



Lyme Regis Town Council

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John Wright
Town Clerk

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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 11 February 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
05.02.26

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 17 December 2025 (attached)

8. Matters arising from the minutes of Full Council meeting held on 17 December 2025

To inform members of matters arising from the minutes of the Full Council meeting held on 17 December 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

There are no updates

10. Mayor's Announcements

These will be provided in advance of the meeting

11. Planning Committee

To receive the minutes of the meetings held on **16 December 2025 and 27 January 2026**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the cancellation of the meeting on **6 January 2026**.

12. Environment Committee

To note the meeting scheduled to take place on 28 January 2026 was cancelled.

13. Human Resources Committee

To receive the minutes of the meeting held on **7 January 2026** and consider the recommendations therein.

14. Strategy and Finance Committee

To receive the minutes of the meeting held on **4 February 2026** and consider the recommendations therein.

15. Tourism, Community and Publicity Committee

To receive the minutes of the meeting held on **21 January 2026** and consider the recommendations therein.

16. Town Management and Highways Committee

To note the meeting scheduled to take place on 14 January 2026 was cancelled.

17. Community Safety Accreditation Scheme

To allow members to make an 'in principle' decision to join the Dorset Council administered Community Safety Accreditation Scheme and appoint 1.5 enforcement officers with a declared intent of redesignating their posts to comply with the conditions of the scheme

18. Development of a Transport Strategy for Lyme Regis

To inform members and seek views about transport-related recommendations received from Dorset Council arising from the informal member transport workshop which took place on 25 September 2025

19. Ideas to generate more income and/or reduce costs and/or improve operating efficiency

To ask members to consider ideas to increase income and/or reduce operating costs and/or improve operating efficiency and to suggest the best way of progressing those ideas

20. List of Payments

To re-present to members the payments made in the month of December 2025

21. Seafront and Beach Concessions

To allow members to consider applications for beach and seafront concessions

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

22. Sale of Former Office Building

To update members on the latest position with the sale of the former offices and to agree the next steps

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. Park and Ride 2026 and Outturn 2025

To allow members to consider and approve the arrangements for the 2026 park and ride service and to receive further information about the outturn for the 2025 service

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

24. Legal Advice

To allow members to consider obtaining legal advice regarding a confidential matter

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

25. 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 21 – Seafront and Beach Concessions**
- b) Agenda item 22 – Sale of Former Office Building**
- c) Agenda item 23 – Park and Ride 2026 and Outturn 2025**
- d) Agenda item 24 – Legal Advice**

Dorset Council report for Lyme Regis Town Council

11 February 2026

1. Budget 2026-2027

- Budget gap of £44 million
- Proposals for balanced budget have been through Scrutiny and Cabinet and go to Full Council on 10 February (reserve date of 17 Feb)
- Closely aligned to priorities in the Dorset Council Plan

[Dorset Council Plan 2024 to 2029 - Dorset Council](#)

which is underpinned by four key priorities for 2024-2029 and details the steps that will be taken to deliver our vision:

“Working together to create a fairer, more prosperous and more sustainable Dorset for current and future generations”

The four strategic priorities are:

1. Provide affordable and high-quality housing
2. Grow our economy
3. Communities for all
4. Respond to the climate and nature crisis

The priorities form a key part of our delivery focus, creating a ‘strategic framework’ that will ensure that the actions required to meet the aspirations of the council plan are aligned with our change programmes, place-based work, governance and the resources required to accelerate delivery.

Key points from 2026-2027 Budget & Medium Term Financial Plan (MTFP):

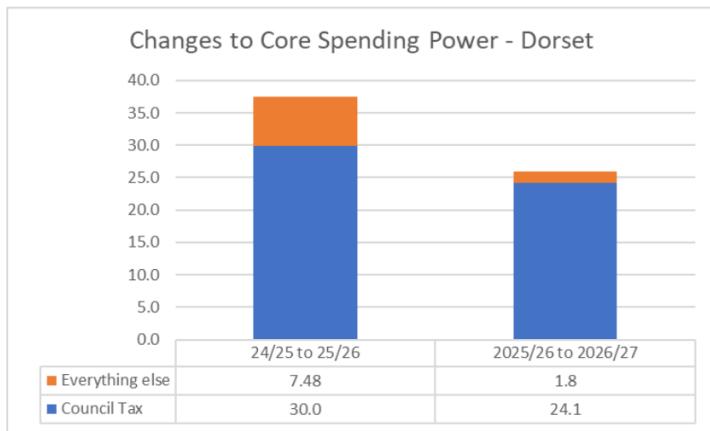
- Council proposes a net budget of £482.6m for 2026/27, an increase of £18.9m from 2025/26.
- An increase in general Council Tax of 2.9985% and 1.9919% in the Social Care Precept, providing a Band D Council Tax figure for Dorset Council of £2,205.90; an overall increase of 4.9904%.
- For the first time in a decade the Government has set out a multi-year settlement (MYS) for Local Government for which the first year of funding is 2026/27. The MYS removes some uncertainty over future funding and at the same time has delivered significant change to the funding landscape for Local Government.
- The multi-year settlement for Dorset was largely in line with the modelling assumptions and as such there were “no surprises” for 2026/27. Looking ahead over the 3-year period Dorset sees grant funding reducing by £6m during the period 2026/27 to 2029/30.
- The provisional Local Government Finance Settlement was published on 17 December 2025; the final settlement figures are expected in February, a few days before the Full Council meeting.

Core Spending Power (CSP)

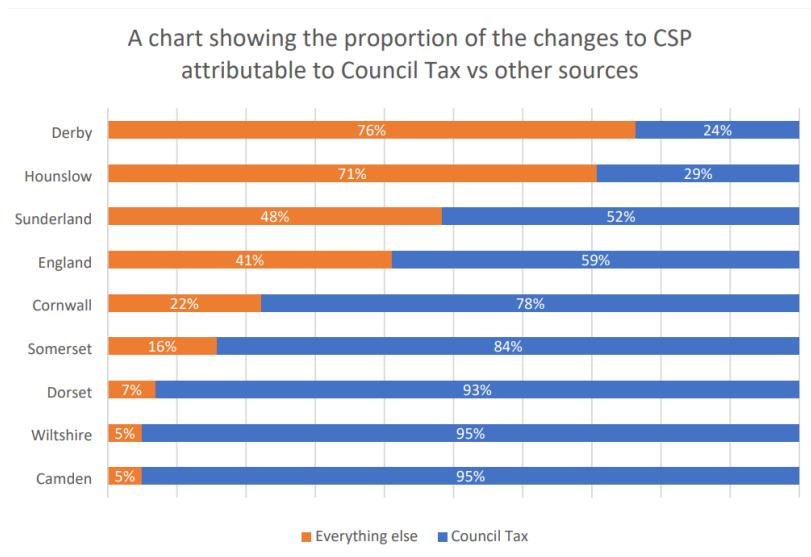
- Dorset Council's Core Spending Power increases by 5.7%, £25.9m which is in line with the national average. Of this £25.9m, £24.1m (93%) is reliant upon the requirement to generate additional Council Tax revenue. Last year's CSP increase was 83% reliant upon Council Tax.

Historic trend

When looking at the changes to CSP for Dorset over the last 2 years the impact of the funding methodology can be seen as government grant increases are reducing.



- So, whilst the Government has "made available" £25.9m very little of this increased funding comes from Central Government.



Rising costs

- Rising service delivery costs of £37m are being addressed through £18m of savings, efficiencies, grants and income and £18.9m of increased funding, which based on government funding, is almost entirely reliant upon changes to Council Tax.

- Rising cost of service delivery includes £29m of increasing need within Adults & Housing and Children's Services driven by increasing numbers of people from the communities needing to access council services to receive vital support.
- New savings and efficiencies include: new service grants and income £16m, managing and meeting need differently £10m.

Capital programme

- A review of the capital programme has been undertaken to ensure that it remains deliverable and aligned with strategic priorities, it is essential to “right-size” the programme to match realistic delivery capacity.
- The latest capital strategy and capital programme for the MTFP period, which totalled almost £550m, was agreed by Cabinet in February 2025. Following the capital programme review, the current approved projects result in a total programme of £351m over five years.
- In addition to the agreed programme, there is a pipeline of emerging projects that have not yet progressed through the required gateway approvals.
- This, along with the approved budget and updates since that date, mean a programme of £616m for the next five years

Dedicated Schools Grant

- The override on the Dedicated Schools Grant (DSG), which is expected to exceed the total reserves held by the council by March 2026, has been extended until March 2028. However, on 22 October 2025 the Government announced delays to the SEND reform, which was expected in Autumn 2025 and is now anticipated ‘early in the new year’. Without changes to funding or policy this would mean that many councils - including Dorset – may have to face a section 114 notice when the statutory override ends in March 2028.
- The public Budget Simulator tool proved popular and the majority of users requested higher council tax over cuts to council services.
- Adult & Children's Social Care statutory services account for almost two-thirds spending demand
- The Quarter 3 2025/26 financial management report to Cabinet sets out a forecast overspend for the current year of £4.4m (1.05%).
- Taking into account both the local and national operating context, the acting S151 Officer, the Council's Chief Finance Officer, has assessed the current financial risk level as high.

