



**John Wright  
Town Clerk**

**Lyme Regis Town Council**

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

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

Tel: 01297 445175  
Fax: 01297 443773

Notice is given of the **Annual Meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 31 May 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
26.05.23

*The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.*

*If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.*

*If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.*

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

### **Prayers**

A prayer will be offered by the Rev. Chris Martin

### **AGENDA**

#### **1. Public Forum**

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

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

**2. Dorset Council Matters**

To receive updates from the Dorset Council ward member

**3. Questions from Councillors**

**4. Apologies for absence**

To receive and record any apologies and reasons for absence

**5. Disclosable Pecuniary Interests**

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

**6. Dispensations**

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

**7. To confirm the accuracy of the minutes of the Full Council meeting held on 17 May 2023 (attached)**

**8. Matters arising from the minutes of the Full Council meeting held on 17 May 2023**

To inform members of matters arising from the minutes of the Full Council meeting held on 17 May 2023 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**9. Update Report**

There are no updates

**10. Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence**

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

**11. Appointments to Council Committees**

To allow the council to appoint members to its committees

**12. Reports from External Bodies**

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

**13. Appointments to External Bodies 2023-24**

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

**14. Terms of Reference and Scheme of Delegation**

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

**15. Review of the Council's and/or Employees' Memberships of Other Bodies**

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

**16. Review of Insurance Cover**

To allow members to consider the adequacy of the council's insurance cover

**17. Co-option**

To allow members to approve a co-option process for a council vacancy

**18. List of Payments**

To inform members of the payments made in the month of April 2023

**19. Exempt Business**

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 17 MAY 2023

**Present**

**Chairman:** The Mayor, Cllr M. Ellis

**Councillors:** Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, 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:** A. Mullins (support services manager), J. Wright (town clerk)

The Rev. Chris Martin gave a prayer.

The town clerk confirmed Cllr S. Cockerell had signed his declaration of acceptance of office.

**22/142/C Public Forum**

**E. Holt**

E. Holt, chairman of Lyme Regis Town Band, said the band would like to thank the council for its continued support through funding, advertising and attending band events and concerts. He said from the minutes of the Tourism, Community and Publicity Committee meeting, members would see the band expressed concerns over the change in the funding structure. When considering the proposal, he asked if members could consider the following points. He said the band had organised, advertised and performed at the Tuesday evening concerts for many years without council support and this had given them the freedom to cancel an event if they struggled to get sufficient players, or adapt the timing of the free concerts and choose when in the season to start and finish. E. Holt said by taking the Tuesday evenings under the banner of the council funded events, the band was worried they would lose the flexibility they had needed in previous years and instead they would be contracted to perform at a standard below which they believed they were capable. He said the band were not worried about the extra funding they would receive from the new charging structure and they felt it greatly undervalued the band and what they did for the town. However, he said if the funding structure had to remain, they would request the band retains some flexibility to choose not to perform if necessary. E. Holt said this would only be when necessary, for example due to illness, insufficient players or extreme weather making it dangerous. He said they would also not be expected to pay if they didn't attend. He said this would only affect the Tuesday evening free concerts during the summer holidays and would not affect any agreed Sunday dates. He said ultimately, they would like the funding structure for the town band to remain as it had for many years and not change but if it must, they would request that flexibility.

## **S. Holman**

S. Holman spoke in relation to agenda item 22, OK World Championships. She said four years ago, Lyme Regis Sailing Club agreed to take on the championships, then the pandemic hit so it was put off. She said now it was a very popular event, the prime single-handed sailing competition of the year, and it was going to happen in Lyme Regis. She said they were expecting 80 to 100 competitors and the club took on the competition on that basis; entry couldn't be limited, which meant there were now around 149 competitors. This meant a lot more dates, more people, which was good as visitors would come to the town, competitors from 13 different countries and among them at least seven world champions, so it was very prestigious. S. Holman said they were running out of space so the request to the council was to cut across a corner of the sand beach to access emergency parking for the dinghies, if necessary, and for trailer parking at Strawberry Field and on the pebbles at Monmouth Beach, for which they would provide matting. She said most of what they did was in consultation with Dorset harbours as it was their land and they would use their harbour and facilities, so it was quite unusual to ask anything of the town council. S. Holman said because there were so many boats, they couldn't run a normal Olympic course and had to set up a different course, for which they needed a lot of extra markers. She said the course was one to two miles out to sea, over a mile long and over a mile-and-a-half wide so the markers had to be big and dramatic to be seen from a distance, costing £640 each. She said they had borrowed some markers but were asking if the town council would sponsor two or three. She said they would be able to brand them with the town council's logo but not before the event because there wasn't enough time.

## **P. Evans**

As president of Lyme Regis Football Club, P. Evans spoke in relation to the proposed multi-use games area (MUGA). He said he welcomed this initiative and congratulated the council on the project but he wanted to make one plea; the biggest user of Anning Road Playing Field was the youth football section. He said they had over 100 children from age six to 15 training at the playing field most evenings. He said the pitch was the minimum size and they would need to retain it at this size. P. Evans said he believed there was a suggestion to move the pitch slightly to the east and this would be no problem, but they needed to keep it at the minimum size because they had no other field to use. He said they were not able to use Davey Fort to that extent because of drainage problems. He said of the 100 members, they had four teams playing in local leagues and qualified coaches, so this was one of the most successful times of the youth section, who would be future starts of the football club.

## **K. Gollop**

K. Gollop spoke in relation to agenda item 26, Use of Jubilee Pavilion. He asked members to bear in mind what most people in Lyme Regis thought. He said there were enough cafes, tea shops and gifts shops and people didn't want any more commercialisation on the seafront. He said the council didn't need to rent it out as it had enough money to get by. He said the town put a lot of money into the Jubilee Pavilion

when it was renovated and there was a good system operating to open it to the public. K. Gollop said a lot of money was put into it by locals, but someone on the council upset the volunteers so they left. He said surely with a bit of initiative, locals could be persuaded to use it, even if it was just for weekends, for things like bring and buy sales and art exhibitions. He said all it would require were some tables and chairs and some hooks to allow for exhibitions and he was sure once it got going, people would use it.

**R. Daw, C. Lambert, D. Conibere (all submitted the same letter, read out by an officer)**

On behalf of the Lyme Regis Loving Dog Owners, Visitors & Friends Facebook group, they said they welcomed the town council's ambitions for Lyme Regis to become carbon neutral by 2030. They said many abled bodied dog owners, as well as dog owners with mobility issues or disabilities and their dogs, struggled with the alternative beaches of Monmouth, Church Cliff and East (Back) Beaches, which had been deemed unsuitable for them by Dorset Council. They said in the current dogs in open spaces Public Space Protection Order (PSPO), before the climate emergency was raised, it was stated that dog owning residents driving to other dogs off leads beaches was 'acceptable'. They shared a real-life situation of a resident disabled dog owner (Mr H) who could use the front sandy beach if he was allowed to have his dog off lead. Mr H was registered disabled, he either walked with a stick or a walker, was prone to falling, and was unable to use the alternative beaches in Lyme Regis. They said Mr H had no choice but to drive daily to exercise his dog off lead, driving five miles there and five miles back home to Lyme Regis. They said Mr H walked his dog twice a day (20 miles per day), seven days a week (140 miles a week) so in just one year, Mr H increased the carbon footprint by having to use his car by 7,280 miles. They said if this was multiplied by all the resident dog owners that were also driving elsewhere in the winter months due to the dogs on leads restrictions, those numbers increased by a huge amount. They said just 10 resident dog owners driving elsewhere to exercise their dog off lead was 72,800 extra miles a year and 20 dog owners was 148,600 miles per year just so they could walk their dog off lead, and so on. They said there were many people like Mr H, both disabled and abled bodied, who had been forced into their cars due to the unfair restrictions as a direct result of Lyme Regis Town Council asking for a ban of dogs on the only safe and accessible front sandy beach. They were aware Dorset Council wished to harmonise all the beaches to have the same dogs off leads restrictions in the winter months. In light of the town council's wish to become carbon neutral due to the climate emergency, they asked what it was prepared to do to work with dog owners to decrease the need to drive to other dogs off lead beaches. They said the group would suggest working with the town council using, for example, the Green Dog Walking Scheme, using the law-abiding dog owners to promote good dog ownership to others in order to use the safe and accessible front sandy beach for dog off lead exercise. In turn, they said resident dog owners wouldn't have to drive elsewhere for off lead exercise, which would help combat climate change due to lowering the carbon footprint.

