



**John Wright  
Town Clerk**

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Notice is given of the **Annual Meeting of Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 27 May 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
22.05.26

*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. Questions from Councillors**
- 2. Apologies for absence**

To receive and record any apologies and reasons for absence

**3. 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.

**4. Dispensations**

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

**5. To confirm the accuracy of the minutes of the Full Council meeting held on 13 May 2026 (attached)**

**6. Matters arising from the minutes of the Full Council meeting held on 13 May 2026**

To inform members of matters arising from the minutes of the Full Council meeting held on 13 May 2026 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**7. Update Report**

There are no updates

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

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

**9. Appointments to Council Committees**

To allow the council to appoint members to its committees

**10. Appointments to External Bodies 2026-27**

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

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

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

**12. Community Safety Accreditation Scheme**

To consider a change of job title from enforcement to town ranger, and to consider approval of an unbudgeted sum of £4,000 to purchase liveried electric bikes for the officers

**13. Beach Cleaning**

To allow members to consider the employment of a seasonal tractor driver to undertake early morning beach cleans

**14. Relationship with the Cobb Traders and Others**

To allow the council to formally determine its relationship with the Cobb Traders, to provide retrospective approval to the statement issued on 21 May 2026, and to retrospectively approve the suspension of the public forum at council meetings, to be reviewed in autumn 2026

*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*

**15. Outside Seating**

To consider a further highway designation of land by Dorset Council at Bell Cliff and to approve unbudgeted expenditure of £17,908 to refund the proprietor of the Bell Cliff Café for outside seating charges

Following Dorset Council's designation of Bell Cliff as a highway, the council removes its commitment in the 2026-27 budget to undertake repairs to Bell Cliff steps and railings

To consider the latest position regarding outside seating at Lyme Fish Bar and the Swim

*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*

**16. Future Use of Langmoor Room and Proposal for Summer Use**

To allow members to consider the future use of the Langmoor Room, together with a specific approach to use it as a 'pop up' shop selling watersports goods during the months of June, July and August 2026

*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*

**17. 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 14 – Relationship with Cobb Traders and Others**
- b) **Agenda item 15 – Outside Seating**
- c) **Agenda item 16 – Future Use of Langmoor Room and Proposal for Summer Use**

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 13 MAY 2026

**Present**

**Chairman:** Cllr P. Evans

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

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

The Rev Fi Budden gave a prayer.

**25/188/C Public Forum**

**G. Rabbitts**

G. Rabbitts, director of LymeArts Community Trust, spoke in support of the organisation's large capital grant application. She spoke about the Marine Theatre's wide-ranging programme, its audiences, support for young people, and its financial stability. She spoke about the challenges that came with an older building and financing large infrastructure and maintenance projects. She outlined the funding application, which comprised a new boiler, replacement roof tiles and associated scaffolding and access, and improving the safety of current cellar arrangements. She said the application was all about people, with the improvements aimed at maintaining opportunities within the town, helping to reduce loneliness, provide opportunities for children, and support its volunteers. She confirmed the theatre would fund 50% of the project costs through fundraising and its reserves.

**F. Hulbert**

F. Hulbert spoke in support of the KGV Trustee's large grant application. The application related to Uplyme Playing Fields, where there was an issue with river erosion, also affecting the children's play area. He said Uplyme Parish Council was prepared to invest in the play area but the erosion was a risk. He explained the trustees plans to resolve the issue, working with various organisations and councils to find a green solution. Although the trustees could fund the work, it would deplete their funds significantly, with further expenditure expected in future due to erosion behind the old cricket pavilion.

F. Hulbert also spoke in support of Lym Valley Croquet Club's large grant application. Also based at Uplyme Playing Field, the club would like to buy a new machinery shed as the current one was no longer waterproof. This was essential to protect equipment and

maintain the lawns. He said the club had done a lot of outreach, including a weekly roll-up, working with youth organisations and supporting Sporting Lyme.

#### **P. Street**

P. Street spoke in support of Lyme Regis/St George's Twinning Association's large capital grant application. The funding would support the 30<sup>th</sup> anniversary of the twinning arrangement and he explained the history of the twinning. The anniversary events would coincide with the annual civic parade in July, to include a commemoration stone, a new information board for the Somers statue, a new beer at the local brewery, and new plants in the Bermudan garden. The events would also mark the 10<sup>th</sup> anniversary of the tripling with Jamestown. Local organisations would also be involved, including the Town Mill, Lyme Regis Gig Club and Lyme Morris. He said the organisation had not previously asked the council for financial support.

