Vision 'Community Conversation' and the other festival events.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that organisations will be invited to tender to carry out the Community Conversation – Lyme's 2030 Vision project and any contract award must be awarded in line with the council's standing orders and financial regulations; to allocate funding of £10,000 in 2022-23 from the budgeted climate and environmental funding, followed by £5,000 in 2023-24 and 2024-25, as guidance.

This motion was not carried.

It was proposed by Cllr B. Larcombe that organisations will be invited to tender to carry out the Community Conversation – Lyme's 2030 Vision project and any contract award must be awarded in line with the council's standing orders and financial regulations; to allocate funding of £10,000 in 2022-23 from the budgeted climate and environmental funding, followed by £5,000 in 2023-24 and 2024-25, as guidance; and to approve funding of £2,000 to the Fossil Festival for 2022, only from the budgeted climate and environmental funding to encourage increased resident participation in both the 2030 Vision 'Community Conversation' and the other festival events.

This motion was not seconded.

As there was no alternative motion, it was clarified that the original recommendation from the committee would stand.

However, the town clerk said as responsible finance officer he couldn't let the council hand an organisation money without getting three quotes.

Members asked to hear Cllr B. Larcombe's proposition again but there was still no seconder. As such, it was agreed to refer the item back to the committee for further consideration.

21/133/C Human Resources Committee

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 9 February 2022 and adopt the recommendations, as follows:

21/49/HR – Health and Safety Policy Review

RESOLVED: to approve the updated health and safety policy and to include in the policy that external works' staff are provided with an appropriate eyesight test if they request one.

21/50/HR – Review of Employee Handbook – Part 2

RESOLVED: to approve the proposed amendments to the staff handbook up to page 79.

21/51/HR – Member Allowances

RESOLVED: to approve a basic members' allowance and the duties for the payment of travel and subsistence allowances, as detailed below:

- payment of basic members allowances at level 3
- mileage allowances in accordance with HM Revenue and Customs Mileage Allowance Payments (MAPs), paragraph 19
- the reimbursement of the standard or actual fare for travel on public transport, paragraph 19
- the payment of parking fees at the amount incurred, paragraph 19
- subsistence allowances on reimbursement of receipted expenditure within the maximum limits set out in paragraph 20
- room only subsistence for overnight absence, other than London, should be £85.92 incl. VAT or £112.96 incl. VAT in London

the implementation of these allowances is from 1 April 2022, they are reviewed annually and displayed on the council's website.

21/55/HR – Postholder 218, Six-Month Probation Report

RESOLVED: to approve postholder 218's continued employment with the council.

21/134/C Strategy and Finance Committee

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 2 February 2022 and adopt the recommendations, as follows:

21/58/SF – Membership Packages for Tourism Microsite

RESOLVED: to approve the membership package prices for the tourism microsite for 2022-23 as follows, with a 70/30 split in Visit Dorset's favour:

Accommodation or Things to do (Attraction or Activity)

Level	Bronze	Silver	Gold	Platinum
Lyme Regis Annual rate	£110	£175	£290	£530
Combined package same level 20% percentage discount	20% £58 = £232 or 10% off each level if different levels requested	20% £82 = £328 or 10% off each level if different levels requested	20% £134 = £536 or 10% off each level if different levels requested	20% £242 = £968 or 10% off each level if different levels requested

Shopping, Food & Drink, Transport (possibly featured event in future)

	Bronze	Silver	Gold	Gold+
Lyme Regis	£50	£80	£160	Price dependent on location of highlight
Combined package 20% percentage discount	20% £24 = £96 or 10% off each level if different levels requested	20% £38 = £152 or 10% off each level if different levels requested	20% £76 = £304 or 10% off each level if different levels requested	NA

21/59/SF – Electric Vehicle Charging Structure

RESOLVED: that the following charges should apply in all town council electric vehicle charging parking bays:

- Pay to park at the normal rate in the parking bay
- Pay for the electricity used to charge the vehicle at cost, plus 10p per kWh.

21/61/SF – List of Payments

RESOLVED: to approve the schedule of payments for November and December 2021 for the sum of £221,575.04 and £141,291.16, respectively.

21/63/SF – Park and Ride 2022

RESOLVED to:

- a) to approve the appointment of First Group as the operator for the 2022 park and ride service and subject to recommendation e) below, it operates to the indicative timetable and frequency provided by the operator, at a cost for three buses of £1,045 per day and incorporating the fare tariff set out below:
 - Adult single - £2
 - Adult return - £3.50
 - Child single - £1.50
 - Child return - £2.50
 - Group (up to 5 people) - £8.00
 - Concessionary passes accepted
- b) Members approve the operation of the 2022 park and ride service on the following dates:

Lyme Regis

- 9 April to 24 April inclusive (every day, including weekdays) to cover Easter and school half-term
- 30 April to 2 May to cover Fossil Festival and bank holiday
- 28 May to 5 June inclusive (every day, including weekdays) to cover school half term and Queen's Platinum Jubilee
- All other June and July **weekends** from 11/12 June to 16/17 July inclusive
- 23 July to 4 September inclusive, i.e., the entire school holiday period (every day, including weekdays)
- Weekend of 11/12 September to cover Food Rocks (provisional date)

Charmouth (subject to recommendation e))

- As for Lyme Regis with the exception of the Food Rocks weekend
- c) Members approve the deployment of the same AA advanced signage as used in 2021 at an estimated total cost of approximately £800 + VAT.
- d) Members approve the renewal of the licence for the use of the privately- owned park and ride site at Charmouth Road at an annual licence fee for 2022 of £9,545.90.
- e) Subject to it being at no cost to this council, members authorise the town clerk, in consultation with the chairman of this committee and the chairman of the Town Management and Highways Committee, to agree the precise basis of any agreement with Charmouth Parish Council about the running of a third bus to that town or to any private holiday parks en route and wishing to be served by the park and ride service.

21/135/C Tourism, Community and Publicity Committee

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 19 January 2022 and adopt the recommendations, as follows:

21/52/TCP – Review of Social Media Policy

RESOLVED: to approve the amended social media policy.

21/56/TCP – Seafront WiFi

RESOLVED: to agree to monitor the line speeds and levels of public usage of the seafront wifi over the period to 31 May 2022 and to then consider the matter further in light of that information.

21/57/TCP – Seagull Control

RESOLVED: to instruct officers to obtain quotes for seagull proof waste bins and to report back to the Town Management and Highways Committee.

21/61/TCP – Seafront and Beach Concessions

RESOLVED: to approve the seafront and beach concessions' policy with an amendment to the numbering as there are two section 3s.

RESOLVED: to award the hair braiding and henna tattooing concession to Bridie Appleby-Gunnill for 2022-24.

RESOLVED: to award the arts and crafts concession to Dan Patterson for 2022-24.

RESOLVED: to award the non-motorised watersports concession to Lyme Kayak Hire for 2022-24.

RESOLVED: to award the non-motorised watersports concession to Boylo's Watersports for 2022-24.

RESOLVED: to award the fitness and exercise concession to Phillipa Scammell (Maitri Yoga) for 2022-24.

RESOLVED: that subject to the operators of the mobile sauna being willing or able to change the energy source away from wood burning to a suitable non-carbon generating alternative, officers are instructed to carry out further discussions with them about potential locations to site the sauna around the area of the accreted land.

21/136/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 12 January 2022 and adopt the recommendations, as follows:

21/53/TMH – Kitchen Garden

RESOLVED: to give Lyme Garden Growers six months to bring the kitchen garden in Langmoor Gardens up to an appropriate standard, with a review in three months.

21/54/TMH – Guildhall Blue Plaque

RESOLVED: to leave the Guildhall Blue Plaque as it is.

21/56/TMH – Improvements to Town Bus Service and Possible External Funding Opportunity

RESOLVED: to agree to submit an expression of interest to the 'Tackling loneliness with Transport Fund' as a means of supporting improvements to the town bus service and other linking services; to constitute a working group to assist the deputy town clerk in completing the submission by the deadline of 28 January 2022; and to appoint Cllrs Bawden, Aldridge and Reynolds to the working group.

21/137/C Appointments to External Bodies

Cllr M. Ellis left the meeting at 8.11pm.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members **RESOLVED** to appoint Cllr B. Larcombe as the councillor representative to Axe Valley and West Dorset Ring and Ride Service.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to appoint Cllr J. Broom as the substitute councillor representative to the Lyme Regis Harbour Consultative Group.

Cllr M. Ellis returned to the meeting at 8.13pm.

21/138/C LymeForward Grant Agreement

The town clerk said the council and LymeForward were at a stalemate in terms of the grant agreement. He said he believed he was working to the council's instructions to include in the grant agreement a requirement for LymeForward to carry out community engagement work on behalf of the council but LymeForward had made it clear it had no intention of doing this.

Cllr M. Ellis said she attended the meetings with LymeForward as the council's representative and felt the report did not reflect what had taken place at those meetings. She said LymeForward had not said it would not help with community engagement but had asked for clarification of what it would involve as it couldn't commit to something it couldn't afford as any grants that were secured were ring-fenced for specific purposes. Cllr M. Ellis said when the council agreed the grant, there was no criteria set for LymeForward to carry out community engagement work and there were other organisations carrying out this function which also received funding from the council.

Cllr T. Webb and Cllr C. Reynolds spoke about how the council should be supporting the foodbank, which is run by LymeForward, as the numbers using the service were growing and the situation was likely to get worse due to rising energy prices and inflation. They felt the council would be letting the community down if it withdrew its funding to LymeForward.

The mayor, Cllr B. Larcombe said no one was disputing the value of the foodbank. He asked the town clerk how confident the council could be that the service would continue if the council decided not to continue grant funding LymeForward.

The town clerk said if the council withheld the grant, the council would be obligated to step in and work with other organisations to provide the service. However, he stressed this was not where the situation was at the moment.

Cllr J. Broom felt running the foodbank fulfilled LymeForward's community engagement requirement as people in need used the service.

The mayor, Cllr B. Larcombe said many concerns had been raised with the council about the visibility of LymeForward but this remained an issue for the organisation's members; the council's principle concern was that it needed visibility in the way the grant was spent. As such, he asked the town clerk how the current situation may be viewed by the auditor.

The town clerk said the chairman of LymeForward said they would only make available financial information that related to the council's grant and core activity, whereas every other organisation the council grant funded was open about their accounts. He said the council funded LymeForward whose objects were principally about community engagement, but the organisation was now moving away from those objects.

The town clerk gave examples of community engagement functions LymeForward was now moving away from, including disseminating information about grants to other local organisations. He said the organisation was moving towards primarily running the foodbank and some other activities, such as the carers' café, but it no longer had a chief executive officer (CEO) and this role had been replaced with a publicity co-ordinator and a foodbank co-ordinator, therefore who was going to carry out the community engagement activity?

The town clerk said he believed the auditor would be concerned if the council was grant funding an organisation and it was not delivering its stated objectives.

Cllr G. Stammers said if the council withdrew the grant and took on the running of the foodbank or asked another organisation to do this, it had a responsibility to make sure no one fell through the net. She asked if the council had a strategy for dealing with vulnerable people as any uncertainty over the foodbank would cause anxiety for people who were already in a difficult position.

Cllr C. Aldridge said in LymeForward's original grant application, the funding was to support a raft of community engagement projects, one of which was the foodbank, and the money was largely for staffing and core costs. She said at the time of the application, the foodbank didn't have any staffing costs because it was run entirely by volunteers and it had a healthy pot of ring-fenced money. Cllr C. Aldridge said LymeForward's accounts for the last financial year showed a turnover of £57,000 and a payment of over £4,300 to one of the directors to write policies, which was nearly half of the council's grant.

Cllr T. Webb left the meeting at 8.37pm.

Cllr C. Aldridge said she was concerned about how LymeForward was managing its money as it appeared the foodbank was now short of cash, even though people were making donations, and if this was the case, the council needed to step in to ensure the money was being spent on the people who needed it.

Cllr D. Sarson asked for clarification over whether the grant funding was needed for the foodbank or core costs as there seemed to be some contradiction.

Cllr M. Ellis said the funding was for core costs to run the foodbank and other services such as the carers' café. She said she didn't agree that LymeForward should be informing other organisations in the town about available grants as it wasn't its job. She said a LymeForward director was paid to write policies as it would have cost more to ask someone externally to do this.

The mayor, Cllr B. Larcombe said he felt LymeForward should let other organisations know about available grants, rather than holding the information for its own interests.

The town clerk confirmed LymeForward's articles of association included an object to work with others on funding bids and it seemed appropriate for larger organisations in the town to work with smaller organisations to bring funding into the community.

Cllr C. Reynolds said this function was probably relevant before Covid but as organisations had evolved, they were all going to be bidding for the same funding and the information was there for everybody to find for themselves.

Cllr B. Bawden said LymeForward was the organisation designated to not only disseminate information about grants but also help other groups make the applications as it was a skill to write applications, all of which was expected as part of its community engagement.

Cllr R. Doney said it was entirely wrong that the members put pressure on the officers to carry out their instructions. He said whatever the decision the council came to, the role of the town clerk was to comply with the rules and the town clerk must tell members if things weren't quite right with the organisation as this was his job as responsible finance officer.

The mayor, Cllr B. Larcombe said grants were at the council's discretion and were all about the relationship it could foster with the recipient in future. He asked the town clerk if all other grant recipients had signed their grant agreements.

The town clerk confirmed all other grant agreements had been signed and there had been no issues or conflict with any other organisation in receipt of grant funding.

Cllr D. Ruffle said if the funding was withdrawn and one person in the town suffered due to the impact on the foodbank, he would not be comfortable with this.

Cllr M. Ellis felt the council should not have included such a broad objective in the grant agreement, as the onus was then put on the town clerk and LymeForward. She said it was also the council's fault that grant agreements were not written and issued during Covid.

