



**John Wright
Town Clerk**

Lyme Regis Town Council

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Notice is given of a meeting of the **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 27 July 2022 commencing at 7pm when the following business is proposed to be transacted:

**John Wright
Town Clerk
22.07.22**

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 Annual Meeting held on 25 May and 1 June 2022 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 20 June 2022 (attached)

9. Matters arising from the minutes of the Annual Meeting held on 25 May and 1 June 2022 and the extraordinary Full Council meeting on 20 June 2022

To inform members of matters arising from the minutes Annual Meeting held on 25 May and 1 June 2022 and the extraordinary Full Council meeting on 20 June 2022 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

To inform members about progress on significant issues previously considered

11. Mayor's Announcements

12. Planning Committee

To receive the minutes of the meetings held on **3 May, 31 May and 28 June 2022** and note the committee's comments made on planning applications under the power delegated by Full Council and consider the recommendations therein.

13. Environment Committee

To receive the minutes of the meeting held on **6 July 2022** and consider the recommendations therein.

14. Human Resources Committee

To receive the minutes of the meeting held on **15 June 2022** and consider the recommendations therein.

15. Strategy and Finance Committee

To receive the minutes of the meeting held on **13 July 2022** and consider the recommendations therein.

16. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **29 June 2022** and consider the recommendations therein.

17. Town Management and Highways Committee

To receive the minutes of the meeting held on **22 June 2022** and consider the recommendations therein.

18. Terms of Reference and Scheme of Delegation

To allow members to consider its committees' terms of reference and the scheme of delegation

19. Visit Lyme Regis Membership Review

To allow members to review the take-up of membership packages on the Visit Lyme Regis website and consider reviewing the charging structure

20. Request for access through Langmoor Gardens to facilitate works to 19a Broad Street

To allow members to consider a request for access through Langmoor Gardens to facilitate works to 19a Broad Street

21. List of Payments

To inform members of the payments made in the months of May and June 2022

22. Future Use of Strawberry Fields and Consultancy Brief

To allow members to consider a proposal for progressing consideration of the future use of Strawberry Fields, together with the brief for any consultancy advice

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

23. Lease Renewal for Trailer Park, use of Accreted Land at Monmouth Beach and the 'Harbourmaster's Store'

To update members on progress with valuation advice and negotiations with Dorset Council to renew the lease for the trailer park at Monmouth Beach, to seek member instructions on how to proceed both with regard to that lease and the currently unauthorised use for boat storage of the adjacent town council-owned 'accreted land' and to consider the latest position with regard to the 'Harbourmaster's Store'

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

24. Exempt Business

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

- a) Agenda item 22 – Future Use of Strawberry Fields and Consultancy Brief**
- b) Agenda item 23 – Lease Renewal for Trailer Park, use of Accreted Land at Monmouth Beach and the 'Harbourmaster's Store'**

LYME REGIS TOWN COUNCIL

MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 25 MAY 2022

Present

Chairman: The Mayor, Cllr M. Ellis

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

Officers: M. Adamson-Drage (operations manager), C. Austin (administrative and community engagement assistant), A. Mullins (support services manager), K. Weekley (administrative assistant), J. Wright (town clerk)

Apologies: Cllr B. Bawden, Cllr B. Larcombe MBE

Absent: Cllr G. Turner

22/01/C Public Forum

To formally install a chairman of the council (town mayor)

Nominated by Cllr C. Reynolds and seconded by Cllr T. Webb, Cllr M. Ellis was **ELECTED** and installed as the town mayor for the 2022/23 council year and was duly invested with the chain of office.

Mr A. Ellis was installed as the mayor's consort and was duly invested with the chain of office.

2/02/C To formally install a vice-chairman of the council (deputy town mayor)

Nominated by Cllr M. Ellis and seconded by Cllr T. Webb, Cllr C. Reynolds was **ELECTED** and installed as the deputy town mayor for the 2022/23 council year and was duly invested with the chain of office.

A. Reynolds was installed as the deputy mayor's consort and was duly invested with the badge of office.

The mayor gave notice that the mayor's chaplain for the forthcoming year would be the Rev. Chris Martin, and said she intended to attend a civic service at St Michael's Parish Church on Sunday 5 June 2022, to which the council and townspeople were invited to attend.

22/03/C

Adjourn meeting to 1 June 2022

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, members **RESOLVED** to adjourn the meeting until 1 June 2022.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 1 JUNE 2022

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe MBE, Cllr P. May, 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)

Cllr B. Bawden arrived at 7.01pm.

The mayor, Cllr M. Ellis read out the town prayer

22/04/C Public Forum

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

22/05/C Questions from Councillors

Cllr J. Broom

Cllr J. Broom said the weekly members' briefings used to include details of which staff were working at the weekend and he asked if this could be reinstated as he found it useful.

22/06/C Apologies for Absence

Cllr C. Aldridge – prior commitment
Cllr T. Webb – personal commitment

It was noted Cllr P. May was expected to arrive late.

22/07/C Disclosable Pecuniary Interests

There were none.

22/08/C Dispensations

There were none.

22/09/C To confirm the accuracy of the minutes of the Full Council meeting held on 18 May 2022

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, the minutes of the Full Council meeting held on 18 May 2022 were **ADOPTED**.

22/10/C Matters arising from the minutes of the Full Council meeting held on 18 May 2022

Members noted the report.

22/11/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

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

22/12/C Appointments to Council Committees

Cllr M. Ellis said fewer members had been attending committee meetings recently, which meant business had been transacted more efficiently, and she asked if there was any appetite for restricting the number of members who sat on each committee. She said this wouldn't stop members attending committee meetings or speaking at Full Council on items raised at committee meetings, but it would mean people would sit on committees they had an interest in and they wouldn't have to commit to attending meetings every week.

Cllr B. Larcombe said there had been thin attendance at several committee meetings recently and reducing the number of members would risk them being inquorate.

Cllr G. Stammers said if there were fewer people on the committee, the quorum would be less anyway.

Cllr B. Larcombe said committee meetings were an opportunity to debate an issue and members who were not on the committee might then be inclined to have that debate at Full Council meetings, which would prolong them.

Cllr J. Broom said the only way restricting committee membership would work was if the council accepted the committee's ideas and didn't re-open the debate at Full Council.

Members decided against restricting numbers on committees.

Cllr P. May arrived at the meeting at 7.11pm.

As Cllr P. May had just arrived, the town clerk confirmed he had signed his declaration of acceptance of office on 27 May 2022 but it was too late to include a report on the agenda to confirm this. He confirmed Cllr P. May was a councillor and was in a position to fully participate in the meeting.

Proposed by Cllr D. Sarson and seconded by Cllr J. Broom, members were appointed to committees for the 2022-23 council year as follows:

Tourism, Community and Publicity – Cllr G. Turner, Cllr D. Ruffle, Cllr G. Stammers, Cllr D. Sarson, Cllr R. Smith, Cllr J. Broom, Cllr C. Reynolds, Cllr M. Ellis, Cllr B. Larcombe, Cllr C. Aldridge

Town Management and Highways – Cllr G. Turner, Cllr D. Ruffle, Cllr G. Stammers, Cllr B. Larcombe, Cllr D. Sarson, Cllr B. Bawden, Cllr J. Broom, Cllr P. May, Cllr C. Reynolds, Cllr M. Ellis, Cllr C. Aldridge, Cllr T. Webb

Planning – Cllr G. Turner, Cllr B. Larcombe, Cllr B. Bawden, Cllr J. Broom, Cllr C. Reynolds, Cllr C. Aldridge

Human Resources – Cllr G. Turner, Cllr G. Stammers, Cllr D. Sarson, Cllr B. Larcombe, Cllr P. May, Cllr R. Smith, Cllr J. Broom, Cllr C. Reynolds, Cllr M. Ellis

Environment – Cllr G. Turner, Cllr G. Stammers, Cllr D. Ruffle, Cllr D. Sarson, Cllr B. Larcombe, Cllr P. May, Cllr B. Bawden, Cllr R. Smith, Cllr J. Broom

Cllr C. Reynolds said in view of the impending resignations of two members, she didn't understand why committees were being structured with those members included. She asked if the council could be updated on where it stood with the impending resignations.

Cllr B. Larcombe said it was nothing to do with the committee structure or the overall numbers of attendance, it was about contribution. He said he made it clear he had an intention to resign and when he did that was down to him.

22/13/C Appointments to External Bodies 2022-23

The mayor, Cllr M. Ellis said she had spoken to the director of LymeForward and as it no longer received a term grant from the council, it was felt there didn't need to be a council representative for LymeForward or the Coastal Communities Team.

Cllr R. Smith asked if having a council representative was contingent to a grant.

The mayor, Cllr M. Ellis said it was not; some of the organisations with representatives were in receipt of grants, while others had asked for a council representative.

The town clerk said if there was an organisation in the town that was involved in redevelopment projects, he didn't see grant funding as a necessity for there to be a representative. He felt the town council should be part of any group which discussed development projects in the town, especially as the council may be a major funder in its own right.

Proposed by Cllr B. Larcombe and seconded by R. Smith, members **RESOLVED** to appoint members as representatives to external bodies for the 2022-23 council year as follows:

Axe Valley and West Dorset Ring and Ride Service – Cllr C. Aldridge (liaison)

B Sharp – Cllr C. Reynolds (participating)

Bridport and District Citizens' Advice Bureau – Cllr C. Reynolds and Cllr C. Aldridge (participating)

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

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

The Hub Strategic Group – Cllr C. Aldridge (liaison)

LymeArts Community Trust – Cllr D. Ruffle (participating)

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

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

Lyme Regis Development Trust – Cllr D. Sarson, Cllr C. Reynolds and Cllr C. Aldridge (participating)

Lyme Regis Fossil Festival – Cllr R. Smith (participating)

Lyme Regis Harbour Consultative Group – Cllr B. Larcombe (participating) (Cllr J. Broom – substitute)

Lyme Regis Museum – Cllr D. Ruffle (participating)

Lyme Regis/St George's Twinning Association – Cllr M. Ellis (participating)

Lyme Regis Society – Cllr D. Ruffle (participating)

Plastic-Free Lyme Steering Group – Cllr R. Smith and Cllr G. Stammers (participating)

Regatta and Carnival Committee – Cllr D. Sarson (participating)

RNLI Lifeboat Guild – Cllr M. Ellis (participating)

Royal British Legion – Cllr B. Larcombe (participating)

St Michael's Business Centre Management – Cllr J. Broom (participating)

Woodmead Halls Management Committee – Cllr P. May (participating)

Youth Council – Cllr C. Reynolds (participating)

22/14/C Review of the Council's and/or Employees' Memberships of Other Bodies

Proposed by Cllr J. Broom and seconded by Cllr R. Smith, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies, as follows:

Organisation
Dorset Association of Parish & Town Councils
Ancient and Honourable Guild of Mace Bearers

Institute of Cemetery & Crematorium Management
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)
Local Councils Update Communicorp
Open Spaces Society
Society of Local Council Clerks
Chartered Institute of Personnel and Development
Association of Accounting Technicians
South West Councils
OFCOM (Radio Licence)
Information Commissioners Office
Survey Monkey
Institution of Occupational Safety and Health
Institute of Environmental Management and Assessment
Rural/Market Town Group

22/15/C Members' Awayday

The town clerk said the members had committed themselves to an awayday and he had been through the brief for the facilitator with Cllr G. Stammers, as chairman of the Human Resources Committee, which he would look to issue shortly. However, he said it was important members considered the awayday now as there was already some dissent. He said there were still issues in the chamber and members had to find a way to exercise them and they had to own it.

Cllr C. Reynolds said she felt a facilitator was not necessary and members could sort out their issues between themselves, but unless everyone got together, it wouldn't work. She said at the last awayday, it was agreed members would discuss their issues privately at the end of the meeting but this hadn't happened. She was also concerned about the cost of a facilitator.

The town clerk said in the 10 years he had been with the council there had been issues in the council chamber which had never been resolved and if the council had to spend some money to try and resolve it, it would be money well spent. He said the members had shown they couldn't do it themselves but if they no longer wanted to have an awayday, they should make that decision.

Cllr R. Smith said he agreed with the idea of an awayday but members needed to commit to changing and improving the culture of the council, although he acknowledged it would not be resolved at the event and would be a continuous reinforcement of how to behave.

Cllr B. Larcombe said awaydays came at large expense and time and the idea was that things were different afterwards, so there had to be buy-in from everyone as nothing changed after the last awayday. He noted were three different elements for the proposed the day and he asked that the structure was maintained. He also questioned why the council couldn't facilitate the event itself.

The town clerk said the day would be an opportunity for members to think about what projects and objectives they wanted to do over the next two years before going out to public consultation in the summer. He said it was necessary to bring in a facilitator as the

council had tried and failed to resolve the issues itself. He added that a facilitator could tell some home truths and things people didn't want to hear but acceptance would be the starting point for change.

Cllr R. Doney said there was a need to raise the council's reputation and this would come as a consequence of doing good work. He therefore felt members needed to think about what they wanted to achieve and that the council was missing clear statements of what it was trying to do. He felt there were issues in the chamber because members didn't have the big issues to focus on as a team or a future mindset.

Several members said they backed the proposal for an awayday as they felt they owed it to residents to resolve the issues.

Cllr B. Larcombe asked what the facilitator would be told in advance of the awayday, what the brief would be, what outcome the facilitator would be briefed to attain and who would prepare the brief.

The town clerk said he had formulated the brief in consultation with Cllr G. Stammers as chairman of the Human Resources Committee and it focused on changing the perception of the council and what members needed to do to change it, as well as the council's purpose and values. He said the issue became to what extent the brief was shared with other members, although it didn't include anything that members hadn't already said about themselves in the chamber.

Cllr B. Bawden asked if there was some value in asking members before the awayday to explain the issues they felt were important to them in terms of behaviour so the facilitator knew what was involved.

The mayor, Cllr M. Ellis said the facilitator may ask for input from each member before the event but it would be down to the facilitator to ask for that information if they felt it was appropriate.

Members agreed this would be an ongoing process and it would require more than a day with a facilitator to improve behaviours and attitudes. The town clerk agreed and said he would expect the facilitator to keep in touch with the council to reinforce what had been learnt on the day.

Several members felt all members should be involved in formulating the brief for the facilitator.

The town clerk said circulating the brief would start a debate among members. He said if a consultant was appointed, a briefing meeting would be held and he intended to invite only Cllr G. Stammers to that meeting.

