

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 21 MAY 2025

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, 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: M. Green (deputy town clerk), S. King (finance assistant) A. Mullins (assistant town clerk), K. Newman (administrative and community engagement assistant), (AM Shepherd (administrative and community engagement assistant), J. Wright (town clerk)

Apologies: Cllr S. Cockerell, Cllr S. Larcombe

25/01/C To formally install a chairman of the council (Town Mayor)

Cllr C. Aldridge nominated Cllr P. Evans as mayor for the 2025-26 council year, seconded by Cllr M. Ellis.

There being no other nominations, Cllr P. Evans was **ELECTED** as mayor for the 2025-26 council year.

25/02/C To formally install a vice-chairman of the council (Deputy Town Mayor)

Cllr P. Evans nominated Cllr M. Ellis as deputy mayor for the 2025-26 council year, seconded by Cllr D. Holland.

There being no other nominations, Cllr M. Ellis was **ELECTED** as deputy mayor for the 2025-26 council year.

Proposed by Cllr D. Holland and seconded by Cllr A. Wood, members **RESOLVED** to adjourn the meeting until 7pm on Wednesday 28 May 2025.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 28 MAY 2025

Present

Chairman: Cllr M. Ellis

Councillors: Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

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

25/03/C Public Forum

M. Sheldon

M. Sheldon, treasurer of St Michael's Parish Church, spoke in support of the church's application for a large capital grant. He said the relationship with the council was much appreciated and the church was now applying for £5,124 for a flagpole. The current one was in disrepair and had to be taken down.

Cllr M. Denney arrived at the meeting at 7.04pm.

M. Sheldon said the church was installing toilets this year and would have its quinquennial inspection in 2026, which would demand expenditure, so they didn't have the funds available to fund 50% of the flagpole, as per the council's criteria for large capital grants. He said the church was a Grade I listed building, built in the 12th century and was probably the oldest building in Lyme Regis. They felt there should be a decent flagpole and flag in Lyme Regis so visitors could see it as it was statement of the town. There was an option to put the flagpole on top of the tower but this would be a major health and safety risk in taking it up and down. The church had asked for contributions from other organisations and had been awarded £400 from the Rotary Club but an application to the Royal British Legion had not been successful.

A member asked if there was any way the church could contribute to the project as it put the council in a difficult position to fund more than 50% of the total cost.

M. Sheldon said the church was going to do some fundraising but it was facing significant expenditure already for the toilets and any outcomes of the quinquennial inspection. As it was such an old building, he felt an exception could be made.

C. Flett

C. Flett, interim chair of LymeArts Community Trust, spoke in support of the trust's application for a large capital grant for the Marine Theatre. She said the application was for a grant of £6,412.88, the outstanding balance for backstage toilets and wash basins. She said the Marine Youth Theatre presented a great opportunity for children aged four to 18 and they currently had 120 members. However, the current toilet facilities were inadequate and did not comply with safeguarding, so additional measures currently had to be put in place to be able to use them. This was becoming increasingly difficult as the Youth Theatre was given more opportunities to perform, such as the recent production of a Christmas Carol, when there were young performers alongside a professional company. In this instance, they had to use licensed chaperones to allow the young people to use the toilets. She said the Marine Theatre would be grateful for financial support to complete the backstage toilets, to provide a more secure environment and extend its production offer further, particularly to community groups. She said the Youth Theatre's summer production of the Little Mermaid would be the first opportunity to make use of these facilities.

25/04/C Dorset Council Matters

The ward member, Cllr B. Bawden sent her apologies for the meeting.

25/05/C Questions from Councillors

Cllr D. Holland

Cllr D. Holland asked why double yellow lines couldn't be installed in Broad Street car park to stop people blocking the access to Drake's Way? He said Dorset Council had previously said there was no funding for this but had recently announced it had grant funds available.

25/06/C Apologies for Absence

Cllr C. Aldridge – holiday
Cllr P. Evans – holiday
Cllr C. Reynolds – illness
Cllr G. Stammers – illness

25/07/C Disclosable Pecuniary Interests

There were none.

25/08/C Dispensations

There were none.

25/09/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 February 2025

Proposed by Cllr A. Wood and seconded by Cllr D. Holland, the minutes of the extraordinary Full Council meeting held on 5 February 2025 were **ADOPTED**.

25/10/C To confirm the accuracy of the minutes of the Full Council meeting held on 14 May 2025

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the Full Council meeting held on 14 May 2025 were **ADOPTED**.

25/11/C Matters arising from the minutes of the Full Council meeting held on 14 May 2024

Members noted the report.

25/12/C Update Report

There were no updates.

25/13/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Proposed by Cllr P. May and seconded by Cllr M. Denney, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

25/14/C Terms of Reference and Scheme of Delegation

It was noted any references to the support services manager should be amended to assistant town clerk following a change in designation.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to approve the terms of reference and scheme of delegation, with any references to the support services manager to be amended to assistant town clerk.

