Lyme Regis Town Council
Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS
email: townclerk@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

John Wright
Town Clerk

Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 22 July 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
17.07.26

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. Dorset Council Matters

To receive updates from the Dorset Council ward member

2. Questions from Councillors

3. Apologies for absence

To receive and record any apologies and reasons for absence

4. 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.

5. Dispensations

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

6. To confirm the accuracy of the minutes of the Annual Meeting held on 20 May 2026, adjourned until 27 May 2026 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 17 June 2026 (attached)

8. Matters arising from the minutes of Annual Meeting held on 20 May 2026, adjourned until 27 May 2026, and the extraordinary Full Council meeting held on 17 June 2026

To inform members of matters arising from the minutes of the Annual Meeting held on 20 May 2026, adjourned until 27 May 2026, and the extraordinary Full Council meeting held on 17 June 2026 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

9. Update Report

There are no updates

10. Mayor's Announcements

To note the mayor's announcements

11. Planning Committee

To receive the minutes of the meetings held on **12 May, 2 June and 23 June 2026,** to note the cancellation of the meeting on 14 July 2026 (decisions to be presented to the next Full Council meeting), and to note the comments made on planning applications under the chairman and vice-chairman's delegated authority

12. Environment Committee

To receive the minutes of the meeting held on **1 July 2026** and consider the recommendations therein.

13. Human Resources Committee

To receive the minutes of the meeting held on **10 June 2026** and consider the recommendations therein.

14. Strategy and Finance Committee

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

15. Tourism, Community and Publicity Committee

To note the meeting scheduled to take place on 24 June 2026 was cancelled.

16. Town Management and Highways Committee

To receive the minutes of the meeting held on **17 June 2026** and consider the recommendations therein.

17. Governance Review

To allow members to consider the final 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, restricting the number of committee members, the appointment of members to committees, 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

18. Woodmead Halls Term Grant

To inform members of the current position regarding the Woodmead Halls' term grant

19. Reimbursement of Outside Seating Charges

To approve unbudgeted expenditure of £220 to reimburse an additional proprietor for outside seating charges following Dorset Council's designation of additional land as highway at Bell Cliff

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

20. 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 19 – Reimbursement of Outside Seating Charges

AGENDA ITEM 2

Dorset Council ward member for Lyme Regis & Charmouth, Belinda Bawden

Update for LRTC Full Council 22 July 2026

1. Update from Cabinet and Full Council 16 July

Here's the latest update from all the Cabinet members.
This is the Full Council agenda.

2. Community Conversations

Dorset Council's 'Community Conversations' programme is underway with our zone's first meeting expected to be in September with the follow up in October.

This is part of the government's 'Double-Devolution' agenda and represents new ways of collaborative working between Dorset Council, the town and parish councils, voluntary and charitable sector, business groups and other community organisations.

I'd love Lyme and Charmouth groups to be fully engaged and participate in this important new approach to place-based service delivery and genuine collaboration locally, especially for Adult Services and healthcare, so I'm letting the key groups know as details emerge.

3. Portfolio Holder and Parking Services Manager site visit - 7 July

Cllr Jon Andrews, Portfolio Holder for Place Services and Mike Westwood, Head of Parking Services (Jan Britton was on holiday), visited Charmouth and Lyme on 7 July to consider parking enforcement 'hot-spots' and discuss possible mitigations.

The various problems were discussed, some issues were clarified and helpful solutions were suggested e.g. at Monmouth Street/Coombe Street, which will now be progressed through the Community Highways Officer.

We met Mark Green and Mike Westwood explained what would be involved in training LRTC Enforcement Officers to undertake DC parking enforcement. Both agreed a further meeting to progress this matter, which could particularly help around the harbour area and the top of Broad Street, where parking on double yellow lines, in bus stops and ignoring delivery restrictions is most problematic for pedestrian safety and traffic flow.

New public transport and parking strategies are currently being considered by Dorset Council - see Place and Resources Overview Committee 9 July - which could have positive benefits for Lyme, alongside the detailed work being undertaken by the Traffic Planning and Implementation teams on bringing the town council's 'Vision' for the town centre into reality (see Appendix 1).

I look forward to working collaboratively with the Dorset Council teams and LRTC's Traffic and Travel Working Group on implementing the 'Vision' in the agreed phases and on other current issues and developing plans on transport, traffic management, parking and the public realm.

Sadly, Cllr Andrews is stepping down as Portfolio Holder for personal reasons so I'd like to extend huge thanks to him for his dedication, expertise, engagement and support on all ward issues, enabling so much progress here, now and into the future.

4. Community Highways Officer site visit – 2 July

Alaric Little, our Acting Community Highways Officer, visited Charmouth and Lyme on 2 July, meeting two Parish Council representatives and visiting different places in Lyme to highlight areas of concern and hear updates on requested solutions.

All the ongoing concerns were discussed and several have planned actions.

The good news is that our CHO has ordered pavement repairs for both places – I've asked for the pavement from Holmbush car park all the way down Broad Street to be prioritised.

Replacement of faded line markings has been requested although the vehicle is currently being repaired and there is a backlog of work around the county.

The **Traffic Regulation Orders** (TROs) for double yellow lines have been assessed but only the junction of Uplyme Road and Clappentail Lane scored highly enough to be prioritised. Again, the waiting list is long.

I will ask for Sidmouth Road and the junction of Roman Road-Springhill Gardens to be re-assessed and in the meantime, request that concerns are reported online as much as possible to build the evidence base - Report a problem on a road or pavement - Dorset Council

I repeat the importance of urging residents and councillors to do this so it is logged on the system and provides the data needed to direct scarce resources.

Community Highways Inspections are made fortnightly and any defects can be repaired as long as they comply with highway regulations. However, if public areas look dreadful, reporting helps as these areas could be prioritised.

5. Waste bins and potential solutions

Following my request to consider litter bin housings, members of the waste team are checking whether their street cleansing operations could ensure there is vehicle available to empty litter bins seven days a week here, which is not currently the case.

They are hopeful they'll be in a position to trial something next year, subject to it proving deliverable.

In the meantime, they are working with other Dorset Council teams to address any wider issues associated with litter bin housings in Lyme Regis. For example:

- Highways are content that the housings would not obstruct access.
- Property Services are content to licence their use on Dorset Council land.
- Planning are satisfied that the structures would comply with planning requirements.

They are therefore actively working to move this forward.

Once a suitable operating model can be found to support implementation, they intend to establish a working group, including LRTC, to bring together all key stakeholders to help support delivery.

The Commercial Waste team is actively engaging with the business community to ensure they are aware of the new waste regulations applying to smaller businesses from next April. They have also agreed to offer business advice and support later in the year, possibly another presentation and/or a 'drop-in' in the Jubilee Pavilion.

6. 20mph signage

I've checked recently on the Windsor Terrace 20mph roundels, which I was promised would be removed. I've asked whether the current works to repair and reinforce the river bank in Windsor Terrace could remove the roundels.

Here's the response:

"With reference to Windsor Terrace, you will be aware that there have been mechanical issues with the hydroblaster. The markings are still scheduled for removal, and this will be carried out as soon as the vehicle is operational again. I have copied in our installer, Vinny at Heidelberg, who may be able to provide an update on the expected timescale.

With reference to Clappentail Lane, I have attached a screenshot from the signing plan showing the locations of the terminal signs and roundels for your reference. I know the local CSW are active, but there is still an opportunity to report speeding concerns to Dorset Police via the email in this link: Reporting Traffic Concerns - Dorset Road Safe Partnership."

I've received a few concerns that the signage at the entry point to the 20mph scheme at Clappentail Lane is inadequately signed so have highlighted this. One resident has also suggested more markings in Church St, Bridge St and Broad St.

The Road Safety Manager, Mark Green and I agreed less signage rather than more was appropriate initially with a review after six months of the scheme, with further speed surveys to assess the effectiveness and to consider the best next steps.

7. Windsor Terrace

As soon as we knew about the emergency works on the riverbank at Windsor Terrace, I asked both Mark Green and Dorset Council's Parking team whether free parking could be offered to residents unable to park on their properties in the areas closed by the works in Woodmead and Charmouth Road car parks, in order to relieve the pressure on Anning Road resident permit areas. Both were agreed but the communications have not been as effective as they might have been and considerable distress has been caused as a result.

8. LB1 and night closures of the A35

I'm lobbying the contractors involved in the night closures of the A35 to delay the start of the Friday evening works over the summer to enable the LB1 community night bus service to operate two early evening circuits.

There have been problems with the old Real Time Information System at Bridport Bus Station and First's public information not reflecting the timetable when it has been affected by road closures, which Mark Green, WATAG and Bridport TIC have been trying to resolve with First Bus and Dorset Travel.

On my request, Cllr Jon Andrews succeeded in getting the passenger data for the LB1 service so far. First Bus has been reluctant to provide passenger data, which has limited WATAG's ability to analyse usage and propose optimum services over the years. The other bus companies in Dorset and South Western Railway readily provide passenger data for the councils and Transport Action Groups so let's hope First's helpful release of data on the LB1 signals a better way of collaborative working.

9. Taxi ranks

I met the member of the Traffic team working on the taxi ranks on 13 July to discuss the options and am liaising with the businesses around the Cobb Arms about their delivery needs, ahead of a site visit to clarify the details for a shared loading bay and taxi rank. Any location for a taxi rank in Broad Street is more complex as it needs to consider delivery needs and the potential changes in car parking priorities.

10. Pedestrian Safety and town centre 'Vision' project

Dorset Council Traffic Planning and Implementation teams are working collaboratively with the town council to bring the 'Vision' for the town centre into reality over the medium and long term. I hope the Traffic and Travel Working Group will be able to discuss the detailed proposals coming forward to improve pedestrian safety and manage traffic movements more effectively – see Appendix 1.

There are ongoing operational matters which should be better resolved with collaborative approaches.

11. Multiple requests for road closures in Lyme

The multiple road closures Mark Green and I were liaising with Dorset Council's Senior Traffic Planner over in Bridge Street and Coombe Street in May and June worked reasonably well – the main road was only closed for three days and the householders and businesses working together to co-ordinate their works was very helpful. There was an unanticipated extension required due to an unstable chimney so the road closure did run into May half term for a small section of Coombe Street. I've been liaising with the business community to ensure their understanding for this.

Much better signage is being agreed and DC, LRTC and I are working hard to plan ahead and give as much notice as possible.

However, we are still not getting any advance information from South West Water on their planned investment programme and consequent road works so will be raising this again in the Bathing Water Quality Partnership meeting on 22 July.

12. South West Water investment in Lyme

Thanks to the persistent work of the **River Lim Action**, the Bathing Water Partnership Alliance and better government legislation on the water industry, South West Water (SWW) announced a **major investment programme 'Turning the Tide'** last year to separate the surface water and sewage systems in Lyme. SWW is conducting investigations currently before major works so RLA and I continue to ask for more advance notice of road closure requests to minimise the inevitable disruption.

Vicki Elcoate of River Lim Action, Polly Benfield of Turn Lyme Green and a representative of West Bay Swimmers met Emma Teasdale of Litter Free Dorset on 5 June to discuss the Church Cliff Beach public information sign, for which I had requested and received funding from Public Health Dorset. Emma has since been liaising with us on the design, messaging and placement of the sign to show the improvements to the river being undertaken by RLA, LRTC, DC and the authorities.

13. Connecting 'Citizen Science' to authorities

As Dorset Council's reserve member on the Wessex Regional Flood and Coastal Committee and Local Nature Partnership, I'm working with the managers of the Local Nature Recovery Strategy, Dorset National Landscapes and Dorset Catchment Partnership to explore ways to connect the work of Citizen Science river monitoring and ecosystem restoration groups to the government catchment work. There is substantial place-based voluntary enthusiasm and expertise which could and should be better connected to the partnering authorities on rivers, water quality, ecosystem restoration and flood mitigation and to Dorset Council's flood risk, highways and planning duties.

Dorset Council's Cabinet agreed to join the South West Flood and Coastal Shared Service in March with BCP Council & East Devon District Council.

It is all the more important that the place-based voluntary water quality and ecosystem restoration work of the local river and beach groups are linked up into Dorset Council, the Local Nature Partnership, Dorset Catchment Partnership and the other significant stakeholders working in these areas. Excellent progress is being made on this with an event being planned for all the local river groups and I hope they will all soon be mapped onto Dorset Explorer, Dorset Council's GIS system.