The meeting closed at 8.39pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY MEETING HELD ON WEDNESDAY 22 JUNE 2022

Present

Chairman: The Mayor, Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

22/16/C Public Forum

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

22/17/C Apologies

Cllr T. Webb – illness

22/18/C Disclosable Pecuniary Interests

There were none.

22/19/C Dispensations

There were none.

22/20/C Internal Audit Report, Visit Three 2021-22

Members acknowledged the all-round improvement over the last four years and thanked the staff for their efforts, especially the finance manager.

Proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson, members **RESOLVED** to note the internal auditor's report and approve the management responses and note the number and priority levels of recommendations made to the council by the internal auditor 2018-19 to 2021-22.

22/21/C Annual Governance and Accountability Return for the Year Ended 31 March 2022

The town clerk said the Annual Governance and Accountability Return (AGAR) showed a total income of c.£2.2million and a reserve of £1.3million, which was in line with previous forecasts. He said the internal auditor had no comments or qualifications against the report.

The town clerk said if members approved the AGAR, it would be signed by himself and the mayor and sent to the external auditor by 1 July 2022. He said the relevant notices and documents would be posted on the council's website and the external auditor would then have until 31 September 2022 to respond.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2022 and authorise the mayor and town clerk to authorise and sign the document on behalf of the council.

22/22/C Support for Ukrainian Refugees

The town clerk said this report followed discussions with Alan Vian and Cllr Philip May, who were both supporting Ukrainian families, with the biggest issue being immediate access to cash. He said there was support from a number of government agencies and tremendous volunteer support but there were no financial resources to meet the immediate needs of families. As such, it was suggested the council made a budget of £2,000 available, with expenditure being approved by two people who were part of the Ukraine Support Group.

Cllr B. Bawden said at the last support group meeting, the possibility of funding bus passes was discussed, and a contribution towards resources for English language tuition.

The town clerk said the funding could be spent on those kinds of things. He added that he would also monitor what was being spent.

Members were fully supportive of the proposal to create an emergency fund of £2,000 for this purpose.

Cllr B. Larcombe asked if there was any idea of how many refugees would be coming to Lyme Regis, what kind of support the council might be asked to continue providing if the government's refugee scheme was extended beyond six months, and whether £2,000 would be enough if this was the case.

Cllr P. May said this was a temporary situation and government routes to funding were expected to be available in time. He said the funding would provide small amounts to each family for things like school uniform or travel expenses to the job centre or bank. He said if the situation continued for more than six months, some other source of support other than the town council would have to be put in place.

The mayor, Cllr M. Ellis said the council could commit £2,000 at this point and if more was required in the future, this could be reviewed.

Cllr R. Doney felt the council should be showing the same level of support for Afghan refugees. He suggested the council also gave £2,500 – the amount which the council originally donated to the British Red Cross for the Ukraine crisis – to a suitable Afghan fund, in addition to the £2,000 emergency fund for Ukrainian refugees.

Cllr M. Ellis said the report on the agenda specifically dealt with support for Ukrainian refugees so this couldn't be added into any decision.

The town clerk said he would discuss this with Cllr R. Doney before the next meeting of the Full Council and bring a report to that meeting on 27 July 2022, including background information and statistics, to allow members to consider the proposal.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to establish a £2,000 budget to allow Ukrainian refugees immediate access to cash where no other government agency can assist, to be administered by two members of the Ukraine Support Group and overall monitoring delegated to the town clerk.

The meeting closed at 7.16pm.

DRAFT

Committee: Full Council

Date: 27 July 2022

Title: Matters arising from the minutes of the Annual Meeting held on 25 May and 1 June 2022 and the extraordinary Full Council meeting on 20 June 2022

Purpose of the Report

To inform members of matters arising from the minutes Annual Meeting held on 25 May and 1 June 2022 and the extraordinary Full Council meeting on 20 June 2022 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

Recommendation

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

Report

22/05/C – Questions from Councillors

Following Cllr J. Broom's request, details of weekend staff rotas are now included in the member briefings again.

22/13/C – Appointments to External Bodies

The organisations have been informed who their new representatives are and have been provided with their contact details. Members were copied into all emails.

22/15/C – Members' Awayday

The town clerk, support services manager and Cllr G. Stammers have interviewed two consultants who might be able to facilitate the awayday. A third consultant was approached but was not available.

Further discussions are now taking place regarding the brief, timescales and cost.

22/21/C – Annual Governance and Accountability Return for the Year Ended 31 March 2022

The Annual Governance and Accountability Return (AGAR) was signed and submitted to the external auditor by the required date and the necessary documentation has been displayed on the council website.

22/22/C – Support for Ukrainian Refugees

Discussions about potential support for Afghan refugees are ongoing between Cllr Doney and the town clerk and as such, the report will be deferred to the Strategy and Finance Committee meeting on 12 October 2022.

John Wright
Town clerk
July 2022

Committee: Full Council

Date: 27 July 2022

Title: Update Report

Purpose of the Report

To inform members about progress on significant issues previously considered

Report

Committee chairmen and vice-chairmen

Following the first cycle of meetings, the committee chairmen and vice-chairmen have been agreed, with the exception of the vice-chairman of the Tourism, Community and Publicity Committee as there were no nominations. As such, this has been deferred to the next meeting of the committee on 28 September 2022.

The appointments are as follows:

Strategy and Finance

Chairman – Cllr Michaela Ellis

Vice-chairman – Cllr R. Doney

Environment

Chairman – Cllr Rob Smith

Vice-chairman – Cllr Philip May

Human Resources

Chairman – Cllr Gill Stammers

Vice-chairman – Cllr David Sarson

Planning

Chairman – Cllr Graham Turner

Vice-chairman – Cllr Brian Larcombe

Tourism, Community and Publicity

Chairman – Cllr Cheryl Reynolds

Vice-chairman – Vacant

Town Management and Highways

Chairman – Cllr John Broom

Vice-chairman – Cllr Caroline Aldridge

Park and ride

The park and ride service will reopen on Sunday 24 July and will then continue in operation uninterrupted until the end of the school holiday period.

John Wright
Town clerk
July 2022

**Lyme Regis Town Council
Mayor's Announcements for Cllr Michaela Ellis
Meeting held on Wednesday 27 July 2022**

28 May	Attended with consort the opening at the Malthouse for the Lyme Regis Art Group
2 June	Attended with consort Queen's Platinum Jubilee torchlight procession and lit the beacon
3 June	Attended with consort Dorset Civic Service at Sherborne Abbey
5 June	Attended with consort, deputy mayor and deputy mayor's consort along with fellow councillors the Civic Service at St Michael's Parish Church
5 June	Attended with consort, deputy mayor and deputy mayor's consort the Queen's Platinum Jubilee evening celebrations with the BBC Big Band and fireworks
14 June	Attended with consort the 'Falklands 40' event at the war memorial to honour of the veterans who fought in the war
18 June	Attended with consort the Lyme Regis Bowling Club to cast the first wood at the Annual Tournament
18 June	Attended with consort the Lyme Regis Community Play at the Marine Theatre
6 July	Attended with deputy mayor the Civic Day at Chickerell and had high tea at Blagdon Fruit Farm
10 July	Attended with consort and started the Coast to Coast motorcycle run and wrote a few words for the programme
16 July	The mayor and deputy mayor had a photoshoot in the gardens with Serhii Burenko, who brought sunflower seeds with him when he was evacuated from the Ukraine
20 July	Attended with consort, town clerk, macebearers and councillors, the cry at the Admiral Sir George Somers statue and led Somers Day Parade, and then had lunch at the Lyme Regis Football Club. Attended with consort the church service at Whitchurch Canonorum, followed by a cry at the war memorial and afternoon tea in the church
20 July	Attended with deputy mayor the opening of the new building at the Woodroffe School

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 3 MAY 2022**

Present:

Chairman: Cllr G Turner

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

Officers: M. Green (deputy town clerk)

21/89/P Public Forum

There were no members of the public present at the meeting who wished to speak about any matters on the agenda.

21/90/P Apologies for Absence

Apologies for absence were received from:

Cllr B. Bawden (fear of intimidation)

Cllr M. Ellis (work commitments)

21/91/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, the minutes of the meeting held on 5 April 2022 were **ADOPTED** without amendment.

21/92/P Disclosable Pecuniary Interests

Cllr G. Turner declared that a customer of his business occupied the top flat in the premises the subject of application P/LBC/2021/04594-6 High Cliff House, Sidmouth Road, Lyme Regis DT7 3EQ.

21/93/P Dispensations

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

21/94/P Matters arising from the minutes of the meeting held on 5 April 2022

There were no matters arising.

21/95/P Update Report

There were no updates.

21/96/P Planning Applications

Planning applications were considered in accordance with the details circulated.

1) **P/FUL/2022/02137** (Received 4 April 2022)

FULL PLANNING APPLICATION

Convert existing holiday let into 7no. dwellings and erect 1no. detached dwelling, re-instate front elevation basement windows, create new terraces – Victoria House, Uplyme Road, Lyme Regis, DT7 3LP.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

2) **P/VOC/2022/02171** (Received 5 April 2022)

VARIATION OF CONDITION

Erection of a free-standing greenhouse (Variation of condition 1 of planning approval P/HOU/2021/00388) – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

3) **P/FUL/2022/01727** (Received 6 April 2022)

FULL PLANNING APPLICATION

Change the use of basement storeroom into an overflow bar and dining area – 8-10 Bridge Street, Lyme Regis, DT7 3QA.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

4) **P/VOC/2022/02020** (Received 6 April 2022)

VARIATION OF CONDITION

Internal alterations and integral self-contained annex with 3no. rooflights (Removal of condition 4 of planning approval P/HOU/2021/02273) – Treetops, Overton Close, Lyme Regis, DT7 3HQ.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

5) **P/LBC/2022/02197** (Received 6 April 2022)

LISTED BUILDING CONSENT

Carry out underpinning operations to subsidising building and replacement two casements to dormer windows – 7 Cobb Road, Lyme Regis, DT7 3JU

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

6) **P/HOU/2022/02249** (Received 7 April 2022)

HOUSEHOLDER PLANNING PERMISSION

Erect new timber cabin with side store – 7 Cobb Road, Lyme Regis, DT7 3JU.

*Members recommended that the application be **refused** in line with the views of the Conservation Officer, i.e., that although there is no objection to the principle of replacement with a suitably designed and scaled outbuilding of modest proportion that respects the setting of the heritage assets, the proposed gable fronted, chalet design and associated store does not integrate successfully into the historic setting. In addition, the proposed footprint and form does not appear to relate well to the position within the plot, which runs along the back of the site.*

7) P/VOC/2022/02171 (Received 7 April 2022)

VARIATION OF CONDITION

Erection of a free-standing greenhouse (Variation of condition 3 of planning approval P/HOU/2021/00388) – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

8) P/LBC/2021/04594 (Received 13 April 2022)

LISTED BUILDING CONSENT (Reconsultation)

Regularisation of works to master bedroom comprising infill of one door and creation of new opening – 6 High Cliff House, Sidmouth Road, Lyme Regis, DT7 3EQ.

*Members recommended that the application be **approved** because there were no material listing reasons why it be refused.*

9) P/HOU/2022/02209 (Received 20 April 2022)

HOUSEHOLDER PLANNING PERMISSION

Erect front and rear single storey extensions, formation of roof dormers and conversion and existing garages to habitable accommodation – The Finches, Talbot Road, Lyme Regis, DT7 3BA.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

10) P/HOU/2022/02503 (Received 21 April 2022)

HOUSEHOLDER PLANNING PERMISSION

Erection of single storey extensions and formation of dormers in roof – 10 Highcliff Road, Lyme Regis, DT7 3EW.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

21/97/P Amended/Additional Plans

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

21/98/P Withdrawn Applications

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

21/99/P Planning Decisions

Members **NOTED** that it had not been possible to provide details of planning decisions on the agenda for this meeting because the Dorset Council website was not accessible at the time the agenda was produced.

21/100/P Correspondence from Dorset Council regarding planning related matters.

The deputy town clerk reported that a Power Point presentation had been received from Dorset Council about the S106 and CIL arrangements operating within the area. Copies would be circulated via the briefing.

There was a brief discussion about the government's reported ideas for introducing a new form of 'development tax' and its potential implications both generally and locally.

Members also discussed the issue of housing affordability, especially the lack of any genuinely affordable housing to rent for families living locally and the application by Dorset Council of housing policies which often seemed to give precedence to those from outside of the town, despite there being clear evidence of local need.

NOTED.

The meeting finished at 7.30 p.m.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 31 MAY 2022**

Present:

Chairman: Cllr G Turner

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

Officers: M. Green (deputy town clerk)

21/101/P Public Forum

Heather Geraghty explained that she was present, as applicant, to speak in support of application P/HOU/2022/02701 (18A Talbot Road).

The chairman invited her to speak immediately prior to consideration of this application.

There were no other members of the public present at the meeting who wished to speak about any matters on the agenda.

21/102/P Apologies for Absence

Apologies for absence were received from:

Cllr B. Bawden (fear of intimidation)

Cllr M. Ellis (work commitments)

21/103/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 3 May 2022 were **ADOPTED** without amendment.

21/104/P Disclosable Pecuniary Interests

None were declared relating to the business of this meeting.

21/105/P Dispensations

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

21/106/P Matters arising from the minutes of the meeting held on 3 May 2022

There were no matters arising.

21/107/P Update Report

There were no updates.

21/108/P Planning Applications

Planning applications were considered in accordance with the details circulated.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe it was **resolved** that application P/HOU/2022/02701 be considered first to avoid the applicant being unnecessarily detained.

Heather Geraghty spoke in support of her application. She explained that the proposed extensions was extremely modest in scale and, despite the views of an objector, she felt that its impact on anyone else would be negligible. She described the planned works and the dimensions involved.

1) P/HOU/2022/02701 (Received 4 May 2022) HOUSEHOLDER PLANNING PERMISSION

Erect first floor former extension to rear – 18A Talbot Road, Lyme Regis, DT7 3BA.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

2) P/HOU/2022/02190 (Received 28 April 2022) HOUSEHOLDER PLANNING PERMISSION

Demolish side and rear extensions/sunroom and erect two storey rear extension – Martins Mead, Ferndown Road, Lyme Regis, DT7 3DN.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

3) P/LBC/2022/01791 (Received 28 April 2022) LISTED BUILDING CONSENT

Landscaping of garden area to include erection of gazebo, pergola, retaining wall and store cupboard: replacement of steps treads and seating areas; formation of steps – 35 Sherborne Lane, Lyme Regis, DT7 3NY.