The town clerk said a draft grant agreement was presented to members before Covid, discussions did take place during the pandemic and members agreed that as organisations couldn't act in accordance with their grant applications, the council should continue funding but review the situation every six months.

The town clerk said during discussions with LymeForward he had tried to stay true to what the council's instructions but he had made a plea to LymeForward to try and agree a way forward that was mutually beneficial and would not jeopardise its grant funding.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds to remove from the LymeForward grant agreement the objective 'to work with the town council to deliver its community engagement strategy'.

However, the support services manager said as the resolution had been passed on 29 September 2021, i.e. less than six months ago, it would require a rescission motion to change the resolution.

Cllr C. Aldridge said although everyone seemed to agree the key service that needed support was the foodbank, LymeForward seemed to have moved so far away from its original application. She said if there was a proposal for a rescue package for the foodbank because it didn't have enough money, that was a different discussion and this was where the council's money should go.

The mayor, Cllr B. Larcombe said he found it difficult to continue to pay a grant without a grant agreement in place. He said payment was conditional on the grant agreement and the council had made attempts to get the agreement signed over a long period.

Cllr J. Broom said the grant agreement stated disputes could be resolved via arbitration. However, the support services manager said as there was no grant agreement in place, this option was not open to the council.

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

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members **RESOLVED** that in the absence of a grant agreement, the council can no longer pay a grant to LymeForward.

Voted for – Cllr B. Bawden, Cllr R. Smith, Cllr C. Aldridge, Cllr R. Doney, Cllr G. Turner, Cllr D. Sarson, Cllr B. Larcombe

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

Abstentions – Cllr G. Stammers

Cllr M. Ellis left the meeting at 9.19pm.

Cllr C. Reynolds left the meeting at 9.20pm.

21/139/C Renewal of the Council's Phone Contract

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

21/140/C Exempt Business

a) Renewal of the Council's Phone Contract

Cllr J. Broom asked if the contract included mobile phones as he felt it would be better than having lots of separate mobile phone contracts.

The town clerk said the council had very low-cost mobile phone contracts at the moment and officers didn't think they could be provided for less. However, officers could have discussions with the chosen phone provider about whether they could provide a better all-round deal.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to to grant a new five-year contract for the provision of telephony and associated services for the council to SW Comms Ltd on the detailed terms set out in their proposal, with hardware cost paid for 'up front' and for the period 1 June 2022 to 31 May 2027 unless previously determined, and to discuss with the provider whether they could provide mobile phones at a lower cost than the council was already paying.

The meeting closed at 9.25pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 30
MARCH 2022

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr C. Aldridge, Cllr J. Broom, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

21/141/C Public Forum

L. Noel

L. Noel spoke in support of the application from Turn Lyme Green (TLG)/Plastic Free Lyme Regis (PFLR). She thanked the council for its support for organisations in previous years and hoped it would continue in the year to come. She said TLG had a lot planned and already had some activities in progress for the coming year. She said they produced a newsletter that went to 500 people and had around 50 active members. L. Noel said this year they were hoping to do a whole range of things, including their plastic-free activities, continuing Boomerang Bags, seed exchange events, planting sunflowers outside the library, commercial composting, recycling clothes and something on biodiversity. She said there would be food and farming talks on all different aspects and what it meant for the environment, health, etc. She said TLG was monitoring the River Lim and was hoping to raise some funding to do a survey of the river. L. Noel said the application stated the project costs would be £2,000 but it was actually up to £2,600 and they were applying for £1,000 from the council. She said they had a lot of good work to get on with and they would be delighted to have the continuing support of the council.

C. Joyner

C. Joyner spoke in support of the application from Lyme Regis Sea School. He said the organisation had been going for over 25 years and took over some of the equipment left when the adventure centre closed on Monmouth Beach. He said the organisation had grown considerably since then and the main activity was providing equipment to go sailing and teaching. He said they had supplied most of the boats used by the youth section of the sailing club and they ran a number of courses, six so far this year. C. Joyner said members of the public could go along and they trained them from complete beginners, then they are invited to help, then assist as an instructor and when they became 16, they are eligible to be dinghy instructors. He said the sea school was a registered charity and also a Royal Yachting Association training centre. He said when the youngsters turned 16 they were placed in positions of considerable responsibility and the school believed particularly in training them in the life skills that sailing could pass on, such as good communication, management of resources, being able to talk to people, getting on in a team, and that was very much why they did it. C. Joyner said the current principal of the sea school started when he was 10 years old, and the previous principal started at a similar age and was now in charge of a 2,000-tonne vessel. He said they were asking for help to replace and improve their fleet of boats, some of which were over 20 years old. He

said they had received a grant from a member of the sailing club, who was also the grandchild of one of the original members who started the club in 1921, and they had sold a number of boats, so far raising £10,000 towards their £16,000 target. He said they were looking to buy three Fusions and one Bahia and any help the council could give would be gratefully received.

T. Hodgkins (supported by J. Dean)

T. Hodgkins spoke in support of the application from Powder Monkeys Explorer Sea Scout Unit. She said this was the first time someone from the unit had come to speak to the council so she was pleased to be able to do so. She said since the unit was formed in January 2020, it had grown from a couple of members to 20 and they were a large enthusiastic team. She said it had surprised them all how well it had done given how young the unit was, but it didn't really come as a surprise given the adventures they had had over the past 12 months. T. Hodgkins said they had been out rafting, tried watercraft, teamed up with the gig club to go rowing, met scouts from all around the world virtually, had a Zoom call with some Italian scouts, learnt first aid and rescue skills, recycled Christmas trees and through this they developed leadership skills and much more. She said they were looking forward to going further afield, including to Paris later this year, and she and another member had been selected to go to the world scout jamboree in South Korea in 2023, so they were really going places. T. Hodgkins said they were asking the council to help expand their reach further. The feather flags would help identify their unit when they were out and about and the tents would help develop their Duke of Edinburgh offering and reduce their reliance on the Lym Valley Scout group, which had been very supportive in getting them going. She said it would all help the unit be the best it could be.

E. Holt

E. Holt spoke in support of the application from Lyme Regis Town Band. He said the brass band rehearsed at Woodmead Halls and performed throughout Lyme Regis, including on the seafront throughout the summer on Tuesday evenings for free. He said as a brass band they were growing and trying to recruit new players, with the training band doubling in size in the last couple of months. He said they supplied tuition, music, uniform and anything needed completely free for any person who wished to learn an instrument regardless of age, gender, etc. E. Holt said they recently had a 10-year-old girl and a 70-year-old man who joined at the same time and they were learning alongside each other. He said they were requesting funding from the council to run a workshop. They would like to get a top level brass band in from the south west to run a day's workshop and invite band members, beginners, trainees and more experienced players to go along and learn in the hope they could recruit more members, get the band's name out there and show they were one of the top brass bands in the area.

M. Ward

M. Ward spoke in support of the application from the Coastal Community Cupboard, which was under the health and wellbeing side of Lyme Regis Development Trust. She said 43 weeks ago they set up a social seaside store based on the social supermarket model. She said they bought food from environmental food charity Fairshare by the tonne but it would not deliver to Lyme Regis so they had a volunteer who went to collect it every Monday. The food was then sold to their members for £3.50. She said this food would ultimately end up in landfill so they were serving people who were struggling to make ends meet. M. Ward said there was a lot of poverty in Lyme Regis, there were people with part-time jobs working in hospitality or older people struggling, and with the impact of inflation and

everything that would happen from April, it was only going to get worse. She said when they first opened they had five members and they wondered if it was going to work but they now had 173 members, which served well over 400 people, and they regularly had 40-50 people each Tuesday morning. M. Ward said people picked up a shopping basket, chose what they wanted and went away with £15-20 worth of food, and they gave away fresh fruit and vegetables, bread and eggs. She said they also got a lot of help from the local Co-op and Tesco, who provided them with food. She said one challenge was that the freezer food was right up to mark so it had to be frozen immediately but they were running out of freezer space, so they would like to buy another freezer as well as a label gun. She said they currently wrote on the goods the date they were frozen but it would be much quicker to do this with a label gun. M. Ward said the organisation was not-for-profit so every penny went back to the customers and they also went out and bought food so people had a choice.

Cllr C. Reynolds said she understood food bought from Fairshare could not be sold and she asked for clarification on this.

M. Ward said Fairshare was aware of and endorsed what they were doing and they had a contractual agreement. She said as they were a not-for-profit enterprise, this might be why it qualified.

21/142/C Apologies for Absence

Cllr B. Bawden – unwell
Cllr R. Doney – family commitments
Cllr M. Ellis – unwell

21/143/C Disclosable Pecuniary Interests

To promote good governance and transparency, the town clerk advised members to declare any associations with organisations which had applied for grants. He said they would not be required to leave the room and could still vote but the statement should still be made for the benefit of the public.

Cllr D. Sarson declared a non-pecuniary interest in Lyme Regis Bowling Club as he was a member.

Cllr C. Reynolds declared a non-pecuniary interest in Lyme Regis Community Support as she was the lead co-ordinator, in Lyme Regis Community Garden Volunteers as she was the lead organiser, and in the Coastal Community Cupboard as she was the council's representative on Lyme Regis Development Trust.

Cllr R. Smith declared a non-pecuniary interest in Turn Lyme Green/Plastic Free Lyme Regis as he was a member, and in Powder Monkeys Explorer Sea Scout Unit as his daughter was a member.

Cllr G. Stammers declared a non-pecuniary interest in Turn Lyme Green/Plastic Free Lyme Regis as she was the council's representative.

Cllr C. Aldridge declared a non-pecuniary interest in Turn Lyme Green/Plastic Free Lyme Regis as she was a member.

21/144/C Dispensations

There were none.

21/145/C Allocation of Community Grants 2022-23

The support services manager confirmed all grant applicants who had applied for a grant this year and in 2021-22 had claimed their grant for 2021-22. She also confirmed all applicants had provided the required accompanying documentation and this could be referred to if members had questions when the applications were being considered.

Cllr C. Reynolds asked how members would know if the applicants were in receipt of other funding from the council.

The support services manager said this information was included in the table on the agenda. She clarified that term grant recipients were not allowed to apply for community grants.

Members asked for clarification over the application from Coastal Community Cupboard as it was associated with Lyme Regis Development Trust, which received a term grant.

The support services manager said the term grant was awarded to The Hub and the Coastal Community Cupboard was a separate project. She said the funding to each project would be ringfenced.

Members considered the applications in alphabetical order.

Axminster and Lyme Cancer Support

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2022-23 community grant of £1,000 to Axminster and Lyme Cancer Support.

Coastal Community Cupboard

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members **RESOLVED** to award a 2022-23 community grant of £450 to the Coastal Community Cupboard.

Jazz Jurassica

Proposed by Cllr J. Broom and seconded by Cllr R. Smith, members **RESOLVED** to award a 2022-23 community grant of £450 to Jazz Jurassica.

Lym Valley Croquet Club

Cllr C. Reynolds asked for clarification of whether the total project cost was the croquet club's share of the flood defences and the other clubs using the King George Field were contributing the same amount, or if the croquet club was paying whole amount.

Members felt the application was unclear but understood that the croquet lawn was separate from the main field and it was this section that the croquet club was protecting.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2022-23 community grant of £938 to Lym Valley Croquet Club.

Lyme Morris

Proposed by Cllr D. Ruffle and seconded by Cllr R. Smith, members **RESOLVED** to award a 2022-23 community grant of £500 to Lyme Morris.

Lyme Regis Bowling Club

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2022-23 community grant of £500 to Lyme Regis Bowling Club.

Lyme Regis Community Garden Volunteers

Cllr R. Smith asked if this was the same as Lyme Regis Garden Growers.

Cllr C. Reynolds confirmed it was the same group but it had been brought into Lyme Regis Community Support so it could be run properly and the finances could be handled better.

Cllr B. Larcombe asked where the grant money would be paid.

Cllr C. Reynolds said it would be paid into the Lyme Regis Community Support account, which was currently being held by the town council.

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2022-23 community grant of £150 to Lyme Regis Community Garden Volunteers.

Lyme Regis Community Support

Cllr B. Larcombe asked if the organisation was doing any other fundraising.

Cllr C. Reynolds said the organisation would look to do more fundraising when it was set up as a Charitable Incorporated Organisation, although it was noted other funds had come from a collection at Uplyme Stores and a grant from the Regatta and Carnival Committee.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members **RESOLVED** to award a 2022-23 community grant of £250 to Lyme Regis Community Support.

Lyme Regis Pantomime Society

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2022-23 community grant of £1,000 to Lyme Regis Pantomime Society.

Lyme Regis Sea School

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2022-23 community grant of £1,000 to Lyme Regis Sea School.

Lyme Regis Skate Club

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, members **RESOLVED** to award a 2022-23 community grant of £400 to Lyme Regis Skate Club.

Lyme Regis Town Band

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2022-23 community grant of £1,000 to Lyme Regis Town Band.

Over 70s Christmas Dinner Fund Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2022-23 community grant of £400 to the Over 70s Christmas Dinner Fund Committee

Powder Monkeys Explorer Sea Scout Unit

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to award a 2022-23 community grant of £466 to Powder Monkeys Explorer Sea Scout Unit

St Michael's Primary School Parents and Friends Association

Cllr R. Smith suggested the council awarded £1,000 instead of the £800 requested given the importance of reading.

However, the town clerk said as they had only requested £800, this was probably all they required.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2022-23 community grant of £800 to St Michael's Primary School Parents and Friends Association.

Turn Lyme Green/Plastic Free Lyme Regis

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2022-23 community grant of £1,000 to Turn Lyme Green/Plastic Free Lyme Regis.

Uplyme and Lyme Regis Cricket Club

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to award a 2022-23 community grant of £1,000 to Uplyme and Lyme Regis Cricket Club.

The meeting closed at 8.03pm.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 8 MARCH**

Present:

Chairman: Cllr G Turner

Members: Cllr J. Broom and Cllr B. Larcombe MBE

Officers: M. Green (deputy town clerk) & E. Pawsey (senior administrative assistant)

21/65/P Public Forum

There were no comments made in the public forum.