#### **D. Flett**

D. Flett spoke in support of Lyme Regis Bowling Club's large capital grant application. He spoke about the club's demographic of older members and its desire to attract junior players, helped by its participation in Sporting Lyme. The funding would help refurbish the accessible toilet to comply with current standards and legislation, provide facilities for disabled people, including members, visitors and visiting bowlers, and comply with safeguarding legislation to provide separate facilities for young people.

#### **A. Ball (written submission)**

A. Ball spoke in relation to agenda item 21, Public Representation at Council Meetings, and supported the provision for the public to submit written representations to support inclusion and participation. He said some people were not able or comfortable to speak at meetings and public engagement should not be discouraged. He supported clear processes to support written submissions, and said both written and verbal representations supported inclusivity, democracy, openness and responsiveness.

#### **H. Britton**

As chairman of the Lyme Regis Society, H. Britton referred to an error in the events' listing of the LymeLiving magazine, for which the editor had apologised. She highlighted various other errors in the May edition of the magazine. She suggested proofreading, fact checking, grammar and page reference links needed to be improved.

#### **R. De-Voisey**

R. De-Voisey spoke about democracy, accountability and transparency of decisions and decision-makers, who must be open and accepting of scrutiny. She said although not personal, scrutiny should be viewed positively and members should also carry out their own scrutiny, an essential part of their role in representing the town. She felt some members were not engaged in scrutiny, allowing decisions to be made without examination, interrogation or analysis. She encouraged members to enquire about

officers' decisions and information provided by them, ensuring confidence and assurance in decision-making. She said she would be happy to discuss any points raised further and was sure the Cobb Traders would too.

### **R. James**

R. James spoke in relation to agenda item 19, Governance Review, particularly the proposal to delegate low-level decisions to officers. Although effective in some instances, he was concerned about how it would be determined which decisions should be made by officers and which should be made by members. He suggested a review of the council's Scheme of Delegation was required to ensure transparency, consistency and accountability and outline which decisions could be delegated. He suggested this should happen before any proposals were voted on. He encouraged the live streaming of meetings to support openness and transparency, especially as the council was not currently publishing audio recordings of meetings on its website in line with its own policy. He asked for a written response as to why the council was not complying with this policy.

### **G. Symonds**

G. Symonds asked for clarification of the council's policy on responding to questions raised in the public forum as it appeared questions were not being answered. If questions could not be answered from the floor, he suggested answers were posted on the council's website and added to the next agenda. He felt this would ensure the public felt they were being listened to and not ignored. He was also concerned some members were not declaring pecuniary and non-pecuniary interests when voting and asked for clarification on the policy regarding this.

### **T. Mayers**

T. Mayers, speaking as a resident, businessman and chairman of Cobb Traders, clarified that the Cobb Traders was inclusive of the whole town. He was aware another member of the organisation had received a letter from the mayor, reportedly agreed by councillors, asking for an apology for comments made during public meetings, implying there would be repercussions if not. He asked what right the mayor had to restrict freedom of speech and felt the audio recording of the meeting did not warrant such a letter. He said individuals had the right to hold and express opinions, delivered courteously and respectfully, regardless of whether the council agreed or not. He asked if others who had spoken would receive a similar letter and emphasised that the Cobb Traders were not going anywhere and would continue to challenge. He believed the letter reinforced the individual's views on control. He felt it was ironic the letter had come from the mayor, a former journalist who openly criticised the council.

### **S. Lloyd**

S. Lloyd spoke in relation to the LymeLiving magazine and wanted to place on record the response she had received to her questions. The council had confirmed it had no plans to change its approach, the community response had been excellent, and she was among a handful of people to have raised concerns. She said concerns had been raised

about the cost of the magazine at meetings she had attended and there had been no consultation with residents. She had received different information regarding print demand and undistributed copies and quoted some of the figures. She asked for clarification on how surplus copies had been disposed of, were they recycled or disposed of in another way? She asked why the council would not carry out a formal survey or properly assess lower cost options before continuing the level of spend.

## **B. Larcombe**

B. Larcombe spoke in relation to agenda item 19, Governance Review. He agreed with the proposed merging of the Human Resources and Strategy and Finance Committees as it would free up resources and improve efficiency. However, he did not support the proposal for portfolio holders as it was a difficult concept to manage. He said members were the employer, decision-makers and those who put items on agendas and he believed this should continue. He pointed out this was a small council that happened to have a large income. He urged members to throw out the idea of portfolio holders and asked how the council would make it work, who would be appointed and how they would be appointed.

