



John Wright
Town Clerk

Lyme Regis Town Council

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 9 September 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
04.09.26

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 Full Council meeting held on 22 July 2026 (attached)

7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 August 2026 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 12 August 2026 (attached)

9. Matters arising from the minutes of Full Council held on 22 July 2026 and the extraordinary Full Council meetings held on 5 and 12 August 2026

To inform members of matters arising from the minutes of the Full Council held on 22 July 2026, and the extraordinary Full Council meetings held on 5 and 12 August 2026 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

10. Update Report

There are no updates

11. Mayor's Announcements

To note the mayor's announcements

12. Planning Committee

To receive the minutes of the meeting held on **4 August 2026**, to note decisions made following the cancellation of the meeting on 14 July 2026, and to note the comments made on planning applications under the chairman and vice-chairman's delegated authority

13. Terms of Reference and Scheme of Delegation

To allow members to consider and approve amendments to the final draft of the council's Terms of Reference and Scheme of Delegation

14. Appointments to Committees

To allow the council to appoint members to the Resources Committee, Operations Committee, Environment Committee and Planning Committee

15. Calendar of Meetings

To allow members to approve the calendar of meetings for remainder of the 2026-27 council year

16. Partnership Board

To inform the Full Council about the membership of the Partnership Board

17. Introduction of ICT policy

To allow members to agree and approve the proposed ICT policy

18. By-Election

To inform members of a by-election

19. Application for Town Council of the Year 2026-27

To inform members of an application to the National Association of Local Councils (NALC) for Town Council of the Year

20. Relationship with Cobb Traders

To allow members the opportunity to review its relationship with the Cobb Traders and other related matters

21. CCTV

To allow members to consider changes and improvements to the town's CCTV network

22. Dorset Council-Parking Review

To inform members about a parking review being undertaken by Dorset Council and to agree how this council responds to it

23. Request for Rear Access-19a Broad Street, Lyme Regis

To allow members to consider a request for rear access received from the owner of 19a Broad Street, Lyme Regis

24. Exempt Business

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

Update for LRTC Full Council 9 September 2026

1. Community Conversations

Dorset Council's 'Community Conversations' programme is underway with Zone 4's first meeting for representatives from town & parish councils and community groups on Tuesday 15 September with the follow up on Friday 30 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've invited community groups and business representatives to participate in this important new approach to place-based service delivery and genuine collaboration locally, especially for Adult and Children's Services and healthcare, so I've invited key stakeholders in Lyme and Charmouth and will encourage representation at both the 'Community Conversations' at the briefing and listening session at the Alexandra Hotel on 7 Sept.

2. Briefing and Listening session at Alexandra Hotel 7 September

I'm aiming to talk briefly about:

1. The Dorset Council **Parking Review** - comments due in before **15 Sept**.
2. South West Water's '**Turning the Tide**' investment programme in Lyme - and the consequent road closures we know about. Others will follow!
3. Update from **River Lim Action** on cleaning up the River Lim and our beaches.
4. **Traffic and Transport** plans and possible further, more radical proposals, given the increasing damage to our historic buildings from vehicle strikes.
5. The government's **waste regulations** coming in next April for businesses under 10 employees and the possibility of much more collaborative working between businesses and both councils to minimise the proliferation of bins in the public domain and ideally, create attractive wooden housing for communal contracts.
6. The possibility of applying for the [Let's Celebrate Towns](#) grant so we could start a range of initiatives to manage our waste more effectively and potentially also to find better solutions for the town

centre to be safer, more sociable and more attractive for pedestrians and wheelers, especially for those with mobility challenges:

I've been checking the details and think 'Community Pride' would be the best category but we have to be a population over 5,000, which we could only manage if Charmouth and Lyme formed a joint bid as a ward area. The grant is for £20,000 and the deadline is **25 October**, so I've asked Charmouth Parish Council whether they would be interested in a joint application.

3. Waste project, collaborative approach

I'm working with environmental and design experts on a community project to create wooden housing for bins for public and communal business contracts. The next step is to meet both Dorset Council's waste team, which is working on a business case for collections every day including reviewing the street cleansing operation, and LRTC.

In the meantime, I'll be running a pilot scheme in George's Square with a communal contract for holiday accommodation owners to reduce the impact of bins. Both councils have agreed to work collaboratively to cut back overgrowing vegetation and tidy up the appearance of the area.

4. Traffic problems and road closures

- a. Solutions to traffic problems are being sought, including vehicle strikes and gridlock at:
 - Bridge Street
 - Coombe Street-Monmouth Street
- b. Procedures for emergency closures on the A35 need to be clarified with Dorset Council and the police and I've requested a meeting with the new Portfolio Holder for Place Services.
- c. South West Water published details of road closures during the 'Turning the Tide' investment programme on the dedicated [Lyme Regis website](#):

Monday 14 to Tuesday 29 September 2026	Clappentall Lane - Road closure
Monday 28 September to Friday 2 October 2026	Talbot Road - One lane closed

Monday 5 to Friday 16 October 2026	Colway Lane (Talbot Road access will be maintained) - Road closure
Thursday 15 to Friday 23 October 2026	Sidmouth Road - Temporary traffic light control

- d. I asked SWW to investigate smelly water bubbling through the previous trench on Charmouth Road – this is being dealt with currently with a traffic light controlled closure.
- e. Mark Green and I met stakeholders affected by the road closure on Marine Parade for repairs to Cobb House from 10 Sept to 10 November, though it is hoped the works will be completed before October half term. I've talked to most of the businesses about alternative arrangements for deliveries.

