



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

**Lyme Regis Town Council**  
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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 13 May 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
08.05.26

*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 extraordinary Full Council meeting held on 25 March 2026 (attached)**

**8. To confirm the accuracy of the minutes of the Full Council meeting held on 1 April 2026 (attached)**

**9. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 6 May 2026 (attached)**

**10. Matters arising from the minutes of Full Council meeting held on 1 April 2026 and the extraordinary Full Council meetings held on 25 March and 6 May 2026**

To inform members of matters arising from the minutes of the Full Council meeting held on 1 April 2026 and the extraordinary Full Council meetings held on 25 March and 6 May 2026 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**11. Update Report**

There are no updates

**12. Mayor's Announcements**

To note the mayor's announcements

**13. Planning Committee**

To receive the minutes of the meetings held on **31 March and 21 April 2026** and to note the comments made on planning applications under the chairman vice-chairman's delegated authority

**14. Environment Committee**

To receive the minutes of the meeting held on **29 April 2026** and consider the recommendations therein.

**15. Human Resources Committee**

To receive the minutes of the meeting held on **8 April 2026** and consider the recommendations therein.

**16. Strategy and Finance Committee**

To receive the minutes of the meeting held on **6 May 2026** and consider the recommendations therein.

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

To receive the minutes of the meeting held on **22 April 2026** and consider the recommendations therein.

**18. Town Management and Highways Committee**

To note the meeting scheduled to take place on 15 April 2026 was cancelled.

**19. Governance Review**

To allow members to consider proposals from the governance review working group on reducing the work of committees by increasing delegation and establishing a weekly information digest, the amalgamation of committees, restrictions on the number of members on each committee, the appointment of portfolio holders, and the introduction of a partnership board to strengthen community input into the council's governance process

To consider a work programme on further governance related projects

**20. Internal Audit Report, Visit Two 2025-26**

To inform members of the outcome of the internal auditor's second visit for 2025-26

**21. Public Representation at Council Meetings**

To allow members to consider a position on written representations from the public to council meetings

**22. Consultation on Electoral Review of Dorset Council**

To allow the Full Council to offer its views on a public consultation to help shape new council wards for Dorset Council and to delegate the final response to the consultation survey to the town clerk in consultation with three members identified by the Full Council

**23. Large Capital Grant Awards**

To allow the council to consider three large capital grant awards totalling £23,386 against a budget of £10,000

**24. Market Proposal**

To allow members to consider the introduction of a weekly market on Theatre Square and the sea-defence walkway

**25. Contract and Service Level Agreement for Tourism Microsite**

To allow members to consider approving the updated cost of the tourism microsite, payable to Dorset Council at £8,100 plus VAT per annum for 2026-27, 2027-28 and 2028-29

To allow members to give authorisation to sign and seal the service level agreement with Dorset Council for the provision and management of the Lyme Regis tourism microsite, in line with standing order 23a and b

**26. Internal Audit Report, Visit Two 2025-26 - Confidential**

To inform members of a confidential recommendation following the internal auditor's second visit for 2025-26

*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*

**27. Sale of Former Offices**

To inform members about the latest position with the marketing and disposal of the former council offices

*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*

**28. 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 26 – Internal Audit Report, Visit Two 2025-26 – Confidential**
- b) **Agenda item 27 – Sale of Former Offices**

**Dorset Council ward member for Lyme Regis and Charmouth**

**Report for Annual Meeting of Electors 24 April 2026**

Councils are sometimes getting a bad name currently - this may be deserved at times, though often it really isn't.

Local council staff and elected councillors generally work really hard for their communities. They do not do this for the pay but for a sense of service, duty and desire to contribute to the health and well-being of the place they call home. For this, we should all be immensely grateful.

It is a huge privilege to have been elected to represent the people of Lyme and Charmouth on Dorset Council and it's a responsibility I take very seriously.

It can be extremely frustrating at times, as many of you here will have heard me say, but it is also immensely rewarding when a matter is resolved, when a bus stop box is repainted, a pothole is fixed, a drain repaired and far more importantly, a personal problem is resolved, whether that's a Special Educational Needs dilemma, an anti-social behaviour or community safety problem; a financial worry or a social care concern.

- I'd like to thank not only the Dorset Councillors officers who resolve case work with such professionalism but also Bridport Citizens Advice and the Social Prescribers, on whom I rely to sort out many difficult personal or family problems.

There are some cards on the table at the back (attached) showing you how to report concerns to Dorset Council, the police, social prescribers or pollution in the river or sea. Please do report as this is vital for the public authorities to have the evidence for them to direct increasingly scarce resources to where the problems are. Ranting on Facebook is not the answer unless you have already reported it direct!

Talking about Community Safety, could I draw your attention to the public consultation on the [proposed closure of Charmouth fire station](#), along with seven other rural fire stations across the Dorset and Wiltshire Fire Service area - there are flyers about this? **The consultation closes on 15 May.**

On a more positive note, we are lucky to have the [Future Coast Charmouth](#) project with government funding, as a Pathfinder pilot to understand how coastal communities can adapt to future climate change and reducing engineered coastal defences under 'Managed Retreat' and 'No Active Intervention' Shoreline Management Plan designations. Do look up [Future Coast Charmouth](#) and get involved to see what we should be thinking about for Lyme's future.

Clearly, the news this week that [Dorset Council's Cabinet approved £6.2 million from Strategic CIL funding](#), for the Cobb Phase 5 project, which will now:

“... close the funding gap, allow design finalisation, tendering and delivery within the programme window, and avoid deferrals that increase risk and cost.”

Let me know if you'd like the full statement from the Service Manager.

Dorset Council seems to me to be in a very good place politically, with an excellent LibDem administration pulling everything together in the right way and MPs of three political parties working collaboratively for the benefit of Dorset. Nationally, there are some good changes happening, although the mis-steps seem to be gathering the headlines. It is a long way, however, from the hapless previous administration and it does feel as though the grown-ups are back in the room – three-year funding settlements, for example, are very welcome, even if the funding reductions are disappointing, at least it enables the councils and the fire services to plan ahead.

Rural local authorities are particularly struggling with reducing funding and the need to adapt to rapidly changing external environments, while the costs of delivering services are ever-increasing.

As you have heard from Cllr Ireland, Dorset Council is winning awards for so much of the work that it's undertaking. It is showing genuine national leadership, demonstrating innovation on challenges such as:

climate and nature; homelessness; coastal erosion and flooding; highways; planning; building control; children's services and adult social care. All this while still investing in arts, culture, libraries and youth services.

There are still areas where much better connections could be made between place-based voluntary activities, which are taking up much of the challenge of reduced government funding for public services.

I'm specifically focusing on how we can work together more effectively to provide more opportunities for young people to engage in their communities, for people with additional needs whether that's mobility challenges or learning needs or people who feel isolated or excluded from an exciting future in Dorset.

I'm also trying to connect the work on climate and nature, particularly the river monitoring and ecosystem restoration groups, to the work of Dorset Council, the local nature recovery strategy, how the planning system deals with the challenges of future climate change and with government initiatives in our in our areas. We have the [Dorset COP](#) on 14 November at Coastland College, Kingston Maurward and I'm involved in planning a Youth COP led by schools and young people the day before.

I won't go into details here but if anybody would like further information on any of the projects I'm involved in please let me know.

In the meantime here are the things that I've been involved in on behalf of people in Lyme Regis, Charmouth and Dorset in the past year:

- Going to Manchester to collect a [Silver Carbon Literate Organisation](#) award on behalf of [Dorset Climate Action Network](#) (LRTC having achieved this a year earlier)

- Working with [WATAG](#) and [Dorset Council](#) to improve public transport services and connections - later we had to rectify the initial winter timetable disaster
- Getting involved with the [Local Nature Partnership](#) as reserve DC rep (Cllr Ireland is our rep) and visiting the National Trust [Beaver project near Studland](#)
- Housing Needs survey in Lyme, with flyers to every household being delivered within three days
- Pooling knowledge of drainage systems between our RLA 'expert', DC's Flood & Coastal team, LRTC and their geotechnical consultant
- Learning about future-proof farming from the NFU
- Trying to help a Blue Badge holder secure parking close to home
- Advising the [West Bay Swimmers](#) on their bathing beach application to DEFRA
- Visiting a wind farm and realising how many additional biodiversity benefits were resulting from habitat restoration in a disused quarry
- Running 10 pop-up events in L&C on the Local Plan and holding an exhibition in the Jubilee Pavilion on the site options consultation
- Attending the Uplyme Highways Forum; securing a £5k contribution towards the road safety scheme at Crogg Lane which enabled LRTC to offer £3k to match the Uplyme Parish Council's contribution. This joint community contribution enabled Devon County Council to agree the scheme
- Working with DC's Traffic Planners to bring LRTC's 'Vision' for the town centre into phases of reality (attached)
- Attending the [Citizens Panel Climate Adaptation](#) workshops – they reduced my extreme climate anxiety at the time

- Working with the newly elected Devon County councillor (Axminster division)
- Helping [St Michael's Primary School](#) get new signs and prepare for their exciting redevelopment scheme, future-proofing and decarbonising the school buildings. If you are interested in being a School Governor, please contact the school.

I've held over 50 councillor surgeries, including 10 on the Local Plan Site Options and Local Transport Plan.

Belinda Bawden

Green Party Dorset Council ward member for Lyme Regis & Charmouth

24 April 2026

# Dorset Council Report to Lyme Regis Town Council

## 13 May 2026

Please see the report to the Annual Meetings of Electors as context for 2025-2026.

### Updates

#### 1. Community Asset Transfer, Ownership and Maintenance

Following the Executive Director of the Place Directorate and his team's visit to Lyme as reported to the last Full Council, Dorset Council's Strategic Asset Management Service Manager, sent proposals on 29 April on:

- Community Asset Transfers
- Verge management
- Potential licensing arrangements – Theatre Square
- Areas under legal investigation so that proposals for transfers could be developed by mutual consent – back of Marine Theatre, East Cliff Walkway
- Clarification of responsibilities for:
  - Broad Street car park back wall
  - Steps to Town Mill
  - The Lynch
  - Cart Road

Other outstanding issues have been noted and are being resolved or clarified into proposals to follow.

#### 2. Cobb CIL Funding Award

Dorset Council's Cabinet on 21 April agreed an award of £6.2 million from central CIL funding (Community Infrastructure Levy) towards the Cobb stabilisation works.

[Multi-million pound investment proposed to safeguard The Cobb for future generations - Dorset Council](#)

This email from Matthew Penny, Service Manager, Flood and Coastal Erosion, clarifies the funding position:

“The intention of the CIL bid was to secure sufficient funding to close the Phase 5 funding gap and enable the scheme to proceed through design finalisation, tendering and delivery within the agreed programme.

As set out in the CIL application, the request for the Strategic CIL funding was made specifically on the basis that, if allocated in full, it would complete the funding matrix for Phase 5 and allow the scheme to be delivered within the current budget. As the application states:

“Allocating this in full will close the funding gap, allow design finalisation, tendering and delivery within the programme window, and avoid deferrals that increase risk and cost.”

We are currently progressing design refinement in consultation with Historic England and Natural England. While that process must be completed before further cost certainty can be confirmed, it is being undertaken on the basis of remaining within the approved scheme budget set out in the CIL application, and there is no current expectation of a funding shortfall beyond that already addressed through the agreed funding package. The CIL application also makes clear that:

"Any remaining funding gap to be covered by Dorset Council capital, a potential town council contribution and programme efficiencies."

Assuming continued eligibility for Flood Defence Grant-in-Aid from DEFRA / the Environment Agency, as per the previously agreed Outline Business Case, the scheme funding is expected to be provided through a combination of CIL, FDGiA, Local Levy and S106 contributions. We have historically allowed for a potential £100,000 contribution from the town council or wider community; however, this was not explicitly included within the CIL application and therefore currently should be treated as optional rather than required to enable delivery of the scheme.”

As government-funded projects are assessed, the local contributions can encourage investment so I've sent the organisers of the Cobb Support Group these details in case they are interested in campaigning to fundraise towards the the £100,000 community contribution.

### **3. LB1 Bridport to Axminster night bus launched**

Thanks to LRTC for fronting the funding application developed by West Dorset Commons. The inaugural trip looked busy and jolly.

There seems to be considerable demand for an extension to Axminster station, which would necessitate a different funding application to a different transport authority but would be worth investigating.

### **4. Bins on the seafront**

I suggested a potential solution to the Operations & Commercial Services Manager to minimise the visual impact of the seafront public and commercial bins. They were already working on a business case for the larger volume, seagull-proof bins housed in wooden cabinets, similar to those being

trials in West Bay, to make the case for introducing them in Lyme, so will discuss this further once the business case becomes clear.

We also discussed whether Dorset Council could help the Beach Clean organisers by providing a bin or collecting the waste at the end of the session.

The Operations & Commercial Services Manager agreed to set up a meeting with the Harbourmaster and Deputy Town Clerk/Operations Manager to discuss the large volume bin proposals if available; LRTC providing one of their bins for Beach Cleans if the Harbourmaster explained where it should be left. Arrangements also need to be agreed on the fishing waste (harbour) and items too large to pick up (LRTC).

## **5. Signage**

I'm working with Litter Free Dorset and River Lim Action on signage for Church Cliff Beach, to better explain the work in progress to improve the water quality in the River Lim; and to encourage motorhome users to dispose of their waste responsibly, as part of the harbours campaign on better waste management.

## **6. Charmouth Fire Station – consultation on proposed closure finishes 15 May**

Please submit responses to the [Dorset and Wiltshire Fire and Rescue Service's public consultation](#) on the proposed closure of 8 smaller fire stations. Closes 15 May.

## **7. Library book renewal consultation**

[Library Book Renewal Survey - Dorset Council - Citizen Space](#). Closes 8 June.

## **8. NALC message about consultation on Biodiversity Net Gain exemption for Brownfield sites**

NALC is currently responding to a raft of other policy consultations so won't be responding to this one, but DEFRA have published a consultation here (<https://www.gov.uk/government/consultations/biodiversity-net-gain-considering-a-targeted-exemption-for-brownfield-residential-development>) on a potential exemption from biodiversity net gain (BNG) for certain residential developments on brownfield land.

The consultation proper link is here (<https://consult.defra.gov.uk/defra-biodiversity-net-gain/biodiversity-net-gain-considering-a-targeted-exemp/>).

Do have a read of this document and encourage your parish or town council, or county association to respond direct if you get the chance.

Belinda Bawden

Dorset Council ward member for Lyme Regis and Charmouth

5 May 2026

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 25  
MARCH 2026

**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 G. Stammers, Cllr G. Turner, Cllr A. Wood

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

**25/163/C Public Forum**

The following people spoke in support of their applications:

G. Jones – Lyme Bay Chorale  
F. Hulbert – KGV Trustees  
J. Dean – Powder Monkeys Explorer Sea Scout Unit  
J. Law – The Lyme Regis Sea School Trust  
S. Smart – Lyme Regis Development Trust  
K. Vernon – Axminster and Lyme Cancer Support

**25/164/C Apologies for Absence**

Cllr S. Larcombe – personal commitment  
Cllr C. Reynolds – illness

**25/165/C Disclosable Pecuniary Interests**

Cllr M. Ellis declared a non-pecuniary interest in the applications from Lyme Regis Community Support and the Over 70s Christmas Dinner Fund Committee as she was a volunteer for both. She also declared an interest in agenda item 6, Annual Meeting of Electors, as she was a trustee of the Woodmead Halls.

Cllr A. Wood declared a non-pecuniary interest in the application from the Over 80s Christmas Dinner Fund Committee as he was a volunteer.

**25/166/C Dispensations**

There were none.

## 25/167/C Allocation of Community Grants 2026-27

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2026-27 community grant of £1,000 to Axminster and Lyme Cancer Support.

Proposed by Cllr G. Caddy and seconded by Cllr S. Cockerell, members **RESOLVED** to award a 2026-27 community grant of £500 to Friends of Lyme Regis Museum.

Proposed by Cllr C. Aldridge and seconded by Cllr P. May, members **RESOLVED** to award a 2026-27 community grant of £475 to Low Carb Lyme.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members **RESOLVED** to award a 2026-27 community grant of £1,000 to LymeArts Community Trust.