**C. Humphreys**

C. Humphreys said it was great to see Lyme Regis was aiming to become carbon neutral by 2030, something everyone should be supporting as it was so important to look after

the valuable resources and planet. She said she was at a loss as to why the council had a policy in place whereby officers had previously confirmed to her in writing it was acceptable to push residents, visitors and holiday makers into cars and out of Lyme Regis, when there was a perfectly obvious solution in Lyme itself. She said she was referring to the highly discussed issue of dogs on the main beaches. C. Humphreys said she had seen the correspondence from the Kennel Club, the council and other dog owners and lovers over the last few years since the rule was put in place. She said it made her sad the town council was not willing to even discuss the compromises the Kennel Club had suggested, as this would have so many benefits, one being to reduce the number of journeys made by car. She said all dog owners were required by law to exercise their dogs off lead every day and at times the only safe, accessible space within walking distance was the main beach with restrictions. C. Humphreys said she would not walk alone on the beaches where dog walking was allowed in the dark winter evenings, assuming the tide was out when she finished work, because they were not near to any cafes or public spaces. She said in support of the commitment to carbon neutrality, it would be great if there was an agreement to at least trial the compromises that were put forward as nothing other than a few people disliking dogs had ever been mentioned as a reason to not do this. She suggested dogs should be allowed off lead on all beaches during the winter months as they had photo evidence there was never anyone else on the beaches, on-lead exercise was not sufficient, and she felt it was cruel to dogs who wanted to run and play. C. Humphreys suggested dogs could be allowed off lead before 10am and after 6pm when the beaches were not busy. She said on the odd day they were busy after 6pm, dog owners would keep their dogs off until later as they would prefer to exercise their dogs on a quiet space. She said she hoped the council would respond to her email as there was no point publicly talking about carbon neutrality when on the other hand the council was actively encouraging people into cars. She said as mental health was also such a key topic, it would be good to see this being taken into account too, as well as the business and revenue lost to Lyme Regis which they had evidence of.

### **C. Lambert**

C. Lambert said she no longer walked her dog on any beach in Lyme Regis and chose to drive 50 minutes, on a very good day's drive, to Weymouth where her dog could run and walk on the beach without a lead. She said this extra expense and fuel was necessary because she couldn't walk her dog on her local beach and she would continue to do this and utilise the businesses in Weymouth for as long as the dog restrictions remained in place.

### **S. Ladd**

S. Ladd said she would like the council to reconsider dogs to be allowed on the beach off the lead in the winter months. She said they used to go to Lyme Regis and walk their dog and meet other dog owners three to four times a week. She said after they walked their dog they would always have a coffee but they now went to Charmouth, which was further from where they lived in Kilmington. She said she couldn't understand why the council would not allow dogs to run free on the main beach in the winter months. S. Ladd said other beaches in Cornwall and Devon were dog friendly. She said she would be grateful

if the council would reconsider the process and she was sure this would bring more people to Lyme Regis who were animal friendly.

### **K. Read**

K. Read said she was, or had been, a regular visitor to Lyme for well over 20 years but the recent restrictions on the beaches meant they came infrequently, despite owning a property. She said when they were in Lyme, they travelled to places where they felt welcome as the only beaches deemed safe in Lyme were either inaccessible much of the time or were unsafe due to broken glass, etc. She said they would walk into Lyme every day and eat and drink at the local pubs and shop locally. K. Read said Lyme was now losing their money and they were not being green by travelling so much, not to mention adding to the traffic at peak times. She said so many areas across the UK had a working relationship with dog owners but Lyme Regis was sadly so out of touch and its economy would continue to suffer accordingly. She said it was humans leaving behind rubbish and dangerous waste at the beach, never an animal.

### **22/143/C Dorset Council Matters**

Cllr B. Bawden's gave the following updates:

- Dorset Council's (DC) annual council meeting had been held and all the committee places had been allocated according to the political parties' proportions. None of the requests the opposition parties made were granted and a vote to elect an independent vice-chairman was unsuccessful.
- As part of Learning at Work Week, various events had taken place online and at County Hall, which included councillors talking to staff about what they did.
- Upcoming meetings and events – a western and southern area planning committee, a meeting with the police sergeant, an online briefing about Dorset Youth Council, Charmouth's annual parish meeting, a meeting with Uplyme Parish Council and Devon Highways, a Harbours Committee meeting, and Audit and Governance Committee meeting.
- She had attended a Rural Services Network webinar on rural transport, which she would follow up with DC on the options other local authorities were doing.
- The second phase of the libraries' consultation had finished and a members' briefing would follow.
- Current consultations – Planning for Climate Change, which would close on 8 June 2023, Dorset Impact Survey on Education, Health and Care Services, which would close on 26 June 2023, and Call for Sites for the Local Plan, which would close on 1 July 2023.
- She praised the Citizens' Advice Bureau for providing help and advice to residents, particularly on council tax queries.
- She was chasing DC to get several walls repaired in Lyme Regis but it was slow progress. The Marine Theatre wall was scheduled to be repaired but there was no plans in place yet to repair the Cobb Gate car park wall.
- New electrical vehicle chargers would be installed in DC car parks but she was unsure of the date.



- The planning enquiry into the refusal of planning permission at Stile Lane had started.

#### **22/144/C Questions from Councillors**

##### **Cllr R. Doney**

Cllr R. Doney asked where it was formally recorded in the council minutes when a councillor was disqualified from office.

The town clerk said if a member didn't attend a meeting for six months they were disqualified and the process of recruiting another councillor was managed by DC's electoral services; he said members had been notified but there was no requirement to formally register this at a Full Council meeting.

Cllr R. Doney said he understood this but felt it was an important point for public record, in the same way new members were welcomed onto the council.

#### **22/145/C Apologies for Absence**

Cllr C. Aldridge – holiday  
Cllr P. May – holiday

#### **22/146/C Disclosable Pecuniary Interests**

Cllr R. Smith declared a non-pecuniary interest in agenda item 26, Use of the Jubilee Pavilion, as he was a member of Lyme Regis Gig Club and the club had some involvement with the pavilion.

#### **22/147/C Dispensations**

There were none.

#### **22/148/C To confirm the accuracy of the minutes of the Full Council meeting held on 5 April 2023**

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, the minutes of the Full Council meeting held on 5 April 2023 were **ADOPTED**.

#### **22/149/C Matters arising from the minutes of the Full Council meeting held on 15 February 2023 and the extraordinary Full Council meeting on 29 March 2023**

There were none.

#### **22/150/C Update Report**

There were none.

## **22/151/C Mayor's Announcements**

As this was her last meeting as mayor, Cllr M. Ellis thanked her husband Alan Ellis, deputy mayor Cllr C. Reynolds and the deputy mayor's consort Alan Reynolds for their support throughout the year at the many events they had attended in Lyme Regis and all over Dorset. She said it had been a memorable year covering events for the Platinum Jubilee, the Queen's passing, reading the official proclamation and the King's coronation, along with all the special events that happened in Lyme Regis.

The mayor, Cllr M. Ellis said she had held 10 fundraising events for the mayor's charities, Axminster and Lyme Cancer Support and Lyme Regis Pantomime Society, raising £2,962.84, which she would make up to £3,000 so each organisation received £1,500.

Cllr C. Reynolds said it had been a pleasure to work with the mayor for a year and congratulated her on the amount of money raised.

## **22/152/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Planning Committee held on 18 April 2023 and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meetings on 4 April and 2 May 2023.

Cllr B. Larcombe said due to Planning Committee meetings now being held every fortnight, the number of applications on each agenda was diminishing, but this had been done to fall in line with DC's requirement for a 21-day return on comments, which didn't fit with this council's cycle of meetings. He felt the council needed to review this to find a better way of working.

## **22/153/C Environment Committee**

Proposed by Cllr R. Smith and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Environment Committee held on 3 May 2023 and adopt the recommendations, as follows:

### **22/70/ENV – River Lim Action Group Report**

**RESOLVED:** that the council writes to South West Water to urge them to invest in 2024-25 to help solve the severe impacts caused by sewage in the River Lim at the earliest possible opportunity.