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

4) P/HOU/2022/02655 (Received 29 April 2022) HOUSEHOLDER PLANNING PERMISSION

Erect single storey first floor extension – Grey Walls, Pound Street, Lyme Regis, DT7 3JA.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

- 5) **P/LBC/2021/05404** (Received 3 May 2022)
LISTED BUILDING CONSENT
Retain unauthorised works and additional internal works – The Lawn, Pound Street, Lyme Regis, DT7 3HZ.

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

- 6) **P/FUL/2022/02705** (Received 3 May 2022)
FULL PLANNING APPLICATION
Erect detached dwelling – Land to north east of Martins Mead, Ferndown Road, Lyme Regis, DT7 3DN.

*Members recommended that the application be **refused** because the scale (3 storey) and design of the proposed dwelling was out of keeping with all others in the immediate vicinity and was likely to lead to a lack of residential amenity to adjacent properties and because the site was outside of the development limits within the adopted West Dorset, Weymouth and Portland Local Plan and in an area of designated high land instability.*

- 7) **P/HOU/2022/02261** (Received 3 May 2022)
HOUSEHOLDER PLANNING PERMISSION
Erect replacement rear single storey extension and formation of 2no. dormers – Trevean, Pound Road, Lyme Regis, DT7 3HX.

*Members recommended that the application be **refused** because the proposed dormers and single storey extension did not preserve or enhance the Conservation Area or the setting of the important listed buildings in this part of Lyme Regis and the application was, therefore, considered to be contrary to Policy ENV 4 in the adopted local plan.*

- 8) **P/VOC/2022/02816** (Received 4 May 2022)
VARIATION OF CONDITION
Use of existing vehicular hard standing to take up to two cars (amended description) (with removal of condition 3 of planning permission WD/D/17/002429 – time limit) – Cliff Edge, East Cliff, Lyme Regis, DT7 3DH.

*Members recommended that the application be **refused** because the condition imposed on application WD/D/17/002429 in 2018 that ‘The use of this site for parking of up to two cars, hereby approved, shall be discontinued and cease on or before 26th January 2023’ was done to reserve the Local Planning Authority’s control over the long-term use of the land in the interests of ground stability, and that objective remained equally valid now as then.*

- 9) **P/FUL/2022/02872** (Received 10 May 2022)
FULL PLANNING APPLICATION
Erection of dwelling – Edzell, Somers Road, Lyme Regis, DT7 3EX.

*Members recommended that the application be **refused** because it represented a significant overdevelopment of a relatively small site and was out of keeping in an area otherwise characterised by generous plot sizes with generous ‘greenspace’.*

- 10) **P/LBC/2022/02978** (Received 12 May 2022)
LISTED BUILDING CONSENT
Regularisation of works to replace roofs on both buildings – 22 and 22B Sherborne Lane, Lyme Regis, DT7 3PD.

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

- 11) **P/HOU/2022/03047** (Received 16 May 2022)
HOUSEHOLDER PLANNING PERMISSION
Remove and rebuild collapsing section of garden wall – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

- 12) **P/LBC/2022/03048** (Received 16 May 2022)
LISTED BUILDING CONSENT
Alterations to facilitate the removal and rebuild of a collapsing section of garden wall – Haye House, Haye Lane, Lyme Regis, DT7 3NQ.

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

- 13) **P/FUL/2022/03086** (Received 17 May 2022)
FULL PLANNING APPLICATION
Erect 2no. dwellings and associated landscaping and infrastructure, demolish existing dwelling and garage (amended scheme) – Colway Gate, Colway Lane, Lyme Regis, DT7 3HF.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

- 14) **P/HOU/2022/02173** (Received 23 May 2022)
HOUSEHOLDER PLANNING PERMISSION
Erection of single storey garden toom and extend porch. Install French doors on first floor with Juliet balustrade – 6 The Close, Colway Lane, Lyme Regis, DT7 3FE.

*Members recommended that the application be **approved** because there were no material planning reasons why it be refused.*

21/109/P Amended/Additional Plans

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

21/110/P Withdrawn Applications

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

21/111/P Planning Decisions

Members **NOTED** details of planning decisions received from Dorset Council.

Cllr. C. Reynolds left the meeting at 7.47 p.m.

21/112/P Correspondence from Dorset Council regarding planning related matters.

Members discussed the planning update meeting hosted by Dorset Council in Dorchester on 27 May. The deputy town clerk undertook to circulate copies of the presentations given on the day in due course.

NOTED.

The meeting finished at 8.02 p.m.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 28 JUNE 2022**

Present:

Chairman: Cllr G Turner

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr J. Broom, Cllr B. Larcombe MBE and Cllr C. Reynolds

Officers: M. Green (deputy town clerk)

22/01/P Election of Chairman and Vice-Chairman

It was proposed by Cllr B. Larcombe and seconded by Cllr J. Broom that Cllr G. Turner be chairman of the Planning Committee.

There being no other nominations, Cllr G. Turner was duly **ELECTED** as chairman.

It was proposed by Cllr G. Turner and seconded by Cllr J. Broom that Cllr B. Larcombe be vice-chairman of the Planning Committee.

There being no other nominations, Cllr B. Larcombe was duly **ELECTED** as vice-chairman.

22/02/P Public Forum

There were no other members of the public present at the meeting who wished to speak about any matters on the agenda.

22/03/P Apologies for Absence

There were none.

22/04/P Minutes

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, the minutes of the meeting held on 31 May 2022 were **ADOPTED** without amendment.

22/05/P Disclosable Pecuniary Interests

None were declared relating to the business of this meeting.

22/06/P Dispensations

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

22/07/P Matters arising from the minutes of the meeting held on 31 May 2022

There were no matters arising.

22/08/P Update Report

There were no updates.

22/09/P Planning Applications

A discussion followed about the merits of providing more detailed recommendations on planning applications. It was agreed that members were welcome to provide additional comments on planning applications if they felt it was beneficial in supporting the recommendations made by the committee. This was deemed particularly applicable in cases where a planning application was recommended for refusal.

**1) P/HOU/2022/02249 (Received 6 June 2022)
HOUSEHOLDER PLANNING PERMISSION**

Erect new timber cabin with side store – 7 Cobb Road, Lyme Regis, DT7 3JU

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

**2) P/FUL/2021/03099 (Received 7 June 2022)
FULL PLANNING PERMISSION**

Demolition of existing dwelling and erect 1no. replacement dwelling – Cliff Edge, East Cliff, Lyme Regis, DT7 3DH

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

**3) P/HOU/2022/03448 (Received 10 June 2022)
HOUSEHOLDER PLANNING PERMISSION**

Erect extension. Erect sun room. Erect roof terrace. Install dormers. Carry out internal & external alterations (demolish existing conservatory) – Corner Cottage, Hill Rise Road, Lyme Regis, DT7 3LN

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

**4) P/HOU/2022/03039 (Received 10 June 2022)
HOUSEHOLDER PLANNING PERMISSION**

Demolish garage and replace with single storey studio for ancillary use – 25 Lym Close, Lyme Regis, Dorset, DT7 3DE

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

5) **P/LBC/2022/03779** (Received 21 June 2022)

LISTED BUILDING CONSENT

Removal and partial replacement of verandah – Colway House, Uplyme Road, Lyme Regis, DT7 3LS

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

22/10/P Amended/Additional Plans

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

22/11/P Withdrawn Applications

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

22/12/P Planning Decisions

Members noted details of planning decisions received from Dorset Council.

22/13/P Correspondence from Dorset Council regarding planning related matters.

There was no correspondence to be noted at this meeting.

The meeting finished at 7.46pm.

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 JULY 2022

Present

Chairman: Cllr R. Smith

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

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

Other members: Cllr C. Aldridge

22/01/ENV Election of Chairman and Vice-Chairman

It was proposed by Cllr P. May and seconded by Cllr B. Bawden that Cllr R. Smith is chairman of the Environment Committee.

There being no other nominations, Cllr R. Smith was duly **ELECTED** as chairman.

It was proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe that Cllr P. May is vice-chairman of the Environment Committee.

There being no other nominations, Cllr P. May was duly **ELECTED** as vice-chairman.

22/02/ENV Public Forum

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

22/03/ENV Apologies

Cllr G. Turner

22/04/ENV Minutes

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the meeting held on 4 May 2022 were **ADOPTED**.

22/05/ENV Disclosable Pecuniary Interests

There were none.

22/06/ENV Dispensations

There were none.

22/07/ENV Matters arising from the previous meeting held on 4 May 2022

River Lim Project Monitoring

Cllr P. May asked what response the council had received to the letter to Chris Loder MP.

The operations manager said there had not been a response.

Cllr P. May said the river monitors had discovered some bad outflows at the Woodmead Road bridge, which smelled like sewage and was either grey or blue, although it was quite clear running today. He said they had no idea where it was coming from and he felt the Environment Agency or South West Water had a duty to investigate it. He added that he thought it was the same issue that was reported by the former ward member a year ago.

Other members confirmed this was the same outflow that was being dealt with by the former ward member.

Cllr B. Larcombe said at that time it was deemed to be an overflow so when there was excess water, it used that pipe. He understood South West Water was going to find an alternative solution at the time.

Cllr P. May said the river monitors and others were planning to meet with South West Water on 19 July 2022 and he would be going to observe. He understood the document that would be presented to South West Water at that meeting had been emailed to members by Cllr B. Bawden.

Cllr B. Bawden said the Charmouth river monitoring group had received a grant of £1,500 from Wessex Water and all the local river monitoring groups were working together and communicating.

Cllr B. Larcombe said if Church Cliff Beach was to be awarded Blue Flag status, the water quality wasn't the only factor, it was also the facilities that went with it.

The operations manager said if there was any prospect of Front Beach being awarded Blue Flag status, it may be advisable for Church Cliff Beach to remain de-designated as a bathing beach.

However, Cllr P. May said the river monitoring group wasn't looking for Blue Flag status, it was just asking for improved water quality and the current de-designation of the beach shouldn't be used as a reason not to improve it.

Cllr B. Bawden said she was collecting evidence of illnesses and reactions by sea swimmers to try and build up a picture before next year's harbour dredging to ask Dorset Council to monitor the materials that were deposited.

Community Energy Champions

Cllr P. May said the community energy champions had attended Uplyme Fete and although they found it difficult to engage with the community in general, it had been helpful attending the event and there was a definite interest in the community. As a community energy champion, he had made one home visit and received a call from a Lyme Regis resident with a Grade II listed building which they were struggling to insulate.

Cllr P. May said the community energy champions had received a grant from Dorset Community Energy to purchase a second thermal imaging camera and they hoped the Regatta and Carnival Committee would fund a third.

Cllr C. Aldridge asked if any of the information gathered by the community energy champions using the thermal imaging camera was recorded as there may be an issue with GDPR.

Cllr P. May said the community energy champions had a duty to keep information secure but they didn't have a duty to comply with GDPR as they were acting as individuals, not an entity. He said they didn't intend to keep the images unless the owners wanted to keep them. However, he said they would discuss as a group how they could collect data to be able to provide feedback.

Cllr P. May said it would be good to have a community energy champions page on the council website and there was a good example already on the Bridport Town Council website.

22/08/ENV

Update Report

Updates from Community Organisations

Cllr B. Bawden said there would be a joint community engagement event between Turn Lyme Green, 2030 Vision and Community Energy Champions on 6 August 2022 during Regatta and Carnival Week.

Dorset Council Biodiversity Enhancements Funding

Cllr R. Smith said the council should be thinking about whether anything that happens in the sea needs biodiversity offsetting as people were often land-based in their thinking.

Cllr B. Bawden asked if it could be any biodiversity enhancing project that could benefit from the funding or whether it had to be linked to developments.

The operations manager said it had to be linked to developments.

22/09/ENV Carbon Literate Organisation Accreditation

Cllr B. Bawden said she was confident the council could meet most of the criteria for Carbon Literacy organisational accreditation at silver level, but she wasn't sure how Carbon Literacy could be integrated into the performance management and assessment systems of the organisation, which was one of the criteria.

Cllr B. Larcombe said members were not involved in the day-to-day things that staff did so he suggested it was down to the operations manager to ensure the Carbon Literacy requirement was met.

The operations manager said he believed the council did actively manage the staff through the decisions it made.

Cllr B. Bawden said the operations supervisor and former senior administrative assistant were also accredited but if this committee felt more staff should undertake the training, it could make that proposal. However, she said the training was provided for free previously and might have to be paid for in future.

Cllr R. Smith asked officers if they felt staff had benefitted from the training, if they needed more help and support with it, or would be positive towards continuing with the training.

The operations manager said any training was useful but the council had already done enough to reach the silver level, so he questioned whether it was necessary to train more staff.

Cllr B. Bawden said it was to do with the culture of the organisation so individuals could understand how their job fitted in with what needed to be done, what the climate emergency was, and what they could do as individuals and as an organisation to adapt to and mitigate the impacts.

Cllr G. Stammers said she felt the gardeners would benefit from the training due to the biodiversity element.

Cllr P. May said he felt it would be a priority for managers within the office to be trained as they were helping members to implement decisions. He said there were clear statutory obligations on the council which took priority but the council needed to find some way of raising environmental issues up the list so they didn't get pushed down by other statutory requirements.

Cllr R. Smith suggested a rolling training programme so, for example, one-fifth of staff attended the training every year so it remained live.

It was clarified that the £750 cost of silver accreditation lasted three years.

The operations manager said if the course had to be paid for and Cllr B. Bawden was delivering the training, this would represent a pecuniary interest.

Cllr B. Bawden said she could find someone else to deliver it. She said there wasn't necessarily a need to train more staff, it just needed to be demonstrated how Carbon Literacy was built into performance management systems.

Proposed by Cllr P. May and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the Human Resources Committee considers ways of integrating Carbon Literacy into the performance management and assessment systems of the organisation.

The operations manager said it was also about corporate reporting of the green credentials so this would involve the Strategy and Finance Committee. He said visual promotion of the council's Carbon Literacy could be incorporated into the environment tab on the website.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposal to seek Carbon Literacy organisational accreditation at Silver level.