Proposed by Cllr D. Holland and seconded by Cllr A. Wood, members **RESOLVED** to award a 2026-27 community grant of £490 to Lyme Bay Chorale.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to award a 2026-27 community grant of £500 to Lyme Morris.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to award a 2026-27 community grant of £70 to Lyme Regis/Barfleur Twinning Association to pay for membership of the Dorset Twinning Association.

Proposed by Cllr D. Holland and seconded by Cllr G. Turner, members **RESOLVED** to award a 2026-27 community grant of £378 to Lyme Regis Bowling Club.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2026-27 community grant of £300 to Lyme Regis Community Support.

Proposed by Cllr S. Cockerell and seconded by Cllr C. Aldridge, members **RESOLVED** to award a 2026-27 community grant of £437.93 to Lyme Regis Development Trust.

Proposed by Cllr A. Wood and seconded by Cllr D. Holland, members **RESOLVED** to award a 2026-27 community grant of £500 to Lyme Regis Pantomime Society.

Proposed by Cllr D. Holland and seconded by Cllr P. May, members **RESOLVED** to award a 2026-27 community grant of £443 to Lyme Regis Pickleball Club.

Proposed by Cllr P. May and seconded by Cllr M. Denney, members **RESOLVED** to award a 2026-27 community grant of £500 to Lyme Regis Skatepark Committee.

Proposed by Cllr G. Turner and seconded by Cllr N. Hampton-Rumbold, members **RESOLVED** to award a 2026-27 community grant of £300 to Lyme Regis Taekwondo Club.

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members **RESOLVED** to award a 2026-27 community grant of £500 to Mosaic – Supporting Bereaved Children.

Proposed by Cllr M. Denney and seconded by Cllr G. Turner, members **RESOLVED** to award a 2026-27 community grant of £500 to the Over 70s Christmas Dinner Fund Committee.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members **RESOLVED** to award a 2026-27 community grant of £500 to Powder Monkeys Explorer Sea Scout Unit.

Proposed by Cllr S. Cockerell and seconded by Cllr P. May, members **RESOLVED** to award a 2026-27 community grant of £500 to Rosie Jackson Personal Trainer.

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members **RESOLVED** to award a 2026-27 community grant of £1,000 to The Lyme Regis Sea School Trust.

Proposed by Cllr D. Holland and seconded by Cllr N. Hampton-Rumbold, members **RESOLVED** to award a 2026-27 community grant of £444.99 to Uplyme and Lyme Regis Cricket Club.

Members discussed the application from Little Green Change as there was some uncertainty about the level of involvement from the Woodroffe School as it had its own green initiatives.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members **RESOLVED** that subject to a letter from the Woodroffe School confirming their commitment to the projects, to award a 2026-27 community grant of £495 to Little Green Change.

Members discussed the late application from the KGV Trustees and noted that although the funding would support the council's Sporting Lyme initiative, approving a grant would set a precedent. It was noted a term grant application had previously been rejected for being late.

The mayor, Cllr P. Evans said he would like further discussions with the KGV Trustees about how he could support them and for that reason, he would suggest the application was rejected.

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, members **RESOLVED** to reject the late application from the KGV Trustees.

## **25/168/C Annual Meeting of Electors**

*Cllr M. Ellis left the meeting at 8.12pm in line with her interests.*

Members took note of the comments but emphasised that the council would not allow the bar to be open during the meeting. It was suggested this could be clarified with the Woodmead Halls.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members **RESOLVED** to endorse the town clerk's view that Annual Meetings of Electors should continue at Woodmead Halls.

*Cllr M. Ellis returned to the meeting at 8.17pm.*

*The meeting closed at 8.17pm.*

DRAFT

**LYME REGIS TOWN COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 1 APRIL 2026**

**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 G. Stammers, Cllr G. Turner, Cllr A. Wood

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

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

The Rev Fi Budden gave a prayer.

**25/157/C Public Forum**

**B. Larcombe**

B. Larcombe said he fully supported the council staff and recognised the work they did, but he didn't think they should receive the proposed employee benefits. He said he had negotiated for 30 years in the public sector and the only time benefits were included in pay packets was in times of austerity or pay freezes. He said the council staff had never had a pay freeze, but had received cost of living increases and incremental steps. He said the council did not have a retention problem, with many staff working for the council for more than a decade, and he didn't think there was a recruitment problem either. He said locally, the remuneration was appropriate and job roles were evaluated recently. He asked the council not to approve the benefits, particularly because of the climate of pay and conditions, as it was not appropriate. He said staff were getting the right pay for the work done, but it was not the size of the sum, it was the principle. He suggested the public, who were themselves facing difficulties, would take a dim view of things like gym memberships, a day off for birthdays and free parking. For the sake of public perception, he asked members not to vote for benefits. He said this was brought to the council on three previous occasions in the last 10 years and each time it was voted out. He asked who was pushing for this and why.

**B. Bawden**

B. Bawden asked whether the proposal for staff benefits was an April Fool's joke. She said the officer stated the staff benefits package was expected to be approved by Full Council on 1 April even though it was due to be considered by a meeting the following week. She said a committee of only five councillors at a meeting with only four councillors attending, had decided to spend £10,000 on staff benefits and was also seeking council approval for delegated decision-making on the rest of the budget for staff and family benefits. She asked if the town council had undertaken consultation on their objectives,

including £10,000 on staff benefits, because if so, she hadn't seen it. She asked councillors if they thought this was an appropriate use of public money at a time when over half the town suffered from multiple deprivation and further cost of living pressures were following due to global geo-political events and the town council's reputation, as witnessed by the concerns brought to the council, had already been under local and national scrutiny, or whether it was an April Fool's test of how far the staff could push the councillors to agree their demands. She asked why the staff felt they needed incentives to work, as surely they should be proud to work for Lyme Regis Town Council. She said she hoped this was a joke and councillors would reconsider this inappropriate proposal.

## **N. Ball**

N. Ball said he was concerned about the state of the gardens as they were not looking as good as he would like them to. There was a lot of ground cover fabric, and there was no planting schedule, which he assumed was due to lack of staff in the gardens because they were doing other jobs around the town, so he felt the gardens were being left behind. He said there were lots of weeds in Jane Austen Gardens. He said the dog bag bins had not been filled up and he asked if the contents of the cemetery noticeboards had been changed. He had still not been given the costs for Party in the Park and asked for this information under Freedom of Information. He felt the conduct of officers was still questionable and they were having too much of a say and an opinion over elected members. He said correspondence had been received about there being too many letters from the public to read out in the public forum, but he thought the idea was to give the public a voice because some people couldn't attend meetings. He didn't agree with the proposal for health insurance for staff, days off for a birthday or staff Christmas parties, and he didn't know of any other public body that did this. He said there was no right for staff to demand these things and it was up to councillors to decide. He asked when the true figure would be released for refunds for outside seating as he didn't think the £100k set aside would be enough. He said we were in difficult times and everyone should be mindful of the situation.

## **K. Gollop**

K. Gollop said there had been several meetings in the last few years to address the state of the town, particularly weeds and bins on the seafront. In September, he had counted 51 locked bins between the museum and the lifeboat station, 21 of which were below the Guildhall. He said nothing had been done about it, despite him complaining numerous times. He had never known the town to be in the state it was now. Other areas of concern included the island in Cobb Square and the Cart Road and he had heard visitors refer to the town as Bin City and Grime Regis. He said someone had to make a move with Dorset Council as he had not seen any of these issues discussed at a committee meeting in the last five years.

A member clarified that most of the areas K. Gollop had referred to were the responsibility of Dorset Council (DC) and that the town council had been talking to DC about the bin store in Broad Street car park but was struggling to get anywhere.

## **A. Ball (read out by an officer)**

A. Ball said there had been no assertion that officers were responsible for any overcharging. He said the role of council officers was to advise elected members on relevant legislation, policy, and correct practice, without influence and they were professional advisers, not decision-makers. He said decisions rested with councillors, who were ultimately accountable for those outcomes, but he noted a number of current senior officers had been in varying roles since charges were questioned. He said concerns raised were about attributing responsibility and the manner in which the issue was handled. He suggested the tone, approach and level of professionalism in some interactions had not met expected standards. He believed some councillors were unaware that the statement by a council spokesperson had been released and he asked if it had been shared with or approved by members before publication. If not, this underlined the importance of clear lines between officer advice and actions and councillor disengagement. He asked if this was an isolated issue or whether there may be other instances where assumptions had been made about what was permissible. He said this demonstrated the need for reassurance that governance processes, legal interpretations, and delegated powers were being applied consistently and correctly. He said local authorities anticipated scrutiny and constructive criticism was part of healthy democratic accountability. He suggested public feedback was not a challenge to roles or responsibilities, but a concern about how those roles had been exercised. He highlighted the important distinction between those who provided professional advice and those who made the final decisions. As the potential refunds would amount of hundreds of thousands of pounds of public money, he questioned whether the criticism could be considered 'inappropriate'. He said a high degree of public scrutiny was to be expected where significant sums affecting the town's finances were concerned and that media interest was a good indication of the seriousness of a situation.

## **25/158/C Dorset Council Matters**

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

- She had discussed with DC the volume of bins and the possibility of having the same bins as West Bay, which held a larger volume of waste, were less unsightly and seagull proof. However, the vehicles needed to empty them were expensive and too big for the roads in Lyme Regis. She said she hoped there would be constructive discussion between DC and the town council about who owned and managed what.
- South West Water had submitted planning applications for Holmbush and Charmouth Road car parks as part of the work related to the Turning the Tide programme, although the latter had been withdrawn. She asked if there was the possibility of the park and ride site or Strawberry Fields being used, as DC was worried about the loss of parking spaces.

Members asked questions about double yellow lines on Sidmouth Road, the need for DC officers to visit Lyme Regis more regularly to see the issues for themselves, and a taxi rank.

**25/159/C Questions from Councillors**

There were none.

**25/160/C Apologies for Absence**

Cllr S. Larcombe – work commitments  
Cllr N. Hampton-Rumbold – work commitments  
Cllr C. Reynolds – illness

**25/161/C Disclosable Pecuniary Interests**

Cllr M. Ellis highlighted the pecuniary interests already stated at committee meetings.

Cllr G. Stammers declared a pecuniary interest in the A35 signs for the park and ride.

**25/162/C Dispensations**

There were none.

**25/163/C To confirm the accuracy of the minutes of the Full Council meeting held on 11 February 2026**

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 11 February 2026 were **ADOPTED**.

**25/164/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 11 March 2026**

Proposed by Cllr M. Denney and seconded by Cllr M. Ellis, the minutes of the extraordinary Full Council meeting held on 11 March 2026 were **ADOPTED**.

**25/165/C Matters arising from the minutes of Full Council meeting held on 11 February 2026 and the extraordinary Full Council meeting held on 11 March 2026**

Members noted the report.

**25/166/C Update Report**

Members noted the report.

**25/167/C Mayor's Announcements**

Members noted the report.

## **25/168/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to note the cancellation of the meetings on 17 February 2026 and 10 March 2026 and to note the comments made on planning applications under the chairman vice-chairman's delegated authority.

## **25/169/C Environment Committee**

Proposed by Cllr S. Cockerell and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 11 March 2026, and adopt the recommendations, as follows:

### **25/64/ENV – Bathing Water Quality Meeting Minutes**

**RESOLVED:** that officers write to Allan Burrows and Sarah Sharpe at South West Water to ask for an update on their progress of the Turning the Tide works in Lyme Regis, as well as another letter asking for them to engage with officers to minimise impact on the town.

### **25/66/ENV – Bee Friendly Lyme Regis**

**RESOLVED:** that the council recognises the importance of bees to local ecology, endorse and support the Bee Friendly Lyme Regis project, and promote its activities through council communication channels.

## **25/170/C Human Resources Committee**

Proposed by Cllr G. Caddy and seconded by Cllr M. Ellis, it was **RESOLVED** to receive the minutes of the meeting held on 18 February 2026, and adopt the recommendations, as follows:

### **25/54/HR – Employee Benefits**

Members discussed whether employee benefits should be introduced, given the concerns expressed in the public forum. It was pointed out the project had been proposed for several years previously, but not taken forward as an objective until 2026-27, with a budget of £10k.

It was proposed by Cllr G. Stammers that the Human Resources Committee further discusses employee benefits.

This motion was not seconded.

It was noted that at this point, members were being asked to consider a recommendation from the committee to approve a health cash plan for employees, only, and that any further benefits would be discussed at the next committee meeting. This was reflected in the recommendation from the committee.

Members were encouraged to attend the next committee meeting if they wanted to debate the issue.

Cllr G. Stammers withdrew her earlier proposal.

**RESOLVED:** to approve taking out a health cash plan for employees and to delegate authority to officers to determine the appropriate level of cover, within the approved budget, and to ask officers to bring options for other employee benefits back to this committee following consultation with employees.

**25/56/HR – Town Clerk’s Annual Appraisal**

**RESOLVED:** to note the town clerk’s annual appraisal summary

**25/57/HR – Deputy Town Clerk, Spinal Column Point Progression**

**RESOLVED:** to note the deputy town clerk’s annual appraisal summary.

**25/58/HR – Assistant Town Clerk, Spinal Column Point Progression**

**RESOLVED:** to note the support services manager’s annual appraisal summary and approve her progression to spinal column point 32 on 1 April 2026.

**25/59/HR – Finance Manager, Performance Appraisal Summary**

**RESOLVED:** to note the finance manager’s annual appraisal summary and approve her progression to spinal column point 32 on 1 April 2026.

**25/60/HR – Operations Manager, Performance Appraisal Summary**

**RESOLVED:** to note the operations manager’s annual appraisal summary and approve his progression to spinal column point 32 on 1 April 2026.

**25/61/HR – Spinal Point Column Progression and Pay Arrangements for Other Employees for 2026-27**

**RESOLVED:** to note the spinal column point progression for post holders 217, 104, 106, 109, 205, 204, and 211.

**25/171/C Strategy and Finance Committee**

Proposed by Cllr P. May and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 18 March 2026, and adopt the recommendations, as follows:

**25/59/SF – Request from Cobb Traders – Parking Concessions, Free Parking Days and Autumn/Winter Parking Scheme**

**RESOLVED:** not to make any changes to the current parking permits.

**RESOLVED:** to offer an additional free parking day in town Woodmead car park only on Sunday 13 December to support the Big Christmas Weekend in Lyme Regis.

**RESOLVED:** to defer the decision to offer a discounted autumn/winter parking charge of £2 per day in town council-owned car parks to a future meeting of the Strategy and Finance Committee and for officers to provide further data on car parking income and variations, and comparisons to other towns in order to make an informed decision.

#### **25/63/SF – List of Payments**

**RESOLVED:** to approve the schedule of payments in January and February 2026 for the sums of £217,790.10 and £348,865.07, respectively.

#### **25/172/C Tourism, Community and Publicity Committee**

Proposed by Cllr P. Evans and seconded by Cllr D. Holland, it was **RESOLVED** to receive the minutes of the meeting held on 4 March 2026, and adopt the recommendations, as follows:

#### **25/75/TCP – Free Parking Days**

**RESOLVED:** to change one of the non-charging days in Lyme Regis car parks from 5 December (Small Business Saturday), to 12 December (Big Christmas Weekend).

#### **25/76/TCP – Honoured Citizens' Award**

**RESOLVED:** that the Honoured Citizens' Award be reinstated and that it be linked to national events or special occasions, as well as to introduce a Mayor's Certificate of Recognition to be awarded annually at the end of the mayor's term with up to 12 certificates awarded, at the mayor's discretion.

#### **25/77/TCP – Youth Council**

**RESOLVED:** that officers pursue a Youth Council independently of Woodroffe School by recruiting through schools, youth clubs, scout groups, the town magazine and social media, and review the progress as interest develops.

#### **25/173/C Town Management and Highways Committee**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 25 February 2026, and adopt the recommendations, as follows:

#### **25/61/TMH – Cadet Hut Demolition**

**RESOLVED:** to agree, in principle, to proceed with demolishing the unsafe cadet hut, to appoint Bagwells Ltd to carry out this work, and to authorise officers to obtain quotations for resecuring the boundary fence and installing suitable secure storage for the external works team's vehicles and equipment.