### **22/71/ENV – Environment Policy Review**

**RESOLVED:** to set up a working group to formulate an Environment Policy for consideration by the Environment Committee and to appoint Cllrs P. May, B. Larcombe, B. Bawden, D. Ruffle and S. Cockerell to the working group.

## **22/154/C Human Resources Committee**

Proposed by Cllr G. Stammers and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Human Resources Committee held on 12 April 2023 and adopt the recommendations, as follows:

### **22/84/HR – Civility and Respect**

**RESOLVED:** that members recognised the principles outlined in the Civility and Respect pledge and officers prepare a draft pledge which is adapted to fit the organisation and ready for the new intake of councillors to sign up to in 2024.

## **22/155/C Strategy and Finance Committee**

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 10 May 2023 and adopt the recommendations, as follows:

### **22/87/SF – Review of Standing Orders**

**RESOLVED:** to approve the revised standing orders.

### **22/88/SF – Review of Financial Regulations**

**RESOLVED:** to approve the revised financial regulations.

### **22/89/SF – The Annual Review of the Communications/PR Policy and Procedure**

**RESOLVED:** to approve the revised Communications/PR Policy and Procedure.

### **22/90/SF – Project Proposals**

**RESOLVED:** to pursue the project to install a multi-use games area at Anning Road playing field.

### **22/91/SF – Seafront Evening Litter Bin Collections**

**RESOLVED:** to introduce seafront evening litter bin collections for the 2023 summer season.

### **22/92/SF – Mary Anning Scholarship Legacy Fund**

**RESOLVED:** to re-allocate, in principle, the £5,000 Mary Anning Scholarship Legacy Fund to The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School to develop a proposal to support girls and young women into science, subject to further proposals being considered by the Strategy and Finance Committee.

### **22/93/SF – Dog-Related Public Space Protection Order**

**RESOLVED:** to respond to Dorset Council that the council would like a total ban on dogs on front beaches all-year-round.

### **22/95/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments in March 2023 for the sum of £275,278.53.

### **22/156/C Tourism, Community and Publicity Committee**

Proposed by Cllr C. Reynolds and seconded by Cllr D. Ruffle, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 26 April 2023 and adopt the recommendations, as follows:

#### **22/104/TCP – Sharing Information with Local Residents**

**RESOLVED:** to produce a quarterly newsletter which is sent via the Royal Mail to everyone in the DT7 3 area and to also send the newsletter via email if requested.

#### **22/105/TCP – Lyme Regis Town Band**

**RESOLVED:** to restructure payments to Lyme Regis Town Band so they are paid £100 for all performances, i.e., four Sunday performances during the summer school holidays and eight practice performances on Tuesday evenings.

#### **22/106/TCP – Dorset Council Free Parking Days**

**RESOLVED:** to agree a change to the non-charging dates in Lyme Regis car parks, replacing Carols Round the Christmas Tree on 23 December with the Christmas Tree Festival on 15 December, and instruct officers to liaise with Dorset Council Parking Services.

#### **22/107/TCP – Leisure Strategy Consultation**

**RESOLVED:** to delegate Cllr C. Reynolds to work with the support services manager to respond to Dorset Council's Leisure Development Strategy on the council's behalf.

### **22/157/C Town Management and Highways Committee**

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 19 April 2023 and adopt the recommendations, as follows:

### **22/89/TMH – Monmouth Beach Garages Policy**

**RESOLVED:** to restrict the hire of Monmouth Beach garages to Lyme Regis residents and to inform those on the waiting list who live outside Lyme Regis they are no longer eligible.

### **22/90/TMH – Gardens Land Stability Reporting**

**RESOLVED:** that officers engage with Dorset Council to find out how ground monitoring information in the gardens is received and processed, how much the ground monitoring costs, what contribution the town council would be required to make, and to establish if Dorset Council would be interested in contributing to the cost of the town council's ground monitoring.

### **22/91/TMH – Repair Works at The Bowls Club – Request for Contribution Towards Costs**

**RESOLVED:** to make a 50% contribution towards the cost of repair works at The Bowls Club, Monmouth Beach and to make it clear this was a one-off payment, without prejudice, and the council accepts no liability.

### **22/93/TMH – Dorset Council Highways Meeting and Highways issues**

**RESOLVED:** to conduct five potential speed indicator device site surveys at a cost of £950 from the external works' budget.

**RESOLVED:** to send a letter of support on the proposed road widening scheme on Lyme Road to Uplyme Parish Council for enhanced pedestrian and school children's safety.

### **22/95/TMH – Traffic and Travel Strategy Working Group**

**RESOLVED:** to form a traffic and travel strategy working group and to appoint Cllrs P. May, B. Larcombe, C. Aldridge, S. Cockerell and B. Bawden to the group.

### **22/158/C Calendar of Meetings**

Cllr B. Bawden said it had been agreed to set up working groups to review the environment policy and to look at traffic, transport and parking and asked if members or officers would organise these meetings.

The town clerk said officers would organise working group meetings.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to approve the calendar of meetings for the 2023-24 council year.

## **22/159/C The Annual Review of the Complaints' Policy and Procedure**

Members noted the number of complaints that had been made but acknowledged it was a relatively small amount given the influx of people into the town during the peak season.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members **RESOLVED** to approve the complaints' policy and procedure and note the volume and nature of complaints received since May 2023.

## **22/160/C Information Policy**

Cllr B. Larcombe said the council had to be mindful that it had an obligation to respond to Freedom of Information requests but there was also an expense limit which shouldn't be exceeded in responding to requests. He said there were guidelines and these should be adhered to.

The town clerk agreed the council needed to get the balance right; it didn't want to refuse access to information and it needed to be open and transparent where possible, but the response should be reasonable and within defined limits.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the Information Policy.

## **22/161/C Call for Sites**

The deputy town clerk said although the primary purpose of DC's Call for Sites suitable for development was primarily housing or employment, this was an opportunity for the town council to respond formally to DC to say it would like to consider Strawberry Fields in the Local Plan for appropriate uses. He said the issue was what those appropriate uses were and whether the uses were restricted to those in the existing lease, or subject to discussion with the landowner, who may consider other uses to allow cross subsidy to achieve other aims.

Cllr B. Larcombe said as the Local Plan was going to take so long to adopt, he asked whether anything being discussed would prevent the council from making a planning application for Strawberry Field while it was still outside development limits.

The deputy town clerk said there was nothing to prevent the council from making an application as it was anticipated the Local Plan wouldn't be adopted until 2026.

Cllr B. Bawden felt the council should ask for the site to be for economic uses, as well as leisure uses.

Cllr R. Smith asked how this would feed into any decisions about park and ride.

The deputy town clerk said this process was about getting the site allocated for appropriate uses so the principle of it being used for some purpose was agreed; the detail of the use or when it might be implemented was a separate matter. He said the

council would have to give an indication of the uses it would anticipate but that didn't have to be decided at this meeting. As the deadline for submissions wasn't until 1 July 2023, there was still time for more discussion.

Proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe, members **RESOLVED** to support the principle of an appropriate allocation of Strawberry Fields through the Local Plan process.

#### **22/162/C OK World Championships**

The town clerk said there had been no response yet from Natural England regarding the use of Monmouth Beach to store trailers.

Cllr B. Larcombe said he fully supported the request as it was a one-off and he felt all the requirements were necessary for the event. He said the sailing club was a significant feature of the town and this event would put Lyme Regis on the map in reputational terms.

Cllr D. Sarson said he supported the request as it was a prestigious event and it would support local businesses and hospitality.

The mayor, Cllr M. Ellis said her only concern was the cost of the markers and she felt the sailing club should have requested funding as part of the community grants' process. She said it was unfair for organisations to come to the council with ad-hoc requests throughout the year.

Cllr B. Larcombe said the need wouldn't necessarily have been identified until closer to the event and this was an exceptional case for an exceptional event.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members **RESOLVED** to support the OK World Championships by allowing Lyme Regis Sailing Club to use Monmouth Beach (subject to consent from Natural England) and Strawberry Fields for the storage of road trailers, permitting access to the harbour part of the main sandy beach, and sponsoring three race markers at £541.25, excl. VAT, each.

#### **22/163/C Replacement Chalet at 50 Ware Cliff, Monmouth Beach**

The deputy town clerk said the replacement chalet would incur no change in the site fees as the amount charged was based on the whole plot size.

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, members **RESOLVED** to support the request to replace the existing chalet at 50 Ware Cliff, Monmouth Beach with one of broadly similar size and design.

