



**John Wright**  
**Town Clerk**

**Lyme Regis Town Council**

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 17 December 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
12.12.25

*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

**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 29 October 2025 (attached)**

**8. Matters arising from the minutes of Full Council meeting held on 29 October 2025**

To inform members of matters arising from the minutes of the Full Council meeting held on 29 October 2025 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**

To update members on issues previously reported to this committee

**10. Mayor's Announcements**

**11. Planning Committee**

To receive the minutes of the meetings held on **4 November 2025**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on **25 November 2025**

**12. Environment Committee**

To receive the minutes of the meeting held on **26 November 2025** and consider the recommendations therein.

**13. Human Resources Committee**

To receive the minutes of the meeting held on **5 November 2025** and consider the recommendations therein.

**14. Strategy and Finance Committee**

To note the meeting scheduled to take place on 3 December 2025 was cancelled.

**15. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **19 November 2025** and consider the recommendations therein.

**16. Town Management and Highways Committee**

To receive the minutes of the meeting held on **12 November 2025** and consider the recommendations therein.

**17. Budget and Precept 2025-26 and Five-Year Financial Plan 2026-31**

To allow members to approve the 2026-27 budget, reserve and precept

To inform members of the council's five-year financial plan 2026-31

**18. Revision of lost property policy**

To allow members to agree a revised lost property policy

**19. Commissioning of a New Sculpture**

To allow members to consider suspending financial regulations to allow the commissioning of a new sculpture for the sculpture trail

**20. Approval of Unbudgeted Expenditure**

To allow the council to approve unbudgeted expenditure of up to £1,000 to host a civic reception to mark the 200th anniversary of the RNLI in Lyme Regis, on the condition match funding is received from the Lyme Regis Guild of the RNLI

**21. Dorset Council's Licensing Policy Consultation**

To allow members to consider Dorset Council's licencing policy, offer initial views and delegate a response to the town clerk in consultation with three members ahead of the consultation deadline of 11 January 2026

**22. Investments and Cash Holdings**

To inform members of the council's current reserve position

## **23. List of Payments**

To inform members of the payments made in the months of April, September, October and November 2025

## **24. Debtors' Report**

To inform members of outstanding debts and the steps being taken to recover them

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

## **23. Exempt Business**

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

### **a) Agenda item 22 – Debtors' Report**

## Dorset Council report for Lyme Regis Town Council

17December 2025

### 1. Dorset Council

#### 1.1. Budget 2026-2027

The [Medium Term Financial Plan and Budget Strategy](#) was discussed at Cabinet on 11 November.

The budget gap for 2026/27 is £44 million, which should be found in savings to prevent drawing on reserves.

The budget discussions start on 12 December, continue in the New Year after the government releases the Local Government Financial Settlement then go through the Scrutiny Committees and Cabinet before being presented to Full Council on 10 February 2026.

#### 1.2. Government funding for bus services

The press notice on 8 December notes:

“Dorset Council has secured £12m in multi-year bus funding from Government to improve services and stops across the county from 2026/27 to 2028/29.

While this is a welcome boost, it falls short of what’s needed to deliver consistent hourly routes and full Saturday timetables.”

[Dorset secures £12m bus funding - but more needed for full service improvements - Dorset Council](#)

I have asked the team whether the Real Time Information Systems near bus stops might be covered by the infrastructure funding.

#### 1.3. Residents invited to join new climate panel

I attended three of the four workshops of the Citizens’ Climate Panel in the Corn Exchange, Dorchester, on Sat 11, Sun 12 October and Sat 8 November.

These were fantastically well-organised and inspiring workshops with expert speakers and facilitators shaping lively discussions for the residents to develop their priorities.

The panel consists of 22 residents, selected by lottery to reflect Dorset’s population. Their feedback will help shape Dorset Council’s climate adaptation strategy.

#### 1.4. Dorset Council public consultations

Consultation on the [Dorset Design Code](#) opened 19 Sept and has been extended to 21 Nov; LRTC officers were briefed by Dorset Council officers and consultants. I’ve notified other community stakeholders.

[Age-Friendly Dorset Survey](#) opened on 6 Oct and closes 19 Dec, as Dorset Council has joined the UK's Age-Friendly Network and invites residents to shape Age-Friendly communities to help build a more inclusive Dorset for older people.

[Admission arrangements for Community and Voluntary Controlled Schools in Dorset 2027-2028](#) opened 3 Nov and closes 14 Dec.

A [Garden Waste Satisfaction Survey](#) opened 3 Nov and closes 22 Dec.

The [2025-2031 Draft Licensing Policy](#) is now available and is being consulted on for a period of eight weeks from 17 Nov to 11 Jan 2026.

The Statement of Licensing Policy aims to:

- Protect young people from harm
- Balance the needs of businesses and local residents
- Encourage tourism and a vibrant, diverse night time economy
- Reduce alcohol misuse
- Reduce unnecessary regulation

### [Dorset Council - Citizen Space](#)

Please contact us by email [customerservices@dorsetcouncil.gov.uk](mailto:customerservices@dorsetcouncil.gov.uk) or phone 01305 221000 if you need the survey in another format or would like to respond in a different way e.g. on paper. The library can help you go online or print a paper copy.

### **Dorset Youth Voice on Citizen Space**

The Youth Voice Team offer a range of activities and opportunities so that children and young people can choose to take part in a way that suits them.

Young people sharing their views has helped the co-creation of the Children Young People and Family Plan, the New Belongings Project with Care Leavers and Young Commissioners. The Dorset Youth Council now attends Full Council to share current activities, views and aspirations.

## **3. Ward matters**

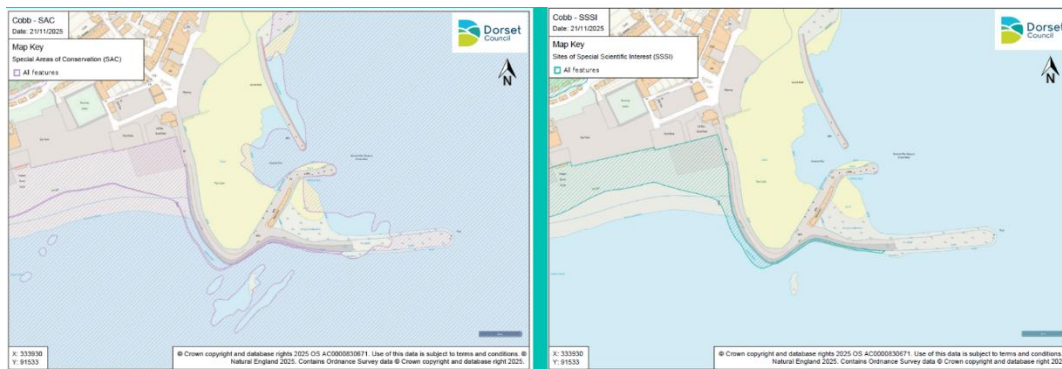
### **3.1. 20mph limit in Lyme Regis**



The public consultation on the Traffic Regulation Orders for 11 new 20mph proposals across Dorset opened 16 October and closed 7 November. The meeting for the delegated decisions will be 18 December. Most representations to me during the consultation period were from residents in areas excluded from the 20mph scheme.

### **3.2. Real Time Information Systems at bus stops**

Dorset Council's new wireless system will soon be available at approximately £6,500 per installation (some bus stops could share one). I've asked whether the



DCF reported over 200 people visited the exhibition. They are analysing the survey responses and feedback on the displays now and will report after the New Year.

I've asked the traffic planners to liaise with the Phase 5 project team on the Cobb to ensure any proposals for road safety and access are consistent and compatible.

All the posters/displays have been uploaded onto the Cobb Scheme webpage [Lyme Regis Cobb Stabilisation Scheme | Dorset Coast Have Your Say](#)

LRTC's representation on harbour matters is with member and officer places on the Harbour Users' Group which meets quarterly, ahead of Dorset Council's [Harbours Advisory Committee](#) (HAC) meetings.

I usually attend HAC on behalf of Lyme so please let me know if you would like me to ask any questions (5 working days before). The next meeting is **Weds 4 March**.

### **3.5. Surface water, sewage and the River Lim infrastructure**

The timescale for South West Water's major investment plans for Lyme Regis seem to be less certain. I've tried to ensure SWW and Dorset Council are contacting each other, as the works will involve significant road closures and disruption.

Issues in Talbot Road are being investigated and Liz Davis, RLA's drainage expert and I are trying to ensure SWW's contractors work with Dorset Council's engineers to agree investigative processes and compare findings on the misconnections creating sewage flows behind the houses.

As reported verbally at the last meeting, I've asked waste management for motorhome and caravan owners to be included in the harbours project next year on responsible waste management run by Litter Free Coast and Sea.

I'm asking Dorset Council to set up a cross departmental/cross-party working group to look at the planning, highways and climate adaptation aspects of surface water management, as well as gaining a better understanding of the Citizen Science community groups and government catch projects.

I've asked the Portfolio Holder for Place Services to ensure Dorset Council convenes a group with Environment Agency and LRTC to inspect and maintain the riverbanks along the Lim, offering a trusted service to riparian owners.

## **3. Contact Dorset Council**

Please contact me on **01305 216511** or [cllrbelinda.bawden@dorsetcouncil.gov.uk](mailto:cllrbelinda.bawden@dorsetcouncil.gov.uk) if there are [Dorset Council](#) matters you'd like to discuss; you'd like to volunteer on transport and accessibility; children's services; climate, environmental or nature recovery projects; or learn more about being a councillor.



### **For Town and Parish Councillors and Clerks**

This email address [townandparishenquiries@dorsetcouncil.gov.uk](mailto:townandparishenquiries@dorsetcouncil.gov.uk) and telephone number 01305 221046 was set up for the town and parish councillors and clerks.

### **For Members of the Public**

The webpage [Contact us - Dorset Council](#) has all the details of how to contact Dorset Council, including email - [customerservices@dorsetcouncil.gov.uk](mailto:customerservices@dorsetcouncil.gov.uk), online reporting and 'phoning [01305 221000](tel:01305221000).

Opening times are Monday to Friday, 8:30am to 5pm.

For out of hours emergencies call: [01305 221000](tel:01305221000)

### **Councillor surgeries in Lyme Regis**

Thursdays from 10am to 12pm at the Community Café at the Hub, Church St, DT7 3BS

18 Dec, 29 Jan 2026

Belinda Bawden

Dorset Council ward member for Lyme Regis and Charmouth

10 December 2025

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 29 OCTOBER 2025**

**Present**

**Chairman:** Cllr M. Ellis

**Councillors:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

**Guests:** Cllr B. Bawden (Dorset Council ward member)

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

**25/81/C Public Forum**

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

**25/82/C Dorset Council Matters**

Dorset Council (DC) ward member Cllr B. Bawden gave the following updates:

- Notice had been given that Anning Road to Bridge Street would be closed for five days, although it was hoped the work could be completed in one day.
- The First Bus winter timetable had been reinstated and timetables would be available at the council office and visitor hub.
- She had asked for a road safety and highways assessment of the Langmoor Gardens bus stop, which had been agreed.
- The 20mph consultation was open and so far the number of responses had been low.
- She was trying to get South West Water and highways to talk to each other about two separate but potentially linked issues in Talbot Road; sewage at the back of the houses and the pavement collapsing.
- A further application for devolution would be made but it wouldn't involve Swindon or North Somerset, just Dorset, Somerset, Wiltshire and Bournemouth, Christchurch and Poole. She said this wouldn't take anything away from current local authority activities or town and parish councils.

**25/83/C Questions from Councillors**

**Cllr A. Wood**

Cllr A. Wood asked Cllr B. Bawden if she was aware there hadn't been any lights at the end of the Cobb for several months. He said this was a danger to fishermen and a health and safety risk.

Cllr B. Bawden said the delay was due to the type of light that was needed but she would check the situation.

**25/84/C Apologies for Absence**

Cllr M. Denney  
Cllr P. Evans – civic engagement  
Cllr N. Hampton-Rumbold – illness  
Cllr D. Holland – holiday  
Cllr C. Reynolds – operation

**25/85/C Disclosable Pecuniary Interests**

Cllr P. May declared a non-pecuniary interest in minute number 25/35/TMH, Request for Additional Parking Restrictions in Mill Lane, as he was a trustee of the Town Mill.

Cllr G. Stammers declared an interest in any matters relating to Lyme Regis Post Office.

**25/86/C Dispensations**

There were none.

**25/87/C To confirm the accuracy of the minutes of the Full Council meeting held on 10 September 2025**

Proposed by Cllr G. Turner and seconded by Cllr A. Wood, the minutes of the Full Council meeting held on 10 September 2025 were **ADOPTED**.

**25/88/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 7 October 2025**

Proposed by Cllr A. Wood and seconded by Cllr P. May, the minutes of the extraordinary Full Council meeting held on 7 October 2025 were **ADOPTED**.

**25/89/C Matters arising from the minutes of Full Council meeting held on 10 September 2025 and the extraordinary Full Council meeting held on 7 October 2025**

**Receipt and Acceptance of Tenders for the Gardens Paths Project**

The town clerk said a site meeting had taken place, when it was confirmed it would be a 14-week contract, starting on 17 November 2025. It would be completed in early-March 2026.

## **First Winter Bus Timetable**

The town clerk said the new timetable had taken effect from 26 October 2025.

### **25/90/C Update Report**

Members noted the report.

### **25/91/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meetings held on 2 September, 23 September and 14 October 2025, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on 5 August 2025.

### **25/92/C Environment Committee**

Proposed by Cllr S. Cockerell and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the meeting held on 8 October 2025, and adopt the recommendations, as follows:

#### **25/36/ENV – Climate Response of the Year**

**RESOLVED:** the approval of the application to the National Association of Local Councils for its Climate Response of the Year award 2025.

#### **25/37/ENV – EcoVend Reverse Vending Recycling Machines**

**RESOLVED:** to defer any decision on the EcoVend machine for 12 months.

#### **24/38/ENV – Round Britain eRIB – Commemorative Noticeboard**

**RESOLVED:** to proceed with exploratory discussions with the Round Britain eRIB team and to install a commemorative noticeboard or plaque in Lyme Regis recognising the electric world record achieved by the Round Britain eRIB project.

#### **25/39/ENV – Action Plan for Achieving Net Carbon Zero Emissions by 2030**

**RESOLVED:** to adopt the amended net carbon zero emissions action plan.

### **25/93/C Human Resources Committee**

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, it was **RESOLVED** to receive the minutes of the meeting held on 17 September 2025, and adopt the recommendations, as follows:

## **25/26/HR – Christmas and New Year Working Arrangements**

**RESOLVED:** to apply two-and-a-half days' discretionary leave over the Christmas and New Year period, so the council's services cease at 12noon on Wednesday 24 December 2025 and re-commence at 9am on Monday 5 January 2026; discretionary leave is applied from 12noon to 5pm Wednesday 24 December, Monday 29 December and Tuesday 30 December 2025; statutory days would be applied on Wednesday 30 December 2025 and Friday 2 January 2026; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

## **25/27/HR – Future of the temporary two-year, fixed-term post to support the delivery of project, asset management and property-related work**

**RESOLVED:** to make permanent the post of property and projects assistant with revised job requirements. The detailed person specification and job description for the revised job would be considered by the Human Resources Committee on 7 January 2026.

## **25/94/C Strategy and Finance Committee**

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the meeting held on 15 October 2025, and adopt the recommendations, as follows:

### **25/26/SF – Large Capital Grant Awards**

**RESOLVED:** not to award a large capital grant to Sea Change Atlantic Limited.

**RESOLVED:** to award a large capital grant of £2,000 to Lyme Folk Weekend.

**RESOLVED:** to award a large capital grant of £2,000 to Uplyme and Lyme Regis Cricket Club.

**RESOLVED:** to award a large capital grant of £2,000 to East Devon All Stars.

**RESOLVED:** to award a large capital grant of £1,500 to Lyme Regis Sea Angling Club.

### **25/29/SF –Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

**RESOLVED:** to note the statement of internal control and the associated observations; to approve the risk management policy and the standard annual risk assessment; and to approve the risk register.

### **25/31/SF – Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31**

**RESOLVED:** to approve the 2026-27 base budget and assumptions; to agree new budget headings for the magazine, communications officer, seafront attendant and permanent project assistant role; to agree the mini golf event, Lyme in Bloom

competition, Sporting Lyme, event sponsorship and hospitality are considered as objectives; and to agree bursaries are funded from the grants' budget.

**RESOLVED:** to approve the base five-year financial plan.

### **25/32/SF – Review of Charges**

**RESOLVED:** to hold the level of precept for 2026-27.

**RESOLVED:** to increase the Woodmead car park three-day ticket to £50 and increase the weekly ticket to £100 for 2026-27.

**RESOLVED:** to increase car parking charges at Cabanya/Monmouth Beach and Woodmead car parks by 10p per hour for 2026-27.