B. Larcombe also spoke in relation to agenda item 22, Consultation on Electoral Review of Dorset Council. He had previously advocated that Lyme Regis and Charmouth should be separated from Marshwood Vale, at the time a twin ward with two ward members. He urged the council not to advocate a return to this as the current arrangements worked well, with two distinctly different wards, one agricultural, the other tourism and seaside. He said population changes drove boundary reviews and Lyme had not had any significant changes.

### **25/189/C Dorset Council Matters**

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

### **25/190/C Questions from Councillors**

#### **Cllr D. Holland**

Cllr D. Holland asked why bins along the Cart Road had been removed, specifically near to the trampolines. He asked when they would be replaced.

### **25/191/C Apologies for Absence**

Cllr M. Denney – work commitments  
Cllr N. Hampton-Rumbold – work commitments  
Cllr C. Reynolds – illness

### **25/192/C Disclosable Pecuniary Interests**

There were none.

**25/193/C Dispensations**

There were none.

**25/194/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 25 March 2026**

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, the minutes of the extraordinary Full Council meeting held on 25 March 2026 were **ADOPTED**.

**25/195/C To confirm the accuracy of the minutes of the Full Council meeting held on 1 April 2026**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the minutes of the Full Council meeting held on 1 April 2026 were **ADOPTED**.

**25/196/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 6 May 2026**

Proposed by Cllr A. Wood and seconded by Cllr P. May, the minutes of the extraordinary Full Council meeting held on 6 May 2026 were **ADOPTED**.

**25/197/C 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**

Members noted the report.

**25/198/C Update Report**

There were no updates.

**25/199/C Mayor's Announcements**

Members noted the report.

**25/200/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr C. Aldridge, it was **RESOLVED** 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.

**25/201/C Environment Committee**

Proposed by Cllr S. Cockerell and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 29 April 2026, and adopt the recommendations, as follows:

## **25/78/ENV – Co-option**

**RESOLVED:** 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.

**RESOLVED:** 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.

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

**RESOLVED:** 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.

**RESOLVED:** that biodiversity actions be incorporated into the current climate action plan, rather than having a separate plan.

**RESOLVED:** 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**

**RESOLVED:** 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**

**RESOLVED:** that the council approves an unbudgeted spend of c.£2,250 + VAT to retain the silver carbon literacy accreditation.

### **25/202/C Human Resources Committee**

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, it was **RESOLVED** to receive the minutes of the meeting held on 8 April 2026, and adopt the recommendations, as follows:

#### **25/72/HR – Employee Benefits**

**RESOLVED:** not to agree any additional employee benefits.

#### **25/73/HR – Regrading**

**RESOLVED:** 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.

### **25/203/C Strategy and Finance Committee**

Proposed by Cllr P. May and seconded by Cllr D. Holland, it was **RESOLVED** to receive the minutes of the meeting held on 6 May 2026, and adopt the recommendations, as follows:

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

**RESOLVED:** 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.

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

**RESOLVED:** 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**

**RESOLVED:** to note the report and approve the management actions proposed to ensure greater compliance with the Financial Regulations.

### **25/77/SF – Potential Fire Station Closures’ Consultation**

**RESOLVED:** 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**

**RESOLVED:** to approve unbudgeted expenditure of £600 for a civic reception for the RNLI on 2 May 2026.

### **25/80/SF – List of Payments**

**RESOLVED:** 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**

**RESOLVED:** 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.

## **25/204/C Tourism, Community and Publicity Committee**

Proposed by Cllr P. Evans and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 22 April 2026, and adopt the recommendations, as follows:

### **25/92/TCP – Town Map Reprint**

**RESOLVED:** to approve unbudgeted expenditure of up to £3,000 for the reprinting of the town map.

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

**RESOLVED:** 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**

**RESOLVED:** 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.

## **25/205/C Town Management and Highways Committee**

It was noted the meeting scheduled to take place on 15 April 2026.

## 25/206/C Large Capital Grant Awards

The mayor brought this item forward on the agenda.

There were concerns about supporting grant applications from Uplyme-based organisations, especially as the grants were oversubscribed. Members felt Lyme Regis-based organisations should be prioritised, but recognised Lym Valley Croquet Club, although based in Uplyme, had members from Lyme Regis.