#### **22/164/C Works to Monmouth Beach Store and Cemetery Lodge**

The deputy town clerk said he was suggesting the council had a preferred contractor for building related professional services as there were several large projects within the

objectives, for which the council needed to obtain best value and also work within the council's procurement processes as efficiently as possible. He said procuring professional services for each project would incur a lot of work and time so it would be preferable to only go through one competitive process to choose a preferred contractor.

Cllr B. Larcombe asked if there was likely to be anyone who could manage the variety of work required and he asked if having a preferred contractor limited the competitive process if there were so many elements.

The town clerk said there would still need to be a procurement process and it may result in several contractors doing all the projects. He said it would be beneficial to select a preferred partner for architectural, surveying and contract management.

Cllr B. Bawden asked if preferred contractors could support the council's approach to becoming carbon neutral by 2030.

Cllr R. Doney said these kinds of arrangements were not unusual in the private and public sector as there was the potential to save a lot of administration. He asked if the appointment of a preferred supplier would be time limited.

The deputy town clerk said he would expect the appointment to be for no more than three years in the first instance.

Cllr B. Larcombe asked how the council would promote the opportunity to contractors.

The deputy town clerk said as the value of the work would exceed the tender threshold in standing orders, financial regulations and Government guidelines, the opportunity would have to be advertised on the Contract Finder website, so it would be an extensive process. He anticipated it would attract a reasonable amount of interest locally and beyond the immediate area.

Cllr G. Stammers asked if contractor availability would be an issue in the timescales the council was working to.

The deputy town clerk said he didn't think this would be an issue for the kind of work the council was looking to procure but he was more concerned about the availability of building contractors.

Cllr G. Turner asked what work was required to the store.

The deputy town clerk said the building was in a poor condition so a lot of work was required and he believed the council would struggle to do it within the identified budget.

Cllr B. Larcombe asked if there would be member involvement in choosing a preferred contractor.



The town clerk said there was member involvement in the tender process and it would be brought back to a committee so there was an opportunity for all members to be engaged in the process.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to note the latest situation with works to Monmouth Beach Store and Cemetery Chapel and agree a 'preferred contractor' approach to building-related professional services, e.g., architectural, surveying or cost-consulting, going forwards.

#### **22/165/C Park and Ride 2023**

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

#### **22/166/C Use of Jubilee Pavilion**

Members discussed whether this item should be discussed in open or exempt business.

The town clerk suggested members had the discussion about whether to use the pavilion for commercial purposes in exempt business and then further discussions could take place in public about other potential uses and options.

Members felt as there was a lot of public interest in the pavilion, the discussion should be held in open business but the mayor, Cllr M. Ellis said if discussion strayed into commercially sensitive areas, she would take it into exempt business.

Cllr B. Larcombe said the pavilion was a public facility and he imagined local groups wanting to use it. He felt the council was financially robust so he didn't see the drive for it to be a commercial undertaking.

The town clerk said the report wasn't suggesting the pavilion should be for commercial use; it said there was no longer a requirement for it to be used commercially. He said during Covid the council took a big hit financially and officers were looking at all the options to bring money into the council, but they recognised the organisation had recovered and was no longer in that position. He said there needed to be a proper discussion about what the council wanted to do with the building and several organisations had already said they would be interested in using it.

Several members agreed the Jubilee Pavilion should remain a public building.

Cllr R. Doney said he was one of the volunteers at the Jubilee Pavilion when it was an information point and he saw how useful it was, especially to visitors. He said it was

important to get organisations interested in using it because it at that time, it was almost always empty.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members **RESOLVED** to explore and develop the use of the Jubilee Pavilion as a non-commercial, public facility and promote the building to local groups to determine a mechanism for its booking.

Members agreed they should go into exempt business for the remainder of the discussion as there was a proposal for temporary use.

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

*Cllr B. Larcombe left the meeting at 8.31pm.*

Members discussed the proposal for a one-off temporary use of the Jubilee Pavilion for a display of photographs by local photographer Richard Austin.

*Cllr B. Larcombe returned to the meeting at 8.33pm.*

Members agreed a summer exhibition of Richard Austin's works would be a good use of the pavilion and the details would be discussed with Richard and brought back to the Tourism, Community and Publicity Committee for further approval.

Proposed by Cllr C. Reynolds and seconded by Cllr B. Bawden, members **RESOLVED** to support in principle a summer exhibition of photographer Richard Austin's works at the Jubilee Pavilion and for further details to be taken to the Tourism, Community and Publicity Committee.

## **22/167/C Lease Renewal for Trailer Park and 'harbour' use of Accreted Land at Monmouth Beach**

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

## 22/168/C Exempt Business

### a) Park and Ride 2023

The deputy town clerk updated members on the latest position with trying to find a new operator for the park and ride and said one company would be able to provide the service. However, the cost of three buses and three drivers, which would allow Charmouth to continue to be included in the service, would be considerably more for a service that was already losing money last year.

The deputy town clerk felt the council could afford two buses and two drivers; he felt it would be risky to include Charmouth in the service as it would significantly extend the service frequency. He suggested the council agreed two buses and limited the service to Lyme Regis, with the assumption it would reinstate an extended service in future as there would hopefully be proposals from more operators next year.

Cllr B. Bawden asked if it was too late to consider community transport options using smaller buses as she felt the way bus companies were operating, it was becoming unsustainable.

The deputy town clerk said he wouldn't rule this out but the problem in Lyme Regis was at the busiest times, buses with a capacity of 137 were being filled. He said the new operator couldn't offer double deck buses and he had some concerns that at the busiest times, buses with a capacity of around 50 would still not be big enough and people would be queuing for longer than hoped. However, this was the only proposal the council had for this year.

Cllr R. Smith asked if passenger numbers could be limited by limiting the use of the car park to a certain number of cars.

The deputy town clerk said this wasn't possible as it was a privately operated site which wasn't staffed and it wouldn't be reasonable to ask the landowner to manage this.

Cllr M. Ellis asked if the new operator would operate some late nights for major events and she asked when the service would operate.

The deputy town clerk said it was intended to start the service Whitsun week, to operate June and July weekends and the whole of the summer holidays. As the company was based in Exeter, some of the hours the drivers worked included driving to and from the depot. He said they could cover special events in the evening but the only way this could be done was to either provide an additional driver, for the service to start later or for the drivers to have a longer break in the middle of the day.

Cllr B. Larcombe said the service had to be properly promoted with start and end dates as people visiting wanted to know with certainty there was a park and ride operating.

The town clerk said some of this was not in the council's gift as the operation of the park and ride was weather dependent.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** to revert to a Lyme only park and ride service for 2023, with the intention of reverting to the comprehensive service in 2024, subject to operator proposals.

**b) Lease Renewal for Trailer Park and ‘harbour’ use of Accreted Land at Monmouth Beach**

The deputy town clerk said Natural England had offered a meeting with officers on 19 May 2023 to discuss the issue further. He outlined the possible scenarios and what this would mean for the town council and Dorset Council.

*The meeting closed at 9.14pm.*

DRAFT

**Committee:** Full Council

**Date:** 31 May 2023

**Title:** Matters arising from the minutes of the Full Council meeting held on 17 May 2023

**Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting held on 17 May 2023 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**

**22/158/C – Calendar of Meetings**

The 2023-24 calendar of meetings has been emailed to members and published on the council website. Following on from previous discussions about the use of noticeboards, it will also be displayed in the council's noticeboards.

**22/159/C – The Annual Review of the Complaints' Policy and Procedure**

The policy and procedure has been emailed to members and published on the council website.

**22/160/C – Information Policy**

The policy and procedure has been emailed to members and published on the council website.

**22/165/C – Park and Ride 2023**

Further discussions have taken place with Dartline, the park and ride operator for 2023.

It is clear that we are looking at a Lyme-only two-bus service for this year, which will operate during the school summer holiday period only, i.e., from 22 July until 3 September.

This is partly down to the registration period which a new service operator has to comply with but also to the availability of buses and drivers during the school holiday period. The two buses will be double deck, which will assist with peak capacity during the busiest periods and also assists with manoeuvrability because the double deck buses are both narrower and have a shorter wheelbase and overall length than large, single deck buses.

To ensure a comprehensive timetable, three drivers will be employed. This allows compliance with working time directives without any loss of service. This is especially critical given the longer distance and drive time from depot to site.