I attended the Wessex Regional Flood and Coastal Committee's meeting and site visit to the Salisbury River Park on 14 July, which is an inspirational example of collaborative working between Salisbury Town Council, Wiltshire Council, the Environment Agency and community groups.

14. Dorset & Wiltshire Fire Service proposed cuts

Huge congratulations are due to the community campaigners in Charmouth and Maiden Newtown, in particular, for their energetic and eye-catching campaigns to save our local fire stations.

Our MP, Edward Morello, has been magnificent in making the case in Parliament for better funding. The high-profile local campaigns, petitions and active public engagement in the consultation enabled discussions between the DWFRS with ministers, after years of trying.

I attended meetings of the Fire Authority in Salisbury, including on the 30 June as part of a rally with the FBU, where DWFRS explained the last-minute reprieve for the 2027-2028 year from one-off government funding to plug the budget gap. The closure programme is postponed but is subject to an agreement for flexibility of the precept in February 2027 and a management review.

Disappointingly, though, the Fire Authority gave DWFRS the mandate to continue with the closure programme or anything else emerging from their management review without bringing new proposals back for their consideration.

A view from LRTC requesting better government funding for Fire and Rescue Services and rejecting the proposed closure programme pending a strategic review would be very welcome. Could consideration be given to a Community Resilience Centre between Lyme and Charmouth, combining emergency services with quick access to both communities and to West Dorset and East Devon?

This could also be part of, for example a Residential Learning Centre with Community Sports facilities with potential for social housing and/or a Park and Ride and transhipment delivery hub.

15. Public Transport and improved accessibility

I'm involved with WATAG (Western Area Transport Group) and Dorset Council's Bus User Group and am delighted Place and Resources Overview Committee recommended an ambitious fully integrated public transport system. Dorset Council receives substantially less funding than neighbouring authorities as rurality is not part of the assessment.

No-one in LRTC responded to my offer of the slide presentation to the Bus User Group.
We will be getting a Real Time Information System RTIS at the eastbound Broad Street stop this year.

I've been trying to find solutions for residents with mobility challenges who need parking spaces close to home. Magna is only prepared to create spaces at their tenants' cost so I'm trying to see whether other charitable or partnership options might be viable.

Lyme has many areas unsuitable for a range of physical or hidden disabilities so I'm interested in any organisations who could help us improve their access around town and to services and facilities e.g. hospital transport, safer crossing points, better quality pavements, fewer unsafe dark spaces.

16. Dorset COP and Youth COP - DCAN

Planning continues apace for the Dorset COP, led by Dorset CAN and this year including Dorset Council (DC), the Local Nature Partnership and the director of Coastland College, on **Sat 14 November** at the Kingston Maurward campus of Coastland College.

We are also running a Youth COP with schools and youth groups on **Friday 13 Nov** at the end of Coastland College's Environment Week.

I'm also working with others to improve volunteering and work experience opportunities for young people in environmental activities and to find better ways to measure and report the positive impact on people's lives of climate and nature projects.

Please contact me if you're able to support or help with any of these priorities:

Email: cllrbelinda.bawden@dorsetcouncil.gov.uk

Tel: 01305 216511

Belinda Bawden
16 July 2026

Green Party
Dorset

Appendix 1

Update on the requests for crossings and on signage on the A35

"I've had a chance to look at the desired crossing points and would like to make the following observations:

- A crossing at Cobb Road near the pedestrian exit from Holmbush Car Park won't be easy to achieve because of the orientation, gradient and reduced visibility from physical structures at either side of the crossing. However, I will arrange for a crossing assessment to be done. If it passes the assessment I can follow up with traffic surveys as per the Road Crossing Request Policy.
- A crossing at Sidmouth Road near the junctions of Pound Road and Cobb Road. The location of the potential crossing will need to be set back from the junctions so that it can operate safely. I will arrange for a crossing assessment to be done. If it passes the assessment I can follow up with traffic surveys as per the Road Crossing Request Policy.
- The suggested crossing at Upper Sidmouth Road by the bus stops near Blue Waters Drive. It would be difficult to physically put a crossing in here because of the proximity of access to driveways and lack of pavements. Also, bus passenger numbers at those bus stops are low so it would be difficult to justify the expense of putting in a crossing here. No further action to be taken.
- I can appreciate the safety concerns and unpleasant nature for pedestrians having to negotiate the narrow road which includes a blind bend and has no footway between Umbrella Cottage and the Telephone Exchange. However, I think a hard engineering solution would be difficult and very expensive to achieve here and would be very disruptive in terms of traffic flow.

I have submitted a brief to our Highways Improvements team who will be looking at the following two pieces of work:

1). A town wide signage review to begin as soon as practicable. This should involve National Highways and Devon County Council. Signage strategy should consider use of digital and static signs and should consider:

1. Parking - signing motorists to the outer car parks in the first instance to minimise congestion and unnecessary trips in the town centre. The signage should be able to advise when car parks are full and to direct motorists to car parks with spaces available.
2. Delivery restrictions and enforcement of delivery times for vehicles delivering to local shops and businesses in Broad Street and The Cart Road. This should also include parking restrictions for The Cart Road and possibly a barrier to prevent unauthorised access.
3. Review of weight restrictions at Cobb Road and whether new weight restrictions on Coombe Street and Monmouth Street are workable.
4. Implement taxi ranks at agreed locations.

2). Crossing surveys to be undertaken on Sidmouth Road and Cobb Road at locations to be agreed with the town council. Surveys will determine if either location meets the criteria for a signalised or zebra crossing – if not consider other improvements such as a build out, raised table or pedestrian refuge as appropriate. It is suggested that crossing surveys should take place in the summer season to score most highly.

Plans are to be brought to the Town Council before implementation.

Discussions with National Highways are quite advanced with regard to signage on the A35 but will ask them to consider electronic messaging for sign 13 so that motorists can be advised if the P+R is open or closed (see 2nd attachment).

A35 Requested Signage Changes

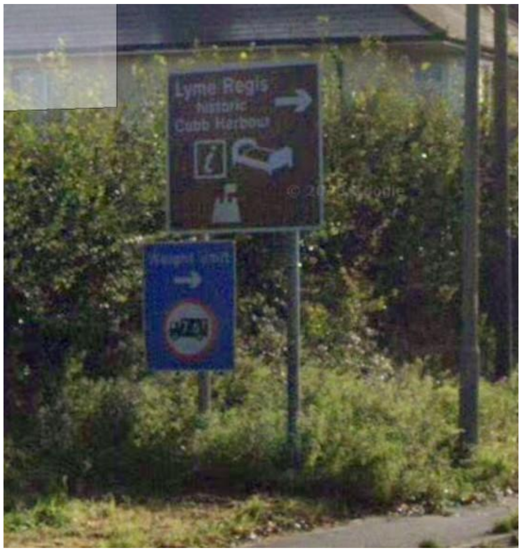
1. Symonds Lane Junction

Sheet 5, Viewport 2 at 16+000
[Location]
Issue: Signing traffic to use B3165 for Lyme Regis.
Solution: Redo Lyme Regis flag sign to match signs below with "Lyme Regis" and mileage.

2. Eastbound Green ADS Sign

Sheet 5, Viewpoint 2 at 16+675.
[Location]
Issue: Signing traffic left to Lyme Regis on B3165.
Solution: Patch over Text "Lyme Regis" and replace with text "Uplyme".

3. Brown Tourist Information Sign



Sheet 5, Viewpoint 2 at 16+750
[Location]
Issue: Signing traffic left to Lyme Regis on B3165.
Solution: Remove Brown Sign.

4. Sign Opposite Uplyme Road for EB Traffic

Sheet 5, Viewpoint 2 at approx.16+800. [Location]
Issue: Signing traffic left to Lyme Regis on B3165.
Solution: white patch over text “Lyme Regis”.

5. Sign Opposite Uplyme Road for WB Traffic

Sheet 5, Viewpoint 2 at approx.16+800.
Location
Issue: Signing traffic left to Lyme Regis on B3165.
Solution: white patch over text "Lyme Regis".

6. Sign Opposite Crewkerne Road

Sheet 5, Viewpoint 2 at approx. 16+850. Location
Issue: Need to encourage drivers to turn left for Lyme Regis.
Solution: left sign needs to say "Lyme Regis" as a destination with distance in miles and park and ride symbol.

7. Westbound Green ADS Sign

Sheet 6, Viewpoint 1 at approx. 17+100. Location
Issue: Signing traffic left to Lyme Regis on B3165
Solution: Apply patch over text "Lyme Regis" with text "Uplyme"

8. Dual Carriageway near Penn Hill

Sheet 6, Viewpoint 2 at approx. 19+500. Location
Issue: Signing traffic left to Lyme Regis over Lyme Hill
Solution: remove sign and posts or apply white patch over text "Lyme Regis"

9. Penn Hill Right Flag Sign

Sheet 6, Viewpoint 2 at 19+650. Location
Issue: Directing traffic over Lyme Hill
Solution: Remove sign and posts?

10. Penn Hill Left Flag Sign

Sheet 6, Viewpoint 2 at approx 19+750. Location
Issue: Directing traffic over Lyme Hill.
Solution: Remove sign and posts?

11. Lyme Hill

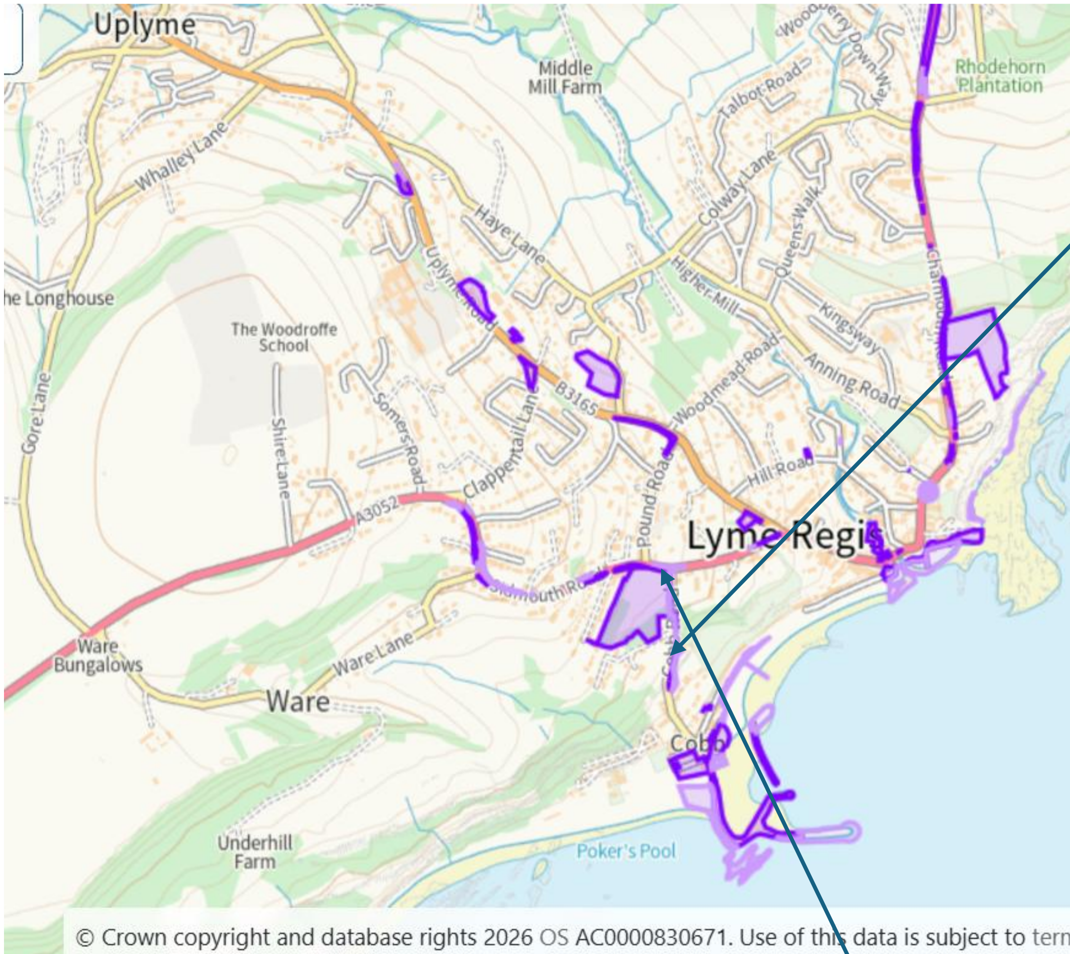
Sheet 6, Viewpoint 2 at 19+850. Location
Issue: Sign directing traffic over Lyme Hill.
Solution: Patch over “Lyme Regis” and left turn arrow or remove sign and posts?