Arrangements will need to be agreed by LRTC on access for holiday accommodation guests.

- f. Cart Road will be relined, pavements will be resurfaced and TRO's reassessed.
- g. A35 night closures will run from 7 to 12 Sept from Long Bredy to Monkey Jump.
- h. Road closures can be checked on Dorset Council's [Roadworks map](#)

5. 20mph review and further requests

The 20mph should be reviewed after six months with the speed surveys repeated and signage omissions rectified e.g. at the top of Clappentail Lane.

Further requests for speed reductions could include Charmouth Road along the Park and Ride section (60mph to 40mph) and Timber Hill (30mph to 20mph). Extending the 20mph limit to the junction of Clappentail Lane and including Ware Lane makes sense.

The SIDs devices need to be returned to Charmouth Road and Timber Hill. The new device has been very effective in lower Sidmouth Road according to residents.

Charmouth Parish Council applied this week for 20mph limits for The Street and Lower Sea Lane.

6. Coastal defence

It is hoped we finally have confirmation from DEFRA that the EA, rather than town and parish councils, will retain responsibility for maintaining the safety of coastal defences even when the Shoreline Management Plan designation changes to 'No Active Intervention' as Monmouth Beach has.

7. Local Plan

There will be a new process and timetable for the Dorset Local Plan as a consequence of new government legislation. Details to follow.

8. New NPPF and planning changes

I've asked when town and parish councils will be briefed on the new changes to the National Planning Policy Framework (NPPF) which are significant.

More details on town and parish council opinions on planning applications should be provided to help planning officers' decision-making, as there will be far fewer opportunities to delegate decisions to Dorset Council planning committees.

9. Planning applications

I'll be supporting the Sailing Club's planning application to extend their roof deck against the planning officer recommendation to refuse at the Western and Southern Area Planning Committee and have asked LRTC to do the same, as strong local support will be essential to go against a recommendation.

I met the planning officer of the SWW planning application at Middle Mill. Currently the proposed site traffic access, destruction of trees, ecological impact and BNG arrangements are major concerns. The tree officer is visiting again 3 Sept and the Natural Environment team will be consulted. I'll liaise with RLA and SWW if necessary.

10. Taxi ranks

Work is underway with the local businesses to provide a loading bay and taxi rank outside the Cobb Arms.

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.

11. Connecting 'Citizen Science' to authorities

a. River and Beaches - water quality and habitat restoration

I've convened meetings with Local Nature Recovery, Dorset National Landscapes and Dorset Catchment Partnerships since February to connect all the local Citizen Science and community-based river groups more effectively through [Dorset Climate Action Network \(DCAN\)](#) to Dorset Council and to regional/national efforts on rivers, from flood resilience to nature-based solutions. More recently leaders of Dorset Coast Forum and the Local Nature Partnership have joined.

DCAN will run a workshop for river groups at the [Dorset COP](#) on 14 November and we'll follow this with a river group event in January. River Lim Action, River Char Action and CROWD (Clean Rivers of West Dorset) are leading the way on political and public engagement.

b. Climate Adaptation Strategy and Risk Assurance-Community Resilience

Following my question at Full Council in July about doing more to help communities adapt to climate extremes, I'm meeting the Portfolio Holder and officers from Risk Assurance-Emergency Planning and Sustainability teams on connecting up aspects of the work, so community groups and town and parish councils can be supported to develop better emergency and resilience planning. In the meantime, the officers have been working together and have agreed to do a workshop together on Community Resilience at DCOP.

12. [Dorset & Wiltshire Fire Service proposed cuts](#)

The community campaigners in Charmouth is regrouping for the next campaign to make the case to save Charmouth and other local fire stations.

13. 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.

14. Contact details

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

15. Councillor surgeries

Both will be on Wednesdays 9 September, 7 October, 4 November, 9 December 2026, 6 January 2027.

Lyme Regis 10am to 12pm at the Kiosk on Cart Road and in Charmouth 2pm to 4pm at the Community Library, The Street

Details are in the August-September Green Party newsletter.