**RESOLVED:** to increase the holiday accommodation permit to £850 for 2026-27.

**RESOLVED:** to increase the residents' permit to £250 and the non-residents' permit to £500 for 2026-27.

**RESOLVED:** to extend the charging hours at Cabanya/Monmouth Beach car park from 6pm to 9pm.

**RESOLVED:** to set Cart Road beach hut hire charges for 2027 as follows:

	<b>Daily Rates 2027</b>	<b>Weekly Rates 2027</b>
January– Easter	£8	
Easter Holiday		£80
April – Spring Holiday	£15	
Spring Holiday		£85
June		£85
2 July – 16 July		£125
23 July- August		£200
September	£18	
October	£11	
November- December	£9	
Christmas and New Year		£110

Winter Season Mid Oct- Mid Feb		£220
Summer Season June-Aug		Remove
Annual		£2,200

**RESOLVED:** to hold alfresco licences for 2026-27 at £150 per cover and £20 per single chair.

**RESOLVED:** to hold the Bell Cliff advertising charge for 2026-27 at £175.

**RESOLVED:** to introduce advertising boards at Monmouth Beach car park at £175.

**RESOLVED:** to hold Marine Parade Shelters' charges for 2027-28 as follows:

**Charites, Schools and Not-for-Profit Organisations – per area, per day**

Categories	2027-28
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

**Commercial or private hire**

Area		2027-28
Langmoor Room	Per room, per hour	£15
Market area	Per day	£150
Performance area/ top of shelters (Commercial)	Per day	£200
Hire of Performance Area	Per Half	£70

for Performance		
Hire of any section on top of the shelters	Per Day	At the discretion of the town clerk

**RESOLVED:** to set amenities charges for 2026-27 as follows: adult mini golf, £5, child mini golf, £3, table tennis, £3; 50p charge for lost balls.

**RESOLVED:** to set wedding and civil marriage charges for 2027-28 at £500, Monday to Friday, and £600, weekends and bank holidays.

**RESOLVED:** to remove the £50 wedding deposit.

**RESOLVED:** to hold the penalty charge for 2026-27 at £70, with a reduced charge of £40 if paid within seven working days.

**RESOLVED:** to hold cemetery charges for 2026-27 as follows:

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
<b>2026/27</b>	No Charge	No Charge	£250	£75	£500	£300	£100

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

**RESOLVED:** to set the charge for use of the cemetery chapel for 2026-27 at £50.

**RESOLVED:** that the price of a memorial bench continues to be governed by the procurement cost.

**RESOLVED:** to increase the charge of Monmouth Beach garages for 2026-27 by RPI.

#### **25/33/SF – Objectives and Projects 2026-27**

**RESOLVED:** to defer discussion on the 2026-27 objectives and projects to the Full Council meeting on 29 October 2025.



## **25/35/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments in July and August 2025 for the sums of £243,784.84 and £377,882.95, respectively.

## **25/95/C Tourism, Community and Publicity Committee**

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 1 October 2025, and adopt the recommendations, as follows:

### **25/30/TCP – Reader and Ripple Sculptures**

**RESOLVED:** that a formal letter of thanks is sent to Michael Fairfax for gifting the Ripple sculpture to the town and to approve the replacement of the Reader sculpture in wire with a wooden book on a steel rebar frame.

## **25/96/C Town Management and Highways Committee**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the meeting held on 24 September 2025, and adopt the recommendations, as follows:

### **25/32/TMH – Future Use of Adopted Telephone Kiosk at Bell Cliff**

**RESOLVED:** to agree the decommissioned BT telephone kiosk located at Providence Place/Bell Cliff is re-purposed as a book exchange, ensuring all suggestions comply with the contractual obligations and restrictions outlined in the adoption agreement with British Telecommunications plc.

### **25/33/TMH – Memorial Tree Sculpture**

**RESOLVED:** to put forward the idea of a memorial tree as a potential objective for 2026-27 with a budget of £25k.

### **25/34/TMH – Changes to the Lyme Link Bus Service Route**

**RESOLVED:** to agree to the proposed route changes for the Lyme Link bus service, specifically the removal of Uplyme from the route, with a further review in six months.

### **25/35/TMH – Request for Additional Parking Restrictions in Mill Lane**

Cllr P. May said the Town Mill trustees had sought clarification and had a site visit from Dorset Council, who had confirmed the land subject to the proposed restrictions does belong to Dorset Council.

Proposed by Cllr S. Cockerell and seconded by Cllr M. Ellis, members **RESOLVED** to support the Town Mill Trust for additional parking restrictions in Mill Lane and comment to Dorset Council as appropriate.

**25/97/C To receive the minutes of the Gardens Working Group meeting held on 3 September 2025**

The deputy mayor, Cllr M. Ellis asked if a member could second themselves to be elected as chairman, as was the case with Cllr C. Aldridge.

The town clerk said standing orders were silent on this matter, officers couldn't find anything that referred to principal or local authorities, and it was not covered in the Local Government Act 1972. He said officers could seek further clarification from the national association.

It was agreed officers would seek clarification and if necessary, re-election of the chairman could take place at the next working group meeting.

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, the minutes of the Gardens Working Group meeting held on 3 September 2025 were **RECEIVED**.

**25/98/C The External Auditor's Report and Certificate 2024/25**

Members noted the council had received an unqualified audit and that two comments had been made by the external auditor, which would be dealt with in the next agenda item.

**25/99/C Review of effectiveness of the internal auditor and agree the programme of work for 2025-26**

Proposed by Cllr S. Larcombe and seconded by Cllr G. Caddy, members **RESOLVED** to approve the effectiveness of the internal auditor for 2025-26, to approve the programme of work for 2025-26 and agree a letter of engagement.

**25/100/C Budget and Objectives 2026-27**

The town clerk said officers had further reviewed the list of draft objectives and prioritised health and safety related projects, essential repairs, income generating opportunities and projects that were generally beneficial for the organisation.

The town clerk said at the Strategy and Finance Committee meeting, members had suggested bursaries should come out of the grants' budget, but amounts were already allocated to each grant pot. Therefore, members would need to decide which grant pot bursaries were taken out of. As the large capital grants' budget had been underspent on both occasions this year, he suggested £5k was taken out and allocated to bursaries.

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to reduce the large capital grants' budget by £5k and allocate this to bursaries as it is undersubscribed.

A member queried the children's play area in Langmoor Gardens and asked that as this hadn't been discussed by members, if the description could be changed to something more general like 'development in the gardens'.

The town clerk said this project had been removed because the council hadn't thought about what it wanted to do with the area yet. He said next year the council would be talking about how to spend the receipt from the sale of the council offices and at that point, a report could come back to members to get some clarity over what to do with that location.

A member asked if the objectives could be further reviewed in early-2026 as there would be a better understanding of the year-end position and more projects could possibly be agreed.

The town clerk said officers intended to take a report to the Strategy and Finance Committee on 4 February 2026 about how the council could generate revenue or capital receipts. The committee could then review the year-end position and further objectives at its meeting on 18 March 2026.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve the following objectives for delivery in 2026-27:

<b>Priority 1</b>	<b>Revised cost</b>
Garden handrails	10,000
Red arrows	10,000
Line marking WM & MB	5,000
Electric tools	15,000
Cemetery drive	5,000
Repairs to Lister room- The Terrace	6,000
Replacement fence Woodmead/ View Road	5,000
Further works to pavilion roof	5,000
Beach replenishment contribution	15,000
Sculpture trail	3,000
<b>Priority 1 Total</b>	<b>79,000</b>
<b>Priority 2</b>	
New shelter tables and chairs	10,000
Beach weddings	1,500
Employee benefits	10,000
Replacement woodland walkway	10,000
Opening up the guildhall to public	2,000
New webcam pavilion and cobb	6,000
Replacement electric litter wagon	15,000
<b>Priority 2 Total</b>	<b>54,500</b>
<b>Priority 3</b>	
Biodiversity of the gardens	15,000
<b>Priority 3 Total</b>	<b>15,000</b>
<b>2026-27 Base Budget Omissions</b>	
Minigolf event	1,000
Lyme in Bloom	1,000
Sporting Lyme	2,000
Event sponsorship	1,000
Hospitality	500
<b>Budget amendment</b>	<b>5,500</b>
<b>Bursaries</b>	<b>5,000</b>
	<b>159,000</b>

## **25/102/C Framework for Developing Town Plans**

The town clerk said there was no legal requirement to have a town plan and putting one together would involve a lot of data collection, analysis and stakeholder involvement, it would be resource intense and would take three to six months to pull together.

The town clerk said it would raise expectations but he wasn't optimistic about the funding being available.

Members agreed it would require a lot of work but the council wouldn't get much out of it, and all efforts should be focused on the council's own projects and day-to-day operations.

It was also agreed any external funding should be directed to the Cobb repairs.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** not to pursue Dorset Council's Framework for developing Town Plans.

## **25/103/C Council of the Year Application 2026**

One member felt it wasn't the right time to apply for the award as the council's relationship with external bodies was not good enough and member behaviour needed further improvement.

The town clerk said he believed external relationships were good, especially with other councils. He said there had been a significant improvement in member behaviour and this could be a further control as members would have to keep their behaviour in check through the process.

It was noted that officers had suggested the preparation and application be delegated to the town clerk in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee and that progress should be reviewed by the same committee.

It was therefore agreed the appointment of members should be done via the committee and any members who were not on the committee could let officers know separately if they wanted to be involved.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to approve applying for Town Council of the Year 2026 and delegate the preparation and application to the town clerk in consultation with three members, one of whom should be the chairman of the Tourism, Community and Publicity Committee and that progress should be reviewed by the Tourism, Community and Publicity Committee, with the appointment of members to be made by the committee.

## **25/104/C Lyme Regis to Bridport Shuttle**

The town clerk said since writing the report, he had had confirmation that the grant funding for the service from Western Gateway Sub-National Transport Body (STB) had been approved. He and the deputy town clerk had met with Western Gateway STB and a

further meeting was planned with Dorset Community Transport, who would provide the bus and the drivers. Following initial discussions, it was likely the service would be operational from April 2026.

Proposed by Cllr G. Stammers and seconded by Cllr A. Wood, members **RESOLVED** to retrospectively approve the council acting as the lead organisation and accountable body for the submission to Western Gateway Sub-National Transport Body of a grant funding application for £20,000 to provide a weekend bus shuttle between Lyme Regis on Friday and Saturday evenings between 7pm and midnight.

**25/105/C Request from tenant for a financial contribution towards the cost of installing an air conditioning unit in a council-owned commercial property (Jurassic Photography)**

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

**25/106/C Exempt Business**

**a) Request from tenant for a financial contribution towards the cost of installing an air conditioning unit in a council-owned commercial property (Jurassic Photography)**

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to approve a financial contribution of £1,500 to Jurassic Photography Ltd towards the cost of installing an air conditioning unit in the eastern shelters retail unit.

*The meeting closed at 7.50pm.*

**Committee:** Full Council

**Date:** 17 December 2025

**Title:** Matters arising from the minutes of the Full Council meeting held on 29 October 2025

**Purpose of Report**

To inform members of the matters arising from the minutes of the Full Council meeting held on 29 October 2025 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 issues on the minutes of the meeting that they require further information on

**Report**

**25/89/C – Matters arising from the minutes of Full Council meeting held on 10 September 2025 and the extraordinary Full Council meeting held on 7 October 2025**

**Receipt and Acceptance of Tenders for the Gardens Paths Project**

The appointed contractor, Hansford Construction Ltd commenced work on site on 17 November 2025. Works are progressing well and a further project meeting will be held on site early next week. The projected completion date remains early-March 2026.

**25/104/C – Lyme Regis to Bridport Shuttle**

Discussions have continued with Transport Commons, Dorset Community Transport (DCT) and Western Gateway (the funding body) about the delivery of this service.

As a result of those discussions, the funding agreement has now been signed and good progress is being made towards the launch/commencement of the service by Easter 2026.

The service will be unregistered and is likely to be pre-booked only due to capacity concerns arising from the use of a 16-seat minibus. A larger vehicle is not available and would result in other logistical and cost and licensing issues.

DCT are currently working on various issues, including a draft timetable, potential fare structure (not capped at £3) and driver recruitment. A further meeting of all parties is scheduled for 12 December 2025, and any further update will be reported verbally.

**25/105/C – Request from tenant for a financial contribution towards the cost of installing an air conditioning unit in a council-owned commercial property (Jurassic Photography)**

These works have been completed and the agreed contribution made.

Mark Green  
Deputy town clerk  
October 2025



**Committee:** Full Council

**Date:** 17 December 2025

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Disposal of former council offices**

The sale particulars were finalised following a site meeting on 15 October 2025 and informal tenders are being sought. The end date for the receipt of offers has been extended until 30 January 2026, to give more time for potentially interested parties to carry out the necessary due diligence checks, etc. Offers will be reported to Full Council on 11 February 2026 for consideration. There is already interest in the building and site and all enquiries are being handled by Alder King (Andrew Maynard) from their Clifton office.

**Dorset Local Plan**

This council's agreed views were submitted prior to the consultation deadline and receipt was acknowledged by Dorset Council.

The next stage of the Plan involves further public consultation commencing in August 2026 prior to public examination by a government-appointed inspector in early-2027.

In the meantime, officers continue to liaise with the freehold owner of Strawberry Fields and with the owners of the adjacent park and ride site.

At some stage prior to August next year, further external advice will be required about viability, valuation and delivery issues connected with the Strawberry Fields site. A further and more detailed report will be submitted in due course, probably to the February meeting of Full Council.

**Dorset Transport Plan**

This council's agreed views were submitted prior to the consultation deadline and receipt was acknowledged by Dorset Council.

**Devolution of Assets and Services**

Further to the report to Full Council on 10 September 2025, a formal expression of interest in the transfer of Dorset Council-owned assets and the local delivery of some services currently delivered

by Dorset Council was submitted on 3 December 2025. A copy is attached as **appendix 9A**. This followed a meeting with the members comprising the working group agreed at the 10 September 2025 meeting.

The expression of interest commits neither council to anything, but provides a more formal basis for discussions which have been ongoing for many months.

In the first instance, those discussions are centred around the transfer and local management of all Dorset Council-owned toilets in return for assets or an income stream which leaves this council in a 'no worse off' position.

The latter point has resulted in some delays to the progress of talks because the potential 'replacement assets' are included within the Harbour Revision Order and cannot be released from it until some time in the early new year.

In the meantime, this council is continuing to evaluate the costs and benefits of bringing all toilet cleaning and management services 'in house'. This will be the subject of a separate report.

Other matters referred to in the recent expression of interest will be pursued separately and at a later date, although Dorset Council has already indicated that some, including all public car parks, are considered 'out of scope'.

Although Dorset Council currently insists it has no intention of forcing any devolution of services onto parish and town councils which do not want them, there appears an almost inevitability about the process given the worsening financial position of most principal authorities, including Dorset, the national trend towards such devolution, the direction of travel from government and the obvious inefficiencies and confusion involved in an inconsistent and piecemeal approach.

In parallel to the above local discussions, the government continues to progress its English Devolution and Community Empowerment Bill and discussions are ongoing about the so-called 'Wessex Partnership', involving Dorset Council and other principal authorities. A briefing note on these subjects recently produced by Dorset Council is attached as **appendix 9B**.

It is intended to organise a more in-depth briefing for all members early in the new year.

### **Park and Ride Service for 2026**

It had been intended to bring a detailed report about the 2026 service to this meeting for member approval. Sadly, the person dealing with timetabling and route planning at First (David Attrill) has sadly died unexpectedly. This will delay matters, and the report will be taken to the January meeting of the Town Management and Highways Committee instead.

David was a hugely helpful person who had worked collaboratively on the delivery of this service since First became involved as operator. His ability to resolve problems and get things done very quickly and with good humour, when required, was exceptional. His input will be greatly missed.

### **20mph Speed Limit**

As mentioned in the report from Dorset Council elsewhere on this agenda, the consultation period has ended, and Dorset Council will be considering the outcome of the process at an internal meeting on 18 December 2025.

Depending on the outcome of that delegated process, detailed scheme designs will then be undertaken with a view to supported schemes being implemented in the first few months of 2026. Dorset Council has indicated there is sufficient funding in its relevant budget for any schemes to be implemented at no cost to the local council.

The outcome of the 18 December 2025 meeting will be shared through briefing when known.

Mark Green  
Deputy town clerk  
December 2025

**The Dorset Council assets which the town council wishes to discuss include:**

**Public conveniences and associated:**

WDDC-LR-09b Broad Street Public Conveniences

WDDC-LR-39 Monmouth Beach Public Conveniences

WDDC-LR-38 The Cobb Public Conveniences (adjoining Cobb Arms)

WDDC-LR22b Victoria Pier Public Conveniences

WDDC-LR-13 Holmbush Long Stay Pay and Display Car Park (Café and Public Conveniences- plus areas of 'green space')

WDDC-LR-10 The Creperie, 67b Broad Street (in conjunction with Broad Street Public Conveniences)

**Commercial, economic Development and Income Generating:**

WDDC-LR-01 St. George's House (Units 1-5) Uplyme Road Business Park

WDDC-LR-12 Cobb Gate Car Park

**Miscellaneous:**

S2975 Haye Lane Playing Field

WDDC-LR-46 Lyme Regis Skate Park (site of)

WDDC-LR-05 Hill Road Store

WDDC-LR-33 Lyme Regis Coastal Defences (including Theatre Square)

WDDC-LR-35 Land to the rear of 14 Marine Parade

WDDC-LR-06b Land to the rear of Charmouth Road Play and Display Car Park

S7755 Lyme Regis Library and site (possible)

S3014 Land for road widening at Clappentail Lane ( no longer required for that purpose?)

S3055 Land for road widening at dismantled railway (no longer required for that purpose?)

**Lyme Regis Town Council assets which may form part of any discussions:**

The 'accreted land' at Monmouth Beach (harbour use)

The park and ride facility at Charmouth Road

The town council wishes to discuss the local management of all public conveniences in the town, together with the local delivery of a range of other services currently wholly, largely or in part delivered by Dorset Council at present. These other services include:

Event management on land owned by Dorset Council

Seafront waste collection and waste management

Highways maintenance and management (potentially including abandoned vehicles, skip and scaffolding licensing, local road closures and associated signage)

Management and maintenance of 'green spaces' and highway verges (possibly via a local 'Agency Agreement')

Local on and off-street parking enforcement

Local economic development and regeneration initiatives

The town council has existing staff with the required training, experience and expertise to deliver all of the above services and is already doing so, either largely or in part, in most of the areas listed.