21/66/P Apologies for Absence

Apologies for absence were received from:

Cllr B. Bawden (fear of intimidation)

Cllr M. Ellis (work commitments)

Cllr C. Reynolds (community commitments)

21/67/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 8 February 2022 were **ADOPTED** without amendment.

21/68/P Disclosable Pecuniary Interests

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

21/69/P Dispensations

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

21/70/P Matters arising from the minutes of the meeting held on 8 February 2022

There were no matters arising.

21/71/P Update Report

There were no updates.

Planning applications were considered in accordance with the details circulated.

- 1) **P/HOU/2021/05613** (Received 2 February 2022)
HOUSEHOLDER PLANNING PERMISSION
Le Clercq – Removal of existing roof and erection of first floor level over existing bungalow and garage building and new carport area. Installation of solar panels to new roof – 3 Dragons Hill, Lyme Regis, DT7 3HW

*Members recommended the application be **approved** as there were no planning reasons to warrant its refusal*
- 2) **P/HOU/2021/00431** (Received 8 February 2022)
HOUSEHOLDER PLANNING PERMISSION
Eames – Remove failed render and re-render using lime render – Benets, Mill Green, Lyme Regis, DT7 3QA

*Members recommended the application be **approved** as there were no planning reasons to warrant its refusal*
- 3) **P/LBC/2022/00432** (Received 8 February 2022)
LISTED BUILDING CONSWENT
Eames – Remove failed render and re-render using lime render – Benets, Mill Green, Lyme Regis, DT7 3QA

*Members recommended the application be **approved** as there were no Listing reasons to warrant its refusal*
- 4) **P/HOU/2022/00526** (Received 28 February 2022)
HOUSEHOLDER PLANNING PERMISSION
Hardy – Erect first floor extension to side and erect single-storey rear extension – Windyridge, Avenue Road, Lyme Regis, DT7 3AF

*Members recommended the application be **approved** because there were no planning reasons to warrant its refusal.*
- 5) **P/FUL/2022/00912** (Received 16 February 2022)
FULL PLANNING APPLICATION
Eidur – Change of use and alterations to create 1 no. dwelling – Land and Building rear of 11 – 12 Coombe Street, Lyme Regis

*Members recommended the application be **refused** on the grounds that the height of the building would have a negative impact on the residential amenity of surrounding properties.*

- 6) **P/LBC/2022/01078** (Received 21 February 2022)
LISTED BUILDING CONSENT
Pudner – Reinstate historic doorway recently found on east elevation. Proposed doors and canopy will match adjacent bay in style and glazing detail – The Lawn, Pound Street, Lyme Regis, DT7 3HZ

*Members recommended the application be **approved** because there were no Listing reasons to warrant its refusal.*

- 7) **P/LBC/2022/01181** (Received 24 February 2022)
LISTED BUILDING CONSENT
Pudner – Erect timber garden shed with a slate roof – The Lawn, Pound Street, Lyme Regis, DT7 3HZ

*Members recommended the application be **approved** as there were no Listing reasons to warrant its refusal*

- 8) **P/HOU/2022/01212** (Received 24 February 2022)
HOUSEHOLDER PLANNING PERMISSION
Pudner – Erect timber garden shed with a slate roof – The Lawn, Pound Street, Lyme Regis, DT7 3HZ

*Members recommended the application be **approved** because there were no planning reasons to warrant its refusal.*

- 9) **P/HOU/2022/01232** (Received 23 February 2022)
HOUSEHOLDER PLANNING PERMISSION
Luxton – Garage conversion – 43 Woodberry Down Way, Lyme Regis, DT7 3QU

*Members recommended that the application be **approved** because there were no planning reasons to warrant its refusal.*

- 10) **P/LBC/2022/01236** (Received 28 February 2022)
LISTED BUILDING CONSENT
Ali – Regularisation of works to remove render from front elevation and apply lime render and carry out associated repairs – La Quila, 61 Broad Street, Lyme Regis, DT7 3QF

*Members recommended that the application be **approved** because there were no Listing reasons to warrant its refusal.*

21/73/P Amended/Additional Plans

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

21/74/P Withdrawn Applications

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

21/75/P Planning Decisions

No planning decisions had been received from the planning authority for consideration.

21/76/P

Correspondence from Dorset Council regarding planning related matters.

The correspondence was noted

The meeting closed at 7.45pm.

DRAFT

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 16 MARCH 2022

Present

Chairman: Cllr R. Smith

Members: Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers

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

Absent: Cllr C. Reynolds, Cllr T. Webb

Vice-chairman Cllr R. Smith took the chair as the chairman, Cllr B. Bawden, had health issues which made it difficult for her to run the meeting.

21/49/ENV Public Forum

V. Elcoate

V. Elcoate asked if the future dates of this committee could be included as part of the calendar on the town council website.

Cllr B. Bawden said she had sent Turn Lyme Green (TLG) a list of the dates of all Environment Committee meetings.

21/50/ENV Apologies

A. Bristow (TLG rep)

21/51/ENV Minutes

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, the minutes of the meeting held on 26 January 2022 were **ADOPTED**.

21/52/ENV Disclosable Pecuniary Interests

There were none.

21/53/ENV Dispensations

There were none.

Water Quality on the River Lim

Cllr D. Sarson said he found it encouraging to see how many organisations had taken an interest in the Lim and were actively gathering information and working on a variety of investigations. He asked whether the results of the testing were still awaited.

V. Elcoate, of TLG was invited to speak. She said a proper report would be available from the Westcountry Rivers Trust after a year. She said they were thinking of extending their testing as they were concerned they were not picking up sewage in the tests and they believed this might be one of the problems. She added people were going out every month to test and compile the results.

Cllr B. Larcombe asked if there was any idea of context and how the Lim compared to other rivers. He said it would be good to know if the pollution found in the Lim was common in other rivers.

V. Elcoate said they were linking up through the Axe Vale Rivers Association and Chardstock Eco Group so they had an idea of the state of some other rivers. She said the plan was to have a public gathering when they were more up to speed, to invite some speakers, have a strategic look at it, compare and contrast and learn lessons from each other.

L. Davis from TLG was also invited to speak. She said the Westcountry Rivers Trust, which TLG was putting all its data into, was monitoring rivers all over south west England so when all the data was available, they would be able to compare the Lim with other rivers.

Update Report**Plastic cups**

V. Elcoate said TLG had an initiative on plastic cups, which included carrying out a survey and testing opinion to see what they could do to improve the situation. She said respondents said they would make more effort to take their own cups and they had been in talks with the Kiosk about the issue because a lot of waste was created from the establishment.

V. Elcoate said the real issue was the collection of waste and how it was segregated and processed and the next step was to talk to Dorset Waste Partnership (DWP) to see if there was a better solution for separating waste. She said the Kiosk was using fully compostable cups but they were going in the bins with everything else.

The operations manager said the operations manager of DWP had confirmed that even though all the waste was going into the same bins, it was sorted later in the process.

V. Elcoate said DWP had asked the Kiosk to use plastic cups rather than compostable ones as they were easier to recycle.

Cllr B. Larcombe said the difficulty was when buying a drink, most people wouldn't look to see what the cup was made of or which bin to put it in. He said it was a question of

making it as easy as possible for the public to get it right, which the takeaway outlets also had a responsibility to help with.

Greening up businesses

V. Elcoate said there had been a gathering of 25 businesses, organised by TLG, to talk about how they could 'green up'. She said there were lots of good ideas raised and the next step was to go back to the businesses to talk about what they could commit to doing. For example, businesses may work together to find a solution to composting again.

Great British Beach Clean

V. Elcoate said there would be further beach cleaning efforts as part of the Great British Beach Clean.

Sunflower seeds

V. Elcoate said there was a partnership between TLG and the library to hand out sunflower seeds for children to plant around the library in May.

Boomerang Bags

L. Davis said nearly every shop now had Boomerang Bags; the idea was to give them out to customers instead of a paper or plastic bags and boomerang them back to any participating shop in Lyme or in the world, as it was a worldwide initiative. She said fabric was needed to make more bags.

Cllr R. Smith said there had been many initiatives to try and get businesses to talk and engage and this initiative seemed to be one of the most successful in doing this. He said Boomerang Bags had also had a side effect of engaging people who might otherwise be struggling with loneliness to get involved so it also tackled a social need.

Fiver Fest

V. Elcoate said the traders which were intending to participate in Fiver Fest in March had postponed the event until October because they were too busy to organise themselves and there wasn't enough take-up from local businesses to make it worth it. She said they were trying to get engagement from businesses in both Lyme Regis and Charmouth.

21/56/ENV

United Nations Intergovernmental Panel on Climate Change report 2022

The operations manager said the language was beginning to change as people were getting more worried about the 1.5-degree Celsius limit on global warming.

Cllr R. Smith said at COP26 there was a feeling the 1.5-degree limit would be overshoot and if things went past the tipping point, it would be very hard to pull it back. He said it seemed the direction of travel was not only getting worse, the predictions were also getting worse and there was very little happening worldwide to tackle the problem.

Cllr B. Larcombe said due to the situation in Ukraine, there could be a hike in oil, which could lead to a re-visit of coal. He said this showed the fragility of climate arguments when there were economic arguments caused by the Ukraine crisis.

21/57/ENV Carbon Literacy update report

Cllr B. Bawden said since writing the report, the Carbon Literacy Project had informed her it would accept 20% of both staff and members being trained to achieve the Silver level of accreditation. She said this meant there should now be enough people for the council to achieve silver accreditation, in addition to the participants achieving individual accreditation.

Members discussed the territorial emissions data for Lyme Regis and were concerned to read the consumption average for the town was much higher than the national average. They were also surprised to note only 16% of emissions in Lyme Regis were from surface transport, given the traffic and parking issues in the town.

Cllr B. Bawden said the data would help to prioritise where action needed to be taken in the town and how residents could be helped to reduce their carbon use. She said the data also didn't take into account the visitor impact, which would have a huge effect on the outcomes.

Cllr R. Smith said if people didn't have the basic knowledge and tools, it was difficult to motivate them, so education was an important part of the environmental process.

Cllr B. Bawden said a group of people, including herself, were now discussing whether there was a next stage of carbon literacy training they could deliver to town and parish councils; she said it had been very difficult to know where to pitch the training as some people didn't have any knowledge of carbon literacy, whereas other councils were well advanced and would benefit from more detailed training.

21/58/ENV Community Energy Champions

Cllr B. Bawden said one of the champions had written an article in the local newspaper about some of the easy insulation solutions people could implement at home, with a guide of how much they cost and some of the grants which may be available. She said it was also planned to put some of this information on the council's environment page on the website when it was up and running.

Cllr R. Smith asked when the training would be completed.

Cllr B. Bawden said the training was originally expected to take six months, but it would be completed sooner, with five of the six sessions already done.

Cllr B. Larcombe asked which other groups in Lyme Regis were working on community energy type projects.

Cllr B. Bawden said Lyme Regis Development Trust (LRDT) had done an energy project on generation of renewable energy, looking at major buildings in the town with a potential for generating solar energy, e.g. The Hub, Woodroffe School and the Boat Building Academy. However, because there needed to be a high energy use during the day, the buildings that were looked at didn't make it a town-wide viable project. She said LRDT instead worked with individual organisations to help them apply for funding to generate their own energy.

V. Elcoate was invited to speak. She said the Dorset Climate Action Network (CAN) had organised Green Open Homes in October last year, the idea being to get people to open up their homes to show off any energy saving, renewable technology, good ideas or anything that dealt with climate and environmental emergency issues. She said Dorset Council was keen on working with Dorset CAN this year to publicise it to get more hosts and more visitors, so it was expected to be a bigger scheme.

Cllr R. Smith asked when people would be able to access the community energy champions.

Cllr B. Bawden said details of how to contact them would be publicised in the local newspaper this week. However, she stressed the champions were not experts, it was mostly about signposting to the right place. She said they hadn't yet planned community events because they were still forming as a team but this was planned for the future.

21/59/ENV Lyme 2030 Vision Community Conversation update and presentation

Cllr B. Bawden said this presentation was further to discussion at the Full Council meeting on 16 February 2022 and aimed to provide more information on how the council worked with other community groups and partnerships on environmental issues.

The presentation recapped on carbon literacy training in the town council, explained the Royal College of Art (RCA) and Transport Planning Society 'Our Future Town' project, outlined young people's contribution to the Our Future Town project, referenced wider community collaborations with organisations including Dorset CAN, and summarised the council's recent funding bid to the Transport to Tackle Loneliness fund.

Cllr B. Larcombe left the meeting at 8.17pm.

Cllr B. Bawden said the deputy town clerk had been notified the Transport to Tackle Loneliness bid had not been successful.

Cllr B. Larcombe returned to the meeting at 8.18pm.

Cllr B. Bawden explained what Lyme's 2030 Vision – Community Conversation was. She said it was about finding out people's priorities and building on the Future Town findings, although the scope would be much wider than just sustainable transport.

Cllr R. Smith asked for clarification that this wasn't a town council project, it was a community group, i.e. Lyme Regis Development Trust (LRDT), doing a consultation to see how the community would like to see the town growing and developing.

Cllr B. Bawden confirmed it was not a town council-led project and there was no expectation of promises to be able to deliver any of the suggestions which came from the consultation, although it was hoped key priorities would emerge.

Cllr B. Larcombe asked who would pick up the outcomes from the consultation.

Cllr B. Bawden said the consultation may inform what the council decided and what its priorities were, but other organisations might pick up some projects, such as Dorset Council, or Dorset CAN might pick up projects like the electric bike rental hubs.

Cllr B. Bawden said LRDT had already spoken to the Woodroffe School about a video project as part of this project. Since the last meeting, she said LRDT had secured Togetherness for Our Planet funding from the National Lottery for venue hire and to secure the involvement of the RCA. She said the request for funding from the town council would further secure the RCA being part of the project and what would also emerge was a Lyme Regis zero carbon action plan.