Belinda Bawden

3 Sept 2026



Green Party

Dorset

Appendix 1 – repeat of July’s report from Traffic Planning team

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



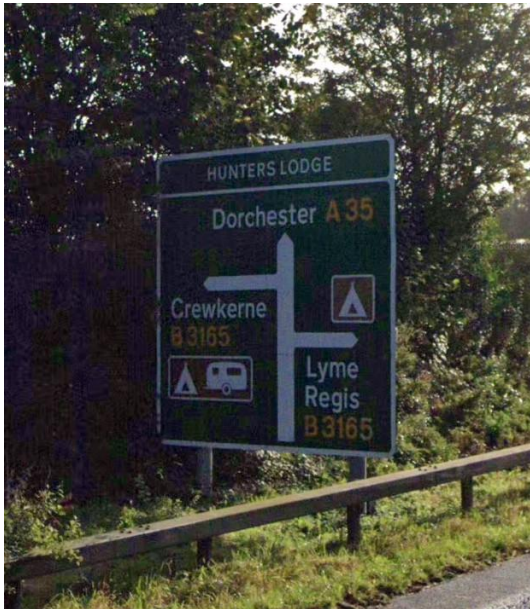
Sheet 5, Viewport 2 at 16+000

[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



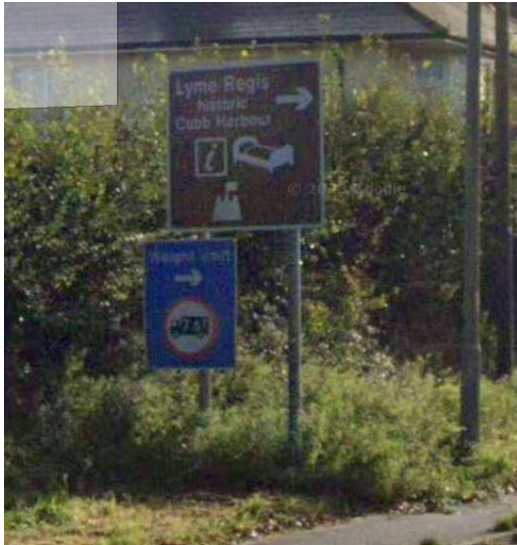
Sheet 5, Viewpoint 2 at 16+675.

[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?

11. 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 1 3/4" or add new sign patch without reference to Lyme Regis.
Sign on left to include Lyme Regis with mileage.

12. 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.

Appendix 2

From: Foundry Lea <foundrylea@jbp.co.uk>
Sent: 03 September 2026 4:51 PM
To: Foundry Lea <foundrylea@jbp.co.uk>
Subject: Update on Miles Cross Junction works

Good afternoon

I am writing to update you on the planned works at Miles Cross Junction.

The next phase of works has now been confirmed to take place between **Thursday 17 September and Friday 2 October**. These dates have been approved by the relevant authorities.

The current expected arrangements are as follows:

- **Thursday 17 and Friday 18 September:** Overnight closures of the A35 to install the traffic management required for the next phase of works – closure from **8pm to 6am** both nights.
- **Friday 18 September to Friday 2 October:** The B3162/West Road junction at Miles Cross will be fully closed. The A35 will remain open, but there will be no access onto or off West Road at this location. Drivers will be diverted through Bridport town centre to access West Road.
- **Monday 21 September to Friday 2 October:** 24/7 works at the West Road Junction. During this period, the A35 will run as normal.
- **Thursday 1 and Friday 2 October:** Overnight closures of the A35 to enable traffic management arrangements to be removed – closure from **8pm to 6am** both nights.

Please note that the A35 will **not** be closed for the full duration of the works. The main closure during this period relates to the West Road Junction, with the A35 running normally between the planned A35 closure dates.

Thank you for your patience and understanding while these important works are carried out.

Kind regards

Thomas Snell
Principal Project Manager for the Miles Cross Roundabout works

On behalf of the Foundry Lea Consortium
foundrylea@jbp.co.uk
www.foundrylea.co.uk

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 22 JULY 2026

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr P. May, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

Officers: M. Green (deputy town clerk), A. Mullins (assistant town clerk)

Guests Cllr B. Bawden (Dorset Council ward member)

The mayor, Cllr Philip Evans read the town's prayer.

26/19/C Dorset Council Matters

In response to member questions, Cllr B. Bawden gave the following updates:

- There was no update on when the 20mph signs would be removed from the roadway in Windsor Terrace as the machine was broken.
- Sidmouth Road was not on Dorset Council's (DC) priority list for double yellow lines but she urged people to continue reporting any issues, which would help move it up the list. She would also insist it is reassessed.
- Following the news Charmouth Fire Station would not close, she believed a community resilience centre between Lyme Regis and Charmouth could be considered as part of a long-term strategy.
- A suggestion from DC traffic planners for a barrier on Cart Road was one of the ideas for the town council to consider as it had previously discussed making the Cart Road more of a pedestrian walkway and converting Cobb Gate car park to disabled parking and taxi ranks.
- She asked a member to write to her about missing bins on Cart Road.

Cllr B. Bawden also gave the following updates:

- There was a new timetable for the Local Plan, as DC had to adhere to the government's new rules, which would delay the timetable. The deputy town clerk had received an email about this and would forward it to members.
- The housing needs survey carried out last year had been on hold due to personnel issues but a replacement was in post and would pick this up again.
- A three-month consultation was taking place about the rights of way network, open to everyone. The deadline for responses was 12 October 2026.

- The night-time closure of the A35 had been pushed back by 15 minutes to accommodate the LB1 summer evening bus service, although this was less than the one hour hoped for to allow two complete circuits of the service.

26/20/C Questions from Councillors

There were none.

26/21/C Apologies for absence

Cllr S. Cockerell – holiday
Cllr M. Denney – personal commitment
Cllr S. Larcombe – personal commitment
Cllr C. Reynolds – illness

26/22/C Disclosable Pecuniary Interests

Cllr M. Ellis declared an interest in agenda item 18 as chairman of the Woodmead Halls Management Committee.