Limiting the service to the period of peak demand will also reduce the council's exposure to costs.

John Wright  
Town clerk  
May 2023

**Committee:** Full Council

**Date:** 31 May 2023

**Title:** Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

**Purpose**

To allow members to reaffirm the council meets the eligibility criteria to hold the General Power of Competence

**Recommendation**

Members reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence

**Background**

1. Introduced in the Localism Act 2011, the General Power of Competence (GPC) came into force on 28 March 2012 and gives 'A local authority power to do anything that individuals may generally do'.<sup>1</sup>
2. Part of the government's decentralisation programme, the GPC seeks better representation, local decision-making, innovation and cost-effectiveness.
3. The types of activity the town council could use the GPC for include running a post office or holding shares in a company.
4. In such instances, the town council must comply with the company structures in the Localism Act (and follow company law), follow government advice on investment, check for any pre- and post-commencement limitations, and establish that the statutory duties of others aren't being usurped. If discretionary services are provided, they must be charged at the cost of provision.
5. The GPC does have restrictions: it cannot be used to raise the precept; existing financial, procedural, regulatory and legal duties must remain; byelaws and enforcement activity can't be created; and any company structures are restricted to those limited by shares, guarantee, industrial or provident societies.
6. To qualify for the GPC, at least two-thirds of councillors must be elected, and the clerk must hold an appropriate qualification: at minimum, the Certificate in Local Council Administration. The Full Council must confirm by minuted resolution that it meets the eligibility criteria.
7. Re-confirmation is required at every annual meeting of the council after ordinary elections.

---

<sup>1</sup> The Localism Act 2011 Sec 1 (1).

8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration (CiLCA) on 8 October 2014<sup>2</sup>.
9. The council has 14 seats and 13 councillors; 12 councillors are elected and one is co-opted, i.e., more than two-thirds of councillors are elected.
10. Consequently, the council meets the qualifying criteria required to hold the General Power of Competence.

John Wright  
Town clerk  
May 2023

---

<sup>2</sup> The support services and operations managers have subsequently obtained CiLCA qualifications.



**Committee:** Full Council

**Date:** 31 May 2023

**Title:** Appointments to Council Committees

**Purpose of Report**

To allow the council to appoint members to its committees

**Recommendation**

The council appoints members to its committees

**Background**

1. Standing order 5.j.vii. states the business at the annual meeting shall include 'appointment of members to existing committees'.

**Report**

2. Assuming there are no amendments to the process for the election of committee chairmen and vice-chairmen, each committee will elect its chairman and vice-chairman from among its membership. This will be the first item on the agenda at the first meeting of each committee in the 2023-24 council year.
3. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Environment Committee, Human Resources Committee, Planning Committee, Town Management and Highways Committee, and Tourism, Community and Publicity Committee.
4. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
5. If any working groups are formed during the council year, the membership will be agreed at that time and the chairman will be elected at the first meeting.

Adrienne Mullins  
Support services manager  
May 2023

**Committee:** Full Council

**Date:** 31 May 2022

**Title:** Reports from External Bodies

**Purpose of Report**

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

**Recommendation**

Members note the report

**Background**

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Members are appointed to external bodies for the 2022/23 council year at the annual meeting of the council in May 2022.
3. **Appendix 12A** details the written reports submitted by members.

Adrienne Mullins  
Support services manager  
May 2023

**LYME REGIS TOWN COUNCIL**

**REPORTS FROM EXTERNAL BODIES 2022/2023**

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

I replaced John Broom as liaison representative on this group in 2022. I attended their last AGM on 22 August 2022 and have had several discussions with Sandra Ward (Chair) and Jane Hopson-Hill (Co-ordinator) including at the Grant Review in January 2023.

Despite setbacks with falling numbers of clients and funding because of Covid the Group is now rebuilding the client base, with returners and new customers including several in Lyme, and bringing in more funding. They provide a mix of local regular shopping etc trips and organised “outings”. They have been able to commission a new bus and I, together with other Council representatives, attended its showcasing at a launch in December 2022 which was publicised using Adrienne’s photographs.

**B Sharp – Cllr C. Reynolds (participating)**

B Sharp is a music and enterprise charity based in Lyme Regis with over 12 years’ experience delivering workshops, training, performance and gigs across the district and beyond.

They seek to give children and young people the best possible start in life through music, to develop their incredible and diverse creativity in ways that build confidence, skills and experience.

I meet with them through their event planning which comes through Tourism Community & Publicity Committee allowing me to keep in touch with all their events and progress.

This is a worthwhile organization for children in the area, they do much to keep the children interested and involved.

I believe our support should continue.

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

We have attended meetings of Bridport and District Citizen’s Advice Bureau, including the AGM and Grant Review on 13<sup>th</sup> January 2023. We have also had several discussions and pieces of information from Rovarn Wickremasinghe (Manager). Demand for the service has increased post Covid and is particularly focused on help with financial problems including debt and benefit issues, employment, housing and foodbank support issues. The Bureau has an Energy Champion who is working closely with the LRTC Energy Champions.

There has been a struggle to recruit new volunteers post Covid but the organisation is hoping that it can build on its new training course to try to address this issue. Following discussions with Rovarn we are now being sent figures for the number of attendances in Lyme on a quarterly basis. The last

reported quarter was 28 – showing a slow but steady upward growth. Our Dorset Councillor has been very appreciative of the quick response and quality of support for her referrals.

We are participating members on this group and have discussed the fact that this means we are invited to attend meetings which are largely working meetings and include items which we cannot really participate in, as they relate to in house files and documents which are not shared with us. We feel it would be more appropriate if Council representation was a liaison representation which would enable more high-level feedback and AGM attendance so that we could more easily see the overarching picture and not be overwhelmed in the detail.

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

Several new members have joined in the last year as other members have left, we now have 57 members and 25 and rising on the waiting list.

A large break in occurred a few months ago, nearly all sheds were broken into (30+), no arrests have been made to date.

#### **DAPTC (Western Area Committee and Larger Councils) – Cllr B. Larcombe (participating)**

No report.

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

I am a liaison representative on this group. I attended one Grant Review meeting on 3 August 2022 where we met the new Chief Executive, David Tucker, and Sue Howard, Chairman. David Tucker was relatively newly in post, having taken over from Chris Tipping, and his was now a part time role. Governance issues were satisfactory, including there being an appropriate number of Directors and a financially sound footing, even though it was recognised that going forward funding was going to be more challenging to procure and the costs associated with the building were high.

When the Hub report was subsequently discussed at September 2022 Council some concerns were raised as to whether it was delivering against its Grant. David Tucker was asked to respond to these queries and gave clarification that the Town Council Grant was acknowledged on its website, that the Council funding for the Hub was specifically for core support for running the building and that it was providing a range of activities, including many youth activities in compliance with the Grant. He highlighted the confusion caused by the fact that the Hub itself is not a legal entity in its own right and is the asset of Lyme Regis Development Trust.

A subsequent Grant Review Meeting was held on 18<sup>th</sup> January 2023, which I was unable to attend. Here David Tucker confirmed continued governance compliance including the recruitment of a fourth director and being financially sound. Applications were being made for additional funding as more expensed were anticipated on the building, but possibilities were limited at present with some potential funding being available for social support, youth work and food and fuel poverty. The Youth club was running once a week and discussions were being held to increase this to two, talks were being held with Dorset Council's targeted *youth* worker about developing outreach provision. More groups were coming back to the Hub after Covid and new groups getting involved.

I feel that there continues to be confusion about the Hub and LRDT. I am a representative on both but the only representative on the Hub where Cllrs Sarson and Reynolds are also on LRDT. I think it would be helpful to look at a way of combining the two representations.

**LymeArts Community Trust – Cllr D. Ruffle (participating)**

Gabby, director of the Marine Theatre once again stressed to me that the ongoing support of Lyme Regis Town Council is invaluable to the Marine. After the ravages of Covid I feel the theatre has now bounced back and initiated many community-based projects such as Senior Creatives, which gives older members of the community a chance to get together for a wide ranging series of the events, the Marine Youth Theatre which offers opportunities to children from 7-13 plus a more senior group from 14-18. All told within these two groups are upwards of seventy children. The theatre has also initiated course for the more technical aspects of theatre life, again targeting younger members of the community. The theatre continues to be inclusive to all. Over the last year, there was once again a Community Play which I was fortunate to be involved with. The Marine Theatre is branching out into in-house production for the first time, Glengarry Glen Ross in October will be the first such production.