## **25/62/TMH – No Dogs on the Beach Signs**

**RESOLVED:** to improve the clarity and visibility of the current 'dogs on the beach' signage, ask officers to seek quotes for new signs, and to agree the final locations for the signs in consultation with Cllr M. Ellis and Cllr A. Wood.

## **25/174/C Selection of Mayor-Elect and Deputy Mayor-Elect**

Officers confirmed there had been one nomination for the office of mayor, for Cllr P. Evans. No other nominations were made at the meeting.

Proposed by Cllr D. Holland and seconded by Cllr A. Wood, members **RESOLVED** that Cllr P. Evans is the mayor-elect for the 2026-27 council year.

Officers confirmed there had been one nomination for the office of deputy mayor, for Cllr M. Ellis. A further nomination for Cllr A. Wood was made at the meeting.

It was proposed by Cllr D. Holland that Cllr M. Ellis is the deputy mayor for the 2026-27 council year.

This motion was not seconded.

Proposed by Cllr G. Caddy and seconded by Cllr C. Aldridge, members **RESOLVED** that Cllr A. Wood is the deputy mayor-elect for the 2026-27 council year.

## **25/175/C Calendar of Meetings**

Proposed by Cllr A. Wood and seconded by Cllr M. Denney, members **RESOLVED** to approve the calendar of meetings for the 2026-27 council year.

## **25/176/C Review of Financial Regulations**

It was suggested paragraph 9.7 be amended from 'In the absence of a member of the finance team, a manager should be present' to 'must be present'.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve the proposed financial regulations, with an amendment to paragraph 9.7 to read 'In the absence of a member of the finance team, a manager must be present'.

## **25/177/C Corporate Plan 2026-31**

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to approve the text for the draft Corporate Plan 2026-31.

*Cllr M. Ellis left the meeting at 8.08pm.*

## **25/178/C Cleaning Contracts**

Proposed by Cllr P. Evans and seconded by Cllr C. Aldridge, 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.

**25/179/C Flexible retirement request**

Proposed by Cllr P. Evans and seconded by Cllr C. Aldridge, 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.

**25/180/C Outside Seating Progress Report**

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

*Cllr M. Ellis returned to the meeting at 8.09pm.*

**25/181/C Exempt Business**

**a) Cleaning Contracts**

The town clerk said there had been no progress on the possible transfer of toilets from DC to the town council since September 2025, which would have an impact on the cleaning contract. He said DC didn't even have a timetable to agree the process to bring the matter to a conclusion. As such, officers were suggesting letting a one-year cleaning contract from 4 May 2026 to 31 April 2027, to include the public toilets and council buildings.

The town clerk said if there was still no progress with DC in the next few weeks, he would come back to the council to consider whether to continue the discussions.

Proposed by Cllr M. Denney and seconded by Cllr P. May, members **RESOLVED** to authorise officers to commence a tendering exercise to appoint a contractor for one year from 4 May 2026 to clean the town council's toilets and offices and that members delegate the award of the contract to the town clerk in consultation with the mayor and the chairman of Strategy and Finance Committee.

**b) Flexible retirement request**

It was noted members no longer needed to consider the request as the postholder had been appointed to a different role within the organisation.

**c) Outside Seating Progress Report**

Members noted the report.

*The meeting closed at 8.39pm.*

DRAFT

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 6 MAY  
2026

**Present**

**Chairman:** Cllr P. Evans

**Councillors:** Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr N Hampton-Rumbold, 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 (assistant town clerk), J. Wright (town clerk)

**25/182/C Public Forum**

There were no members of the public present.

**25/183/C Apologies for Absence**

Cllr C. Aldridge – holiday  
Cllr S. Larcombe

**25/184/C Disclosable Pecuniary Interests**

There were none.

**25/185/C Dispensations**

There were none.

**25/186/C Reimbursement of Outside Seating Charges**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

## 25/187/C Exempt Business

### a) Reimbursement of Outside Seating Charges

The town clerk said since drafting the report, another settlement agreement with one of the affected businesses had been signed.

The town clerk updated members on the current situation with Dorset Council (DC) and any claim against them. He said officers had agreed with DC some principles for the future management of Marine Parade but there were still a lot of outstanding issues to resolve.

A member asked what this meant for the status of the Tripartite Agreement with DC and whether the conditions within it still applied.

The town clerk said one part of the Tripartite Agreement was deemed unlawful and this related to the Marine Parade, but DC officers had assured him and the deputy town clerk that other areas in the town where there was outside seating did not have highway status. He was still awaiting confirmation of the extent of the highway on Marine Parade; this had been expedited. He said he had made it clear to DC that until some of the outstanding issues had been resolved, there were a lot of things the town council would not continue to do, such as management of the barriers on the seafront.

The town clerk said he intended to escalate this to director level at DC as officers were not responding.

Members discussed the proposed offer to Largigi in respect of its claim.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to make a full and final settlement offer to Largigi for the recommended sum.

The town clerk stressed the confidential nature of the matter and said the offer would be made through the council's solicitors.

*The meeting closed at 7.23pm.*

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Matters arising from the minutes of Full Council meeting held on 1 April 2026 and the extraordinary Full Council meetings held on 25 March and 6 May 2026

**Purpose of Report**

To inform members of matters arising from the minutes of the Full Council meeting held on 1 April 2026 and the extraordinary Full Council meetings held on 25 March and 6 May 2026 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**

**25/167/C – Allocation of Community Grants 2026-27**

The grant awards have been confirmed in writing to all recipients.

**25/174/C – Selection of Mayor-Elect and Deputy Mayor-Elect**

The mayor-elect and deputy mayor-elect will be officially installed in office at the mayor-making ceremony on Wednesday 20 May.

**25/175/C – Calendar of Meetings**

The calendar of meetings has been sent to members and published on the council website.

**25/176/C – Review of Financial Regulations**

The updated Financial Regulations have been sent to members and published on the council website.

**25/177/C – Corporate Plan 2026-31**

The Corporate Plan 2026-31 was presented to the Annual Meeting of Electors and has been published on the council website.

John Wright  
Town clerk  
May 2026

**Mayor's Engagements for April 2026**

Sunday 5 April	Accompanied by the mayoress, attended the Easter Bonnet Parade, together with my four granddaughters.
Monday 6 April	The deputy mayor, accompanied by her consort, attended the Easter Duck Race.
Saturday 11 April	Accompanied by the mayoress, attended the Parkinson's weekend organised by the Lyme Support Group.
Saturday 18 April	Accompanied by the mayoress, hosted the Mayor's Civic Night attended by 86 guests.
Tuesday 21 April	Attended a rehearsal of Lyme Regis Town Band for a photo call following a grant to buy new instruments.
Friday 24 April	Chaired the Annual Meeting of Electors, attended by around 50 residents.
Wednesday 29 April	Attended members' coffee morning organised at the Waffle House by the Lyme Regis branch of the Royal British Legion.

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 31 March 2026**

**Present:**

**Chairman:** Cllr G. Turner

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

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

**25/52/P Public Forum**

James De-Voisey addressed the committee in support of application P/FUL/2026/01185. It was noted that the proposal sought to reinstate the original front door to Coombe Street, thereby improving pedestrian safety in comparison to the existing access onto Monmouth Street.

Members were informed that the proposed boundary fencing adjacent to St George's Square would enhance the visual appearance of the area by replacing existing unsightly features.

It was further noted that the property had been vacant for approximately three years and that the proposal would bring it back into active use as a retail unit, contributing positively to the vitality of the town.

**25/53/P Apologies for Absence**

Stuart Cockerell  
Sean Larcombe

**25/54/P Minutes**

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes from the meeting on 27 January 2026 were **ADOPTED**.

**25/55/P Disclosable Pecuniary Interests**

There were none.

**25/56/P Dispensations**

There were none.

**25/57/P Member planning recommendations**

There were none.

**25/58/P Matters arising from the minutes of the Planning Committee held on 27 January 2026 and from the planning recommendations obtained by email following the cancelled meetings of the Planning Committee scheduled to take place on 17 February and 10 March 2026**

Noted.

**25/59/P Update Report**

There were none.

**25/60/P Planning and Licensing Applications**

**1. P/LBC/2026/01230 (Received 10.03.26)**

**LISTED BUILDING CONSENT**

Retention of external and internal alterations including installation of panelling, vaulted ceiling, secondary glazing, installation of canopy and flue and other associated works.

6 Sherborne Lane Lyme Regis DT7 3NY

*The town council recommends approval of the application subject to the agreement of Dorset Council's conservation officer.*

**2. P/FUL/2026/01185 (Received 12.03.26)**

**FULL PLANNING APPLICATION**

Reinstatement of front door to existing unit together with internal alterations. Demolition of non- original existing customer toilets. Erect metal railings and wooden fence

14-15 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. The council also supports the proposal as it will bring a long-term vacant property back into active use, contributing positively to the vitality of the area.*

**3. P/HOU/2026/00994 (Received 09.03.26)**

**HOUSEHOLDER PLANNING PERMISSION**

Proposed replacement windows and doors

The Coach House Haye Lane Lyme Regis DT7 3NQ

*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.*

4. **P/HOU/2026/00993** (Received 16.03.26)  
**HOUSEHOLDER PLANNING PERMISSION**  
Sliding gate to be added to highway boundary.  
Lower Ware Farm Ware Lane Lyme Regis DT7 3EJ

*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.*

**25/61/P      Withdrawn Applications**

Noted

**25/62/P      Planning Decisions**

Noted

**25/63/P      Planning Correspondence**

There were none.

*The meeting closed at 7:40pm*

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 21 APRIL 2026**

**Present:**

**Chairman:** Cllr G. Turner

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

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

**25/64/P Public Forum**

There were none.

**25/65/P Apologies for Absence**

Cllr S. Cockerell – Holiday

**25/66/P Minutes**

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes from the meeting 31 March 2026 were **ADOPTED**.

**25/67/P Disclosable Pecuniary Interests**

There were none.

**25/67/P Dispensations**

There were none.

**25/68/P Member planning recommendations**

There were none.

**25/69/P Matters arising from the minutes of the Planning Committee held on 31 March 2026**

Noted.

**25/70/P Update Report**

There were none.

**Planning Applications**

1. **P/LBC/2026/01705** (Received 15.04.26)  
**LISTED BUILDING CONSENT**  
Proposed replacement sash windows  
Benets Mill Green Lyme Regis DT7 3AQ

*The town council recommends approval of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets. ASK MARK FOR WORDING*

2. **P/ADV/2026/01597** (Received 13.04.26)  
**ADVERTISEMENT CONSENT**  
Replacement of existing signage and installation of further signage  
14-15 Monmouth Street Lyme Regis DT7 3PX

*The town council recommends approval on the understanding that the colour pink of the new signage will remain the same as the existing Paper Bird shop.*

3. **P/VOL/2026/01666** (Received 31.03.26)  
**Variation of Condition - Listed Building Consent**  
Replacement roof including new rooflights. Minor internal alterations to enlarge kitchen and create new shower room. Replace rear sliding doors with bifold doors (with Variation of condition 2 to Listed Building Consent P/LBC/2025/02827 - to amend approved plans); installation of additional roof light  
9 Sherborne Lane Lyme Regis DT7 3NY

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

4. **P/VOC/2026/01673** (Received 31.03.26)  
**VARIATION OF CONDITION**  
Replacement roof including new rooflights (with Variation of condition 2 to planning permission P/HOU/2025/02826 - to amend approved plans); installation of additional roof light  
9 Sherborne Lane Lyme Regis DT7 3NY

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

5. **P/LBC/2026/01187** (Received 31.03.26)  
**LISTED BUILDING CONSENT**  
Electricity cable to run up the outside wall near the front door behind a plastic cable guard  
43 Coombe Street Lyme Regis DT7 3PY

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

**25/72/P Licencing Applications**

**1. APPLICATION NUMBER: 166074  
PREMISES LICENCE**

Description: Lyme Regis Football Club is a recognised club with a Club Certificate issued by Dorset Council, providing sporting and social facilities for members. This application relates to a time-limited premises license for a one-off public event, known as Lyme Regis Sausage & Cider Festival, which will be held on the grounds on Saturday 4th July 2026, where alcohol will be served and amplified live/recorded music played outside, open to the general public with an expected attendance of about 1,000 people.  
Lyme Regis Football Club

*The town council recommend approval of the licence as applied for, recognising the event as a successful and well-run local event.*

**25/73/P Withdrawn Applications**

There were none.

**25/74/P Planning Decisions**

Noted

**25/75/P Planning Correspondence**

There were none.

*The meeting closed at 7:40pm*

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 APRIL 2026

**Present:**

**Chairman:** Cllr P. May

**Members:** Cllr C. Aldridge, Cllr N. Hampton-Rumbold, Cllr G. Turner, Cllr A. Wood

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

**Co-Opted Membership:** V. Elcoate (River Lim Action Group)

**25/69/ENV Public forum**

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

**25/70/ENV Apologies**

Cllr S. Cockerell – holiday  
Cllr M. Denney  
Cllr G. Stammers – holiday  
G. Barr – prior commitment  
J. Breeze – holiday

**25/71/ENV Minutes**

Proposed by Cllr C. Aldridge and seconded by Cllr G. Turner, the minutes of the meeting held on 11 March 2026 were **ADOPTED**.

**25/72/ENV Disclosable Pecuniary Interests**

There were none.

**25/73/ENV Dispensations**

None requested none granted.

**25/74/ENV Matters arising from the minutes of the previous meeting held on 11 March 2026**

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

The operations manager said that at the most recent bathing water quality meeting, Dorset Council (DC) had taken no responsibility and advised that statutory signage,

including clear messaging about swimming, would be installed in the coming days in line with regulatory requirements.

The operations manager noted that further updates were required and believed the signage had not yet been installed.

It was noted Litter Free Dorset had made another sign and the town council needed to discuss this with them.

### **River Lim Action Group Funding report**

The operations manager clarified that there had been a misunderstanding at the last meeting: the £7,900 figure was related to the term grant, while the £7,000 was allocated for the Lynch works.

He confirmed that the £7,000 remained allocated for the Lynch works.

### **Bee Friendly Lyme Regis**

The operations manager said articles had been published in the March and May editions of Lyme Living to increase awareness, with further engagement planned. He said the operations supervisor would support this.

## **25/75/ENV Update Report**

### **Monmouth Beach – Litter Bin Provision**

It was confirmed a litter bin had been installed.

## **25/76/ENV Environment Committee – Objectives**

The operations manager said battery equipment was being purchased that week, with the aim to be battery-operated by the following week.

A member asked about the installation of garden signs, noting that QR codes had been rejected in favour of simple explanatory words and whether the signs would be installed for the summer.

The operations manager said the aim was for July, but some beds had not yet been planted, which could delay some of the signs but they were currently being worked on.

A member asked which battery units were purchased.

The operations manager confirmed that Stihl tools had been purchased. He said the new equipment was well received, quieter, and less polluting, and that about 70% of the kit had been replaced at a good price.

## 25/77/ENV Bathing Water Quality Meeting Minutes

It was noted that the main issue was pollution below Woodmead Road Bridge, with high bacteria levels and no combined sewer overflows and pollution hotspots, especially around the Town Mill.

However, it had been confirmed the Turning the Tide project by South West Water was going ahead in the spring, with a dedicated web page for updates.

It was noted the Environment Agency was due to visit in August to revisit hotspots and although it was felt the catchment has been improved, the lower river pollution remained unresolved.

Proposed by Cllr A. Wood and seconded by G. Turner Minutes, the minutes from the bathing water quality meeting held on 22 April 2026 were **ACCEPTED**.

## 25/78/ENV Co-option

The chairman said the town clerk hadn't used the process that he thought had been agreed.