12. Opposite Westover Hill

Sheet 6, Viewpoint 2 at 20+250. Location
Issue: right sign is directing traffic to Lyme Regis westwards.
Solution: patch over Text “Lyme Regis 1¾” or add new sign patch without reference to Lyme Regis.
Sign on left to include Lyme Regis with mileage.

13. NW approach to Charmouth Roundabout

Sheet 7, Viewport 1 at approx. 21+400. Location
Add “Lyme Regis” as a destination to 4th/southwest arm of the roundabout and add a P+R symbol with an electronic RTI window to show when the facility is open or closed and could be operated by LTRC. The latter could be solar and wind powered.



Crossing points requested:

1. Cobb Road

Holmbush Car Park has steps going down to Cobb Road but there is no pavement on the opposite side of the road, so pedestrians have to walk diagonally across the road a significant distance. For those with small children or mobility challenges, it does not feel safe as Cobb Road can be busy with drivers accelerating up the steep hill from the harbour area.

There is another set of steps to the bowling green area which could be signed from the car park but they can be unsuitable in bad weather and are accessible for wheelchairs.

2. Sidmouth Road – three locations

S1. Near junctions of Cobb Road and Pound Road

AGENDA ITEM 6

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 20 MAY 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 S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: C. Austin (communications officer), H. Dyson (administrative assistant), M. Green (deputy town clerk), A. Mullins (assistant town clerk), AM Shepherd (administrative and community engagement officer), J. Wright (town clerk)

Apologies: Cllr N. Hampton-Rumbold, Cllr P. May

26/01/C To formally install a chairman of the council (Town Mayor)

Cllr D. Holland nominated Cllr P. Evans as mayor for the 2026-27 council year, seconded by Cllr A. Wood.

There being no other nominations, Cllr P. Evans was **ELECTED** as mayor for the 2026-27 council year.

26/02/C To formally install a vice-chairman of the council (Deputy Town Mayor)

Cllr G. Caddy nominated Cllr A. Wood as deputy mayor for the 2026-27 council year, seconded by Cllr C. Aldridge.

There being no other nominations, Cllr A. Wood was **ELECTED** as deputy mayor for the 2026-27 council year.

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, members **RESOLVED** to adjourn the meeting until 7pm on Wednesday 27 May 2026.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 27 MAY 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr N. Hampton-Rumbold, Cllr M. Ellis, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: C. Austin (communications officer), M. Green (deputy town clerk)

The Rev Fi Budden gave a prayer.

26/01/C Public Forum

The chairman said he was prepared to allow members of the public to speak on matters on the agenda for a period of no longer than three minutes and up to a maximum of 20 minutes, on this occasion, despite there being no public forum on the agenda.

S. Lloyd

S. Lloyd said she had questioned the council by email regarding the decision to suspend the public forum and had received a response by email prior to the meeting. She understood there were issues that needed to be worked through and she was disappointed to be excluded from speaking following on from the previous meeting of the Full Council. She said she wanted to understand the decision, and she hoped it could return to a point where the public could start speaking again.

26/02/C Questions from Councillors

There were none.

26/03/C Apologies for absence

Cllr D. Holland – illness
Cllr S. Larcombe – illness
Cllr P. May - holiday
Cllr C. Reynolds – illness

26/04/C Disclosable Pecuniary Interests

There were none.

26/05/C Dispensations

There were none.

26/06/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 13 May 2026

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 13 May 2026 were **ADOPTED**.

26/07/C Matter arising from the minutes of the Full Council meeting held on 13 May 2026

Sale of former offices

The deputy town clerk said progress on the sale was continuing at pace with, with the purchaser eager to proceed so he could carry out the proposed works to the building.

Public representation at council meetings

A member asked for clarification on whether responses would be given to questions or comments raised in the public forum.

The deputy town clerk said this would be addressed as part of the ongoing discussion of the standing orders.

26/08/C Update Report

There were no updates.

26/09/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members **RESOLVED** that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

26/10/C Appointments to Council Committees

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members **RESOLVED** to suspend standing order 5.j.vii which requires the appointment of members to existing committees at the annual meeting, and to leave the committee membership as it was currently, until the new governance arrangements are in place.

26/11/C Appointments to External Bodies 2026-27

As there were vacancies on the A35 Parish Group and the Rural Market Towns Group, members asked for more information about them.

The deputy town clerk said it was unknown how often the A35 Parish Group met, but he thought it would benefit the council to be represented as there were ongoing discussions about sections of the A35 and road closures that may affect services or events in the town. He said he was the officer representative for the Rural Market Towns Group and received email notifications regularly but was unaware of how often the group met.

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** to make appointments to external bodies for 2026-27 as follows:

- **A35 Parish Group –** Cllr N. Hampton-Rumbold (participating), Cllr A. Wood (substitute)
- **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)
- **Dorset and Wiltshire Fire and Rescue –** Cllr A. Wood (participating), Cllr N. Hampton-Rumbold (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)

26/12/C Review of the Council's and/or Employee's Memberships of Other Bodies

The deputy town clerk said the only membership he was not sure whether the council needed to have was the Institute of Cemetery and Crematorium Management (ICCM). He said he would investigate whether it was necessary.

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies and requested more information about the subscription to the Institute of Cemetery and Crematorium Management.

26/13/C Community Safety Accreditation Scheme

The deputy town clerk said there were huge benefits to this scheme, with two full-time posts now in place. He said the electric bicycles would benefit their jobs and officers would aim for best value for money.

Members supported the idea of electric bicycles and emphasised they needed to be fit-for-purpose.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members **RESOLVED** to change the job title of enforcement officer to town ranger and approve unbudgeted expenditure of £4,000 to purchase liveried bikes for the officers.

26/14/C Beach Cleaning

The deputy town clerk said the work had previously been undertaken by the external works' team, typically starting work as early as 5am. However, there had been changes in the staff team recently that had affected the ability to cover this work so the proposed seasonal tractor driver role would provide dedicated cover.

Cllr M. Ellis left the meeting at 7.19pm

Proposed by Cllr A. Wood and seconded by Cllr G. Caddy, members **RESOLVED** that the council approves the employment of a seasonal tractor driver to undertake early morning beach cleans.

Cllr M. Ellis returned to the meeting at 7.20pm

26/15/C Relationship with the Cobb Traders and Others

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, 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.

26/16/C Outside Seating

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, 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.

26/17/C Future Use of Langmoor Room and Proposal for Summer Use

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, 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.

26/18/C Exempt Business

a) Agenda item 14 - Relationship with Cobb Traders and Others

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members **RESOLVED** to formally determine its relationship with the Cobb Traders as follows:

- to retrospectively approve the statement issued on 21 May 2026
- to retrospectively approve the suspension of the public forum at council meetings, to be reviewed in autumn 2026.
- to consider legally banning or excluding individuals from attending council meetings if their behaviour causes distress, intimidation or disruption to council staff, given the council's legal duty of care to protect their employees from harassment and unsafe working environments
- to consider abandoning meetings if deemed necessary
- to review the situation in the autumn, with a view to reinstating the public forum at that point
- a cessation of contact with the Cobb Traders and those seeking to unreasonably disrupt the business of the council, to be reviewed in September 2026
- to suspend any projects agreed with the Cobb Traders and they may be withdrawn by future resolution of the council
- when the public forum is reinstated, to require any person or organisation submitting a question to the Full Council or one of its committees to do so at least three clear working days in advance of the meeting, which will allow responses to be prepared for the meeting

- to not accept repetitive, abusive, intimidatory and vexatious questions, along with questions that are aimed at bringing down or paralysing the council and/or are at the detriment of service delivery to the town's electorate
- to keep a log of retrospective and future incidents of harassment, intimidation, bullying, hostility and abuse, with all councillors and staff encouraged to record incidents
- to review the council's standing orders to these reflect changes in operation
- to review the council's policies that refer to intimidation, bullying, hostility, abuse and general lack of respect, including the possible introduction of a dignity at work policy
- to seek provisional legal advice on the measures the council can take to address harassment, intimidation, bullying, hostility and abuse and/or any other forms of aggressive and/or inappropriate behaviour
- to formally notify the police of the actions and behaviours the council has experiences recently, which will also function as a marker for any repeated or escalation in adverse behaviour
- to consider issuing further statements based on future events
- to consider lobbying external organisations, including the press, trade and professional bodies about the extent and intensity of harassment, intimidation, bullying, hostility and abuse experienced by the council and its staff
- to consider the possibility of live streaming council meetings to encourage openness and transparency, improve inclusion, accessibility and democracy, and to force people to modify their behaviour if they know they are being watched

b) Agenda item 15 – Outside Seating

Cllr G. Stammers left the meeting at 8.18pm in line with her pecuniary interests.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** to approve the unbudgeted expenditure of £17,908 to refund an additional proprietor for outside seating charges, to remove the unspent and uncommitted element of the council's £25,000 2026-27 budget to undertake repairs to Bell Cliff steps and railings and to note the latest position regarding outside seating at Lyme Fish Bar and the Swim.

Cllr G. Stammers returned to the meeting at 8.33pm.

c) Agenda item 16 – Future Use of Langmoor Room and Proposal for Summer Use

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr G. Turner, members **RESOLVED** to use the Langmoor Room as a 'pop up' shop selling watersports goods during the months of June, July and August 2026, subject to the use of the room by the Regatta and Carnival Committee and other bookings.

The meeting closed at 8.38pm.

LYME REGIS TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 17 JUNE 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr G. Caddy, Cllr M. Denney, Cllr D. Holland, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: C. Austin (communications officer), M. Green (deputy town clerk)

26/19/C Apologies for absence

Cllr C. Aldridge – holiday
Cllr N. Hampton-Rumbold – personal commitment
Cllr C. Reynolds – illness

26/20/C Disclosable Pecuniary Interests

There were none.

26/21/C Dispensations

There were none.

26/22/C Internal Audit Report, Visit Three 2025-26

It was noted the management responses to recommendations 10.3, 10.4 and 15.1 were not included in the report and these were confirmed by the finance manager, including target dates and the person responsible.

Proposed by Cllr G. Turner and seconded by Cllr D. Holland, members **RESOLVED** to note the internal auditor's report following visit three of 2025-26 and approve the management responses, and to note the number and priority levels of recommendations made to the council by the internal auditor 2021-22 to 2025-26.

26/23/C Conflicts of Interest

Proposed by Cllr P. May and seconded by Cllr A. Wood, members **RESOLVED** to confirm there are no conflicts of interest with BDO LLP for the year ended 31 March 2026 and to authorise the mayor and town clerk to sign the conflict of interest form on behalf of the council.

26/24/C Annual Governance and Accountability Return for the Year Ended 31 March 2026

Proposed by Cllr S. Cockerell and seconded by Cllr G. Caddy, members **RESOLVED** to approve the Annual Governance and Accountability Return for the year ended 31 March 2026 and authorise the mayor and town clerk to authorise and sign the document on behalf of the council.

Cllr M. Ellis arrived at the meeting at 7.05pm.

26/25/C Extract from the minutes of the Human Resources Committee meeting on 10 June 2026

Members discussed whether the council should have external support for the town clerk recruitment process, such as from South West Councils.

The town clerk said there was no intention to seek external support and he would advise the interview panel. He emphasised that his role was to run and administer the panel but the panel members would choose the successful candidate.

It was noted that if the panel felt it needed advice, the members could ask for it.

It was also noted that once the panel members had been finalised, they would review and agree the recruitment pack.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive minute number 26/09/HR of the meeting held on 10 June 2026 and adopt the recommendations, as follows:

RESOLVED: to approve the regrading of the town clerk's salary to SCP 50-54, including an unbudgeted increase of £5,000 in the 2026-27 salaries budget.

RESOLVED: to approve the proposed job description and person specification for the town clerk.

RESOLVED: to approve the proposed methods of advertising the town clerk vacancy.