26/23/C Dispensations

There were none.

26/24/C To confirm the accuracy of the minutes of the Annual Meeting held on 20 May 2026, adjourned until 27 May 2026

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, the minutes of the Annual Meeting held on 20 May 2026, adjourned until 27 May 2026 were **ADOPTED**.

26/25/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 17 June 2026

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, the minutes of the extraordinary Full Council meeting held on 17 June 2026 were **ADOPTED**.

26/26/C 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

Members noted the report.

26/27/C Update Report

There were no updates.

26/28/C Mayor's Announcements

Members noted the report.

26/29/C Planning Committee

A member questioned the committee's decision to raise no objection to the licensing application for Milly's Ice Cream to allow the sale of alcohol.

The deputy town clerk said the criteria for dealing with licensing applications was primarily one of public safety, so unless the council had concerns this posed a material risk of public safety, the application was likely to be approved by DC.

It was also noted many of the other kiosks along the seafront already sold alcohol and public safety was addressed in the committee's recommendation that the use of glass should not be permitted.

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** 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.

26/30/C Environment Committee

Proposed by Cllr S. Cockerell and seconded by Cllr A. Wood, it was **RESOLVED** to receive the minutes of the meeting held on 1 July 2026, and adopt the recommendations, as follows:

26/09/ENV – Environment Committee – Objectives

ORIGINAL MOTION: that the town council includes in the list of objectives for 2026-27 to support the activities of Turn Lyme Green.

A member was concerned that the council had already agreed its objectives for 2026-27 and it was not normal practice to add to the list in-year. It was also suggested support for local organisations should be through the grants' process, rather than making it one of the council's own objectives.

SUBSTANTIVE MOTION: Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to include in the list of draft objectives for 2027-28 to support the activities of Turn Lyme Green.

26/10/ENV – Co-option

RESOLVED: 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

ORIGINAL MOTION: 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.

A member was concerned the council was being asked to approve an unknown amount of unbudgeted expenditure for the accreditation and suggested this needed to be reviewed by the Strategy and Finance Committee, where detailed costings could be considered.

Another member suggested the accreditation fee should have been included in the budget and this was an oversight by officers. It was also suggested the amount be capped at £5k so members could be satisfied with the amount they were approving.

The deputy town clerk said when the council obtained silver accreditation, it wasn't known it would need to be renewed every three years.

It was proposed by Cllr M. Ellis to defer consideration of unbudgeted expenditure for the continuation of the silver level carbon literacy accreditation to the Strategy and Finance Committee, with costings.

This motion was not seconded.

It was noted the Environment Committee felt it was urgent to approve a budget to avoid the council losing its accreditation, although it was then clarified that the accreditation had expired in April. However, it was understood it was not too late for the council to renew its accreditation.

SUBSTANTIVE MOTION: Proposed by Cllr P May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve unbudgeted expenditure of up to £4k for the continuation of the silver level carbon literacy accreditation and the relevant requirements be actioned, that the town council uses external suppliers where appropriate to reduce significantly the workload on officers, and if the cost is more than £4k, it will be brought back to members for further consideration.

It was noted three quotes would be required as per the council's financial regulations.

26/31/C Human Resources Committee

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, it was **RESOLVED** to receive the minutes of the meeting held on 10 June 2026, and adopt the recommendations, as follows:

26/08/HR – Vacancy Management

RESOLVED: 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.

26/09/HR – Town Clerk Recruitment

It was noted the recommendations under this agenda item had been previously approved at the Extraordinary Full Council meeting on 17 June 2026.

26/10/HR – Homeworking Request

RESOLVED: to approve the request from postholder 101 to homework for one day a week, with the exception of school holidays.

26/32/C Strategy and Finance Committee

Proposed by Cllr P. May and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 10 June 2026, and adopt the recommendations, as follows:

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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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.

26/14/SF – List of Payments

RESOLVED: 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

RESOLVED: 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.

26/33/C Tourism, Community and Publicity Committee

It was noted the meeting scheduled to take place on 24 June 2026 was cancelled.

26/34/C Town Management and Highways Committee

Proposed by Cllr P. May and seconded by Cllr G. Turner, it was **RESOLVED** to receive the minutes of the meeting held on 10 June 2026, and adopt the recommendations, as follows:

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

RESOLVED: 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

ORIGINAL MOTION: 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.

The town clerk said the deputy town clerk had recently received some traffic proposals from DC and due to the timescales involved to respond, he had asked him to arrange a special meeting to consider them.

SUBSTANTIVE MOTION: Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to retain the Travel and Transport Working Group and for the group to consider new proposals recently submitted by Dorset Council.

Cllr M. Ellis left the meeting at 7.40pm.

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

RESOLVED: to look into costings for additional CCTV at Anning Road Playing Field.

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

RESOLVED: 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

RESOLVED: 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

RESOLVED: 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).

Cllr M. Ellis returned to the meeting at 7.41pm.

26/35/C Governance Review

A member pointed out several errors in the first draft of the revised terms of reference and scheme of delegation, but it was clarified this was just a draft and it would be further amended and corrected before being brought back to members for final approval on 9 September 2026.

However, paragraph 11.8 referred to the operations manager as the member of staff who must be deferred to in the absence of the town clerk and deputy, but it was suggested this be changed to the assistant town clerk.