Members agreed the process for co-opting non-members to the Environment Committee needed to be as simple as possible.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that for the council year 2026/27, the Environment Committee offers three places for the co-option of non-voting members and that the advertisement date for these places is Thursday 21 May 2026, with a closing date of 19 June 2026. Applicants will be required to submit a CV and a statement to confirm disqualification criteria do not apply as stated in the selection procedure.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** that this council adopts a selection procedure for applicants to be co-opted as non-voting members of the Environment Committee as follows:

1. Non-members who wish to apply to sit on the committee after it has been advertised for must supply a CV and a declaration that they meet the requirements to be appointed, at least one week before the meeting when selection is to take place. Ideally this will be the first Environment Committee meeting of the new council year. No more than two people from one organisation could apply to be co-opted.
2. If the number of valid applicants is less than or equal to the number of agreed spaces, then they will automatically be appointed as non-voting members of the Environment Committee.
  - 2.2 If more applications than the advertised spaces are received, then at the meeting a two or more-stage voting process would be entered into. Members cast a single vote for their preferred candidate in one or more rounds of voting. The purpose of each voting round is to eliminate the candidate with the lowest number of votes until the number remaining is equal to the available spaces. Those remaining applicants will then be appointed as non-voting members of the Environment Committee.

3. Members of the Environment Committee would have the right to vote to remove non-members in any subsequent Environment Committee meeting by a majority vote.

A member asked if multiple organisations applied, could two from one organisation be chosen, excluding another organisation. The chairman said members could decide who to vote for, based on merit and expertise.

A member asked if voting would be secret or open; the chairman said the method could be chosen.

The chairman confirmed only two people from any one organisation could apply.

## **25/79/ENV Biodiversity Policy – Draft for Consideration**

Members discussed the draft Biodiversity Policy and supported having such a policy but felt it would be difficult to combine multiple policies.

The operations manager agreed that actions could be addressed in the biodiversity audit and action plan, and that the policy was about adopting a consistent approach.

Members supported the suggestion to publicise biodiversity efforts in LymeLiving, including bird boxes and awareness-raising.

It was suggested local biodiversity experts could be involved in the process of drafting the policy.

The operations manager said funding had been allocated in 2026-27 for a biodiversity survey this year, which should be the first step, followed by integrating findings into the action plan.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to adopt a draft Biodiversity Policy but ask officers to integrate it into the existing Environment Policy and bring it back for approval at the next Environment Committee meeting.

Proposed by Cllr P. May and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** that biodiversity actions be incorporated into the current climate action plan, rather than having a separate plan.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** that the climate action working group takes on the biodiversity action plan to be incorporated into the existing climate action plan.

## **25/80/ENV Action Plan for Achieving Net Carbon Zero Emissions by 2030**

It was agreed the action plan was ready to be uploaded to the council website.

The operations manager said the cost section was still being developed and would be updated annually in September for budget-setting.

It was noted that the next major revision would be the addition of the biodiversity action plan.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the Action Plan for Achieving Net Carbon Zero Emissions by 2030 document be renamed the 'Lyme Regis Town Council Climate Action Plan', recognising it as a working plan.

#### **25/81/ENV Carbon Literacy Accreditation and Training**

The operations manager said the council needed to check the information on pledges (and renewing pledges) was up-to-date. He said the fee to maintain accreditation was £2,250 + VAT every three years, He said the fee was next due in 2026, but this would be unbudgeted expenditure. He said accreditation was tied to the organisation, not individuals, though individual training was still recognised. He said if accredited staff members were to leave, then the accreditation could fall away.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves an unbudgeted spend of c.£2,250 + VAT to retain the silver carbon literacy accreditation.

#### **25/82/ENV River Lim Action Group Report**

A member asked how the committee could move forward with invasive species on town council or shared land.

The operations manager said it would require a review and risk assessment of the most effective approach. He was recently made aware of an outcrop of Japanese knotweed on the riverbank behind the cadet hut and the council needed to address it.

It was noted the River Lim Action Group had been working on a plan to remove invasive species effectively and had employed the services of a specialist contractor who was conducting a three-year programme. As the service involved a free initial assessment and quotation, this might be useful to the council.

Proposed by Cllr P. May and seconded by Cllr N. Hampton Rumbold, the River Lim Action Group report was **RECEIVED**.

#### **25/83/ENV Great Big Dorset Hedge Project – Information Update**

A member said that whilst the town council couldn't identify three kilometres of existing hedge, there might be other areas that would benefit from being turned into a hedge and Great Big Dorset Hedge Project could then advise.

The operations manager said the team had only reviewed what the council currently had, and not what could be created. He said Strawberry Fields would have the greatest potential, but it was likely the site would be included in the Local Plan for future development.

*The meeting closed at 8.12pm.*

**LYME REGIS TOWN COUNCIL**

**HUMAN RESOURCES COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 8 APRIL 2026**

**Present**

**Chairman:** Cllr M. Ellis

**Members:** Cllr G. Caddy, Cllr S. Cockerell

**Other members:** Cllr C. Aldridge, Cllr P. May, Cllr G. Turner, Cllr A. Wood

**Officers:** S. King (finance assistant), A. Mullins (assistant town clerk), J. Wright (town clerk)

**25/64/HR Public Forum**

**B. Larcombe**

B. Larcombe spoke in relation to agenda item 9, Employee Benefits. He said the £10k allocated in the budget was there if members wanted to explore the spend, there was no commitment to spend it and if not spent, it goes back into the pot. He noted this would also mean a £10k increase in the council's operating costs every year if some of the benefits were introduced. He said previous claims that most employers offered employee benefits were not entirely accurate. He said reference was made to retail businesses, but this sector was notoriously low paid so workers needed benefits to attract them to the roles. Benefits included staff discounts on products they sell or a free meal off their own menu. He said this council had carried out job evaluation and pay rises were given every year at least at the level of cost of living. He said council staff were actually quite well paid. Referring to the suggestion for a day off for your birthday, he said days off were normally part of the negotiation package, so if unions couldn't get a pay rise, it would claim for extra leave. It was not something that was granted outside the negotiating arena. He said in the public sector, a lot of areas had austerity and a pay freeze over a period of 10 years, but local government didn't. To get around that, some of the benefits that were available in negotiation were funded by salary sacrifice. He said the council negotiates a collective benefit, but the staff then join that scheme with a sacrifice to pay for it at their expense. He said the council's reputation was brilliant but if it went ahead with employee benefits, it would be judged as being greedy.

**N. Ball**

N. Ball said he believed a lot of pre-meetings took place before council meetings and that councillors were controlled by the office staff. He reminded members that council staff were paid by the taxpayer and by income from various sources. He said the council wage bill would soon exceed £1million and he felt the council staff had a good rate of pay. He asked why the council staff asked for health insurance and suggested this could be deducted from wages individually if needed. He said health insurance had been pushed

by office staff several times and this was where the control came by senior officers. He said councillors seemed pressurised in this situation, made to look second best if they disagreed on certain subjects. He believed the council office thought it had the right to push people about and said meetings in the back room before meetings should involve the whole council, not just the two or three committee members. He suggested that somebody had told other councillors not to attend, which gave the office more clout when being asked their thoughts. If he was wrong about this, he hoped members looked very closely at the discussion. He said at the moment, engagement with the office staff was not good and control was a marvellous thing but not when it's one-sided. He said free speech was being squashed. He encouraged all councillors to attend the town meeting, but said they had probably been told by the clerk they didn't have to attend. He said this was probably the best time to engage with the public and get true feedback of how things are going. He said the committee needed to listen to public opinion and not be oppressed by the few.

**25/65/HR Apologies**

Cllr C. Reynolds – illness  
Cllr G. Stammers – holiday

**25/66/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 18 February 2026**

Proposed by Cllr S. Cockerell and seconded by Cllr G. Caddy, the minutes of the meeting held on 18 February 2026, were **ADOPTED**.

**25/67/HR Disclosable Pecuniary Interests**

There were none.

**25/68/HR Dispensations**

There were none.

**25/69/HR Matters arising from the minutes of the Human Resources Committee meeting held on 7 January 2026.  
Employee Benefits**

A member asked that the details of the agreed health cash plan were provided to members so they were aware of exactly what it included.

The assistant town clerk said the welcome pack would be emailed to members.

**25/70/HR Update Report**

**Enforcement officers**

The town clerk said interviews were taking place on 10 April 2026.

**25/71/HR Human Resources Committee – Objectives**

Members noted the report.

#### **25/72/HR Employee Benefits**

Although members supported the agreed health benefits for employees, there was a general feeling the additional proposed benefits were excessive and unnecessary, as staff were well looked after. Members acknowledged that although a budget of £10k had been allocated for employee benefits, there was no obligation to spend the entire budget. It was also noted any expenditure would then become annual expenditure, rather than a one-off payment.

Proposed by Cllr G. Caddy and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** not to agree any additional employee benefits.

#### **25/73/HR Regrading**

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

#### **25/74/HR Comparative Pay**

A member queried why this item should be confidential as all the information was publicly available.

The town clerk explained the reasons for the report's confidentiality.

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

#### **25/75/HR Confidential Staffing Update**

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

## 25/76/HR Exempt Business

### a) **Regrading**

Members discussed whether it was necessary to carry out a formal re-evaluation of the role, but this would require external support. The town clerk suggested this would be a disproportionate expense for one job role.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a regrading of post 209 from spinal column points 10-13 to spinal column points 16-19, and make the appointment at spinal column point 19, effective from 1 April 2026.

### b) **Comparative Pay**

The finance assistant reminded members this was confidential data. She highlighted the staff to income ratio was between 35% and 53%, with this council sitting in the lower bracket at just under 40%.

It was noted the council's biggest income stream was car parking and it was suggested by a member that this council didn't have to put in as much effort as others for that income.

The town clerk said car parking also required significant management and expenditure, such as enforcement costs, repairs and maintenance, resurfacing, parking machines, cash collection and reconciliation. He said it also attracted business rates and VAT liabilities.

The town clerk said he hoped the data placed into context employees' pay in comparison to other councils, demonstrating this council had one of the lowest staff to income ratios.

### c) **Confidential Staffing Update**

Members noted the latest position and were supportive of the officers' approach to dealing with the issue. It was agreed officers should try to bring the matter to an early resolution, if possible, and noted any significant developments would be brought to members for a decision.

*The meeting closed at 7.55pm.*

**LYME REGIS TOWN COUNCIL**

**STRATEGY AND FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 6 MAY 2026**

**Present**

**Chairman:** Cllr P. May

**Councillors:** Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr P. Evans, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, 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)

**25/66/SF Public Forum**

**R. James**

R. James spoke on behalf of the Cobb Traders in relation to agenda item 11, Request from Cobb Traders – Autumn/Winter Parking Scheme. He said understanding customers was critical to any business and as the council's greatest source of income was car parks, it was concerning that past decisions on charges had been based on revenue data, with little or no consideration for average length of stay, transaction amounts or occupancy levels. He said although revenue was rising as a result of increased charges, this could be conceived as a decline in usage. He said extending the charging period at Monmouth Beach to 9pm was disappointing and he wanted to understand the rationale for the decision and have insight into the data which drove it. He said it was standard to charge more during busy times and less when demand is lower. He said there was much focus on how much money may be lost with the introduction of winter discounts but approaching it with a business mindset could generate extra revenue. He said winter parking discounts were common in coastal locations in the south west, usually from 1 November to 31 March, and data from East Devon District Council's (EDDC) winter parking review in July 2025 suggested it increased the level of transactions. In one example, a 50% reduction led to 20% more transactions than the previous year, despite sea wall refurbishments. He said effective promotion of a winter discount should help attract more visitors and the potential to increase the council's revenue, with the marketing expertise and reach available through the Cobb Traders to promote it. He was pleased to hear Dorset Council (DC) was considering the introduction of dynamic pricing to help encourage visitors during off-peak times, also raising revenue and improving parking efficiency. He was also pleased to hear DC had announced a freeze on parking charges in the current financial year, with Charmouth Road car park being discounted to £1.50 per hour and a £9 all-day tariff, all year round. He said the equivalent charge at Monmouth Beach car park was £26 all day. He believed introducing a winter parking discount, on a trial basis, offered the town council a good opportunity to be more forward-thinking and businesslike and potentially increase revenue. He hoped the council would give this some serious consideration.

## **G. Symonds**

G. Symonds spoke in relation to agenda item 15, List of Payments, which included a payment of £10k for the cleaning of Marine Parade toilets, which he felt was excessive. He also highlighted a payment to Kitson and Trotman for £22k, which he felt was excessive for a one-off payment.

It was clarified that in both cases, a number of invoices had been paid in one payment before the end of the financial year but related to various activities.

### **25/67/SF Apologies for Absence**

Cllr C. Aldridge – holiday  
Cllr S. Larcombe

### **25/68/SF Minutes**

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, the minutes of the meeting held on 18 March 2026 were **ADOPTED**.

### **25/69/SF Disclosable Pecuniary Interests**

There were none.

### **25/70/SF Dispensations**

There were none.

### **25/71/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 March 2026**

Members noted the report.

### **25/72/SF Update Report**

Members noted the report.

### **25/73/SF Request from Cobb Traders – Autumn/Winter Parking Scheme**

The chairman brought this item forward on the agenda.

The finance manager said if members were minded to support a discounted winter parking, it could provide an opportunity for collaboration with the business community, as most of the evidence suggested discounted parking alone didn't bring in many more visitors, but collaboration with local businesses to also provide discounts would draw people in. She reminded members that the council had budgeted the car park income for 2026-27 so she wouldn't advise taking too much of a risk on this, but suggested a trial in February 2027. She said income at Woodmead car park was around £9k in February, so reducing parking charges by 50% would risk around £4.5k income. Running a trial would

then allow the council to gather some data, with a view to entering into a more formal arrangement the following year.

Members agreed a trial would be a sensible option and stressed the importance of working in partnership with local businesses, via Cobb Traders, to give visitors a reason to use the cheaper parking. It was suggested local businesses could offer their own discounts and special offers and this be advertised as a collaborative initiative between the council and Cobb Traders.

However, members were also mindful of the potential impact on the council's finances and the desire to support the local economy while also maintaining its projects, asset investment and grants to local organisations.

An all-day charge of £5 was suggested, but it was noted this would penalise those who only wished to stay for an hour or two.

The town clerk suggested visitors could be charged the normal hourly rate for up to three hours, and thereafter the charge would be capped, creating a maximum charge of £6, with options for paying for only one or two hours. He said support from the Cobb Traders by offering promotions and discounts would be important to draw people in, as without it, it could mean a net loss to the council.

A member asked if Cobb Traders had also asked DC to reduce parking charges.

The chairman allowed T. Mayers from Cobb Traders to speak, who said DC was willing to talk to them and Cobb Traders had suggested parking discounts at Holmbush car park, as well as Charmouth Road car park.

Members noted the concerns about the council's decision to extend the charging hours at Monmouth Beach car park from 6pm to 9pm. The finance manager confirmed data relating to this period could be extracted, so members could review the decision in future.

The finance manager reminded members the parking machines in Woodmead and Monmouth Beach were different, and although officers could amend the tariffs on the machines at Woodmead car park, they couldn't do the same for the Monmouth Beach machines so this would incur a charge.

The town clerk wanted members to understand the potential implications of introducing parking discounts; he said based on historic data, if a £6 cap was applied in all car parks between November and March, it would put £70k of income at risk. He reminded members a significant part of the council's income came from car parks, unlike DC or EDDC where a much smaller proportion came from car parking. Therefore, anything that affected the town council's parking income would have a much greater impact on its budget.

Members agreed that any trial should be applied to both Monmouth Beach and Woodmead car parks and favoured a trial in February 2027, with a £6 cap after the third hour.

The town clerk confirmed this would mean potential income loss of up to c.£12k, which could be mitigated by initiatives from the Cobb Traders which might increase the number of vehicles parking.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce a parking discount trial at Woodmead and Monmouth Beach car parks in February 2027, where parking is paid at the normal hourly rate for the first two hours, and then capped after the third hour, with a maximum £6 charge, recognising that the potential loss of income would be up to c.£12k, and to work with Cobb Traders on an initiative to attract visitors with other local discounts and to work collaboratively on promoting this.

#### **25/74/SF Strategy and Finance Committee - Objectives**

Members noted the report.

#### **25/75/SF Renewal of Insurance Provision for 2026-2028**

The finance manager confirmed officers were happy with the current providers, Clear Councils, and they had built up a good relationship with them in the first year.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to authorise the town clerk to enter into a negotiated insurance agreement with Clear Councils from 1 April 2026.

#### **25/76/SF Breaches of Financial Regulations**

The finance manager said breaches of financial regulations happened occasionally and it was good governance to report them to the council. She said the breaches totalled just over £3k but clarified that it wasn't the case that the payments shouldn't have been made; they were all authorised in some way before the payments were made.