It was suggested Lym Valley Croquet Club be awarded £1,050, Lyme Regis Bowling Club be awarded £2,451, the Lyme Regis/St George's Twinning Association be awarded £2,000, and LymeArts Community Trust be awarded £4,500.

It was proposed by Cllr D. Holland and seconded by Cllr A. Wood that the Lyme Regis/St George's Twinning Association is awarded a large capital grant of £2,375.

This motion was not voted on.

Proposed by Cllr G. Caddy and seconded by Cllr P. May, members **RESOLVED** to award large capital grants as follows:

- Lym Valley Croquet Club - £1,000
- LymeArts Community Trust - £4,500
- Lyme Regis Bowling Club - £2,200
- Lyme Regis/St George's Twinning Association - £2,300

## 25/207/C Governance Review

Members were generally in favour of streamlining the council by merging committees to create two main committees, but there was some concern about how it would be determined which low-level decisions would be delegated to officers.

Members were generally not in favour of the suggestion for portfolio holders but there was support for forming a Partnership Board to strengthen community input.

Several members supported having a separate Environment Committee because of its work with community organisations, to take place on a 12-week cycle.

It was also recognised there would need to be a separate Planning Committee due to Dorset Council's timescales for responding to planning consultations.

Members were concerned they had not agreed enough of the principles to go ahead with all the proposals in the report, such as the number of members on committees and how members would be appointed to committees. It was suggested there needed to be more concrete proposals for members to consider at the next meeting.

The town clerk said the proposals had been agreed by the chairmen and vice-chairmen but the report made it clear there were still some matters to consider. He advised

members to at least make some in principle decisions at this meeting, or the issue was at risk of drifting.

It was proposed by Cllr C. Aldridge and seconded by Cllr P. May to ask that the new committee structure, including separate Environment and Planning Committees, is taken away to be worked up with a more detailed proposal to discuss further, to include membership and how the voting would work, and to agree in principle to moving to two principal committees for resources and operations.

This motion was not voted on.

It was proposed by Cllr P. May to move to a structure of two principal committees to cover resources and operations and to ask officers to come back with detailed proposals about how members would decide how to elect people to those committees, how often those committees would meet and how that would interact with the Full Council cycle.

This motion was not voted on as it was suggested there needed to be a further meeting of the working group to agree some of the details mentioned.

Proposed by Cllr P. May and seconded by Cllr S. Cockerell, members **RESOLVED** to have two principal committees for operations and resources, with separate committees for environment and planning, and that the working group is reformed to determine how members will decide how many members are elected to committees and how they are elected to committees.

The town clerk suggested a briefing with the rest of the members following the working group meeting, before the proposals are brought back to the Full Council. He said it might require an extraordinary meeting.

Any members who were not on the working group but would like to feed in suggestions were asked to do so.

#### **25/208/C Internal Audit Report, Visit Two 2025-26**

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to note the internal auditor's report and approve the management responses following visit two of 2025-26.

#### **25/209/C Public Representation at Council Meetings**

Members agreed letters from the public should continue to be read out at meetings, although they urged people to attend in person if possible. It was also agreed any letters should be restricted to three minutes, in the same way an in-person representation would be.

Members also agreed officers should not be asked to read out letters that are critical of staff as the council had a duty of care to its employees; these should be read out by a member.

Members agreed a response should be provided, if possible, to questions asked in the public forum.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to continue to allow written representations from the public to council meetings, to be restricted to three minutes, that officers should not be asked to read out letters that are critical of staff, and this be written into the council's standing orders at the next review.

#### **25/210/C Consultation on Electoral Review of Dorset Council**

Cllrs M. Ellis, G. Caddy and A. Wood agreed to help formulate a response to the consultation.

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members **RESOLVED** to delegate a response to the Local Government Boundary Commission for England's consultation on new council wards for Dorset Council to the town clerk in consultation with Cllrs M. Ellis, G. Caddy and A. Wood.

#### **25/211/C Market Proposal**

Members were fully in support of the proposal to explore the possibility of a weekly market on Theatre Square and the sea defence walkway, but there were some concerns about the use of the land, given the previous issues with Dorset Council on Marine Parade. Members asked for assurances that the town council could legally progress this.

The town clerk said he had met with the relevant service manager at Dorset Council and there was a clear commitment to progress this and the leader of Dorset Council had also discussed it with officers, giving his full support. He said officers were pushing Dorset Council for a timetable on when they could provide an update on the legal process they wanted to adopt.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to instruct officers to explore the option of a weekly market on Theatre Square and the sea-defence walkway and report back to the Town Management and Highways Committee, on the proviso all the legal processes are agreed.