25/15/C Appointments to Council Committees

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, it was **RESOLVED** to appoint members to committees for the 2025-26 council year as follows:

- **Environment** – Cllr P. May, Cllr S. Cockerell, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr A. Wood, Cllr M. Denney, Cllr G. Turner, Cllr C. Aldridge, Cllr G. Stammers
- **Human Resources** – Cllr G. Caddy, Cllr M. Ellis, Cllr G. Stammers, Cllr C. Reynolds, Cllr S. Cockerell
- **Planning** – Cllr P. May, Cllr S. Cockerell, Cllr G. Turner, Cllr S. Larcombe, Cllr M. Denney, Cllr C. Aldridge
- **Town Management and Highways** – Cllr P. May, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr G. Caddy, Cllr A. Wood, Cllr M. Ellis, Cllr D. Holland,

Cllr C. Reynolds, Cllr C. Aldridge, Cllr P. Evans, Cllr G. Stammers, Cllr S. Cockerell

- **Tourism, Community and Publicity** – Cllr N. Hampton-Rumbold, Cllr G. Caddy, Cllr D. Holland, Cllr A. Wood, Cllr M. Denney, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr G. Stammers

25/16/C Appointments to External Bodies 2025-26

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** to appoint members to external bodies for the 2025-26 council year as follows:

- **A35 Parish Group** – Vacant
- **Charmouth Road Allotments Association** – Cllr S. Larcombe (liaison)
- **DAPTC (Western Area Committee and Larger Councils)** – Cllr C. Aldridge (participating), Cllr P. May (substitute member)
- **LymeArts Community Trust** – Cllr M. Denney (liaison)
- **Lyme Regis/Barfleur Twinning Association** – Cllr P. Evans (participating)
- **Lyme Regis Charities** – Cllr M. Ellis and Cllr G. Caddy (participating)
- **Lyme Regis Harbour Consultative Group** – Cllr D. Holland (participating), Cllr C. Reynolds (substitute member)
- **Lyme Regis Museum** – Cllr G. Caddy (participating)
- **Lyme Regis/St George's Twinning Association** – Cllr P. Evans (participating)
- **Lyme Regis Society** – Cllr C. Aldridge (participating)
- **RNLI Lifeboat Guild** – Cllr G. Turner and Cllr G. Caddy (participating)
- **Royal British Legion** – Cllr G. Stammers (participating)
- **Rural Market Town Group** – Vacant
- **Youth Council** – Cllr C. Reynolds (participating)

It was noted the organisations in receipt of a term grant had been appointed a member representative in April 2025 when the grants were awarded and the representatives would remain in position for the 2025-26 council year.

25/17/C Review of the Council's and/or Employees' Memberships of Other Bodies

It was noted the council had also recently taken out a subscription to Flipbook, page-turning software for the council magazine, so this needed to be added to the list.

A member asked if the council still used Zoom as it was primarily using Teams.

The town clerk said it was still used several times a month.

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies as follows:

Organisation	Annual subscription (current)
Dorset Association of Parish & Town Councils	£989.76
Ancient and Honourable Guild of Mace Bearers	£10
Institute of Cemetery & Crematorium Management	£100
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£236
Society of Local Council Clerks	£418
Chartered Institute of Personnel and Development	£176
Association of Accounting Technicians	£228 £228
South West Councils	£598.80
OFCOM (Radio Licence)	£75
Information Commissioners Office	£35
Survey Monkey	£320
Amazon	£95
Institute of Environmental Management and Assessment	£162.00
Rural/Market Town Group	£126.00
Mail Chimp	£12.40 per month
Canva	£10.99 per month
Zoom	£12.99 per month
Flipbook	£7 per month

25/18/C **Review of Standing Orders**

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

25/19/C **Large Capital Grant Awards**

The town clerk said Lyme Regis Business Association had since withdrawn its application, which meant the council had a budget available to meet the two other applications, although this did not mean the council had to approve them.

The town clerk confirmed LymeArts Community Trust's application was compliant with the requirements. He said the application from St Michael's Parish Church was not compliant because it had applied for 100% of the project costs, but the council's rules said organisations could only apply for 50% of the project costs. He added that the council could consider whether to suspend that requirement, but it might set a precedent in doing so. If members were looking for a compromise, he suggested the church could be asked to make a contribution, such as 10%.

Members recognised the importance of the church having a flagpole but felt it should make a contribution to the costs so the council wasn't funding the entire project.

It was noted the contribution from the Rotary Club for £400 had expired but this could be re-applied for and it was noted the church intended to carry out some fundraising.

A member suggested the council asked the church to make a 10% contribution but if funds were raised elsewhere, they would not claim the entire amount from the council.

It was noted all large capital grants had to be spent by 31 March 2026.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to suspend paragraph 4.2 of the council's large capital grants' policy and award a large capital grant of £4,638.60 to St Michael's Parish Church, with a requirement for the church to raise the remaining 10%, i.e. £515.40, on the understanding the church will seek funds elsewhere and will only claim the balance from the council.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members **RESOLVED** to award a large capital grant of £6,412.88 to LymeArts Community Trust.

25/20/C Council Lapel Badges

Members agreed with the principle of the lapel badges but it should be optional whether to wear them.

It was suggested members should also have the option of council clothing and a polo shirt, fleece and all-weather jacket was suggested.

The town clerk said he would bring costings back to the council.

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** to approve the requests for lapel badges, approve unbudgeted expenditure of up to £150, exclusive of VAT, and approve the suggested design.

The meeting closed at 7.50pm.