A member said given the number of transactions the council did, to only have six minor issues was a good achievement.

Proposed by Cllr M. Ellis and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to note the report and approve the management actions proposed to ensure greater compliance with the Financial Regulations.

*Cllr C. Reynolds and Cllr M. Ellis left the meeting at 8.07pm.*

#### **25/77/SF Potential Fire Station Closures' Consultation**

A member said although Lyme Regis fire station was not under threat of closure, the potential closure of Charmouth fire station would put more strain on Lyme Regis and other surrounding stations.

*Cllr M. Ellis returned to the meeting at 8.09pm.*

Cllrs A. Wood, P. Evans and M. Ellis agreed to formulate the council's response to the consultation.

Proposed by A. Wood and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate a response to Dorset & Wiltshire Fire and Rescue Authority's consultation on the closure of fire stations to the town clerk, in consultation with Cllrs A. Wood, P. Evans and M. Ellis.

**25/78/SF Civic Reception**

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve unbudgeted expenditure of £600 for a civic reception for the RNLI on 2 May 2026.

**25/79/SF Investments and Cash Holdings**

A member asked if the amounts took into account payments made relating to outside seating.

The finance manager confirmed that they did, apart from one payment for £900 which had fallen into the current financial year.

It was noted two investments had matured in April 2026 so officers would be making further investments.

**25/80/SF List of Payments**

Proposed by Cllr M. Ellis and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in March 2026 for the sum of £381,067.96.

**25/81/SF Strawberry Fields Budget for Valuation and Appraisal Work**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

**25/82/SF Cyber Security Training**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

**25/83/SF Debtors' Report**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

**25/84/SF Debt Written off Between 1 April 2025 and 31 March 2026**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

**25/85/SF Exempt Business**

**a) Strawberry Fields Budget for Valuation and Appraisal Work**

It was noted that any valuation and appraisal work would be carried out at the council's expense, but the landowner could undertake their own, separate appraisal.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the use of the existing approved £10k budget for an options appraisal at Strawberry Fields for obtaining detailed valuation and development appraisal advice relating to the potential allocation of the site in the emerging Dorset Local Plan for housing purposes.

**b) Cyber Security Training**

Members noted the importance of completing cyber security training.

The finance manager said if the council suffered a cyber attack and training was not up-to-date, this would affect the council's insurance.

**c) Debtors' Report**

Members noted the report.

d) **Debt Written off Between 1 April 2025 and 31 March 2026**

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to note the debts of less than £250 written off between 1 April 2025 and 31 March 2026, as authorised by the town clerk as RFO and reported retrospectively to the council.

*The meeting closed at 8.30pm.*

DRAFT

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 22 APRIL 2026

**Present**

**Chairman:** Cllr P. Evans

**Members:** Cllr A. Wood, Cllr G. Caddy, Cllr M. Denney

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

**25/83/TCP Public Forum**

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

**25/84/TCP Apologies**

Cllr M. Ellis – personal commitment  
Cllr N. Hampton-Rumbold – work commitments  
Cllr D. Holland – holiday  
Cllr S. Larcombe – work commitments  
Cllr C. Reynolds – illness  
Cllr G. Turner – work commitments

**25/85/TCP Minutes**

Proposed by Cllr A. Wood and seconded by Cllr G. Caddy, the minutes of the meeting held on 4 March 2026 were **ADOPTED**.

**25/86/TCP Disclosable Pecuniary Interests**

Cllr A. Wood declared a pecuniary interest in agenda item 10, Town Map Reprint.

**25/87/TCP Dispensations**

There were none.

**25/88/TCP Matters arising from minutes of the previous meeting held on 4 March 2026**

**Free Parking Days**

The assistant town clerk said she had contacted Dorset Council to request the date be changed from Saturday 5 December to Saturday 12 December, but the member of staff responsible was on leave and she was still awaiting a response.

**25/89/TCP Update Report**

**Lyme in Bloom**

The assistant town clerk said officers had contacted the Uplyme and Lyme Regis Horticultural Society and had secured two additional judges for the competition. She said there was now a total of three judges.

**25/90/TCP Tourism, Community and Publicity Committee – Objectives**

Members noted the report.

**25/91/TCP To receive the minutes of the Party in the Park working group meeting held on 21 January 2026**

Proposed by Cllr G. Caddy and seconded by Cllr M. Denney, the minutes of the Party in the Park working group meeting held on 21 January 2026 were **RECEIVED**.

**25/92/TCP Town Map Reprint**

*Cllr A. Wood left the meeting at 7.07pm*

The assistant town clerk said there had originally been money in the budget for the map, but it had somehow dropped out of the budget due to an administrative oversight that was not picked up until recently. She asked members to consider approving some unbudgeted expenditure because the map was popular and important for visitors to the town. She said that going forward the plan was to do much smaller print runs, which would leave money in the budget for adjustments to artwork if anything in the town changed between print runs. She said the suggested £3,000 is what would have been in the budget for this year.

Proposed by Cllr M. Denney and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve unbudgeted expenditure of up to £3,000 for the reprinting of the town map.

*Cllr A. Wood returned to the meeting at 7.10pm*

**25/93/TCP Tourism Microsite Membership Packages**

The assistant town clerk said normally this was brought to members at the beginning of the year, ready for the new advertising charges to be implemented on 1 April. However, Visit Dorset had only recently agreed the ongoing contract with Simpleview and had now provided some recommendations for advertising costs.

Members asked how many visits the website received.

The assistant town clerk said that in March there were 27,800 visits to the Visit Lyme Regis website. She explained there was a service level agreement in place with Visit Dorset and the advertising income was not a big generator of income for the council. She said members had previously decided not to increase the charges.

Proposed Cllr M. Denney and seconded by Cllr a. Wood, members **RECOMMEND TO FULL COUNCIL** to approve maintaining a free basic listing on the tourism website and not to increase the cost of an enhanced entry for 2026-27.

**25/94/TCP Fundy Albert**

The chairman stressed this request was not another twinning arrangement.

Proposed by Cllr P. Evans and seconded by Cllr M. Denney members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to arrange a video conference with members from Fundy Albert and, following that meeting, consider if the council should enter a sister-municipality arrangement with Fundy Albert.

**25/95/TCP Lyme Regis Visitor Hub – The Year so Far**

Members were concerned that council tax was payable on the building and asked whether evening events could be considered to make full use of the facilities.

The assistant town clerk said the council had entered into an agreement with The Visitor Hub for use of the building during between Easter and October but the council could consider using the building outside of this period.

**25/96/TCP Sporting Lyme Update**

The assistant town clerk asked members to attend from 11am to help with setting up the event.

**25/97/TCP Linking of Regis Councils**

Members agreed the linking of Regis councils in the country was a good initiative and encouraged the assistant town clerk to progress it.

**25/98/TCP Grant Review, Bridport and District Citizens' Advice Bureau**

Members noted the report.

**25/99/TCP Grant Review, Lyme Regis Town Band**

Members noted the report.

**25/100/TCP Grant Review, Lyme Regis Town Band**

Members noted the report.

**25/101/TCP Grant Review, Lyme Regis Visitor Hub**

Members noted the report.

**25/102/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 7.34pm.*

DRAFT

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Governance Review

**Purpose of Review**

To allow members to consider proposals from the governance review working group on reducing the work of committees by increasing delegation and establishing a weekly information digest, the amalgamation of committees, restrictions on the number of members on each committee, the appointment of portfolio holders, and the introduction of a partnership board to strengthen community input into the council's governance process

To consider a work programme on further governance related projects

**Recommendation**

Members consider and approve:

- a) reducing the workload of committees by delegating low level decisions to officers in consultation with the mayor, the relevant committee chairman and portfolio holder, and establishing a weekly information digest for circulation to members
- b) the Full Council taking responsibility for governance, finance, compliance, and internal and external audit
- c) creating a Resources Committee by merging the Strategy and Finance and the Human Resources Committees and transfer of publicity from the Tourism Community and Publicity Committee to this committee
- d) creating an operations committee by merging the Town Management and Highways, Tourism, Community and Publicity, and the Environment Committees but before doing so, consider the merits of retaining the Environment Committee and the possibility of it moving to a 12-week cycle
- e) restricting the number of members on each committee to seven
- f) appointing portfolio holders for the council main functions
- g) create a Partnership Board to strengthen community input into the council's governance process
- h) consider a work programme for further governance projects
- i) that changes will take effect after the Full Council on 9 September 2026.

## Background

1. On 14 May 2025, the Full Council resolved, 'to set up a working group consisting of committee chairmen to consider the council's governance arrangements and to present its proposals to the council.'
2. On 6 August 2025, the Full Council resolved to abandon its development work on behaviours, purpose, values, and conflict resolution with SW Councils.
3. The resolution on this issue included an action, 'to refer any outstanding issues to the previously agreed governance review to take forward, to also include vice-chairmen of committees.'
4. The council has considered its governance arrangements several times<sup>1</sup>; in each instance it has not agreed any material changes.

## Report

5. The working group's first meeting took place on **15 December 2025** and reviewed previous governance reviews, the relevant governance legislation, other governance models in operation, research on the number of members on local councils, the purpose of community governance reviews, the adequacy of current governance arrangements, the mayor v leader debate, the role of the mayor and committee chairmen, including their appointment, committees, including number, remit, size, the role of non-members, delegation, frequency and appointment to, community governance and accountability, including live streaming and remote attendance, the relationship between strategy and governance, compliance and enforcement.
6. The working group decided it wanted to prioritise the council's committee structure for consideration at its next meeting on 13 January 2026.
7. On **13 January 2026**, the working group:
  - considered reducing the number of committees through amalgamation; no specific proposals were agreed
  - supported the idea of reducing committee membership to seven
  - considered the option of compiling an information digest for information reports
  - considered delegating low-level decisions to the clerk/lead officer in consultation with the relevant committee chairman and mayor (and portfolio holders).
8. The town clerk agreed to review a previous committee cycle to give an indication of which reports would require committee approval, the decisions that could be delegated to the clerk/lead officer in consultation with the relevant committee chairman and mayor, and information reports that could be included in a digest.

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<sup>1</sup> Governance arrangements were considered at Full Council 15 May 2015, Strategy and Finance 11 November 2021, Strategy and Finance 2 March 2016, Full Council 3 May 2017, Strategy and Finance 2 May 2018, Full Council 15 May 2019, Strategy and Finance 25 September 2019 and Full Council on 23 June 2021.

9. On **31 March 2026**, the working group considered: the decisions that could be delegated to the clerk/lead officer in consultation with the relevant committee chairman and mayor, and information reports that could be included in a digest, merging committees, including an option for two principal committees, the introduction of portfolio holders, and the introduction of a Partnership Board.

### **Decision-making, delegation, and information digest**

10. The town clerk reviewed the committee cycle from 17 September to 29 October 2025; this cycle was picked because there were no cancelled meetings.
11. For note, the figures are affected by the volume of 2026-27 budget reports in this cycle; the Strategy and Finance Committee considered seven budget reports, and four were considered by other committees.
12. In total, 69 reports were submitted to committees in this cycle; 32 (46%) reports were assessed as requiring a decision or for noting<sup>2</sup>, 11 (16%) reports were assessed as suitable for delegation to the clerk/lead officer in consultation with the committee chairman and the mayor, and 26 (38%) reports were assessed as suitable for inclusion in an information digest.
13. By delegating low-level decisions and introducing a weekly information digest on non-decision-making reports, this data suggests there is capacity to significantly reduce the workload of committees and leads to a view that this could usher in merged committees.
14. Delegated decisions would be reported to the Full Council, retrospectively.

### **The amalgamation of committees**

15. The town clerk suggested at the working group on **31 March 2026** the council could operate as follows:
- the Full Council takes responsibility for governance, finance, compliance, and internal and external audit
  - a Resources Committee could be created by merging the Strategy and Finance and the Human Resources Committees and transfer of publicity from the Tourism, Community and Publicity Committee to this committee
  - an Operations Committee could be created by merging the Town Management and Highways, Tourism, Community and Publicity, and the Environment Committees but before doing so consider the merits of retaining the Environment Committee and the possibility of it moving to a 12-week cycle
  - restricting the number of members on each committee to seven
  - the Full Council would remain the ultimate decision-making body by receiving recommendations and approving recommendations from committees
  - the Full Council could take responsibility for critical council functions such as governance, finance, compliance, and internal and external audit.
  - The need to retain a separate Planning Committee was recognised.

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<sup>2</sup> Each committee receives a matter<sup>7</sup> arising report which is for noting but is a statutory requirement.

16. Suggested functions for each committee are detailed under the next heading, portfolio holders.

### **Portfolio holders**

17. The purpose of portfolio holders is to spread workload among members, to allow members to pursue individual interests, to compensate for the diverse nature of larger committees, and to strengthen member input in delegated decision-making.
18. The proposal is each of the main council functions has a portfolio holder.
19. The Full Council would have portfolio holders for governance, finance, compliance, and audit.
20. The Resources Committee would have portfolio holders for policy development, human resources, ICT, health and safety, external relationships, and publicity and communications.
21. The Operations Committee would have portfolio holders for asset management, works' programming, gardens, tourism, community, and the environment; if members decide to retain the Environment Committee, an environment portfolio holder would not be required.
23. Portfolio holders could form part of the delegated decision-making process along with the town clerk/lead officer, mayor, and relevant committee chairmen. This would strengthen the member consultation input but

### **Partnership Boards**

24. A deficit in the council's current governance system is the general absence of involvement from community-based organisations.
25. The partnership board concept involves the appointment of nine to 12 members from external organisations who play a significant role in the town, e.g., the police, Magna, local schools, the faith community, the theatre or museum, Dorset Council, prominent businesspeople, and community groups.
26. The partnership board would be asked to comment on the council's direction, priorities, objectives, and achievements. The board would not be part of the council's formal decision-making process but would act as a critical friend.
27. The Full Council would formally review the views of the partnership board.
28. Meetings with the partnership board would be arranged at a frequency determined by the council, say every four months.
29. These issues were revisited by the working group on **7 April 2026** and presented to members at a briefing on **20 April 2026**. The proposals developed by the working group received broad support at that meeting; the main issue of contention remained the future role of the Environment Committee.

## **Considerations**

30. Committees will have the time to focus on the more important decision-making issues.
31. Reducing the number of committees reduces the length of the committee cycle and combined with increased delegation, this will lead to quicker decisions.
32. The officer time required in drafting reports and producing agendas would reduce.
33. Reducing each committee to a maximum membership of seven should lead to more effective decision making; academic research suggests seven is the optimum number for a decision-making body.
34. The introduction of portfolio leads will allow members to be involved in the parts of the council's business that interest them and their involvement in delegated decision-making will strengthen member input.
35. A Partnership Board engages across the town's communities and acts as a sounding board and critical friend; its membership also draws participants closer to the council's business.
36. Any changes will require amendments to the council's standing orders and scheme of delegation.
37. All the details are not worked through, e.g., the process for electing chairmen, and members to committees where interest is greater than seven, the full extent of portfolio holder responsibilities, the selection of Partnership Board participants but none of these are insurmountable; details will be presented to the Full Council on 27 May 2026.
38. Structural changes to the council's governance arrangements will require a cultural change by members and officers about the way we do business. Everyone must trust each other to make the best possible decisions for the right reasons, and no one must abuse their decision-making positions to favour personal or outside interests.

## **What is left to do?**

39. The role of working groups and non-members has not been determined.
40. A commitment to live streaming has not been considered.
41. The relationship between strategy, including purpose and values, and governance has not been explored; to some extent, the adoption of an alternative governance model limits any discussion on strategy informing governance structure.
42. No decision has been made about live streaming. Remote attendance cannot be resolved until legislation is introduced.
43. Compliance, behaviour standards, and enforcement have not been addressed.

## **Transition and timescale**

44. To allow further details to be worked through, officers suggest the transition to a new governance structure takes place immediately after the Full Council on 9 September 2026.
45. Officers would produce a calendar of meeting for the remainder of the council year to the Full Council on 27 May 2026.
46. Officers will produce proposals on the process for electing chairmen, and members to committees where interest is greater than seven, the full extent of portfolio holder responsibilities, the selection of Partnership Board to the Full Council on 27 May 2026.
47. Officers will produce a report seeking nominations to committees and portfolio positions for consideration by the Full Council on 22 July 2026.
48. Officers will arrange further governance review working group meetings to address the issues detailed in paragraphs 39 to 43, and report findings to the Full Council on 22 July 2026
49. There will be teething issues; officers suggest a review at the end of the 2026-27 council year, i.e., May 2027.