A single local delivery agency offers the opportunity for more effective and cost-effective delivery of those services and a better and less confusing experience for customers.

The town council wishes to discuss the freehold and unrestricted transfer of assets such as the public conveniences and notes that the transfer of some assets or services may involve significant savings for Dorset council and corresponding costs for the town council. Whilst it is appreciated that Dorset Council may not be able to transfer capital sums or revenue budgets directly to reflect savings to one party and costs to another, the town council does want to explore the possibility of receiving one or more income generating assets to offset additional costs. It is also willing to look at transferring assets to Dorset Council as part of an overall 'package' such as the 'accreted land', which offer the potential of revenue savings to Dorset Council.



Briefing for Town and Parish Councils

November 2025

## **BRIEFING: DEVOLUTION UPDATE**

This briefing paper aims to provide Town and Parish Councils with an update about the English Devolution and Community Empowerment Bill and the Wessex Partnership.

### **Timeline of Devolution activity this year**

**January 2025** – The leaders of Dorset, Somerset and Wiltshire councils submit a letter to government to confirm they wish to be considered as part of the Devolution Priority Programme as a 'Wessex Partnership'. Following a decision of Full Council, Bournemouth, Christchurch and Poole Council also opt to join the Wessex devolution proposal bringing to the total number of councils within the Wessex devolution proposal to four. The relevant press statements can be found here: [Dorset, Somerset and Wiltshire Councils confirm support for Devolution Priority Programme - Dorset Council](#) and <https://www.dorsetcouncil.gov.uk/news/joint-statement-on-bcp-joining-wessex-devolution-bid>

**February 2025** – The government announces which authorities will be part of the Devolution Priority Programme. Leaders of Dorset, Somerset, Wiltshire and BCP are advised that Wessex will not form part of the Priority Programme but that the government will support the Wessex region with future plans to access greater devolution. The relevant press statement can be found here: [Wessex not accepted into Devolution Priority Programme - Dorset Council](#).

**March 2025 – June 2025** – work progresses to strengthen the case for devolution to the Wessex Partnership.

**June 2025** - Baroness Taylor visits Wessex Partnership to discuss Wessex Devolution.

**July 2025** - English Devolution and Community Empowerment Bill introduced to Parliament on 10 July. Wessex Partnership writes to central government to express interest in a devolution agreement. The Bill is currently progressing through Parliament and is not expected to receive Royal Assent until next year (2026).

**November 2025** - Leaders across the Thames Valley confirm plans to pursue a Mayoral Strategic Authority (MSA), with Swindon Borough Council signalling strong interest in joining. The Wessex Partnership had previously kept the door open for Swindon to join. The relevant press statement can be found here: [Thames Valley leaders to pursue devolution deal | Swindon Borough Council](#)

### ***English Devolution & Community Empowerment Bill***

The government has advised that the Bill aims to rebalance power from central government to local communities across England. The Bill follows the English Devolution White Paper. Measures in the Bill fall under 3 broad sections:

- **Devolution** - describes devolution structures, outlines the expansion of powers for mayors and strategic and combined authorities through the new Devolution Framework and details routes to devolution.

- **Local government** – outlines changes to local authority governance, reforming accountability and introducing neighbourhood governance structures.
- **Communities** – details changes to local communities' ability to purchase assets through a new Community Right to Buy and reforms to commercial leases.

**Key Headlines from the Bill:**

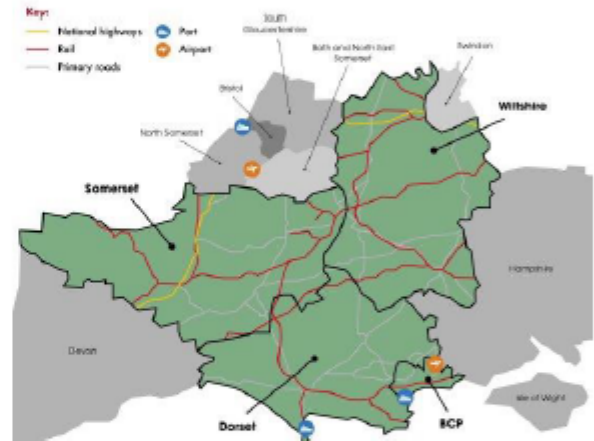
- The Bill **establishes the 'Strategic Authority' tier of authority in England**. There will be three levels of Strategic Authorities including: Foundation Strategic Authorities, Mayoral Strategic Authorities and Established Mayoral Strategic Authorities.
- The Bill introduces a **new duty for all local authorities to create 'effective neighbourhood governance' structures** meaning:
  - The secretary of state will have the power to "define a neighbourhood area and specify the parameters of what arrangements will be appropriate to meet this duty". However, the bill and the notes do not set out what these are likely to involve.
- The Bill also introduces a **new community right to buy** this means:
  - Communities are given the first opportunity to purchase local assets when they are put up for sale, with an extended 12-month period to raise funding and a new 'Sporting' category for sports grounds and facilities.
- The Bill also includes the **removal of upwards only rent reviews in commercial leases**.
  - The government hopes this will boost local high streets and promote economic growth.
- The Framework introduced **additional rights for Mayors** including:
  - New licensing powers
  - Requirement for mayors to prepare a proposed designation of a key route network.
  - Mayors would be able to intervene in planning decisions if they are deemed of "potential strategic importance".
  - Allow mayors to charge a community infrastructure levy, a charge on new development in the area to fund infrastructure.
  - New powers to institute Mayoral Development Orders and a process to establish Mayoral Development Corporations.
  - The Bill requires Mayoral Strategic Authorities, except the GLA, to produce and publish a local growth plan.
- The Bill introduces a new duty for all local authorities to create **'effective neighbourhood governance' structures** and other additional measures, including:
  - The Secretary of State will have the power to "define a neighbourhood area and specify the parameters of what arrangements will be appropriate to meet this duty".

- The Bill reiterates the government's commitment to the establishment of the Local Audit Office, which was announced following a consultation earlier this year, with provisions in the Bill.
- The Bill includes the removal of upwards only rent reviews in commercial leases.

### ***Next steps for the Wessex Partnership***

The Partnership - made up of Dorset, BCP, Somerset and Wiltshire Councils - is continuing to strengthen its case for Wessex Devolution by developing and refining key proposals that demonstrate shared working. The partnership continues to engage with government departments to ensure alignment with national priorities.

In June 2025, the partnership hosted a ministerial visit from Baroness Taylor at Porton Down, using the opportunity to showcase the region's economic potential and present its pathway to devolution proposal, which was met with positive feedback from the minister.



In July the Wessex Partnership wrote to government to express clear interest in a devolution deal and further engagement with Treasury and No.10. In parallel, the four Wessex council leaders also publicly agreed to support a number of proposals that seek to deliver tangible benefits to residents and businesses across the region and reflect continued collaboration and shared commitment to pursuing devolution. You can read about these [here](#).

The partnership continues to position itself as a credible and capable candidate for devolution. While the government has yet to confirm timelines or the scope of a possible next round of devolution decisions, the partnership remains focused on deepening engagement with central government and refining its proposals.

Dorset Council will keep Town and Parish Councils updated with respect to the continued progress of the English Devolution and Community Empowerment Bill and the Wessex Partnership.



**Mayor's Engagements for November/December 2025**

Sunday 8 November	Attended the Remembrance service at the HMS Formidable grave
Saturday 8 November	Attended the Remembrance service at the Polish War Memorial
Sunday 9 November	Accompanied by the mayoress, attended the Remembrance Service in St Michael's Parish Church
Tuesday 11 November	Attended the Armistice service at the War Memorial
Friday 14 November	Attended the 20th anniversary lunch of the Lyme Regis U3A
Saturday 15 November	Hosted my monthly surgery in the Mayor's Parlour, attended by five residents
Saturday 15 November	Accompanied by the mayoress, attended the Yeovil mayor's charity ball at Westland Sport and Social Club
Tuesday 18 November	Attended the annual meeting of the Lyme Regis branch of the Royal British Legion
Thursday 20 November	Attended a committee meeting of the St George's Twinning Association
Saturday 22 November	Accompanied by the mayoress, attended the lantern workshop prior to the switch-on of Lyme's Christmas lights
Tuesday 25 November	Chaired a meeting with the Barfleur Twinning Association following my visit to Barfleur with the mayoress
Thursday 27 November	Accompanied by the mayoress, attended the Light Up A Life service at the Town Mill organised by Weldmar Hospicecare
Saturday 29 November	Accompanied by the mayoress, attended the Community Closet event at the Woodmead Halls
Sunday 30 November	Accompanied by the Mayoress attended the Give and Take event at the Woodmead Halls
Saturday 6 December	Accompanied by the mayoress, attended the Lyme Regis Over 70s Christmas Lunch at the Woodmead Halls
Monday 8 December	Attended the launching of four craft at the Lyme Regis Boat Building Academy
Wednesday 10 December	Attended the Christmas party of the Talking Café at Hallett Court

Thursday 11 December	Accompanied by the mayoress, attended the 75th anniversary of the Lyme Regis Rotary Club
Friday 12 December	Accompanied by the mayoress, attended the Lyme Regis Christmas Tree Festival
Sunday 14 December	Accompanied by the mayoress, attended the Mayor's Civic Carol Service at St Michael's Parish Church
Wednesday 17 December	Accompanied by the mayoress, attended the Welcome Club Christmas lunch at the Hunters Lodge Inn.

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 04 NOVEMBER 2025**

**Present:**

**Chairman:** Cllr G. Turner

**Members:** Cllr C. Aldridge, Cllr M. Denney, Cllr S. Larcombe, Cllr P. May

**Officers:** M. Green (deputy town clerk), AM. Shepherd (administrative assistant)

**25/29/P Public Forum**

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

**25/30/P Apologies for Absence**

Cllr S. Cockerell – Holiday  
Cllr S. Larcombe

**25/31/P Minutes**

Proposed by Cllr C. Aldridge and seconded by Cllr M. Denney the minutes from the meeting on 14 October 2025 were **ADOPTED**.

**25/32/P Disclosable Pecuniary Interests**

There were none.

**25/33/P Dispensations**

There were none.

**25/34/P Member planning recommendations**

There were none.

**25/35/P Matters arising from the minutes of the Planning Committee held on 14 October 2025.**

Noted.

**25/36/P Update Report**

There were none.

1. **P/LBC/2025/05844****LISTED BUILDING CONSENT – Received 15.10.25**

Repair to void under The Cobb by filling with marine concrete and repair to damaged/destroyed concrete toe. Erection of temporary counterbalance scaffold and Haki steps

Lyme Regis Harbour the Cobb Lyme Regis DT7 3JJ

*The town council supports the emergency works to maintain the integrity of the Cobb structure.*

2. **P/VOC/2025/05952****VARIATION OF CONDITION – Received 27.10.25**

Construction of single storey extension, ramped access, driveway and mobility scooter store (with variation of condition no.2 to planning permission P/HOU/2025/01940 - to remove ramped access approach, existing stepped access replaced with new, minor amendments to scooter store)

3 Dolphin Close Lyme Regis DT7 3PW

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours*

3. **P/LBC/2025/06211****LISTED BUILDING CONSENT – Received 28.10.25**

Interior alterations to 23no letting rooms and associated corridors  
60 Broad Street Lyme Regis DT7 3QF

*The council raises no objection recognising the intention to enable the business to operate effectively and efficiently, subject to the Conservation Officer being satisfied that the works are appropriate and reasonable in relation to the historic character and setting of the building.*

4. **P/HOU/2025/06221****HOUSEHOLDER PLANNING PERMISSION – Received 29.10.25**

Demolition of conservatory; re-slating of extension; removal of chimney; replacement of windows and doors; internal and external repairs and refurbishment

9 Church Street Lyme Regis DT7 3BS

*The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours*

**5. P/LBC/2025/06222**

**LISTED BUILDING CONSENT – Received 29.10.25**

Demolition of conservatory; re-slating of extension; removal of chimney; replacement of windows and doors; internal and external repairs and refurbishment

9 Church Street Lyme Regis DT7 3BS

*The town council recommends approval of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the conservation area or heritage assets*

**6. P/VOC/2025/06313**

**VARIATION OF CONDITION – Received 29.10.25**

Change UPVC windows and doors to wooden framed windows and doors (with variation of condition 2 of planning permission P/FUL/2025/02625 to amend window design and layout

Flat 64 Broad Street Lyme Regis DT7 3QF

*The town council recommends approval of the application because it is in accordance with the approved development plan, its scale and design is in keeping with the subject property and it has no detrimental effect to neighbours*

**7. P/VOL/2025/06403**

**VARIATION OF CONDITION – Received 29.10.25**

Internal alterations to stairs and walls, externally change UPVC windows and doors to wooden framed windows and doors (with variation of condition 2 of planning permission P/LBC/2025/02624 to amend window design and layout)

Flat 64 Broad Street Lyme Regis DT7 3QF

*The town council recommends approval of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the conservation area or heritage assets*

**25/38/P**

**Amended/Additional Plans**

**1. P/FUL/2025/04936**

**AMENDED PLANS – Received 27.10.25**

Conversion of existing garage to residential dwellinghouse.

Quilleys Cobb Road Lyme Regis DT7 3JR

*The town council recommends refusal of the application for the following reasons:*

*1 - The council does not accept the applicant's claim that the scheme constitutes a conversion. The proposal is, in effect, a new build on the footprint of the existing garage, rather than a conversion of the existing structure.*

*2 - The proposed ridge height would be significantly greater than the current building and would appear visually intrusive and out of keeping with the established street scene.*

*3 - The council did not agree with, nor understand the applicant's justification regarding the character and context of the surrounding development, as this did not accurately reflect the appearance and form of neighbouring properties.*

*All previous objections submitted by the town council still apply, with the exception of the objection relating to precedent, which has been withdrawn.*

**25/39/P**

## **Planning Decisions**

A member asked for an update on application P/VOC/2023/02551, Lyme Regis Golf Club.

The officer informed the members that the variation of condition had been granted, with numerous conditions remaining in place. He expressed concerns regarding the condition requiring the site profile to match the approved plans, it was also reported that Dorset Council did not have a surveyor and monitored the site only by visual inspection during periodic visits, which was considered insufficient to verify compliance accuracy.

The members discussed the difficulty of independently checking the profile due to restricted access to the private site. It was noted that the council had successfully used drone-based LiDAR surveying at Monmouth Beach to measure land profiles, and that this could potentially be used for this site. Legal considerations on flying over private land were noted, but it was believed that licensed drone operators could do it lawfully.

Members agreed that independent data might be necessary to assess compliance, as neither Dorset Council nor the applicant was likely to provide accurate profile measurements. It was noted that any expenditure would require a recommendation to Full Council.

A member requested that the town council reminds Dorset Council of the requirements, set out in the planning conditions, for a final survey to confirm compliance with the approved site profiles at the end of the depositing period, and ensures that this is included in the council's forward work plan for follow-up at the appropriate time.

Members asked the deputy town clerk to obtain a quotation for a drone-based LiDAR survey of the site to establish the cost and feasibility of independently assessing the current land profile, with the findings to be reported back to the committee at the next meeting.

**25/40/P**

## **Planning Correspondence**

There were none.

*The meeting closed at 8:05pm*

**Town council comments made under delegated authority arising from the cancelled meeting of the planning committee scheduled to be held on 25 November 2025**

**1. P/HOU/2025/06355**

**HOUSEHOLDER PLANNING PERMISSION – Received 31.10.25**

Demolish existing double garage, rear conservatories and entrance passageway, erect single storey rear extension, two storey side extension & front entrance porch, together with internal alterations

Breadcroft Coram Avenue Lyme Regis DT7 3LB

**Recommend approval**

**2. P/LBC/2025/06674**

**LISTED BUILDING CONSENT – Received 11.11.25**

Replacement of doors with fire rated doors

Temple House 63 Broad Street Lyme Regis DT7 3QF

**Recommend approval**

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 26 NOVEMBER 2025

**Present:**

**Chairman:** Cllr P. May

**Members:** Cllr C. Aldridge, Cllr P. May, Cllr M. Denney, Cllr G. Stammers, Cllr A. Wood, Cllr G. Turner

**Co-opted members:** G. Barr, V. Elcoate

**Officers:** K. Newman (administrative and community engagement assistant), S. O'Connell (operations manager)

**25/43/ENV Public Forum**

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

**25/44/ENV Apologies**

Cllr S. Cockerell – holiday  
Cllr N. Rumbold – work commitments  
J. Breeze – illness

**25/45/ENV Minutes**

Proposed by Cllr M. Denney and seconded by Cllr C. Aldridge, the minutes of the meeting held on 8 October 2025 were **ADOPTED**.

**25/46/ENV Disclosable Pecuniary Interests**

There were none.

**25/47/ENV Dispensations**

There were none.

**25/48/ENV Matters arising from the minutes of the previous meeting held on 8 October 2025**

**Round Britain eRIB – Commemorative Noticeboard**

The operations manager had met with Jackie Besley prior to this meeting. The eRIB team had made a funding request and this would be brought to members at a future meeting.



## **25/49/ENV Update Report**

### **Electric Rapid vehicle charging**

Members raised concerns about the lack of access to rapid charging points within the town and asked if further investigation could be carried out by the deputy town clerk, as well as Dorset Council, as a priority.

### **Monitoring and Bathing Water Quality Church Beach Notices**

The operations manager said an electronic noticeboard would cost around £30,000 but powering the unit with solar would bring costs down to around £10,000.

It was suggested the town council and South West Water could consider contributing to the costs of this. It was suggested this could be considered for the 2027-28 budget.

The operations manager said the next step was to engage with Dorset Council and come to an agreement. He hoped the Dorset Council ward member would be able to advise further at the next bathing water quality meeting on 13 January 2026.