The Board of Trustees meet regularly to oversee the financial health of the theatre , all very experienced within their own fields and actively involve themselves, attending events and volunteering on occasion too. All in all, Lyme Arts Community Trust continue to prosper in their endeavours and we should be proud of the role the theatre plays in Lyme Regis.

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

Comme de nombreuses organisations, nous sommes toujours en train de nous remettre des conséquences des restrictions imposées lors de la pandémie de Covid.

Néanmoins, le contact a été maintenu et des discussions sont en cours sur les modalités de visites. Nous avons eu le plaisir de recevoir les salutations de nos amis français à l'occasion du couronnement.

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

I continue to attend meetings twice a year and liase with services regarding people who are in need of our support.

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

Total grants received £10,000 from the Town Council in three interspersed chunks over the financial year. £14,000 from Abbeyfield Trust £3,000 from Dorset Council, £1500 from Stonebarrow trust, £1,000 from the Arnold Clark charity, £5,000 the Valentine Trust, of which £3,000 was transferred to the Museum.

Activities include Coastal Home educational group, B Sharp, Adult Art Club, Kids Art Club, Youth Club, Beginners Wood Turning, Wood Turning for Adults, SWK Kick boxing, Seaside Store, Helen

French Fitness class, Community Café, Lyme Kids Club, Carpentry, Boom Box B Sharp Music group, Lym Tai Chi, Alcoholics Anonymous.

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

No report.

**Lyme Regis Harbour Consultative Group** – Cllr B. Larcombe (participating)

No report.

**Lyme Regis Museum** – Cllr D. Ruffle (participating)

No report.

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

I have attended meetings throughout the year as president and attended Somers Day Parade.

**Lyme Regis Society** – Cllr D. Ruffle (participating)

No report.

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

I (Cllr Gill Stammers) have attended as many of their meetings as possible. We talk about the relationship between the group and the town council especially as the River Lim Action Group are members of the organisation. The organisation applies for an annual grant from the council and discusses with the group specific plans on how to use the grant. This year it has been to overhaul their website to make it clearer and more user friendly for those reading it. They are an inclusive organisation and hold many community engagement events which are advertised through their website, social media and with physical posters around the town. All are made to feel welcome. They are serious in their work and work hard to practice what they preach and when engaging with business owners do so in a friendly, informative way through discussion. They are happy to give advice to businesses based on their knowledge and experience.

I encourage members to attend council meetings and have had some success in doing so.

I attach their annual report for 2022/2023, **appendix 12B**.

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

Torchlight Procession, as part of the Platinum Jubilee Celebrations all torches sold, Carnival Week 64 events, money raised £24,107.88 donated to good causes.

Bonfire Night, 8.000 people in attendance despite having no bonfire due to the weather, Christmas Tree Festival 26 organisations decorated trees, over 500 people visited, 53 children saw Father Christmas over the 2 days.

May Fete 2023 cancelled due to bad weather; several organisations moved to Woodmead Hall raising over £1000 for themselves.

**RNLI Lifeboat Guild – Cllr M. Ellis (participating)**

I have attended meetings when I have been able to.

**Royal British Legion – Cllr B. Larcombe (participating)**

No report.

**Rural Market Town Group – Cllr B. Bawden (participating)**

No report.

**St Michael’s Business Centre Management**

Cllr J. Broom was the representative on this group and as the deputy town clerk already attends meetings, it was agreed he would not be replaced for 2022/23.

The deputy town clerk continues to attend regular property meetings, which take place quarterly.

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

No report.

**Youth Council – Cllr C. Reynolds (participating)**

We first set up the Youth Council with Woodroffe several years ago and then Covid happened. We have been trying this year to re-start it but with schools so far behind with everything it has been difficult. However, they are still really keen to progress this and the head of 6th form Justin Loveland really wants for this to happen. He is setting up new prefects this week and wants us to meet after half term to re-establish the Youth Council. I am more than happy for this to happen and will meet with him straight after half term to arrange this.

Plastic Free Lyme Regis/Turn Lyme Green

## Review of the Year 2022/2023

This year has been a quieter one for the steering group and Plastic Free Lyme Regis generally.

This is because:

1. So many businesses have already adopted a plastic free strategy
2. Legislation has moved to ban a number of single use plastic items which were previously used prolifically
3. Generally our culture locally and nationally has moved to reduce single use plastic although much can still be done

The merging of the steering groups of Turn Lyme Green and Plastic Free into one working group has meant that activities have been led by separate working groups without the need for monthly steering group meetings.

Surfers Against Sewage (SAS) have upgraded their IT system to cope with success of the Plastic Free communities scheme. There are now over 900 communities aiming for Plastic Free status with 120 having been accredited and I (the author) never tire of saying we were the 24<sup>th</sup> and the first in Dorset.

They have built and launched a new IT system which is more appropriate for the scale of the project. Within this system we will put evidence that we continue to be a thriving Plastic Free community. Businesses now apply online to be an accredited company and we then get notification when they have been approved by SAS.

Various work streams that were once seen as part of the Plastic Free steering group are now run by individual community leads as part of the TLG family. We achieved early accreditation as a Plastic Free community because of strong community environmental activities TLG nurtured and supported:

- Beach cleans and litter picks



- Boomerang bags which are now also generating income through the sale of jumbo bags

#### Seed Swaps

- Talks, films and presentations organized by TLG
- The incredible success of the River Lim Action Group
- Our attendance at council meetings and obtaining grant funding

All are considered and input into the SAS Plastic Free accreditation system for our continued membership.

During the year it was decided that Plastic Free should donate £1,000 to the River Lim Action Group as it had no tangible plans to spend this money in the near future.

At a tactical level:

- We welcome the new business Beach and Badger applying for accreditation as a Plastic Free business
- A member noticed that the Lyme Townhouse had a plastic hedge at the front which was degrading and shedding plastic into the street and ultimately, our watercourses. We have approached the owners and they have agreed to remove this and replace it with a natural non-polluting hedge

During the year SAS announced that their CEO of 15 years Hugo Tagholm was leaving to go and work for another environmental charity and we are delighted that his replacement is Giles Bristow, an Uplyme resident and member of the lifeboat crew. I am confident that our exemplar community will shine even brighter with Giles in such close proximity.

In conclusion, it has been a year of maintenance and consolidation and I am delighted that Plastic Free is now fully embedded in the TLG family of dynamic action groups.

Grenville Barr

Chair of Plastic Free Lyme Regis

**Committee:** Full Council

**Date:** 31 May 2023

**Title:** Appointments to External Bodies 2023-24

**Purpose of Report**

To allow members to consider which external bodies the council should have involvement with, and to consider nominations to those bodies

**Recommendation**

Members decide which external bodies the council will have involvement with and to nominate members to those bodies

**Background**

1. Standing order 5.j.xii. requires a 'Review of representation on or work with external bodies and arrangements for reporting back'.
2. Nominations to external bodies are sought at the annual meeting of the Full Council in May each year.

**Report**

3. **Appendix 13A** details the proposed 2022-23 organisations, along with the existing representatives.
4. The appointment to Lyme Regis Charities is for the life of the council and Cllr M. Ellis is the representative.
5. There is no representative for St Michael's Business Centre Management as Cllr J. Broom was appointed. He was also appointed to the Dorset Association of Parish and Town Councils but this was alongside Cllr B. Larcombe who continued in the role, and he was the substitute member for the Harbour Consultative Group.
6. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation on participating members to attend and take part in the organisations' meetings.

7. Members may also wish to suggest other organisations which would benefit from member representation.

Adrienne Mullins  
Support services manager  
May 2023

**LYME REGIS TOWN COUNCIL**

**APPOINTMENTS TO EXTERNAL BODIES 2023/2024**

**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 B. Larcombe (participating) and formerly Cllr J. Broom

**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) and formerly Cllr J. Broom as the 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)

**Rural Market Town Group** – Cllr B. Bawden (participating)

**St Michael's Business Centre Management** – Formerly Cllr J. Broom

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

**Youth Council** – Cllr C. Reynolds (participating)

**Committee:** Full Council

**Date:** 31 May 2023

**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. Officers have identified minor amendments to the terms of reference or scheme of delegation which are identified by track changes.
3. The terms of reference and scheme of delegation are attached at **appendix 14A**.