Cllr B. Bawden said it was not intended to tie the project or the council to being able to deliver anything, but when the action plan was produced, if there were perhaps three projects identified, the council could choose to get involved at that point to deliver a project or help to deliver a project in collaboration with another organisation.

Cllr R. Smith asked why the RCA was involved specifically.

Cllr B. Bawden said the RCA was the world's best art and design academy and they had many resident experts in fields such as architecture, with intelligent mobility design being one of the units of the RCA. She said they were also closely linked with other stakeholders and government and were very people-centred.

Cllr R. Smith asked how long the consultation would run and whether there would be a period of gathering information and a period of analysing feedback.

Cllr B. Bawden said face-to-face consultation would take place between 9 April and 12 May 2022, aimed at local residents, followed by a period of analysing the information and prioritising the themes that emerged. She said at the end of the year, they would look at which of those proposals they could approach stakeholders with to develop as project proposals. She added that she could feedback to this committee as the project progressed.

Cllr R. Smith asked if the request for funding from the council was to allow the council to have some buy-in.

Cllr B. Bawden said the funding would help the RCA become more actively involved. She said the National Lottery funding would already help to fund the RCA's involvement but any funding from the town council would enable further funding to be offered to the RCA.

Cllr R. Smith asked the town clerk what the council would need in terms of information and structure if it was to put together a proposition to part-fund this project.

The town clerk said any proposal would need to comply with the council's standing orders and financial regulations. However, if the work was of such a specialist nature that only one organisation could provide the work, there could be exceptions to the rules. He said the council needed to see a proper process, with a timetable and the anticipated outcomes, and he suggested Cllrs B. Bawden and R. Smith worked with him on a proposal to present to the council.

Cllr R. Smith asked if they would report back to this committee or the Full Council about the best way to agree funding for this project.

The town clerk said it was within this committee's gift to allocate the funding that had been ring-fenced for environmental purposes, as long as it was done properly.

Cllr B. Bawden said reporting back to this committee and the subsequent Full Council would be too late as the consultations were due to start on 9 April 2022. She said if the town council didn't financially support the project, there was less chance of the RCA being involved. Even if it was a small amount, she said it would show the town council was on board with the idea.

Proposed by Cllr R. Smith and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs R. Smith and B. Bawden work with the town clerk to produce a project plan for the Lyme 2030 Vision - Community Conversation, to comply with the council's standing orders and financial regulations, and to report back directly to the Full Council on 6 April 2022.

The meeting closed at 9.10pm.

DRAFT

LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 FEBRUARY 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe, Cllr G. Turner

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

21/58/HR Public Forum

There were no members of public present.

21/59/HR Apologies

Cllr C. Reynolds – appointment
Cllr D. Sarson – illness

21/60/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 9 February 2022

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, the minutes of the meeting held on 9 February 2022 were **ADOPTED**.

21/61/HR Disclosable Pecuniary Interests

There were none.

21/62/HR Dispensations

There were none.

21/63/HR Matters arising from the minutes of the previous Human Resources Committee meeting held on 9 February 2022

Members noted the report.

21/64/HR Update Report

Members noted the report.

21/65/HR Changes to the Living Wage

The town clerk said following the announcement in November 2021 that the Real Living Wage had increased to £9.90 an hour, it was getting to the point where the pay scales of the lowest paid employees were encroaching on the pay of the semi-skilled employees.

Cllr B. Larcombe said it wasn't about encroachment or catching up with others, it was about the underpinning, and the level of the underpinning was faster than the re-assessment of the existing rates above them. He asked what was happening in other councils, such as Dorset Council (DC).

The town clerk said he sensed DC was not dissimilar to this council. He said every couple of years one of the clerks from a town council in Dorset asked other councils for salary data and shared it with other councils, so this would give an idea of where the council stood.

The town clerk said pay was now becoming a talking point among the staff, partly due to there being no resolution yet to this year's pay negotiations, compounded by rising inflation.

Members also acknowledged National Insurance increases were also impacting on wages.

The town clerk said he had discussed with the chairman of this committee that there should be a more in-depth discussion in June ahead of the 2022-23 budget-setting process, by which time this year's pay negotiations would hopefully be concluded, there would hopefully be a sense of the parameters of next year's pay award, and a sense of the inflationary trend.

Cllr J. Broom asked what the pay claim was likely to be.

The town clerk said the 2021-22 offer was 1.75% but negotiations hadn't yet started for 2022-23, although there was talk of 3 or 4%. However, he said many councils couldn't afford this, with the downward pressure on them, the withdrawal of revenue support grants, and pressure to keep council tax increases to a minimum.

The town clerk said he sympathised with the semi-skilled workers in the organisation who felt they were struggling to live on their monthly salary, however, the overall package provided to employees was good, with a generous pension scheme, sick pay, and a 37-hour week instead of 40. He said opportunities to increase income, including overtime and moving to annualised hours, were offered but not always taken up by employees.

21/66/HR Town Clerk's Annual Appraisal

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

21/67/HR Deputy Town Clerk, Spinal Column Point Progression

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

21/68/HR Support Services Manager, Spinal Column Point Progression

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

21/69/HR Operations Manager, Performance Appraisal Summary

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

21/70/HR Finance Manager's Appraisal

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

21/71/HR Spinal Column Point Progression and Pay Arrangements for Other Employees for 2022-23

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

21/72/HR Exempt Business

a) Town Clerk's Annual Appraisal

Cllr B. Larcombe said it had been a challenging two years and the shape the council was in now was a credit to the town clerk and his staff.

Cllr G. Stammers said the diversifying of the council's operations was also a credit to the town clerk and his staff.

b) Deputy Town Clerk, Spinal Column Point Progression

Cllr B. Larcombe asked if the town clerk was happy with the deputy town clerk's working from home arrangements.

The town clerk said it was early days and it had been clouded by the working from home arrangements for all office staff due to Covid. He said the deputy town clerk was struggling to work from home on Wednesdays as he had had to attend some meetings, as well as evening council meetings, but there was no reason why he couldn't join council meetings virtually.

Cllr B. Larcombe wanted to thank the deputy town clerk for handling the works to the Guildhall.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the deputy town clerk's progression to spinal column point 36 on 1 April 2022.

The support services manager left the meeting at 7.35pm.

c) Support Services Manager, Spinal Column Point Progression

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the support services manager's progression to spinal column point 26 on 1 April 2022.

The support services manager returned to the meeting at 7.44pm.

d) Operations Manager, Performance Appraisal Summary

Members noted the report.

e) Finance Manager's Appraisal

Members noted the report.

f) Spinal Point Column Progression and Pay Arrangements for Other Employees for 2022-23

Members noted the report.

The meeting closed at 8.22pm.

LYME REGIS TOWN COUNCIL

EXTRAORDINARY HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 15 MARCH 2022

Present**Chairman:** Cllr G. Stammers**Members:** Cllr J. Broom, Cllr B. Larcombe, Cllr D. Sarson, Cllr G. Turner**Officers:** A. Mullins (support services manager), J. Wright (town clerk)**Absent:** Cllr C. Reynolds**21/73/HR Public Forum**

There were no members of public present.

21/74/HR Apologies

Cllr M. Ellis – working

21/75/HR Disclosable Pecuniary Interests

There were none.

21/76/HR Dispensations

There were none.

21/77/HR Staffing and Recruitment

The support services manager explained the need to recruit quickly to the admin team as the front desk always required staffing, which meant other employees had to provide cover and were not focusing on their own jobs. She said officers had already spoken to the members about making changes to the admin team because the council had moved to more online services and the way the public interacted with the council had changed; this recruitment presented the council with an opportunity to introduce those changes. She emphasised that the level of work had not changed, just the way in which the work was carried out and perhaps the type of person that was required to carry it out.

The support services manager said the officers also felt it was an opportunity to incorporate into the role some community engagement type work and to merge this with the admin function. She said officers also felt having two part-time employees at three days a week each would provide better coverage and flexibility for the front desk, which would help to cover for annual leave and sickness and create less disruption for the rest of the office.

Cllr G. Stammers asked the support services manager to explain more about the need to build up capacity and resilience within the team in creating the two proposed posts.

The support services manager said she was currently covering all the basic requirements but was struggling to achieve anything beyond this, although she had many ideas for community engagement which she would like to progress but didn't have the capacity to incorporate into her role. She said there were other elements of her role, such as managing the burial records, the website and social media, that no one else in the organisation was currently able to manage and this was a weakness that needed addressing. She added that the two posts could help build up resilience by covering these and other roles.

The town clerk said the job description reflected the role of the admin assistant job 15 years' ago when most of the council's engagement was over the front desk, but the job was moving away from this. He said the council no longer had a relationship with LymeForward, which meant the council had to be the vehicle for community engagement, so the aim was to change the job role to strengthen the council's engagement with the community.

The town clerk said these posts would be at no extra cost as it was already included in the budget, and there was an incidental saving to the council as it was no longer paying LymeForward a grant of £10,000 per year.

Cllr G. Turner asked why there was a need for two posts and why there couldn't be one post with more hours.

The support services manager said there was already a budget for a community engagement post for two days a week and the senior administrative assistant worked four days a week, which meant there were six days of labour available. However, officers were proposing two posts, each at three days a week.

Cllr J. Broom asked why the community engagement work couldn't be carried out by an external organisation.

The town clerk said it had been difficult to have a dialogue with LymeForward for some time and a considerable amount of officer time had been spent in trying to resolve this issue. He said contracting the work out to an external organisation meant the council had no control over it and most other councils carried out their own community engagement.

The town clerk said the only other organisation that was likely to be able to carry out community engagement was Lyme Regis Development Trust, but he felt the council should be given the chance to do this work itself.

Cllr J. Broom asked why the administrative role couldn't be increased to five days a week and the community engagement role an additional two days.

The support services manager said there was no reason why this couldn't happen, although this would mean increasing the staffing budget and officers felt merging the admin and community engagement roles would provide better flexibility and resilience.

Cllr B. Larcombe asked what would happen if LymeForward came back to the council and asked for the grant to be reinstated.

The town clerk said the council had spent a considerable amount of time debating LymeForward's grant and to withdraw and then reinstate it would not be the optimum decision. He said the 2022-23 staffing budget had been increased by £10,000 to undertake community engagement work and this had been informed by the issues that were emerging with LymeForward.

Cllr B. Larcombe asked what the community engagement work would entail as he didn't feel there was enough work to fill two days. He said in terms of public relations, a lot of the problems were to do with the behaviour of a small number of members and he felt no amount of community engagement work would change that.

The town clerk said the way in which the council engaged with the community was different, so the job could entail engaging through social media, Lyme Voice or organising and facilitating meetings, as well as meeting the requirements of GDPR, the Transparency Code and accessibility regulations.

Cllr B. Larcombe said given reports of less people going into the council office and more services being available online, he asked how much staff time had been saved and could therefore be transferred into doing the other online tasks which were being proposed in the new roles.

The town clerk said he couldn't give a definitive answer about how much staff time was saved but the purpose of creating the two proposed roles was also to build up resilience, create flexibility, as well as building in community engagement work, all within the agreed budget.

Cllr G. Stammers said the new members of staff would also pick up tasks which currently only the support services manager was able to do, which would also free her up to manage the team in terms of community engagement and the requirements which officers had already explained were not being met.

Cllr D. Sarson said it was important for members to make a quick decision on this recruitment, but this wasn't to suggest all the proper processes wouldn't be followed. He said not recruiting immediately would put extreme pressure on the existing admin team if they had to fill in for two months and members had a duty of care to staff.

Cllr B. Larcombe said as a council, it was required to sign off expenditure and recruitment was one of the biggest overheads, so it was entirely right that this committee had the opportunity to discuss and approve it. He felt the auditor would have a view if the council didn't sign off expenditure and said the process had to be followed, so the council could demonstrate the post was required.

The support services manager said recruitment had previously been within the remit of officers, other than for manager appointments, so when a vacancy arose, the recruitment would proceed without requiring authorisation from the council. She said this position had only changed during Covid when the council was in a difficult financial position and therefore felt it should scrutinise the need for every position before recruiting.

The town clerk said most organisations had an agreed establishment and if it was within the budget, the officers were authorised to proceed with recruitment, therefore he didn't think the auditor would have an issue. He said the auditor might have a view if the recruitment exceeded the agreed budget, but that wasn't the case here.

Cllr B. Larcombe said he didn't feel he knew enough about what the community engagement would involve and would aim to do.

The support services manager gave some examples of the types of community engagement the council could pursue. She said this was also the rationale for combining it with the

admin function, as the two roles were closely linked and the ways in which the council may engage with the community were already part of the admin function.

The town clerk emphasised that this did not represent an overspend on budget, it was aiming to move with the times, it built in flexibility and resilience and all the disagreements seemed to be about the process. He said there appeared to be so much negativity about something that he felt was a common-sense proposal.

Cllr G. Stammers said by employing two people, one person could have a particular skill set and the other person could have a different skill set, so all the required skills would be met.

Cllr J. Broom asked if the posts would be advertised in Somerset.

The support services manager said the posts would be advertised in local newspapers, two of which were in the Archant and Newsquest groups which had websites where the jobs would also be advertised, expanding the reach.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve changes to the staffing structure to replace the current senior administrative assistant post with two part-time posts at three days a week, to incorporate community engagement work and a re-focus on more IT-based skills, based on the amended job descriptions and person specifications.