### **Carbon Literacy**

The operations manager said he should be fully accredited as a carbon literacy trainer upon completion of the course on 27 November 2025. The council would then need to put together a course or purchase a license to be able to provide the training, with an average cost of £800 per presentation/accreditation training package. The content would also need to be kept up-to-date.

An item was requested on the next agenda to review ongoing training and members who were not already carbon literacy trained were urged to take up the training.

## **25/50/ENV Environment Committee – Objectives**

Members noted the report.

## **25/51/ENV River Lim Action Group Report**

It was noted South West Water's Turning the Tide programme had not commenced in November, as previously expected, and that the timescales had been removed from their website.

The operations manager said the surveys have not yet taken place so a start date was unknown. It was suggested the town council wrote to South West Water to apply some pressure and that it is also raised at the next bathing water quality meeting.

As part of the Farming in Protected Landscapes project, visits to the 10 local farms had taken place and half of them had received their reports and funding suggestions.

A member asked the operations manager to ask South West Water for a progress report on the project.

The meeting discussed the Environment Agency's withdrawal of river maintenance. The operations manager said he had written to the relevant people at the Environment Agency to arrange a meeting between stakeholders. A response was expected by 10 December 2025 but this could be chased up at a meeting with the Environment Agency on 28 November 2025, set up to discuss fish passages.

The removal of Himalayan Balsam was discussed and whether town council staff would be available to help remove it.

The operations manager said he would discuss this with his team, taking into consideration work schedules and who was trained to do it.

It was suggested the town council engaged with riverbank owners and kept the pressure on Dorset Council to carry out vegetation clearance and to deal with collapsing banks.

It was noted there was an action from the previous meeting to encourage the Environment Agency, Dorset Council, Lyme Regis Town Council and other riparian owners to get together and discuss this.

Proposed by Cllr P. May and seconded by Cllr M. Denney that members agreed to **RECOMMEND TO FULL COUNCIL** that officers engage with South West Water about their revised timescales for the Turning the Tide works in Lyme Regis; that the council continues to press South West Water to carry out the much-needed upgrade at Uplyme Sewage Treatment Works; and for resources to be put into public engagement and key stakeholder briefings to ensure support for the proposed works and minimum disruption while they are taking place.

#### **25/52/ENV Cigarette Butt Waste Outside Licensed Premises**

It was suggested the town council asked local publicans to regularly empty the cigarette butt boxes outside their premises and sweep up any butts. It was suggested the enforcement officers would be able to enforce this.

The operations manager said the town council had no powers to enforce this. The council could write to Dorset Council and ask them to try and enforce it but ultimately, publicans were responsible for emptying their own butt bins.

A member suggested putting an article into the town council business briefing and LymeLiving Magazine to raise awareness and educate the public and publicans and praise those that do tidy up outside their premises.

It was noted Litter Free Dorset had run campaigns in the past and suggested the town council engaged with the organisation to further educate publicans.

It was also suggested the issue was raised with the Cobb Traders.

## **25/53/ENV Town Public Drinking Water Tap Provision**

Several locations had been identified where taps could be installed, including outside the toilets next to the Sailing Club and the toilets next to the Pilot Boat. It was suggested taps could be installed for £200 to £400 each.

The operations manager said it would be necessary to carry out legionella testing, which would be more feasible if the taps were installed at town council properties. He said the town council was in discussions with Dorset Council about managing more public toilets in the town so this might provide an opportunity to install more taps.

It was agreed G. Barr would work with officers to identify locations and come up with a proposed programme for installation, to be considered as a future objective.

Proposed by Cllr P. May and seconded by Cllr G. Stammers that members agreed to **RECOMMEND TO FULL COUNCIL** that town public drinking water tap provision be added to the proposed list of objectives for 2027-28.

## **25/54/ENV Food Security discussion**

It was suggested an article was included in LymeLiving magazine to raise awareness of local food suppliers.

The operations manager was asked if there was more scope for additional grow your own food or community gardens using town council land, or if more allotments could be created. He said there were currently no resources but the town council was always open to suggestions, depending on feasibility. The potential for more allotments would be a Town Management and Highways issue.

It was noted there were already plans in place for a garden at Woodroffe School, to be maintained by students.

It was agreed everyone would come back to the next meeting with proposals that were within the council's gift. It was also suggested there needed to be a champion to bring the ideas together.

It was agreed there would be an agenda item for food security at the next meeting, and suggestions should be received before that meeting to be included in the report.

## **25/55/ENV Action Plan for Achieving Net Carbon Zero Emissions by 2030**

The operations manager urged members to read the plan and if they wanted to add anything, to let him know before the working group met on 4 December 2025. He suggested that the wording of the action plan be amended to 'achieve carbon neutrality' instead of 'net carbon zero'.

*The meeting closed at 8.37pm.*

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 5 NOVEMBER 2025

**Present**

**Chairman:** Cllr M. Ellis

**Members:** Cllr G. Caddy, Cllr G. Stammers

**Officers:** A. Mullins (assistant town clerk), A. Shepherd (administrative assistant)

**25/17/HR Public Forum**

There were no members of the public present.

**25/18/HR Apologies**

Cllr S. Cockerell – holiday  
Cllr C. Reynolds – illness

**25/19/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 17 September 2025**

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, the minutes of the meeting held on 17 September 2025, were **ADOPTED**.

**25/20/HR Disclosable Pecuniary Interests**

There were none.

**25/21/HR Dispensations**

There were none.

**25/22/HR Matters arising from the minutes of the Human Resources Committee meeting held on 17 September 2025**

Members noted the report.

**25/23/HR Update Report**

Members noted the report.

**25/24/HR Human Resources Committee – Objectives**

Members noted the report.

**25/25/HR To receive the minutes of the Health and Safety Committee meeting on 18 September 2025**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the Health and Safety Committee meeting held on 18 September 2025 were **ADOPTED**.

**25/26/HR Job description and person specification for a permanent post to support the management of the council's commercial properties and other assets and to assist with the delivery of property-related, project and asset management work**

The assistant town clerk said the role had originally been introduced on a temporary basis, to support the high volume of projected work. The number of projects had not reduced since then, and therefore the workload remained substantial. To support the case for making the role permanent, the deputy town clerk had proposed expanding its focus to include day-to-day asset management and tenant liaison responsibilities.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the job description and person specification for the permanent post to support the management of the council's commercial properties and other assets to assist with the delivery of property-related, project and asset management work.

**25/27/HR Administrative Assistant (post holder 110), Six-Month Probation Review**

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

**25/28/HR Update on Postholder 207**

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

**25/29/HR Confidential Staffing Update**

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

Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**25/29/HR Exempt Business**

**Agenda item 11 – Administrative Assistant (post holder 110), Six-Month Probation Review**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the administrative assistants (post holder 110) continued employment with the council, effective from 7 November 2025, until the end of the fixed term period on 31 March 2026.

**Agenda item 12 – Update on Postholder 207**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the update on postholder 207 and identified three members of the committee, Cllr G. Caddy, Cllr M. Ellis and Cllr G. Stammers to potentially be involved at the next stage of the process.

**Agenda item 13 – Confidential Staffing Update**

The assistant town clerk provided a further update on the matter and members supported the position.

*The meeting closed at 7:30pm.*

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 19 NOVEMBER 2025

**Present**

**Chairman:** Cllr P. Evans

**Members:** Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr A. Wood

**Officers:** C. Austin (communications officer), A. Mullins (assistant town clerk)

**25/37/TCP Public Forum**

There were no members of the public present.

**25/38/TCP Apologies**

Cllr G. Caddy – personal commitment  
Cllr M. Denney – illness  
Cllr S. Larcombe – personal commitment  
Cllr C. Reynolds - illness  
Cllr A. Wood – prior commitment

**25/39/TCP Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, the minutes of the meeting held on 1 October 2025 were **ADOPTED**.

**25/40/TCP Disclosable Pecuniary Interests**

There were none.

**25/41/TCP Dispensations**

There were none.

**25/42/TCP Matters arising from minutes of the previous meeting held on 1 October 2025**

**Bursaries**

The assistant town clerk said there had been some technical difficulties regarding communication between St Michael's Primary School. However, the school had now accepted a bursary of £1,000 and had identified local families that would benefit from the grant funding.

## Youth Council

The assistant town clerk said there had been no update on the youth council and no communication from the new head of sixth form.

## Sculpture Trail

The assistant town clerk said a meeting with sculptor Michael Fairfax would take place to discuss a site-specific sculpture; as his work was inspired by rivers, the riverbank location at Jericho was discussed as a possible sculpture location. She said budget remained for this project in this current financial year.

## Mini Ghoulf

A member thanked staff for all the effort put into the event. Members suggested other themed events at different times of the year and the assistant town clerk said there were already plans for an Easter themed event.

### **25/43/TCP Update Report**

Members noted the report.

### **25/44/TCP Tourism, Community and Publicity Committee – Objectives**

Members noted the report.

### **25/45/TCP To receive the minutes of the Party in the Park working group meetings held on 1 October and 12 November 2025**

Proposed by Cllr D. Holland and seconded by Cllr N. Hampton-Rumbold, the minutes of the meetings held on 1 October 2025 and 12 November 2025 were **ADOPTED**.

### **25/46/TCP Council of the Year Application 2026 – Delegation of Members**

Members asked how much work would be involved in the application process. The assistant town clerk said officers would complete the work but needed members to work with to consult and approve the application.

It was noted the chief executive of the Society of Local Councils and Clerks had encouraged the council to enter an application after he had been impressed with the scale of the projects the council had delivered for the community.

Cllr M. Ellis and Cllr P. Evans volunteered to work with officers on the application and it was agreed another member could be sought at the Full Council meeting,

Proposed by Cllr D. Holland and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllr M. Ellis and Cllr P. Evans work with the town clerk on the application for the Town Council of the Year 2026 award and request one other member from the Full Council to work alongside them.



**25/47/TCP Barfleur Twinning**

Members noted the report and were encouraged by the recent visits to Barfleur and Cruelly. It was noted the mayor was planning to hold a civic reception in January to try and encourage new members to join the twinning association, to which the mayor of Barfleur had been invited.

**25/48/TCP Cobb Traders**

Members noted the report.

**25/49/TCP Stampede by the Sea Impact Report**

Members noted the report.

**25/50/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 7.30pm.*

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 12 NOVEMBER 2025

**Present**

**Chairman:** Cllr M. Ellis

**Members:** Cllr G. Caddy, Cllr P. Evans, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers

**Officers:** A. Mullins (assistant town clerk), S. O'Connell (operations manager)

**25/39/TMH Public Forum**

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

**25/40/TMH Apologies**

Cllr S. Cockerell – holiday  
Cllr C. Aldridge – personal commitment  
Cllr D. Holland  
Cllr C. Reynolds – illness  
Cllr A. Wood – previous commitment

**25/41/TMH Minutes**

Proposed by Cllr P. Evans and seconded by Cllr S. Larcombe, the minutes of the previous meeting held on 24 September 2025 were **ADOPTED**.

**25/42/TMH Disclosable Pecuniary Interests**

There were none.

**25/43/TMH Dispensations**

There were none.

**25/44/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 24 September 2025**

Members noted the report.

**25/45/TMH Update Report**  
**The Three Cups**

A member asked if officers could continue to put pressure on Palmers Brewery for an update on the building. It was agreed any updates would be provided in the members' briefing.

### **Accreted Land at Monmouth Beach**

Members expressed their frustration that this matter remained unresolved and said the amount of staff time trying to resolve it was unacceptable.

### **Dorset and Somerset Air Ambulance Clothing Banks**

The operations manager said there were three possible locations at Anning Road Playing Field and the council would make the decision on the final location. If it was later found to be unacceptable after installation, it could be moved.

### **Terrace Café outside seating and licensing requests**

Although a verbal update was to be provided to the meeting, there was nothing to report.

A member was concerned the gazebo was already in place without consultation with the delegated members or this committee.

It was agreed the deputy town clerk would provide an update in the members' briefing.

## **25/46/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

## **25/47/TMH Summer 2025 Operational Review**

The operations manager said the report outlined his current views and potential thoughts for the future, but this could change after being in post for a year.

It was noted officers were reviewing the council's whole cleaning function, with the view to bringing the service in-house, but this was dependent on discussions with Dorset Council regarding the transfer of assets and services.

Members noted the operations manager's strategic reflections and agreed they could be brought forward at a future date.

The operations manager said the next step would be for the management team to discuss this and to bring forward any proposals to members.

## **25/48/TMH Monitoring of Ground Markers at Monmouth Beach**

Members noted the report.

## **25/49/TMH Complaints, Incidents and Compliments**

Members noted the report.

## **25/50/TMH Park and Ride Outturn 2025**

Proposed by Cllr M. Ellis and seconded by Cllr S. 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.

## **25/51/TMH Exempt Business**

*Cllr G. Stammers arrived at 7.27pm.*

### **a) Park and Ride Outturn 2025**

Members noted the increased operating loss in 2025 and how the pay to ride model was potentially impacting on this. Members discussed the suggestion to switch to a pay to park model and were supportive, in principle. Members encouraged the deputy town clerk to pursue this.

Members noted that a further report would be brought to members to agree the arrangements for the 2026 park and ride service.

*The meeting closed at 7.39pm.*

**Committee:** Full Council

**Date:** 17 December 2025

**Title:** Budget and Precept 2025-26 and Five-Year Financial Plan 2026-31

**Purpose of the Report**

To allow members to approve the 2026-27 budget, reserve and precept

To inform members of the council's five-year financial plan 2026-31

**Recommendation**

- a) Members approve a budget for 2026-27, including a precept of £163,254 **appendix 17A**
- b) Members note the five-year financial plan for 2026-31, **appendix 17A**
- c) Members agree to maintain the council's reserve at £1million for 2026-27

**Background**

- 1. Each year the council must approve the budget and precept for the following financial year.
- 2. At the Strategy and Finance Committee meeting on 15 October 2025, members considered the first draft of the 2026-27 budget, five-year financial plan, and objectives. The recommendations from this committee along with a further report on objectives were subsequently approved by the Full Council on 29 October 2025.
- 3. This report incorporates the budget assumptions presented to the Strategy and Finance Committee on 15 October 2025, along with the decisions made at that meeting, i.e., inflation assumptions, charging adjustments and the precept.
- 4. The report starts with the second draft of the 2026-27 budget, **appendix 17A**.
- 5. Officers have adopted a prudent approach to the budget. Known income, only, is included in the budget; speculative income is excluded. All known and reasonably anticipated expenditure is included in the budget. If there is no known intelligence, inflation assumptions default to the September 2025 consumer price index (CPI) of 3.8%.

**The 2026-27 budget**

- 6. The council's income and operating expenditure budgets for 2026-27 are £2,378,964.82 and £2,386,260.12, respectively; a deficit of £7,295.61.
- 7. At Full Council on 29 October 2025, a total of £154,000 for objectives was approved for 2026-27.

**Income**

8. Increases to annual holiday car parking permits charges yield an additional c.£2.9k. Recent years have seen a rise in holiday accommodation permits; therefore estimated income has been prudently increased. This increases the budget by a further c.£3.2k, totalling c.£36.6k.
9. Increases to residents permits and non-resident permits yield an additional c.£5.2k, generating a total income of c.£14.8k.
10. Increases to car parking prices yield an additional c.£58.6k, if prudent assumptions remain the same. The decision to extend the car parking hours in Cabanya and Monmouth Beach will be quantified and budgeted for by next year's data. A prudent figure of £20k has been added to the budget, generating a total of £1.111m.
11. Increases to three-day and weekly permits at Woodmead car park will be quantified and budgeted for using this year's data once a whole year of IPS car parking data is available; the increase is not expected to be material.
12. The variable increases to beach hut charges will yield additional estimated income of c.£4.3k, generating a total income of c.£79.3k.
13. The introduction of further advertising boards at Monmouth Beach car park will yield an estimated additional c.£3.5k.
14. The increase in amenities charges will yield an additional c.£20.3k, generating a total income of c.£149k.
15. The increase in civil marriage ceremonies' charges will yield an additional £524, generating a total income of c.£11.5k.
16. The increase in rent for the Monmouth Beach garages will bring in an additional £473, generating a total income of c.£10.9k.
17. Officers have assumed CPI and RPI rates of 3.8% and 4.4%, respectively. The September 2025 rates have been published at 3.8% and 4.5%, respectively, and therefore have made some minor changes to budgets.
18. The council's resolution not to change the charges for alfresco seating, Bell Cliff advertising, shelters' hire, penalty charges, cemetery charges and memorial benches has no budget implications.
19. The precept remains held at £163,254.

## **Expenditure**

20. Salaries' expenditure has increased due to the council decision to introduce three new permanent staffing positions; communications officer, seasonal seafront attendant and property and projects assistant, along with small alterations to the original calculations. The total has increased by c.£92k, totalling c.£1.243m.

21. Marketing expenditure has increased by £17k per annum, to a total of £48.2k, due to the introduction of a permanent council magazine, an uplift from £4k to £21k for the total production costs.
22. The council's decision to introduce bursaries permanently has no effect on the budget as it was decided that it would be funded from the current grants' budget.

### **The council's reserve and 5-year plan**

23. The five-year plan also quantifies the impact of the council's annual spend on its reserve.
24. The council's reserve at 31 March 2026 is prudently forecast at £1.228m, after the objectives and projects have been completed.
25. In summary, the council's five-year financial plan creates a deficit from 2026-27 onwards, **appendix 17A:**

	<b>In year</b>
<b>2026-27</b>	-£7.3k
<b>2027-28</b>	-£44.9k
<b>2028-29</b>	-£57.5k
<b>2029-30</b>	-£61.5k
<b>2030-31</b>	-£65.8k

26. The council is required to produce a balanced budget each year, therefore £7,295.61 will be deducted from the council's reserves to make up the deficit, which is prudently forecast at £1.228m at March 2026.
27. At Full Council on 29 October 2025, a total of £154,000 for objectives was approved for 2026-27.
28. This leaves a forecast amount of £1,066,583 in the council's reserve at 1 April 2026.
29. The council's policy was to hold its reserve at 50% of budgeted income. A decision was made during the budget-setting process to set the reserve at £1million to release funds for projects within 2025-26. The council can review this level of reserve. If the council reverts to its policy position, the reserve required is £1,1760m, i.e., 50% of 2026-27 budget income of £2,353m.