Proposed by Cllr P. May and seconded by Cllr D. Holland, members **RESOLVED:**

- to reduce 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
- to strengthen member input, decisions on the ‘destination’ of reports are undertaken in consultation with the mayor, deputy mayor and committee chairmen at a weekly meeting
- 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 transferring publicity from the Tourism, Community and Publicity Committee to this committee
- to create an operations committee by merging the Town Management and Highways, and the Tourism, Community and Publicity Committees
- to retain the Environment Committee on a 12-week cycle
- to retain the Planning Committee on its existing three-week cycle
- to restrict 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.

- to restrict 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
- to create 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
- to approve the terms of reference for the Partnership Board
- to amend section 11.8 of the terms of reference and scheme of delegation to replace the operations manager with the assistant town clerk
- to reconvene the Governance Review working group 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, with a review in May 2027
- the changes take effect after the Full Council on 9 September 2026.

26/36/C Woodmead Halls Term Grant

It was noted the floor at the Woodmead Halls would be replaced on 10 August 2026, and there were currently four trustees.

Cllr M. Ellis left the meeting at 7.47pm in line with her declaration of interests.

The assistant town clerk said members had three options: to continue with the current situation of not paying the grant, to end the grant, or to give the Woodmead Halls a deadline by which to resolve the issues before making a decision.

Members acknowledged the issues holding up progress at the Woodmead Halls but agreed it was an essential facility in the town.

It was agreed the member rep Cllr P. May and the mayor would offer to meet with the trustees to try and establish if any other support could be made available.

Proposed by Cllr P. May and seconded by Cllr D. Holland, members **RESOLVED** to make no further term grant payments to the Woodmead Halls until members have assurances and evidence that progress can and will be made; to implement a time limit of six months to resolve the issues and if this deadline is not met, the grant will be withdrawn and any unspent funds must be repaid to the council.

Cllr M. Ellis returned to the meeting at 8.03pm.

26/37/C Reimbursement of Outside Seating Charges

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, 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.

26/38/C Exempt Business

a) Reimbursement of Outside Seating Charges

The deputy town clerk confirmed that once this payment was agreed, there was one other business which the council was yet to refund, although officers had been trying to contact them for some time.

The deputy town clerk gave a more general update on the extent of the highway on Marine Parade and the impact on other businesses located there.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve unbudgeted expenditure of £220 to refund a business proprietor for outside seating charges.

The meeting closed at 8.15pm.

LYME REGIS TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 5
AUGUST 2026**

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr G. Turner, Cllr A. Wood

Officers: A. Mullins (assistant town clerk), M. Green (deputy town clerk)

Absent: Cllr N. Hampton-Rumbold, Cllr G. Stammers

26/39/C Apologies for absence

Cllr C. Reynolds – illness

26/40/C Disclosable Pecuniary Interests

There were none.

26/41/C Dispensations

There were none.

26/42/C Appointment of a Town Clerk

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

26/43/C Sale of Former Offices

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

26/44/C Exempt Business

The deputy town clerk left the meeting at 7.02pm.

a) Appointment of a Town Clerk

Members were updated on how the interviews went and that the panel's recommendation was that the current deputy town clerk is appointed as town clerk.

It was noted the deputy town clerk would like to take up office as soon as possible, although the current arrangement was for the town clerk to leave on 31 December 2026. However, discussions had taken place with the town clerk about leaving early, but to continue to be paid until 31 December 2026.

Members were informed the new town clerk would like to start building a new management team as soon as possible, with the new deputy town clerk to have experience in one or more disciplines. It was noted the new town clerk felt once a deputy was appointed, he could create a balanced management team at a cost no greater than the current staffing costs, and perhaps there could be savings, although he felt managers should be paid more to reflect market conditions and ensure retention.

It was noted there would be an extraordinary Full Council meeting on 12 August 2026 to allow the new town clerk to start the recruitment process for a deputy immediately.

It was suggested that as the council's new governance structure would take effect after the Full Council meeting on 9 September 2026, the current town clerk be allowed to leave from this date, on mutually agreeable terms.

Members discussed the suggestion for the town clerk to leave early, which would be garden leave, and asked if his contract and the Green Book would allow this.

The assistant town clerk confirmed the contract allowed for garden leave and members noted the importance of having any agreement in writing.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to appoint Mark Green as the council's new town clerk, subject to the negotiation of final contract conditions.

Proposed by Cllr P. May and seconded by Cllr D. Holland, members **RESOLVED** that the new town clerk takes up the post on 10 September 2026 and is paid the negotiated rate from that date.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members **RESOLVED** to require the town clerk to go on garden leave during his notice period between 10 September and 31 December 2026.

The deputy town clerk returned to the meeting at 7.21pm.

b) Sale of Former Offices

The deputy town clerk updated members on the latest position with the marketing and disposal of the former council offices.

Members noted a meeting was taking place on 13 August 2026 between the council's architect and the conservation officer to further discuss proposed access works at the Guildhall.

The deputy town clerk advised members to allow that meeting to go ahead as the council would then be in a better position to consider all options.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to allow the meeting on 13 August 2026 to discuss proposed access works at the Guildhall to take place, and to authorise the town clerk, in consultation with the mayor and chairman of the Town Management and Highways Committee, to accept the second offer made for the former council offices in the event the first offer is withdrawn or amended by the initial buyer.