The meeting closed at 8.18pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 MARCH 2022

Present**Chairman:** Cllr M. Ellis**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers**Officers:** N. Cleal (finance manager), A. Mullins (support services manager), J. Wright (town clerk)**21/65/SF Public Forum****S. Davies**

S. Davies spoke in relation to agenda item 18, Unit 1A Rental Proposal. She said prior to April 2021, she referred to minute number 19/59/TMH when it was agreed to renew the lease of Unit 1A for a seven-year period and it was noted the use by other organisations was low, several members felt it was not advertised well enough and should be improved. She said LymeForward rented the suite of rooms from 1 April 2021 and subsequently asked to review the rental agreement on 18 January and 4 February 2022. S. Davies said on 11 March 2022, they were advised by the deputy town clerk that Lyme Regis Development Trust's (LRDT) board of trustees had not agreed to an extension and had set the final date at 31 May 2022 for LymeForward to vacate the unit, essentially giving them two months to find other accommodation. She said LRDT's board of trustees ran a company with a value of over £1million and LRDT received £50,000 in grant funding over five years from the council. She said a report to the Charity Commission said LRDT served to promote general charitable purposes for the benefit of the community of Lyme Regis and surrounding areas. S. Davies said LymeForward needed to know the reasons given by LRDT to evict them within such a short timeframe and why it had taken such a protracted period to come to this decision. She said it appeared Unit 1A was considered a community resource, the town council fronted the lease, but LRDT had all the say who occupied Unit 1A. She asked what safeguards were in place to manage any serious conflicts of interest in terms of disadvantaging organisations that sought to rent out the premises. S. Davies said the foodbank had never been in more demand; it was dedicated to improving the lives of residents in-and-around Lyme Regis by providing emergency support in times of need. She said there were no other suitable facilities available to them at this short notice and their eviction would have a detrimental impact on the wellbeing of families and children who used the foodbank. She said they were asking for a six-month grace period at the very least, bearing in mind the way in which the matter had been handled by the council and LRDT over the past year.

21/66/SF Apologies for Absence

Cllr C. Aldridge – illness

Cllr B. Bawden – fear of intimidation

Cllr B. Larcombe – compassionate absence

Cllr R. Smith – isolating
Cllr G. Turner – operation
Cllr T. Webb – work commitments

21/67/SF Minutes

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, the minutes of the meeting held on 2 February 2022 were **ADOPTED**.

21/68/SF Disclosable Pecuniary Interests

Cllr G. Stammers declared a pecuniary interest in matters relating to the park and ride as its operation would affect her workplace.

21/69/SF Dispensations

There were none.

21/70/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 2 February 2022

CCTV

Cllr C. Reynolds asked if there had been any progress on installing CCTV as it would probably be held up if planning consent was required.

The town clerk said the operations manager had been approaching premises in the town to determine if cameras could be attached to their buildings because there had been no progress with Dorset Council (DC) in trying to attach cameras to lamp columns, despite raising the matter to director level.

It was noted that if cameras were installed on listed buildings, it was likely planning consent would be required, but the town clerk said the operations manager had been selective in choosing buildings to try and avoid this scenario.

21/71/SF Update Report

Members noted the report.

21/72/SF The Annual Review of the Communications/PR Policy and Procedure

Members noted that if a recommendation from the Tourism, Community and Publicity Committee was approved relating to the production of a quarterly newsletter, it would be necessary to amend section 7 of the procedure.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure, including changes to section 7 if a recommendation from the Tourism, Community and Publicity Committee relating to the production of a quarterly newsletter is approved by the Full Council.

Cllr R. Doney said he was on an email list for DC and he was sent updates about various issues, such as health and environment. He said as part of the town council's community

engagement, residents could be invited to provide their email address so information could be sent out to them on matters of community interest, such as road closures.

21/73/SF Internal Audit Report, Visit Two 2021-22

The finance manager explained the audit recommendations and the management responses.

Cllr D. Sarson asked who was renting the cemetery workshop.

Cllr M. Ellis said it was rented by Lyme Regis Pantomime Society and had previously been shared by Lyme Regis Musical Theatre.

Proposed by Cllr C. Reynolds and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report for visit two of 2021-22 and approve the management responses.

21/74/SF Community Governance Review

The town clerk said the first stage of DC's community governance review had been undertaken and the draft recommendations were published in February 2022, with a deadline of 23 May 2022 for the council to respond to the recommendations.

The town clerk drew to members' attention some of the comments which had been made by the public about this council, although the council's own response had been to request no changes. He said DC had taken on board comments raised and based on comparative information and what various bodies recommended in terms of size of electorate, it was not proposing any changes.

The town clerk said the town council had a policy position and members were now being asked whether they wanted to stick to that position, which was in line with the recommendation from DC, or state an alternative position.

Referring to the comments made by the public as part of the consultation, Cllr M. Ellis said members needed to stop bickering in the council chamber, it had gone too far and everyone needed to respect each other.

Cllr C. Reynolds said the responses all seemed to be very similar and complaints received by the council seemed to always be from the same people. She felt the issues with the council were being raised by a small number of people, not the majority of residents.

Cllr R. Doney said regardless of whether it was a limited number of people, it was damaging the council's reputation and it had to show it was attempting to deal with it.

The town clerk said before Christmas, it was agreed members would spend some time away from the council chamber with a facilitator, but this had been deferred due to the introduction of further Covid restrictions. He said he had started conversations with a facilitator and he had discussed with Cllr G. Stammers, as chairman of the Human Resources Committee, about providing a brief to the facilitator to help the council.

Cllr D. Ruffle said his advice to anyone who thought there was a toxic atmosphere in the council was to come along to a meeting and see for themselves, rather than reading it in the newspaper.

Proposed by Cllr D. Sarson and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to note the changes to Dorset Council's community governance review process and the public response to the first phase of the consultation process; support Dorset Council's draft recommendations relating to Lyme Regis Town Council; and instruct the town clerk to complete the online survey accordingly.

21/75/SF Budget Performance, 1 April – 28 February 2022 and year-end forecast

The town clerk said this report demonstrated how well the council had done to move from potential financial issues 18 months ago to a very strong financial position currently.

The finance manager said this budget report largely repeated the report which was presented to the last meeting on 2 February 2022; there had been no further unexpected expenditure and the income was following the same pattern, the net product being a forecast surplus of £320k. She said this was after the repayment of the DC loan.

The finance manager said the forecast reserve at the end of the year remained at £1.2million. She drew members' attention to a mistake in the budget figures; the variance on the chalet, beach hut and caravan income should be 28%, not 65% as stated, but the actual figures were correct.

Cllr R. Doney said the council was going to have a healthy surplus against budget this year but it didn't have plans as to why it was collecting that money, and he felt it was wrong if the council didn't have a justifiable reason for building up reserves.

The town clerk said the council had agreed to undertake public consultation this year to inform its future spending priorities. He said the uncertainty of other external factors also suggested the council should hold onto its money for the time being.

The town clerk said by the 2023-24 budget-setting process, there would hopefully be a better understanding of the economic climate and the council could begin to release funding for projects if it was confident to do so.

Cllr M. Ellis said she would like the council to concentrate on spending money on the fabric of its buildings so it didn't cost as much to maintain them because they had been allowed to reach a poor state.

Proposed by Cllr D. Ruffle and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to note the performance against budget from 1 April to 28 February 2022 and of the forecast year-end position at 31 March 2022.

21/76/SF Support for Ukraine

Cllr C. Reynolds said the suggestions from the National Association of Local Councils (NALC) were good but other than making buildings available for donations and signposting information on charities and aid agencies, they didn't actually support Ukraine. She felt the council needed to demonstrate its physical support.

The town clerk said the council was able to provide financial support to organisations as it had the General Power of Competence. He said the council could make a donation to an international or a local organisation which was transporting aid.

Cllr M. Ellis said it might be better to wait until further down the line when the money was needed rather than giving a donation now.

Some members were concerned about giving a donation to an international charity as it was difficult to see exactly where the money was being spent.

Cllr C. Reynolds said it would be good to have the support of members when local donations needed to be sorted and packed for transporting to Ukraine. Several members said they would be happy to help if they were kept informed of when they were needed.

The town clerk said the council could demonstrate its solidarity in various ways; a Ukrainian flag had already been purchased which could be raised on the Guildhall if members agreed, and all the suggestions listed in the NALC briefing could be implemented. He said the big issue for the council to consider was whether to offer any financial aid now or to hold back and reconsider the situation.

Cllr J. Broom felt the council should make a donation now and he suggested the British Red Cross as it had a specialist disaster fund; he suggested £2,500.

Cllr R. Doney said the enthusiasm the public had shown was tremendous but it did raise the question of Afghan refugees. He said he would support giving financial support to Ukrainian refugees, and he would support more than the £2,500 suggested, but he felt the council should also be putting money into the Afghan refugee campaign, probably through DC.

Cllr M. Ellis said this particular item wasn't on the agenda so it would have to be brought back to another meeting.

The town clerk said a report on the whole issue of financial aid for refugees could be brought to a future meeting.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to give a donation of £2,500 to the British Red Cross for Ukraine, and to show solidarity by approving the following:

- flying the Ukrainian flag
- lighting up buildings in blue and yellow
- holding vigils or moments of silence including at council meetings
- passing motions and statements of support and solidarity
- making council and community buildings available for donation of items
- signposting information on charities and aid agencies.

21/77/SF Use of the Jubilee Pavilion

Cllr M. Ellis asked if there were any bookings for the Jubilee Pavilion in the summer for the Regatta and Carnival and Lifeboat Week.

The town clerk said there were bookings pencilled in but not confirmed; they had not been confirmed because water ingress issues needed to be dealt with. The first event pencilled in was the Fossil Festival, followed by the Queen's Platinum Jubilee. He said there was a site inspection due to take place the following Wednesday to assess the water ingress problem and it would probably take another couple of months to get a contractor on site. However, he said Garry Sutherland was looking for an extension of six months.

The town clerk said if contractors were not working on the building, he was sure members would give him the authority to authorise an extension, but the nature of the work needed to be understood first. He also reminded members there was a plan to move towards commercial use of the building. The town clerk said he had asked the deputy town clerk to bring this matter back to members because when the decision to let the pavilion commercially was made, it was during Covid-19 when the council was thinking about maximising income and selling assets.

The town clerk said there was a consensus at that time that the Jubilee Pavilion was significantly underused and a recognition that the building was worth a significant amount of income. He said Garry Sutherland might have a proposal about the future use of the building but if that was the case, other organisations should be given the chance to submit proposals to use the building.

Cllr C. Reynolds said as it would take some time to determine exactly what the water ingress issues were and to get quotes from three contractors, probably up to three months, she suggested the pavilion could be let to Garry Sutherland on a month-by-month basis while this work was taking place.

The town clerk agreed if the builders were not in, there was no reason why Garry Sutherland should vacate the pavilion. He said in a couple of weeks' time when there was a better idea of what the problem was, officers would be able to get some quotes and determine a start date for the works. When he had a better understanding of timescales, he could speak to Garry Sutherland about a reasonable extension.

Cllr C. Reynolds asked if there was anywhere else the rowing centre could go.

The town clerk said the only other available buildings were the Langmoor and Lister Rooms, although the council had decided to rent the Lister Room. There was also an issue of size as the enterprise would be less viable with fewer machines in a smaller venue.

The chairman invited Garry Sutherland to speak. He said he would be happy to move the rowing machines aside to accommodate any events using the pavilion.

The town clerk said the main issue was the water ingress work and the future use of the pavilion as he felt members would want to reconsider what they wanted to do with the building, even if it was reaffirming decisions already made.

Cllr G. Stammers asked if after the works were done and the council was happy for Garry Sutherland to use the pavilion for a period of time, would it have to go out to tender if it was let commercially.

Cllr M. Ellis confirmed it would need go out to tender and would also require a commercial valuation.

The town clerk said when the council had let premises before, it had been keen to ascertain their commercial value. He said there could be an opportunity for the council to obtain a full commercial rent, or it could decide to use the building for something that benefitted the local community and businesses with a discount on commercial rent. However, he reminded members the council was representing the whole town, not just individual clubs.

Cllr G. Stammers asked if the council could be open to challenge from other organisations if it allowed Garry Sutherland to use the pavilion long-term without offering the opportunity more widely.

The town clerk said there could be other organisations who would like to use the pavilion for another activity and if the council was considering a subsidy to support community interests, the council had to be fair and give others an opportunity.

Cllr C. Reynolds asked how much interest had been shown in the pavilion in the last eight years as she didn't feel there had been any from other organisations.

The town clerk said there would be significant commercial interest in the pavilion; officers knew this because they had done some soft market testing. He said it was a prime location and it was worth a lot of money to the council.

Proposed by Cllr R. Doney and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to allow Garry Sutherland to extend the indoor rowing club's use of the Jubilee Pavilion on a month-by-month basis until work is carried out on the building to resolve water ingress issues and to delegate agreement of any ongoing extensions to the town clerk.

21/78/SF Reinstatement Valuations

The town clerk said the requirement for the council to obtain current re-instatement valuations for all its major property assets on a 'total loss' basis was a requirement of the insurance market and the council had no choice but to do it. He said the deputy town clerk was in the process of finding someone to do this work.

Cllr M. Ellis asked that officers made sure there was provision and costings for clearance of a site as well as re-building so the council was not underestimating what was required.

21/79/SF Levelling Up

The town clerk explained the White Paper's policy proposals in terms of devolution moving forward. He said there was a budget of £2.6bn identified for this work but it was all centred around bigger areas of the country and his feeling was Dorset and Lyme Regis wouldn't get much out of it. However, he said he would keep an eye on the agenda as there may be money and resources available to DC which the town council could tap into.

The town clerk said there was another debate the town council needed to have about how local initiatives were driven because in Dorset, they were driven by DC; if government grant money came into Dorset, DC decided how it was going to be spent. He said he felt there needed to be a change in mindset and there was a movement towards the approach adopted by other principal councils, i.e., more money was allocated to towns to spend on local initiatives. However, he said it wasn't in this council's gift to change DC's approach.

21/80/SF List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for January and February 2022 for the sums of £107,329.53 and £164,606.13, respectively

21/81/SF Investments and Cash Holdings

Cllr D. Sarson asked if officers envisaged any increases in interest rates and whether they were checking the marketplace for competitive rates on its investments.