22/10/ENV Lyme's 'Green' Reputation – progress report since the climate and environmental emergency declaration in 2019

Cllr B. Bawden said Dorset Council had appointed a new climate change director, who had come from Cornwall Council, which was one of the first local authorities in the country to declare a climate emergency, so she hoped this appointment meant things would now move faster at Dorset Council.

Cllr R. Smith thanked Cllr B. Bawden as so much of the work had come from her enthusiasm and connections. He said there needed to be a way of discussing some of the ideas and projects suggested in this and the next report but didn't feel this was the best place to do it. He said he would like to engage members by email between this and the next meeting to identify up to four ideas which could then be implemented.

The support services manager said any discussion about projects had to be done in conjunction with 2023-24 budget-setting. She said it was intended to take a report to the Strategy and Finance Committee on 13 July 2022 about proposed projects for 2023-24 as public consultation would need to take place between that meeting and the next Strategy and Finance Committee meeting on 12 October 2022 when the budget-setting process would begin.

The support services manager said a discussion about environmental projects at the next meeting of this committee would be too late for the consultation and budget-setting process so if there were any ideas, these needed to be fed into the Strategy and Finance Committee on 13 July 2022.

22/11/ENV 2030 Vision Community Conversation – update report

Cllr B. Bawden gave a presentation to update members on the 2030 Vision project.

Members noted the difficulties the project had encountered in engaging with the public.

Cllr R. Smith said there could be links to any relevant websites on the environment tab on the website.

The meeting closed at 8.42pm.

**LYME REGIS TOWN COUNCIL
HUMAN RESOURCES COMMITTEE**

MINUTES OF THE MEETING HELD ON WEDNESDAY 15 JUNE 2022

Present

Chairman: Cllr G. Stammers

Members: Cllr J. Broom, Cllr M. Ellis, Cllr P. May, Cllr C. Reynolds, Cllr D. Sarson

Officers: A. Mullins (support services manager), P. Williams (operations supervisor), J. Wright (town clerk)

22/01/HR Election of Chairman and Vice-Chairman

Cllr G. Stammers arrived at 7.03pm.

It was proposed by Cllr M. Ellis and seconded by Cllr J. Broom that Cllr G. Stammers is chairman of the Human Resources Committee.

There being no other nominations, Cllr G. Stammers was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr D. Sarson is vice-chairman of the Human Resources Committee.

There being no other nominations, Cllr D. Sarson was duly **ELECTED** as vice-chairman.

22/02/HR Public Forum

S. Davies

S. Davies, chairman of LymeForward, spoke in relation to minute number 21/77/HR, Staffing and Recruitment. She said on behalf of the directors of LymeForward CIC, everything now seemed to be clear and transparent regarding community engagement but it wasn't when they were seeking answers and clarification a few months ago. She quoted sections from the minutes referring to community engagement. S. Davies said she wished to remind the committee that at no point did LymeForward state it would not sign the grant agreement because discussions never reached that phase, owing to the fact they were led to believe the council would define community engagement objectives and this clearly did not happen. She said they were then asked to set a number of objectives and they advised they could not agree to such a request as it was too vague, the council's priorities were unknown, along with the timeframe, cost implication and preferred methodology. S. Davies said at the meeting, Cllr B. Larcombe said he didn't feel he knew enough about what the community engagement would involve and what it aimed to do. She said having undertaken an extensive review of all the documentation, including the term grants policy and terms of

reference from the Human Resources Committee, they would now be writing to the mayor to request a full review.

22/03/HR Apologies

Cllr B. Larcombe – personal commitments
Cllr R. Smith - work commitments
Cllr G. Turner – work commitments

22/04/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 3 November 2021

Proposed by Cllr D. Sarson and seconded by Cllr J. Broom, the minutes of the meeting held on 23 February 2022 were **ADOPTED**.

22/05/HR To confirm the accuracy of the minutes of the extraordinary Human Resources Committee meeting held on 15 March 2022

Proposed by Cllr J. Broom and seconded by Cllr G. Stammers, the minutes of the extraordinary meeting held on 15 March 2022 were **ADOPTED**.

22/06/HR Disclosable Pecuniary Interests

There were none.

22/07/HR Dispensations

There were none.

22/08/HR Matters arising from the minutes of the Human Resources Committee meeting held on 23 February 2022 and the extraordinary meeting held on 15 March 2022

Cllr M. Ellis was concerned that the discussion at the extraordinary meeting digressed from the item on the agenda and that the chairman should ensure members stuck to the point. She was also concerned that reference was made to the 'behaviour of a small number of members' and she didn't feel it was appropriate for members to make these kinds of comments about others.

The town clerk suggested when all the committee chairmen were appointed, a meeting was held with the mayor to set out the standards required at meetings.

22/09/HR Update Report

Members noted the report.

22/10/HR To receive the minutes of the Health and Safety Committee meeting held on 17 March 2022

Cllr M. Ellis asked if there could be dates included next to the health and safety audit actions in future minutes so members could see if they had been resolved.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, the minutes of the Health and Safety Committee meeting held on 17 March 2022 were **RECEIVED**.

22/11/HR Appointment of Members to the Health and Safety Committee

As there could be up to two staff members on the committee and one of the representatives had left the council, Cllr M. Ellis asked who the new staff representative would be.

The operations supervisor said the staff were currently voting for their representative and they would hopefully be in place by the next meeting.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs D. Sarson, G. Stammers and J. Broom to the Health and Safety Committee.

22/12/HR Review of Employee Handbook – Part 3

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed amendments to the employee handbook related to maternity/adoption/paternity support leave; shared parental leave; adoption leave; parental leave; and parental bereavement leave.

22/13/HR Human Resources' Annual Review

The town clerk highlighted the main points in the report and members noted it.

22/14/HR Pay Review

Cllr G. Stammers said if members were inclined to carry out a pay review, there were two potential options for South West Councils to do this: they could speak to employees and evaluate their job and pay, or they could ask employees to do their own written evaluation.

The town clerk said any review should be conducted externally to determine if it pays its employees a fair rate. He said he couldn't underestimate the feeling of resentment among staff that the council said it would carry out a pay review three years but didn't go ahead with it.

Cllr M. Ellis asked if there was anyone else other than South West Councils the council could approach for competitive quotes.

The town clerk said he could also approach Motteram HR, which had helped the council with the introduction of new contracts, and there were other companies available.

Cllr J. Broom said he would support using South West Councils as the council was already a member. He also felt there should be a full root and branch review of the whole staffing system, but it was important to note pay could go down as well as up.

Cllr G. Stammers agreed a full review was preferable and felt it would show the council valued its employees.

Cllr C. Reynolds asked if the council would have to implement the findings if it was determined pay should go down.

The town clerk said the council was not bound by the findings of the review. He said following the 2014 review, the council decided to pay the middle rate of local town councils but there were some councils that had made a conscious decision to pay more and it seemed smaller councils with smaller budgets paid better rates, particularly to lower paid staff.

The town clerk said the council could decide to pay in the top quartile in the region but it couldn't do that without the data from the pay review, which would involve looking at comparable jobs. He said if this committee agreed to South West Councils carrying out the review, he could have a discussion with them before Full Council to start the process, which would hopefully mean the outcome of the review could be brought back to this committee in September 2022.

The town clerk said the figures quoted by South West Councils in 2019 were subject to inflation but provided they were roughly the same amount, he would go ahead and instruct South West Councils; otherwise, he would report back to the Full Council on 27 July 2022.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to commission a full independent review of employees' pay by South West Councils.

22/15/HR Ex Gratia Payment

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

22/16/HR Request for Unreduced Early Pension Payment

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

22/17/HR Exempt Business

a) Ex Gratia Payment

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to make a £100 ex gratia payment to the lengthsman for early morning work for the Platinum Jubilee celebrations

b) Request for Unreduced Early Pension Payment

Proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from a former employee for early payment of an unreduced pension.

The meeting closed at 8.04pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 JULY 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr P. May, 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)

22/01/SF Election of Chairman and Vice-Chairman

It was proposed by Cllr C. Reynolds and seconded by Cllr D. Sarson that Cllr M. Ellis is chairman of the Strategy and Finance Committee.

It was proposed by Cllr G. Turner and seconded by Cllr C. Aldridge that Cllr B. Larcombe is chairman of the Strategy and Finance Committee.

Members discussed the merits of the two nominated members giving their reasons for wanting to be chairman and/or the nominators giving their reasons for nominating them.

The town clerk agreed this would help members make their decision but this wasn't the normal protocol. However, if members wished to include this in the rules for next year, this could be implemented.

Cllr M. Ellis was duly **ELECTED** as chairman.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr R. Doney is vice-chairman of the Strategy and Finance Committee.

There being no other nominations, Cllr R. Doney was duly **ELECTED** as vice-chairman.

22/02/SF Public Forum

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

22/03/SF Apologies for Absence

Cllr B. Bawden – holiday

22/04/SF Minutes

Proposed by Cllr D. Sarson and seconded by Cllr G. Stammers, the minutes of the meeting held on 11 May 2022 were **ADOPTED**.

22/05/SF Disclosable Pecuniary Interests

Cllr D. Ruffle declared a non-pecuniary interest in any matters relating to LymeForward as he was a member.

22/06/SF Dispensations

There were none.

22/07/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 11 May 2022

Members' away day

Cllr D. Sarson asked if a date had been set for the away day.

The town clerk said a date had not yet been set as the preferred consultant was not available. However, he had interviewed one consultant, along with the support services manager and Cllr G. Stammers, and would be interviewing another the following day.

A35 Trunk Road

Cllr C. Reynolds asked if there was any update on this issue.

Cllr J. Broom, the member appointed to attend any meetings, said he had not yet been contacted.

22/08/SF Update Report

Members noted the report.

22/09/SF Gipsy and Traveller Encampments

The town clerk said there had been a few occasions when gipsies and travellers had been on town council land in the time he had been in post and in the past, officers had spoken to them and they had left. However, he said there might be situations where travellers didn't want to leave, were being difficult or the council may need to take formal action in addition to speaking to them.

The town clerk said Section 62 powers were the most effective method of removing travellers, which involved a senior police officer directing them to a transit site in Piddehinton in conjunction with Dorset Council (DC) for a fee of £500. He said most travellers didn't go to the transit site but he felt it justified spending £500 if they moved from town council land.

Cllr B. Larcombe asked how often gipsies and travellers took occupation of council land and where it usually happened.

The town clerk said it happened infrequently and in the past there had been travellers on Monmouth Beach, on the former park and ride site at Sidmouth Road and on Dorset Council land. He said he and the deputy town clerk had dealt with travellers in the past but there was no policy in place to formalise how situations would be dealt with.

Cllr B. Larcombe asked how the proposed policy aligned with DC's policy.

The town clerk said it was consistent with DC's policy and he had had discussions with DC's gipsy and traveller unit in formulating it.

Cllr R. Smith noted the Piddlehinton site was only open between April and August and asked if there was provision outside of these times.

The town clerk said there were four permanent traveller sites in the county and that Piddlehinton was a transit site.

Cllr C. Reynolds asked if this policy would allow the council to deal with people who were currently sleeping in the gazebo in the seafront gardens.

The town clerk said this policy would not cover that situation as there had to be one caravan and one car for it to be seen as an encampment.

Cllr M. Ellis said it was sensible to have a policy in place because if the town clerk or deputy town clerk were not available, someone else could follow the policy and deal with the issue. She felt £500 was a reasonable sum to pay as it could potentially cost the council more in terms of any damage incurred or cleaning up that would be required.

The town clerk said the policy and procedure would also be accompanied by an information sheet which would include useful information such as contact details and locations of traveller sites.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Gipsy and Traveller Encampments' policy and procedure.

22/10/SF

Motions for Dorset Association of Parish and Town Councils Annual General Meeting

Cllr B. Larcombe suggested a motion that encouraged the Dorset Association of Parish and Town Councils (DAPTC) to pursue better reconciliation between the views of the building regulations and conservation teams on planning matters.

Cllr C. Reynolds said she would like to include something about housing policy as other areas had rural exception sites and she believed this should be a mechanism for ensuring local housing was for local people. She said she needed time to formulate a motion to this effect.

Cllr J. Broom advised that any motions couldn't be general, they had to be specific or the executive would not take it forward.

The town clerk suggested Cllr C. Reynolds worked on the wording of the motion and reported it to the Full Council meeting on 27 July 2022. He said DAPTC was looking for motions that were beyond a specific location and would affect all towns and parishes in Dorset which could be pursued through to a national level.

Cllr B. Larcombe also suggested DAPTC pursued an alternative to physical meetings that satisfied the regulations so councils could continue to transact its business remotely if there was another Covid or something similar.

Cllr R. Smith supported this suggestion and felt it should extend to situations even beyond Covid so if someone had a physical reason why they couldn't attend a meeting, they were still able to take part in some way.

Cllr B. Larcombe said he believed this was already a policy the National Association of Local Councils (NALC) was pursuing so it would just be adding weight to that.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to put forward the following motions for Dorset Association of Parish and Town Councils' Annual General Meeting which takes place on Saturday 19 November 2022:

- to pursue better reconciliation between the views of the building regulations and conservation teams on planning matters.
- to pursue an alternative to physical meetings that satisfies the regulations so councils could continue to transact its business remotely
- a motion regarding housing policy and rural exception sites, the wording for which will be presented by Cllr C. Reynolds to the Full Council meeting on 27 July 2022.

22/11/SF Objectives and Projects 2023-2025

Cllr D. Sarson suggested concerts or films on the flat roof area on the seafront as a project idea.

Cllr C. Reynolds said she understood it had always been intended to do this as part of the resurfacing of the roof.

The town clerk said when the specification was enhanced, the council intended to make the area usable for events, although not all members had supported the idea.

Cllr C. Aldridge asked if the list of projects in the report was the final list or whether there was an opportunity to add things. She also asked if when the ideas went out to consultation, whether they would be accompanied by how much each one would cost.

Cllr M. Ellis said this was the list officers had come up with but members didn't have to accept any. She said costings were not normally applied until after the consultation process, but the projects could be spread over several years.

The town clerk said he saw this as an iterative process where members could suggest ideas as the process went along; this was just a starting point as it was important to give the public a list of ideas to work from.

Cllr G. Stammers suggested a less formal meeting for members to discuss the ideas might be beneficial.

Cllr C. Reynolds said consultation processes often didn't reach enough people so it was important to go to various groups and also have hard copies of the consultation for people to complete.