#### **25/212/C Contract and Service Level Agreement for Tourism Microsite**

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, members **RESOLVED** to 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, and 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.

**25/213/C Internal Audit Report, Visit Two 2025-26 - Confidential**

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

**25/214/C Sale of Former Offices**

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

**25/215/C Exempt Business**

**a) Internal Audit Report, Visit Two 2025-26 – Confidential**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to note the confidential recommendation and approve the management responses following the internal auditor's second visit of 2025-26.

**b) Sale of Former Offices**

A member asked how much land next to the Guildhall would be used to create a parking area.

The town clerk said he would circulate a map to members.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** to accept the offer of £225k + 50% contribution towards access works for the purchase of the former council offices.

*The meeting closed at 8.38pm.*

**Committee:** Full Council

**Date:** 27 May 2026

**Title:** Matters arising from the minutes of Full Council meeting held on 13 May 2026

**Purpose of Report**

To inform members of matters arising from the minutes of the Full Council meeting held on 13 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**

**25/206/C – Large Capital Grant Awards**

The grant awards have been confirmed in writing to all recipients, as well as those who were not successful.

**25/207/C – Governance Review**

There are remaining details and decision to be made around the governance review. To allow consideration by the working group, the working group meetings will recommence on Tuesday 26 May 2026.

The frequency of these meetings will be determined at the first meeting, with an objective of implementing the review by September 2026.

**25/209/C – Public Representation at Council Meetings**

The policy to allow written representations to meetings will be written into the next review of Standing Orders.

**25/212/C – Contract and Service Level Agreement for Tourism Microsite**

The service level agreement with Dorset Council has been received and is being reviewed by officers before being signed and sealed.

**25/214/C – Sale of Former Offices**

Since the meeting on 13 May 2026, the marketing agent, prospective purchaser and council's solicitor have all been formally notified of the council's decision; the agent and solicitor have met to discuss and agree detailed Heads of Terms, and the council's retained architect has finalised and submitted

applications for planning permission and listed building consent for the intended vehicular ramped access.

The prospective purchaser is in discussions with the council's retained architect about the possibility of employing him for design, etc work and this could have benefits in co-ordinating the council's planned works to the Guildhall and any works to the former offices. The possibility of utilising the same contractor has also been discussed and would bring benefits in terms of site compound and 'site ownership and control', especially if the works overlap significantly in terms of programme.

Members will continue to be updated regularly.

John Wright  
Town clerk  
May 2026

**Committee:** Full Council

**Date:** 27 May 2026

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

**Purpose**

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

**Recommendation**

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

**Background**

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

**Report**

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

7. The council has 14 seats and 14 councillors, i.e., more than two-thirds of councillors are elected<sup>2</sup>.
8. As reported to the Human Resources Committee on 29 October 2014 and Full Council on 19 November 2014, the town clerk obtained the Certificate in Local Council Administration (CiLCA) on 8 October 2014<sup>3</sup>.
9. Reaffirmation that the council meets the eligibility criteria for the General Power of Competence will be recorded in the minutes of tonight's Full Council meeting.

John Wright  
Town clerk  
May 2026

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<sup>2</sup> Election can either be contested or uncontested.

<sup>3</sup> The support services and operations managers have subsequently obtained CiLCA qualifications.

**Committee:** Full Council

**Date:** 27 May 2026

**Title:** Appointments to Council Committees

**Purpose of Report**

To allow the council to consider the process for appointing members to committees

**Recommendation**

The council appoints members to its committees

**Background**

1. Standing order 5.j.vii. states the business at the annual meeting shall include ‘appointment of members to existing committees’.
2. It was resolved by the Full Council on 13 May 2026 ‘to have two principal committees for operations and resources, with separate committees for environment and planning, and that the working group is reformed to determine how members will decide how many members are elected to committees and how they are elected to committees’.
3. The working group will recommence on Tuesday 26 May 2026, with an objective of implementing the changes to the committee structure by September 2026.

**Report**

4. Appointments to committees are normally agreed at the annual meeting of the council. Members are asked to consider whether the appointments are made at this meeting and in place for one cycle of meetings before the summer recess, or whether to maintain the existing committee arrangements for the time being, until the new committee structure is implemented in September 2026.
5. If the existing committee structure is maintained, members should formally vote to suspend standing order 5.j.vii for the reasons given.
6. The existing committee structure consists of the Full Council, Strategy and Finance Committee, Environment Committee, Human Resources Committee, Planning Committee, Town Management and Highways Committee, and Tourism, Community and Publicity Committee.
7. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.
8. Each committee elects its chairman and vice-chairman from among its membership; this is normally the first item of business as each committee meeting. If members choose to maintain

the current committee arrangements until the new structure is implemented, it is suggested the sitting chairmen and vice-chairman remain in post.