Naomi Cleal  
Finance manager  
December 2025

## APPENDIX 17A

<b>Income</b>		<b>2026-27</b>	<b>2027-28</b>	<b>2028-29</b>	<b>2029-30</b>	<b>2030-31</b>
Precept Total		163,254.00	163,254.00	163,254.00	163,254.00	163,254.00
Car Park Total		1,192,989.73	1,192,988.73	1,192,987.73	1,192,987.73	1,192,986.73
Chalet & Caravan Total		477,462.09	477,462.09	477,462.09	477,462.09	477,462.09
Concession Total		9,450.00	9,450.00	9,450.00	9,450.00	9,450.00
Alfresco Licenses Total		26,780.00	26,780.00	26,780.00	26,780.00	26,780.00
Commercial Rent Total		272,208.00	272,208.00	272,208.00	272,208.00	272,208.00
Advertising Total		8,700.00	8,700.00	8,700.00	8,700.00	8,700.00
Amenities Total		149,224.00	149,224.00	149,224.00	149,224.00	149,224.00
Cemetry Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total		19,574.00	19,574.00	19,574.00	19,574.00	19,574.00
Interest Total		40,000.00	10,000.00	10,000.00	10,000.00	10,000.00
<b>TOTAL</b>		<b>2,378,964.82</b>	<b>2,348,963.82</b>	<b>2,348,962.82</b>	<b>2,348,962.82</b>	<b>2,348,961.82</b>
<b>Expenditure</b>						
Outside Works Total		371,694.77	371,694.77	381,694.77	381,694.77	381,694.77
Democratic Rep Total		38,241.13	38,241.13	38,241.13	38,241.13	38,241.13
Rents Total		59,816.00	59,816.00	59,816.00	59,816.00	59,816.00
Licenced Land Total		3,170.55	3,167.51	3,167.51	3,167.51	3,167.51
Office Admin Total		116,082.97	120,170.84	121,948.02	125,048.68	128,267.13
Staffing Total		1,243,465.77	1,243,465.77	1,243,465.77	1,243,465.77	1,243,465.77
Marketing Total		48,225.52	51,225.52	51,225.52	51,225.52	51,225.52
Utilities Total		342,119.54	342,119.54	342,119.54	342,119.54	342,119.54
Grants Total		163,444.18	163,921.09	164,745.30	165,676.66	166,729.10
Loans Total		-	-	-	-	-
<b>TOTAL</b>		<b>2,386,260.43</b>	<b>2,393,822.17</b>	<b>2,406,423.56</b>	<b>2,410,455.58</b>	<b>2,414,726.47</b>
<b>Reserve Inc/(Dec)</b>		<b>- 7,295.61</b>	<b>- 44,858.35</b>	<b>- 57,460.75</b>	<b>- 61,492.77</b>	<b>- 65,764.65</b>



**Committee:** Full Council

**Date:** 17 December 2025

**Title:** Revision of lost property policy

**Purpose of Report**

To allow members to agree a revised lost property policy

**Recommendation**

Members approve the revised lost property policy

**Background**

1. The Full Council approved a lost property policy on 11 December 2024.
2. The policy outlined that the police would formally take items of value. However, the police have since informed us that they no longer accept any lost property and have given us advice as to how it should be handled.

**Report**

3. A revised lost property policy and procedure have been prepared by officers to incorporate these changes, **appendix 18A**, which members are asked to approve. Deletions are crossed out and additions are in red.

Naomi Cleal  
Finance manager  
December 2025

## Policy and Procedure

### Lost property

#### 1. Introduction

- 1.1 This document sets out the agreed lost property policy for items handed into Lyme Regis Town Council and the procedure for dealing with such items.

#### 2. Procedure

- 2.1 Lost property can be handed into the town council office, Guildhall Cottage, Church Street, Lyme Regis, Dorset. DT7 3BS or to a uniformed member of staff.
- 2.2 All items deposited at the town office will be recorded by staff in the 'Lost Property' log and, where possible, details of where and when the item was found will also be logged. Cash amounts will be logged when the lost property is received.
- 2.3 Where an item contains personal information, every effort will be made to contact the owner.
- 2.4 Unclaimed perishable items will be disposed of by staff at the end of each working day.
- 2.5 All other items will be held for three calendar months at which time they will either:
- 2.5.1 be disposed of within Lyme Regis Town Council's bins
  - 2.5.2 **personal items to be donated to charity**
  - 2.5.3 **passports will be sent back to the passport office**
  - 2.5.4 **personal identification documents to be cut up and disposed of**
  - 2.5.5 **mobile phones to be destroyed**
  - 2.5.6 **cash to be donated to charity**
  - 2.5.7 **the relevant bank will be contacted for guidance on appropriate action to take for bank cards.**
  - 2.5.8 **medicine to be taken to a local pharmacy for disposal**
- ~~2.6 This is with the exception of:~~
- ~~2.6.1 passports, personal identification documents, mobile phones, and cash all to be handed to the police.~~
  - ~~2.6.2 bank cards the relevant bank will be contacted for guidance on appropriate action.~~
  - ~~2.6.3 medicine to be taken to a local pharmacy for disposal.~~

#### 3. Review

- 3.1 This policy and procedure will be reviewed in three years' time or sooner if there are changes in legislation.

**Implementation date:** 17 December 2025

**Review Date:** December 2028

DRAFT

**Committee:** Full Council

**Date:** 17 December 2025

**Title:** Commissioning of a New Sculpture

**Purpose of Report**

To allow members to consider suspending financial regulations to allow the commissioning of a new sculpture for the sculpture trail

**Recommendation**

Members suspend financial regulation 10.2 to allow the commissioning of Michael Fairfax to design and make a sculpture without the need to obtain three quotes.

**Background**

1. The sculpture trail has been in place in the Langmoor and Lister Gardens since 2015 and features nine sculptures by local artists.
2. The 2025-26 budget includes £6,000 for the sculpture trail; this was a three-year commitment, with £6,000 each in 2023-24, 2024-25 and 2025-26. So far in 2025-26, £1,800 has been committed, of which £1,600 was agreed by the council to replace the vandalised Reader sculpture.
3. The most recent sculptures to be added to the trail were designed by Woodroffe School students and installed earlier this year.
4. The trail is currently restricted to the gardens but previous discussions by the former Sculpture Trail Working Group suggested the trail could be extended to other areas in the town which are managed by the town council.

**Report**

5. Michael Fairfax, the sculptor who created Ripple, recently gifted the sculpture to the town. This was reported to the Tourism, Community and Publicity Committee on 1 October 2025 and a letter of thanks was sent to Michael. As part of those discussions, the assistant town clerk talked to Michael about the possibility of him making another sculpture, to be located in another area of the town.
6. Michael was very keen to do this work. He is a site-specific artist and anything he creates would take inspiration from the area in which it is located.
7. The assistant town clerk has a budget of £2,000 to £2,500 in mind for this work. For this level of expenditure, three quotes would normally be required, as per the council's financial regulations (10.1), which state: 'An official order shall be issued for all goods over £1,000, and for all services over £2,000'.
8. Financial regulation 10.2 states: 'All members and officers are responsible for obtaining value for money at all times, including achieving the best terms available in respect of each transaction. For all items over the purchase order threshold (see paragraph 10.1), this will

usually be by obtaining three or more written quotations or estimates from appropriate suppliers, subject to any provisions in Regulation 11 (1) below, with the exception of preferred suppliers (see paragraph 10.3).'

8. However, in this instance, it would not be practical to seek three quotes as this work would require artists to invest time and effort in working up a design, involving site visits and research. This is a big commitment for an artist. Furthermore, a relationship already exists with Michael Fairfax, who is a renowned international artist who has previously gifted an expensive piece of work to the town.
9. For this reason, members are asked to suspend financial regulation 10.2 to allow the commissioning of Michael Fairfax to design and make a sculpture without the need to obtain three quotes.

Adrianne Mullins  
Assistant town clerk  
December 2025

**Committee:** Full Council

**Date:** 17 December 2025

**Title:** Approval of Unbudgeted Expenditure

**Purpose of Report**

To allow the council to approve unbudgeted expenditure of up to £1,000 to host a civic reception to mark the 200th anniversary of the RNLI in Lyme Regis, on the condition match funding is received from the Lyme Regis Guild of the RNLI

**Recommendation**

Members consider the report and approve unbudgeted expenditure of up to £1,000 to host a civic reception to mark the 200th anniversary of the RNLI in Lyme Regis, on the condition match funding is received from the Lyme Regis Guild of the RNLI

**Report**

1. Discussions have been taking place with the Lyme Regis Guild of the RNLI about a civic reception to mark its 200<sup>th</sup> anniversary in Lyme Regis; a date of Sunday 22 February 2026 is proposed.
2. Approximately 100 people could attend, and this puts the cost of the reception beyond the mayor's allowance.
3. Members are asked to consider approving unbudgeted expenditure of up to £1,000 to host a civic reception to mark the 200th anniversary of the RNLI in Lyme Regis, on the condition match funding is received from the Lyme Regis Guild of the RNLI.

John Wright  
Town clerk  
December 2025

**Committee:** Full Council

**Date:** 17 December 2025

**Title of Report:** Dorset Council's Licensing Policy Consultation

**Purpose of Report**

To allow members to consider Dorset Council's licencing policy, offer initial views and delegate a response to the town clerk in consultation with three members ahead of the consultation deadline of 11 January 2026

**Recommendation**

Members offer initial views on Dorset Council's licencing policy and delegate the response to the town clerk in consultation with three members identified by this meeting

**Background**

1. Licensing authorities are required by the Licensing Act 2003 to publish a Licensing Policy that they propose to apply when exercising their functions under the 2003 Act. The Statement must be published at least every five years and can be reviewed from 'time to time' with any amended parts re-consulted upon.

**Report**

2. Dorset Council's 2025-2031 draft licensing policy is now available and is being consulted on for a period of eight weeks; consultation commenced on 17 November 2025 and concludes on 11 January 2026.
3. The objective of the licensing policy is to inform interested parties of the principles the licensing authority proposes to apply when exercising its functions under the Licensing Act 2003. As the licencing authority, Dorset Council must have regard to the promotion of the licensing objectives as set out in the Act:
  - the prevention of crime and disorder
  - public safety
  - The prevention of public nuisance
  - The protection of children from harm
4. Licensable activities include:
  - the retail sale of alcohol
  - the supply of alcohol in clubs
  - the provision of late-night refreshment
  - the provision of regulated entertainment.
5. The Licensing Policy aims to align with Dorset Council's policy priorities contained within the Council Plan 2024-29.

6. The Statement of licensing policy aims to:
  - protect young people from harm
  - balance the needs of businesses and local residents
  - encourage tourism and a vibrant, diverse night-time economy
  - reduce alcohol misuse
  - reduce unnecessary regulation
7. The draft policy can be found [here](#).

John Wright  
Town clerk  
December 2025



**Committee:** Full Council

**Date:** 17 December 2025

**Title:** Investments and Cash Holdings

**Purpose of Report**

To inform members of the council's current reserve position

**Recommendation**

Members note the cash position at the end of November 2025

**Background**

1. The council's cash holding at the beginning of the financial year was c.£1.655k.

**Report**

2. The council's cash holding at November 2025 was c.£1.684,734m, **appendix 22A**.
3. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.

**Treasury Management**

4. The council was very successful in 2024-25 with its treasury management, receiving c.£70k in interest.
5. Two sets of investments, totalling £200k, with NatWest are maturing at the end of January 2026.
6. Officers will continue to review treasury management over the next quarter to determine the best investment options and liaise with the chairman and vice-chairman of the Strategy and Finance Committee to agree a number of investments to increase the return.

Naomi Cleal  
Finance manager  
December 2025

<b><u>Bank Balances</u></b>			
<b><u>30-Nov-25</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 1.11%		51,605	Instant
Natwest Fixed 21 - 3.28%		200,000	08/10/2026
Natwest Fixed 20 - 3.02%		100,000	08/04/2026
Natwest Fixed 19 - 3.02%		100,000	08/04/2026
Natwest Fixed 18 - 3.07%		100,000	08/01/2026
Natwest Fixed 17 - 3.07%		100,000	08/01/2026
<b>Lloyds - Current</b>		11,059	Instant
Lloyds - Liquidity Manager (1.1%)		721,070	Instant
<b>Charity Bank - 4.51%</b>		100,000	01/08/2025
<b>Charity Bank - 4.26%</b>		200,000	18/03/2026
<b>TOTAL</b>		<b><u>1,684,734</u></b>	

**Committee:** Full Council

**Date:** 17 December 2025

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of April, September, October and November 2025

**Recommendation**

Members note the report and approve the attached schedule of payments in April, September, October and November 2025 for the sums of £246,207.03, £230,208.48, £220,141.11 and £302,803.02, respectively.

**Background**

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

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

**Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of April, September, October and November 2025 **appendices 23A to D.**
4. The April list of payments is being re-presented due to the petty cash figure being omitted from the total figure when presented to Strategy and Finance on 23 July 2025.

5. 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 King  
Finance assistant  
December 2025

## APPENDIX 23A

		<b>Lyme Regis Town Council</b>							
		<b><u>Payments list for April 2025</u></b>							
		<b><u>Total</u></b>			<b><u>246,207.03</u></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>									
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	5,920.00	0%	-	5,920.00	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	3,354.50	0%	-	3,354.50	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	1,826.00	0%	-	1,826.00	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	1,187.38	0%	-	1,187.38	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	1,101.50	0%	-	1,101.50	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	377.80	0%	-	377.80	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	323.10	0%	-	323.10	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	316.40	0%	-	316.40	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	297.90	0%	-	297.90	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	286.10	0%	-	286.10	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	249.90	0%	-	249.90	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	198.15	0%	-	198.15	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	167.85	0%	-	167.85	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	145.04	0%	-	145.04	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	26.33	0%	-	26.33	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	14.75	0%	-	14.75	Utilities
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	8.29	0%	-	8.29	Utilities
15-Apr	BANKLINE	Bank charges	Monthly	BLN	42.40	0%	-	42.40	Office Expenses
22-Apr	EDF ENERGY	Electricity charges- Footway lighting	Monthly	DD	588.17	5%	28.01	560.16	Utilities
22-Apr	WORLDPAY	Transaction charges	Monthly	DD	26.46	0%	-	26.46	Office Expenses
23-Apr	WORLDPAY	Transaction charges	Monthly	DD	184.80	0%	-	184.80	Office Expenses
24-Apr	SALARIES	Staff salaries- April 25	Monthly	EBP	49,462.82	0%	-	49,462.82	Staffing
30-Apr	HMRC NDDS	Tax and NI contributions- April 25	Monthly	DD	19,222.21	0%	-	19,222.21	Staffing
					<b><u>85,327.85</u></b>				
<b>LLOYDS BANK</b>									
01-Apr	EBAY	Post-box to heaven	One off	DEB	129.99	20%	21.67	108.33	Office Expenses
01-Apr	SCUTUM	Skatepark CCTV project works	One off	FPO	10,065.65	20%	1,677.61	8,388.04	Projects
01-Apr	SMITH OF DERBY	Clock servicing and repairs	Annually	FPO	2,295.60	20%	382.60	1,913.00	Outside Works
01-Apr	ZOOM	Online meeting subscription	Monthly	FPO	12.99	20%	2.17	10.83	Office Expenses
02-Apr	SQUARE	Team plus till point system	Monthly	DEB	20.00	0%	-	20.00	Outside Works
02-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
03-Apr	GRENKELEASING LIM	Photocopier rental	Quarterly	DD	306.00	20%	51.00	255.00	Office Expenses
03-Apr	NW SYSTEMS GROUP	Camera streaming	Quarterly	DD	104.40	20%	17.40	87.00	Marketing & Tourism
03-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
03-Apr	N & G GROUNDWORKS	WM car park drainage works	One off	FPO	64,148.36	20%	10,691.39	53,456.97	Projects
08-Apr	UNITY 5	Zatpark monthly charge	Monthly	DD	509.28	20%	84.88	424.40	Outside Works
08-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	84.04	20%	14.01	70.03	Utilities
08-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	72.39	20%	12.07	60.33	Utilities
08-Apr	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	58.08	20%	9.68	48.40	Utilities
08-Apr	YU ENERGY	Electricity charges- Showers	Monthly	DD	17.40	20%	2.90	14.50	Utilities
09-Apr	YU ENERGY	Electricity charges-Hill road	Monthly	DD	436.36	20%	72.73	363.63	Utilities
09-Apr	YU ENERGY	Electricity charges- MB car park	Monthly	DD	221.11	20%	36.85	184.26	Utilities
09-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	197.08	20%	32.85	164.23	Utilities
09-Apr	YU ENERGY	Electricity charges- Harbour store	Monthly	DD	181.84	20%	30.31	151.53	Utilities
09-Apr	YU ENERGY	Electricity charges-Guildhall	Monthly	DD	119.63	20%	19.94	99.69	Utilities
09-Apr	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	109.11	20%	18.19	90.93	Utilities
09-Apr	PITNEY BOWES	Franking machine top up	One off	DD	100.60	0%	-	100.60	Office Expenses
09-Apr	YU ENERGY	Electricity charges- Workshop	Monthly	DD	72.25	20%	12.04	60.21	Utilities
09-Apr	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	55.93	20%	9.32	46.61	Utilities