RESOLVED: to agree the timetable for recruiting a town clerk, with flexibility for availability of the panel members, and to allow the extraordinary Full Council to select one other member to sit on the panel in addition to the mayor, deputy mayor and chairman of the Human Resources Committee.

26/26/C Recruitment Panel

Proposed by Cllr G. Stammers and seconded by Cllr S. Cockerell, members **RESOLVED** to have a signed ballot for this agenda item.

It was confirmed Cllrs G. Caddy, P. May and C. Reynolds wished to be considered for appointment to the recruitment panel.

Following a first round of votes, Cllr C. Reynolds received the fewest votes and was eliminated.

Following a second round of votes, Cllr G. Caddy was selected as the fourth member of the recruitment panel for the town clerk vacancy.

The meeting closed at 7.42pm.

AGENDA ITEM 8

Committee: Full Council

Date: 22 July 2026

Title: Matters arising from the minutes of Annual Meeting held on 20 May 2026, adjourned until 27 May 2026, and the extraordinary Full Council meeting held on 17 June 2026

Purpose of Report

To inform members of matters arising from the minutes of the Annual Meeting held on 20 May 2026, adjourned until 27 May 2026, and the extraordinary Full Council meeting held on 17 June 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

26/13/C – Community Safety Accreditation Scheme

The two electric bikes have been purchased and are awaiting branding. The second town ranger is now in post so the service is up to full strength.

26/14/C – Beach Cleaning

The seasonal tractor driver post was advertised and interviews took place on 8 June 2026. Phillip Arscott was appointed and started in the role on 16 June 2026. He is appointed for an initial fixed term until 30 September 2026, on the understanding the post will be repeated annually between June and September each year but he will be retained, with the potential for additional hours within the organisation.

26/16/C – Outside Seating

We have now agreed settlements relating to outside seating charges with 12 proprietors, totalling £191.7k in repayments. One further proprietor is still to meet with us to agree their settlement. In addition, a repayment for one proprietor is being presented at this meeting for approval. Subject to the conclusion of these remaining cases, this phase of the settlement process will be complete.

26/17/C – Future Use of Langmoor Room and Proposal for Summer Use

The 'pop-up' shop operated by Saltie Watersports approved for the summer period in the Langmoor Room commenced trading on 17 July 2026; slightly later than originally intended. The use will continue until the end of August unless ended early or extended by agreement. Officers will monitor the use and manage any issues which may arise.

26/24/C – Annual Governance and Accountability Return for the Year Ended 31 March 2026

The Annual Governance and Accountability Return (AGAR) was submitted to the external auditor BDO on 29 June 2026; submission had to be completed before 1 July 2026.

The unaudited (AGAR), along with the Notice for the Period for the Exercise of Public Rights, the Subject to Change Declaration and the Detailed Explanation of Assertion 10 Testing Failure was published on the council website on 29 June 2026; publication was required before 1 July 2026.

26/25/C – Extract from the minutes of the Human Resources Committee meeting on 10 June 2026

The recruitment of a town clerk is progressing as per the agreed timetable. The closing date for applications was on Thursday 16 July 2026 and the panel are due to meet on Friday 17 July 2026 for review and shortlisting.

Verbal updates will be provided at the meeting.

John Wright
Town clerk
July 2026

AGENDA ITEM 10

Mayor's Engagements for April to July 2026

Friday 1 May	Accompanied by the town clerk, attended the launch of the LB1 bus service between Lyme and Bridport.
Saturday 2 May	Accompanied by the mayoress, attended the RNLI 200th anniversary of the Lyme lifeboat.
Saturday 2 May	Accompanied by the mayoress, hosted a Mayoral Reception in the Guildhall for the RNLI crew and volunteers.
Sunday 3 May	Opened the Sporting Lyme festival on the Anning Road Playing Field, supported by 17 local sporting organisations.
Saturday 9 May	Accompanied by the mayoress, opened the 2026 Annual Exhibition for the Lyme Art Society
Sunday 10 May	Accompanied by the mayoress, attended the Blessing of the Boats ceremony at The Cobb.
Saturday 16 May	Held a Mayor's Surgery in the Mayor's Parlour attended by six members of the public.
Tuesday 19 May	Attended the annual meeting of the Lyme Regis/St George's Twinning Association.
Wednesday 20 May	Mayor-Making ceremony in the Guildhall attended by 60 guests followed by refreshments at the Football Club.
Friday 22 May	Attended a service at the war memorial to mark the 15th anniversary of Operation Telic (Iraq War) staged by the Royal British Legion.
Saturday 23 May	Accompanied by the deputy mayor, attended Fitsteps as part of Sporting Lyme, an open day at Charmouth Tennis Club and Lyme Regis Bowling Club.
Sunday 31 May	Accompanied by the mayoress, attended the Dorset Day Service at the Whitchurch Canonicorum Church.
Friday 5 June	Accompanied by the mayoress, attended a cocktail party at The Rifles Regiment in Dorchester.
Saturday 6 June	Accompanied by the mayoress, attended the Lyme Regis Football Club annual presentation night.
Saturday 13 June	Accompanied by the mayoress, hosted a mayoral reception for Football Club winners from Cruelly in Normandy.

Saturday 20 June	Accompanied by the mayoress, opened the annual summer tournament at Lyme Regis Bowling Club.
Sunday 21 June	Accompanied by the mayoress, attended the annual Civic Service in St Michael's Parish Church.
Sunday 5 July	Accompanied by the mayoress, opened the Uplyme Sporting Day as part of Sporting Lyme.
Thursday 9 July	Accompanied by the assistant town clerk, Cllr May and staff member Kate, visited Mrs Ethelston's Primary School in Uplyme to discuss what amenities the pupils would like to see in Lyme.
Saturday 18 July	Accompanied by the mayoress, the deputy mayor and deputy mayoress, attended the council's Cinema on the Beach.
Monday 20 July	Accompanied by the mayoress, hosted a mayoral reception for the St George's Twinning Association visiting Lyme for the 30th anniversary of twinning.
Tuesday 21 July	Attended several events of the twinning 30th anniversary.
Tuesday 21 July	Accompanied by the town clerk, deputy mayor and communications officer, visited the Command Centre at County Hall to see the new Lyme Regis CCTV.
Wednesday 22 July	Accompanied by the mayoress, attended various events organised for Somers Day.

LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 12 MAY 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)

25/76/P Public Forum

There were none.

25/77/P Apologies for Absence

There were none.

25/78/P Minutes

Proposed by Cllr P. May and seconded by Cllr C. Aldridge the minutes from the meeting on 21 April 2026 were **ADOPTED.**

25/79/P Disclosable Pecuniary Interests

There were none.

25/80/P Dispensations

There were none.

25/81/P Member planning recommendations

There were none.

25/82/P Matters arising from the minutes of the Planning Committee held on 21 April 2026

Noted.

25/83/P Update Report

There were none.

25/84/P Planning Applications

1. P/FUL/2026/01805 (Received 16.04.26)
FULL PLANNING APPLICATION
Construction of extension to existing raised platform, including detachable shade canopy structure
Sailing Club Marine Parade Lyme Regis DT7 3JF

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.

2. P/HOU/2026/02128 (Received 21.04.26)
HOUSEHOLDER PLANNING PERMISSION
Re-roof existing dwelling & garage from tiles to Spanish slates and Install 2 rooflights in the front roof slope
Bay House Sidmouth Road Lyme Regis DT7 3EQ

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.

3. P/HOU/2026/01899 (Received 29.04.26)
HOUSEHOLDER PLANNING PERMISSION
Garage with home office above and retaining walls
Bonaventure House Uplyme Road Lyme Regis DT7 3LS

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

25/85/P Withdrawn Applications

There were none.

25/86/P Planning Decisions

Noted

25/87/P Planning Correspondence

There were none.

The meeting closed at 7:30pm

LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 02 JUNE 2026

Present:

Chairman: Cllr P. May

Members: Cllr C. Aldridge, Cllr M. Denney, Cllr S. Larcombe.

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

26/1/P Public Forum

There were none present who wished to speak.

26/2/P Apologies for Absence

Cllr G Turner – Holiday
Cllr S Cockerell – Holiday

26/3/P Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr S. Larcombe the minutes from the meeting on 12 May 2026 were **ADOPTED.**

26/4/P Disclosable Pecuniary Interests

There were none.

26/5/P Dispensations

There were none.

26/6/P Matters arising from the minutes of the Planning Committee held on 12 May 2026

Noted.

26/7/P Update Report

There were none.

26/8P Planning Applications

1. **P/HOU/2026/02305** (Received 08.05.26)
   HOUSEHOLDER PLANNING PERMISSION
   Installation of 2 windows and bi-fold patio door to west facade with bath stone headers; extension of patio
   6 Monmouth Park Lyme Regis DT7 3FJ

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

2. **P/HOU/2026/02322** (Received 11.05.26)
   HOUSEHOLDER PLANNING PERMISSION
   Erect second storey extension
   Hilary Uplyme Road Lyme Regis DT7 3LS

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

3. **P/FUL/2026/02585** (Received 18.05.26)
   FULL PLANNING APPLICATION
   Change of use of hairdressing salon to residential (C3) and construction of single storey first floor extension to create a one bedroom flat
   67 Broad Street Lyme Regis DT7 3QF

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

4. **P/HOU/2026/02733** (Received 19.05.26)
   HOUSEHOLDER PLANNING PERMISSION
   Loft conversion including 1 front and two rear dormers
   3 Clappentail Park Lyme Regis DT7 3NB

   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 with neighbouring properties and it has no detrimental effect to neighbours.

5. **P/LBC/2026/02729** (Received 20.05.26)
   LISTED BUILDING CONSENT
   Restoration of worn and dangerous steps and replacement of modern handrails
   Bell Cliff Steps Broad Street Lyme Regis DT7 3QD

   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.

26/9/P Amended/Additional Plans

1. **P/FUL/2026/00490 (Received 19.05.26)**
   FULL PLANNING APPLICATION
   Installation of air source heat pumps, ductwork and vent louvres; replacement window Additional Comments: Re consult due to amended plans received that now propose 2 Air Source Heat Pumps compared to the previous 1.
   Lyme Regis Baptist Church Silver Street Lyme Regis DT7 3HR

The town council does not object to the new amendments.

26/10/P Withdrawn Applications

There were none.

26/11/P Planning Decisions

Noted

26/12/P Planning Correspondence

There were none.

The meeting closed at 7:55pm

LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 23 JUNE 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)

26/13/P Public Forum

There were none present who wished to speak.

26/14/P Apologies for Absence

There were none.

26/15/P Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr S. Larcombe the minutes from the meeting on 2 June 2026 were **ADOPTED** with the addition of the following comment in relation to application **P/FUL/2026/02585**: 'members regretted the loss of a premises used by a local business, but felt there were no material planning grounds for recommending the refusal of the application.'

26/16/P Disclosable Pecuniary Interests

There were none.

26/17/P Dispensations

There were none.

26/18/P Matters arising from the minutes of the Planning Committee held on 12 May 2026

There were none.

26/19/P Update Report

There were none.

26/20P Planning Applications

1. **P/FUL/2026/02760 (Received 01.06.26)**
   FULL PLANNING APPLICATION
   Widening of existing ramp between lower and upper amenity areas, reconfiguration of parking layout to provide 5 additional spaces for use by The Guildhall & Guildhall Cottage, removal of existing steps, extension of retaining wall and associated works.
   The Guildhall Bridge Street Lyme Regis

   The deputy town clerk explained the application and its wider context.

   Members noted the various third-party concerns about the application, but were generally of the view that it could be supported.

   The town council recommends approval of the application because it supports the re-use of a currently empty and unused Listed Building, Guildhall Cottage, and does not involve unacceptable or material harm to the Conservation Area or heritage assets.

2. **P/LBC/2026/02759 (Received 01.06.26)**
   LISTED BUILDING CONSENT
   Widening of existing ramp between lower and upper amenity areas, reconfiguration of parking layout to provide 5 additional spaces for use by The Guildhall & Guildhall Cottage, removal of existing steps, extension of retaining wall and associated works
   The Guildhall Bridge Street Lyme Regis

   The deputy town clerk explained the application and its wider context.

   Members noted the various third-party concerns about the application, but were generally of the view that it could be supported.

   The town council recommends approval of the application because it supports the re-use of a currently empty and unused Listed Building, Guildhall Cottage, and does not involve unacceptable or material harm to the Conservation Area or heritage assets.