9. If any working groups are formed during the council year, the membership will be agreed at that time and the chairman will be elected at the first meeting.

Adrienne Mullins  
Assistant town clerk  
May 2026

**Committee:** Full Council

**Date:** 27 May 2026

**Title:** Appointments to External Bodies 2026-27

**Purpose of Report**

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

**Recommendation**

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

**Background**

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

**Report**

3. **Appendix 10A** details the additional organisations, along with the existing representatives.
4. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation participating members would attend and take part in the organisations' meetings.
5. For the organisations the council supports with term grants, there is a requirement for the member representative to attend the grant review meetings, which take place either annually or six-monthly.
6. Dorset and Wiltshire Fire and Rescue has indicated it would welcome a member representative.
7. Members may also wish to suggest other organisations which would benefit from member representation.

8. Cllr P. May has sent his apologies for the meeting but has confirmed he is happy to remain as the representative to the organisations he is currently appointed.

Adrienne Mullins  
Assistant town clerk  
May 2026

**LYME REGIS TOWN COUNCIL**

**APPOINTMENTS TO EXTERNAL BODIES 2025/2026**

**A35 Parish Group – Vacant**

**B Sharp – Cllr P. Evans (participating)**

**Bridport and District Citizens Advice Bureau – Cllr S. Cockerell**

**Charmouth Road Allotments Association – Cllr S. Larcombe (liaison)**

**DAPTC (Western Area Committee and Larger Councils) – Cllr C. Aldridge (participating), Cllr P. May (substitute)**

**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 (five-year appointment) (participating)**

**Lyme Regis Christmas Lights Committee – Cllr M. Ellis (participating)**

**Lyme Regis Development Trust – Cllr C. Aldridge and Cllr S. Cockerell (participating)**

**Lyme Regis Foodbank Community Interest Company – Cllr C. Reynolds**

**Lyme Regis Harbour Consultative Group – Cllr D. Holland (participating), Cllr C. Reynolds (substitute member)**

**Lyme Regis Museum – Cllr G. Caddy (participating)**

**Lyme Regis Museum (Fossil Festival) – Cllr P. May (participating)**

**Lyme Regis Regatta and Carnival Committee – Cllr P. Evans (participating)**

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

**Lyme Regis Society – Cllr C. Aldridge (participating)**

**Lyme Regis Town Mill Trust – Cllr M. Denney (participating)**

**Lyme Regis Town Band – Cllr C. Reynolds**

**RNLI Lifeboat Guild – Cllr G. Turner and Cllr G. Caddy (participating)**

**Royal British Legion** – Cllr G. Stammers (participating)

**Rural Market Town Group** – Vacant

**The Community Waffle House CIC** – Cllr D. Holland (participating)

**The Lyme Regis ‘Visitor Hub’** – Cllr M. Ellis (participating)

**Turn Lyme Green** – Cllr P. May and Cllr G. Stammers

**Woodmead Halls** – Cllr P. May

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

**Committee:** Full Council

**Date:** 27 May 2026

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

**Purpose of Report**

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

**Recommendation**

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

**Background**

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

**Report**

3. Details of the bodies which the council and/or employees are members of, their annual subscription costs and renewal dates are detailed in **appendix 11A**.

Adrienne Mullins  
Assistant town clerk  
May 2026

**APPENDIX 11A**

<b>Organisation</b>	<b>Annual subscription (current)</b>	<b>Renewal date</b>
Dorset Association of Parish & Town Councils	£1040.16	April 2027
National Association of Local Councils	£246.53	April 2027
Ancient and Honourable Guild of Mace Bearers	£10	September 2026
Institute of Cemetery & Crematorium Management	£105	April 2026
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)	£236	April 2027
Society of Local Council Clerks	£420	July 2027
Chartered Institute of Personnel and Development	£191	July 2026
Association of Accounting Technicians	£257 £257	October 2026
South West Councils	£555	April 2027
OFCOM (Radio Licence)	£75	April 2026
Information Commissioners Office	£47	November 2026
Amazon	£79.17	March 2027
Rural/Market Town Group	£105	April 2027
Survey Monkey	£266.67	November 2026
Parish Online	£180	March 2027
Mail Chimp	£33.40 per month	Monthly subscription
Canva	£9.16 per month	Monthly subscription
Zoom	£13.99 per month	Monthly subscription