Readers of the report (to Cabinet 29 January) should therefore anticipate that achieving a balanced budget will likely require a reprioritisation of service delivery to maintain long-term financial sustainability.

- Dorset's budget principles, outlined below, sought Cabinet's continued endorsement and will guide the remaining work on the budget strategy.

- 1) **No reliance on reserves** – The budget will not be balanced by drawing on reserves.
- 2) **Priority-led resource allocation** – Funding decisions will be aligned with the Dorset Council Plan and its strategic priorities.
- 3) **Protect and improve services** – Services will be safeguarded where possible but must demonstrate value for money and improved efficiency.
- 4) **Maximise unitary council benefits** – We will continue to seek savings and efficiencies from our status as a unitary authority.
- 5) **Adopt a commercial mindset** – The Council will pursue opportunities to operate more commercially where appropriate.
- 6) **Evidence-based decisions** – Business cases will underpin key decisions, and we will consider 'invest to save' opportunities.
- 7) **Realistic and accountable budgeting** – Budgets must be achievable and aligned with the Council's objectives, with clear accountability for delivery and sound financial management.
- 8) **Transformation in progress** – We are implementing both short-term and long-term transformational savings plans as part of our ongoing strategy to deliver sustainable financial improvements.
- 9) **Work within the financial strategy** – All resource allocation must align with the overarching financial strategy approved by Cabinet.
- 10) **Target new Government funding** – Where possible, new Government funding will be directed towards existing spending pressures and priorities

2. Recent Dorset Council press notices, projects and initiatives

2.1. [Help shape plans for dealing with coastal changes - Dorset Council 27 Jan](#)

Residents in Swanage and Charmouth are encouraged to take part in two community workshops to help develop long-term plans for adapting to coastal changes.

The events are an important opportunity for local people to share their knowledge and ask questions. The first of the workshops in each town will cover potential triggers and resulting actions to support communities.

Residents are invited to attend the drop-in sessions:

- Wednesday 4 February, 4pm to 8pm at [The Studio - The Mowlem](#), Swanage
- **Thursday 5 February**, 5pm to 8pm at [St Andrews Community Hall](#), Charmouth

The sessions are led by the [Future Coast Dorset Project](#). This comprises [Future Coast Charmouth](#) and [Future Coast North Swanage](#), working with local communities to help plan and adapt to the changing coastline.

2.2. [New Modern Day Opportunities Model for our residents 26 Jan](#)

2.3. [Key to new homes for neuro-diverse young adults](#) 11 Jan

2.4. New guide to roadworks from our traffic team

Dorset Council refreshed the [customer guide to road works online](#)

Road works can be disruptive, but they are necessary to keep services running, protect safety, support the economy, and upgrade infrastructure that we all rely upon.

This guide aims to cover the sorts of enquiries we receive most regularly including:

- Works site safety
- Prior notification of works
- Impacts of work including on parking, driveway access, bus services and waste collections
- Emergencies and service outages where works can start without our consent
- Durations of work
- Road closures and diversions
- Delivery of high-speed broadband
- Restoring the highway back to public use
- Who to contact when assistance is needed

3. Public consultations

- [Age-Friendly Dorset](#) – closed 30 Jan
- [Sexual Health Services](#) - closes 15 Feb
- Appendix 1 is Dorset Council's response to the East Devon Local Plan

4. Current ward priorities

- **Concerns** being raised by the business community about LRTC.
- **Proposed closure of Charmouth Fire Station** – requested to attend meeting of the Fire Authority 28 January as ward member. Public meeting 7 February.
- **Future Coast Charmouth** – positive engagement requested. Public meeting to decide priorities for government climate adaptation Pathfinder project on 5 February.
- **Public transport** and better connectivity with railway services – working with MP's office and WATAG. RTIS for Lyme and Charmouth. WATAG has issued their vision/wish-list for a credible

public transport system for West Dorset & I'm asking for better engagement with TAGs, local councils and communities by DC.

- **Road safety, accessibility and mobility.** Countering misinformation on 20mph limits; working with residents in areas blighted by speeding, poor or unsafe access routes, reporting state of some pavements and unsafe places for those with mobility challenges. Community volunteers sought to map a 'wish-list' of improvements.
- **Proposed site visit** with the new Acting Community Highways Officer in late February-March with LRTC, CPC and ideally Devon Community Highways. Potholes, surface water and drainage issues; better communication between authorities, DC-EA-SWW; white/yellow line repainting and assessing priorities (see above).
- Discussions about better use of the **old Sure Start Centre** with both Children's and Adult Services. Working with St Michael's CE Primary School on school redevelopment and with Children Services and the West Local Alliance Group on Early Years Provision in the area.
- Training to join Dorset Council's [UN Climate Ambassadors Programme](#) in schools/colleges; undertaking the [Climate Emergency UK Academy](#) training and working in the **West Local Alliance Group** on engaging young people with opportunities in the community. [Dorset Climate Action Network](#) will have a stall at the Beaminster School Community Day on **Tuesday 9 February** and I'm attending as part of the WLAG working group.
- Continuing to try to resolve the **River Lim infrastructure and maintenance challenges** in Dorset Council and with the EA. Escalation to the Chief Executive resulted in the Head of Coast and Greenspace attending the Environment Committee's meeting on 20 January with the EA on their withdrawal of river maintenance to represent all departments of DC.

At the Wessex Regional Flood and Coastal Committee on 22 January, I expressed DC's concerns on the EA withdrawal because Local Authorities do not have the resources to take on this extra responsibility. This will now be referred back to government (DEFRA) as a concern for them to reconsider.

5. Forward plan

See the [Cabinet agenda pack](#) for 29 January 2026.

Items for 3 March include:

- 5.1. Working with Communities *
To endorse the approach to working with communities in 2026 and 2027. To approve a 'Statement of Reasonable Expectations' with Town Councils
- 5.2. Strategic Development Framework (New Models of Housing Delivery) *

- 5.3. Dorset Council Housing Allocation Policy
- 5.4. Dorset Tenancy Strategy *
- 5.5. Local Authority Housing Fund (LAHF) 4
- 5.6. Crisis and Resilience Fund
- 5.7. Dorset National Landscape grant funding 2026-2029
- 5.8. Biodiversity Duty report 2023-24
- 5.9. National Planning Policy Framework consultation response
- 5.10. Adoption of local heritage list
- 5.11. Towards a new model of day opportunities *
- 5.12. The grant of lease to County Farms

*= had member briefings or been on working group

6. Meetings attended /planned

- 12 Jan Uplyme Highways Forum
Audit & Governance Committee
- 13 Jan Bathing Water Quality Partnership
- 14 Jan Litter Free Summit in Shire Hall, Dorchester
The Great Collaboration Board meeting
- 15 Jan Lyme councillor 'surgery' at the Hub's Community Café
- 17 Jan Charmouth Tennis Club Marketing Group on Sport Festival
- 20 Jan Environment Agency presentation to River Lim Riparian Owners
(also attended by DC's Head of Coast & Greenspace; Flood Risk and Highways teams)
- 21 Jan Meeting with Dorset Council's Sustainability Team and DCAN
- 22 Jan Wessex Regional Flood and Coastal Committee in Taunton
- 23 Jan Transformation Executive Advisory Panel (EAP)
- 26 Jan Meeting with Outreach Officer, DC Sustainability Team
Budget briefing for Green Group with Acting Chief Financial Officer
- 27 Jan Meeting with Cobb Traders' Association
'State of Dorset 2025' Report Member Briefing
Charmouth Parish Council Full Council
- 28 Jan Meeting of Dorset & Wiltshire Fire Service with the Fire Authority and ward members affected by proposed station closures
Charmouth DC councillor 'surgery', Community Library
Association of Green Councillors AGM
- 29 Jan Western & Southern Area Planning Committee
Dorset Council Cabinet
- 30 Jan DCAN Strategy Day
- 3 Feb APSE Renewable Energy Conference, Westminster, London
- 5 Feb Bridport Citizens Advice AGM
Future Coast Charmouth meetings
- 7 Feb Public meeting on proposed fire station closures, Charmouth
- 9 Feb Beaminster School Community Event

10 Feb	Fire Authority meeting, Salisbury Young People and Communities working group, West Local Alliance Full Council, Dorset Council
11 Feb	Meeting at St Michael's CE Primary School Meeting with DC's Interim Lead, Best Education for All UN Climate Ambassadors LRTC Full Council
12 Feb	DC councillor surgery, the Hub's Community Café

7. Contact details

Please contact me on **01305 216511** or 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 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, 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 in 2026

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

12 Feb, 5 March, 16 April, 14 May

Councillor surgeries in Charmouth

Monthly, Wednesdays 2pm to 4pm at the Community Library, The Street, DT6 6PE

25 Feb, 25 March, 29 April, 27 May

Belinda Bawden

Dorset Council ward member for Lyme Regis and Charmouth

1 February 2026

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 17 DECEMBER 2025

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr D. Holland, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

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

The mayor, Cllr P. Evans, read out the town prayer.