3. **P/FUL/2026/02856 (Received 01.06.26)**
   FULL PLANNING APPLICATION
   Change of use from office/live space E(g)(iii) to 1.no self-contained holiday let C3
   Unit 3 Russell House Lym Close Lyme Regis DT7 3DE

   The town council recommends approval of the application because it is in accordance with the approved development plan, it has no detrimental effect to neighbours and supports the local tourism economy.

4. **P/HOU/2026/03021 (Received 08.06.26)**
HOUSEHOLDER PLANNING PERMISSION
Replacement of flat roof corner tower and single storey utility room with two storey extension and replacement of conservatory with garden room. Associated landscaping works and amendments to parking area and entrance
Long Mead Sidmouth Road Lyme Regis DT7 3ES

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

Application Number: 167816
Licence Description: Licensing Act 2003
Licence Address: Milly's Ice Cream, 5A Marine Parade, Lyme Regis, Dorset, DT7 3JE

Members felt there were no material public safety concerns which warranted a recommendation of refusal but were of the opinion that the use of glass should not be permitted in this location.

The town council raises no objection to licensing application number 167816 subject to drinks not being served in glass.

26/21/P Amended/Additional Plans

There were none.

26/22/P Withdrawn Applications

Noted.

26/23/P Planning Decisions

Noted.

26/24/P Planning Correspondence

There was none.

The meeting closed at 7:48pm

AGENDA ITEM 12

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 JULY 2026

Present:

Chairman: Cllr S. Cockerell

Members: Cllr C. Aldridge, Cllr N. Hampton-Rumbold, Cllr G. Turner, Cllr G. Stammers, Cllr P. May

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

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

26/01/ENV Public forum

There were no members of the public present.

26/02/ENV Apologies

Cllr A. Wood
Cllr M. Denney
G. Barr (non-member)
J. Breeze (non-member)

26/03/ENV Minutes

Proposed by Cllr G. Stammers and seconded by Cllr P. May, the minutes of the meeting held on 29 April 2026 were **ADOPTED.**

26/04/ENV Disclosable Pecuniary Interests

There were none.

26/05/ENV Dispensations

There were none.

26/07/ENV Matters arising from the minutes of the previous meeting held on 29 April 2026

Cllr N. Hampton-Rumbold arrived at 7.03pm.

Invasive Species – Japanese Knotweed

A member asked if it was in the town council's best interest to treat nearby invasive species on non-council land to avoid the spread onto town council land. He said Himalayan Balsam was also becoming problematic again and needed to be considered.

It was suggested the operations manager liaised with the River Lim Action Group regarding what action was being taken and where.

It was noted there were patches currently being treated by Uplyme Parish Council and the outcrop of invasive species growth at Charmouth Road car park had already been reported to Dorset Council.

26/08/ENV Update Report

No additional items were raised.

26/09/ENV Environment Committee – Objectives

A member asked about the garden signage. The operations manager said it was already part of the objectives set out for 2026/27 and that he had met with Creative Solutions last week to discuss the options. He said they were currently looking at A4 signage to keep costs down.

It was suggested the committee added to its list of 2026-27 objectives all the organisations it wanted to support. Bee Friendly Lyme Regis was suggested.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council includes in the list of objectives for 2026-27 to support the activities of Turn Lyme Green.

The operations manager asked for clarification on the financial implications of this, as the budget for objectives had already been set for the 2026-27.

It was suggested organisations such as Bee Friendly Lyme Regis would not progress without the support of the town council and although no funding was being sought at this time, it may be for subsequent years.

The value of consulting with local experts and avoiding duplication with the Climate Action Plan was discussed.

26/10/ENV Co-option

It was noted the process for co-option agreed at the last meeting of this committee was different to the process outlined in the report. A member had sought advice from an officer, who confirmed the committee should use the agreed process, as per the minutes.

Proposed by Cllr C. Aldridge and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** that the three applicants, G. Barr, V.Elcoate and J. Breeze, be accepted and co-opted to the Environment Committee.

26/11/ENV Carbon Literacy Accreditation/Training Update

The committee was reminded Dorset Climate Action Network had silver accreditation and could deliver the training.

The operations manager said the costs outlined in the report were only for accreditation, but training costs would need to be considered by the Strategy and Finance Committee.

A member asked why ongoing training and accreditation had not been budgeted for, and suggested this be approved as unbudgeted expenditure. It was suggested this committee approved the expenditure, instead of being referred to the Strategy and Finance Committee.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge that members **RECOMMEND TO FULL COUNCIL** to approve unbudgeted expenditure of an unknown amount for the continuation of the silver level carbon literacy accreditation and the relevant requirements be actioned, and that the town council uses external suppliers where appropriate to reduce significantly the workload on officers.

26/12/ENV River Lim Action Group Report

It was noted Church Cliff Beach water quality had improved, but Front Beach had some issues. The committee agreed to raise these concerns at the upcoming Bathing Water Quality meeting and to ensure Dorset Council's participation.

Positive developments in beach signage were reported, with new, more informative signs being developed. The committee discussed the challenge of countering negative media coverage and the need for accurate public information.

It was noted the Rover Lim Action Group planned to intensify river monitoring and reporting, with the aim of holding responsible agencies accountable and publicising improvements when data supported it.

The committee acknowledged the positive impact of local groups and funding for local farmer engagement, with ongoing efforts to secure additional resources for river health initiatives.

The meeting closed at 7.52pm.

AGENDA ITEM 13

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 JUNE 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)

26/01/HR Apologies

There were none.

26/02/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 8 April 2026

Proposed by Cllr S. Cockerell and seconded by Cllr G. Caddy, the minutes of the meeting held on 8 April 2026 were **ADOPTED**.

26/03/HR Disclosable Pecuniary Interests

There were none.

26/04/HR Dispensations

There were none.

26/05/HR Matters arising from the minutes of the Human Resources Committee meeting held on 8 April 2026

Members noted the report.

26/06/HR Update Report

The assistant town clerk confirmed a tractor driver and an evening seafront attendant had been appointed.

26/07/HR Human Resources Committee – Objectives

A member asked if the council had thought about apprenticeships for some roles.

The town clerk said the council had run apprenticeship schemes in the past, which had been successful and in some cases, resulted in employing people into the organisation. He agreed it was worth considering again and noted there may be government funding available.

It was agreed a report would be brought to the next meeting of this committee to allow members to consider this.

26/08/HR Vacancy Management

The town clerk clarified the proposed internal recruitment proposals would not apply to the town clerk vacancy and suggested it should not apply to any of the managerial posts. He added that any internal applicants would not be automatically appointed if they were not suitable, or because it might resolve an existing issue.

Members agreed any managerial posts should be advertised externally and any internal applicants should still go through an interview process.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a change to the council's Recruitment and Selection Procedure to advertise vacancies to existing employees first, excluding managerial vacancies, and to incorporate the changes into the next review of the employee handbook.

Cllr G. Stammers arrived at 7.19pm.

26/09/HR Town Clerk Recruitment

Members discussed the remuneration for the town clerk post. It was noted there had been a review of salaries in 2022, carried out by South West Councils, but comparative pay information presented to this committee in April 2026 had showed the salary was significantly less than clerks in other Dorset town councils with a similar budget.

It was pointed out the council was in the job market, so it was important the post was remunerated at a competitive rate to offer an incentive for good quality applicants.

The town clerk said guidance from the National Association of Local Councils (NALC) and the Society of Local Council Clerks (SLCC) would place the post in a higher pay bracket. He said the status of the role had also changed since he had been in post; councils were increasingly looking for younger, dynamic staff who had a diverse background.

Proposed by Cllr G. Caddy and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the regrading of the town clerk's salary to SCP 50-54, including an unbudgeted increase of £5,000 in the 2026-27 salaries budget.

Members discussed the proposed job description and person specification and the proposed methods of advertising the vacancy.

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed job description and person specification for the town clerk.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed methods of advertising the town clerk vacancy.

Members discussed the recruitment panel. It was noted the panel would carry out the shortlisting and following interview, would make a recommendation to the Full Council to formally approve any appointment. The successful candidate would be offered the role first, subject to Full Council approval.

It was suggested there may need to be an extraordinary Full Council meeting in order to do this.

A buffet lunch would be held on the interview date, to which all interviewees would be invited to meet members and staff. Although not part of the formal appointment process, it would give the panel a good sense of how they interacted with the team.

A member asked if the members of the panel had to be selected from this committee; if not, it was suggested the Full Council was asked to select a fourth panel member, in addition to the mayor, deputy mayor and chairman of this committee.

It was suggested all members could be asked in advance of the extraordinary Full Council meeting if they wished to be considered for the panel.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the timetable for recruiting a town clerk, with flexibility for availability of the panel members, and to allow the extraordinary Full Council to select one other member to sit on the panel in addition to the mayor, deputy mayor and chairman of the Human Resources Committee.

It was also agreed the application pack would be agreed in consultation with the panel.

26/10/HR Homeworking Request

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.

26/11/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.

26/12/HR Exempt Business

a) Homeworking Request

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from postholder 101 to homework for one day a week, with the exception of school holidays.

b) Confidential Staffing Update

Members noted the report.

The meeting closed at 8.03pm.

AGENDA ITEM 14

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 8 JULY 2026

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

26/01/SF Apologies for Absence

Cllr G. Caddy – personal commitment
Cllr P. Evans – appointment
Cllr D. Holland – personal commitment
Cllr S. Larcombe – personal commitment
Cllr C. Reynolds – illness

26/02/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, the minutes of the meeting held on 6 May 2026 were **ADOPTED**.

26/03/SF Disclosable Pecuniary Interests

Cllr A. Wood declared a pecuniary interest in agenda item 12 if the LymeLiving magazine was discussed.

26/04/SF Dispensations

There were none.

26/05/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 6 May 2026

Members noted the report.

26/06/SF Update Report

Devolution of assets and services

The town clerk said it felt like the council was beginning to make progress with Dorset Council (DC) for the transfer of Theatre Square and Church Cliff walkway, with a target date of September to complete the transfer of the former. He said there was still some way to go with the transfer of toilets, but this council had a temporary cleaning contract in place and he hoped they could be transferred in the next year.

A member asked that any agreement between the town council and DC was signed by both parties to avoid issues similar to those on Marine Parade and its highway status.

26/07/SF Strategy and Finance Committee – Objectives

A member asked for an update on progress with the transparency code.

The assistant town clerk said most of the information was now published on the website and the remaining information was related to the council's land and assets, which was being compiled into a detailed spreadsheet, which was taking some time to complete. However, once it was completed, it would be a very useful document to refer to.

26/08/SF The Annual Review of the Communications/PR Policy and Procedure

It was suggested a reference be made to the LymeLiving magazine in the policy, which referred to printed materials. It was also suggested there be an amendment to section 4.2 of the procedure, to clarify that press releases will be issued by email.

These suggestions were agreed.

A member noted there was no real reference to social media in the policy or procedure. The assistant town clerk said there was a separate social media policy and this would be circulated to members for reference.

Proposed by Cllr M. Denney and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure, with additional amendments to the policy to add a reference to the magazine under 'printed materials' and to section 4.2 to clarify press releases will be issued by email.

26/09/SF The Annual Review of the Complaints' Policy and Procedure

It was agreed the details of the four 'official' complaints would be sent to members by email, but the need for confidentiality was emphasised.

Members discussed the handling of complaints, specifically how the public could raise issues as the public forum was temporarily suspended, and whether responses should be provided to issues raised in the public forum, when reinstated.

The town clerk said if the complaint was about agreed council policy, the public would need to raise it with members, as officers couldn't deal with complaints that were contrary to council policy. As outlined in the standing orders, the chairman could provide a direction on how an issue would be dealt with.

It was suggested chairmen be reminded of this.

It was also noted the chairman could answer a question or respond to an issue raised in the public forum or allow another member or officer to do so if they knew the answer.

It was noted the council had already agreed in future, the public would need to submit a question to a meeting in advance, which would allow responses to be prepared before the meeting.

The town clerk suggested any responses came from the council, through the chairman of the meeting, who should have the discretion to direct how it was dealt with. He cautioned against getting into endless chains of written responses, as often the best way to deal with it was to have a meeting with that person.

Proposed by Cllr G. Turner and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the complaints' policy and procedure and to note the volume and nature of complaints received since August 2025.