**Committee:** Full Council

**Date:** 27 May 2026

**Title:** Community Safety Accreditation Scheme

### **Purpose of Report**

To consider a change of job title from enforcement to town ranger, and to consider approval of an unbudgeted sum of £4,000 to purchase liveried electric bikes for the officers

### **Recommendation**

Members change the job title of enforcement officer to town ranger and approve unbudgeted expenditure of £4,000 to purchase liveried electric bikes for the officers

### **Background**

1. On 11 February 2026, the Full Council considered a report on adopting the Community Safety Accreditation Scheme for its enforcement officers.
2. The benefits of accreditation, include:
  - **Enhanced community safety:** by providing a uniformed presence and additional resources, CSAS helps reduce crime and antisocial behaviour in communities
  - **Partnership with police:** the scheme fosters collaboration between public and private organisations and local police, facilitating better information sharing and community engagement. CSAS officers are also issued with police radios.
  - **Career development:** employees involved in CSAS can gain valuable skills and experience, enhance their career prospects while contributing positively to communities.
3. Following consideration, the Full Council approved the following resolution:

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

### **Report**

4. Since the Full Council considered a report on becoming CSAS registered on 11 February 2026, the council’s remaining 0.5 enforcement officer was appointed to a vacancy in the amenities’ team; this meant recruitment could take place for two full-time vacancies.

5. Two enforcement officers have now been recruited; one is in post, the other starts on 1 July 2026. The police have been notified of the appointments and vetting and training will follow.
6. Job descriptions have been amended to extend the officers' working hours until 10pm during the summer.
7. There are three issues remaining: transport, a suggested change in job title, and the formal launch of the CSAS project.
8. To increase mobility around the town, officers are proposing the purchase of two liveried electric bikes. This is unbudgeted expenditure at an estimated cost of £4,000.
9. To support the augmentation of the enforcement officers' role, a change in job title is proposed. The officer suggestion is 'town ranger'; this is a job title commonly used by other organisations who are CSAS registered.
10. Police vetting and training is required before the service can become CSAS registered and formally implemented.

John Wright  
Town clerk  
May 2026

**Committee:** Full Council

**Date:** 27 May 2026

**Title:** Beach Cleaning

**Purpose of Report**

To allow members to consider the employment of a seasonal tractor driver to undertake early morning beach cleans

**Recommendation**

The council approves the employment of a seasonal tractor driver to undertake early morning beach cleans

**Background**

- 1, The early morning beach cleans have been principally undertaken by two employees with cover provided by two further employees.
2. The frequency of beach cleaning for the remainder of the 2026 season is:
  - 1 June to 23 July, Monday, Wednesday, and Friday
  - 24 July to 13 September, every day
  - 14 to 30 September, Monday, Wednesday, and Friday.
3. Beach cleaning takes place between 6am and 9am; the last hour or so of each beach clean is spent washing down the tractor to remove sand and salt.
4. Beach cleaning is not contractual; it is undertaken voluntarily on an overtime basis.

**Report**


5. One of the principal employees who undertook beach cleaning recently left the council's employment; the other no longer wishes to undertake these duties.
6. Beach cleaning is currently being undertaken by the two cover employees, but this is not a permanent arrangement.
7. Members of the external works team have been approached about the early-morning beach cleans but there is no take-up.

8. The proposal is to employ a seasonal tractor driver to undertake early-morning beach cleaning. The proposed job description and person specification is attached, **appendices 13A and 13B**.
9. The proposed appointment timetable is a closing date for applications on Thursday 4 June followed by interviews on Monday 8 June. Note that for expediency, the vacancy was advertised on 22 May 2026, following informal member consultation, with the agreement a report would be brought to this meeting for formal consideration. If members decide not to go ahead, the recruitment process will be stopped.
10. Officers are proposing a flat rate of pay of £15.82<sup>4</sup> for this position; this is significantly less than the hourly cost of overtime payments, i.e., time and a half and double time on Sundays and bank holidays.
11. If a start date can be arranged for 15 June 2026, the salary bill is estimated at £3,654 and is contained within the existing salaries' budget for 2026-27.

Sam O'Connell  
Operations manager  
May 2026

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<sup>4</sup> This is equivalent to SCP 16.