The deputy town clerk said he would provide members with a confidential briefing note after the 13 August 2026 meeting.

The meeting closed at 7.59pm.

LYME REGIS TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 12
AUGUST 2026**

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr G. Turner, Cllr A. Wood

Officers: M. Green (deputy town clerk)

Absent: Cllr G. Stammers, Cllr. G. Turner

26/45/C Apologies for absence

Cllr N. Hampton-Rumbold – family commitment

Cllr D. Holland – personal commitment

Cllr C. Reynolds – illness

Cllr P. May – from 7.20pm onwards – personal commitment

26/46/C Disclosable Pecuniary Interests

There were none.

26/47/C Dispensations

There were none.

26/48/C Recruitment to the Post of Deputy Town Clerk

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

26/49/C Exempt Business

a) Recruitment to the Post of Deputy Town Clerk

The current deputy town clerk explained his rationale for the proposed job description, person specification and recruitment process set out in the report. He also outlined his thinking about how the office team might be structured in future, in particular, how some aspects of his current role might be managed and/or redistributed within the team without the need for an additional/replacement manager level post.

He did, however, emphasise some additional staffing resource would undoubtedly be required, especially to deal with the property and project-related aspects of his current role. He saw that resource being at a more technical rather than managerial level.

Members debated the report in detail. Although supportive of it in general, they felt the recruitment timetable was ambitious, especially over a holiday period, and suggested that an additional week be added to the timetable to allow more time for the receipt of suitable applications and for the shortlisting and interview process to take place.

The current deputy town clerk supported the suggested extension to the timetable but noted this would then require an extraordinary Full Council meeting to be held on 16 September 2026 if the appointment of the replacement deputy town clerk were to be confirmed without delay. He hoped this would be possible so he could continue to develop his thinking about the wider office team. This thinking would inevitably be informed by the recruitment of the deputy and their particular knowledge, experience and skillsets.

Cllr P. May left the meeting at 7.20pm.

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members **RESOLVED** the post of deputy town clerk be advertised at a salary range of SCP 40-45 (£51,356- £57,139) (pay award pending).

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members **RESOLVED** to approve an unbudgeted increase of £5,000 in the 2026-27 salaries' budget to cover the anticipated additional salaries costs incurred in the change to the remuneration for the post of deputy town clerk.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** to approve the job description, person specification and recruitment process for the post of deputy town clerk with the addition of seven days to the recommended timetable, i.e., noon on 4 September for the return of applications, 7 September for shortlisting and 10/11 September for interviews.

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** that the interview panel for the recruitment to the post of deputy town clerk comprise Cllr P. Evans, Cllr M. Ellis, Cllr G. Caddy and Cllr C. Aldridge, supported by the town clerk, and that the outcome of the interview process be reported to and approved by an additional extraordinary meeting of Full Council to be held on 16 September 2026.

Proposed by Cllr M. Denney and seconded by Cllr G. Caddy, members **RESOLVED** that authority to respond to any other urgent human resources issues be delegated to the town clerk-elect in consultation with the mayor and chairman of the Human Resources Committee, on the basis that all members be notified in writing about any issues and any required or agreed actions as soon as possible.

The meeting closed at 8.15pm.

DRAFT

AGENDA ITEM 9

Committee: Full Council

Date: 9 September 2026

Title: Matters arising from the minutes of Full Council held on 22 July 2026 and the extraordinary Full Council meetings held on 5 and 12 August 2026

Purpose of Report

To inform members of matters arising from the minutes of the Full Council held on 22 July 2026, and the extraordinary Full Council meetings held on 5 and 12 August 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

26/36/C – Woodmead Halls Term Grant

The Woodmead Halls' trustees were notified of the council's decision regarding the term grant by email on 11 August 2026; the six-month deadline to resolve the current issues will start on this date and therefore expires on 11 January 2027.

As per the discussion at the last meeting, the offer of a meeting between the trustees and the mayor and council representative, Cllr P. May was also extended.

At the time of writing, there had been no response from the trustees.

26/37/C – Reimbursement of Outside Seating Charges

An outstanding settlement agreement has been signed and the payment made to the business. One further settlement agreement is still to be signed and the business concerned will get in touch after the summer holidays to arrange this.

26/42/C – Appointment of a Town Clerk

Mark Green has been formally appointed as the council's new town clerk and the final contract terms have been agreed. Mark takes up the post on 10 September 2026.

John Wright's final day is 9 September 2026 and the requirement for him to take garden leave between 10 September and 31 December 2026 and the terms of this leave have been confirmed in writing.

26/43/C – Sale of Former Offices

A verbal update will be provided at the meeting.

26/48/C – Recruitment to the Post of Deputy Town Clerk

The deputy town clerk vacancy was advertised from 13 August 2026 in the agreed publications and channels and at the agreed rate of remuneration.

The closing date for applications is midday on Friday 4 September.

The outcome of the interview process will be reported to an extraordinary meeting of Full Council to be held on the evening of 16 September.

Any further update will be provided verbally at the meeting.