26/10/SF Biodiversity Policy – Draft for Consideration

Cllr G. Stammers arrived at 7.26pm.

A member asked how the council would envisage engaging with businesses on biodiversity, as outlined in the proposed policy.

It was suggested this be done through the Partnership Board, which would be set up alongside the council's new committee structure, by approaching businesses individually, and including items in the business briefing.

Proposed by Cllr C. Aldridge and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the proposed draft Biodiversity Policy and incorporate it into the council's existing Environment Policy.

26/11/SF Preferred Contractor for Architectural and Building Services Work

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the appointment of Crickmay Stark Ltd of Dorchester as the council's preferred contractor for architectural and building services support work for a further period of 12 months from 1 August 2026 on the basis of no retaining fee and to the payment at agreed rates solely for work undertaken; subject to satisfactory performance and to a sufficient pipeline of relevant work, agree to delegate authority to approve up to two further extensions of 12 months each, on the same payment basis as above, to the town clerk in consultation with the chairmen of both this committee and the Town Management and Highways Committee; and at the end of the no more than three years from 1 August 2026 and subject to there being a sufficient ongoing need, the contract for architectural and building services support work be re-advertised on a competitive basis.

26/12/SF Budget Performance, 1 April – 31 May 2026

Members were concerned the marketing budget was forecast to be overspent, primarily due to a projected overspend on the council magazine.

Cllr A. Wood left the meeting at 7.33pm in line with his pecuniary interests.

A member asked how the expenditure was being managed so it could be brought within budget.

The assistant town clerk said officers shared these concerns and had already discussed ways to reduce costs. This included using a lighter paper weight, which would reduce printing costs and potentially potage costs, to review the arrangements with the photographer who had been commissioned to support the magazine, to limit the number of pages, to encourage people who received hard copies to have a digital copy or pick one up from a community collection point instead, and the potential for some bulk orders to be hand delivered locally instead of posted.

The assistant town clerk said it had been suggested to introduce advertising into the magazine, but she would advise against this because of the extra work it would create; the cost of employing someone to manage advertising would negate any income. She added that the magazine was always intended to be a community resource and making it more commercial would take away from that aim.

It was suggested people could sign up for a hard copy for a limited period, such as a year, and to renew their subscription after that period if they still wanted it.

It was also suggested the inside pages didn't need to be glossy, which might reduce printing costs.

Several members said they would be happy to hand deliver to some addresses, which would reduce postage costs and also offer a good opportunity for community engagement. It was agreed officers would email members to arrange this.

Also as part of the marketing budget, a member asked about the forecast overspend in relation to the residents' events. It was agreed a breakdown of expenditure would be emailed to members.

Cllr A. Wood returned to the meeting at 7.48pm.

A member asked if there would be any savings on expenditure on Marine Parade since its change in designation to a highway.

The town clerk said he had been trying to pin down DC on the future management of the parade but he had been ignored completely. He had a meeting with the leader of DC on 23 July 2026 so he would raise this issue with him.

26/13/SF Investments and Cash Holdings

Members noted the report.

26/14/SF List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in April and May 2026 for the sums of £210,766.07 and £247,456.90, respectively.

26/15/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

26/16/SF Exempt Business

a) Debtors' Report

Proposed by Cllr P. May and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to write-off debt of £2.2k relating to historic garage rent due to the person having passed away and it being very difficult to trace the money.

The finance manager confirmed the final payment had been made in relation to the outside seating on Marine Parade. It was noted the final settlement figure was confidential and although it would appear on a future list of payments, it would not specify the individual business.

The meeting closed at 8.03pm.

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 JUNE 2026

Present

Chairman: Cllr M. Ellis

Members: Cllr G. Caddy, Cllr S. Cockerell, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

26/01/TMH Apologies

Cllr C. Aldridge – holiday
Cllr N. Hampton-Rumbold – personal commitment
Cllr C. Reynolds – illness

26/02/TMH Minutes

Proposed by Cllr D. Holland and seconded by Cllr S. Larcombe, the minutes of the previous meeting held on 25 February 2026 were **ADOPTED**.

26/03/TMH Disclosable Pecuniary Interests

Cllr G. Stammers declared an interest in Bell Cliff steps as her daughter was employed at the Bell Cliff Café.

26/04/TMH Dispensations

There were none.

26/05/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 25 February 2026

No Dogs on the Beach Signs

A member asked if the exclusion of dogs from the beach would be policed.

The operations manager said the council's town rangers, as well as himself and the operations supervisor, would be undergoing Community Safety Accreditation Scheme training, which would allow them to deal with these kinds of issues.

26/06/TMH Update Report

Members noted the report.

26/07/TMH Town Management and Highways Committee – Objectives

Members noted the report.

26/08/TMH Dorset Council Dog-Related Public Space Protection Order – Consultation

It was agreed the council should submit a response as an organisation but members were encouraged to also respond individually.

It was noted however, that the consultation didn't give an option that was in line with this council's policy on dogs on the beach; respondents could only comment on Dorset Council's (DC) existing policy so the scope to change it was very limited. It was noted there was space at the end of the consultation to add comments, so this council's views could perhaps be added there.

Cllrs S. Larcombe, M. Ellis and D. Holland agreed to work with officers to formulate the council's response.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to officers to respond to the Dorset Council consultation on the Dog-Related Public Spaces Protection Order (PSPO), in consultation with Cllrs S. Larcombe, M. Ellis and D. Holland.

26/09/TMH Travel and Transport Working Group

It was noted the working group had done a lot of work and helped this committee form policy, but until proposals were put forward by DC for the Cobb area and Broad Street, the working group didn't have anything to consider.

It was suggested if there was a big issue that required consideration, the working group could be reconvened.

Proposed by Cllr A. Wood and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to discontinue the Travel and Transport Working Group, with any future transport-related matters to continue to be managed through the Town Management and Highways Committee, as currently.

26/10/TMH Candles on the Cobb Pavilion Toilets – Operations and Anti-Social Behaviour

The operations manager confirmed all incidents of anti-social behaviour were being logged with Dorset Police, who had advised the council to call 999 when incidents were in progress. The town rangers would also increase patrols in the area and would be wearing body cams so there would be video evidence if they witnessed any incidents.

However, they would only approach and challenge people if they felt comfortable to do so, and otherwise report incidents using the police radio they would be issued with.

The operations manager suggested members considered further CCTV on the Candles on the Cobb Pavilion.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to look into costings for additional CCTV at Anning Road Playing Field.

26/11/TMH Community Mural Proposal – Marine Parade Shelters

Members agreed a mural would brighten up the shelters and it was a good way to involve the community, but there were concerns it would attract graffiti.

Members agreed this was a risk worth taking.

Proposed by Cllr G. Stammers and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to support, in principle, discussions regarding a community mural project within the Marine Parade Shelters.

26/12/TMH Boundary Issues at 50 King's Way

The operations manager said although it would be preferable not to fell a healthy tree, there was a risk it would fall or that the council would be liable for stability issues to the adjoining property. He said an arborist had agreed it was a problem and should be felled. If it was felled, the council would need to consider planting another tree and consideration would need to be given to the type of tree and its location.

It was proposed by Cllr P. May and seconded by Cllr D. Holland to delegate authority to the chairman of the Town Management and Highways Committee and the operations manager to find a suitable way forward regarding the ongoing boundary issue at 50 King's Way, specifically the issue of the fir tree.

It was suggested this was extended to the vice-chairman of this committee; this amendment was accepted.

Proposed by Cllr P. May and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate authority to the chairman and vice-chairman of the Town Management and Highways Committee and the operations manager to find a suitable way forward regarding the ongoing boundary issue at 50 King's Way, specifically the issue of the fir tree.

26/13/TMH Community Emergency Response Plans (CERPs) – Survey

Cllrs A. Wood, M. Ellis, P. May and S.Cockerell agreed to work with the operations manager to prepare a response to the survey.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs A. Wood, M. Ellis, P. May and S.Cockerell work with the operations manager to prepare a response to the Dorset Council and DAPTC survey regarding Community Emergency Response Plans (CERPs).

It was noted the survey deadline was 30 June 2026 so the recommendation would be retrospectively considered by the Full Council.

26/14/TMH Lyme Regis Beach Management Plan

Members noted the report.

26/15/TMH Multi-Use Games Area (MUGA) – Access, Security and Anti-Social Behaviour

The operations manager said the issues at the MUGA were connected to the issues in the Candles on the Cobb Pavilion toilets. He recommended the gate to the MUGA continued to be locked at dusk, there continued to be engagement with Dorset Police, more signage was put up to discourage entry when it was locked, and more patrols were carried out by the town rangers when they are also monitoring the toilets.

The alternatives were to not lock the gate, but this would encourage more use in the evenings and more disruption to residents, or to increase the height of the fence, which could create greater risk if people tried to climb over.

Members supported the operations manager's recommendations.

26/16/TMH Cleaning Services Contract (LRTC/CLS/2026–2027) – Procurement Outcome

Members noted the report.

26/17/TMH Complaints, Incidents and Compliments

A member asked for clarification on the situation with Marine Parade, following a complaint the barrier was left unlocked and vehicles were using the parade.

The operations manager said DC had now confirmed it was happy for the town council to lock the barriers and control vehicle access until further discussions had taken place about the future management of Marine Parade. This confirmation had been given in writing and had been agreed for public safety.

The operations manager was aware there were still some vehicles driving on the parade, which the town council couldn't enforce, but he was trying to work with local traders to manage this.

It was noted some traders were unlocking the gates but the council's external works team had been instructed to lock the barriers and would continue to do so.

The meeting closed at 8pm.

AGENDA ITEM 17

Committee: Full Council

Date: 22 July 2026

Title: Governance Review

Purpose of Review

To allow members to consider the final 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, restricting the number of committee members, the appointment of members to committees, 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 and relevant committee chairman, and establishing a weekly information digest for circulation to members

b) to strengthen member input, decisions on the 'destination' of reports should be undertaken in consultation with the mayor, deputy major and committee chairmen at a weekly meeting

c) the Full Council taking responsibility for governance, finance, compliance, and internal and external audit

d) creating a Resources Committee by merging the Strategy and Finance and the Human Resources Committees and transferring publicity from the Tourism, Community and Publicity Committee to this committee

e) creating an operations committee by merging the Town Management and Highways, and the Tourism, Community and Publicity Committees

f) retaining the Environment Committee on a 12-week cycle

g) retaining the Planning Committee on its existing three-week cycle

h) restricting the number of members on Resources and Operations Committees to 10 and electing members to these committees by first and second choice preferences and if the number of applications is greater than 10, electing members to these committees through a ballot.

i) restricting the number of members on the Environment and Planning Committees to seven and, if the number of applications is greater than seven, electing members to these committees through a ballot

j) creating a Partnership Board to strengthen community input into the council's governance process; membership of the board is determined by the mayor in consultation with members

k) approve the terms of reference for the Partnership Board, appendix 17A

l) consider a work programme for further governance projects

m) changes 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. 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'.

3. On 6 August 2025, the Full Council resolved to abandon its development work on behaviours, purpose, values, and conflict resolution with SW Councils.

4. The working group met on several occasions between 15 December 2025 and 31 March 2026 and presented its initial proposals to the Full Council on 13 May 2026. The initial proposals were:

    - to reduce 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

    - the Full Council takes responsibility for governance, finance, compliance, and internal and external audit

    - to create 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

    - to create 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

    - to restrict the number of members on each committee to seven

    - to appoint portfolio holders for the council's main functions

    - to create a Partnership Board to strengthen community input into the council's governance process

- to pursue further governance projects including strategic thinking to link purpose, values, strategy and governance with governance structures, cultural change, behavioural norms and their enforcement, and live streaming

- to implement approved governance changes for the committee cycle following the Full Council on 9 September 2026.

5. Following consideration on 13 May 2026, the Full Council 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.’

6. At the Full Council on 13 May 2026, members supported the forming of a Partnership Board to strengthen community input, indicated they were not in favour of portfolio holders, and expressed concern about how low-level delegation to officers would work.

7. Members also asked that before further proposals are brought back to the Full Council, a briefing meeting is held with all councillors and that members not on the working group should feed their suggestions into the working group.

Report

8. To consolidate the latest recommendations from the working group and to provide context, the report revisits the relevant parts of the report considered by the Full Council on 13 May 2026.