John Wright  
Town clerk  
May 2026

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Internal Audit Report, Visit Two 2025-26

**Purpose of Report**

To inform members of the outcome of the internal auditor's second visit for 2025-26

**Recommendation**

Members note the internal auditor's report and approve the management responses

**Background**

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditor for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015. On 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e., 2018/19 and 2019/20. The council approved Darkin Miller's appointment for a further three years on 8 January 2020.
4. As agreed at Full Council on the 14 December 2022, Darkin Miller has been engaged from the 1 April 2023 for a further three-year contract with the option to engage for a further two years.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days. It is expected that only six days will be required in 2025-26.

**Report**

6. Darkin Miller's second audit visit for 2025-26 took place over two days on 5 and 10 March 2026. The report identifies six recommendations: five medium and one low. Darkin Miller's report is attached, **appendix 20A**.

7. One further high-level recommendation was made at the visit which, due to its nature, was reported as a confidential matter. This is elsewhere on the agenda.

Naomi Cleal  
Finance manager  
May 2026

**DARKIN MILLER ~ CHARTERED ACCOUNTANTS**

Accountancy ~ Internal Audit ~ Taxation

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FINAL

Internal audit report 2025/26

Visit 2 of 3

# LYME REGIS TOWN COUNCIL

Date: 8<sup>th</sup> May 2026

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## **Introduction**

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 5<sup>th</sup> and 10<sup>th</sup> March 2026 with later remote work.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

## **Audit Opinion**

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2025/26 (which will be in May or June 2026) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Payments
2. Risk Management
3. Budgetary Control
4. Income
5. Petty Cash
6. Payroll
7. Transparency

## **Audit Recommendations**

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Non-confidential report	Confidential report	Total
High	0	1	1
Medium	5	0	5
Low	1	0	1
Info	0	0	0
TOTAL	6	1	7

I would like to thank John Wright, Town Clerk; Mark Green, Deputy Town Clerk; Naomi Cleal, Finance Manager; and Adrienne Mullins, Support Service Manager for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2025/26 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL**  
**FINAL REPORT VISIT 2 OF 3: 8<sup>th</sup> MAY 2026**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.2 – Ensure all minute pages signed and that minutes are published	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity, but did note that:  Signed minutes not on website:  - Council 17/12/25  - Strategy &amp; Finance 15/10/25  - Tourism, Community &amp; Publicity 16/12/25  - Planning 16/12/25</p> <p>Only the first page of the minutes of the meeting of the TCP Committee of 19/12/25. All pages should be signed or initialled to evidence that they are the approved set.</p> <p>I recommend that all minute pages are signed and that the meeting minutes are published as soon as possible after the meeting in order to ensure that an accessible, complete record of approved Council business is held.</p>	L	Agreed	ATC	30/06/2026
5.1 – Ensure action continues to be taken to collect debt	<p>I reviewed the aged debt reports year on year as part of the check to see that all income due to the Council is being collected. I noted that total aged debt at 31/01 was nearly £60k higher at £194k (PY £136k), but that the profile of the aged debt had improved</p>	M	Agreed. Progress has been made in regards to Dorset Council. The lease has been signed and we	FM	N/A

	<p>year on year with over half of debt up to 60 days old (PY 36%) and only 47%/£91k over 120 days old (PY 64%). Of the older debt, £37.5k is owed by Dorset Council, with a further £23k being subject to payment plans (due to be cleared by the end of the financial year) and £11k relating to wedding deposits (where the balance is not paid until the time of the wedding). A further £8k has since been paid or (for smaller uncollectable balances) written off. £6.7k relates to debt where action is being taken but the Council has to wait on a third party to do something (e.g. debts relating to monies owed that are now part of a probate action). Of the total amount owed, further action to recover or write off the debt is only needed for about half.</p> <p>I recommend that the Council continues to take action to collect all income due.</p>		are finalising any queries.		
5.3 – Consider reporting of operationally agreed on-going fees; and consider bench charge	<p>I checked to see that prices agreed with those set by Council for a sample of income streams. I found that were correct or appeared to be correct for most samples, but noted that 1/62 of the charges related to a price agreed by operational staff which does not appear to have gone to Committee, and that 1/62 related to a charge for a memorial bench which was due to be based on the price of the bench including a maintenance charge agreed by Council, but which was £10 higher than the calculated fee.</p> <p>I recommend that prices agreed by operational staff</p>	M	Agreed	TC	N/C

	for on-going services are included within the annual schedule of fees and charges where possible, and that the Council considers whether action is needed with regards to the memorial bench charge.				
5.4 – Check recharge calculations and consider retrospective charge for elements not charged to date	<p>I was able to agree the water and electricity recharges back to invoice in relation to the one sample property tested, but I noted that:</p> <ol style="list-style-type: none"> <li>1. No charge was made for the climate change levy in relation to the period 09/03/25 - 07/06/25. The total due per the invoice was £66.22 net.</li> <li>2. Only 50% of the water daily usage was charged in relation to the period 09/11/24 to 26/02/25. None of the daily sewage was charged in relation to the period 09/11/24 - 26/08/25. The total not recharged was £95.73.</li> </ol> <p>I recommend that the recharge calculations are checked to ensure that all recharges due under the related agreements are made, and that the Council considers whether to make a charge for those amounts not charged to date.</p>	M	Agreed	FA	30/06/2026
7.6 – Include rationale for and full calculations behind any non-standard pay each month	<p>I was unable to agree the calculation of pay for a member of staff who left in the sample month. The Finance Manager provided a copy of the calculation but it was not clear how the number of days had been calculated as the methodology used at the time had not been recorded.</p> <p>I recommend that any future such calculations include a calculation showing how the number of</p>	M	Agreed	FM	N/A

	days are worked out, the basis (calendar or working days), and the rationale behind the elements of the calculation. This will help to reduce the risk of fraud and error and improve the audit trail.				
12.1 – Ensure remaining Transparency Code information and 23/24 AGAR relabelled	<p>I checked to see that the Council was compliant with the Transparency Code 2015. I noted that the Council's website confirmed that the following items were still being compiled but that the information should be published shortly:</p> <ol style="list-style-type: none"> <li>1. Procurement information (publish quarterly)</li> <li>2. LA land and building assets (publish annually)</li> <li>3. Pay multiple (annual)</li> <li>4. Existing waste collection contracts (publish once)</li> </ol> <p>I also noted that whilst the Council publishes most of its AGARs since 2018/19, the 2023/24 is currently mislabelled on the website as 2024/25, so on first glance it appears as though the Council is not compliant with the requirements to publish the last five years' worth of AGARs.</p> <p>I recommend that the remaining Transparency Code information is published as planned and that the 2023/24 AGAR is relabelled, in order to ensure that the Council complies with Transparency requirements.</p>	M	Agreed.	DTC	30/09/2026

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Public Representation at Council Meetings

**Purpose**

To allow members to consider a position on written representations from the public to council meetings

**Recommendation**

Members form a position on written representations from the public to council meetings

**Background**

1. The public have a legal right to attend and observe town and parish council meetings but not a statutory right to speak<sup>3</sup>. However, this council sets aside time at the beginning of the meeting for public participation.
2. The guidelines for public participation are outlined in standing orders 2e to l:
  - 2e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This applied to all meetings of committee and sub-committees. However, in relation to Full Council meetings, items raised in the public forum session are not restricted to those on the agenda, but should relate to matters the council can influence or control.
  - 2f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.
  - 2g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
  - 2h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
  - 2i A record of public participation at a meeting shall be included in the minutes of that meeting.
  - 2j A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
  - 2k A person who speaks at a meeting shall direct their comments to the chairman of the meeting and state their name.

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<sup>3</sup> Public Bodies (Admission to Meetings) Act 1960

- 2l Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
3. Standing orders are silent on the matter of whether a member of public must be present at a meeting to participate in the public forum.
4. Historically and only through custom and practice, written representations were not accepted. However, during Covid, the council allowed written representations to be read out by officers at meetings. This practice has continued.
5. Although not stated, this was intended to allow public participation where there were exceptional circumstances, rather than being the norm.
6. Given the increasing number of written representations now being received and since standing orders are silent on the matter, members are asked to consider forming a position on written representations.
7. Regardless, the three-minute restriction should be applied universally.
8. In considering a position, members should note there have been occasions where a written representation has been received but the person has attended the meeting and refused to read it out themselves.
9. Members should also note that as per standing order 2h, there is no requirement to respond to any question raised in the public forum, either at the meeting or after the meeting, unless specifically directed by the chairman.
10. If members are minded to allow written representations, it is suggested this is written into the standing orders at the next review so the position is clear.

Adrienne Mullins  
Assistant town clerk  
May 2026

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Consultation on Electoral Review of Dorset Council

**Purpose of Report**

To allow the Full Council to offer its views on a public consultation to help shape new council wards for Dorset Council and to delegate the final response to the consultation survey to the town clerk in consultation with three members identified by the Full Council

**Recommendation**

The Full Council offers its views on a public consultation to help shape new council wards for Dorset Council and delegates the final response to the consultation survey to the town clerk in consultation with three members identified by the Full Council

**Report**

1. The Local Government Boundary Commission for England (LGBCE) is conducting an electoral review to make sure each local councillor represents about the same number of electors, and the wards they represent reflect community identities. Following an earlier consultation with Dorset Council, the LGBCE concluded Dorset Council needs 82 councillors to be able to operate effectively. This is the same number as it has now.
2. In drawing up new electoral wards, the LGBCE must balance three legal criteria, namely:
  - to deliver electoral equality, i.e., where each councillor across the county represents approximately the same number of electors
  - that the pattern of wards should, as far as possible, reflect the interests and identities of local communities
  - that the electoral arrangements should provide for effective and convenient local government.
3. [A link to the consultation is here.](#)
4. The consultation closes on 1 June 2026.
5. The LGBCE publishes its draft recommendations in September 2026. This is followed by a further period of consultation on the draft recommendations.
6. The new electoral arrangements will come into effect at the local elections in May 2029.

7. The consultation exercise and further information are available on the LGBCE's website:  
<https://lgbce.org.uk>  
John Wright  
Town clerk  
May 2026

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Large Capital Grant Awards

**Purpose of the Report**

To allow the council to consider three large capital grant awards totalling £23,386 against a budget of £10,000

**Recommendation**

Members consider the report and applications for large capital grants

**Background**

1. On 27 November 2024, the Strategy and Finance Committee considered a report on the five-year allocation and distribution of grant funding to local organisations, including the introduction of a large grants' category and an accompanying policy and procedure.
2. Following a recommendation from the Strategy and Finance Committee on 15 October 2025, on 17 December 2025 the Full Council agreed the 2026-27 base budget, which included a decision to fund the bursary scheme from the grants' budget. As the large capital grants' budget was underspent in 2025-26, it was agreed the allocation would be reduced by £5k in 2026-27 to accommodate the bursaries.
3. This means a budget of £10,500 will be allocated twice a year in the spring and autumn.
4. The large grants' policy and procedure is attached, **appendix 23A**.

**Report**

5. A public notice was issued in on 2 April 2026 inviting applications for large capital grants; applications of £1,000 to £10,000 were sought with a closing date of midday on Tuesday 5 May 2026.
6. Six applications were received (in alphabetical order):
  - KGV Trustees
  - Lym Valley Croquet Club
  - LymeArts Community Trust Ltd
  - Lyme Regis Bowling Club
  - Lyme Regis/St George's Twinning Association
  - Uplyme Village Hall
7. In each instance, the applications were submitted before the deadline and qualifying documentation was submitted.

## **KGV Trustees**

8. The application is to carry out river erosion management at the KGV playing fields in Uplyme. The application is for £4,620<sup>4</sup>; the total project cost is £9,240. **See appendix 23B.**

## **Lym Valley Croquet Club**

9. The application is to replace the existing machinery shed used by the croquet club as it is no longer watertight. The application is for £1,075<sup>5</sup>; the total project cost is £2,150. **See appendix 23C.**

## **LymeArts Community Trust**

10. The application is for maintenance and infrastructure improvements: to replace the failed boiler, to replace slipped tiles on the roof, and to relocate the keg store to ground level. The application is for £8,938; the total project cost is £17,966.24. **See appendix 23D.**

## **Lyme Regis Bowling Club**

11. The application is to refurbish the bowling club's accessible toilet to comply with current requirements. The application is for £2,451; the total project cost is £4,902. **See appendix 23E.**

## **Lyme Regis/St George's Twinning Association**

12. The application is to hold events to commemorate the 30<sup>th</sup> anniversary of the twinning of Lyme Regis with St George's, Bermuda. The application is for £2,375<sup>6</sup>; the total project cost is £4,750. **See appendix 23F.**

## **Uplyme Village Hall**

13. The application is to replace the fire alarm system at Uplyme Village Hall. The application is for £3,927; the total project cost is £7,854. **See appendix 23G.**
14. Grant applicants have been invited to the meeting to give a short presentation.

Adrienne Mullins  
Assistant town clerk  
May 2026

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<sup>4</sup> Note this differs from the attached application. Organisations can only apply for 50% of the total project funding. This was confirmed with the organisation and the amount requested was amended.

<sup>5</sup> Note this differs from the attached application. Organisations can only apply for 50% of the total project funding. This was confirmed with the organisation and the amount requested was amended.

<sup>6</sup> Note this differs from the attached application. Organisations can only apply for 50% of the total project funding. This was confirmed with the organisation and the amount requested was amended.

## **Policy and Procedure**

### Large Capital Grants

#### **1. Purpose**

- 1.1 The large capital grants' fund provides grants of up to £10,000 for capital projects that help and support the community.

#### **2. Funding**

- 2.1 For the financial years 2026-27, 2027-28, 2028-29 and 2029-30, the council has set aside £20,000 per annum to support local organisations with capital funding from the large grants' budget.
- 2.2 The total amount available annually, i.e. £20,000, will remain the same in each of the years outlined above and will not be increased for inflation.
- 2.3 Applications for grant funding can be made in April and October each year; on each occasion, £10,000 is available. Grant funding awards will be made at the following Full Council meetings.
- 2.4 Applications for funding must exceed £1,000 and can be no greater than £10,000.

#### **3. Application and selection criteria**

- 3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.
- 3.2 Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.
- 3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.
- 3.4 Applications will not normally be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals, except in exceptional circumstances.
- 3.5 Any organisation in receipt of a term grant from the council cannot apply for a large capital grant.

#### **4. How much money can be applied for?**

- 4.1 Applications for funding must exceed £1,000 and can be no greater than £10,000.

- 4.2 Projects require 50% match funding of the total project cost.
- 5. **What can the grant be used for?**
  - 5.1 The grant can be used for the one-off purchase of materials and equipment, or the one-off provision of a service that makes Lyme Regis a better place to live, work and play.
- 6. **What can't the grant be used for?**
  - 6.1 Any costs not directly associated with the project.
  - 6.2 Retrospective funding, i.e. money already spent.
  - 6.3 Paying off debts already incurred.
  - 6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.
- 7. **Other**
  - 7.1 Groups and organisations applying for a community fund grant must:
    - 7.1.1 comply with this policy and procedure.
    - 7.1.2 complete an 'end of project' report.
    - 7.1.3 spend their grant money within the financial year it has been allocated.
  - 7.2 Groups and organisations applying for a large capital grant must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies
  - 7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.
  - 7.4 Applications for large capital grants can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications and the requirements of other applicants.
- 8. **Application Process**
  - 8.1 The application must:

- 8.1.1 state the main activities of the organisation
- 8.1.2 provide details of the project
- 8.1.3 explain who will benefit from the grant and how
- 8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.
- 8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding
- 8.1.6 demonstrate how the organisation will inform others that it has received funding from the council
- 8.1.7 the availability of large capital grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## 9. **Supporting evidence**

### 9.1 Applicants must provide:

- 9.1.1 full project costs, e.g. quotes, invoices, other grants
- 9.1.2 copies of their governing document or constitution
- 9.1.3 an application signed by two of the organisation's officers.
- 9.1.4 details of the organisation's current financial status, i.e., copies of most recent bank statements/passbook, its previous year's annual accounts,
- 9.1.5 copies of its business plan, medium-term financial plan and corporate plan

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

## 10. **Selection process**

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

- 10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:
  - 10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of
  - 10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.
- 10.3 Decisions on grant funding will normally be made by the Full Council in May and November each year.
- 10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

## **11. Reporting process**

- 11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:
  - 11.1.1 explain how successful the project was
  - 11.1.2 explain who benefited from the grant and how many people it helped.
- 11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.
- 11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

## **12. Timetable**

- 12.1 The annual timetable is:
  - 12.1.1 end-February and end-August – the large capital grants' fund opens for applications.
  - 12.1.2 mid-April and mid-September– deadline for applications.
  - 12.1.3 May and October – members consider and approve large capital grant funding bids
  - 12.1.5 end-April and end-October the following year – organisations provide feedback to the council on what the large capital grant has achieved.