The town clerk said the consultation would never reach everyone but the ideas suggested aimed to reach a broad spread of the town's population. He stressed that the consultation process should be member led, but members should be listening to and hearing what people were saying, rather than telling people their own views. He added that it was important to identify projects that were in the council's gift because it would be measured against delivery and progress.

Cllr M. Ellis said she felt some of the suggested projects were part of the day-to-day running of the council, such as footpath repairs, for which she felt money should already be set aside. She suggested surveys could be made available at local supermarkets and a box placed there for people to return their completed surveys. She added that people should be asked to include their names and addresses so they could only respond once.

The town clerk said the list was a starting point for discussion and although some of the projects were operational, it helped the council to see where its additional resources should be invested. He said there was otherwise a risk the list of ideas going out to public consultation would not reflect what the council needed to do to prioritise its own investment.

Proposed by Cllr R. Smith and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to hold an informal member-only meeting to discuss objectives and projects.

22/12/SF

Outside Seating

The town clerk advised the council to reinstate the original, pre-Covid charging structure for outside seating, although he didn't suggest the charge was amended at this point; this could be reviewed during the budget-setting process. However, he said the council might wish to consider a pro-rata charge as it wouldn't be for the whole year, or perhaps a discount of 25% because businesses wouldn't be receiving as much income between September and the end of March. On the other hand, he said members may consider businesses had already benefitted from the reduced charges last year and so far this season.

Cllr G. Stammers asked if it was certain the government was going to end the temporary licence provision because there had been suggestions it would be made permanent.

The town clerk said he was fairly certain the provision would end as the government would have had to make an announcement by now, if not. However, if it was extended or made permanent, the council would have to follow it as it is government legislation.

Proposed by Cllr R. Doney and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to reinstate outside seating charges at the previous level when the temporary pavement licence provision ends on 30 September 2022 and to charge businesses for six months from 1 October 2022 to 31 March 2023.

22/13/SF Request to Make Temporary Seating Arrangement Permanent

Cllr D. Sarson said he didn't support the request as he believed it would set a precedent and encourage other businesses to make similar requests and this was irrespective of whether the land would otherwise be used by the public.

Cllr R. Doney said he supported the request but the council should receive a proper commercial rent for use of the land, which would be independently assessed.

Cllr B. Larcombe said he wasn't concerned with how much money the business had invested in the seating area as it was their choice to do so, but what did concern him was the ingress into the gardens. He said the size of the seating area was bigger than the council was told it would be and more permanent than it was led to believe. He asked what kind of commercial income the area would generate.

The town clerk said members should expect a meaningful sum for the council to support the request. He also suggested that any agreement could include a condition that the horse box was removed.

Cllr G. Stammers and Cllr C. Aldridge were both concerned the council would be challenged by other businesses if it allowed Coastal Marks to use the area permanently and the opportunity was not made available to others.

Cllr C. Aldridge was also concerned with the way the business had approached the situation, building a structure that it was now saying would be difficult to take away.

The town clerk said there was nothing untoward in Coastal Marks' original proposition and it was entirely consistent with that they said they would do, although some members felt it wasn't what was described. He said Coastal Marks were fully aware it was temporary and that was why they were now requesting to make it permanent, along with all the other necessary consents.

Cllr M. Ellis pointed out that a precedent had already been set in allowing a business to build on council land as SWiM had built a balcony overhanging the Cart Road.

Cllr P. May asked how permanent the arrangement would be as he said he would be worried if the council lost control of the land and would like to see a way the council could revoke any agreement if necessary.

The town clerk said this would be determined during any negotiations and he suggested a seven-year lease or an annual licence. He said other outdoor seating arrangements were on an annual basis but the seating was removable in those cases. He added that if the council agreed to the request, it was important it had a clear understanding of what was on the land.

Cllr J. Broom said he would support the request if the council could obtain a significant amount of money and he felt discussions should take place about what Coastal Marks were willing to pay.

Cllr M. Ellis said as the land wasn't used for any other purpose and there were no other businesses in the area that would want to use it, she would be prepared to consider the request once further valuation advice was received. She said she didn't feel it would set a precedent as any other request would be considered on its merit.

The town clerk said he would be happy to enter into negotiations with Coastal Marks concurrently with a valuation being carried out.

It was agreed the town clerk would determine a price through valuation and/or negotiation and report back to the council, with the condition that the horse box is also removed.

22/14/SF Investments and Cash Holdings

Cllr B. Larcombe asked why the council didn't hold more of its funds in the Wilkinson Legacy account as the interest rate was higher than any of the other accounts.

The town clerk said this was a legacy that was left to the council so there was no control over it.

22/15/SF Debtors Report

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

22/16/SF Exempt Business

a) Debtors' Report

Cllr R. Doney asked if there had been any progress on the four debtors related to the caravan and chalet site.

The town clerk said officers had now negotiated two more payments.

Cllr J. Broom asked what the next steps were in relation to the debt for a parking permit.

The town clerk said officers had discussed now starting legal proceedings.

The meeting closed at 8.11pm.

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 JUNE 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr J. Broom, Cllr M. Ellis, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers

Officers: A. Mullins (support services manager), M. Green (town clerk)

22/01/TCP Election of Chairman and Vice-Chairman

It was proposed by Cllr M. Ellis and seconded by Cllr D. Sarson that Cllr C. Reynolds is chairman of the Tourism, Community and Publicity Committee.

There being no other nominations, Cllr C. Reynolds was duly **ELECTED** as chairman.

There were no nominations for vice-chairman.

Proposed by Cllr R. Smith and seconded by Cllr J. Broom, members **RESOLVED** to defer election of a vice-chairman to the next meeting.

22/02/TCP Public Forum

M. Redwood

M. Redwood spoke in relation to agenda item 9, Seagull Control. He said he didn't know if flying a drone would be a long-term solution to tackling seagulls but he felt it was worth testing. He said normally when he flew drones it was to create footage, not to upset seagulls. However, he had lived in Charmouth Court for eight years, where the seagulls were a nuisance, and he had been doing some drone testing which had resulted in 60% less seagulls on the roof and they were also quieter. He said if he were to fly his drones, he would do it over the sea so they wouldn't defecate over people. M. Redwood said he generally flew where there was less housing, such as Eype and Branscombe, but there were also less people eating fish and chips and therefore less seagulls. He said seagulls didn't like things that moved and suggested there could be distinct areas where people could eat their food under something that flapped or moved. He said it would be helpful to have a financial contribution from the council towards some of the flights, although he didn't think it was a long-term solution. M. Redwood said one of his bigger drones had a PA system on it and he suggested it could play a bird of prey sound to further scare the seagulls. He said he wasn't looking to sign up to a maintenance contract but he believed flying the drones could help.

22/03/TCP Apologies

Cllr C. Aldridge – personal commitment
Cllr B. Larcombe – personal commitment
Cllr D. Ruffle – illness
Cllr D. Turner

22/04/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, the minutes of the meeting held on 27 April 2022, with the above amendment, were **ADOPTED**.

22/05/TCP Disclosable Pecuniary Interests

There were none.

22/06/TCP Dispensations

There were none.

22/07/TCP Seagull Control

The chairman brought this item forward on the agenda.

Cllr R. Smith asked if the council was in touch with other councils, such as St Ives, which has similar seagull problems, or with the RSPB.

Cllr M. Ellis said the town clerk was part of a group of seaside town councils so it might be worth speaking to that group or even going further afield and speaking to other councils about their experiences. She said she didn't think the council had anything to lose by trialling the flying of drones and although birds of prey were suggested regularly, the cost was excessive and it was only effective for the time they were present.

Cllr D. Sarson said he would be interested to know how the noise of the drones affected the seagulls and although he wasn't sure if was a long-term solution, he felt it was worth trying.

The chairman invited M. Redwood to speak.

M. Redwood said he didn't need to fly aggressively to scare the seagulls; the Air Navigation Order applied which said drones were not to be flown in such a manner to cause harm to people, property or wildlife. He said seagulls tended to circle things they didn't like and flew to a higher elevation.

Cllr J. Broom asked how long a flight would be.

M. Redwood said it would be between 30 minutes and one hour.

Cllr C. Reynolds said trialling the use of drones would show residents the council was trying to do something about the seagull problem.

M. Redwood suggested someone from the council came and observe his flights so there could be feedback on how effective it was.

It was also agreed M. Redwood's suggestion for some sort of canopy where people could shelter from the seagulls was considered by the Town Management and Highways Committee. The deputy town clerk said it might be that something flying on a flagpole might be just as effective and this could be considered too.

Cllr J. Broom suggested new signs could be installed on the seafront warning people of seagulls stealing food, instead of warning people not to feed seagulls, and that they could be quite graphic to grab people's attention.

It was agreed a report would be brought to the next meeting to allow members to consider this.

It was proposed by Cllr J. Broom to agree a budget of £250 to fly a drone during the summer to deter seagulls.

Cllr M. Ellis said she would have suggested £350 as this would allow for 10 flights at £35 each. Cllr J. Broom said he would take this as a friendly amendment.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a budget of £350 to fly a drone during the summer to deter seagulls.

22/08/TCP Matters arising from the minutes of the previous meeting held on 27 April 2022

Queen's Platinum Jubilee

Members thanked the staff who worked over the weekend, some of them through the night, and also the members of the Queen's Platinum Jubilee working group for putting the programme together.

Cllr C. Reynolds said her only issue was that other events were taking place elsewhere on the Sunday and if there are similar events in future, the day should be entirely dedicated for that purpose.

22/09/TCP Update Report

Community engagement

Cllr C. Reynolds said it was disappointing that a visit to the Powder Monkeys Explorer Sea Scouts had to be cancelled because only two members were able to attend. She said it was really important to get members involved and getting out in the community talking to people they didn't normally talk to.

Cllr M. Ellis said there used to be a staff and members' bowls night and civic nights for performances at the Marine Theatre, which she was keen to reinstate as she felt it was important for the community to see the whole council doing things together.

Cllr D. Sarson confirmed a bowls evening was being arranged.

Gateway Card

Cllr M. Ellis said she felt the council needed to do more to communicate with businesses in the town to get them involved.

The support services manager said when the card was relaunched, it would be widely promoted with local businesses as some had closed down and others had opened since the scheme was first launched. She said it was planned to go around and chat with all the businesses about getting involved in the scheme as part of the council's community engagement efforts.

22/10/TCP Seafront WiFi

The deputy town clerk said when this committee agreed to review the seafront WiFi in May 2022, he believed at this point in time he would be recommending to terminate the existing arrangements, but things had changed; the line speed had picked up to roughly what it should be. He said the WiFi was still well used, mainly because people didn't want to use up their own data.

The deputy town clerk said the council had paid for the WiFi until the end of March 2023 so there would be no financial saving to terminating the contract now, although he felt it should be reviewed at the beginning of 2023 because there was a planned hardware upgrade which was likely to cost £3-5,000.

The deputy town clerk said the other important thing for members to consider was the benefit of the WiFi to the mini golf due to the increased number of card payments being made, which the amenities staff also felt had increased business. He said it was also beneficial to the council as an employer as the amount of cash previously being held on site was a risk to staff safety.

The deputy town clerk said unless officers could find a more cost-effective way of taking card payments, it was worth keeping the WiFi just for this purpose alone. He said it was possible to take payments on a smart phone but it wasn't as reliable. He said Starlink was currently available for domestic use but not yet for business use in this area, so this could be explored when it became available as it would be cheaper than a leased line and have significantly faster download and upload speeds than a normal fibre connection.

Cllr M. Ellis said the council needed to be mindful of staff safety in making its decision. She said the council needed to consider this matter again in January 2023 so there was time to put any arrangements in place before the end of the financial year.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to bring a report to the first meeting of the Tourism, Community and Publicity Committee of 2023 to allow members to consider the way forward for the seafront WiFi.

22/11/TCP Managing Consultation Exercises

Members noted the report.

22/12/TCP Seafront and Beach Concessions

Cllr M. Ellis said she had no objection to the proposed fitness and exercise concession as long as it didn't operate at the same time as the existing concession on the beach. She also said the operator should not be allowed an A board as there were already too many in the town.

Cllr G. Stammers supported the proposal as the council's policy on concessions said multiple operators were allowed and it offered something different to the existing concession.

The support services manager said the proposal was to operate on different days to the existing concession and if approved, she would ensure they were not operating on the same day.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award the concession for a fitness and exercise concession to Rosie Jackson for 2022-2024, to be backdated to March 2022, and to confirm the days of operation so it doesn't operate on the same days as the existing fitness and exercise concession.

It was agreed members would discuss the financial information in exempt business.

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.

22/13/TCP Sculpture Trail Insurance

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.

22/14/TCP Exempt Business

a) Seafront and Beach Concessions

Members were satisfied with the sum offered for the concession.

Cllr R. Smith suggested all the council's concessionaires could be encouraged to get involved in the Gateway Card scheme.

b) Sculpture Trail Insurance

Cllr R. Smith asked if the council was able to outsource part of the insurance for the trail to the Arts Development Company, which the council could then pay for so if there was a claim, it would not be on the council's insurance.

The deputy town clerk said the Arts Development Company was funded by Dorset Council but its funding and staffing had been cut dramatically. However, if the council said it wanted to make a grant to the Arts Development Company to specifically obtain insurance for the sculptures, this could be explored. However, he wasn't sure if the Arts Development Company would be able to insure them as it wasn't their land or their sculptures.

Cllr G. Stammers said she felt the gardens were beautiful enough without the sculptures.

Cllr M. Ellis said the plinths would be ideal for local schools to display their artwork. She didn't feel the council should be paying artists to display their sculptures and then paying for any breakages.

The deputy town clerk said it may be that the council moved away from high value sculptures and instead put some money into the Arts Development Company working with Woodroffe School for the pupils to produce artwork.

Cllr M. Ellis said the council went out to tender for concessions so why couldn't it do the same for people to use the gardens as an exhibition space, for which they would pay the council. She said this could be accompanied with sculptures from the school.

The deputy town clerk said he intended to bring a report to the next meeting of this committee to allow members to make a clear decision on whether they wanted a trail in the gardens in future and how to deliver it. He said how the council dealt with insurance would be largely influenced by how it dealt with the sculpture trail going forward.

Members generally favoured the idea what Woodroffe School could use some of the plinths and the rest could be used for artists to hire from the council, but agreed this should be discussed further at the next meeting.

Cllr J. Broom suggested keeping the current insurance arrangements in place until anything more long-term was agreed.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to continue with the current insurance arrangements for the sculpture trail but to instruct officers to take a report to the next meeting of the Tourism, Community and Publicity Committee about the future of the trail.