25/107/C Public Forum

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

25/108/C Dorset Council Matters

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

- Following the recent ward meeting, she had enquired about the cost of a police community support officer (PCSO) and also raised it with the MP. The cost provided by Dorset Police for a PCSO was for two officers, because Lyme Regis is so remote, so it would require two people to cover the duties.
- She had raised the issue of the accreted land debt with DC's chief executive, the head of legal services and the leader of the council but not yet had a reply.
- A meeting was taking place with the Environment Agency about the lynch, which would also be attended by DC's coast and greenspace manager. A pre-meeting was taking place on 19 December 2025 and she asked members to let her know if they had any particular questions.
- Contractors would be fitting new lights on the harbour and the repairs would take place soon.
- South West Water's investment plans for Lyme Regis were uncertain as they had now been taken off the website, but River Lim Action Group were trying to find out the new timescales.

Cllr M. Ellis arrived at 7.06pm.

- DAPTC would be sending out a survey to town and parish councils to highlight where any additional support is needed for emergency planning and community resilience work.
- The Dorset Local Nature Recovery Strategy and the Dorset National Landscape Management Plan had been approved by Cabinet.
- She was working on a myth-busting Q&A on climate and nature policies as there was a lot of misinformation in the public domain.

25/109/C Questions from Councillors

There were none.

25/110/C Apologies for Absence

Cllr N. Hampton-Rumbold – illness
Cllr S. Larcombe – illness

25/111/C Disclosable Pecuniary Interests

Cllr D. Holland declared a non-pecuniary interest in agenda item 20, Approval of Unbudgeted Expenditure, as he was a RNLI volunteer.

25/112/C Dispensations

There were none.

25/113/C To confirm the accuracy of the minutes of the Full Council meeting held on 29 October 2025

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, the minutes of the Full Council meeting held on 29 October 2025 were **ADOPTED**.

25/114/C Matters arising from the minutes of Full Council meeting held on 29 October 2025

Lyme Regis to Bridport Shuttle

Members asked to be updated on the service following the scheduled meeting on 19 December 2025.

Cllr G. Stammers arrived at 7.11pm.

25/115/C Update Report

20mph speed limit

A member asked if the outcome of the 18 December 2025 meeting would be available to members before Christmas.

The town clerk said any update will be provided in the briefing as soon as it was available.

25/116/C Mayor's Announcements

One further engagement was added to the list – a meeting of the Dorset Coast Forum on 27 November 2025.

25/117/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 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.

25/118/C Environment Committee

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, it was **RESOLVED** to receive the minutes of the meeting held on 26 November 2025, and adopt the recommendations, as follows:

25/51/ENV – River Lim Action Group Report

RESOLVED: 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.

25/53/ENV – Town Public Drinking Water Tap Provision

RESOLVED: that town public drinking water tap provision be added to the proposed list of objectives for 2027-28.

25/119/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 5 November 2025, and adopt the recommendations, as follows:

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

RESOLVED: 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

RESOLVED: 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.

25/28/HR – Update on Postholder 207

RESOLVED: 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.

25/120/C Strategy and Finance Committee

It was noted the meeting scheduled to take place on 3 December 2025 was cancelled.

25/121/C Tourism, Community and Publicity Committee

It was noted the minutes stated several members were both present and had sent apologies and that this would be clarified before the minutes were approved by the committee.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, it was **RESOLVED** to receive the minutes of the meeting held on 19 November 2025, and adopt the recommendations, as follows:

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

RESOLVED: 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.

25/122/C Town Management and Highways Committee

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 12 November 2025 (there were no resolutions).

25/123/C Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31

Members were concerned about the budget deficit of £7k in 2026-27, which would be taken from the reserve, and there was a suggestion some of the discretionary charges or the precept could be revisited to prevent this.

It was also suggested an additional £7k could be estimated on the parking income for 2026-27 as this income was always underestimated, which would then balance the budget.

The town clerk said taking the £7k out of the reserve was more straightforward and it was a relatively low sum. He said budget assumptions were very prudent and in reality, the

budget was likely to be exceeded by £100k to £200k. However, he agreed members needed to think about increasing charges the following year, principally car parking charges, and increasing income in other ways.

The town clerk said he would be proposing changes to the standing orders and financial regulations to clarify the setting of the budget was a two-stage process, so members would be allowed to make alternative decisions at the second round of meetings.

A member suggested the council should also be looking at its costs and how money could be spent differently, with reference to various projects which had been added into the base budget and two additional staffing posts added permanently to the establishment. A current staff structure chart was requested.

The town clerk said officers had recently carried out some analysis of staffing costs compared with other town and parish councils in Dorset; with staffing costs of 40% of turnover, this town council was one of the lowest cost organisations in the county. He said he would take a report to the Human Resources Committee to allow members to review this in detail.

The town clerk said he agreed the council also needed to look at its costs. He urged members to attend future budget briefings as this gave them the opportunity to scrutinise where the council's money comes from and how it is spent.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve a budget for 2026-27, including a precept of £163,254.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to note the five-year financial plan for 2026-31 and to maintain the council's reserve at £1million for 2026-27.

25/124/C Revision of lost property policy

It was suggested mobile phones could be restored to factory settings and re-used instead of being destroyed.

The finance manager said she had spoken to the police about the same thing but there might still be personal information stored on the device. Therefore, destroying it was the only option.

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, members **RESOLVED** to approve the revised lost property policy.

25/125/C Commissioning of a New Sculpture

A member felt the opportunity to create a new sculpture should be offered more widely.

Several members felt it would be acceptable to work directly with the suggested artist because of the work involved in creating designs and in recognition of him previously gifting a sculpture to the town.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, members **RESOLVED** 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.

25/126/C Approval of Unbudgeted Expenditure

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members **RESOLVED** 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.

25/127/C Dorset Council's Licensing Policy Consultation

Cllrs S. Cockerell, G. Caddy and P. May agreed to work with officers on a response to the consultation.

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** to delegate the council's response to Dorset Council's licensing policy to the town clerk in consultation with Cllrs S. Cockerell, G. Caddy and P. May.

25/128/C Investments and Cash Holdings

Members noted the report.

25/129/C List of Payments

Proposed by Cllr D. Holland and seconded by Cllr P. May, members **RESOLVED** to approve the 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.

25/130/C Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, 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.

25/131/C Exempt Business

a) Debtors' Report

Members discussed debts relating to an alfresco licence and a parking permit and the steps being taken to recover them.

The meeting closed at 7.50pm.

Committee: Full Council

Date: 11 February 2026

Title: Matters arising from the minutes of the Full Council meeting held on 17 December 2025

Purpose of Report

To inform members of the matters arising from the minutes of the Full Council meeting held on 17 December 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

25/114/C – Matters arising from the minutes of Full Council meeting held on 29 October 2025

Lyme Regis to Bridport Shuttle

Officers are hoping to confirm the appointment of a bus operator shortly. When details are finalised, the council will publicise this service, the launch date for which is yet to be determined.

25/115/C – Update Report

The 20mph scheme in Lyme Regis has been agreed by Dorset Council and is one of 10 towns and villages in Dorset where it will be introduced. The 20mph speed limit signs are planned to be installed and the speed limits operational before Easter 2026.

The schemes and plans are available here: [20mph Limits and Zones - Dorset Council](#).

As the map provided on the page does not include road/street names, a full list of the applicable roads has been emailed to members.

25/123/C – Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31

The current staff structure chart was emailed to members on 4 February 2026.

A report on comparative staffing costs will be taken to the Human Resources Committee on 18 February 2026, alongside the annual staffing review.

25/124/C – Revision of lost property policy

The updated policy has been published on the council website.

25/125/C – Commissioning of a New Sculpture

Michael Fairfax has been commissioned to design and make the sculpture. Project updates will be provided to the Tourism, Community and Publicity Committee and it is hoped it will be completed by the end of March 2026.

25/126/C – Approval of Unbudgeted Expenditure

The RNLI Guild was grateful for the council's contribution of £1,000 to host a civic reception to mark the 200th anniversary of the RNLI in Lyme Regis but will be unable to match fund this amount as any funds they raise must be in support of the lifeboat.