The town clerk said officers reviewed interest rates on a regular basis. He said the council had a policy of low risk investment and with low risk you got low interest. He said the council could consider adopting a medium risk approach to a proportion of its reserve.

21/82/SF Unit 1A Rental Proposal

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

21/83/SF Debtors' Report

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

21/84/SF Exempt Business

a) Unit 1A Rental Proposal

Cllr C. Reynolds said two months' notice to vacate Unit 1A was not enough for LymeForward to find other premises in Lyme Regis. She said if the council was happy to agree in principle to an extension, as the council's representative on LRDT, she would be happy to ask the trustees if they would agree to a six-month extension.

The town clerk said he would be happy to talk to the CEO of LRDT as well, but members agreed it should just be an approach from Cllr C. Reynolds to the trustees.

Cllr M. Ellis said it needed to be stressed to LRDT how important the foodbank was at the moment.

Proposed by Cllr R. Doney and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the council would be willing to extend LymeForward's occupation of Unit 1A until 30 September 2022 under the existing arrangements and that Cllr C. Reynolds is delegated to negotiate with the trustees of Lyme Regis Development Trust to agree the extension.

b) Debtors' Report

The town clerk said officers intended to re-establish their fortnightly meetings to deal with debts because there were now a handful of long-standing debts and it was time the council took a tough stance on them.

The meeting closed at 8.27pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 MARCH 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr J. Broom, Cllr M. Ellis, Cllr D. Ruffle, Cllr G. Stammers

Officers: A. Mullins (support services manager)

Absent: Cllr T. Webb

21/62/TCP Public Forum

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

21/63/TCP Apologies

Cllr M. Ellis left the meeting at 7.02pm.

Cllr C. Aldridge
Cllr B. Bawden – fear of intimidation
Cllr B. Larcombe – personal commitments
Cllr D. Sarson – holiday
Cllr R. Smith – working
Cllr G. Turner – working

Cllr M. Ellis returned to the meeting at 7.03pm.

21/64/TCP Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the meeting held on 19 January 2022, were **ADOPTED**.

21/65/TCP Disclosable Pecuniary Interests

There were none.

21/66/TCP Dispensations

There were none.

21/67/TCP Matters arising from the minutes of the previous meeting held on 19 January 2022

Seafront and beach concessions

Cllr M. Ellis asked if there was an update on the wood fired sauna.

The support services manager said officers had met with the operators of the sauna to discuss how it might be accommodated on town council land and the accreted land had seemed like a possibility. However, officers had also put them in touch with the harbourmaster, who was believed he could accommodate them within the harbour and those discussions were ongoing.

21/68/TCP Update Report

Eat Festival

Cllr M. Ellis said she was surprised to see the festival felt the council's prices were too high for use of the shelters, although she felt it would mean less congestion on the seafront as it would take place along Gun Cliff.

Cllr G. Stammers asked if the price was increased from the previous year.

The support services manager said the town clerk had the discretion over the price charged for events and he had set the charge higher than the previous year.

21/69/TCP To receive the minutes of the Queen's Platinum Jubilee Working Group meeting held on 8 February 2022

Cllr C. Reynolds said members had agreed at the meeting that on the Sunday of the Platinum Jubilee weekend, there should be no food and drink traders on the seafront as this was a day for local people and the Queen.

The support services manager said as there would be no traders on that day, there was a possibility of some local groups using the shelters for Platinum Jubilee themed activities, including the museum.

Cllr J. Broom noted the budget had been overspent and asked how much specifically it had been overspent by. He also asked if the radios which were required for the stewards would be coming from this budget.

The support services manager said she would find out the latest budget position and report back to members. She said there was a budget heading for 'event support' and the radios could be paid for from this budget as they were an investment in the town and would be used for future events.

Cllr M. Ellis agreed the radios should be funded from that budget and asked that more information was brought to Full Council about how much money was available so members could consider funding them. This was agreed by all members.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, the minutes of the Queen's Platinum Jubilee Working Group meeting held on 8 February 2022 were **RECEIVED**.

21/70/TCP Quarterly Newsletter

Cllr C. Reynolds said lots of residents had asked if a quarterly newsletter could be reinstated as the local newspaper where the council's monthly column was printed was no longer delivered to every household. With regards to delivering the newsletter, she said Lyme Regis Community Support had delivered Christmas cards and leaflets to every household so she felt she could arrange for the group to deliver the newsletter with some others helping. The best way to do this was to get one person in each street to deliver to their own street.

Cllr C. Reynolds said a newsletter was preferable to the column because not everyone had access to the internet to read the newspaper online or could get out to pick up a copy of the newspaper.

Cllr M. Ellis agreed that a newsletter would be preferred by residents, as many people didn't realise the newspaper column was written by the council.

Cllr G. Stammers asked who would produce the newsletter.

Cllr C. Reynolds said members had been asked previously to provide the support services manager with items for the column but this hadn't happened, so she was suggested a working group of three members to put together the newsletter.

Cllr J. Broom said a newsletter was a good idea but he wanted to see some costings first.

Cllr C. Reynolds said the working group could get this kind of information together. She said it might be a bit more expensive than the column but it was what residents wanted.

Cllr C. Reynolds and Cllr D. Ruffle said they would like to be on the working group, and Cllr G. Stammers said she would help with delivery.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to produce a quarterly newsletter to be delivered to every home instead of the monthly newspaper column; to nominate Cllr D. Ruffle and Cllr C. Reynolds, plus one other member to be identified at the Full Council meeting, to sit on a working group to help develop both the newsletter and co-ordinate its delivery; and to agree to provide items of interest to the working group which may be included in the newsletter.

21/71/TCP Publicity Group

Cllr M. Ellis said following the decision on the previous item to have a working group with three members to work on the development of the newsletter, she didn't feel it was necessary to also have a publicity group.

Cllr D. Ruffle agreed and said if members wanted to bring items of interest forward, they could do that without a publicity group.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to disband the publicity group.

21/72/TCP Footgolf at Strawberry Field

Cllr J. Broom said although the options' appraisal may be completed within a year, he didn't believe the council would do anything with Strawberry Field within the next three years so the footgolf could be given another three-year licence. However, he suggested the annual sum for the licence should be increased from £1,250 to £1,500.

Proposed by Cllr J. Broom and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a sum of £1,500 per year (plus annual CPI increases) and a three-year licence for the footgolf business at Strawberry Field.

21/73/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Cllr M. Ellis said it would be good to have passenger numbers when members received the grant review reports for Axe Valley and West Dorset Ring and Ride so the council could see how many people from Lyme Regis were using the service.

The support services manager said she would request passenger numbers and circulate them to members.

Cllr M. Ellis asked how people got to know about the service and how it was advertised as there may be people in the town who could benefit from it but didn't know about.

The support services manager said there was an article in the recent newspaper column but it was agreed something could be included in the newsletter.

Cllr G. Stammers asked if the service had people who could physically help people onto the bus.

The support services manager confirmed the buses were fully accessible.

21/74/TCP Grant Review, Lyme Arts Community Trust

Cllr D. Ruffle, the council's representative on Lyme Arts Community Trust (LACT), said LACT was doing what it was expected to do as part of the grant agreement. He said they had secured grants to make specific improvements to the dressing rooms and had altered behind the stage. He said LACT seemed to be in a healthy financial position.

21/75/TCP Grant Review, The Philpot Museum

Members noted the report.

21/76/TCP Managing Consultation Exercises

Referring to the Charmouth Neighbourhood Plan, Cllr M. Ellis said she had read about another seaside town which had implemented a neighbourhood plan which contained a principle residents' requirement, in order to address the issue of second homes. She said the council had discussed several years ago the possibility of implementing a neighbourhood plan in Lyme Regis and she would like this to be discussed again.

It was agreed an agenda item would be taken to the relevant committee.

The meeting ended at 7.53pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 2 MARCH 2022

Present

Chairman: Cllr J. Broom

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr B. Larcombe, Cllr D. Ruffle, Cllr Cllr G. Stammers, Cllr G. Turner

Officers: M. Adamson-Drage (operations manager), M. Green (deputy town clerk) A. Mullins (support services manager)

21/59/TMH Public Forum

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

21/60/TMH Apologies

Cllr B. Bawden – fear of intimidation
Cllr C. Reynolds – appointment
Cllr R. Smith – work commitments
Cllr D. Sarson – holiday

21/61/TMH Minutes

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the previous meeting held on 12 January 2022 were **ADOPTED**.

21/62/TMH Disclosable Pecuniary Interests

There were none.

21/63/TMH Dispensations

There were none.

21/64/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 12 January 2022

Request for access across Woodmead car park

Cllr M. Ellis asked what the final date was that access would be required across the car park as it needed to be clear for the main season.

The operations manager said he would find out and report back to members. He said the final 12 beach huts which were being replaced would be removed from the seafront the following week so the space would also be needed in the car park to store them.

Guildhall works

Cllr B. Larcombe commented on how good the work to the oriel window was, which enhanced the building and was carried out to price and on time. He said it was worth noting the how good a job the contractor had done for future reference.

Cllr J. Broom asked if the traffic lights were working as he had waited at the top end of the lights for three minutes.

The operations manager said he would follow this up with Dorset Council (DC).

Sale of Additional Beach Huts on Cart Road

The operations manager confirmed the sale of the two beach huts had been completed.

CCTV

The operations manager said the camera in the gardens looking onto the seafront roof had been supplied for free for an indefinite period of time but it was now going to be removed by the supplier. He said he was still progressing the wider CCTV project, of which this camera would become part, but there would not be a camera in that location for the time being. However, if members wanted him to get a camera, that particular model with the servicing package would be £8,000, or they could wait until the whole project came back as a whole, which would cost £40-£50,000, of which 80% would hopefully be paid by the Office of the Police and Crime Commissioner.

Cllr J. Broom asked if the camera had been of some value.

The operations manager said it had captured someone in the immediate vicinity after the roof glass had been broken, which was then passed onto the police.

Cllr J. Broom suggested a dummy camera to deter people from vandalism, although members felt the mentality of those who caused damage wouldn't be affected by whether it was a real camera or not.

Lamp columns

Cllr B. Larcombe said he had been contacted by a member of the public about a lamp column at Jane's Café which had been out all summer, but he believed it was a DC column.

The operations manager said there were two lights which were not working; one within the Jane's Café seating area and one on the beach near the Harbour Inn seating area and due to their location, DC believed the town council had asked for them to be installed as part of the gardens' regeneration.

Cllr M. Ellis said she was on the council at the time of the gardens' regeneration and didn't recall the council asking for any lamp columns.

The operations manager said they had never been serviced by DC, despite having DC reference numbers on them and DC had subsequently removed the numbers. He said an electrician was coming to look at other lights and could look at the column at Jane's Café as it could be fixed without the town council taking on permanent responsibility for it. He felt the town council should try and get it working or it would remain broken.

Cllr M. Ellis suggested the operations manager asked DC for proof the town council requested the column, and in the meantime, inform DC an electrician would look to repair the light without prejudice.

Cllr B. Larcombe was concerned if the town council repaired the light, it would imply ownership.

The operations manager said DC was also denying ownership of lights outside the lifeboat station and outside the traders' car park, which were areas clearly owned by DC.

Cllr B. Larcombe asked if DC couldn't disprove those lights were theirs, who did they believe installed them? He said West Dorset District Council installed them and that obligation moved to DC.

It was agreed the operations manager would continue corresponding with the relevant officer at DC to determine responsibility.

Improvements to Town Bus Service and Possible External Funding Opportunity

Cllr C. Aldridge said given the very short amount of time the deputy town clerk had to submit the funding bid, he had done a very good job, but the timescale for being notified of the outcome would be longer than hoped due to the number of applications.

21/65/TMH

Update Report

Car park ticket machines

The operations manager said the new machines had arrived and would be installed in stages so there were always operational machines. He said the new cash collection company, Pivotal, started collecting that day.

21/66/TMH

Request for Photovoltaic Panels (PV) on Roof of Chalet at 17 Monmouth Beach

Cllr J. Broom said although the adjoining chalet owner had been contacted about the request, he felt the impact would be greater on the chalets behind, i.e. numbers 37, 38 and 39, and they should be contacted to ask if they were happy with the PV panels.

Cllr G. Stammers said the council had agreed in principle to allow PV panels on chalets due to the climate and environmental emergency declaration so it was tied into allowing the request, even if members didn't feel it was aesthetically pleasing.

Cllr M. Ellis agreed and said she felt the council had no choice but to agree the request; chalets had electricity already and the owners were trying to reduce their carbon footprint. She said it was not necessary to ask other chalet owners if they were happy with the PV panels as this was not a requirement if people were putting them on their houses.

Cllr C. Aldridge said she had seen huts in Muddiford with panels on and they weren't that noticeable as they were flush to the hut.

Cllr B. Larcombe said if the panels were facing south they would be seaward but if they were on the gable end, there would possibly be a strong reflection.

Cllr M. Ellis said if the panels were flush on the chalet, she didn't see any reason to refuse them. She said there were panels on the Woodmead Halls which she could see from her house and they didn't reflect that much.

The operations manager said the default position for the council should be to approve requests and if it refused requests, it should be an exception.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to install PV Panels on the roof of a chalet at 17 Monmouth Beach.

21/67/TMH Public Litter Bins

The operations manager said although the council could consider replacing its own bins with seagull proof ones, the vast majority were owned by DC.

Cllr B. Larcombe suggested the council lobbied DC to install seagull-proof bins when they required replacement.

The operations manager said two bins with letterbox openings were recently installed at Cat's Park but with flaps on and it cost £30 for a flap kit. He said Dorset Waste Partnership (DWP) was under budgetary constraints at the moment but it had ordered new bins, although he hadn't yet requested any. However, if the town council wanted to pay for new seagull-proof bins, DWP would be quite happy to empty them.