The meeting ended at 8.19pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 JUNE 2022

Present

Chairman: Cllr J. Broom

Members: Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers

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

22/01/TMH Election of Chairman and Vice-Chairman

It was proposed by Cllr M. Ellis and seconded by Cllr G. Turner that Cllr J. Broom is chairman of the Town Management and Highways Committee.

There being no other nominations, Cllr J. Broom was duly **ELECTED** as chairman.

It was proposed by Cllr D. Sarson that Cllr G. Turner is vice-chairman of the Town Management and Highways Committee.

Cllr G. Turner said he did not wish to be nominated.

It was proposed by Cllr G. Stammers and seconded by Cllr J. Broom that Cllr C. Aldridge is vice-chairman of the Town Management and Highways Committee.

It was proposed by Cllr B. Bawden that Cllr B. Larcombe is vice-chairman of the Town Management and Highways Committee. This nomination was not seconded.

Cllr C. Aldridge was duly **ELECTED** as vice-chairman.

22/02/TMH Public Forum

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

22/03/TMH Apologies

There were none.

22/04/TMH Minutes

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, the minutes of the previous meeting held on 20 April 2022 were **ADOPTED**.

22/05/TMH Disclosable Pecuniary Interests

There were none.

22/06/TMH Dispensations

There were none.

22/07/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 20 April 2022

Skateboarding

Cllr B. Larcombe asked if there had been any further response on this issue from the police.

The operations manager clarified that the Road Traffic Act did not apply as a skateboard was not a motor vehicle so it was not a straightforward issue for the police to deal with.

However, it was noted there were some motorised skateboards going around the town.

Cllr C. Reynolds said she had seen the local PCSO and police constable stopping skateboarders to talk to them about the issue but this was all they could do.

22/08/TMH Update Report

Injury at the Bowls Club

Cllr B. Larcombe asked if there was any update following the injury to the child.

The operations manager said he had spoken to both parents and the child's father had written to the town clerk. He said they had asked for a thorough investigation, any steps that could be taken to improve the situation and requested compensation.

Amenities Hut

Cllr B. Larcombe said as the council was going to be the commissioning body, whether members were going to see the documents before the project went out to tender.

The operations manager said he was in the process of getting drawings and was awaiting advice on whether the project could be considered permitted development. He said he could bring the drawings to this committee.

Trailer Park at Monmouth Beach, Accreted Land and Harbourmaster's Store

Cllr B. Larcombe asked if there was a date set for the Monmouth Beach working group.

Cllr J. Broom said a date would be set later in the week.

Guildhall and office works

Cllr B. Larcombe asked if members would see details of the proposed works to the office before the contract was awarded.

Cllr J. Broom confirmed members would see the details before the work was commissioned.

Jubilee Pavilion

Cllr J. Broom said it was likely the parapet wall would have to be taken down, which would cost £50-60k.

22/09/TMH Review of the CCTV Policy

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve CCTV Policy unchanged.

22/10/TMH Civil Enforcement Officer Training

The operations manager said the proposal for Dorset Council (DC) to train the town council's enforcement officers to civil enforcement officer level had been discussed for some time but DC was now keen to progress it. He said it wasn't intended that the enforcement officers would do the job of a DC officer in their car parks; the idea was the enforcement officers would be able to enforce parking on the roadside as they were moving around the town between Monmouth Beach and Woodmead car parks.

Cllr G. Stammers asked if this would change the enforcement officer's job description and potentially their rate of pay.

The operations manager said the officers were already authorised officers for DC for enforcement of Public Space Protection Orders (PSPO), so it would only be a matter of training them in the civil enforcement officer role, which in effect, they already carried out in the town council car parks.

Cllr M. Ellis felt it would benefit both the town council and DC but was concerned DC would pull some of their enforcement from Lyme Regis as a result, which would mean the town council taking on the work at its own cost.

Cllr G. Stammers agreed and said when DC highways officers had attended a recent meeting of this committee, members had raised concerns about the level of enforcement so this was already an issue.

Cllr B. Bawden, the DC ward member, said she would make a note of these issues to feed back to DC.

Proposed by Cllr J. Broom and seconded by G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to request that Dorset Council trains the town council enforcement team to civil enforcement officer level.

22/11/TMH Kitchen Garden

Cllr C. Reynolds, who was also the lead co-ordinator for Lyme Garden Growers, said the volunteers had done the best they could to bring the garden up to standard, including all the winter planting, and there were now more volunteers available to help maintain it. She said with the number of people needing support from the food bank increasing, the garden was more vital than ever.

Cllr J. Broom thanked Cllr Reynolds and her husband for their hard work to bring the garden up to standard.

Members agreed it was an asset to the gardens and that having more volunteers available would be vital to its ongoing maintenance.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm the kitchen garden has improved enough to remain a part of the Langmoor and Lister Gardens.

22/12/TMH Hedgecutter/Flail Mower

The operations manager said this equipment was not budgeted for in 2022-23, although it had been in a previous budget, so the expenditure would come from reserves.

Cllr B. Larcombe said he expected there to be a reduction of work carried out by DC in future so it was important the town council had this equipment to be able to carry out any work it might be asked to do.

Proposed by Cllr G. Stammers and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the purchase of a hedgecutter/flail mower at the revised cost of £14,000 + VAT, to be purchased from the reserve.

22/13/TMH Bridge Inspection Reports

Members noted the report.

22/14/TMH Complaints, Incidents and Compliments

Cllr B. Bawden asked what action had been taken following reports of rats on the seafront.

The operations manager said he had notified DC environmental health, who said they would be visiting businesses that sold food along the seafront as an educational exercise and would be combining it with a routine kitchen inspection. He said he had also approached a pest control company, which had put rat boxes behind the Cart Road beach huts.

22/15/TMH Kawasaki Mule 4x4 replacement

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

22/16/TMH Advertising Boards

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

22/17/TMH Exempt Business

a) Kawasaki Mule 4x4 replacement

The operations manager said the vehicle had been budgeted for at £15,000 but the two proposed electric models would exceed this.

Cllr M. Ellis said she understood the council had made a commitment to be carbon neutral but it also had to consider its budget. She felt the cost of an electric vehicle was too high and buying a diesel one at this point was preferable as the cost of electric vehicles would undoubtedly reduce.

Cllr G. Turner asked if the old mule was worth anything.

The operations manager said it would have a trade-in value but he didn't know how much it would be.

Cllr B. Larcombe asked if an electric model would be capable of getting up hills as he was aware after speaking to staff that the current electric vehicle had difficulty doing this.

The operations manager said the team had test driven the electric models and they were more than capable of getting up hills. He said of the two electric models, the team preferred the Hi-Sun Vector but the team was split in terms of whether they would prefer this model or a like-for-like diesel replacement.

Cllr B. Bawden said the council should be buying an electric vehicle to demonstrate leadership and encourage other people to do the same. She said the fuel and

maintenance costs were also lower on an electric vehicle so this would make up for the initial expense.

Several members spoke about the reliability, running costs, durability and performance of electric vehicles.

Proposed by Cllr B. Larcombe and seconded by Cllr G. members agreed to **RECOMMEND TO FULL COUNCIL** to purchase an ex-demo Hi-Sun Vector at £19,800+VAT as a replacement for the Kawasaki mule.

b) Advertising Boards

Cllr C. Aldridge said there were advertising boards all over the town in awkward places and asked if there was something wider the council could do to address the issue rather than concentrating on this particular case.

Cllr J. Broom said the council could clamp down on advertising boards in general but members were being asked to consider this particular issue for the reasons outlined.

The operations manager said he had done a leaflet drop to businesses with more than one board to remind them they should only have one and under the agency agreement with DC, the town council could ask businesses to put them in a more sensible place if they were causing an obstruction.

Several members felt taking legal action against the business concerned would send a message to other businesses that the council was serious about enforcing the A board policy.

Cllr C. Reynolds was concerned about the costs of taking legal action against the business concerned. She said there had been many attempts in the past to get businesses to remove their boards and they would take them in for a day or two and put them back the next day; as such, she didn't think making an example of this business would make a difference.

Cllr M. Ellis also felt any action should be more widespread in the town but didn't feel legal action was necessary.

Cllr P. May said just because people hadn't listened in the past, that wasn't a reason for the council not to take any action. He suggested there could be a report to the next meeting about the wider issues with advertising boards but at the moment, members were being asked to consider this specific business.

Cllr C. Reynolds asked for a recorded vote on the following motion:

Proposed by Cllr D. Sarson and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** that under the Road Traffic Act Section 149, to apply to a magistrate for a removal and disposal order of an advertising board owned by a business refusing to remove it.

Voted for – Cllr J. Broom, Cllr G. Turner, Cllr G. Stammers, Cllr D. Ruffle, Cllr B. Larcombe, Cllr P. May, Cllr C. Aldridge, Cllr D. Sarson, Cllr B. Bawden

Voted against – None

Abstentions – Cllr C. Reynolds, Cllr M. Ellis

The meeting closed at 8.25pm.

Committee: Full Council

Date: 27 July 2022

Title: Terms of Reference and Scheme of Delegation

Purpose of Report

To allow members to consider its committees' terms of reference and the scheme of delegation

Recommendation

Members consider the report and approve the terms of reference and scheme of delegation

Background

1. Standing order 5.j. states that during the course of the council year, the council must carry out a 'review of delegation arrangements to committees, sub-committees, employees and other local authorities' and a 'review of the terms of reference for committees'.
2. The committees' terms of reference and accompanying scheme of delegation are usually reviewed at the annual meeting. The last full review took place 15 May 2019 and has not taken place since due to Covid-19, although changes have been made to the committee structure with the inclusion of the Environment Committee and its terms of reference agreed.
3. The only suggested amendments to the terms of reference are the inclusion of the Environment Committee and its terms of reference and section 10 relating to the proper officer to reflect approved changes to the financial regulations.
4. During discussions about the terms of reference for the Environment Committee, the town clerk suggested each committee's terms of reference included the responsibility 'to contain spend to an approved budget'. The council already has a principle of setting the budget at the beginning of the year but it is suggested the committees also have a shared responsibility to contain expenditure to an approved budget. There has been a tendency for committees to spend beyond the budget and for the council to be too relaxed in approving overspend; this addition to the terms of reference would help increase budget scrutiny.
5. The terms of reference and scheme of delegation are attached at **appendix 18A**.

Adrianne Mullins
Support services manager
July 2022

Terms of Reference and Scheme of Delegation**1. Full Council**

- 1.1 The Full Council is the body that grants adoption, approval or variation of plans, strategies and policies recommended by the Council's committees. It is the most senior body of the council and, unless otherwise stated, all recommendations by Council committees must be adopted by resolution of the Full Council before they can be enacted.
- 1.2 The Full Council has a statutory role in approving the budget and setting the precept. It is also the body responsible for ensuring compliance with the council's statutory requirements.
- 1.3 The Full Council is the body that will annually appoint to the offices of the Mayor and Deputy Mayor. Full Council meetings will be chaired by the Mayor.
- 1.4 In an election year, the Full Council will receive councillors' declarations of acceptance of office.
- 1.5 In the ordinary year of election of the Council, the Full Council will fill any vacancies left unfilled at the election by reason of insufficient nominations.
- 1.6 The remaining business shall be transacted by the Full Council and may be delegated to an appropriate committee during the course of the Council year in an order that is expedient:
 - 1.6.1 Confirmation of the accuracy of the minutes of the last meeting of the council;
 - 1.6.2 To receive and note minutes of and/or to determine by resolution recommendations made by committees;
 - 1.6.3 Review of delegation arrangements to committees, sub-committees, employees and other local authorities;
 - 1.6.4 Review of the terms of references for committees;
 - 1.6.5 Receipt of nominations to existing committees;
 - 1.6.6 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors).
 - 1.6.7 Review and adoption of appropriate standing orders and financial regulations;
 - 1.6.8 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - 1.6.9 Review of representation on or work with external bodies and arrangements for reporting back;
 - 1.6.10 In a year of elections, if a council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements

to reaffirm eligibility;

- 1.6.11 Review of inventory of land and assets including buildings and office equipment;
 - 1.6.12 Review and confirmation of arrangements for insurance cover in respect of all insured risks;
 - 1.6.13 Review of the council's and/or employees' memberships of other bodies;
 - 1.6.14 Review of the system of internal control and risk:
 - 1.6.15 Establishing or reviewing the council's complaints' procedure;
 - 1.6.16 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
 - 1.6.17 Establishing or reviewing the council's policy for dealing with the press/media;
 - 1.6.18 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead;
 - 1.6.19 To receive and note such communications as the person presiding may wish to lay before the council (Mayor's Announcements);
 - 1.6.20 To receive the internal and external auditors' reports
 - 1.6.21 To answer questions from councillors;
 - 1.6.22 To authorise the sealing of documents;
 - 1.6.23 To authorise the signing of orders for payment.
 - 1.6.24 To authorise the annual return
 - 1.6.25 Civic matters
 - 1.6.26 To consider member attendance at meetings
 - 1.6.27 The award of grants to local organisations
 - 1.6.28 To oversee the council's attainment of the gold standard of the Local Council Award Scheme
- 1.7 No business may be transacted at a meeting of the Full Council unless at least one third of the whole number of members of the council are present, i.e. five members.

Terms of Reference

2. Committees – General

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

3. Strategy and Finance Committee

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:
- 3.1.1 Preparation and management of the council's budget and precept
 - 3.1.2 Review of inventory of land and assets, including buildings and office equipment
 - 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
 - 3.1.4 Treasury management
 - 3.1.5 The development and review of the corporate plan
 - 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
 - 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
 - 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.
 - 3.1.9 Receive details of formal complaints made to the council
 - 3.1.10 Compliance with legislation, regulation and best practice
 - 3.1.11 Carrying out functions on behalf of the Full Council, in particular the:
 - 3.1.11.1 Review and adoption of standing orders and financial regulations
 - 3.1.11.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 3.1.11.3 Review of the system of internal control and risk management
 - 3.1.11.4 Establishing or reviewing the council's complaints' procedure
 - 3.1.11.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 - 3.1.11.6 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead
 - 3.1.11.7 To receive the internal and external auditors' reports

3.1.11.8 Performance management

4. Environment

- 4.1 The purpose of the Environment Committee is to consider environmental issues and monitor progress against the council's strategic plan for achieving Net Zero carbon emissions by 2030, which includes:
- 4.1.1 Researching and advising the council on environmental issues
 - 4.1.2 Consulting external bodies on environmental issues
 - 4.1.3 Make recommendations on the council's policy on environmental issues
 - 4.1.4 Identifying and monitor progress against environmental objectives
- 4.2 Up to six non-members can sit on the committee, with no more than two people from one organisation. Non-members do not have voting rights.
- 4.3 The following rules apply to the co-option of non-members:
- 4.3.1 Each individual must be co-opted by majority vote of the committee. A CV for the nominated person must be made available to the committee to assist in the selection process.
 - 4.3.2 Each individual co-opted may sit on the committee for the remainder of the council year but must be co-opted again in each council year.
 - 4.3.3 Members may vote non-members off the committee at any time by majority vote.