The civic reception will still go ahead but will be scaled back to a smaller budget so no contribution is required from the RNLI Guild. The event will take place on Saturday 2 May at the Guildhall, following the parade of the lifeboat through the town.

25/127/C – Dorset Council's Licensing Policy Consultation

On the 8 January 2026, Cllrs Cockell and May met with the town clerk and agreed the following response to Dorset Council's consultation on its draft licencing policy 2026-31.

"Lyme Regis Town Council (LRTC) supports the draft licencing policy and proposed updates. The council has comments to make on paragraph 1.4 (please note the draft policy numbering goes from 1.4 to 1.6) and the section on Representation.

LRTC recommends including in the policy of the current practice of informing town and parish councils of licencing application within their boundaries. LRTC would also like the draft policy to require the relevant licencing committee or sub-committee to be notified of and to consider any licencing objections from town and parish councils in their decision making."

The response was submitted on 9 January 2026.

John Wright
Town clerk
February 2026

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 16 DECEMBER 2025**

Present:

Chairman: Cllr G. Turner

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

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

25/41/P Public Forum

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

25/42/P Apologies for Absence

Cllr S. Larcombe

25/43/P Minutes

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes from the meeting on 4 November 2025 were **ADOPTED**.

25/44/P Disclosable Pecuniary Interests

There were none.

25/45/P Dispensations

There were none.

25/46/P Member planning recommendations

There were none.

25/47/P Matters arising from the minutes of the Planning Committee held on 4 November 2025.

Noted.

25/48/P Update Report

There were none.

1. P/VOC/2025/06918**VARIATION OF CONDITION – RECEIVED 25.11.25**

Erect single storey front and rear extensions, internal alterations and form new driveway access (with variation of condition 2 & 7 of planning permission P/HOU/2025/00750 to remove approved garage and relocate in place of proposed gym, alterations to windows and roof design.

Kingsbury Croft Sidmouth Road Lyme Regis DT7 3ES

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

2. P/VOC/2025/06826**VARIATION OF CONDITION – RECEIVED 28.11.25**

Apply external cladding to south facing facade (with variation of condition 2 of planning permission P/HOU/2025/03760 to amend the façade.

5-6 Anchor House Monmouth Street Lyme Regis DT7 3PX

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/FUL/2025/07199**FULL PLANNING APPLICATION**

Replacement window to front (east) elevation and installation of a glass and Juliette balcony. Installation of fixed double-glazed windows to side (south) elevation.

1 Channel View The Cobb Lyme Regis DT7 3JJ

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

Reservations on size of some of the proposed windows.

4. P/HOU/2025/07212**HOUSEHOLDER PLANNING PERMISSION**

Retain installed windows and door; air source heat pump; solar panels and EV charging point.

Woodham House Sidmouth Road Lyme Regis DT7 3ES

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

25/51/P

Planning Correspondence

There were none.

The meeting closed at 7:45pm

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 27 JANUARY 2026**

Present:

Chairman: Cllr G. Turner

Members: Cllr S. Cockerell, Cllr S. Larcombe, Cllr P. May

Officers: M. Green (deputy town clerk)

25/41/P Public Forum

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

25/42/P Apologies for Absence

Apologies were received from:

Cllr C. Aldridge

Cllr M. Denney

25/43/P Minutes

Proposed by Cllr P. May and seconded by Cllr S. Cockerell the minutes from the meeting on 16 December 2025 were **ADOPTED**.

25/44/P Disclosable Pecuniary Interests

There were none.

25/45/P Dispensations

There were none.

25/46/P Member planning recommendations

There were none.

25/47/P Matters arising from the minutes of the Planning Committee held on 16 December 2025.

There were none.

25/48/P

Update Report

There were none.

25/49/P

Planning and Licensing Applications

1. P/FUL/2025/07525

FULL PLANNING APPLICATION- RECEIVED 07.01.26

Erect temporary site compound within Holmbush Car Park to contain the following: a mobile welfare unit; area for storage and plant; parking area; a Heras fence boundary around the perimeter of the compound

Holmbush Car Park Pound Street Lyme Regis DT7 3HX

Members noted the additional pressure the planned compound could place on the remaining public parking in the town centre for a temporary period but considered the application should be supported to assist in the delivery of the important 'turning the tide' programme of works.

The town council recommends approval of the application because the use is only temporary, there is no long-term harm arising from the planned development and it assists in the delivery of important town-wide improvements to the foul and surface water drainage infrastructure.

2. P/FUL/2026/00175

FULL PLANNING APPLICATION – RECEIVED 19.01.26

The site will be in use for approximately 18 months as a temporary construction compound (ca.160.2m (L) x 32.4m (W)) to assist with the upgrade works at Horn Bridge Sewage Pumping Station (SPS) and Uplyme Sewage Treatment Works (STW) as part of the UK's water industry Asset Management Period (AMP) 8, where all the sites have the drive to achieve two significant (>50m³) spills per bathing season in aggregation by March 2027.

The site compound will contain the following:

- Type 1 stone on the ground.
- 1 No. office 8.0m (L) x 3.0m (W) x 2.5m (H) colour blue.
- 1 No. meeting room 8.0m (L) x 3.0m (W) x 2.5m (H) colour blue.
- 1 No. canteen 8.0m (L) x 3.0m (W) x 2.5m (H) colour blue.
- Vehicle parking bays.
- 1 No. 3 in 1 Toilet Block 5.0m (L) x 3.0m (W) x 2.5m (H) colour blue.
- 1 No. Drying Room 5.0m (L) x 3.0m (W) x 2.5m (H) colour blue.
- Generator 3.0m (L) x 3.0m (W) x 2.5m (H).
- Bunded Fuel Bowser 3.8m (L) x 1.6m (W) x 2.0m (H).
- 3 No. skips 3.8m (L) x 1.8m (W) x 2.0m (H) colour yellow.
- 2 No. storage containers 7.0m (L) x 3.0m (W) x 2.5m (H) colour yellow.
- A soil bund 2.0m (W) x 2.0m (H) located around the perimeter of the compound.
- A Heras fence boundary 2.0m (H) around the perimeter of the compound 1m from the soil bund.
- Site entrance / exit gates.
- 2 No. Storage and plant areas.
- 1 No. Turning circle

Middle Mill Farm Colway Lane Lyme Regis DT7 3UB

Members discussed vehicular access to the site and issues about the maintenance of Horn Bridge.

The town council recommends approval of the application because the use is only temporary, there is no long-term harm arising from the planned development and it assists in the delivery of important town-wide improvements to the foul and surface water drainage infrastructure.

3. P/HOU/2025/07622

HOUSEHOLDER PLANNING PERMISSION – RECEIVED 16.01.26

Restoration/refurbishment of drying stove/fulling tower to provide home-office/hobby room
22 Lym Close Lyme Regis DT7 3DE

Members discussed the intended design and height of the roof structure and the visibility of the structure from various vantage points. The general view was the tower was an important local feature and the proposals helped to secure its preservation and use.

The town council recommends approval of the application because it is in general accordance with the approved development plan and the proposals will secure the future preservation and use of an important non-Listed heritage asset without causing harm to the residential amenity of neighbouring properties.

4. P/FUL/2025/07310

FULL PLANNING APPLICATION – RECEIVED 19.01.26

Construction of 1 no. dwellinghouse and associated external works and landscaping
Land To Southwest of Stile Lane Lyme Regis

Members noted the reduced scale of the proposed development and the comments of the geotechnical engineer. However, they remained of the opinion that the residential development of this site would have a detrimental effect of the character of the area and the setting for the seafront gardens and the Cobb area in general. They also questioned connection to services and how materials would be delivered to site given the lack of any public vehicular access.

The town council recommends that this application be refused because the intended built development and its residential use would have a detrimental impact on the character and appearance of the public seafront gardens and woodland area and on inland views from the historically important Cobb and harbour area in general.

25/50/P Planning Decisions

Noted

25/51/P Planning Correspondence

There were none.

The meeting closed at 8.03 pm

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 7 JANUARY 2026

Present

Chairman: Cllr M. Ellis

Members: Cllr S. Cockerell, Cllr G. Stammers

Officers: A. Mullins (assistant town clerk), J. Wright (town clerk)

25/30/HR Public Forum

There were no members of the public present.

25/31/HR Apologies

Cllr G. Caddy – holiday

Cllr C. Reynolds – illness

25/32/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 5 November 2025

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the meeting held on 5 November 2025, were **ADOPTED**.

25/33/HR Disclosable Pecuniary Interests

There were none.

25/34/HR Dispensations

There were none.

25/35/HR Matters arising from the minutes of the Human Resources Committee meeting held on 5 November 2025

Members noted the report.