9. In finalising its proposals, the working group held further meetings in May and June; on 7 July 2026, the working group invited all members to a briefing session on its latest proposals.

Decision-making, delegation, and information digest

10. A review of the committee cycle 17 September to 29 October 2025 suggested that of the 69 reports considered, 32 (46%) reports required a decision or were important enough for noting[1], 11 (16%) were suitable for delegation to the clerk/lead officer in consultation with the committee chairman and the mayor, and 26 (38%) were assessed as suitable for inclusion in an information digest, i.e., they were for information, only.

11. In deciding where reports should be allocated, the working group concluded the criteria applied to the autumn review of committee reports should be used, i.e., do the reports warrant consideration by a committee, do they involve relatively low-level decision making and could they be delegated to officers in consultation with chairmen, or are they for information, only and could be included in a weekly members’ digest. To strengthen member input, the working group recommends decisions on the ‘destination’ of reports should be undertaken in consultation with the mayor, deputy major and committee chairmen at a weekly meeting.

12. Delegated decisions would be reported to the relevant committee and Full Council, retrospectively.

[1] Each committee receives a matter’s arising report which is for noting but is a statutory requirement.

The amalgamation of committees and distribution of functions

13. The working group proposal is broadly consistent with that considered and approved by the Full Council on 13 May 2026:

- the Full Council takes responsibility for governance, finance, compliance, and internal and external audit
- a Resources Committee is created through a merger of the remaining Strategy and Finance Committee functions and Human Resources Committees functions, along with the publicity function held by the Tourism, Community and Publicity Committee
- an Operations Committee is created by merging the Town Management and Highways, and the remaining Tourism, Community and Publicity functions
- the Environment Committees is retained and moves to a 12-week cycle
- the number of members on the Resources and Operations Committees is restricted to ten
- the number of members on the Environment and Planning Committees is restricted to seven
- the Full Council remains the ultimate decision-making body by receiving and approving recommendations from council committees.

Election to committees

14. The working group propose members indicate first and second preferences for either the Resources and Operations Committees with a commitment to try and meet every member's first preference. If there are more than 10 first preferences, the council will negotiate with the membership and if this is not possible, hold a ballot.

15. The working group propose members indicate their preference for the Environment and Planning Committees. If there are more than seven applications for either committee, the council will negotiate with the membership and if this is not possible, hold a ballot.

Election of committee chairmen

16. The chairmen and vice-chairmen of each committee will be elected at the first meeting of the committee; in 2026 this will be at the first meeting following the Full Council on 9 September 2026 and from then onwards it will be at the first committee meeting in the new council year which follows the annual meeting of the council.

Partnership Boards

17. A deficit in the council's current governance system is the general absence of involvement from community-based organisations.

18. 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. The membership of the Partnership Board will be determined by the mayor in consultation with members.

19. 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 function as a critical friend.

20. The Full Council would formally review the views of the Partnership Board.

21. Meetings with the partnership board would be arranged at a frequency determined by the council; the working group propose two meetings in early October and June. The October meeting will allow the Partnership Board to consider the council's budget and objectives; the June meeting will allow the Partnership Board to review the council's previous year's financial performance and its performance against its stated objectives.

22. The draft terms of reference for the Partnership Board are attached, **appendix 17A.**

Transition and timescales

23. To allow further details to be worked through, the working group proposes the transition to a new governance structure takes place immediately after the Full Council on 9 September 2026.

24. Officers will produce a calendar of meetings for the remainder of the council year to the Full Council on 9 September 2026.

25. Officers will produce a report seeking nominations to committees and portfolio positions for consideration ahead of the Full Council on 9 September 2026.

26. Attached is a first draft of a revised terms of reference and scheme of delegation for the proposed committee structure, **appendix 17B**. When members approve the new governance arrangements, officers will bring a final draft of the terms of reference and scheme of delegation to the Full council on 9 September 2026.

27. It is suggested the Governance Review working group reconvenes in late-September 2026 to consider outstanding governance projects including the development of strategic thinking to link purpose, values, strategy and governance with structures, cultural change, behavioural norms and their enforcement, live streaming.

28. There will be teething issues; officers suggest a review in May 2027.

John Wright
Town clerk
July 2026

APPENDIX 17A

Terms of Reference
Partnership Board

Purpose

To further align the council to its communities.

To allow external stakeholders to comment on the council's objectives, projects, priorities, direction of travel and achievements and to suggest improvements.

The partnership board is not a formal part of the council's decision-making process.

Frequency of meetings

The board will meet in November and June. The November meeting will allow the board to comment on objectives and priorities; the June meeting will allow the board to comment on the council's previous year's performance.

Membership

The board will consist of community stakeholders and individuals whose experience is considered beneficial to the council.

The membership of the board will be determined by the mayor in consultation with the council.

The board will consist of 9-12 non-council members.

The board will elect its own chairmen.

With the consent of the board, the mayor, and council chairmen and the town clerk will be invited to board meetings.

Support

Administrative support to the board will be provided by town council officers.

Reporting

The views of the board will be reported to the full council and published in LymeLiving.

APPENDIX 17B

Terms of Reference and Scheme of Delegation

1. Full Council

1.1 The Full Council is the body that grants adoption, approval or variation of plans, strategies and policies recommended by the Council's committees. It is the most senior body of the council and, unless otherwise stated, all recommendations by Council committees must be adopted by resolution of the Full Council before they can be enacted.

1.2 The Full Council has a statutory role in approving the budget and setting the precept. It is also the body responsible for ensuring compliance with the council's statutory requirements.

1.3 The Full Council is the body that will annually appoint to the offices of the Mayor and Deputy Mayor. Full Council meetings will be chaired by the Mayor.

1.4 In an election year, the Full Council will receive councillors' declarations of acceptance of office.

1.5 In the ordinary year of election of the Council, the Full Council will to fill any vacancies left unfilled at the election by reason of insufficient nominations.

1.6 The remaining business shall be transacted by the Full Council and may be delegated to an appropriate committee during the course of the Council year in an order that is expedient:

1.6.1 Confirmation of the accuracy of the minutes of the last meeting of the council;

1.6.2 To receive and note minutes of and/or to determine by resolution recommendations made by committees;

1.6.3 Review of delegation arrangements to committees, sub-committees, employees and other local authorities;

1.6.4 Review of the terms of references for committees;

1.6.5 Receipt of nominations to existing committees;

1.6.6 Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors).

1.6.7 Review and adoption of appropriate standing orders and financial regulations;

1.6.8 Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities;

1.6.9 Review of representation on or work with external bodies and arrangements for reporting back;

1.6.10 In a year of elections, if a council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility;

1.6.11 Review of inventory of land and assets including buildings and office equipment;

1.6.12 Review and confirmation of arrangements for insurance cover in respect of all insured risks;

1.6.13 Review of the council's and/or employees' memberships of other bodies;

1.6.14 Review of the system of internal control and risk:

1.6.15 Establishing or reviewing the council's complaints' procedure;

1.6.16 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the UK Data Protection Regulations, which came into force on 1 January 2021

1.6.17 Establishing or reviewing the council's policy for dealing with the press/media;

1.6.18 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead;

1.6.19 To receive and note such communications as the person presiding may wish to lay before the council (Mayor's Announcements);

1.6.20 To receive the internal and external auditors' reports

1.6.21 To answer questions from councillors;

1.6.22 To authorise the sealing of documents;

1.6.23 To authorise the signing of orders for payment.

1.6.24 To authorise the annual return

1.6.25 Civic matters

1.6.26 To consider member attendance at meetings

1.6.27 The award of grants to local organisations

1.6.28 To oversee the council's attainment of the gold standard of the Local Council Award Scheme

1.6.29 To approve the list of payments

3.1.1 Preparation and management of the council's budget and precept

3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee

3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee

3.1.11 Review the list of payments and debtors' reports

3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital

3.1.4 Treasury management

3.1.12.6 To receive the internal auditor's reports

1.7 No business may be transacted at a meeting of the Full Council unless at least one third of the whole number of members of the council are present, i.e. five members.

Terms of Reference

2. Committees – General

2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report may include a recommendation.

2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.

2.3 Each committee will:

2.3.1 Elect its chairman and vice-chairman from among its membership;

2.3.2 Confirm the accuracy of the minutes of the last committee meeting;

2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;

2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;

2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;

2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;

2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;

2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;

2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.

2.4 Council-approved projects and objectives will be delegated to the relevant committee.

2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

3. Resources Committee

3.1 The purpose of the Resources Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:

3.1.2 Review of inventory of land and assets, including buildings and office equipment

3.1.5 The development and review of the corporate plan

3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.

3.1.9 Receive details of formal complaints made to the council

3.1.10 Compliance with legislation, regulation and best practice

3.1.12 Carrying out functions on behalf of the Full Council, in particular the:

3.1.12.1 Review and adoption of standing orders and financial regulations

3.1.12.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks

3.1.12.3 Review of the system of internal control and risk management

3.1.12.4 Establishing or reviewing the council's complaints' procedure

3.1.12.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 2018 and the Uk Data Protection Regulations, which came into force on 1 January 2021

3.1.12.7 Performance management

5.1.1 To consider breaches of the council's code of conduct for members and, based on the report of Dorset Council's monitoring officer, recommend to Full Council any sanctions that should be applied to that member under the council's voluntary code.

5.1.2 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.

5.1.3 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels

5.1.4 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities

5.1.5 To consider and review human resources and health and safety policies and procedures

5.1.6 To appoint the town clerk, deputy town clerk, assistant town clerk, operations manager, and finance manager

5.1.7 To appraise the performance of the town clerk and set his/her annual objectives

5.1.8 To consider grievances and complaints against the town clerk

5.1.9 To consider appeals against grievance and disciplinary decisions made by officers

5.1.10 To annually consider the development of the council's workforce

5.1.11 To commission periodic surveys to assess employee satisfaction

5.1.12 To annually consider levels of member and staff attendance, the number and type of complaints against employees, the number and type of grievances, disciplinaries and employment tribunals

5.1.13 To consider incidents of whistleblowing by employees

5.1.14 To monitor the learning and development of members and staff.

7.1.11 Promotion and publicity of the town

4. Operations

6.1 The purpose of the Town Management and Highways Committee is to manage services provided by the council relating to the natural and built environment, including conservation:

6.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark

6.1.2 Administration of land and property to include leases, licences and concessions

6.1.3 Enforcement

6.1.4 Trees and planting

6.1.5 Street naming

6.1.6 To develop proposals and liaise with the principal council on highway maintenance and improvements, road safety, street lighting, street care, public transport, and footpaths and rights of way

7.1.1 Tourism policies

7.1.2 Economic and business initiatives

7.1.3 Marketing and publicity

7.1.4 Community engagement

7.1.5 Responding to consultations by external organisations

7.1.6 Managing the process of consulting the community and third sector groups on policy development

7.1.7 Twinning

7.1.8 Arts and heritage

7.1.9 Tourism services

7.1.10 Events' management

4. Environment

4.1 The purpose of the Environment Committee is to consider environmental issues and monitor progress against the council's strategic plan for achieving Net Zero carbon emissions by 2030, which includes:

4.1.1 Researching and advising the council on environmental issues
4.1.2 Consulting external bodies on environmental issues
4.1.3 Make recommendations on the council's policy on environmental issues
4.1.4 Identifying and monitor progress against environmental objectives

4.2 Up to six non-members can sit on the committee, with no more than two people from one organisation. Non-members do not have voting rights.

4.3 The following rules apply to the co-option of non-members:

4.3.1 Each individual must be co-opted by majority vote of the committee. A CV for the nominated person must be made available to the committee to assist in the selection process.

4.3.2 Each individual co-opted may sit on the committee for the remainder of the council year but must be co-opted again in each council year.

4.3.3 Members may vote non-members off the committee at any time by majority vote.

5. Planning

8.1 The purpose of the Planning Committee is to ensure the long-term interests of the town as a whole are taken into account in policies and decisions of the town, district and county councils, in so far as planning and highways issues are concerned.

8.1.1 To make recommendations direct to Dorset Council on planning applications.

8.1.2 The chairman and vice-chairman of the committee have delegated authority to make recommendations directly to Dorset Council on the committee's behalf if a comment is required before the next meeting.

8.1.3 To comment on licensing applications received from Dorset Council for the sale of alcohol.

6. Partnership Board

6.1 Purpose

To further align the council to its communities.