5. Human Resources Committee

- 5.1 The purpose of the Human Resources Committee is to consider member and officer issues, including:
- 5.1.1 To consider breaches of the council's code of conduct for members and, based on the report of West Dorset District Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.
 - 5.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
 - 5.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
 - 5.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
 - 5.1.5 To consider and review human resources and health and safety policies and procedures
 - 5.1.6 To appoint the town clerk, deputy town clerk and operations manager

- 5.1.7 To appraise the performance of the town clerk and set his/her annual objectives
- 5.1.8 To consider grievances and complaints against the town clerk
- 5.1.9 To consider appeals against grievance and disciplinary decisions made by officers
- 5.1.10 To annually consider the development of the council's workforce
- 5.1.11 To commission periodic surveys to assess employee satisfaction
- 5.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals
- 5.1.13 To consider incidents of whistleblowing by employees
- 5.1.14 To monitor the learning and development of members and staff.

6. Town Management and Highways Committee

- 6.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:
 - 6.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark
 - 6.1.2 Administration of land and property to include leases, licences and concessions
 - 6.1.3 Enforcement
 - 6.1.4 Trees and planting
 - 6.1.5 Street naming
 - 6.1.6 To develop proposals and liaise with the county and district councils on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

7. Tourism, Community and Publicity

- 7.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:
 - 7.1.1 Tourism policies
 - 7.1.2 Economic and business initiatives
 - 7.1.3 Marketing and publicity

- 7.1.4 Community engagement
- 7.1.5 Responding to consultations by external organisations
- 7.1.6 Managing the process of consulting the community and third sector groups on policy development
- 7.1.7 Twinning
- 7.1.8 Arts and heritage
- 7.1.9 Tourism services
- 7.1.10 Events' management
- 7.1.11 Promotion and publicity of the town

8. Planning

- 8.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.
 - 8.1.1 To make recommendations direct to West Dorset District Council on planning applications.
 - 8.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to West Dorset District Council on the committee's behalf if a comment is required before the next meeting.

9. Scheme of Delegation - Town Clerk

- 9.1 The town clerk is head of the council's paid service. All operational functions and day-to-day management of the council's business are delegated to the town clerk who takes ultimate responsibility for their execution.
- 9.2 The town clerk holds statutory positions as the council's proper officer, responsible financial officer, data control officer and freedom of information officer.

10. Proper Officer

- 10.1 Legislation requires local authorities to appoint certain officers with statutory responsibilities.
- 10.2 In local councils, the proper officer is usually the clerk. The statutory responsibilities of the council's town clerk are detailed in standing orders and, for information, are replicated below. The duties listed in bold are mandatory. The proper officer shall:
 - 10.2.1 Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting.

- 10.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- 10.2.3 Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.
- 10.2.4 Convene a meeting of Full Council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office.
- 10.2.5 Make available for inspection the minutes of meetings.
- 10.2.6 Receive and retain copies of byelaws made by other local authorities.
- 10.2.7 Receive and retain declarations of acceptance of office from councillors.
- 10.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 10.2.9 Keep proper records required before and after meetings.
- 10.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's procedures relating to the same.
- 10.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 10.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- 10.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- 10.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.
- 10.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.
- 10.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- 10.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

11. Responsible Financial Officer

- 11.1 The Responsible Financial Officer (RFO) is a statutory office and is appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly:
- 11.1.1 The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the council its accounting records, and accounting control systems.
 - 11.1.2 The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.
 - 11.1.3 The RFO shall be responsible for the production of financial management information as required by council.
- 11.2 The RFO may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The RFO shall report the action to the council as soon as practicable thereafter.
- 11.3 Payments under £10,000 should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, finance manager, operations manager and support services manager.
- 11.4 The authorisers named in paragraph 11.3 may also approve payments of up to £1,000 on a bank debit card.
- 11.5 In addition to executing his/her duties as the council's proper officer and responsible financial officer, it is important for the effective operation of the council that the town clerk takes personal responsibility for the Full Council, the Strategy and Finance Committee, and the Human Resources Committee and that he/she takes personal responsibility for:
- 11.5.1 good governance, internal and external audit, internal control, financial planning, human resource management, public relations and land & property transactions
 - 11.5.2 ensuring that the town council operates in accordance with all legislation
 - 11.5.3 that the council's approved policies are implemented
 - 11.5.4 ensuring statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management and health and safety
 - 11.5.5 ensuring all meetings of the town council are properly administered
 - 11.5.6 ensuring members are properly advised on policy, strategy, procedure and performance

11.5.7 leading, managing and motivating the staff team.

- 11.6 The town clerk manages the council's functions in conjunction with his/her management team: the deputy town clerk and the operations manager. These functions include: budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad hoc projects.
- 11.7 The deputy town clerk, as the title indicates, has a formal deputising role in the town clerk absence. The deputy town clerk is responsible for the council's Tourism, Community and Publicity Committee and Planning Committee. The deputy town clerk is responsible for the office-based team whose functions include: finance, committee administration, communications, ICT, bookings, and reception.
- 11.8 The operations manager doesn't have a formal deputising role for the town clerk, but in the absence of the town clerk and deputy town clerk the operations manager is the member of staff who staff must defer to and seek guidance from. The operations manager is responsible for the council's Town Management and Highways Committee. The operations manager is responsible for the management of the council's external teams.
- 11.9 The allocation and delegation of functions between officers will be reviewed periodically.

12. Urgent matters

- 12.1 Subject to consultation with either the Mayor, the Deputy Mayor, or the relevant committee chairman, the town clerk is authorised to act on behalf of the council on any matter where urgent action is needed to protect the interests of the council.
- 12.2 If the town clerk is unable to contact the Mayor, Deputy Mayor or relevant committee chairman, or is required to make an immediate decision, the town clerk is empowered to do so.
- 12.3 Any such action must be reported to the next meeting of the Full Council or the relevant committee.

13. Review

- 13.1 This document will be reviewed in May 2023 or sooner if there are changes in legislation or best practice.

Implementation date: 27 July 2022

Review Date: May 2023

Committee: Full Council

Date: 27 July 2022

Title: Visit Lyme Regis Membership Review

Purpose

To allow members to review the take-up of membership packages on the Visit Lyme Regis website and consider reviewing the charging structure

Recommendation

Members approve the charging structure for the Visit Lyme Regis website outlined in paragraphs 18 to 20

Background

1. At the Tourism, Community and Publicity Committee meeting on 30 June 2021, members considered membership packages for the tourism microsite until March 2022.
2. It was recommended and subsequently resolved by Full Council on 28 July 2021 to approve:
 - a one-off introductory six-month membership package with the following prices: Bronze £90, Silver £120, Gold £200 (accommodation and things to do, only)
 - all Lyme Regis advertisers who are already on Visit Dorset will feature on the Lyme Regis microsite for free
 - All Discover Lyme Regis advertisers will feature on the microsite for free as they have already paid a fee
 - a 70/30 income split in Visit Dorset's favour.
3. The microsite was launched on 19 January 2022.
4. At the Strategy and Finance Committee meeting on 2 February 2022, members considered membership rates for 2022-23.
5. It was agreed the memberships start would with a reduced, introductory package price to support business recovery and to launch the new website.
6. It was also agreed businesses would have the option to advertise on the Lyme Regis microsite, only, or have a combined package and advertise on both the Lyme Regis site and Visit Dorset for a 20% discount. If a business chose different levels for each site, there would be a 10% discount on each level.
7. Two types of advertising were agreed at either bronze, silver, gold or gold+ rates:
 - Accommodation and things to do (attraction or activity)
 - Shopping, food and drink, transport

8. Rates ranged from £50 for a bronze membership in the shopping, food and drink and transport category, to £968 for a platinum combined package in the accommodation or things to do category.

Report

9. Once the membership packages were agreed, the Visit Dorset team was responsible for liaising with businesses and generating new memberships.
10. A new database was created containing the contact emails for Lyme Regis tourism businesses. The businesses were contacted on behalf of Lyme Regis Town Council prior to the launch of the new website and after the launch. All tourism businesses were offered an initial six-month free listing and invited to work in partnership to make this new Lyme Regis website a successful tool for promoting and supporting the local economy.
11. Businesses that were already working with Visit Dorset were added to the new website for the free period.
12. To raise greater awareness, other mediums such as social media and a press release for the official launch were circulated by both Visit Dorset and Lyme Regis Town Council.
13. Four months after the new fees being introduced, there are currently 12 businesses (the majority of which are accommodation businesses) who have signed up to pay. This would generate a total of £3,097.67 including VAT and would be divided between the town council and Visit Dorset at the agreed percentage rates of 30% and 70% respectively.
14. At the moment, the free listed businesses have not been removed from the website – there are 116 in total – as we want the website to look busy and to be a useful resource for visitors.
15. It is believed this low take-up may be due to the current financial crisis, the availability of other booking websites such as Airbnb, Booking.com, the growth of online travel agents such as TripAdvisor, the increased use of social media to market businesses for free, and businesses are finding it a challenge to survive, employ staff and manage volumes of customers.
16. As such, Visit Dorset is recommending a review of the charging structure.
17. The council could choose to remove all non-paying businesses for the remainder of the financial year, but this will not create a positive experience for visitors using the website. However, we need to be fair to businesses that are willing to pay.
18. The current packages are discounted and competitive but small businesses continue to struggle and bounce back. To help struggling businesses, Visit Dorset is suggesting the following:
 - The reintroduction of **free but basic** website page listings, which could be re-marketed on the basis that the tourism industry has seen a very difficult and erratic early season period and that the council is aware of the national insights about this
 - Running alongside the free options there should be an opportunity for an **enhanced business website page listing**, enabling a priority listing which would be ranked in website display above other businesses, and have more features like additional photos, reviews, etc, and enable them to be included in the highlighted, high-use areas of the

website. This would enable business owners who wish to stand out more or to gain more website views to be able to pay to achieve this and work in partnership with the council.

19. Visit Dorset would continue to support and make contact with businesses to raise awareness and encourage sign-up.
20. If this way forward is agreed, the 12 businesses who have signed up and are prepared to pay but who have not yet been invoiced would be contacted personally with an explanation and offered a choice of either free or a chargeable enhanced website page listing option.

Adrianne Mullins
Support services manager
July 2022

Committee: Full Council

Date: 27 July 2022

Title: Request for access through Langmoor Gardens to facilitate works to 19a Broad Street

Purpose of Report

To allow members to consider a request for access through Langmoor Gardens to facilitate works to 19a Broad Street

Recommendation

Members consider the request and indicate, in principle, their willingness to support access through Langmoor Gardens to facilitate works to 19a Broad Street. If members are minded to support the request, then it is suggested:

1. That access be not permitted until after the end of the busy school holiday period, i.e., not before 4 September 2022
2. That no parking of contractors' vehicles be permitted within the gardens
3. That access be permitted solely for the delivery of materials to 19a Broad Street and for the duration of the works only
4. That agreement of any further detailed terms and conditions be delegated to the town clerk in consultation with the chairman of the Town Management and Highways Committee.

Background

1. 19a Broad Street shares a boundary with Langmoor Gardens and is tucked behind other properties fronting Broad Street with only a narrow, pedestrian access from the road. It also shares a boundary with the Three Cups' Hotel. The precise location and extent of the ownership is shown on the plan attached as **appendix 20A**.
2. Because of the almost 'landlocked' position of the property, the council has previously received and approved, subject to conditions, requests for access via the Langmoor Gardens for the delivery and storage of building materials, etc. The last such request was in 2018, when extensive works were carried out over a period of almost six months and the permission included a storage compound on council land, together the removal and rebuilding of the council-owned boundary wall.
3. In that instance, a formal agreement was drawn up and a licence fee of £500 and a deposit of £1,000 were charged, and conditions were imposed restricting the time of deliveries and requiring the reinstatement of any damage.

Report

4. The current request is to facilitate the construction of a balcony granted planning permission earlier this year and the erection of a length of close-boarded fencing along the boundary with the Three Cups.

5. The works will be supervised by LF Webb and Partners in Lyme. They advise the contract should last approximately three weeks and there will be no need for either a compound on the council's land or the removal and replacement of the boundary wall; materials can be simply lifted over the low wall and/or manually handled.
6. Deliveries via Broad Street are not practical because of the very restricted nature of the pedestrian access to the property. Parking for deliveries in that section of Broad Street is also extremely difficult.
7. Members are requested to consider the request. The officer view is that it can be supported in principle, subject to the conditions outlined in the recommendation above.

Mark Green
Deputy town clerk
July 2022

APPENDIX 20A



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Location Plan

Scale: 1:1250



Block Plan

Scale: 1:500



L F WEBB & PARTNER

58 Broad Street
Lyme Regis
Dorset DT7 3QF

t: 01297 442678
w: www.lfwebb.co.uk

Project:
Balcony at
19A Broad Street, Lyme Regis

Title:
Location and Block plans

Drawing status:

Planning

Scale:
as shown (@ A3)

Date:
October 2021

Drawing No.:
1535.007

Rev.:

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Written dimensions must be checked on site.

Committee: Full Council

Date: 27 July 2022

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of May and June 2022

Recommendation

Members note the report and approve the attached schedule of payments May and June 2022 for the sums of £217,361.08 and £132,519.58, respectively.