Adrianne Mullins
Assistant town clerk
September 2026

Committee: Full Council

Date: 9 September 2026

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Devolution of Assets and Services

Further to the report to Full Council on 17 December 2025, a formal expression of interest in the transfer of Dorset Council-owned assets and the local delivery of some services currently delivered by Dorset Council was submitted late last year.

The expression of interest committed neither council to anything, but provided a more formal basis for the discussions which have continued regularly since that time.

Those discussions have centred around two things:

- the transfer and local management of all Dorset Council-owned toilets in return for assets or an income stream which leaves this council in a 'no worse off' position.
- The transfer and local management of Theatre Square and the western end of Church Cliff walkway (as far as the Mary Anning statue) to enable events, potentially including a local market, to take place in this area.

The latter point has resulted in some delays to the progress of talks because the area concerned is partly owned by The Crown and is also, in part, leased to South West Water, both of whom have needed to be involved in the process.

Dorset Council has provided all of the requested information about the potential replacement assets, and this is currently being evaluated by officers prior to a more detailed report being brought to members, hopefully to Full Council on 14 October 2026.

In the meantime, a new contract has been entered into for the cleaning of this council's toilets and the rates agreed as part of that process will allow a more accurate evaluation of the costs of taking on Dorset Council's toilets. Previously, the likely cost was being based on the costs provided by Dorset Council.

Other matters referred to in the expression of interest will be pursued separately and at a later date.

Pop-up shop in Langmoor Room

The 'pop-up' shop in Langmoor Room, operated by Saltie Watersports and approved for the 'summer period', commenced trading on 17 July 2026; slightly later than originally intended. The use continued until 19 August 2026, ending slightly earlier than intended for the reasons set out in the letter below:

'Firstly, thank you very much for giving us the opportunity to use the space. Overall, the pop-up has gone really well and has been a very useful exercise for us.'

We've now sold out of our paddle boards and most of the higher-value products, and unfortunately our suppliers are also out of stock of paddle boards, so we're unable to replenish them. What we have left is mainly the smaller, slower-selling items. We also have some staff shortages over the next couple of weeks due to holidays and a member of staff leaving, so it makes sense for us to close slightly earlier.'

We'd definitely be keen to discuss doing something again next season. We've learnt a lot from the pop-up about what sells well in the location and what doesn't, so I think we could come back next year with a much more focused product range and make even better use of the space.'

Thanks again for all your help and for allowing us to use the unit. It's been a really worthwhile opportunity for us.'

If a similar request to use the Langmoor Room is received for next year then this will be brought back to members for consideration. In the meantime, further thought will be given to how best to make use of the space, given the very low level of bookings received in the period immediately prior to the shop being established, despite increased marketing and promotion.

Outside Seating

A meeting has been arranged with officers at Dorset Council to discuss a range of issues concerning the ongoing management and use of the Marine Parade.

Member Away Day

It had been intended to hold a member 'away day' on Saturday 12 September to discuss a variety of issues, including the council's core values and purpose, objectives and ideas for reducing costs and increasing income.

Unfortunately, the response has been poor, with only 3 confirmed attendances.

In the circumstances, the event will be cancelled and a further attempt made to rearrange it later in the autumn. Members will be notified of the alternative date in due course and are encouraged to make every effort to attend if possible.

Mark Green
Deputy town clerk
September 2026

Mayor's Engagements for July to August 2026

Friday 31 July	Accompanied by the mayoress, attended the Regatta and Carnival firework display.
Saturday 1 August	Accompanied by the mayoress and the deputy mayor, led the Regatta and Carnival torchlight procession.
Thursday 6 August	Accompanied by the deputy mayoress and the deputy mayor, started the Regatta and Carnival duck race.
Friday 7 August	Accompanied by the deputy mayoress and the deputy mayor, started the Regatta and Carnival Candles Down the River.
Saturday 8 August	Accompanied by the mayoress, led the carnival procession.
Saturday 15 August	Accompanied by the mayoress, attended the start of Lifeboat Week.
Saturday 15 August	Accompanied by the mayoress, presented the Lifeboat Week bathtub race.
Sunday 16 August	Accompanied by the mayoress, presented a new shield for Lyme Regis Sailing Club races.
Wednesday 19 August	Accompanied by the mayoress, attended the Welcome Club summer party at Uplyme Village Hall.
Sunday 23 August	Accompanied by the deputy mayoress, the deputy mayor started the Lifeboat Week duck race.
Sunday 23 August	Accompanied by the mayoress, started the Lifeboat Week Fun Run and presented the prizes.

Town council comments made under delegated authority arising from the cancelled meeting of the planning committee scheduled to be held on 14 July 2026

- 1. P/LBC/2026/03385**
LISTED BUILDING CONSENT
Strip and Recover Slate Main Roof
56 Banff Broad Street Lyme Regis DT7 3QF

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/VOC/2026/03224**
VARIATION OF CONDITION
Erect rear single storey extension and install rooflight (with variation of condition 2 of Planning permission P/HOU/2022/04297 to amend plans)
60 Fairfield Park Lyme Regis DT7 3DS

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/LBC/2026/03667**
LISTED BUILDING CONSENT
Minor internal works to divide the building into two houses
40 Church Street Lyme Regis Dorset DT7 3DA

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.