**13. Publicity**

- 13.1 Organisations awarded grants must agree a publicity strategy with officers to advertise the council's financial support.

**Implementation date: 11 December 2024**

**Review date: December 2028**

John Wright  
Town clerk  
December 2024



**Lyme Regis**  
Town Council

Tuesday, May 5, 2026

**Large Capital Grant Application Form**  
**2026**  
April 2026

Please [read the Large Capital Grant guidelines](#) before completing your application.

**Organisation name** KGV Trustees

**Name of person submitting** Mr Fletcher Hulbert

**Address**

[REDACTED]

**Position held in organisation** Secretary / Treasurer

**E-mail**

[REDACTED]

**Phone**

[REDACTED]

**Website (if applicable)** <https://www.gov.uk/government/organisations/charity-commission>

**What are the main activities in which your organisation is involved?**

Ongoing management and maintenance of the KGV playing fields in Uplyme.

**Please provide details of the project you require funding for**

River erosion management. Recent seasons of heavy rain has caused the River Lym to flow more quickly than usual and cause more erosion of the river bank than we have seen in the past. We therefore need to install stakes and planks to protect the bank and backfill with stones, sand and soil. Heavy machinery is needed to assist with this work.

**Who will benefit from the project and how?**

All users of the KGV Uplyme playing fields, particularly cricketers and small children using the playground which is particularly threatened by the erosion.

**Will a disadvantaged group benefit from the funding? If so, how?**

Any disadvantaged user of the Uplyme playing fields will benefit from this work as it will protect the playing fields themselves.

**Total anticipated cost of project** £9240.00

**Amount of grant sought from council** £8400.00

**How would you intend to inform people you have received funding from the council?**

Large signage can be erected in close proximity to where the work can take place. This is a high profile piece of work so we would be very vocal about any assistance which the Town Council feels able to provide.

**Please provide details of your organisation's fundraising events held in the last two years (please state if there have been none)**

The Trustees obtain grants and donations from various charities and users of the field (refer to Financial

Forecast). The Trustees support fundraising events such as the Uplyme Fete and the Uplyme Horticultural Show. The Trustees are planning the Uplyme Sporting Lyme 2026 event for 5th July 2026.

**Please tick to confirm you have included the following required information:**

Full project costs, .e.g. quotes, invoices, other grants

Copies of your organisation's governing information or constitution, if available

Details of your organisation's financial status

Copies of your organisation's business plan, medium-term financial plan or corporate plan

**Has any other other supporting information been attached?**

Yes

**Upload full project costs**



KGV Trustees River erosion fix Full P... .docx

**Upload governing information or constitution**



UPLYME KGF 1938 CONVEYANCE GO... .pdf



38-12-31 Conveyance - Transcribed.pdf



KGV Organisation Structure.docx

**Upload organisation's financial status**



KGV Annual Accounts 2025.docx

**Upload organisation's business plan, medium-term financial plan or corporate plan**



KGV Trustees Financial Forecast.docx

**Upload any other supporting information**



KGV Field Erosion Fix Diagrams.docx

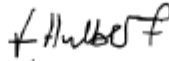


Method Statement KG5 v2.docx

Please tick to confirm your organisation adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding

Yes

This form must be signed by two of the organisation's officers



**Name** Fletcher Hulbert

**Position held in organisation** Secretary / Treasurer



**Name** Richard Godfrey

**Position held in organisation** Chairman

Completed application forms must be submitted by midday on Tuesday 5 May 2026. All applications will be acknowledged.

The applications will be considered at the Full Council meeting on Wednesday 13 May 2026 at 7pm, to which you will be invited. More details to follow.



**Lyme Regis**  
Town Council

Tuesday, May 5, 2026

**Lage Capital Grant Application Form**  
**2026**  
April 2026

Please [read the Large Capital Grant guidelines](#) before completing your application.

Organisation name Lym Valley Croquet Club

Name of person submitting Fletcher Hulbert

Address

[Redacted]

Position held in organisation Admin Secretary

E-mail

[Redacted]

Phone

[Redacted]

Website (if applicable) <https://lymvalleycroquetclub.org.uk/>

**What are the main activities in which your organisation is involved?**

Croquet

**Please provide details of the project you require funding for**

New Machinery Shed needed to replace existing shed which is no longer water-tight and has reached the end of its life

**Who will benefit from the project and how?**

Members of the Croquet Club and other organisations which interface with the Croquet Club. A safe and secure building will protect the machinery and the Club will benefit from the avoided costs of purchasing new equipment,

**Will a disadvantaged group benefit from the funding? If so, how?**

A number of other Community groups have reached out to the Croquet Club for taster sessions – e.g. The Explorers Scout group and the Church (Friday Night Fun Group).

Total anticipated cost of project £2150

Amount of grant sought from council £2050

**How would you intend to inform people you have received funding from the council?**

Details can be included on our flyers and marketing material. A small notice could be attached to the Shed

**Please give details of applications made to other grant-making bodies in respect of this project, if applicable**

	Date	Organisation	Amount sought	Granted?
Grant		Banking		

	Date	Organisation	Amount sought	Granted?
Grant		Banking		
Grant		Banking		
Grant		Banking		
Grant		Banking		

**Please provide details of your organisation's fundraising events held in the last two years (please state if there have been none)**

A Tombola was held 2 years ago while the Croquet Club also attend the Uplyme Fete, Horticultural Show and Sporting Lyme 2026 Opening Ceremony to attempt to recruit extra members.

**Please tick to confirm you have included the following required information:**

Full project costs, .e.g. quotes, invoices, other grants

Copies of your organisation's governing information or constitution, if available

Details of your organisation's financial status

Copies of your organisation's business plan, medium-term financial plan or corporate plan

**Has any other other supporting information been attached?**

No

**Upload full project costs**



LVCC Machinery Shed Full Project C... .docx

**Upload governing information or constitution**



LVCC Constitution 2021 January.pdf



LVCC Organisation Structure.docx

**Upload organisation's financial status**



Minutes of AGM 2026.pdf

**Upload organisation's business plan, medium-term financial plan or corporate plan**

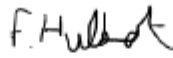


LVCC Financial Forecast 20260504.docx

Please tick to confirm your organisation adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding

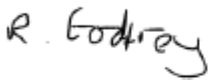
Yes

This form must be signed by two of the organisation's officers



**Name** Mr Fletcher Hulbert

**Position held in organisation** Admin Secretary



**Name** Mr Richard Godfrey

**Position held in organisation** President

Completed application forms must be submitted by midday on Tuesday 5 May 2026. All applications will be acknowledged.

The applications will be considered at the Full Council meeting on Wednesday 13 May 2026 at 7pm, to which you will be invited. More details to follow.



**Lyme Regis**  
Town Council

Tuesday, May 5, 2026

## Lage Capital Grant Application Form 2026

April 2026

Please [read the Large Capital Grant guidelines](#) before completing your application.

**Organisation name** Lyme Regis Bowling

**Name of person submitting** David Flett

### Address

Charles Mercer Green  
Monmouth Beach  
Lyme Regis  
Dorset  
DT7 3LG

**Position held in organisation** Club Secretary

**E-mail** secretary@lrbc.co.uk

**Phone** [REDACTED]

**Website (if applicable)** lymeregisbowlingclub.com

### What are the main activities in which your organisation is involved?

Lawn green bowls, including friendly and league club fixtures against clubs from around the county and region, also hosting Dorset County matches. A number of touring teams from around the country visit and spend the day in Lyme Regis. The club is also open to the public, to 'give bowling a go'. In 2025 we had over 1000 visitors, including children enjoying the game at an early age

### Please provide details of the project you require funding for

Refurbishment of the club's accessibility toilet. The current facility is now out of date and not compliant with current requirements. We are currently focussing on testing and growing bowling participation amongst the younger people of Lyme Regis leveraging the Sporting Lyme festival to do this. Safeguarding legislation recommends having a separate toilet facility for juniors away from the adult changing rooms. We also ask our public visitors to the green to use this facility. Given the 'older' demographic of the sport, we also have some members and visiting players with mobility challenges who would benefit from this refurbishment

### Who will benefit from the project and how?

- Juniors 'giving bowls a try' - Several Woodroffe School visits to the club are planned, as well as the local scouts. Four 'Sporting Lyme' dates have also been identified to welcome local organisations, with a focus on junior participation
- Public Visits - the green is open to the public throughout the season and the accessibility toilet is offered to them if required, which helps to keep the club changing rooms secure
- Club members and visiting players with mobility challenges would benefit from an improved facility, this includes a regular 'visually impaired' bowling fixture

### Will a disadvantaged group benefit from the funding? If so, how?

Individuals with mobility and sight challenges will benefit from a refurbished facility as described above

**Total anticipated cost of project** £4902

**Amount of grant sought from council** £2451

**How would you intend to inform people you have received funding from the council?**

Grant received - the club would inform members via website, newsletter and Facebook page. The club would also thank the Council via community Lyme Living content, Facebook pages and inform the press. Refurbishment completed – as above and also have a photo with the Mayor unveiling the refurbishment

**Please give details of applications made to other grant-making bodies in respect of this project, if applicable**

	Date	Organisation	Amount sought	Granted?
Grant	N/A			
Grant				
Grant				
Grant				
Grant				

**Please provide details of your organisation's fundraising events held in the last two years (please state if there have been none)**

- 5 members soup mornings per winter – raising funds for the Club Improvement Fund
- Annual Tournament Week in June involving over regional 100 bowlers from across country
- Dedicated bingo evenings at Woodmead Hall arranged

\*Regarding our Financial Status, we are Private Sports Club

**Please tick to confirm you have included the following required information:**

Full project costs, .e.g. quotes, invoices, other grants

Copies of your organisation's governing information or constitution, if available

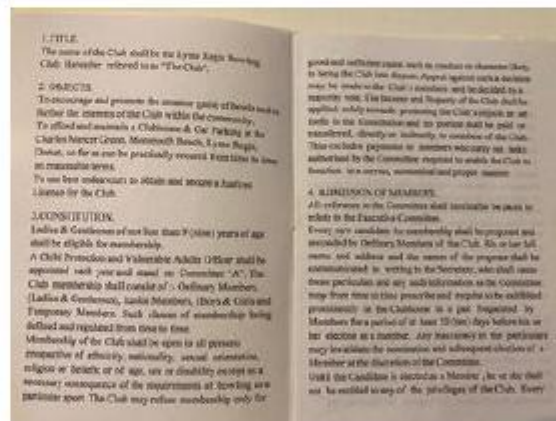
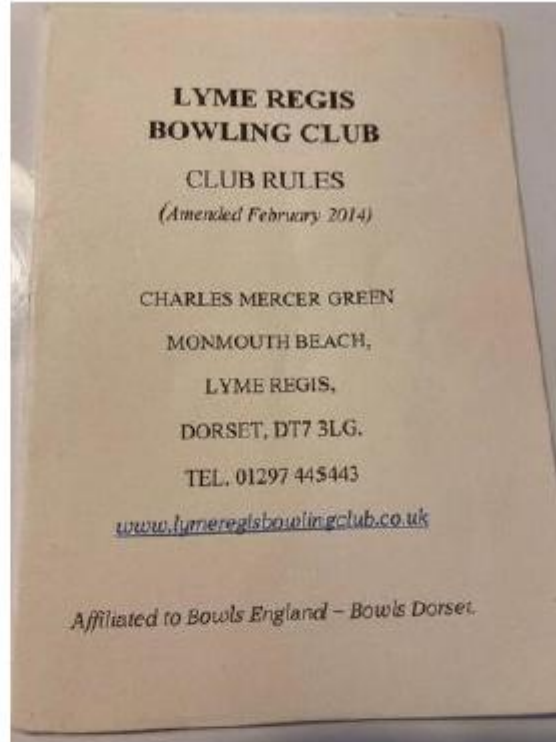
Copies of your organisation's business plan, medium-term financial plan or corporate plan

**Upload full project costs**



S Kittow Quote - 05.05.26.pdf

Upload governing information or constitution



Upload organisation's business plan, medium-term financial plan or corporate plan



Please tick to confirm your organisation adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding

Yes

This form must be signed by two of the organisation's officers



**Name** David Flett

**Position held in organisation** Club Secretary



**Name** Richard Cridge

**Position held in organisation** Club Treasurer

Completed application forms must be submitted by **midday on Tuesday 5 May 2026**. All applications will be acknowledged.

The applications will be considered at the Full Council meeting on **Wednesday 13 May 2026 at 7pm**, to which you will be invited. More details to follow.



**Lyme Regis**  
Town Council

Monday, May 4, 2026

## Large Capital Grant Application Form 2026

April 2026

Please [read the Large Capital Grant guidelines](#) before completing your application.

**Organisation name** LymeArts Community Trust Ltd

**Name of person submitting** Gabrielle Rabbitts

### Address

Marine Theatre, Church Street, Lyme Regis DT7 3QB

**Position held in organisation** Director

**E-mail** director@marinetheatre.com

**Phone** 01297 442 394

**Website (if applicable)** marinetheatre.com

### What are the main activities in which your organisation is involved?

The Marine Theatre is a historic and well loved key asset for the town. As a charity, it runs a year-round programme of live on-stage events including music, theatre, comedy, cinema, and children's theatre, attracting an audience of around 30,000 people per year. Ticket data shows that almost 50% of the audience are local and from nearby towns and villages, with the other 50% coming from further afield, bringing trade directly into the town centre and supporting local businesses.

Alongside the professional stage events, the Marine is used throughout the week by local people taking part in regular creative sessions. The Marine is a vibrant community hub and is open and accessible to people of all ages within our town.

The building is home to the Marine Youth Theatre, which welcomes over 120 children per week. Older people enjoy a range of social and low-cost sessions, including singing and dancing, play-reading, community music and sea shanty singing. The Marine also runs youth training courses such as technical theatre in stage sound and lighting, acting to camera training, and DJ mentoring. All invaluable resources to encourage children to engage in activities and grow in confidence - away from screens and social media influence.

The Marine also supports and hosts many of the town's organisations and festivals, including the Fossil Festival, Lyme Folk, B Sharp Busking Festival, Jazz Jurassica, Sea Shanty Festival, Lyme Film Society and the Carnival Disco.

### Please provide details of the project you require funding for

Over the past 9 years, the Marine has successfully built itself into a position where it is 95% self-reliant, actively generating enough income to cover core operational costs such as wages, utilities and day-to-day running expenses. The Marine receives only 5% of its income through grant funding and donations, which is extremely low in comparison to other local venues, many of which are around 40% funded.

Whilst the Marine is able to fund operational costs, it is an old building, and covering maintenance and infrastructure improvements remains a challenge.

For the Marine to continue to offer the warm and comfortable space that is used and valued by so many in our local community, there are several areas of essential capital work that need urgent support. To deal with these issues effectively, we have brought them together into a single project for delivery.

The theatre is currently without heating after the original 1970s boiler failed. A new boiler is now urgently needed. We have received quotes for a replacement that will increase energy efficiency, reduce emissions and provide the essential warmth needed to serve our local community.

Alongside the boiler, there are several slipped tiles on the theatre roof that are causing a water leak into the theatre office and need to be replaced as a priority. While the repair itself is relatively minor, the associated costs of scaffolding and licences make this a more significant expense. Addressing this now is important to prevent further damage to the building and avoid higher costs in the future.