09-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	17.40	20%	2.90	14.50	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
09-Apr	ELLIS MEDIA	Quarter page advert	One off	FPO	210.00	20%	35.00	175.00	Projects
10-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	108.56	0%	-	108.56	Outside Works
10-Apr	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	249.52	20%	41.59	207.93	Utilities
11-Apr	MAILCHIMP	Business briefing subscription	Monthly	DD	12.20	20%	2.03	10.17	Office Expenses
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DD	6.00	20%	1.00	5.00	Utilities
11-Apr	WOODMEAD	Term Grant	Quarterly	FPO	4,000.00	0%	-	4,000.00	Grants
11-Apr	WAFFLE HOUSE	Term Grant	Quarterly	FPO	3,750.00	0%	-	3,750.00	Grants
11-Apr	FOODBANK	Term Grant	Quarterly	FPO	3,000.00	0%	-	3,000.00	Grants
11-Apr	BOAT BUILDING	Term Grant	Quarterly	FPO	2,500.00	0%	-	2,500.00	Grants
11-Apr	IMS	Magazine distribution cost	Monthly	FPO	1,789.59	20%	298.27	1,491.33	Grants
11-Apr	B SHARP	Term Grant	Quarterly	FPO	1,750.00	0%	-	1,750.00	Grants
11-Apr	REGATTA AND CARNIVAL	Term Grant	Quarterly	FPO	1,625.00	0%	-	1,625.00	Grants
11-Apr	MR CHRISTOPHER	Term Grant	Quarterly	FPO	1,600.00	0%	-	1,600.00	Grants
11-Apr	FOSSIL FEST	Term Grant	Quarterly	FPO	1,500.00	0%	-	1,500.00	Grants
11-Apr	LRDT	Term Grant	Quarterly	FPO	1,500.00	0%	-	1,500.00	Grants
11-Apr	BRIDPORT CAB	Term Grant	Quarterly	FPO	1,375.00	0%	-	1,375.00	Grants
11-Apr	TOWN MILL	Term Grant	Quarterly	FPO	1,250.00	0%	-	1,250.00	Grants
11-Apr	XMAS LIGHTS	Term Grant	Quarterly	FPO	1,000.00	0%	-	1,000.00	Grants
11-Apr	TURN LYME GREEN	Term Grant	Quarterly	FPO	738.00	0%	-	738.00	Grants
11-Apr	METRIC	Hosting costs	One off	FPO	583.20	20%	97.20	486.00	Outside Works
11-Apr	TOWN BAND	Term Grant	Quarterly	FPO	500.00	0%	-	500.00	Grants
11-Apr	CLARITY COPIERS	Copier usage	Monthly	FPO	201.76	20%	33.63	168.13	Office Expenses
11-Apr	SW HYGIENE	Yellow bag disposal	Monthly	FPO	85.82	20%	14.30	71.52	Outside Works
11-Apr	ECOM6	Payment services	Monthly	FPO	77.76	20%	12.96	64.80	Outside Works
11-Apr	TRAVIS PERKINS	External supplies	Monthly	FPO	42.43	20%	7.07	35.36	Outside Works
14-Apr	ALLSTAR	Fuel bill- April 25	Bi-monthly	DD	181.14	20%	30.19	150.95	Outside Works
14-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
14-Apr	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DD	6.00	20%	1.00	5.00	Utilities
14-Apr	DASHVISION	Dashcam for the town bus	One off	DEB	109.99	20%	18.33	91.66	Unbudgeted expendit
14-Apr	SIGN SHED	Signage for the town bus	One off	DEB	22.85	20%	3.81	19.04	Unbudgeted expendit
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
15-Apr	AIB	Transaction fees	Monthly	DD	551.47	0%	-	551.47	Outside Works
15-Apr	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Apr	SOUTH WEST WATER	Water charges - MB car park	Bi-annually	DD	67.88	0%	-	67.88	Utilities
15-Apr	SOUTH WEST WATER	Water charges- Cadet hut	Bi-annually	DD	67.88	0%	-	67.88	Utilities
15-Apr	SOUTH WEST WATER	Water charges Mini golf	Quarterly	DD	23.21	0%	-	23.21	Utilities
15-Apr	MR PAPER	Till rolls	One off	DEB	210.62	20%	35.10	175.52	Outside Works
15-Apr	EBAY	Mini golf stickers	One off	DEB	26.80	20%	4.47	22.33	Outside Works
15-Apr	AMAZON	Power bank	One off	DEB	10.99	20%	1.83	9.16	Office Expenses
16-Apr	SAGE SOFTWARE LTD	Accounting software subscription	Monthly	FPI	425.40	20%	70.90	354.50	Office Expenses
17-Apr	EDF ENERGY	Gas bill- Office	Monthly	DD	681.32	5%	32.44	648.88	Utilities
17-Apr	ARGOS	Starlink wall mount	One off	DEB	83.00	20%	13.83	69.17	Projects
17-Apr	EE TOPUP	Mobile bundle top up	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
22-Apr	EDF ENERGY	Electricity charges-Pay and display machine	Monthly	DD	243.83	5%	11.61	232.22	Utilities
22-Apr	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
22-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
22-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Apr	WORLDPAY	Transaction fees	Monthly	DD	72.00	0%	-	72.00	Office Expenses
23-Apr	ZATPARK	Zatpark top up	One off	DEB	200.00	200%	133.33	66.67	Outside Works
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Apr	DC PENSION FUND	Pension contribution- April 25	Monthly	FPO	14,296.96	0%	-	14,296.96	Staffing
23-Apr	RAINBOW PLANTS	Plants	One off	FPO	3,554.58	20%	592.43	2,962.15	Outside Works
23-Apr	PURPLE CHILLI	Cinema screen and technician	One off	FPO	1,740.00	20%	290.00	1,450.00	Projects
23-Apr	FILMBANK	Film deposit- Party in the park	One off	FPO	150.00	20%	25.00	125.00	Projects

[illegible]

## APPENDIX 23B

		<b>Lyme Regis Town Council</b>							
		<b><u>Payments list for September 2025</u></b>							
		<b><u>Total</u></b>			<b><u>230,208.48</u></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>									
01-Sep	HMRC NDDS	Tax and NI clearing - Aug 25	Monthly	DD	25,605.04	0%	-	25,605.04	Staffing
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	5,920.00	0%	-	5,920.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	3,353.00	0%	-	3,353.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	1,830.00	0%	-	1,830.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	1,193.00	0%	-	1,193.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	1,102.00	0%	-	1,102.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	383.00	0%	-	383.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	295.00	0%	-	295.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	287.00	0%	-	287.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	254.00	0%	-	254.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	202.00	0%	-	202.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	173.00	0%	-	173.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	144.00	0%	-	144.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	28.00	0%	-	28.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	11.00	0%	-	11.00	Utilities
01-Sep	DORSET COUNCIL	Rates	Monthly	DD	10.00	0%	-	10.00	Utilities
01-Sep	C POWLEY	Strawberry fields rent	Annually	SO	50.00	0%	-	50.00	Rents
15-Sep	BANKLINE	Bank charges	Monthly	BLN	47.35	0%	-	47.35	Office Expenses
18-Sep	WORLDPAY	Transaction charges	Monthly	DD	26.10	0%	-	26.10	Office Expenses
19-Sep	WORLDPAY	Transaction charges	Monthly	DD	61.39	0%	-	61.39	Office Expenses
22-Sep	EDF ENERGY	Electricity charges- footway lighting	Monthly	DD	187.56	5%	8.93	178.63	Utilities
24-Sep	EDF ENERGY	Electricity charges- footway lighting	Monthly	DD	188.08	5%	8.96	179.12	Utilities
24-Sep	SALARIES	Staff salaries September 25	Monthly	EBP	57,853.40	0%	-	57,853.40	Staffing
30-Sep	HMRC NDDS	Tax and NI contribution - Sept 25		DD	22,510.84	0%	-	22,510.84	Staffing
					<b><u>121,714.76</u></b>				
<b>LLOYDS BANK</b>									
01-Sep	CROWN OIL	Biodiesel fuel	One off	DD	5,375.40	20%	895.90	4,479.50	Projects
01-Sep	INVESTEC	Franking machine rental	Quarterly	DD	357.11	20%	59.52	297.59	Office Expenses
01-Sep	ZOOM	Online meeting subscption	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
02-Sep	SQUARE	Team plus till point system	Monthly	DEB	20.00	0%	-	20.00	Outside Works
02-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
03-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
03-Sep	LRDT	LRTC rent- St Michaels (multiple)	One off	FPO	19,359.22	0%	-	19,359.22	Rents
03-Sep	STOKE SUB BAND	Band performance	One off	FPO	100.00	0%	-	100.00	Office Expenses
08-Sep	YU ENERGY	Electricity charges- MB car park	Monthly	DD	668.62	20%	111.44	557.18	Utilities
08-Sep	YU ENERGY	Electricity charges- Hill road car park	Monthly	DD	597.89	20%	99.65	498.24	Utilities
08-Sep	YU ENERGY	Electricity charges- Marine parade toilets	Monthly	DD	210.10	20%	35.02	175.08	Utilities
08-Sep	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	97.43	20%	16.24	81.19	Utilities



08-Sep	YU ENERGY	Electricity charges- Workshop	Monthly	DD	73.27	20%	12.21	61.06	Utilities
08-Sep	YU ENERGY	Electricity charges- Sweet shop	Monthly	DD	69.62	20%	11.60	58.02	Utilities
08-Sep	YU ENERGY	Electricity charges- Showers	Monthly	DD	63.99	20%	10.67	53.33	Utilities
08-Sep	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	46.94	20%	7.82	39.12	Utilities
08-Sep	YU ENERGY	Electricity charges- Shelters	Monthly	DD	46.60	20%	7.77	38.83	Utilities
08-Sep	YU ENERGY	Electricity charges-Old office	Monthly	DD	38.34	20%	6.39	31.95	Utilities
08-Sep	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	34.43	20%	5.74	28.69	Utilities
08-Sep	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	30.07	20%	5.01	25.06	Utilities
08-Sep	YU ENERGY	Electricity charges- Office	Monthly	DD	6.68	20%	1.11	5.57	Utilities
08-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
09-Sep	UNITY 5	Zatpark monthly charge	Monthly	DD	528.36	20%	88.06	440.30	Outside Works
09-Sep	YU ENERGY	Electricity charges- Harbour store	Monthly	DD	148.39	20%	24.73	123.66	Utilities
09-Sep	YU ENERGY	Electricity charges- Amenities	Monthly	DD	20.71	20%	3.45	17.26	Utilities
09-Sep	WILDCARE	Owl boxes	One off	DEB	228.42	20%	38.07	190.35	Projects
09-Sep	EE TOP UP	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
09-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
09-Sep	CUSTOMER	Refund for beach hut booking	One off	FPO	292.00	0%	-	292.00	Refunds
09-Sep	CUSTOMER	Refund for wedding hire package deposit	One off	FPO	50.00	0%	-	50.00	Refunds
09-Sep	CUSTOMER	Refund for spare BH key	One off	FPO	20.00	0%	-	20.00	Refunds
10-Sep	BARCLAYCARD	Transaction charges	Monthly	DD	50.42	0%	-	50.42	Outside Works
10-Sep	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Sep	STAFF	Civic day expenses	One off	FPO	1,501.25	0%	-	1,501.25	Democratic represent
11-Sep	AMAZON	Office supplies	One off	DEB	32.58	20%	5.43	27.15	Office Expenses
11-Sep	MAILCHIMP	Email marketing software	Monthly	DEB	17.40	20%	2.90	14.50	Office Expenses
11-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
12-Sep	TAKEPAYMENTS	Transaction charges	Monthly	DEB	6.00	20%	1.00	5.00	Office Expenses
12-Sep	TAKEPAYMENTS	Transaction charges	Monthly	DEB	6.00	20%	1.00	5.00	Office Expenses
15-Sep	SOUTH WEST WATER	Water charges- Holiday chalets	Quarterly	DD	1,335.60	0%	-	1,335.60	Utilities
15-Sep	AIB	Transaction charges	Monthly	DD	1,125.87	0%	-	1,125.87	Outside Works
15-Sep	SOUTH WEST WATER	Water charges- MB chalets	Quarterly	DD	368.32	0%	-	368.32	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Candles on the cobb	Quarterly	DD	353.28	0%	-	353.28	Utilities
15-Sep	SOUTH WEST WATER	Water charges- MB bowling green	Quarterly	DD	270.72	0%	-	270.72	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	244.71	0%	-	244.71	Utilities
15-Sep	SOUTH WEST WATER	Water charges- LR Tourist	Quarterly	DD	184.65	0%	-	184.65	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	154.67	0%	-	154.67	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Town Hall	Quarterly	DD	150.50	0%	-	150.50	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	116.55	0%	-	116.55	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Mini golf	Quarterly	DD	87.87	0%	-	87.87	Utilities
15-Sep	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Scout hut	Quarterly	DD	70.40	0%	-	70.40	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	58.61	0%	-	58.61	Utilities
15-Sep	ALLSTAR	Fuel usage	Bi-Monthly	DD	46.44	20%	7.74	38.70	Outside Works
15-Sep	SOUTH WEST WATER	Water charges- MB area	Quarterly	DD	32.58	0%	-	32.58	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Trough	Quarterly	DD	30.69	0%	-	30.69	Utilities
15-Sep	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	29.74	0%	-	29.74	Utilities
15-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
15-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
16-Sep	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	459.60	20%	76.60	383.00	Office Expenses
16-Sep	VPW SYSTEMS	Registration of Lymeregistourism website	Annually	DD	14.10	20%	2.35	11.75	Marketing & Tourism
16-Sep	WAFFLE HOUSE	Grant	One off	FPO	3,750.00	0%	-	3,750.00	Unbudgeted expendit
17-Sep	EDF ENERGY	Gas charges- Old office	Monthly	DD	8.14	20%	1.36	6.78	Utilities
17-Sep	ROYAL BRITISH LEGION	Remembrance soldier statues	One off	DEB	580.00	0%	-	580.00	Outside Works
18-Sep	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
19-Sep	WORLDPAY	Transaction charges	Monthly	DD	72.00	0%	-	72.00	Office Expenses
19-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
19-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
22-Sep	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	1,080.00	0%	-	1,080.00	Utilities
22-Sep	EDF ENERGY	Electrical usage- pay and display machine	Monthly	DD	317.36	5%	15.11	302.25	Utilities
22-Sep	AMAZON	Office postbox and storage box	One off	DEB	48.98	20%	8.16	40.82	Office Expenses

22-Sep	TOPSPARKS	Electrical works- (multiple)	One off	FPO	10,115.56	20%	1,685.93	8,429.63	Outside Works
22-Sep	N & G GROUNDWORKS	WM car park drain improvements	One off	FPO	6,016.01	20%	1,002.67	5,013.34	Projects
22-Sep	DORSET CLEANING	Toilet cleaning - Marine parade (multiple)	One off	FPO	4,337.40	20%	722.90	3,614.50	Outside Works
22-Sep	DWP	Bin collection	Monthly	FPO	3,371.33	0%	-	3,371.33	Outside Works
22-Sep	CHAPMAN GEOTECHNIC	Ground monitoring Monmouth beach	One off	FPO	3,240.00	20%	540.00	2,700.00	Outside Works
22-Sep	IPS	Transaction charges	Monthly	FPO	1,971.84	20%	328.64	1,643.20	Outside Works
22-Sep	SHERRENS	Parking permits	One off	FPO	1,896.00	20%	316.00	1,580.00	Office Expenses
22-Sep	FLOWBIRD	Transaction charges	Monthly	FPO	1,667.95	20%	277.99	1,389.96	Outside Works
22-Sep	BUGLARS	Tractor repairs (multiple)	One off	FPO	1,619.92	20%	269.99	1,349.93	Outside Works
22-Sep	JADE SECURITY	Cash collections	Monthly	FPO	1,272.13	20%	212.02	1,060.11	Outside Works
22-Sep	SCUTUM	Alarm maintenance	Annually	FPO	1,079.38	20%	179.90	899.48	Outside Works
22-Sep	PAM WELLBEING	Wellbeing merchandise	One off	FPO	610.80	20%	101.80	509.00	Staffing
22-Sep	GLASDON	Jubilee bin	One off	FPO	498.00	20%	83.00	415.00	Outside Works
22-Sep	AUK	Toilet supplies	One off	FPO	467.89	20%	77.98	389.91	Outside Works
22-Sep	NICHOLAS BRENNAN	Office disposal filming	One off	FPO	420.00	20%	70.00	350.00	Projects
22-Sep	AXE SKIP HIRE	Skip hire	One off	FPO	384.00	20%	64.00	320.00	Outside Works
22-Sep	CSL EVENT	Audio adaptor in guildhall	One off	FPO	375.00	0%	-	375.00	Unbudgeted expenditure
22-Sep	ARTHUR FORDHAMS	External supplies	One off	FPO	273.90	20%	45.65	228.25	Outside Works
22-Sep	MOLE AVON	External supplies	One off	FPO	223.98	20%	37.33	186.65	Outside Works
22-Sep	GEOFF LOKER	Equipment maintenance	One off	FPO	160.00	0%	-	160.00	Outside Works
22-Sep	IMAGIN	Staff ID badges	One off	FPO	157.26	20%	26.21	131.05	Staffing
22-Sep	CLARITY COPIERS	Copier usage	Monthly	FPO	138.76	20%	23.13	115.63	Office Expenses
22-Sep	TRAVIS PERKINS	External supplies	One off	FPO	129.26	20%	21.54	107.72	Outside Works
22-Sep	FREYA LOVETT	Bursary- Term fees	One off	FPO	114.00	0%	-	114.00	Projects
22-Sep	EUROFFICE	Office consumables and stationary	One off	FPO	110.61	20%	18.44	92.18	Office Expenses
22-Sep	AXMINSTER IRONWORK	External repairs	One off	FPO	108.00	20%	18.00	90.00	Outside Works
22-Sep	ECOM6	Payment services	Monthly	FPO	92.94	20%	15.49	77.45	Outside Works
22-Sep	SW HYGIENE	Yellow bag disposal	Monthly	FPO	89.76	20%	14.96	74.80	Outside Works
22-Sep	PODPOINT	Admin charges	Quarterly	FPO	82.71	20%	13.79	68.93	Outside Works
22-Sep	CHARMOUTH BAKERY	Civic day expenses	One off	FPO	67.80	0%	-	67.80	Democratic representation
22-Sep	SOUTH WEST WATER	Water charges- Harbour stores	Quarterly	FPO	61.39	0%	-	61.39	Utilities
23-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
24-Sep	DC PENSION FUND	Pension contributions September	Monthly	FPO	16,800.88	0%	-	16,800.88	Staffing
25-Sep	STARLINK	Internet charges	Monthly	DEB	75.00	0%	-	75.00	Utilities
25-Sep	REFUND	Refund for BH Hire	One off	FPO	195.00	0%	-	195.00	Refunds
25-Sep	REFUND	Refund for BH Hire	One off	FPO	112.00	0%	-	112.00	Refunds
25-Sep	CUSTOMER	Refund-for wedding deposit	One off	FPO	50.00	0%	-	50.00	Refunds
25-Sep	CUSTOMER	Refund for beach hut booking	One off	FPO	32.00	0%	-	32.00	Refunds
25-Sep	CUSTOMER	Refund for spare BH key	One off	FPO	20.00	0%	-	20.00	Refunds
25-Sep	CUSTOMER	Refund for mini golf payment	One off	FPO	18.00	0%	-	18.00	Refunds
25-Sep	CUSTOMER	Refund for beach hut booking	One off	FPO	16.00	0%	-	16.00	Refunds
29-Sep	ALLSTAR	Fuel usage	Bi-Monthly	DD	79.22	20%	13.20	66.02	Outside Works
29-Sep	EPOS NOW	Amenities computer software	Monthly	DEB	58.80	20%	9.80	49.00	Outside Works
29-Sep	CANVA	Graphic design subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
29-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	IP OFFICE	Broadband services	Monthly	DD	616.10	20%	102.68	513.42	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Sep	HC LEWIS CONTRACTORS	MB car park works	One off	FPO	7,364.40	20%	1,227.40	6,137.00	Projects