Cllr M. Ellis said she was sure in the long run seagull proof bins would be more cost effective because of the time it took for the workers to pick up rubbish that had been pulled out of the bins by the seagulls. She suggested the council looked at replacing its bins on a rolling basis to spread the cost and to also ask DWP to support the council in this.

The operations manager said he had a standard budget for bins which contained enough money to replace up to five bins each year.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to put seagull proof flaps on all town council bins on a rolling basis within the already approved budget for waste bins, focusing on the areas where the problem is worse, and to also ask Dorset Waste Partnership to support the council in tackling the issue by installing seagull-proof bins when they are replaced or when new ones are installed.

21/68/TMH Complaints, Incidents and Compliments

Referring to complaints about dogs on the beach, Cllr C. Aldridge asked if the council was going to take a tougher stance on those who didn't abide by the rules as it had previously said it would.

The operations manager said the enforcement officers were taking names and addresses and those details went on a DC system, so if the individual was approached for a second time, they would be issued with a fixed penalty notice. He said officers hadn't yet reached the point of issuing a fixed penalty notice.

Cllr M. Ellis asked if people were giving the correct name and address.

The operations manager said the law said if a person committed an offence, which they had if a dog was off a lead, they had to provide an address to a PC or an authorised officer, and the enforcement officers were authorised officers. He said they were committing a further offence if they didn't provide a name and address, at which point, the police needed to step in. He said the police had committed to supporting some targeted approaches with the enforcement officers.

The meeting closed at 7.50pm.

DRAFT

Committee: Full Council

Date: 6 April 2022

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

Purpose of Report

To allow members to select a mayor-elect and deputy mayor-elect for the 2022-23 council year

Recommendation

Members appoint a mayor-elect and deputy mayor-elect for the 2022-23 council year

Report

1. An email requesting nominations for mayor-elect and deputy mayor-elect for the 2022-23 council year was sent out to all members on 14 March 2022.
2. Nominations were to be received by Wednesday 30 March 2022.
3. By the closing date, there was one nomination for Cllr Michaela Ellis to be mayor for the forthcoming year.
4. By the closing date, there was one nomination for Cllr Cheryl Reynolds to be deputy mayor for the forthcoming year, and one nomination for Cllr J. Broom.
5. The mayor-elect and deputy mayor-elect will be invested at the mayor-making meeting of the Full Council on 25 May 2022.

Voting arrangements

6. Standing order 3.t states 'Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot'.
7. Standing order 3.s states 'The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote'.

Adrianne Mullins
Support services manager
March 2022

Committee: Full Council

Date: 6 April 2022

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for 2022-23 council year

Recommendation

Members approve the calendar of meetings for the 2022-23 council year

Background

1. Standing order 5.j.xxi requires the council to 'determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council'.

Report

2. The proposed calendar of meetings for 2022-23 is at **appendix 18A**.
3. An extraordinary Full Council meeting has been scheduled on 22 June 2022 to allow members to sign off the Annual Governance and Accountability Return.
4. The calendar also includes the normal summer recess, a break at Christmas/New Year, an extraordinary Full Council meeting in March 2023 to consider community grants, the annual meeting of electors in April 2023, the mayor-making ceremony in May 2023, taking us up to the first meeting of the new 2023-24 council year in May 2023, known as the annual meeting.

Adrianne Mullins
Support services manager
March 2022

Lyme Regis Town Council

Calendar of Meetings 2022/23

All meetings are to be held in the Guildhall, Bridge Street, Lyme Regis, at 7pm unless otherwise stated

Wednesday 25 May 2022	Full Council (mayor-making ceremony)
Tuesday 31 May 2022	Planning Committee
Wednesday 1 June 2022	Full Council (adjourned annual meeting)
Wednesday 15 June 2022	Human Resources
Wednesday 22 June 2022	Extraordinary Full Council, 7pm Town Management and Highways, <i>on the rise of the extraordinary Full Council</i>
Tuesday 28 June 2022	Planning Committee
Wednesday 29 June 2022	Tourism, Community and Publicity Committee
Wednesday 5 July 2022	Environment Committee
Wednesday 12 July 2022	Strategy and Finance Committee
Tuesday 26 July 2022	Planning Committee
Wednesday 27 July 2022	Full Council
Tuesday 23 August 2022	Planning Committee
Wednesday 14 September 2022	Human Resources
Tuesday 20 September 2022	Planning Committee
Wednesday 21 September 2022	Town Management and Highways Committee
Wednesday 28 September 2022	Tourism, Community and Publicity Committee
Wednesday 5 October 2022	Environment Committee
Wednesday 12 October 2022	Strategy and Finance Committee
Tuesday 18 October 2022	Planning Committee
Wednesday 26 October 2022	Full Council
Wednesday 2 November 2022	Human Resources Committee
Wednesday 9 November 2022	Town Management and Highways Committee
Tuesday 15 November 2022	Planning Committee
Wednesday 16 November 2022	Tourism, Community and Publicity Committee
Wednesday 23 November 2022	Environment Committee
Wednesday 30 November 2022	Strategy and Finance Committee
Tuesday 13 December 2022	Planning Committee
Wednesday 14 December 2022	Full Council
Wednesday 4 January 2023	Human Resources Committee
Tuesday 10 January 2023	Planning Committee
Wednesday 11 January 2023	Town Management and Highways Committee
Wednesday 18 January 2023	Tourism, Community and Publicity Committee
Wednesday 25 January 2023	Environment Committee

Wednesday 1 February 2023	Strategy and Finance Committee
Tuesday 7 February 2023	Planning Committee
Wednesday 15 February 2023	Full Council
Wednesday 22 February 2023	Human Resources Committee
Wednesday 1 March 2023	Town Management and Highways Committee
Tuesday 7 March 2023	Planning Committee
Wednesday 8 March 2023	Tourism, Community and Publicity Committee
Wednesday 15 March 2023	Environment Committee
Wednesday 22 March 2023	Strategy and Finance Committee
Wednesday 29 March 2023	Extraordinary Full Council (grants)
Tuesday 4 April 2023	Planning Committee
Wednesday 5 April 2023	Full Council
Wednesday 12 April 2023	Human Resources Committee
Wednesday 19 April 2023	Town Management and Highways Committee
Friday 21 April 2023	<i>Annual Meeting of Electors, Woodmead Halls, 7pm</i>
Tuesday 2 May 2023	Planning Committee
Wednesday 26 April 2023	Tourism, Community and Publicity Committee
Wednesday 3 May 2023	Environment Committee
Wednesday 10 May 2023	Strategy and Finance Committee
Wednesday 17 May 2023	Full Council
Wednesday 24 May 2023	Full Council (mayor-making ceremony)
Tuesday 30 May 2023	Planning Committee
Wednesday 31 May 2023	Full Council (adjourned annual meeting)

Committee: Full Council

Date: 6 April 2022

Title: Draft Corporate Plan 2022-27

Purpose of Report

To present the Corporate Plan 2022-27

Recommendation

Members approve the Corporate Plan 2022-27, appendix 19A

Background

1. The text for the Corporate Plan 2022-27 is attached, **appendix 19A**.
2. The Corporate Plan reviews the council's performance against its objectives and details the issues the council will address.
3. The corporate plan will be posted on the town council's website and social media, made available to the public at the town council's office and presented to the annual town meeting of electors on 8 April 2022.

John Wright
Town clerk
March 2022

Committee: Full Council

Date: 6 April 2022

Title: Data Breach

Purpose of report

To inform members of a data breach, the actions taken by the town clerk, and the Information Commissioner's Office's decision and recommendation

Recommendation

Members note the report and endorse the recommendations made by the Information Commissioner's Office

Report

1. On or before 31 January 2022, a data breach occurred; information supplied to the council by a member of the public appeared on a social media site.
2. In response to this event, the town clerk undertook an investigation, apologised to the member of the public concerned and notified the Information Commissioner's Office (ICO).
3. The town clerk's investigation concluded the data breach was unlikely to have come from any other source than a council employee and identified 10 action points:
 - the removal of the post from the social media site; this was actioned by the site administrator separately, and without council intervention
 - a letter of apology to the member of the public whose data had been breached
 - brief councillors about the data breach
 - complete a self-referral to the Information Commissioner's Office
 - write to all employees to inform them of the data breach and to remind them of the importance of confidentiality
 - undertake further interviews with relevant staff
 - run a short training course for staff on data security
 - review and update the council's information policy to ensure it is fully compliant with the Data Protection Act 2018
 - formally report the data breach to the Full Council on 6 April 2022
 - act on any recommendations made by the ICO.
4. Actions are complete, except one: not all employees could attend the staff briefing on 22 February 2022 which incorporated a short training session on data security; a further event has been organised.
5. For information, a revised information policy will be presented to the Strategy and Finance Committee on 11 May 2022.

6. The ICO informed the town clerk of its decision to take no actions on 28 March 2022. The letter outlined the ICO's rationale for this decision and made three recommendations for the council to consider:
- 'Reviewing the content of your data protection training and also the frequency of your refresher training to ensure that sufficient practical guidance is given to staff in how to comply with the legislation. Also consider your methods of control, delivery and monitoring of such training and of ensuring staff who deal with personal data complete this. This training should also be tailored to specific roles, and on completion the employee's knowledge should be assessed. Suitably redacted, this incident could be used as an example of how breaches can occur. You may wish to use some [ICO Resources](#) as part of your on-going training for staff.
 - You should ensure that you have clear and robust guidelines and policies in place which outline how data should be appropriately handled. These should emphasise the importance of confidentiality and the responsibilities of staff to keep information secure.
 - Reminders should be issued to staff on a regular basis of the importance of data protection, their responsibilities, and the correct processes to follow. This could be done through email updates, bulletins on an internal site, or during staff meetings.'
7. A full copy of this letter is attached, **appendix 20A**.
8. In response to the ICO recommendations, the town clerk proposes to:
- review and strengthen data security training undertaken during induction. Refresher training will be delivered through staff meetings and briefings. The training will reflect on the requirements of different jobs in the council.
 - the town clerk will strengthen this element of the induction training programme for new members.
 - as already detailed, the town clerk will present a revised information policy to the Strategy and Finance Committee on 11 May 2022.

John Wright
Town clerk
March 2022

From: ICO Casework <icocasework@ico.org.uk>

Sent: 26 March 2022 15:47

To: Lyme Regis Town Council Town Clerk <townclerk@lymeregistowncouncil.gov.uk>

Subject: ICO Decision - IC-157053-K5S4

Reference IC-157053-K5S4

Dear John Wright,

I am writing further to your personal data breach report of 18 February 2022 regarding a member of the public posting an information request online.

Thank you for the information you have provided.

Data security requirements

You are required to have appropriate technical and organisational measures in place to ensure the security of personal data.

Our Decision

We have considered the information you have provided and we have decided that no further action by the ICO is necessary on this occasion. This decision is based on the information we have recorded about the breach.

The reasons for our decision are as follows:

- It is noted that data protection training is provided to all staff and employment contracts outline the management and disclosure of confidential information. These measures could help to prevent incidents of this nature.
- This appears to be an isolated incident.
- You have advised that the post has been removed from social media and you are not aware this has been shared further.
- It appears that there has been no detriment reported as a result of the incident.
- You have indicated that reminders have been issued to all employees of the importance of data protection.
- You have advised that steps have been taken to provide staff with refresher training. These measures could help prevent another incident of this nature.

However, we recommend that you investigate the causes of this incident to ensure that you understand how and why it occurred, and what steps you need to take to prevent it from happening again.

In particular, we recommend that you consider:

- Reviewing the content of your data protection training and also the frequency of your refresher training to ensure that sufficient practical guidance is given to staff in how to comply with the legislation. Also consider your methods of control, delivery and monitoring of such training and of ensuring staff who deal with personal data complete this. This training should also be tailored to specific roles, and on completion the employee's knowledge should be assessed. Suitably redacted, this incident could be used as an

example of how breaches can occur. You may wish to use some ICO [Resources](#) as part of your on-going training for staff.

- You should ensure that you have clear and robust guidelines and policies in place which outline how data should be appropriately handled. These should emphasise the importance of confidentiality and the responsibilities of staff to keep information secure.
- Reminders should be issued to staff on a regular basis of the importance of data protection, their responsibilities, and the correct processes to follow. This could be done through email updates, bulletins on an internal site, or during staff meetings.

Please note that we may make additional enquiries if we become aware of new information which affects the circumstances of this case.

Please also note that as a result of a breach an organisation may experience a higher volume of complaints and information rights requests. If you receive these complaints you should have a contingency plan, such as extra resources, to deal with them. You should not refer them to the ICO as a matter of course, and it is important that you deal with these, alongside the other work that has been generated as a result of the breach.

Thank you for reporting the incident. Further information and guidance relating to [data security](#) is available on our website.

We now consider the matter to be closed.

Yours sincerely

Grace Cullinane
Lead Case Officer
0330 313 1794

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
T. 0303 123 1113 ico.org.uk twitter.com/iconews

Please consider the environment before printing this email

Please be aware we are often asked for copies of the correspondence we exchange with third parties. We are subject to all of the laws we deal with, including the data protection laws and the Freedom of Information Act 2000. You can read about these on our website (www.ico.org.uk). Please say whether you consider any of the information you send us is confidential. You should also say why. We will withhold information where there is a good reason to do so.