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months May and June 2022 **appendices 21A and B**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal
Finance manager
July 2022

APPENDIX 21A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for May 2022</u>			<u>£217,361.08</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
03-May	DORSET COUNCIL	Rates	Monthly	DD	8105	0%	-	8,105.00	Outside Works
09-May	SALARIES	Salary amendment	Monthly	EBP	115.09	0%	-	115.09	Staffing
11-May	HMRC VAT	VAT	Quarterly	DD	12822.21	20%	2,137.04	10,685.18	Outside Works
16-May	BANKLINE	Bank charges	Monthly	BLN	55.4	20%	9.23	46.17	Outside Works
16-May	ALLSTAR	Fuel	Monthly	DD	771.2	20%	128.53	642.67	Outside Works
18-May	DWP	Waste collection	Monthly	DD	1927.34	0%	-	1,927.34	Outside Works
19-May	WORLDPAY	Transaction charges	Monthly	DD	19.2	0%	-	19.20	Office Expenses
20-May	WORLDPAY	Transaction charges	Monthly	DD	24.54	0%	-	24.54	Office Expenses
25-May	SALARIES	May salary	Monthly	EBP	35221.04	0%	-	35,221.04	Staffing
				Total	<u>£59,061.02</u>				
LLOYDS BANK									
03-May	INVESTEC	Franking machine rental	Quarterly	DD	228	20%	38.00	190.00	Office Expenses
03-May	DVLA	Vehicle tax	Annual	DEB	290	0%	-	290.00	Outside Works
03-May	SQUARE	Team plus	Monthly	DEB	20	20%	3.33	16.67	Outside Works
03-May	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
04-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-May	VPW SYSTEMS	Domain hosting	Biennial	DD	32.4	20%	5.40	27.00	Marketing & Tourism
09-May	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-May	DC PENSION FUND	Pension contribution correction	Monthly	FPI	51.56	0%	-	51.56	Staffing
10-May	UNITY 5	Zatpark charges	Monthly	DD	507.36	20%	84.56	422.80	Utilities
10-May	EDF ENERGY	Gas	Monthly	DD	260.6	5%	12.41	248.19	Utilities
10-May	BARCLAYCARD	Transaction charges	Monthly	DD	108.49	0%	-	108.49	Office Expenses
10-May	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
11-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-May	CIS FURNITURE	Replica seafront railings	One-off	FPO	90212.4	20%	15,035.40	75,177.00	Outside Works
12-May	WELLMAN R	Lease field	Annual	FPO	9882.52	0%	-	9,882.52	Outside Works
12-May	GLEN CLEANING	Toilet cleaning and supplies	Monthly	FPO	3037.27	20%	506.21	2,531.06	Outside Works
12-May	GLEN CLEANING	Extra toilet cleaning	Seasonal	FPO	2620.8	20%	436.80	2,184.00	Outside Works
12-May	PLANTS UK	Plants for rejuvenation of langmoor garden	One-off	FPO	2259.3	20%	376.55	1,882.75	Outside Works
12-May	TOPSPARKS	Numerous jobs	One-off	FPO	1791	20%	298.50	1,492.50	Outside Works
12-May	SHERRENS	Shoppers permits	One-off	FPO	1788	20%	298.00	1,490.00	Office Expenses
12-May	SSG TRAINING	Manual handling, safety at heights courses	One-off	FPO	1260	20%	210.00	1,050.00	Office Expenses
12-May	METRIC	Car park machine hosting	Monthly	FPO	1254.2	20%	209.03	1,045.17	Outside Works
12-May	AA BREAKDOWN	Breakdown cover	Annual	FPO	1156.8	0%	-	1,156.80	Outside Works
12-May	OAKHAM FAB	Repair, bell cliff ramp	One-off	FPO	1104	20%	184.00	920.00	Outside Works
12-May	SOUTH WEST SPECIALIST CLEANING	Office cleaning	Monthly	FPO	840	20%	140.00	700.00	Office Expenses
12-May	AXE SKIP HIRE	Skip hire	One-off	FPO	612	20%	102.00	510.00	Outside Works
12-May	JADE SECURITY	Cash collection	Monthly	FPO	390.23	20%	65.04	325.19	Outside Works
12-May	LUKE LAWSON	Website monitoring	Monthly	FPO	360	0%	-	360.00	Marketing & Tourism
12-May	CLUB WIFI	UNIFI CCTV support	Annual	FPO	300	20%	50.00	250.00	Outside Works
12-May	DORSET HEALTH	Occupational health	One-off	FPO	283	0%	-	283.00	Office Expenses
12-May	FLOWBIRD	Technicians labour - machine amendment	One-off	FPO	237.6	20%	39.60	198.00	Outside Works
12-May	SIX PAYMENT	Processing fees	Monthly	FPO	213.26	0%	-	213.26	Office Expenses
12-May	CREATIVE SOLUTIONS	Acrylic for gazebo	One-off	FPO	107.98	20%	18.00	89.98	Office Expenses
12-May	SCREWFIX	External supplies	One-off	FPO	83.93	20%	13.99	69.94	Outside Works
12-May	COBB GARAGE	New vehicle battery	One-off	FPO	83.93	20%	13.99	69.94	Outside Works

Ch. A. G. H.

APPENDIX 21B

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for June 2022</u>			<u>£132,519.58</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Jun	HMRC PAYE	MAY PAYE and NI		DD	12148.57	0%	-	12,148.57	Staffing
01-Jun	DORSET COUNCIL	Rates		DD	8105	0%	-	8,105.00	Outside Works
01-Jun	HMRC PAYE	MAY PAYE and NI amendment		DD	87.44	0%	-	87.44	Staffing
14-Jun	ALLSTAR	Fuel		DD	649.92	20%	108.32	541.60	Outside Works
15-Jun	BANKLINE	Bank charges		BLN	60.1	0%	-	60.10	Office Expenses
20-Jun	DWP	Waste collection		DD	2035.35	0%	-	2,035.35	Outside Works
21-Jun	RED CROSS	Ukraine support donation		CHQ	2500	0%	-	2,500.00	Office Expenses
21-Jun	WORLDPAY	Transaction charges		DD	26.34	0%	-	26.34	Office Expenses
21-Jun	WORLDPAY	Transaction charges		DD	22.21	0%	-	22.21	Office Expenses
23-Jun	SALARIES	June Salary		EBP	37814.99	0%	-	37,814.99	Staffing
				Total	<u>£63,449.92</u>				
LLOYDS BANK									
01-Jun	AMAZON	Office supplies	One-off	DEB	37.93	20%	6.32	31.61	Office Expenses
01-Jun	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
01-Jun	THE JOHN BODDY AGENCY	BBC big band instalment	One-off	FPO	3000	20%	500.00	2,500.00	Office Expenses
06-Jun	HIRE STATION LTD	Crowd control barrier for jubilee event	One-off	DEB	82.8	20%	13.80	69.00	Outside Works
06-Jun	ASDA	Food for the jubilee event	One-off	DEB	44.59	0%	-	44.59	Office Expenses
06-Jun	SQUARE	Team plus	Monthly	DEB	20	20%	3.33	16.67	Outside Works
06-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Jun	UNITY 5	Zatpark transaction charges	Monthly	DD	514.56	20%	85.76	428.80	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	384.9	0%	-	384.90	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	178.67	0%	-	178.67	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	172.17	0%	-	172.17	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	146.48	0%	-	146.48	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	73.18	0%	-	73.18	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	63.58	0%	-	63.58	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	61.87	0%	-	61.87	Utilities
09-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	43.85	0%	-	43.85	Utilities
09-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	204.93	0%	-	204.93	Utilities
10-Jun	BARCLAYCARD	Transaction charges	Monthly	DD	39.4	0%	-	39.40	Office Expenses
10-Jun	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
13-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	1154.02	0%	-	1,154.02	Utilities
13-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	465.43	0%	-	465.43	Utilities
13-Jun	SOUTHERN ELECTRIC	Electric	Monthly	DD	156.42	0%	-	156.42	Utilities
13-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Jun	CUSTOMER	Shelter hire refund	One-off	FPO	750	0%	-	750.00	Refunds
13-Jun	CUSTOMER	Residents 50% wedding discount refund	One-off	FPO	160	0%	-	160.00	Refunds
13-Jun	CUSTOMER	Shelter hire refund	One-off	FPO	75	0%	-	75.00	Refunds
13-Jun	CUSTOMER	Car park refund	One-off	FPO	60	0%	-	60.00	Refunds
13-Jun	CUSTOMER	Beach hut refund	One-off	FPO	60	0%	-	60.00	Refunds
13-Jun	CUSTOMER	Beach hut refund	One-off	FPO	55	0%	-	55.00	Refunds
13-Jun	CUSTOMER	Beach hut refund	One-off	FPO	40	0%	-	40.00	Refunds
13-Jun	CUSTOMER	Spare key refund	One-off	FPO	20	0%	-	20.00	Refunds
13-Jun	CUSTOMER	Beach hut refund	One-off	FPO	20	0%	-	20.00	Refunds
13-Jun	CUSTOMER	Car park refund	One-off	FPO	11	0%	-	11.00	Refunds
14-Jun	UNITY 5	Additional zatpermits	One-off	DD	8.4	20%	1.40	7.00	Utilities

14-Jun	GIFFGAFF	Mobile bundle	Monthly	FPI	6	20%	1.00	5.00	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	865.12	0%	-	865.12	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	492.17	0%	-	492.17	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	107.39	0%	-	107.39	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	107	0%	-	107.00	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	96.08	0%	-	96.08	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	95.1	0%	-	95.10	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	95.1	0%	-	95.10	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	94.44	0%	-	94.44	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	86.32	0%	-	86.32	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	64.23	0%	-	64.23	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	18.35	0%	-	18.35	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	14.01	0%	-	14.01	Utilities
15-Jun	SOUTH WEST WATER	Water	Quarterly	DD	14.01	0%	-	14.01	Utilities
15-Jun	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Jun	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
16-Jun	SAGE SOFTWARE LTD	Software support	Monthly	DD	305.76	20%	50.96	254.80	Office Expenses
16-Jun	LR BOWLS CLUB	Advertisement	One-off	FPO	40	0%	-	40.00	Office Expenses
17-Jun	AIB	Credit card charges	Monthly	DD	663.86	0%	-	663.86	Outside Works
17-Jun	VPW SYSTEMS	Domain hosting	Annual	DD	245.7	20%	40.95	204.75	Marketing & Tourism
17-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Jun	HYDROSURE GLOBAL	Hose pipes	One-off	DEB	484.17	20%	80.70	403.48	Outside Works
20-Jun	SCAFFTAG	Inspection date tags	One-off	DEB	139.2	20%	23.20	116.00	Outside Works
20-Jun	PITCHCARE	Stem injection kits	One-off	DEB	121.92	20%	20.32	101.60	Outside Works
20-Jun	J&S SERVICES	Chainsaw replacement part	One-off	DEB	58.13	20%	9.69	48.44	Outside Works
20-Jun	EBAY	Inspection date tags	One-off	DEB	37.45	20%	6.24	31.21	Office Expenses
20-Jun	AMAZON	Gardening supplies -Blades	One-off	DEB	26.37	20%	4.40	21.98	Office Expenses
20-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	57.06	0%	-	57.06	Office Expenses
21-Jun	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
21-Jun	EUPHORIA PYROTECHNICS	Fireworks - Jubilee event	One-off	FPO	3800	0%	-	3,800.00	Office Expenses
21-Jun	COMFORT LINEN	Robe cleaning	One-off	FPO	358.8	20%	59.80	299.00	Office Expenses
22-Jun	EDF ENERGY	Gas	Monthly	DD	299.6	5%	14.27	285.33	Utilities
22-Jun	GLEN CLEANING	Contract cleaning - several invoices	Monthly	FPO	3183.05	20%	530.51	2,652.54	Outside Works
22-Jun	CRICKMAY STARK	Consultancy - Guildhall window	One-off	FPO	2123	20%	353.83	1,769.17	Office Expenses
22-Jun	CREATIVE SOLUTIONS	Various printing	One-off	FPO	1198.49	20%	199.75	998.74	Office Expenses
22-Jun	DAMORY	Bus route	Monthly	FPO	1166.67	0%	-	1,166.67	Rents
22-Jun	ARCHANT	Staff advertising	One-off	FPO	1079.76	20%	179.96	899.80	Office Expenses
22-Jun	DAPTC	Subscription	Annual	FPO	901.17	0%	-	901.17	Office Expenses
22-Jun	CARRAPITT PLANTS	Jane Austin rockery plants	One-off	FPO	678	20%	113.00	565.00	Outside Works
22-Jun	JADE SECURITY	Cash collection	Monthly	FPO	560.72	20%	93.45	467.27	Outside Works
22-Jun	LG MEDIA	Job advertisement	One-off	FPO	420	20%	70.00	350.00	Staffing
22-Jun	CLUB WIFI	Network issue work	One-off	FPO	366.1	20%	61.02	305.08	Outside Works
22-Jun	AXE SKIP HIRE	Skip hire	One-off	FPO	330	20%	55.00	275.00	Outside Works
22-Jun	DORSET YOUTH ASSOCIATION	Grant	One-off	FPO	300	0%	-	300.00	Grants
22-Jun	AXMINSTER IRONWORK	Statue repairs	One-off	FPO	240	20%	40.00	200.00	Outside Works
22-Jun	BUGLARS	Tool kit and car parts	One-off	FPO	221.31	20%	36.89	184.43	Outside Works
22-Jun	ECOM6	April and May Online usage	Monthly	FPO	196.3	20%	32.72	163.58	Office Expenses
22-Jun	MOLE AVON	External supplies	One-off	FPO	170.08	20%	28.35	141.73	Outside Works
22-Jun	ARTHUR FORDHAMS	External supplies	One-off	FPO	165.81	20%	27.64	138.18	Outside Works
22-Jun	EUROFFICE	Stationary	One-off	FPO	133.34	20%	22.22	111.12	Office Expenses
22-Jun	LYME ONLINE	Advertising	One-off	FPO	120	0%	-	120.00	Marketing & Tourism
22-Jun	A.S SECURITY ALARM	Renewal work	One-off	FPO	67.8	20%	11.30	56.50	Outside Works
22-Jun	AKRO VALVE	Plumbing supplies	One-off	FPO	61.61	20%	10.27	51.34	Outside Works
22-Jun	MR KING - WINDOW	Window cleaning	One-off	FPO	60	0%	-	60.00	Outside Works
22-Jun	COBB GARAGE	Number plate	One-off	FPO	22.8	20%	3.80	19.00	Outside Works
22-Jun	STAFF	Expenses	One-off	FPO	6.5	0%	-	6.50	Staffing
23-Jun	IP OFFICE	May phone calls	Monthly	DD	437.11	20%	72.85	364.26	Office Expenses
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jun	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

Ch. A. G. B.