To allow external stakeholders to comment on the council's objectives, projects, priorities, direction of travel and achievements and to suggest improvements.

The partnership board is not a formal part of the council's decision-making process.

6.2 Frequency of meetings

The board will meet in November and June. The November meeting will allow the board to comment on objectives and priorities; the June meeting will allow the board to comment on the council's previous year's performance.

6.3 Membership

The board will consist of community stakeholders and individuals whose experience is considered beneficial to the council.

The membership of the board will be determined by the mayor in consultation with the council.

The board will consist of 9-12 non-council members.

The board will elect its own chairmen.

With the consent of the board, the mayor, and council chairmen and the town clerk will be invited to board meetings.

6.4 Support

Administrative support to the board will be provided by town council officers.

6.5 Reporting

The views of the board will be reported to the full council and published in LymeLiving.

9. Scheme of Delegation - Town Clerk

9.1 The town clerk is head of the council's paid service. All operational functions and day-to-day management of the council's business are delegated to the town clerk who takes ultimate responsibility for their execution.

9.2 The town clerk holds statutory positions as the council's proper officer, responsible financial officer, data control officer and freedom of information officer.

10. Proper Officer

10.1 Legislation requires local authorities to appoint certain officers with statutory responsibilities.

10.2 In local councils, the proper officer is usually the clerk. The statutory responsibilities of the council's town clerk are detailed in standing orders and, for information, are replicated below.. The proper officer shall:

10.2.1 Sign and serve on councillors by delivery or post at their residences or email a summons confirming the time, date, venue and the agenda of a meeting of the Council, committee or sub-committee at least 3 clear days before the meeting.

10.2.2 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council, committee or sub- committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).

10.2.3 Receive any requests from councillors for items to be included on an agenda up to 10 working days before a meeting. The proper officer will then discuss with the relevant chairman which meeting this agenda item would go to. The decision on whether to include any such request ultimately lies with the proper officer.

10.2.4 Convene a meeting of Full Council for the election of a new chairman of the council, occasioned by a casual vacancy in his/her office.

10.2.5 Make available for inspection the minutes of meetings.

10.2.6 Receive and retain copies of byelaws made by other local authorities.

10.2.7 Receive and retain declarations of acceptance of office from councillors.

10.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

10.2.9 Keep proper records required before and after meetings.

10.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 2018 and the Uk Data Protection Regulations, which came into force on 1 January 2021, in accordance with and subject to the council's procedures relating to the same.

10.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.

10.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.

10.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.

10.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations.

10.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.

10.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.

10.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

11. Responsible Financial Officer

11.1 The Responsible Financial Officer (RFO) is a statutory office and is appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly:

11.1.1 The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the council its accounting records, and accounting control systems.

11.1.2 The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

11.1.3 The RFO shall be responsible for the production of financial management information as required by council.

11.2 The RFO may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £25,000. The RFO shall report the action to the council as soon as practicable thereafter.

11.3 Payments under £25,000should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, assistant town clerk, finance manager, and operations manager.

11.4 The authorisers named in paragraph 11.3 may also approve payments of up to £1,000 on a bank debit card.

11.5 In addition to executing his/her duties as the council's proper officer and responsible financial officer, it is important for the effective operation of the council that the town clerk takes personal responsibility for the Full Council, the Strategy and Finance Committee, and the Human Resources Committee and that he/she takes personal responsibility for:

11.5.1 good governance, internal and external audit, internal control, financial planning, human resource management, public relations and land & property transactions

11.5.2 ensuring that the town council operates in accordance with all legislation

11.5.3 that the council's approved policies are implemented

11.5.4 ensuring statutory and other provisions governing or affecting the operation of the council are observed, including standing orders, financial regulations, external and internal audit, internal control, risk management and health and safety

11.5.5 ensuring all meetings of the town council are properly administered

11.5.6 ensuring members are properly advised on policy, strategy, procedure and performance

11.5.7 leading, managing and motivating the staff team.

11.6 The town clerk manages the council's functions in conjunction with his/her management team: the deputy town clerk, the assistant town clerk, the operations manager, and the finance manager. These functions include: budgetary control; ICT; general administration; customer services; performance management; the development and implementation of operational programmes, plans, procedures and systems; lease, rental and hire agreements; repairs and maintenance; cemeteries' management; grounds' maintenance and the management of open spaces; allotments; leisure activities; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy; and ad hoc projects.

11.7 The deputy town clerk, as the title indicates, has a formal deputising role in the town clerk's absence. The deputy town clerk is responsible for the council's Planning Committee. The deputy town clerk is responsible forassets and project management and planning matters.

11.8 The operations manager doesn't have a formal deputising role for the town clerk, but in the absence of the town clerk and deputy town clerk the operations manager is the member of staff who staff must defer to and seek guidance from. The operations manager is responsible for the council's Town Management and Highways Committee and the Environment Committee. The operations manager is responsible for the management of the council's external teams.

11.9 The assistant town clerk is responsible for the council's Tourism, Community and Publicity Committee. The assistant town clerk is responsible for committee administration, governance, human resources, public relations, communications and engagement, customer services, the front desk team, and tourism and promotion.

11.10 The finance manager supports the town clerk at the Strategy and Finance Committee. The finance manager is responsible for finance, budgeting, audit, procurement, insurance, performance management and ICT.

11.11 The allocation and delegation of functions between officers will be reviewed periodically.

12. Urgent matters

12.1 Subject to consultation with either the Mayor, the Deputy Mayor, or the relevant committee chairman, the town clerk is authorised to act on behalf of the council on any matter where urgent action is needed to protect the interests of the council.

12.2 If the town clerk is unable to contact the Mayor, Deputy Mayor or relevant committee chairman, or is required to make an immediate decision, the town clerk is empowered to do so.

12.3 Any such action must be reported to the next meeting of the Full Council or the relevant committee.

13. Review

13.1 This document will be reviewed in May 2026 or sooner if there are changes in legislation or best practice.

Implementation date: 28 May 2025

Review Date: May 2026

AGENDA ITEM 18

Committee: Full Council

Date: 22 July 2026

Title: Woodmead Halls Term Grant

Purpose of Review

To inform members of the current position regarding the Woodmead Halls' term grant

Recommendation

Members consider the ongoing term grant to the Woodmead Halls (Lyme Regis Leisure Centre)

Background

1. On 5 February 2025, the Full Council considered five-year term grant allocations for 2025-26 to 2030-31.

2. Woodmead Halls (Lyme Regis Leisure Centre) was awarded £16,000pa for four specific aims:

   - Employing a part-time manager
   - Offsetting operational costs, e.g. energy and electricity
   - General day-to-day running costs, e.g. insurance, minor repairs, consumables
   - Cleaning and maintenance costs.

3. On 21 January 2026, the Tourism, Community and Publicity Committee received a report to update members on a grant review meeting with the Woodmead Halls Management Committee. Grant reviews are required for all term grant recipients, either annually or six-monthly, depending on the level of funding.

4. The report to that committee is attached, **appendix 18A.**

5. In an email on 15 December 2025, the Woodmead Halls treasurer confirmed the key actions and agreed next steps as:

   - Appointment of administrative/project capacity, with an action for the trustees to advertise the vacancy in January 2026
   - Grant payments to continue to be withheld, with an action for the council to release payment once someone is in post, backdated accordingly
   - Governance and trustee recruitment, with an action for trustees to develop recruitment messaging and advertising content

- Improve communications and visibility of the Woodmead Halls, with an action for trustees to prepare content and images for submission to the council's communication channels
- Increasing hall usage and accessibility, with an action to improve visibility of availability, proactively advertise the halls and its hire, and to explore an online availability calendar and booking system
- Infrastructure priorities were identified as floor refurbishment, roofing and toilets.

6. Officers requested a progress update on 24 February 2026. The treasurer confirmed there had been no substantial progress on the agreed actions.

7. Officers wrote again to the treasurer on 15 April 2026 to inform the trustees that as there had still been no progress, a report would be taken to the Full Council meeting on 13 May 2026 to allow members to consider the ongoing funding. The treasurer acknowledged the council's position and the need for the council to review the matter.

8. The treasurer wrote again on 29 April 2026 to confirm the committee had since met and he hoped there would be progress. As such, the report was not taken to the Full Council meeting on 13 May 2026 as it appeared the situation was moving forward. Officers responded on 30 April 2026 and 1 June 2026 to check progress and although the treasurer responded on 2 and 22 June 2026, the matter has not moved forward.

Report

9. Grant payments are usually made in April, July, October and January. Payments of £4,000 each were made April 2025 and July 2025, but subsequent payments, which would have totalled £16,000, have been withheld.

10. The member representative, Cllr Philip May, has been kept informed throughout and both he and the Woodmead Halls trustees have been made aware of this report.

11. Given all of the above, members are asked to consider the ongoing term grant to the Woodmead Halls.

Adrianne Mullins
Assistant town clerk
July 2026

APPENDIX 18A

Committee: Tourism, Community and Publicity

Date: 21 January 2026

Title: Grant Review, Woodmead Halls

Purpose of Report

To inform members of Woodmead Halls' compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 5 February 2025, the Full Council approved a five-year term grant for Woodmead Halls (Lyme Regis Leisure Centre); the grant agreement runs from 1 April 2025 to 31 March 2030 and is £16,000pa. The grant agreement has been signed and returned to the council.

2. Grant payments are usually made in April, July, October, and January. However, the October 2025 and January 2026 payments have been withheld, the reasons for which are detailed later in the report.

3. The purpose of the grant is:

   - Employing a part-time manager
   - Offsetting operational costs (energy and electricity)
   - General day-to-day running costs
   - Cleaning and maintenance costs

Report

4. Officers were unable to arrange a grant review meeting with Woodmead Halls for several months due to the availability of Woodmead Halls' representatives. For this reason, the grant payment due to be paid in October 2026 was withheld.

5. On 15 December 2025, a grant review meeting took place between Woodmead Halls[2] and the town council[3].

6. At that meeting, it was confirmed Woodmead Halls had the requisite number of trustees (the minimum requirement is three), with four in post, although they would welcome more trustees as they had limited capacity, but were currently not actively advertising. They would particularly benefit from having trustees with experience in marketing, communications and community engagement, and someone with practical skills to help with maintenance and development.

---

[2] Trustee and treasurer Tim Bill represented Woodmead Halls

[3] Cllr Philip May, councillor representative, Adrianne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council

7. It was confirmed there were no health and safety issues and the Woodmead Halls had no personal safeguarding responsibilities.

8. The Woodmead Halls' treasurer said they held a surplus of £140k, some of which was earmarked for repairs to the roof and to refurbish the public toilets at the front of the building.

9. In the 2024/25 financial year, Woodmead Halls presented a deficit of £9,800. This was a planned deficit due to the installation of additional solar panels and battery storage, to enable more of the solar generated energy to be used in the evenings and poorer weather. The project totalled £31.7k, £9k of which was funded by a grant from Dorset Council and the remainder being met by Woodmead Halls.

10. Woodmead Halls' budget forecast for 2025/26 shows a £10k surplus.

11. The Woodmead Halls' trustees have not yet appointed a part-time manager, which was to be funded using the council's term grant. The position has not yet been advertised but the target for this is end-January 2026.

12. Two grant payments were made to Woodmead Halls in April and July 2025, totalling £8k. Of this, £3k was used to cover gas and electricity costs. The remainder of the funding has not been spent and is deposited in Woodmead Halls' bank account. Part of this will be spent on cleaning costs and the remainder has been retained for the payment of the part-time manager, when in post.

13. As Woodmead Halls has not been able to use the funds for the original purpose intended, it was agreed there would be no further payments until a part-time manager is in post. Payments will then be backdated accordingly.

14. The Woodmead Halls' treasurer said their biggest risks were:

    - The cost of hiring the halls needed to be increased but this might affect the number of people who hired them
    - The aging infrastructure, with the roof, public toilets and floor being the main concerns
    - Trustee capacity and the ability to increase use of the hall, particularly with competition from other venues in the town.

15. The halls are fully booked Monday to Friday between 3pm and 9pm but less busy during the day and at weekends. The small hall is not as well used.

16. It was recognised the current booking process was a barrier and there was the need for a more accessible system. It was also recognised there needed to be proactive outreach to potential hirers. It was emphasised the town council could make use of the halls for any events and meetings.