For information about what we do with personal data see our privacy notice at www.ico.org.uk/privacy-notice

Committee: Full Council

Date: 6 April 2022

Title: Lyme 2030 Vision Community Conversation update and project proposal

Purpose

To update members on the progress of the 2030 Vision Community Conversation project

Recommendation

Members agree the recommendation of the Environment Committee to allocate the project up to £10,000 from the budget allocation for climate and environmental community action planning in the community from April 2022 with a further £5,000 for the both the subsequent two years

Report

1. Cllr Bawden presented the proposal to allocate up to £20,000 from the budget of £75,000 for climate and environmental community action planning for the Lyme 2030 Vision Community Conversation project being led by the Lyme Regis Development Trust to the Environment Committee on 26 January 2022.
2. The Environment Committee agreed an amended proposal to allocate up to £10,000 in the first year (from April 2022) and £5,000 for 2023 and 2024.
3. The committee also agreed the proposal's allocation of up to £2,000 for the Fossil Festival, as the theme was Climate Change so one of the public engagement sessions would be held as part of the Festival on Saturday 30 April. The funding was to ensure the event could be as accessible as possible to residents from Lyme, Uplyme and Charmouth by enabling free entry to the museum and funding a minibus service between the Charmouth Heritage Coast Centre and the Lyme festival events.
4. The proposal also included a request to support, in principle, a free three-month trial of the new [Climate Heatmap](#) community engagement platform and support service from Commonplace, one of the UK's leading community engagement experts, as recommended by DAPTC's professional trainers on 'Community Engagement'.
5. However, objections were raised at Full Council on 16 February 2022 about the 2030 Vision and the proposal was referred back to the next Environment Committee.
6. As inaccuracies and doubt was expressed about the potential continuing role of the [Royal College of Art's \(RCA\) Intelligent Mobility Design Unit](#) and other stakeholders in the '[Future Town](#)' report conducted in 2020, Cllr Bawden showed a presentation about the Future Town project, the existing research findings and the proposed future role of the RCA and other stakeholders in the Lyme 2030 Vision to the Environment Committee on 16 March 2022.
7. The committee recommended 'that Cllrs R. Smith and B. Bawden work with the town clerk to produce a project plan for the Lyme 2030 Vision - Community Conversation, to comply with the council's standing orders and financial regulations, and to report back directly to the Full Council on 6 April 2022'.

8. The project proposal is attached as **appendix 21A**.

Cllr Belinda Bawden
Chairman, Environment Committee
March 2022

‘Lyme 2030 Vision Community Conversation’ Project Proposal

The Lyme Regis Development Trust (LRDT) is organising a series of ‘Lyme 2030 Vision Community Conversations’ starting on Saturday 9th April and running up to the May Fete on Sunday 15th May as the consultation or listening stage of the Lyme 2030 Vision project, leading to the development of a 2030 Net Zero Plan for the town. Running alongside this will be a Climate Heatmap on the online Commonplace community engagement platform to identify key concerns and communicate the findings to stimulate further discussion.

1. Context and Scope

The Lyme Regis Town Council declared a Climate and Environmental Emergency in 2019, pledging support for the UN Sustainable Goals and committing to reduce greenhouse gas emissions to Net Zero by 2030.

The Operations Manager undertook an Environmental Impact Assessment and wrote LRTC’s Net Zero action plan, which the town council is on course to achieve for its own operations by 2030.

Most councillors and several officers undertook Carbon Literacy training as part of the national pilot of the town and parish councillor toolkit in October 2021 and January 2022. The training emphasised the roles and responsibilities of town and parish councils in showing leadership and in engaging as widely as possible in their communities to facilitate climate, environmental and social action planning which is relevant and beneficial to residents’ lives.

A budget allocation of £75,000 for climate and environment action in the community was agreed in December 2021, with widespread community engagement as the essential first phase of establishing residents’ priorities, hopes and visions for a carbon neutral future.

The 2030 Vision Community Conversations are a series of open public events covering Lyme, Uplyme and Charmouth run by the Lyme Regis Development Trust and supported by Dorset Action, trained facilitators and local volunteers to listen to concerns, discuss climate and environmental impacts - known and predicted - and engage ‘hearts and minds’ in planning collectively how to shape our future.

It is hoped that as various issues emerge as priorities, capacity in the community to help shape and deliver specific project proposals will be identified. It is during the analysis and project development stages (Phases 2 and 3) that other partners could also be engaged or involved:

- LRTC
- neighbouring town and parish councils
- Dorset Council
- East Devon District Council, Devon County Council
- NALC Climate Emergency Network
- local schools and young people
- the Royal College of Art (RCA) and the expert stakeholders in the [‘Future Town’](#) research project
- Co-Cars car club, e-bike rental, e-cargo van and bike social enterprise
- the Centre for Sustainable Energy & the Community Energy Champions
- Dorset Climate Action Network
- community groups

- the local business community
- interested individuals

2. Purpose

The '2030 Vision Community Conversations' aim to build on the work already undertaken by the RCA in the ['Future Town'](#) project to understand people's deep love for their town and to identify their hopes and dreams for the future in a decarbonising world.

The analysis of residents' ideas, priorities and hopes for the changes needed to reach carbon neutrality by 2030 will identify a few key issues which could be developed into project proposals, possibly with support from some of the expert stakeholders in the ['Future Town'](#) project.

Solutions to reducing social isolation and improving access, mobility and the opportunity to shop and socialise locally while supporting the local economy by having safer pavements and streets with less pollution and congestion, could emerge, for example.

Residents' ideas and visions for future sustainable transport options and priorities for school, college, work and leisure travel, as well as ways to improve access to green spaces and enhance biodiversity or accelerate improvements to our homes, could then inform town council and Dorset Council planning.

Partnerships and alliances could be established to develop costed project proposals for the top four or five issues, which would then be 'oven-ready' when appropriate grant funding pots are announced. At this stage, it is possible that LRTC might wish to undertake a project or two or be involved in partnership with others, or facilitate others in the community to take on some project development.

Identifying the key issues, developing project proposals and assessing the benefits to people's lives, project costs and likely greenhouse gas emission reductions would also inform a Net Zero 2030 report for the Lyme area. (See [Dorset 2030](#) from Zero Carbon Dorset)

3. Methodology

The project will aim to be as open and accessible to as many residents as possible by running events in different locations, at different times of the day and week. The [Commonplace](#) online [Climate Heatmap](#) trial (example of East Riding shown) will run alongside the physical events, enabling a continuing relationship to be established with anyone wishing to stay informed and get involved in future project development.

The analysis will be automatically updated by the online platform to give a daily summary of the issues of concern or interest to people leaving pins with comments on the map. The free three month trial is fully supported by Commonplace account handlers.

The active involvement of those without internet access or with mobility restrictions will be sought by arranging telephone interviews, local focus group or visits from DBS checked team members.

Separate engagements with the local schools and young people are also planned, probably later than the main Community Conversations to avoid their busier exam periods.

The project will apply a range of techniques to ensure the responses are statistically valid, for example, by comparing ages and gender to the area's population profile then adjusting the messaging for later events, if necessary, to rebalance the respondent profile. Tests for statistical significance can be applied to quantitative data and qualitative data will be analysed by a project team to reduce the risk of bias in individual interpretations of the responses.

4. Timetable and key project stages

The dates of the public events are:

- **Saturday 9th April** from 11am to 3pm at the Hub
- **Tuesday 26th April** from 5pm to 8pm at the Football Club
- **Saturday 30th April** from 11am to 3pm in the Hub Café as part of the Fossil Festival
- **Tuesday 10th May** from 9am to 1pm at the Football Club
- **Sunday 12th May** from 1pm to 4pm at the May Fete on the Anning Road playing field

The Climate Heatmap with Commonplace will start around the same time and run beyond the last date to enable continued engagement following the face-to-face events.

The project phases are:

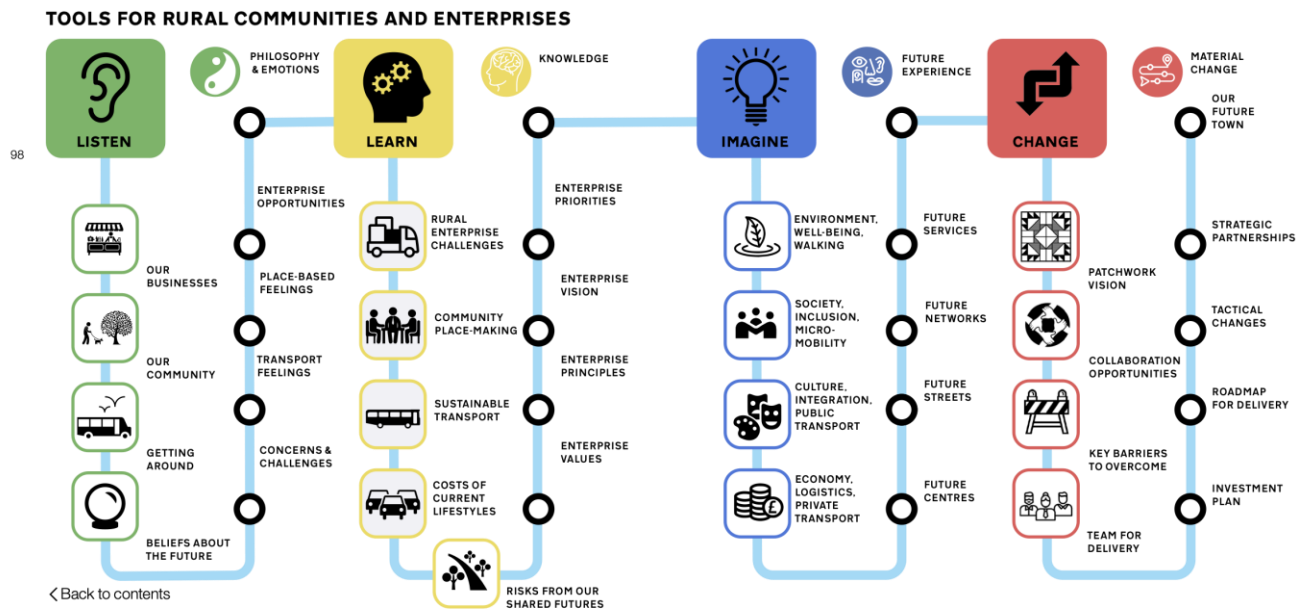
1. **Listening** and engaging widely – from 9th April to 12th May
2. **Analysis** and identification of priority issues – from May to August
3. **Development of project proposals** - from September to November
4. **Further consultation** on specific proposals – November to March 2023

Phase 1	Phase 2	Phase 3	Phase 4
Community Conversations	Analysis	Project proposal development	Project development and further consultation
April – May	May - August	Sept - Nov	Nov – March 2023

5. Cost of Procurement

As LRDT secured a small grant from the [‘Together for Our Planet’](#) Lottery funding, established after COP26 to enable communities to start engaging their communities in climate action, it is unlikely that any call will be made on the requested £10,000 budget from LRTC for operational expenses, particularly in the early phases of the project.

Part of the budget will be needed to secure the continued support of the RCA and their expert stakeholders. It is anticipated that once key issues begin to emerge and the capacity in the community to take them forwards to develop as projects in Phase 3, the expertise of , for example, the Transport Planning Society, Living Streets, the Royal Town Planning Institute, Sustrans, the Centre for Ageing Better or private consulting firms could be offered to guide our local efforts (September to November) if our project was still part of the ‘Future Town’ community.



Graphic to show various stages of community engagement and action planning developed during the 'Future Town' project – RCA

Procurement will comply with the council's financial regulations.

6. Next Stages

LRDT will report back to the Environment Committee and to Full Council as the project progresses, particularly at key points after the 'Community Conversations' in June, then after the analysis and key issue identification in September and again in November once a few projects have been selected for development into viable, costed proposals.

7. Likely Outcomes

The 2030 Vision project aims to:

- Engage widely across the Lyme Regis area to encourage everyone to feel involved and included in the area's transition to Net Zero by 2030
- Equip our residents with the confidence to share their views and take part in planning their future, so the projects which emerge have 'buy-in' from the community
- Identify the capacity in the community to drive the climate and environmental action plans – this could be committed or experienced individuals; councils; community groups; climate action networks; new social enterprises; action teams forming around an identified topic or new cross-border partnerships.
- Work collaboratively with our neighbouring town and parish councils and higher tier authorities to build strong supportive networks and projects which benefit our residents

- Develop around three or four 'oven-ready' project proposals, which could then apply for relevant grant funding when it becomes available. It is possible LRTC could include one or two in the budget planning for 2023 onwards.
- Produce a Net Zero Lyme report to consider the health, well-being and future opportunities for all our residents to feel safe, to flourish and to benefit from the many changes that decarbonisation will entail.

The 2030 Vision is an ongoing process which will continue into 2023 and 2024 with cycles of public engagement, identification of key topics, development of new proposals while monitoring and assessing the impact of any active projects.

Close liaison with the town and parish councils and interest in the project's findings and conclusions is preferred. This could inform their own community engagement plans and budget setting processes and encourage more active participation in local planning and place-making.

Cllr Belinda Bawden
Chairman, Environment Committee

31 March 2022

Committee: Full Council

Date: 6 April 2022

Title: Maintenance Operative Position

Purpose of report

To allow members an opportunity to discuss advertising the maintenance operative position that will shortly become vacant

Recommendation

Members approve the advertising of the maintenance operative position

Background

1. During Covid-19 when all expenditure was under review, members agreed all positions that became vacant would be scrutinised to determine if they were still needed or if any changes were required.

Report

2. Maintenance Operative (Postholder 210) has resigned their position. Their last day of work will be 8 April 2022.
3. The council currently employs two maintenance operatives. They are employed in a variety of maintenance tasks from painting beach huts, fixing signs and maintaining memorial benches to fixing issues at the public toilets and leaks on the old water system supporting the chalets, to name a few. They also conduct all of the majority of daily, weekly and monthly health and safety checks on the fire systems, playgrounds and buildings along with meter readings from the extensive list of meters the council is responsible for. The tasks given to them are varied and many. Recently they supported the installation of the new ticket machines and shelters in Monmouth Beach car park and, at this time of year, the tasks include installing the beach showers and beach accessibility matting.
4. Simply put, without this member of staff, the outside team will not be able to conduct all the necessary tasks and functions that they currently do in a timely fashion – as without them all this will fall to one person. Tasks will be delayed in being completed and the current efficiency and flexibility of having two maintenance operatives will be lost.
5. From Monday 11 April 2022, a shortfall in operational service is expected until an appointment is made.

Matt Adamson-Drage
Operations manager
April 2022