John Wright  
Town clerk  
May 2023

**Committee:** Full Council

**Date:** 31 May 2023

**Title:** Review of the Council's and/or Employees' Memberships of Other Bodies

**Purpose of Report**

To allow members to review the council's and/or employees' membership of other advisory and professional bodies

**Recommendation**

Members approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies

**Background**

1. Standing order 5.j. details business that should be transacted in a council year.
2. Standing order 5.j.xvi. states that a 'Review of the council's and/or employees staff subscriptions to other bodies' should be carried out.

**Report**

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 15A**.
4. The council's membership of the National Association of Town and Parish Councils (NALC) is incorporated into the council's membership of the Dorset Association of Town and Parish Councils (DAPTC).

Adrienne Mullins  
Support services manager  
May 2023

**APPENDIX 15A**

<b>Organisation</b>	<b>Annual subscription (current)</b>	<b>Renewal date</b>
Dorset Association of Parish & Town Councils	£944.43	April 2024
Ancient and Honourable Guild of Mace Bearers	£10	September 2023
Institute of Cemetery & Crematorium Management	£95	April 2024
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£225	April 2024
Local Councils Update Communicorp	£100	January 2024
Open Spaces Society	£70	September 2023
Society of Local Council Clerks	£403	June 2024
Chartered Institute of Personnel and Development	£168	July 2023
Association of Accounting Technicians	£110 £155	September 2023
South West Councils	£582	March 2024
OFCOM (Radio Licence)	£75	March 2024
Information Commissioners Office	£35	November 2023
Survey Monkey	£320	November 2023
Institution of Occupational Safety and Health	£140	December 2023
Institute of Environmental Management and Assessment	£145.75	July 2023
Rural/Market Town Group	£138	July 2023
Mail Chimp	£12.66 per month	Monthly subscription



**Committee:** Full Council

**Date:** 31 May 2023

**Title:** Review of Insurance Cover

**Purpose of Report**

To allow members to consider the adequacy of the council's insurance cover

**Recommendation**

Members note the report

**Background**

1. Standing order 5.j.xv requires the business shall include 'Confirmation of arrangements for insurance cover in respect of all insurable risks'.

**Level of cover**

2. The council's policy includes the following cover:
  - assets – at current value
  - public liability – up to £15,000,000
  - employers' liability – up to £10,000,000
  - libel and slander – up to £250,000
  - a fidelity guarantee – up to £2,000,000
  - personal accident – up to £2,000,000 per incident and up to £500,000 for any one person
  - business interruption – up to £100,000
  - hirers' liability – up to £2,000,000
3. The policy also includes motor legal expenses and uninsured loss up to £100,000 per incident.
4. The finance manager and deputy town clerk believe the range and level of cover is adequate for the town council.
5. The cost for our insurance for 2023-24 is £23,749.74, including insurance premium tax, which is not recoverable. We are in the final year of a three-year policy with Zurich.

**Claims' history**

6. Over the past three years, there have been three claims. Two have been closed with no costs. One is still open but expected to be resolved shortly.

## **The operating environment**

7. There are no material changes in the operating environment which require the council to amend its insurance cover.

## **Internal audit recommendations**

8. There are no internal audit recommendations which affect the council's insurance cover.

## **Risk review**

9. Officers are considering the need for cyber security within the council's insurance policy but there is some uncertainty among local councils if this is required. For this council, officers believe cyber cover is provided by third party suppliers, such as Dorset Council who provide our IT, and the banks.

Naomi Cleal  
Finance manager  
May 2023

**Committee:** Full Council

**Date:** 31 May 2023

**Title:** Co-option

**Purpose of Report**

To allow members to approve a co-option process for a council vacancy

**Recommendation**

Members approve the co-option process detailed in paragraphs 6 to 22 and, in doing so, consider if the written notice for co-option should indicate that people with specific skills and expertise are particularly welcome to apply and if discussion about candidates should take place in exempt business

**Background**

1. On 26 April 2023, Tara Webb ceased to be a councillor<sup>3</sup>.
2. Dorset Council's democratic and electoral service's team was notified of the vacancy, and a 'Notice of Vacancy in Office of Councillor' was advertised on 28 April 2023; the notice was placed on a town council notice board and website.
3. The notice required 10 Lyme Regis electors to contact Dorset Council's returning officer by 22 May 2023 to request an election to fill the vacancy.
4. On 23 May 2023, the town council was informed by Dorset Council's democratic services team that the necessary number of requests for an election to fill the vacancy had not been obtained<sup>4</sup>, and the town council must proceed to co-option<sup>5</sup>.

**Co-option**

5. The proposed process starts with a written notice inviting applications for co-option. The public notice will refer to a supporting statement, qualification and disqualification criteria and, dependent on member decision, indicate if people with specific skills and expertise are particularly welcome to apply.
6. The notice can be issued as early as 1 June 2023 with a closing date of 5pm on 15 June 2023.
7. If members approve a closing date of 15 June 2023, applications can be considered at the extraordinary Full Council on 21 June 2023<sup>6</sup>. If members want to give applicants more time to

---

<sup>3</sup> Tara Webb went more than six months without attending a council meeting. In accordance with the Local Government Act 1972, s. 85, she automatically ceased to be a member of the council.

<sup>4</sup> Four requests for an election were received by Dorset Council's returning officer.

<sup>5</sup> If no poll is claimed in time, the council fills the vacancy by co-option as soon as is practicable. It must do this if the period of vacancy has six months or more to run. It may, but is not bound to do so, if less. Local Elections (Parishes and Communities) (England and Wales) Rules 2006, SI 2006/3305, r5(5)

complete their applications, the next meeting of the Full Council is 26 July 2023. Members could also agree an alternative timetable and call an extraordinary Full Council meeting.

8. At the Full Council meeting, candidates give a five-minute presentation to elaborate on why they are seeking co-option and detail the experience and skills they can bring to the council.
9. After each candidate has made their presentation to the Full Council, members can ask questions.
10. When the presentations and questions are finished, the council can either discuss candidates in open business and vote or ask candidates to adjourn to the mayor's parlour and move into exempt business to consider the candidates before voting.
11. If members opt for discussion in exempt business, it should consider the advice offered by the National Association of Local Councils, 'it would be difficult for a local council to argue that there are special reasons which justify excluding the public during a council meeting when it is making decisions about a matter of public interest such as co-option<sup>7</sup>.'
12. If members opt for discussion in exempt business, the council must move back into open business to vote, at which point the candidates are invited back into the council chamber.

### **The voting process**

13. The process seeks to balance openness and sensitivity. Its purpose is to create a position where one candidate has a majority of the votes cast by members present at the meeting<sup>8</sup>. For ease of explanation, the process refers to a scenario where five candidates have applied for co-option and 13 members are present at the meeting.
14. Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the fewest number of votes.
15. At any stage in the process, if one or more candidates receive no votes, they will be eliminated.
16. If more than one candidate has the lowest number of votes, e.g., in the first round of voting candidate A has 4 votes, candidate B has 3 votes, candidate C has 2 votes, candidate D has 2 votes and candidate E has 2 votes, then candidates A and B will go through to the next round and a further vote will take place between candidates C, D and E to establish who has the lowest number of votes. In this instance up to 13 votes will be divided among three candidates.
17. It is possible that a second vote at this, or any, stage of the process may not produce a candidate for elimination, i.e., two candidates could tie with the lowest number of votes (7:3:3) or, if one member abstains, the three remaining candidates could receive the same number of votes (4:4:4).

---

<sup>6</sup> The extraordinary Full Council is being held to consider the Annual Governance and Accountability Return.

<sup>7</sup> Legal Topic Note 8, Elections and co-option, para 23.

<sup>8</sup> Local Government Act 1972, Sch 12, para 39

18. In the first instance, the candidate with the highest number of votes would go through to the next stage of the process and a further round of voting would take place between the two remaining candidates. If there was a further tie, (6:6) the mayor would exercise his casting vote in favour of his preferred candidate and the other candidate would be eliminated.
19. In the second instance, the mayor would exercise his casting vote in favour of a candidate and a further vote would be held between the remaining two candidates.
20. The process will repeat itself until one candidate has a majority of the votes cast by members present at the meeting. If this process produces a tie between two final candidates, the mayor will exercise his casting vote.
21. Members can vary this process but it's important to do this now and not at the selection meeting. The reasons for this are:
  - The council must guard against suggestions that any amendment favours or disfavors one or more candidates. The council must be able to demonstrate it has fairly considered candidates and their skills and expertise.
  - Members must also be minded that modification of the process may not reflect well on the council's ability to run a co-option process. Not least because candidates are entitled to understand the decision-making process they are subject to.
  - If members want to amend the process, they must think through the consequences of those amendments to this procedure to anticipate issues which could arise during its later stages.