[illegible]

## APPENDIX 23C

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for October 2025</u>							
		<u>Total</u>			<u>220,141.11</u>				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>									
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	5,920.00	0%	-	5,920.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	3,353.00	0%	-	3,353.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	1,830.00	0%	-	1,830.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	1,193.00	0%	-	1,193.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	1,102.00	0%	-	1,102.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	383.00	0%	-	383.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	367.46	0%	-	367.46	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	349.20	0%	-	349.20	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	295.00	0%	-	295.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	287.00	0%	-	287.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	254.00	0%	-	254.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	202.00	0%	-	202.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	173.00	0%	-	173.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	144.00	0%	-	144.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	28.00	0%	-	28.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	11.00	0%	-	11.00	Utilities
01-Oct	DORSET COUNCIL	Rates	Monthly	DD	10.00	0%	-	10.00	Utilities
15-Oct	BANKLINE	Bank charges	Monthly	BLN	46.00	0%	-	46.00	Office Expenses
20-Oct	WORLDPAY	Transaction charges	Monthly	DD	25.38	0%	-	25.38	Office Expenses
21-Oct	WORLDPAY	Transaction charges	Monthly	DD	67.06	0%	-	67.06	Office Expenses
22-Oct	HMRCD NDDS	Tax and NI contributions - Oct 25	Monthly	DD	20,955.62	0%	-	20,955.62	Staffing
23-Oct	SALARIES	Salaries - Oct 25	Monthly	EBP	54,831.63	0%	-	54,831.63	Staffing
					<u>91,827.35</u>				
<b>LLOYDS BANK</b>									
01-Oct	CLADCO	Roofing panels - Garages	One off	DEB	951.84	20%	158.64	793.20	Outside Works
01-Oct	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
01-Oct	WAFFLE HOUSE	Term grant	Quarterly	FPO	3,750.00	0%	-	3,750.00	Grants
01-Oct	FOOD BANK	Term grant	Quarterly	FPO	3,000.00	0%	-	3,000.00	Grants
01-Oct	BOAT BUILDING	Term grant	Quarterly	FPO	2,500.00	0%	-	2,500.00	Grants
01-Oct	B SHARP	Term grant	Quarterly	FPO	1,750.00	0%	-	1,750.00	Grants
01-Oct	LR FOSSIL	Term grant	Quarterly	FPO	1,500.00	0%	-	1,500.00	Grants
01-Oct	LRDT	Term grant	Quarterly	FPO	1,500.00	0%	-	1,500.00	Grants
01-Oct	BRIDPORT CAB	Term grant	Quarterly	FPO	1,375.00	0%	-	1,375.00	Grants
01-Oct	THE TOWN MILL	Term grant	Quarterly	FPO	1,250.00	0%	-	1,250.00	Grants
01-Oct	TURN LYME GREEN	Term grant	Quarterly	FPO	738.00	0%	-	738.00	Grants
01-Oct	LR TOWN BAND	Term grant	Quarterly	FPO	500.00	0%	-	500.00	Grants
02-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
03-Oct	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	306.00	20%	51.00	255.00	Office Expenses
03-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
06-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
08-Oct	YU ENERGY	Electricity charges- WM car park	Monthly	DD	361.15	20%	60.19	300.96	Utilities
08-Oct	YU ENERGY	Electricity charges- MB car park	Monthly	DD	334.73	20%	55.79	278.94	Utilities
08-Oct	YU ENERGY	Electricity charges- Marine parade toilets	Monthly	DD	160.09	5%	7.62	152.47	Utilities
08-Oct	YU ENERGY	Electricity charges- Workshop	Monthly	DD	123.10	5%	5.86	117.24	Utilities
08-Oct	YU ENERGY	Electricity charges-Sweet shop	Monthly	DD	62.85	5%	2.99	59.86	Utilities
08-Oct	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	59.80	5%	2.85	56.95	Utilities
08-Oct	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	42.70	5%	2.03	40.67	Utilities
08-Oct	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	37.00	5%	1.76	35.24	Utilities
08-Oct	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	34.56	5%	1.65	32.91	Utilities
08-Oct	YU ENERGY	Electricity charges- Old office	Monthly	DD	29.06	5%	1.38	27.68	Utilities

08-Oct	YU ENERGY	Electricity charges- Marine parade shelters	Monthly	DD	25.45	5%	1.21	24.24	Utilities
08-Oct	YU ENERGY	Electricity charges- Showers	Monthly	DD	18.16	5%	0.86	17.30	Utilities
08-Oct	YU ENERGY	Electricity charges- Old office	Monthly	DD	6.47	5%	0.31	6.16	Utilities
09-Oct	UNITY 5	Zatpark monthly charge	Monthly	DD	519.96	20%	86.66	433.30	Outside Works
09-Oct	YU ENERGY	Electricity charges - Harbour store	Monthly	DD	141.34	20%	23.56	117.78	Utilities
09-Oct	NW SYSTEMS GROUP	Camera streaming subscription	Quarterly	DD	104.40	20%	17.40	87.00	Marketing & Tourism
09-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
10-Oct	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	83.64	20%	13.94	69.70	Utilities
10-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	45.83	0%	-	45.83	Outside Works
10-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Oct	SAFETY BOOTS	Staff safety boots	One off	DEB	96.80	20%	16.13	80.67	Office Expenses
10-Oct	EE LIMITED	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
13-Oct	TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
13-Oct	TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
13-Oct	MAILCHIMP	Email marketing software	Monthly	DEB	17.71	20%	2.95	14.76	Office Expenses
13-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
13-Oct	CUSTOMER	Refund for beach hut hire	One off	FPO	190.00	0%	-	190.00	Refunds
13-Oct	CUSTOMER	Refund for beach hut hire	One off	FPO	107.00	0%	-	107.00	Refunds
13-Oct	CUSTOMER	Refund for beach hut hire	One off	FPO	75.00	0%	-	75.00	Refunds
13-Oct	CUSTOMER	Refund for beach hut hire	One off	FPO	63.00	0%	-	63.00	Refunds
13-Oct	CUSTOMER	Refund for beach hut hire	One off	FPO	18.00	0%	-	18.00	Refunds
13-Oct	CUSTOMER	Refund for beach hut hire	One off	FPO	10.00	0%	-	10.00	Refunds
14-Oct	ALLSTAR	Fuel usage	Monthly	DD	191.51	20%	31.92	159.59	Outside Works
14-Oct	PETER NYSSEN LTD	Plants for gazebo flowerbed	One off	DEB	374.56	20%	62.43	312.13	Outside Works
14-Oct	AMAZON	Halloween decorations- mini golf event	One off	DEB	114.87	20%	19.15	95.73	Projects
14-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
14-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
15-Oct	AIB	Transaction charges	Monthly	DD	824.61	0%	-	824.61	Outside Works
15-Oct	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Oct	SWW	Sewerage charges- Car park MB	Bi-annually	DD	67.89	0%	-	67.89	Utilities
15-Oct	SWW	Sewerage charges- Cadet hut	Bi-annually	DD	67.89	0%	-	67.89	Utilities
15-Oct	AMAZON	Halloween decorations- mini golf event	One off	DEB	948.39	20%	158.07	790.33	Projects
15-Oct	AMAZON	Halloween decorations- mini golf event	One off	DEB	39.95	20%	6.66	33.29	Projects
15-Oct	WAFFLE	Grant for start up costs	One off	FPO	18,000.00	0%	-	18,000.00	Unbudgeted expendit
15-Oct	DC PENSION FUND	Pension contributions - Oct 25	Monthly	FPO	15,961.90	0%	-	15,961.90	Staffing
15-Oct	DORSET CLEANING SERVICE	Marine parade toilet cleaning	Monthly	FPO	12,499.20	20%	2,083.20	10,416.00	Outside Works
15-Oct	DWP	Bin collection	Monthly	FPO	2,986.86	0%	-	2,986.86	Outside Works
15-Oct	DORSET COUNCIL	Microsite management fees & DBS fees	Annually	FPO	6,600.00	0%			Marketing & Tourism
15-Oct	CHAPMAN GEOTECHNIC	Footpath repairs/ WM car park consultation	One off	FPO	4,545.00	20%	757.50	3,787.50	Outside Works
15-Oct	BDO	External auditor	Annually	FPO	3,024.00	20%	504.00	2,520.00	Office Expenses
15-Oct	MY COMPLIANCE	External compliance system	Annually	FPO	2,820.00	20%	470.00	2,350.00	Outside Works
15-Oct	YEOVIL COLLEGE	Staff training - Level 4 AAT	One off	FPO	2,573.00	0%	-	2,573.00	Staffing
15-Oct	BOYD SPORTS AND PLAY	Football goals and rugby posts	One off	FPO	2,184.00	20%	364.00	1,820.00	Projects
15-Oct	ADVANTAGE DIGITAL PRINT	Magazine printing	Monthly	FPO	1,789.00	20%	298.17	1,490.83	Projects
15-Oct	CASTERBRIDGE	Survey on Anning road riverbank	One off	FPO	1,554.00	20%	259.00	1,295.00	Office Expenses
15-Oct	LEWIS BROWN LAND SURVEYORS	Monitoring survey MB	One off	FPO	1,500.00	20%	250.00	1,250.00	Office Expenses
15-Oct	TRAVIS PERKINS	External supplies	One off	FPO	1,086.40	20%	181.07	905.33	Outside Works
15-Oct	ABA GROUND CARE	Vehicle maintenance	One off	FPO	969.40	20%	161.57	807.83	Outside Works
15-Oct	B CLEANING	Office cleaning	Monthly	FPO	833.25	0%	-	833.25	Office Expenses
15-Oct	JADE SECURITY	Cash collection	Monthly	FPO	785.44	20%	130.91	654.53	Outside Works
15-Oct	SCREWFIX	External supplies	One off	FPO	686.80	20%	114.47	572.33	Outside Works
15-Oct	AXMINSTER GARDEN M	Machinery repairs and maintenance	One off	FPO	591.04	20%	98.51	492.53	Outside Works
15-Oct	SSG TRAINING	Staff training course- Mental health first aid	One off	FPO	564.00	20%	94.00	470.00	Staffing
15-Oct	NEWSQUEST	Grant advertising	One off	FPO	556.85	20%	92.81	464.04	Marketing & Tourism
15-Oct	TUDOR	Garden bench and seed mix	One off	FPO	551.30	20%	91.88	459.42	Outside Works
15-Oct	AUK	External supplies- Bins and toilets	One off	FPO	465.42	20%	77.57	387.85	Outside Works
15-Oct	IPS	Card transaction fees	Monthly	FPO	342.00	20%	57.00	285.00	Outside Works
15-Oct	FOWLER	Machinery hire	One off	FPO	308.70	20%	51.45	257.25	Outside Works
15-Oct	CITY PLUMBING	External supplies	One off	FPO	271.50	20%	45.25	226.25	Outside Works

15-Oct	RED KITE	Bus reversing beeper	One off	FPO	264.00	20%	44.00	220.00	Projects
15-Oct	SHERBORNE TOWN BAND	Band performance	One off	FPO	250.00	0%	-	250.00	Office Expenses
15-Oct	CENTRAL SOUTHERN	CCTV maintenance	Annually	FPO	243.60	20%	40.60	203.00	Office Expenses
15-Oct	MOLE AVON	External supplies	One off	FPO	233.97	20%	39.00	194.98	Outside Works
15-Oct	CLARITY COPIERS	Copier usage	Monthly	FPO	165.49	20%	27.58	137.91	Office Expenses
15-Oct	COBB GARAGE	Vehicle maintenance	One off	FPO	156.48	20%	26.08	130.40	Outside Works
15-Oct	ARTHUR FORDHAMS	External supplies	One off	FPO	143.88	20%	23.98	119.90	Outside Works
15-Oct	DORSET HEALTHCARE	Occupational health appointment	One off	FPO	135.00	0%	-	135.00	Office Expenses
15-Oct	UPTON	Band performance	One off	FPO	100.00	0%	-	100.00	Office Expenses
15-Oct	DAVID GREENSHIELD	Band performance	One off	FPO	100.00	0%	-	100.00	Office Expenses
15-Oct	ECOM6	Payment services	Monthly	FPO	90.44	20%	15.07	75.37	Outside Works
15-Oct	EUROFFICE	Office stationary	One off	FPO	89.34	20%	14.89	74.45	Office Expenses
15-Oct	CREATIVE SOLUTIONS	Banner and stand	One off	FPO	59.04	20%	9.84	49.20	Office Expenses
15-Oct	SW HYGIENE	Yellow bag disposal	Monthly	FPO	22.75	20%	3.79	18.96	Outside Works
15-Oct	GUILD OF MACE BEAR	Mace bearer membership	Annually	FPO	10.00	0%	-	10.00	Democratic Represent
16-Oct	SSE ENERGY	Electricity charges- Shelters	Quarterly	DD	4,104.90	20%	684.15	3,420.75	Utilities
16-Oct	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	459.60	20%	76.60	383.00	Office Expenses
16-Oct	SOUTHERN ELECTRIC	Electricity charges- Bathing office	Quarterly	DD	251.77	20%	41.96	209.81	Utilities
16-Oct	EDF ENERGY	Gas charges- old office	Monthly	DD	40.54	5%	1.93	38.61	Utilities
16-Oct	AAT	Staff membership	Annually	DEB	257.00	0%	-	257.00	Staffing
17-Oct	SOUTHERN ELECTRIC	Electricity charges- Shelters	Quarterly	DD	3,158.94	5%	150.43	3,008.51	Utilities
17-Oct	SOUTHERN ELECTRIC	Electricity charges- Bathing office	Quarterly	DD	187.69	5%	8.94	178.75	Utilities
17-Oct	AMAZON	Halloween decorations - mini golf event	One off	DEB	546.12	20%	91.02	455.10	Projects
17-Oct	UV BALLS	UV golf balls- mini golf halloween event	One off	DEB	256.95	20%	42.83	214.13	Projects
17-Oct	NETWORLD	Grass line markers- Anning road	One off	DEB	48.39	20%	8.07	40.33	Outside Works
17-Oct	AMAZON	Printer labels	One off	DEB	11.20	20%	1.87	9.33	Office Expenses
17-Oct	TURN LYME GREEN	Community grant	One off	FPO	1,570.48	0%	-	1,570.48	Grants
20-Oct	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
20-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
21-Oct	WORLDPAY	Transaction charges	Monthly	DD	72.00	0%	-	72.00	Office Expenses
21-Oct	AMAZON	Halloween decorations- mini golf event	One off	DEB	110.97	20%	18.50	92.48	Projects
21-Oct	AMAZON	Halloween decorations- mini golf event	One off	DEB	32.99	20%	5.50	27.49	Projects
22-Oct	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	1,080.00	0%	-	1,080.00	Utilities
22-Oct	EDF	Electrical charges- Unmetered supply footway light	Monthly	DD	315.50	0%	-	315.50	Utilities
23-Oct	VPW SYSTEMS	Basic email domain	Annually	DD	30.00	20%	5.00	25.00	Marketing & Tourism
23-Oct	AMAZON	Halloween accessories- mini golf event	One off	DEB	49.95	20%	8.33	41.63	Projects
23-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
27-Oct	STARLINK	Office Wi-Fi	Monthly	DEB	75.00	20%	12.50	62.50	Office Expenses
27-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
27-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
28-Oct	CANVA	Graphics design platform	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Oct	ALLSTAR	Fuel usage	Monthly	DD	120.22	20%	20.04	100.18	Outside Works
29-Oct	SOUTHERN ELECTRIC	Electrical charges- Guildhall	Quarterly	DD	58.51	5%	2.79	55.72	Utilities
29-Oct	EPOSNOW	Amenities system charge	Monthly	FPI	58.80	20%	9.80	49.00	Outside Works
29-Oct	LR REGATTA CARNIVAL	Term grant	Quarterly	FPO	1,625.00	0%	-	1,625.00	Grants
29-Oct	LR XMAS LIGHTS	Term grant	Quarterly	FPO	1,000.00	0%	-	1,000.00	Grants
29-Oct	LR VISITOR	Term grant	Quarterly	FPO	500.00	0%	-	500.00	Grants
29-Oct	REFUND	Refund for cancelled beach hut booking	One off	FPO	190.00	0%	-	190.00	Refunds
29-Oct	REFUND	Refund for cancelled beach hut booking	One off	FPO	190.00	0%	-	190.00	Refunds
29-Oct	REFUND	Refund for cancelled beach hut booking	One off	FPO	63.00	0%	-	63.00	Refunds
29-Oct	REFUND	Refund for cancelled beach hut booking	One off	FPO	56.00	0%	-	56.00	Refunds
29-Oct	REFUND	Refund for wedding deposit	One off	FPO	50.00	0%	-	50.00	Refunds
29-Oct	REFUND	Refund for wedding deposit	One off	FPO	50.00	0%	-	50.00	Refunds
30-Oct	SOUTHERN ELECTRIC	Electrical charges- Guildhall	Quarterly	DD	136.65	5%	6.51	130.14	Utilities
30-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
30-Oct	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities

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## APPENDIX 23D

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for November 2025</u>							
		<u>Total</u>			<u>302,803.02</u>				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>									
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	5,920.00	0%	-	5,920.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	3,353.00	0%	-	3,353.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	2,567.01	0%	-	2,567.01	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	1,830.00	0%	-	1,830.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	1,743.45	0%	-	1,743.45	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	1,193.00	0%	-	1,193.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	1,102.00	0%	-	1,102.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	473.95	0%	-	473.95	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	383.00	0%	-	383.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	306.91	0%	-	306.91	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	295.00	0%	-	295.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	287.00	0%	-	287.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	254.00	0%	-	254.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	202.00	0%	-	202.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	173.00	0%	-	173.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	144.00	0%	-	144.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	139.92	0%	-	139.92	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	28.00	0%	-	28.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	11.00	0%	-	11.00	Utilities
03-Nov	DORSET COUNCIL	Rates	Monthly	DD	10.00	0%	-	10.00	Utilities
17-Nov	BANKLINE	Bank charges	Monthly	BLN	46.00	0%	-	46.00	Office Expenses
17-Nov	HMRC VAT	VAT payment- July-Sept 25	Quarterly	DD	73,564.16	0%	-	73,564.16	VAT
19-Nov	WORLDPAY	Transaction charges	Monthly	DD	570.34	0%	-	570.34	Office Expenses
20-Nov	WORLDPAY	Transaction charges	Monthly	DD	29.22	0%	-	29.22	Office Expenses
24-Nov	SALARIES	Staff salaries- Nov 25	Monthly	EBP	61,314.85	0%	-	61,314.85	Staffing
28-Nov	HMRC NDDS	Tax and NI contributions- Nov 25	Monthly	DD	19,309.69	0%	-	19,309.69	Staffing
28-Nov	HMRC NDDS	Tax and NI contributions- Nov 25	Monthly	DD	5,491.28	0%	-	5,491.28	Staffing
28-Nov	SALARIES	Staff salaries adjustment- Nov 25	One off	EBP	148.69	0%	-	148.69	Staffing
					<u>180,890.47</u>				
<b>LLOYDS BANK</b>									
03-Nov	INVESTEC	Photocopier hire	Quarterly	DD	357.11	20%	59.52	297.59	Office Expenses
03-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
03-Nov	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
03-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
06-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
06-Nov	LRDT PROPERTY M	Multiple rent invoices	One off	FPO	9,679.61	20%	1,613.27	8,066.34	Rents
06-Nov	POULTONS	New beach huts	One off	FPO	8,317.92	20%	1,386.32	6,931.60	Projects
06-Nov	HCT TURF	Amenity turf	One off	FPO	756.00	20%	126.00	630.00	Outside Works
06-Nov	TOM JONES	Verti draining on Anning road	One off	FPO	474.00	20%	79.00	395.00	Projects
06-Nov	KITSON AND TROTMAN	Debt collection fee	One off	FPO	80.00	0%	-	80.00	Office Expenses
10-Nov	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	1,022.96	20%	170.49	852.47	Utilities
10-Nov	YU ENERGY	Electricity charges- Hill Road	Monthly	DD	488.56	20%	81.43	407.13	Utilities
10-Nov	YU ENERGY	Electricity charges- MB car park	Monthly	DD	459.97	20%	76.66	383.31	Utilities
10-Nov	YU ENERGY	Electricity charges- MP toilets	Monthly	DD	158.49	20%	26.42	132.08	Utilities
10-Nov	YU ENERGY	Electricity charges- Harbourmaster store	Monthly	DD	156.09	20%	26.02	130.08	Utilities
10-Nov	YU ENERGY	Electricity charges- Workshop	Monthly	DD	125.32	20%	20.89	104.43	Utilities
10-Nov	PITNEY BOWES	Franking machine top up- Magazine	One off	DD	102.51	0%	-	102.51	Office Expenses
10-Nov	ZATPARK	Zatpark top up	One off	DD	100.00	20%	16.67	83.33	Outside Works
10-Nov	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	63.69	20%	10.62	53.08	Utilities



10-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	62.14	20%	10.36	51.78	Utilities
10-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	61.33	20%	10.22	51.11	Utilities
10-Nov	YU ENERGY	Electricity charges- Bathing office	Monthly	DD	56.26	20%	9.38	46.88	Utilities
10-Nov	YU ENERGY	Electricity charges- Cabanya	Monthly	DD	47.48	20%	7.91	39.57	Utilities
10-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	38.22	20%	6.37	31.85	Utilities
10-Nov	YU ENERGY	Electricity charges- Playing field	Monthly	DD	37.83	20%	6.31	31.53	Utilities
10-Nov	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	27.53	20%	4.59	22.94	Utilities
10-Nov	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	26.69	20%	4.45	22.24	Utilities
10-Nov	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	26.21	20%	4.37	21.84	Utilities
10-Nov	BARCLAYCARD	Transaction fees	Monthly	DD	25.25	0%	-	25.25	Outside Works
10-Nov	YU ENERGY	Electricity charges- showers on the beach	Monthly	DD	17.73	20%	2.96	14.78	Utilities
10-Nov	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Nov	YU ENERGY	Electricity charges- Old office	Monthly	DD	6.68	20%	1.11	5.57	Utilities
10-Nov	I OUTLET	Mobile phone replacement Operations supervisor	One off	DEB	174.99	0%	-	174.99	Office Expenses
10-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
10-Nov	AMAZON	Phone case	One off	DEB	6.99	20%	1.17	5.83	Office Expenses
10-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
10-Nov	SCUTUM	CCTV project for skatepark	One off	FPO	9,518.17	20%	1,586.36	7,931.81	Projects
10-Nov	DORSET CLEANING SERVICES	Toilet cleaning	Monthly	FPO	8,332.80	20%	1,388.80	6,944.00	Outside Works
10-Nov	DORSET COUNCIL	Skatepark lease and bin collection	Monthly	FPO	5,135.27	0%	-	5,135.27	Office Expenses
10-Nov	GOOD DIRECTIONS	Memorial benches	One off	FPO	4,397.40	20%	732.90	3,664.50	Outside Works
10-Nov	LEWIS BROWN LAND SURVEY	Monitoring survey Monmouth Beach	One off	FPO	3,480.00	20%	580.00	2,900.00	Office Expenses
10-Nov	SSG TRAINING	First aid training	One off	FPO	3,060.00	20%	510.00	2,550.00	Staffing
10-Nov	BONINGALES	Plants	One off	FPO	2,487.56	20%	414.59	2,072.97	Outside Works
10-Nov	ADVANTAGE DIGITAL PRINT	Magazine printing	Monthly	FPO	1,695.00	0%	-	1,695.00	Projects
10-Nov	LRDT	Solicitor fees - Museum	One off	FPO	1,320.00	0%	-	1,320.00	Projects
10-Nov	AXE SKIP HIRE	Skip hire	Monthly	FPO	1,194.00	20%	199.00	995.00	Outside Works
10-Nov	FLOWBIRD	Transaction charges	Monthly	FPO	1,058.94	20%	176.49	882.45	Outside Works
10-Nov	TRAVIS PERKINS	External supplies	Monthly	FPO	991.39	20%	165.23	826.16	Outside Works
10-Nov	B CLEANING	Office cleaning	Monthly	FPO	813.00	0%	-	813.00	Office Expenses
10-Nov	JADE SECURITY	Cash collection	Monthly	FPO	811.19	20%	135.20	675.99	Outside Works
10-Nov	SPORTY STARS	Residents event entertainment deposit	One off	FPO	810.00	20%	135.00	675.00	Projects
10-Nov	SCREWFIX	External supplies	One off	FPO	677.41	20%	112.90	564.51	Outside Works
10-Nov	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	611.23	20%	101.87	509.36	Outside Works
10-Nov	M G WEBBER	Plants	One off	FPO	344.76	20%	57.46	287.30	Outside Works
10-Nov	RED KITE	Reversing beeper- Town bus	One off	FPO	341.53	20%	56.92	284.61	Projects
10-Nov	STAFF	Travel expenses	One off	FPO	291.45	0%	-	291.45	Staffing
10-Nov	IPS	Transaction charges	Monthly	FPO	284.04	20%	47.34	236.70	Outside Works
10-Nov	AUK	External supplies	One off	FPO	249.88	20%	41.65	208.23	Outside Works
10-Nov	IEP	Pest control	Monthly	FPO	220.00	0%	-	220.00	Outside Works
10-Nov	EUROFFICE	Office stationary	One off	FPO	160.79	20%	26.80	133.99	Office Expenses
10-Nov	CLARITY COPIERS	Copier usage	Monthly	FPO	156.73	20%	26.12	130.61	Office Expenses
10-Nov	DORSET HEALTHCARE	Occupational health appointment	One off	FPO	135.00	0%	-	135.00	Staffing
10-Nov	ROYAL BRITISH LEGION	Remembrance poppy's	One off	FPO	125.00	0%	-	125.00	Outside Works
10-Nov	TOPSPARKS	Electrical works	One off	FPO	115.20	20%	19.20	96.00	Outside Works
10-Nov	ARTHUR FORDHAMS	External supplies	One off	FPO	99.70	20%	16.62	83.08	Outside Works
10-Nov	SW HYGIENE	Yellow bag disposal	Monthly	FPO	91.01	20%	15.17	75.84	Outside Works
10-Nov	ECOM6	Transaction fees	Monthly	FPO	84.92	20%	14.15	70.77	Outside Works
10-Nov	IMAGIN	ID badge	One off	FPO	12.36	20%	2.06	10.30	Staffing
10-Nov	STAFF	Refreshments for meeting expenses	One off	FPO	10.65	0%	-	10.65	Staffing
11-Nov	YU ENERGY	Electrical charges- Mini golf	Monthly	DD	190.58	20%	31.76	158.82	Utilities
11-Nov	MAILCHIMP	Business briefing platform	Monthly	DEB	17.96	20%	2.99	14.97	Office Expenses
11-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
12-Nov	UNITY 5	Zatpark monthly charge	Monthly	DD	516.48	20%	86.08	430.40	Outside Works
12-Nov	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Nov	TAKEPAYMENTS	Transaction fees	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
13-Nov	BRUNEL ENGRAVING	Bench plaque	One off	FPO	52.68	20%	8.78	43.90	Outside Works
13-Nov	EUROFFICE	Office stationary	One off	FPO	52.68	20%	8.78	43.90	Office Expenses
14-Nov	PITNEY BOWES	Franking machine top up- Magazine	One off	DD	900.00	0%	-	900.00	Projects
14-Nov	ALLSTAR	Fuel usage	Monthly	DD	52.73	20%	8.79	43.94	Outside Works

14-Nov	AMAZON	Pocket notebooks- enforcement	One off	DEB	12.98	20%	2.16	10.82	Office Expenses
14-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
14-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
14-Nov	STAFF	Travel expenses	One off	FPO	131.26	0%	-	131.26	Staffing
14-Nov	STAFF	Travel expenses	One off	FPO	9.00	0%	-	9.00	Staffing
17-Nov	AIB	Transaction fees	Monthly	DD	615.21	0%	-	615.21	Outside Works
17-Nov	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	459.60	20%	76.60	383.00	Office Expenses
17-Nov	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
17-Nov	SURVEYMONKEY	Online survey software	Annually	DEB	320.00	20%	53.33	266.67	Office Expenses
18-Nov	EDF ENERGY	Gas charges- Guildhall cottage	Monthly	DD	54.69	5%	2.60	52.09	Utilities
18-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
19-Nov	WORLDPAY	Transaction fees	Monthly	DD	72.00	0%	-	72.00	Office Expenses
19-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
19-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
20-Nov	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
21-Nov	ICO	Data protection renewal	Annually	DD	47.00	0%	-	47.00	Office Expenses
21-Nov	DC PENSION FUND	Pension contribution Nov 25	Monthly	FPO	19,309.69	0%	-	19,309.69	Staffing
21-Nov	HALL AND WOODHOUSE	Christmas party deposit	One off	FPO	300.00	0%	-	300.00	Democratic representation
24-Nov	SOUTH WEST WATER	Water charges- Seafront toilets	Monthly	DD	1,080.00	0%	-	1,080.00	Utilities
24-Nov	AMAZON	Christmas tree	One off	DEB	22.10	20%	3.68	18.42	Office Expenses
24-Nov	EE LIMITED	Mini golf mobile data top up	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
24-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
24-Nov	SCUTUM	CCTV works	One off	FPO	6,758.95	20%	1,126.49	5,632.46	Outside Works
24-Nov	LR PROPERTY MAN	Multiple rent invoices	One off	FPO	5,834.65	0%	-	5,834.65	Grants
24-Nov	ADVANCED INVESTIGATION	Cadet hut feasibility study	One off	FPO	3,180.00	20%	530.00	2,650.00	Projects
24-Nov	SAAW	Health and safety audit	Annually	FPO	2,160.00	20%	360.00	1,800.00	Outside Works
24-Nov	DORSET CLEANING SERVICES	Toilet cleaning	Weekly	FPO	2,083.20	20%	347.20	1,736.00	Outside Works
24-Nov	ABA GROUND CARE	Tractor maintenance	One off	FPO	862.94	20%	143.82	719.12	Outside Works
24-Nov	B CLEANING	Office cleaning	Monthly	FPO	759.00	0%	-	759.00	Office Expenses
24-Nov	G & A COMMERCIALS	Vehicle maintenance	One off	FPO	571.13	20%	95.19	475.94	Outside Works
24-Nov	OVER 70'S CLUB	Community grant	One off	FPO	363.56	0%	-	363.56	Grants
24-Nov	FOWLER	Machine hire	One off	FPO	236.46	20%	39.41	197.05	Outside Works
24-Nov	IEP	Pest control	Monthly	FPO	220.00	0%	-	220.00	Outside Works
24-Nov	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	159.84	20%	26.64	133.20	Outside Works
24-Nov	TRAVIS PERKINS	External supplies	One off	FPO	110.42	20%	18.40	92.02	Outside Works
24-Nov	SW HYGIENE	Yellow bag disposal	Monthly	FPO	91.01	20%	15.17	75.84	Outside Works
24-Nov	PODPOINT	Admin charges	Quarterly	FPO	28.86	20%	4.81	24.05	Outside Works
24-Nov	STAFF	Travel expenses	One off	FPO	28.44	0%	-	28.44	Staffing
24-Nov	BT	Purchase of phone box	One off	FPO	1.00	0%	-	1.00	Office Expenses
25-Nov	STARLINK	Office internet	Monthly	DEB	75.00	20%	12.50	62.50	Office Expenses
25-Nov	CUSTOMER	Refund for weekly parking in woodmead	One off	FPO	80.00	0%	-	80.00	Refunds
25-Nov	CUSTOMER	Refund for over payment of parking in monmouth beach	One off	FPO	7.60	0%	-	7.60	Refunds
25-Nov	CUSTOMER	Refund for beach hut booking	One off	FPO	7.00	0%	-	7.00	Refunds
25-Nov	CUSTOMER	Refund for beach hut booking	One off	FPO	7.00	0%	-	7.00	Refunds
26-Nov	EDF ENERGY	Electricity charges- Unmetered pay and display machine	Monthly	DD	365.72	5%	17.42	348.30	Utilities
26-Nov	DC PENSION FUND	Pension contribution adjustment- Nov 25	One off	FPO	86.54	0%	-	86.54	Staffing
27-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
27-Nov	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
27-Nov	SOUTH WEST WATER	Water charges- Showers on the beach- multiple invoices	One off	FPO	1,096.94	0%	-	1,096.94	Utilities
28-Nov	IP OFFICE	Connectivity service- Marine theatre webcam	Monthly	DD	140.89	20%	23.48	117.41	Utilities
28-Nov	CANVA	Graphics design platform	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
					121,892.07				
				Petty cash	20.48				