 <p style="text-align: center;"><b>Lyme Regis Town Council</b> <b>Job Description</b></p>			
<b>Job Title</b>	Tractor driver – beach cleaning	<b>Grade</b>	SCP 16 - £15.82 per hour
<b>Section</b>	External works	<b>Hours</b>	<ul style="list-style-type: none"> <li>• 1 June to 23 July, Monday, Wednesday, and Friday</li> <li>• 24 July to 13 September, every day</li> <li>• 14 to 30 September, Monday, Wednesday, and Friday</li> </ul>
<b>Reporting To</b>	Operations manager	<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>• Three hours daily (6am to 9am)</li> <li>• Includes weekends, Bank Holidays and seasonal variations</li> </ul>

#### Job Purpose

- To operate tractors and associated beach cleaning equipment to maintain safe, clean and high-quality beach and seafront areas.

#### Main Duties

- Operate tractors and associated equipment (Barber Surf Rake 600 HD) to carry out effective beach cleaning operations.
- Undertake systematic raking of the beach to remove litter, seaweed and debris, maintaining a high standard of cleanliness.
- Use tractors to manage sand levels and movement where required to maintain safe and accessible beach conditions.
- Holes created by members of the public to be filled to a safe standard, leaving the sandy beach level and in a safe environment.
- Drive, inspect and carry out basic daily maintenance of tractors and associated plant and attachments. Oiling and greasing equipment where required.
- Identify and report faults, defects or safety issues with machinery or the beach environment promptly.
- Ensure machinery is used safely and in accordance with manufacturer guidance and council procedures.

- Maintain accurate and consistent standards of work through a planned programme of beach cleaning activity.
- Comply with all health and safety policies and safe systems of work at all times.
- Communicate courteously with members of the public when operating in visible seafront areas.
- Undertake other tractor-related duties commensurate with the role.

### **Dimensions**

- Responsible for the safe operation and basic upkeep of tractors and beach cleaning machinery, contributing directly to the cleanliness and safety of the sandy beach

### **Supervision and Work Planning**

- The post holder is responsible to the operations manager and will work according to an agreed schedule/work programme.

### **Contacts**

- The general public.
- Other council staff.
- Contractors and organisations working with and alongside Lyme Regis Town Council.
- Emergency services.

### **Knowledge, Experience And Training**

- Training will be provided.
- Practical approach with the ability to operate machinery safely and effectively.

### **Physical Effort And/Or Strain**

- Prolonged periods of driving machinery.
- Exposure to vibration and outdoor conditions.
- Some manual handling may be required.

### **Working Environment**

- Outdoor work in all weather conditions.
- Working on sand, uneven terrain and public-facing environments.

### **Equipment**

- Tractors
- Barber Surf Rake 600 HD, brushes and other attachments
- Personal protective equipment (PPE)


## General

- This job description outlines the main responsibilities of the post and is not exhaustive. Duties may change in line with operational requirements without altering the nature of the role.

## Special Notes Or Conditions

- Weekend and early morning working will be required.
- Hours will vary seasonally depending on demand.
- A valid driving licence with tractor entitlement is required.

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 <b>Lyme Regis Town Council</b> <b>Person specification</b>			
<b>Job Title</b>	Tractor driver – beach cleaning	<b>Grade</b>	SCP 16 - £15.82 per hour
<b>Section</b>	External works	<b>Hours</b>	<ul style="list-style-type: none"> <li>• 1 June to 23 July, Monday, Wednesday, and Friday</li> <li>• 24 July to 13 September, every day</li> <li>• 14 to 30 September, Monday, Wednesday, and Friday</li> </ul>
<b>Reporting To</b>	Operations manager	<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>• Three hours daily (6am to 9am)</li> <li>• Includes weekends, Bank Holidays and seasonal variations</li> </ul>

<b>Assessment Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Educational qualifications	Category F licence or a standard car (Category B) licence that includes tractor entitlement.	
Work related experience and associated vocational training	On the job training in the work will be given	Previous experience
Other relevant Experience	The ability to undertake a simple range of general tasks	
Specialist knowledge	Not required	
Job related skills	Experience operating tractors or similar machinery	Experience operating Barber Surf Rake 600 HD Beach cleaner

Personal skills	Practical common sense  Ability to work on own initiative  Communicate with other members of staff and the general public in a pleasant and effective manner.	Experience of working within a team environment
Special working conditions	Ability and willingness to work outdoors in inclement weather conditions.  Availability to work weekends, early mornings and bank holidays as required	

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