25/36/HR Update Report

Administrative assistant

The assistant town clerk said 24 applications had been received for the post and interviews would be held on 12 January 2026. Members would be notified of the outcome by email. She

added that the temporary postholder had resigned in December 2025 so the new postholder would be asked to start as soon as possible.

25/37/HR Human Resources Committee – Objectives

Members noted the report.

25/38/HR To receive the minutes of the Health and Safety Committee meeting on 11 December 2025

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, the minutes of the Heath and Safety Committee meeting held on 11 December 2025 were **ADOPTED**.

25/39/HR The Town Clerk's Objectives 2026-27

The town clerk said his objectives would be delegated to managers through the appraisal process, which would take place over the next few months.

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the town clerk's objectives for 2026-27.

25/40/HR Annual Health and Safety Audit

The town clerk said the main issue arising from the audit was the complexity of the council's health and safety related policies and procedures, so these needed to be consolidated to avoid duplications.

It was noted the new MyCompliance system would help with streamlining.

The town clerk said he was proposing an annual half-day session with employees to ensure they understood key parts of the health and safety policy.

Members noted the 2025 health and safety audit.

25/41/HR Review of Councillor Data and Information 2024-25

Members noted the report.

It was agreed the member attendance figures would be published on the council website.

25/42/HR Operations Manager, Six-Month Probation Review

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.

25/43/HR Gardener and Maintenance Person (post holder 211), Six-Month Probation Review

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.

25/44/HR Confidential Staffing Update

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.

25/45/HR Exempt Business

a) Operations Manager, Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the operations manager's permanent employment with the council, effective from 8 November 2025.

b) Gardener and Maintenance Person (post holder 211), Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 211) continued employment with the council, effective from 7 December 2025.

c) Confidential Staffing Update

Members noted the current position with a staffing matter and raised two queries, which the assistant town clerk said she would follow up.

The meeting closed at 7:47pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 FEBRUARY 2026

Present

Chairman: Cllr P. May

Councillors: Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

Absent: Cllr C. Aldridge

25/38/SF Public Forum

N. Ball

N. Ball pointed out to members the council had incurred a fine from HMRC, as outlined in the list of payments. He also pointed out a payment had been made to R. Wellman for Strawberry Field but he believed this was for the park and ride field. He asked for a breakdown of the costs associated with Party in the Park because there were not many people at the event.

Cllr G. Stammers arrived at the meeting at 7.02pm.

N. Ball raised concerns about the cost of the LymeLiving magazine. He said although he enjoyed it, it had good content and was printed well, the postage costs were £7,100, plus wages, printing costs and photography. He had calculated that these costs meant the magazine cost £12.50 per copy or £15 if posted out, an amount you would expect to pay for a hardback book in a bookshop. He asked for his name to be taken off the mailing list because he felt embarrassed to receive it. He said there were still copies left over for recycling at the end of the month. He asked when the council was going to spend money more wisely, as this worried him, especially as the council might have some unbudgeted expenditure which it needed to be prepared for.

25/39/SF Apologies for Absence

Cllr G. Caddy – holiday

Cllr M. Denney – illness

Cllr M. Ellis

Cllr N. Hampton-Rumbold

Cllr D. Holland – prior commitment

25/40/SF Minutes

Proposed by Cllr S. Larcombe and seconded by Cllr P. Evans, the minutes of the meeting held on 15 October 2025 were **ADOPTED**.

25/41/SF Disclosable Pecuniary Interests

There were none.

25/42/SF Dispensations

There were none.

25/43/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 15 October 2025**Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31**

The town clerk said the report on income-generating ideas would be taken to the Full Council on 11 February 2026.

As the charging hours at Monmouth Beach and Cabanya car parks were to be extended until 9pm all year round, a member asked if there would be enforcement officers policing this.

The town clerk said enforcement officers worked until 9pm, particularly in the summer period, providing a combined 94 hours of enforcement per week.

25/44/SF Update Report**Beach replenishment**

The town clerk said Dorset Council (DC) still intended to carry out the beach work in March 2026 following the recent storms which had taken away a large amount of sand. He said the project was now referred to as beach recycling, rather than replenishment, as it involved relocating beach material which had naturally shifted in the local area.

25/45/SF Strategy and Finance Committee – Objectives

A member asked why the review of financial regulations had been deferred several times.

The town clerk said the document required a much more significant review than normal due to new legislation and a new guide produced by the National Association of Local Councils, but officers were working on this.

25/46/SF Internal Audit Report, Visit One 2025-26

Members discussed the auditor Darkin-Miller's appointment period, which was a three-year contract, with the option to extend a further two years.

The finance manager said the initial three years had almost expired so a report would be brought to this committee to allow members to consider whether to extend the contract for a further two.

The town clerk said it was considered good practice to periodically change the internal auditor, but it was also beneficial to have an auditor that knows the business. He said it would be members' decision whether to remain with Darkin-Miller or to change auditor.

Proposed by Cllr S. Larcombe and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report for visit one of 2025-26 and approve the management responses.

25/47/SF Budget Performance, 1 April – 31 December 2025

A member asked for more information about the gardens handrails project and asked if there were alternative materials to steel.

The town clerk said it was felt steel was the best product for this use and it offered better longevity. It was anticipated 2026-27 would be the final year of the phased project.

A member asked for more information about the overspend on the magazine, as raised in the public forum.

The assistant town clerk said the expenditure included the salary of the communications officer, who worked on many other projects, such as the Gateway Card, business and community briefings, and social media. The actual production costs were much lower. It was also noted the postage costs were high because for the first three months, a copy had been posted to every property in Lyme Regis, but this had now been scaled back, and there were issues for the first two months with the distribution companies, which meant costs increased. She added that following quotes being obtained, a local photographer had been commissioned to take photographs of events, which often took place during evenings and weekends when staff were not available.

25/48/SF Investments and Cash Holdings

The finance manager said the council's investments would be reviewed again at the start of the next financial year.

25/49/SF List of Payments

As mentioned in the public forum, it was noted the fine from HMRC was the first time it had happened.

The finance manager said the list of payments contained some errors so it would need to be re-presented to the Full Council on 11 February 2026.

25/50/SF Debtors

Proposed by Cllr P. May 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/SF Exempt Business

a) Debtors' Report

Members were concerned about the debt relating to the accredited land, noting that the situation had been ongoing for two years. They were supportive of the suggestion to take the debtor to court, if required.

The meeting closed at 7.40pm.

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 JANUARY 2026

Present

Chairman: Cllr P. Evans

Members: Cllr G. Caddy, Cllr M. Denney, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr A. Wood

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

25/51/TCP Public Forum

There were no members of the public present.

25/52/TCP Apologies

Cllr M. Ellis

Cllr N. Hampton-Rumbold – work commitments

Cllr G. Turner – work commitments

25/53/TCP Minutes

It was noted some of the members had been listed as being both present and giving apologies. Cllrs M. Denney and A. Wood were listed as present but were not.

Proposed by Cllr D. Holland and seconded by Cllr C. Reynolds, the minutes of the meeting held on 19 November 2025, with the above amendment, were **ADOPTED**.

25/54/TCP Disclosable Pecuniary Interests

There were none.

25/55/TCP Dispensations

There were none.

25/56/TCP Matters arising from minutes of the previous meeting held on 19 November 2025

Party in the Park

The assistant town clerk said the minutes from the meeting that took place prior to this committee meeting would be brought to the next meeting of this committee.

25/57/TCP **Update Report**

Youth Council

A member said contact had been made with the Woodroffe School to try to progress the youth council but no further updates had been received.

The assistant town clerk said the £4,000 funding for the youth council had been formally deferred to 2026-27 as it was unlikely this would be spent in 2025-26.

25/58/TCP **Tourism, Community and Publicity Committee – Objectives**

The assistant town clerk said St Michael's Primary School would provide a report to state how the bursary had been spent at the end of year.

The assistant town clerk said another community event at the mini golf was planned for Easter after the success of the Halloween event. She said the event would include a trail where families could collect letters around the course to make an Easter themed word and prizes of chocolate eggs would be given to those who complete the trail.

A member said credit needed to be given to the staff who organised the mini golf events. The assistant town clerk said the administrative and community engagement assistant had worked hard on the events and that it had been a collaborative idea from the staff team. She said there was potential to host a Christmas event.

25/59/TCP **Free Parking Days**

The assistant town clerk said a request had been made from the Cobb Traders group for free parking on 12 and 13 December, but this was outside the rules of the Dorset Council initiative. However, this request would be considered by the Town Management and Highways Committee, along with the request for winter parking concessions. She said the organisation had suggested the council did not provide free parking on Small Business Saturday, but she said this was a Dorset Council requirement.