Finally, we need to address a practical but important safety issue. At present, staff are required to carry heavy kegs up and down stairs to the upstairs bar. This is not safe, particularly during busy periods, and presents an ongoing risk of injury.

We are proposing to relocate the keg store to ground level (where the old boiler was sited), creating a safer working environment and allowing deliveries to be handled more easily.

Taken together, these works will ensure the theatre remains a safe, warm and practical space for the wide range of people who rely on it.

#### **Who will benefit from the project and how?**

The theatre is used regularly throughout the week by local groups, many of whom are children and older residents. It is essential that we can provide a warm and comfortable environment for them. Having a warm, safe and well-maintained space makes a huge difference to people's experience. This is particularly important for older residents and those who feel the cold more, as well as for children taking part in longer sessions.

The Marine also has a large group of volunteers, many of whom are retired. For them to continue supporting the theatre, it is important that the building is safe, warm and comfortable. Volunteering at the Marine improves the wellbeing of many older people in Lyme Regis and is a key part of their week. Providing opportunities to come together as a community is proven to reduce isolation and loneliness.

The Marine plays an important role in the community by offering access to culture and entertainment within our own town. This is especially valued by those who do not have their own means of transport to attend activities in other towns.

The Marine staff also need a safe and warm environment in order to deliver the programme for the community. If left unrepaired, the leak in the office could lead to further damage to the building and potential issues with electrical systems.

Fixing the roof, installing a new boiler and relocating the cellar are essential areas that need immediate attention. By carrying out these works now, we can ensure the building remains open, welcoming and safe for everyone who uses it, both now and for future generations.

#### **Will a disadvantaged group benefit from the funding? If so, how?**

The funding will benefit many disadvantaged local people. The theatre is used by people of all ages, including older residents and those on lower incomes who may not be able to travel outside the town for entertainment or social activities.

Many of the sessions and activities we run help reduce loneliness and isolation, particularly for older people. Having a welcoming place to come regularly, take part in something creative, and connect with others is an important part of community life. We offer a range of free events for people on low income. Two examples are our free sea-shanties which has an average of over 100 local people taking part every month, and our free Sunday Sessions usually has 60 local people attending and taking part.

We also have a large group of volunteers, many of whom are older. For them to continue supporting the

theatre, it is important that the building is safe, warm and comfortable.

Ensuring the theatre remains open, well-maintained and properly heated helps make sure these groups can continue to take part, contribute, and feel part of the community.

**Total anticipated cost of project** 17966.24

**Amount of grant sought from council** 8983.12

**How would you intend to inform people you have received funding from the council?**

We will publicly thank the Town Council for their support across our website, social media channels (15,000 followers) and email newsletter (10,000 recipients).

We would also be very happy to invite councillors to the theatre for a photo and to acknowledge the support in local press, including Lyme Living Magazine.

As a well-used community venue, we will ensure that the council's contribution is recognised by the wide range of local people who visit and take part in activities at the Marine.

**Please provide details of your organisation's fundraising events held in the last two years (please state if there have been none)**

Over the past two years we have hosted fundraising events with renowned actors Brian Cox and Sir Derek Jacobi, and world-famous human rights lawyer Philippe Sands. Over the next year we have confirmed evenings with actress Harriet Walter, and British ballet dancer, Wayne Sleep.

**Please tick to confirm you have included the following required information:**

Full project costs, .e.g. quotes, invoices, other grants

Copies of your organisation's governing information or constitution, if available

Details of your organisation's financial status

Copies of your organisation's business plan, medium-term financial plan or corporate plan

**Has any other supporting information been attached?**

Yes

**Upload full project costs**



MT Package of Works Q2 - Sheet1 (1).pdf

**Upload governing information or constitution**










mem and arts (1).pdf

**Upload organisation's business plan, medium-term financial plan or corporate plan**



2026 Budget 2.pdf

**Upload any other supporting information**

-  Quote JT Property Services Electrical.pdf
-  Quote JT Property Services Boiler.pdf
-  JT Property Services Cellar.pdf
-  Quote William James.pdf
-  Quote O'Brian Roofing.pdf
-  Quote Survey Point.pdf
-  Marine Theatre cellar cooling.pdf

**Please tick to confirm your organisation adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding**

Yes

**This form must be signed by two of the organisation's officers**



**Name** Gabrielle Rabbitts

**Position held in organisation** Director



**Name** Claudia Betteridge

**Position held in organisation** Finance Manager

Completed application forms must be submitted by **midday on Tuesday 5 May 2026**. All applications will be acknowledged.

The applications will be considered at the Full Council meeting on **Wednesday 13 May 2026 at 7pm**, to



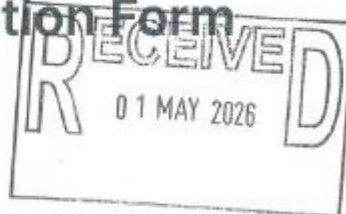
# Lyme Regis

Town Council

## Large Capital Grant Application Form

### 2026

April 2026



Please [read the Large Capital Grant guidelines](#) before completing your application.

Organisation name \*

Lyme Regis / St George's  
Thinning Association

Name of person submitting \*

John Dover

Address \*

[Redacted address]

Position held in organisation \*

Treasurer

E-mail \*

[Redacted email]

Phone \*

[Redacted phone]

Website (if applicable)

N/A

What are the main activities in which your organisation is involved? \*

Our association is involved in the recognition, celebration and management of town twinning between Lyme Regis and St George's Bermuda and since 2017 with Jamestowne, Virginia.

Please provide details of the project you require funding for \*

Please see attached documentation at Appendix A.

Who will benefit from the project and how? \*

Both tangible and intangible benefits will be derived from this 30th anniversary and will apply not only to association members but to residents and visitors to Lyme Regis.

Will a disadvantaged group benefit from the funding? If so, how? \*

Not specifically, but benefit does accrue to elderly and disabled members of our association with an opportunity for them to mix socially when other opportunities may be limited.

Total anticipated cost of project \*

£ 4,750 \*  
see attached at  
appendix A.

Amount of grant sought from  
council \*

£ 2,797 max \*  
see attached at  
appendix A.

How would you intend to inform people you have received funding from the  
council? \*

We will communicate this through our  
facebook page, local and Bermudian  
media and newsletters to our members.

Please give details of applications made to other grant-making bodies in  
respect of this project, if applicable

	Date	Organisation	Amount sought	Granted?
Grant			None	<input type="checkbox"/>
Grant				<input type="checkbox"/>
Grant				<input type="checkbox"/>
Grant				<input type="checkbox"/>
Grant				<input type="checkbox"/>

Please provide details of your organisation's fundraising events held in the last  
two years (please state if there have been none) \*

Fundraising is derived through annual  
membership, subscriptions, coffee mornings  
and raffles.

Please tick to confirm you have included the following required information: \*


- Full project costs, .e.g. quotes, invoices, other grants
- Copies of your organisation's governing information or constitution, if available
- Details of your organisation's financial status
- N/A  Copies of your organisation's business plan, medium-term financial plan or corporate plan

Has any other other supporting information been attached?

- Yes
- No


Upload full project costs

*See Appendix A and attached quotes, where available. Appendices B, C and D.*

 **Upload a File**  
Drag and drop files here

Upload governing information or constitution

*See Appendix E.*

 **Upload a File**  
Drag and drop files here

Upload organisation's financial status

*See Appendix E.*

 **Upload a File**  
Drag and drop files here

Upload organisation's business plan, medium-term financial plan or corporate plan

Not applicable.

 **Upload a File**  
Drag and drop files here

Upload any other supporting information

Supporting letter and  
See Appendices A, B, C, D, E & F.

 **Upload a File**  
Drag and drop files here

Please tick to confirm your organisation adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding \*

Yes

This form must be signed by two of the organisation's officers \*

  
Clear

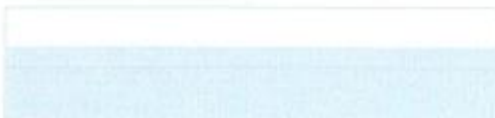
Name \*

PHILIP STREET

Position held in organisation \*

- CHAIRMAN

\*





Name \*

Position held in organisation \*

JOHN DOVER

TREASURER

Completed application forms must be submitted by **midday on Tuesday 5 May 2026**. All applications will be acknowledged.

The applications will be considered at the Full Council meeting on Wednesday 13 May 2026 at 7pm, to which you will be invited. More details to follow.

Submit application



**Lyme Regis**  
Town Council

Thursday, April 2, 2026

## Lage Capital Grant Application Form 2026 April 2026

Please [read the Large Capital Grant guidelines](#) before completing your application.

**Organisation name** Uplyme Village Hall

**Name of person submitting** Simon Prior

**Address**

Lyme Road,  
Uplyme,  
Lyme Regis,  
DT7 3UY

**Position held in organisation** Trustee and Treasurer

**E-mail** [REDACTED]

**Phone** [REDACTED]

**Website (if applicable)** uplymehall.co.uk

**What are the main activities in which your organisation is involved?**

The hall provides space for a range of regular local user groups - Primary School, Pre-School, Yoga, Short Mat Bowls, Quakers, Parish Council, Horticultural Society, Dance Connection and 2 Counselling Groups. In addition, approximately 100 casual hires per year are agreed for local people for parties etc

**Please provide details of the project you require funding for**

The hall is over 30 years old now and a recent fire safety inspection highlighted that the fire alarm system was no longer fit for purpose. The Hall Manager has sourced quotes from three Fire Alarm installers and The Committee has agreed to the most economical of the three.

**Who will benefit from the project and how?**

Everyone who uses the hall which will have an up to date fire alarm system.

**Will a disadvantaged group benefit from the funding? If so, how?**

No

**Total anticipated cost of project** £7,854.00

**Amount of grant sought from council** £3,927.00

**How would you intend to inform people you have received funding from the council?**

The Village Hall has a regular page in the Uplyme Parish News which is distributed free to all households in Uplyme once a month. We also have a Facebook presence which would be used for publicising this.

Please give details of applications made to other grant-making bodies in respect of this project, if applicable

	Date	Organisation	Amount sought	Granted?
Grant	19/3/2026	Uplyme parish Council	£1,000	✓
Grant	17/11/2026	Lyme Regis Regatta	£1,000	✓
Grant				
Grant				
Grant		Treasurer and Trustee		

Please provide details of your organisation's fundraising events held in the last two years (please state if there have been none)

March 2025 and 2026, October 2024 and 2025 - Jumble Sales  
 February 2026 - Quiz Night  
 Dec 2024 and 2025 - Christmas Fayre and Duck Race  
 June 2024 and 2025 - Uplyme Village Fete draw and Duck Race  
 May 2024 - Table Top sale  
 Fundraising year ended March 2025 - £6,712  
 Year ended March 2026 - £5,475

Please tick to confirm you have included the following required information:

Full project costs, .e.g. quotes, invoices, other grants


Copies of your organisation's governing information or constitution, if available

Details of your organisation's financial status

Has any other other supporting information been attached?

No


Upload full project costs

 JSG Quote.pdf

Upload governing information or constitution

 UVH Constitution.pdf

Upload organisation's financial status

 Accounts 2025.pdf

Please tick to confirm your organisation adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding

Yes

This form must be signed by two of the organisation's officers



**Name** Simon Paul Prior

**Position held in organisation** Treasurer and Trustee



**Name** Peter Hackett

**Position held in organisation** Chairman and Trustee

Completed application forms must be submitted by midday on Tuesday 5 May 2026. All applications will be acknowledged.

The applications will be considered at the Full Council meeting on Wednesday 13 May 2026 at 7pm, to which you will be invited. More details to follow.

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Market Proposal

**Purpose**

To allow members to consider the introduction of a weekly market on Theatre Square and the sea-defence walkway

**Recommendation**

Members consider the report and instruct officers to explore the option of a weekly market on Theatre Square and the sea-defence walkway

**Background**

1. The option of a weekly market on Theatre Square and the sea-defence walkway has been discussed previously but never progressed; it has never been discussed because of the ownership arrangement and management implications of the use of these assets. The issues include the ownership interests of the Crown Estate, Dorset Council and South West Water's pumping station's access and emergency egress requirements.

**Report**

2. At a meeting between the mayor and the leader of Dorset Council on 22 April 2026, the idea of a weekly market on Theatre Square and the sea-defence walkway was discussed and the response from the leader of Dorset Council was extremely positive.
3. According to the leader of Dorset Council, Dorset Council will almost certainly grant permission for the use of the land under its control on a trial/temporary basis for the provision of a market on Theatre Square. For any land outside of its ownership, Dorset Council expects the town council to progress negotiations.
4. Dorset Council is working up the proposed terms and will contact the town council when this is complete.
5. Officers will explore the feasibility of this project and bring a detailed report to the Town Management and Highways committee.

John Wright  
Town clerk  
May 2026

**Committee:** Full Council

**Date:** 13 May 2026

**Title:** Contract and Service Level Agreement for Tourism Microsite

**Purpose**

To allow members to consider approving the updated cost of the tourism microsite, payable to Dorset Council at £8,100 plus VAT per annum for 2026-27, 2027-28 and 2028-29

To allow members to give authorisation to sign and seal the service level agreement with Dorset Council for the provision and management of the Lyme Regis tourism microsite, in line with standing order 23a and b

**Recommendation**

- a) Members approve the updated cost of the tourism microsite, payable to Dorset Council at £8,100 plus VAT per annum for 2026-27, 2027-28 and 2028-29
- b) Members authorise the signing and sealing of the service level agreement with Dorset Council for the provision and management of the Lyme Regis tourism microsite, in line with standing order 23a and b

**Background**

- 1. At the Full Council meeting on 26 May 2021, it was resolved 'to approve the signing of the service level agreement and contract with Visit Dorset for the provision of a website, destination management system and related support and hosting facilities'.
- 2. The service level agreement (SLA) is for the provision and management of the Lyme Regis tourism microsite.
- 3. The SLA had a term of three years, with an option to extend the term for one year, plus one year. The timescales aligned with Visit Dorset's own contract with the website provider Simple View (now Granicus).
- 4. When Dorset Council extended its own contract with Granicus for a further two years, this council also extended the SLA for an additional period of 24 months to 1 May 2026. This was agreed by the Full Council on 1 May 2024.
- 5. It has been reported to the Tourism, Community and Publicity Committee that Dorset Council was negotiating the continuation of the contract with Granicus, which would also allow the continuation of the microsite. It was reported to the meeting on 22 April 2026 that the contract had finally been agreed by both parties, that Dorset Council was working on the service level agreement, and that for expediency, it was hoped this could be brought to this meeting of the Full Council.

## Report

6. Over the last five years, this council has paid Dorset Council £6,600 including VAT per annum for the provision and management of the microsite.
7. As this cost was expected to increase, a sum of £10,000 was allocated in the budget for 2026-27 and for each of the next four years until 2030-31.
8. Visit Dorset's new contract with Granicus commenced on 6 May 2026 and will run for three years, with the option to extend for a further year.
9. As a result, Dorset Council is now in a position to put new SLAs in place with this and other partner town councils.
10. As the contract remains with Granicus, there will be no requirement to rebuild the website, and there are no associated setup or development costs. Both the main Visit Dorset website and the town microsites will therefore continue to operate as they do currently. Dorset Council will, however, be applying a small design refresh to the Visit Dorset site, and these updates will be cascaded down to the microsites where appropriate.
11. The cost of the Lyme Regis microsite for the next three years will be £8,100 per annum. This covers the annual fee charged by Granicus for the microsite and its associated functionality, along with Dorset Council's management and support costs. The previous microsite fees have remained unchanged since the start of the last contract in 2021, so this increase reflects the new contract terms and inflation.
12. Members are asked to consider whether to continue with the microsite on this basis. If so, the SLA will be issued for review and signature.
13. In line with standing order 23a and b, a legal deed cannot be executed on behalf of the council unless authorised by a resolution, and it must be sealed by the proper officer, in the presence of two councillors as witnesses.
14. If members are comfortable and for expediency, officers would ask that authorisation is given at this meeting to sign and seal the SLA according to the rules above.

Adrienne Mullins  
Assistant town clerk  
May 2026