John Wright  
Town clerk  
May 2023

**Committee:** Full Council

**Date:** 31 May 2023

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the month of April 2023

**Recommendation**

Members note the report and approve the attached schedule of payments in April 2023 for the sum of £90,149.46

**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-imburement 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 month of April 2023, **appendix 18A**.
- 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.

Shanie Cox  
Finance assistant  
May 2023

## APPENDIX 18A

<b>Lyme Regis Town Council</b>									
<b>Payments list for April 2023</b>									
					<b>90,149.46</b>				
<b>Total</b>									
<b>Date</b>	<b>Supplier</b>	<b>Detail</b>	<b>Frequency</b>	<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
<b>NAT WEST BANK</b>									
03-Apr	DORSET COUNCIL	Rates	Monthly	DD	9623.39	0%	-	9,623.39	Utilities
11-Apr	DORSET COUNCIL	IT support	Annually	DD	7464	0%	-	7,464.00	Office Expenses
14-Apr	ALLSTAR	Fuel	Monthly	DD	25.08	20%	8.82	16.26	Outside Works
17-Apr	BANKLINE	Bank charges	Monthly	BLN	52.9	0%	-	52.90	Office Expenses
18-Apr	DORSET COUNCIL	Waste collection	Monthly	DD	1513.94	0%	-	1,513.94	Outside Works
19-Apr	WORLDPAY	Transaction fees	Monthly	DD	419.25	0%	-	419.25	Office Expenses
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	28.26	0%	-	28.26	Office Expenses
24-Apr	EDF ENERGY	Electricity charges	Quarterly	DD	493.86	5%	1,968.36	1,474.50	Utilities
24-Apr	SALARIES	April salaries	Monthly	EBP	41335.57	0%	-	41,335.57	Staffing
25-Apr	SAFE CUSTODY HOLD	Bank charges	One off	CHG	16.2	0%	-	16.20	Office Expenses
					<b>Total</b>				
					<b>60,972.45</b>				
<b>LLOYDS BANK</b>									
03-Apr	SQUARE	Team plus- till point system	Monthly	DEB	20	20%	3.33	16.67	Outside Works
03-Apr	ZOOM	Subscription	Monthly	DEB	12.99	0%	-	12.99	Office Expenses
03-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
03-Apr	DAMORY	Bus subsidy	One off	FPO	5	0%	-	5.00	Rents
04-Apr	QUADIENT	Postal charges	One off	DD	5.13	0%	-	5.13	Office Expenses
04-Apr	QUADIENT	Postal charges	One off	DD	1.39	0%	-	1.39	Office Expenses
05-Apr	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
05-Apr	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
05-Apr	JSW ENTERTAINMENT	Coronation staging	One off	FPO	3277.49	20%	546.25	2,731.24	Marketing & Tourism
06-Apr	AMAZON	Office stationary	One off	DEB	26.97	20%	4.50	22.48	Office Expenses
06-Apr	SPARETOOLS	Tool part	One off	DEB	8.78	20%	1.46	7.32	Outside Works
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	1197.08	20%	199.51	997.57	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	520.53	20%	86.76	433.78	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	496.06	20%	82.68	413.38	Utilities
11-Apr	GOCARDLESS	Zatpark monthly charges	Monthly	DD	489.96	20%	81.66	408.30	Office Expenses
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	465.29	20%	77.55	387.74	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	436.37	20%	72.73	363.64	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	351.12	20%	58.52	292.60	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	302.53	20%	50.42	252.11	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	276.97	20%	46.16	230.81	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	133.6	20%	22.27	111.33	Utilities
11-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	62.51	0%	-	62.51	Office Expenses
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	53.38	20%	8.90	44.48	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	53.18	20%	8.86	44.32	Utilities
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	24.69	20%	4.12	20.58	Utilities
11-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	23.15	0%	-	23.15	Office Expenses
11-Apr	YU ENERGY	Electricity charges	Monthly	DD	14.55	20%	2.43	12.13	Utilities
11-Apr	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.66	20%	2.11	10.55	Office Expenses
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Apr	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Apr	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Apr	ALLSTAR	Fuel usage	Monthly	DD	326.57	20%	54.43	272.14	Outside Works
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	407.27	0%	-	407.27	Utilities
17-Apr	SAGE SOFTWARE LTD	Software charges	Monthly	DD	344.4	20%	57.40	287.00	Office Expenses

17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	118.5	0%	-	118.50	Utilities
17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	114.59	0%	-	114.59	Utilities
17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	92.46	0%	-	92.46	Utilities
17-Apr	EE LIMITED	Mobile bundle	Monthly	DD	79.07	20%	13.18	65.89	Utilities
17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	65.46	0%	-	65.46	Utilities
17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	53.96	0%	-	53.96	Utilities
17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	53.96	0%	-	53.96	Utilities
17-Apr	SOUTH WEST WATER	Water charges	Quarterly	DD	4.53	0%	-	4.53	Utilities
17-Apr	MEADOW MANIA	Plants	One off	DEB	198	20%	33.00	165.00	Outside Works
17-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Apr	WILLSECURE	Coronation deposit	One off	FPO	171.6	20%	28.60	143.00	Office Expenses
19-Apr	AIB	Transaction charges	Monthly	DD	345.85	0%	-	345.85	Outside Works
19-Apr	WORLDPAY	Transaction fees	Monthly	DD	57	0%	-	57.00	Office Expenses
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Apr	STAFF	Mayoral allowance	One off	FPO	800	0%	-	800.00	Staffing
19-Apr	WOODMEAD HALL	Civic night hire	One off	FPO	165	0%	-	165.00	Outside Works
20-Apr	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Apr	OFCOM	Radio licence renewal	Annually	FPO	75	0%	-	75.00	Office Expenses
21-Apr	DORSET COUNCIL	Coronation licence	One off	DEB	21	0%	-	21.00	Outside Works
21-Apr	ROYAL MAIL	Mail surcharge	One off	DEB	2.5	0%	-	2.50	Office Expenses
24-Apr	YU ENERGY	Electricity charges	Monthly	DD	933.79	20%	155.63	778.16	Utilities
24-Apr	EDF ENERGY	Electricity charges	Quarterly	DD	216.46	5%	10.31	206.15	Utilities
24-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Apr	DC PENSION FUND	Pension fund deductions	Monthly	FPO	11379.29	0%	-	11,379.29	Staffing
26-Apr	QUADIENT	Franking machine top up	One off	DD	98.61	0%	-	98.61	Office Expenses
26-Apr	CUSTOMER	Refund for over payment on account	One off	FPO	2957.17	0%	-	2,957.17	Refunds
26-Apr	CUSTOMER	Refund for beach hut booking	One off	FPO	140	0%	-	140.00	Refunds
26-Apr	CUSTOMER	Refund for beach hut booking	One off	FPO	80	0%	-	80.00	Refunds
26-Apr	CUSTOMER	Refund for overpayment in performance area	One off	FPO	50	0%	-	50.00	Refunds
26-Apr	CUSTOMER	Refund for beach hut spare key	One off	FPO	20	0%	-	20.00	Refunds
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Apr	IP OFFICE	Office phone charges	Monthly	DD	459.6	20%	76.60	383.00	Office Expenses
28-Apr	DVLA	Vehicle tax	Annually	DEB	320	0%	-	320.00	Outside Works

Total 29,160.16

Petty Cash 16.85

**Expenditure category totals**

Outside Works	£2,944.22
Democratic representation	£0.00
Rents	£5.00
Licensed land	£0.00
Office Expenses	£10,479.22
Staffing	£53,514.86
Marketing & Tourism	£3,277.49
Utilities	£16,664.65
Grants	£0.00
Loans	£0.00
VAT	£0.00
Refunds	£3,247.17
Petty Cash	£16.85
<b>Total</b>	<b>£90,149.46</b>