Proposed by Cllr M. Denney and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** the non-charging days in Lyme Regis car parks for 2026 as follows:

- Sunday 10 May (Blessing of the Boats)
- Sunday 6 September (Lyme Splash)
- Sunday 8 November (Remembrance Sunday)
- Saturday 5 December (Small business Saturday)
- Saturday 21 November (Christmas Lights switch on)
- Thursday 24 December (Christmas Eve)

25/60/TCP **Request to Explore a Sister-Municipality Relationship**

Proposed by Cllr S. Larcombe and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to receive a further report in spring 2026 on

the feasibility of a sister-municipality relationship with the Municipality of Fundy Albert, New Brunswick, Canada.

25/61/TCP Lyme Regis Visitor Hub – End of Season Report

Members noted the report and were encouraged by the amount of visitors the Visitor Hub had welcomed in 2025. Members expressed concerns regarding the publication of a new town map of Lyme Regis as the council already produced one.

The assistant town clerk said she would raise this concern with the lead volunteer.

25/62/TCP Barfleur Twinning Report

Members noted the report.

25/63/TCP Sporting Lyme

Members noted the report.

25/64/TCP Grant Review, Woodmead Halls

Members noted the report.

25/65/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.10pm.

Committee: Full Council

Date: 11 February 2026

Title: Community Safety Accreditation Scheme

Purpose of the Report

To allow members to make an 'in principle' decision to join the Dorset Council administered Community Safety Accreditation Scheme and appoint 1.5 enforcement officers with a declared intent of redesignating their posts to comply with the conditions of the scheme

Recommendation

Members approve an 'in principle' decision to join Dorset Council's Community Accreditation Scheme and appoint 1.5 enforcement officers with a declared intent of redesignating their posts to comply with the conditions of the scheme

Background

1. The council has vacancies for 1.5 enforcement officers and needs to appoint to these positions ahead of the 2026 season.
2. The council's two enforcement officers' principal duties are car parking and dog management. Other duties include responding to emergencies, the security of the council's assets and the execution of powers under Public Space Protection Orders applicable to Lyme Regis.
3. Enforcement officers are employed on annualised hours contracts and work 27 hours per week from November to March, 37 hours per week in September and October, and 47 hours per week from April to August.

Report

4. Discussions have been taking place with Dorset Council's community safety team and Dorset Police about enhancing the role of the town council's enforcement officers with a view to becoming part of the Community Safety Accreditation Scheme (CSAS).
5. The CSAS enables organisations to work with police forces to enhance community safety by granting limited powers to accredited individuals.
6. CSAS is a voluntary initiative in the United Kingdom that allows chief constables to grant specific powers to employees of non-police organisations. This scheme aims to bolster community safety by enabling those accredited individuals to assist in tackling anti-social behaviour and crime within their communities. Key features of CSAS include:
 - **Accredited roles:** individuals in roles such as neighbourhood wardens, park rangers, security guards and shopping mall guards can be accredited under CSAS. These roles contribute significantly to maintaining public safety.

- **Limited powers:** accredited persons may receive powers similar to those of police community support officers (PCSOs), such as issuing fixed penalty notices for certain offences and requiring individuals to surrender alcohol if they are underage.
- **Training and vetting:** to become accredited, individuals must undergo training and vetting by their local police force. This ensures they are suitable to exercise the powers granted to them.

Benefits of CSAS

- **Enhanced community safety:** by providing a uniformed presence and additional resources, CSAS helps reduce crime and antisocial behaviour in communities
- **Partnership with police:** the scheme fosters collaboration between public and private organisations and local police, facilitating better information sharing and community engagement.
- **Career development:** employees involved in CSAS can gain valuable skills and experience, enhancing their career prospects while contributing positively to communities.

Migrating to a CSAS

7. Most of the council's enforcement officers' duties and powers will remain the same and the expectation is that accreditation to CSAS will require only minor variations to their job description.
8. The expectation is that CSAS officers will actively patrol visible areas in the town paying particular attention to those areas that suffer disproportionately from vandalism and anti-social behaviour. This could include an extension of working hours in the evening.
9. The CSAS officers will be equipped with police radios and benefit from immediate police contact and support.

Is there the will and capacity?

10. The CSAS has been discussed with the council's current enforcement officer who reduces his working hours by 50% on 1 April 2026; he wholeheartedly welcomed the proposal.
11. There is a general police absence in Lyme Regis and the public response to this initiative is likely to be positive.
12. The additional duties involved are minimal and can be accommodated within amended shift patterns; the likelihood is that there will be later starts and later finishes.
13. A cost-free automated number plate recognition (ANPR) car parking system at Woodmead car park is being explored by officers; this would free up 10-20% of existing enforcement officer time.

How much will CSAS cost?

14. The cost of employees training and accreditation are expected to be minimal.

What next?

15. A meeting is arranged with Dorset Police and Dorset Council's community safety scheme to consider accreditation in further detail.
16. A report will be submitted to the council's Human Resources Committee on any amendments to job descriptions.
17. If members approve an 'in principle' decision to migrate to a community safety accredited service, an advertisement will be placed immediately.

John Wright
Town clerk
February 2026

Committee: Full Council

Date: 11 February 2026

Title: Development of a Transport Strategy for Lyme Regis

Purpose

To inform members and seek views about transport-related recommendations received from Dorset Council arising from the informal member transport workshop which took place on 25 September 2025

Recommendation

Members consider and comment on the transport-related recommendations received from Dorset Council arising from the informal member transport workshop which took place on 25 September 2025

Background

1. Members took part in an informal workshop with officers from Dorset Council on the evening of 25 September 2025 to agree transport issues and priorities for Lyme and with a view to developing a shared strategy and delivery plan for the future.

Report

2. The team from Dorset Council has taken the information and ideas from that evening and developed a series of suggested recommendations for further discussion. A copy is attached as **appendix 18A**. It includes their notes from that earlier workshop and has been discussed with the deputy town clerk prior to being shared more widely.

3. The officer view is that the recommendations are a very fair reflection of the issues and priorities discussed in September and is a positive and welcome attempt to address member concerns that piecemeal ideas and projects should not be brought forward until a wider transport strategy for the town has been agreed. It could also form the basis for future collaborative working, including funding bids.

4. One additional issue has emerged very recently relating to the increasing demand for road closures from both statutory undertakers and from private businesses/property owners. These demands can sometime conflict and there is also increasing pressure for closures to be permitted outside of the normally accepted 'quiet period' of November to mid-December and mid-January to March.

5. Given there are no formally documented policies and procedures relating to requests for road closures, it may be this is something which could usefully be added to any strategy with, perhaps, a different approach to the main through route as opposed to 'side roads' and residential streets.

6. Members are asked to consider the suggested recommendations and comment as appropriate.

Mark Green
Deputy town clerk
February 2026

Committee: Full Council

Date: 11 February 2026

Title: Ideas to generate more income and/or reduce costs and/or improve operating efficiency

Purpose

To ask members to consider ideas to increase income and/or reduce operating costs and/or improve operating efficiency and to suggest the best way of progressing those ideas

Recommendation

Members agree to hold an informal, single-purpose briefing session to which all members are invited and at which ideas to increase income and/or reduce operating costs and/or improve operating efficiency can be discussed and considered in more detail before feeding into the budget-setting process for 2027-28.

Background

2. Members previously looked at a range of ideas about how to increase income or reduce costs in response to the impact which COVID and lockdown was having on this council's finances. Several ideas were taken forward and others were subsequently dismissed, for a variety of reasons.

Report

2. Although this council's overall budgetary position is extremely sound, it is likely to face increasing financial pressures from various sources, including above inflation increases in the minimum wage, cost pressures from suppliers of goods and services and, especially, likely increasing pressure through devolution to take on additional services from Dorset Council as its budgetary position worsens. In neighbouring counties, this latter pressure has led to massive increases in local precept, in some cases of almost 300%.

3. The officer view is that this council should start to think more actively about how it can increase its income, and/or reduce its operating costs and/or improve its operating efficiency. This is especially important for Lyme because its relatively small tax base means that there is limited scope to produce significant additional income through increases to the local precept, even if this were to be considered politically acceptable.

4. An initial list of possible actions runs to over 40 ideas and other staff members, including the outside team, have also been asked to contribute. Members may well also have additional suggestions which have not been thought about to date.

5. Given the sheer number and potential sensitivity of some of the ideas, it is suggested they be discussed initially at an informal and confidential member workshop to which all members are invited. Supported ideas could then be worked up in greater detail before being fed into the budget-setting process for 2027-28. If successful, it is suggested this exercise could be undertaken on a regular basis, possibly each year.

Mark Green
Deputy town clerk
February 2026

Committee: Full Council

Date: 11 February 2026

Title: List of Payments

Purpose of Report

To re-present to members the payments made in the month of December 2025

Recommendation

Members note the report and approve the attached schedule of payments in December 2025 for the sum of £203,634.74

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. The list of payments for the month of December 2025 was presented to the Strategy and Finance Committee on 4 February 2026 but there were some errors. I therefore re-present the list of payments, **appendix 20A**.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King
Finance assistant
February 2026

APPENDIX 20A

		Lyme Regis Town Council						
		Payments list for December 2025						
		<u>Total</u>		<u>203,634.74</u>				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*
NAT WEST BANK								
01-Dec	DORSET COUNCIL	Rates- Monmouth beach	Monthly	DD	5920	0%	-	5,920.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Woodmead Halls	Monthly	DD	3353	0%	-	3,353.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Cabanya car park	Monthly	DD	1830	0%	-	1,830.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Beach hut site	Monthly	DD	1193	0%	-	1,193.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Jubilee pavillion	Monthly	DD	1102	0%	-	1,102.00 Utilities
01-Dec	DORSET COUNCIL	Rates- St Michaels Business Centre	Monthly	DD	455	0%	-	455.00 Utilities
01-Dec	DORSET COUNCIL	Rates- St Michaels Business Centre	Monthly	DD	405	0%	-	405.00 Utilities
01-Dec	DORSET COUNCIL	Rates- TIC guildhall cottage	Monthly	DD	383	0%	-	383.00 Utilities
01-Dec	DORSET COUNCIL	Rates- The Guildhall	Monthly	DD	365	0%	-	365.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Guildhall cottage	Monthly	DD	308	0%	-	308.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Workshop	Monthly	DD	295	0%	-	295.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Cemetery	Monthly	DD	287	0%	-	287.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Caravan site MB	Monthly	DD	254	0%	-	254.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Harbour master store	Monthly	DD	202	0%	-	202.00 Utilities
01-Dec	DORSET COUNCIL	Rates- St Michaels Business Centre	Monthly	DD	183	0%	-	183.00 Utilities
01-Dec	DORSET COUNCIL	Rates- St Michaels Business Centre	Monthly	DD	173	0%	-	173.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Park & ride site	Monthly	DD	144	0%	-	144.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Candles on the cobb pavillion	Monthly	DD	28	0%	-	28.00 Utilities
01-Dec	DORSET COUNCIL	Rates- Store	Monthly	DD	11	0%	-	11.00 Utilities
01-Dec	DORSET COUNCIL	Rates- St Michaels Business Centre parking space	Monthly	DD	10	0%	-	10.00 Utilities
03-Dec	HMRC NDDS	Tax and NI contributions- December 2025	Monthly	DD	148.68	0%	-	148.68 Staffing
15-Dec	BANKLINE	Bank charges	Monthly	BLN	45.1	0%	-	45.10 Office Expenses
18-Dec	WORLDPAY	Transaction charges	Monthly	DD	25.02	0%	-	25.02 Office Expenses
19-Dec	SALARIES	Staff salaries-December 2025	Monthly	EBP	48263.24	0%	-	48,263.24 Staffing
19-Dec	WORLDPAY	Transaction charges	Monthly	DD	18.72	0%	-	18.72 Office Expenses
30-Dec	HMRC NDDS	Tax and NI contributions- December 2025	Monthly	DD	19094.74	0%	-	19,094.74 Staffing
LLOYDS BANK								
01-Dec	ALLSTAR	Fuel usage	Monthly	DD	139.04	20%	23.17	115.87 Outside Works
01-Dec	EPOS	Mini golf till point system charge	Monthly	DEB	58.8	20%	9.80	49.00 Outside Works
01-Dec	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66 Office Expenses
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
01-Dec	PARTY PEEPS	Party in the park entertainment deposit	One off	FPO	419.4	20%	69.90	349.50 Marketing & Tourism
02-Dec	DVLA	Vehicle tax	Annually	DEB	345	0%	-	345.00 Outside Works
03-Dec	IOUTLET	Mobile phone	One off	DEB	182.48	20%	30.41	152.07 Office Expenses
03-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00 Utilities
08-Dec	YU ENERGY	Electricity charges- Shelters	Monthly	DD	1025.57	20%	170.93	854.64 Utilities
08-Dec	PITNEY BOWES	Magazine postage	Monthly	DD	710.5	0%	-	710.50 Projects

08-Dec	YU ENERGY	Electricity charges- WM car park	Monthly	DD	390.11	20%	65.02	325.09	Utilities
08-Dec	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	293.58	20%	48.93	244.65	Utilities
08-Dec	YU ENERGY	Electricity charges- Harbourmaster stores	Monthly	DD	238.23	20%	39.71	198.53	Utilities
08-Dec	YU ENERGY	Electricity charges- MB car park	Monthly	DD	205.89	20%	34.32	171.58	Utilities
08-Dec	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	132.06	20%	22.01	110.05	Utilities
08-Dec	YU ENERGY	Electricity charges- Workshop	Monthly	DD	130.65	20%	21.78	108.88	Utilities
08-Dec	YU ENERGY	Electricity charges- Sweet shop	Monthly	DD	69.08	20%	11.51	57.57	Utilities
08-Dec	YU ENERGY	Electricity charges- Bathing office	Monthly	DD	56.6	20%	9.43	47.17	Utilities
08-Dec	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	56.08	20%	9.35	46.73	Utilities
08-Dec	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	54.25	20%	9.04	45.21	Utilities
08-Dec	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	51.64	20%	8.61	43.03	Utilities
08-Dec	YU ENERGY	Electricity charges - Guildhall	Monthly	DD	51.18	20%	8.53	42.65	Utilities
08-Dec	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	50.1	20%	8.35	41.75	Utilities
08-Dec	YU ENERGY	Electricity charges- Old office	Monthly	DD	37.21	20%	6.20	31.01	Utilities
08-Dec	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	33.26	20%	5.54	27.72	Utilities
08-Dec	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	29.03	20%	4.84	24.19	Utilities
08-Dec	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	17.19	20%	2.87	14.33	Utilities
08-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Dec	WATCO	External supplies	One off	DEB	236.46	20%	39.41	197.05	Outside Works
09-Dec	SAFETY SIGNS	Road closed signs	One off	DEB	178.56	20%	29.76	148.80	Outside Works
09-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Dec	YU ENERGY	Gas charges- Guildhall cottage	Monthly	DD	67.19	20%	11.20	55.99	Utilities
10-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	26.66	0%	-	26.66	Outside Works
10-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Dec	TESCO	Bus volunteer gifts	One off	DEB	93.75	0%	-	93.75	Democratic representat
11-Dec	MARINE THEATRE	Large capital grant	One off	FPO	6412.88	0%	-	6,412.88	Grants
11-Dec	DORSET CLEANING SERVICES	Seafront toilet cleaning	Monthly	FPO	4166.4	20%	694.40	3,472.00	Outside Works
11-Dec	DWP	Waste collection	Monthly	FPO	2309.84	0%	-	2,309.84	Outside Works
11-Dec	ADP	Magazine printing	Monthly	FPO	1590	0%	-	1,590.00	Projects
11-Dec	LYME REGIS TOWN BAND	Band performances	One off	FPO	1000	0%	-	1,000.00	Marketing & Tourism
11-Dec	ST MICHAELS SCHOOL	Bursary payment	One off	FPO	1000	0%	-	1,000.00	Projects
11-Dec	FLOWBIRD	Transaction charges- October 2025	Monthly	FPO	896.51	20%	149.42	747.09	Outside Works
11-Dec	NEWSQUEST	Job advertisement- Admin assistant	One off	FPO	690	20%	115.00	575.00	Staffing
11-Dec	STAFF	Travel expenses	One off	FPO	553	0%	-	553.00	Staffing
11-Dec	LITTLE GREEN CHANGE	Community grant	One off	FPO	500	0%	-	500.00	Grants
11-Dec	G & A COMMERCIALS	Vehicle repairs	One off	FPO	409.54	20%	68.26	341.28	Outside Works
11-Dec	AXE SKIP HIRE	Skip hire	One off	FPO	384	20%	64.00	320.00	Outside Works
11-Dec	AUK HYGIENE	External supplies	One off	FPO	362.92	20%	60.49	302.43	Outside Works
11-Dec	CLARITY COPIERS	Copier usage	Monthly	FPO	318.55	20%	53.09	265.46	Office Expenses
11-Dec	EUROFFICE	Office stationary	One off	FPO	316.08	20%	52.68	263.40	Office Expenses
11-Dec	DAPTC	Staff training	One off	FPO	225	0%	-	225.00	Staffing
11-Dec	IPS	Transaction charges	Monthly	FPO	154.8	20%	25.80	129.00	Outside Works
11-Dec	ICCM	Corporate membership	Annually	FPO	105	0%	-	105.00	Office Expenses
11-Dec	TRAVIS PERKINS	External supplies	One off	FPO	102.16	20%	17.03	85.13	Outside Works
11-Dec	YELLOWBOX	Staff uniform	One off	FPO	54.96	20%	9.16	45.80	Staffing
11-Dec	MOLE AVON	External supplies	One off	FPO	22.05	20%	3.68	18.38	Outside Works
11-Dec	MAILCHIMP	Email marketing service	Monthly	FPO	17.7	20%	2.95	14.75	Office Expenses
11-Dec	EBAY	Stationary	One off	FPO	9.38	20%	1.56	7.82	Office Expenses
11-Dec	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
12-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Outside Works
12-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Outside Works
15-Dec	SOUTH WEST WATER	Water charges- Holiday chalets	Quarterly	DD	1623.64	0%	-	1,623.64	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Bowling green chalets	Quarterly	DD	953.03	0%	-	953.03	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Candles on the cobb	Quarterly	DD	499.41	0%	-	499.41	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	484.68	0%	-	484.68	Utilities
15-Dec	AIB	Transaction charges	Monthly	DD	345.67	0%	-	345.67	Outside Works
15-Dec	ALLSTAR	Fuel usage	Bi-Monthly	DD	194.27	20%	32.38	161.89	Outside Works
15-Dec	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	181.14	0%	-	181.14	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	123.55	0%	-	123.55	Utilities

15-Dec	SOUTH WEST WATER	Water charges- Trough	Quarterly	DD	99.17	0%	-	99.17	Utilities
15-Dec	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	58.8	20%	9.80	49.00	Outside Works
15-Dec	SOUTH WEST WATER	Water charges- Boat area MB	Quarterly	DD	19.3	0%	-	19.30	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Langmoor Gardens	Quarterly	DD	17.41	0%	-	17.41	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	8.75	0%	-	8.75	Utilities
15-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
15-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Dec	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	466.2	20%	77.70	388.50	Office Expenses
17-Dec	EDF ENERGY	Gas - Guildhall cottage	Quarterly	DD	24.62	5%	1.17	23.45	Utilities
17-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Dec	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
19-Dec	WORLDPAY	Transaction charges	Monthly	DD	72	0%	-	72.00	Office Expenses
19-Dec	FIRST BUS	Park and ride costs	Annually	FPO	20589	0%	-	20,589.00	Rents
19-Dec	DC PENSION FUND	Pension contributions- December 2025	Monthly	FPO	15540.45	0%	-	15,540.45	Staffing
19-Dec	21ST CENTURY	AV System	One off	FPO	12894	20%	2,149.00	10,745.00	Projects
19-Dec	WELLMAN R	Rent of park and ride field	Annually	FPO	12407.5	0%	-	12,407.50	Outside Works
19-Dec	FORTNAM SMITH & BANWELL	Commission for beach hut sales	One off	FPO	4320	20%	720.00	3,600.00	Office Expenses
19-Dec	DORSET CLEANING SERVICES	Seafront toilet cleaning	Bi weekly	FPO	4166.4	20%	694.40	3,472.00	Outside Works
19-Dec	HOLMES & BLACKMORE	Works on caravan and chalet park	One off	FPO	2069.53	0%	-	2,069.53	Outside Works
19-Dec	Gordon Ellis & co	External supplies	One off	FPO	1775.86	20%	295.98	1,479.88	Outside Works
19-Dec	JURASSIC COAST PHOTO	Contribution to air conditioning	One off	FPO	1500	0%	-	1,500.00	Unbudgeted expenditure
19-Dec	PENNYS	Compost	One off	FPO	1402.2	20%	233.70	1,168.50	Outside Works
19-Dec	MAX REDWOOD	Event coverage	One off	FPO	1086.67	0%	-	1,086.67	Projects
19-Dec	SPEAK CARBON	Carbon literacy training	One off	FPO	900	20%	150.00	750.00	Staffing
19-Dec	NEWSQUEST	Job advertisement- Property and projects assistant	One off	FPO	690	20%	115.00	575.00	Staffing
19-Dec	B CLEANING	Office cleaning	Monthly	FPO	646.5	0%	-	646.50	Office Expenses
19-Dec	JADE SECURITY	Cash collection	Monthly	FPO	626.87	20%	104.48	522.39	Outside Works
19-Dec	FLOWBIRD	Transaction charges- November 2025	Monthly	FPO	497.77	20%	82.96	414.81	Outside Works
19-Dec	LITTLE GREEN CHANGE	Christmas give and take event	One off	FPO	375	0%	-	375.00	Unbudgeted expenditure
19-Dec	YELLOWBOX	Staff uniform	One off	FPO	227.58	20%	37.93	189.65	Staffing
19-Dec	IEP	Pest control	Monthly	FPO	220	0%	-	220.00	Outside Works
19-Dec	DJ NEWBERRY	Animal removal	One off	FPO	180	0%	-	180.00	Outside Works
19-Dec	TOPSPARKS	Electrical works	One off	FPO	166.56	20%	27.76	138.80	Outside Works
19-Dec	WESTCRETE	Concrete for outside works	One off	FPO	144.33	20%	24.06	120.28	Outside Works
19-Dec	ADVANTAGE DIGITAL PRINT	Mayoral Christmas cards	One off	FPO	84	20%	14.00	70.00	Democratic representation
19-Dec	ADVANTAGE DIGITAL PRINT	Magazine reprint	One off	FPO	40	20%	6.67	33.33	Projects
19-Dec	ARTHUR FORDHAMS	External supplies	One off	FPO	105.06	20%	17.51	87.55	Outside Works
19-Dec	STAFF	Travel expenses	One off	FPO	84.2	0%	-	84.20	Staffing
19-Dec	ECOM6	Transaction charges	Monthly	FPO	83.58	20%	13.93	69.65	Outside Works
19-Dec	AUK HYGIENE	Cleaning supplies	One off	FPO	23.72	20%	3.95	19.77	Outside Works
19-Dec	TRAVIS PERKINS	External supplies	One off	FPO	20.05	20%	3.34	16.71	Outside Works
19-Dec	PODPOINT	Admin charges	Monthly	FPO	18.98	20%	3.16	15.82	Outside Works
19-Dec	LR REGATTA	Christmas tree	One off	FPO	18	0%	-	18.00	Office Expenses
19-Dec	DORSET COUNCIL	DBS charges	One off	FPO	14.5	0%	-	14.50	Projects
19-Dec	EUROOFFICE	Refreshments	One off	FPO	8.14	20%	1.36	6.78	Office Expenses
19-Dec	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
19-Dec	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
22-Dec	SOUTH WEST WATER	Water charges- Seafront toilets	Monthly	DD	1080	0%	-	1,080.00	Utilities
22-Dec	EE TOPUP	Mobile bundle- mini golf top up	One off	DEB	15	20%	2.50	12.50	Utilities
22-Dec	SCREWFIX	External supplies	One off	FPO	646.4	20%	107.73	538.67	Outside Works
23-Dec	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
23-Dec	AMAZON	Stationary	One off	DEB	46.38	20%	7.73	38.65	Office Expenses
23-Dec	SOUTH WEST WATER	Water charges- Harbourmaster store	Quarterly	FPO	88.61	0%	-	88.61	Utilities
29-Dec	ALLSTAR	Fuel usage	Bi-Monthly	DD	78.93	20%	13.16	65.78	Outside Works
29-Dec	HMRC	VAT fine	One off	DEB	80.66	0%	-	80.66	Utilities
29-Dec	STARLINK	Council offices internet	Monthly	DEB	75	20%	12.50	62.50	Office Expenses
29-Dec	EPOS	Mini golf till system charge	Monthly	DEB	58.8	20%	9.80	49.00	Outside Works
29-Dec	CANVA	Graphics design platform	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities

29-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
31-Dec	UNITY 5	Zatpark charges	Monthly	DD	512.88	20%	85.48	427.40	Outside Works
31-Dec	MAILING ROOM	Ink cartridge and relicense fee	One off	DD	448.74	20%	74.79	373.95	Office Expenses
31-Dec	IP OFFICE	Connectivity charges and landline	Monthly	DD	366.13	20%	61.02	305.11	Utilities
31-Dec	SSE	Electricity charges- Office final bill	One off	DD	162.47	0%	-	162.47	Utilities

119,128.75

Petty cash 9.49

Expenditure category totals

Utilities

Outside Works	£35,624.66	Broadband	446.79
Democratic representation	£177.75	Mobiles	328.66
Rents	£20,589.00	Electricity	3,084.18
Licensed land	£0.00	Gas	91.81
Office Expenses	£7,187.91	Water	5,178.69
Staffing	£86,471.85	Rates	16,901.00
Marketing & Tourism	£1,419.40		
Utilities	£26,031.13		<u>26,031.13</u>
Grants	£6,912.88		
Loans	£0.00		
VAT	£0.00		
Refunds	£0.00		
Petty Cash	£9.49		
Unbudgeted Expenditure	£1,875.00		
Projects	£17,335.67		
Total	<u>£203,634.74</u>		-

John Wright