**LYME REGIS TOWN COUNCIL
PLANNING COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 4 August 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)

26/25/P Apologies for Absence

There were none.

26/26/P Minutes

Proposed by Cllr P. May and seconded by Cllr S. Cockerell the minutes of the meeting of the Planning Committee held on 23 June 2026 were **ADOPTED** and the planning recommendations obtained by email following the cancellation of the meeting scheduled to take place on 14 July were noted and approved.

26/27/P Dispensations

There were none.

26/28/P Matters arising from the minutes of the Planning Committee held on 23 June 2026

There were none.

26/29/P Update Report

There were none.

26/30P Planning Applications

1. P/FUL/2026/03130

FULL PLANNING APPLICATION

Erection of extension to kitchen and installation of gas fire flue; enlarge dining room opening with Juliet balcony

Flat 10 Farnham House Stile Lane Lyme Regis DT7 3JD

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/2026/03021

HOUSEHOLDER PLANNING PERMISSION AMENDED PLANS

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

Additional Comments: Agent has amended scheme - install of a screen as requested and updated drawings

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/CLP/2026/03763

Demolition of existing shed and garden building. Siting of Shepherd's hut in rear garden, solely for purposes incidental to the enjoyment of the existing dwelling. Cliff Edge East Cliff Lyme Regis DT7 3DH

The above Certificate of Lawful Use Proposed has been received Dorset Council. It is for information purposes only unless the town council has relevant and material information relating to the matter.

The town council notes the application but has no comments to offer.

4. P/HOU/2026/03673

HOUSEHOLDER PLANNING PERMISSION

50 Kings Way Lyme Regis DT7 3DU

Demolition of link-detached outbuilding, construction of two storey side extension and formation of parking area. 50 Kings Way Lyme Regis DT7 3DU.

Members discussed the application at length and whilst they had no objection to the proposed side extension, they had severe reservations about the creation of the proposed off-street parking area given its strong visual impact on the character of the area and the general street scene, the concerns expressed in the accompanying geotechnical report and the loss of at least one on-street parking space in an area where street parking was under pressure.

The town council raises no concerns about the proposed side extension but recommends refusal of the application because of the detrimental appearance of the proposed parking space and associated structures on the character and street scene of the area, the associated loss of on-street parking and the concerns about land stability expressed in the accompanying geotechnical report, especially given known land movement in the area, including to the council-owned cemetery immediately to the rear of the property.

26/31/P Amended/Additional Plans

Noted

26/32/P Withdrawn Applications

Noted

26/33/P Planning Decisions

Noted

26/34/P Planning Correspondence

The deputy town clerk mentioned a planning seminar being provide by Dorset Council in Dorchester on 8 September. Cllrs May and Denney expressed their interest in attending, if possible.

The meeting closed at 7:59pm

Committee: Full Council

Date: 9 September 2026

Title: Terms of Reference and Scheme of Delegation

Purpose of Report

To allow members to consider and approve amendments to the final draft of the council's Terms of Reference and Scheme of Delegation

Background

1. Changes to the council's committee structure along with enhanced delegation to the town clerk approved by the Full Council on 22 July 2026 require changes to the council's Terms of Reference and Scheme of Delegation. A draft of proposed changes to the council's Terms of Reference and Scheme of Delegation was taken to the Full Council on 22 July 2026

Report

2. Amendments to that draft have been undertaken, see attached, **appendix 13A**.

John Wright
Town clerk
September 2026

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 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
- 1.6.30 Preparation and management of the council's budget and precept
- 1.6.31 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee

- 1.6.32 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
 - 1.6.33 Review the list of payments and debtors' reports
 - 1.6.34 Control, monitoring and review of income and expenditure, both revenue and capital
 - 1.6.35 Treasury management
 - 1.6.36 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:
 - 3.1.1 Review of inventory of land and assets, including buildings and office equipment
 - 3.1.2 The development and review of the corporate plan
 - 3.1.3 Receive details of any requests for information made under the Freedom of Information Act 2000.
 - 3.1.4 Receive details of formal complaints made to the council
 - 3.1.5 Compliance with legislation, regulation and best practice
 - 3.1.6 Carrying out functions on behalf of the Full Council, in particular the:
 - 3.1.6.1 Review and adoption of standing orders and financial regulations
 - 3.1.6.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 3.1.6.3 Review of the system of internal control and risk management
 - 3.1.6.4 Establishing or reviewing the council's complaints' procedure
 - 3.1.6.5 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
 - 3.1.6.7 Performance management

- 3.1.7 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.
- 3.1.8 To undertake an annual review the council's code of conduct and make recommendations to the Full Council on any revisions that are required.
- 3.1.9 To consider the establishment structures, staffing levels, job descriptions, person specifications, job evaluations, and the remuneration levels
- 3.1.10 To ensure that the council has policies and procedures in place to meet its human resources and health and safety statutory responsibilities
- 3.1.11 To consider and review human resources and health and safety policies and procedures
- 3.1.12 To appoint the town clerk, deputy town clerk, assistant town clerk, operations manager, and finance manager
- 3.1.13 To appraise the performance of the town clerk and set his/her annual objectives
- 3.1.14 To consider grievances and complaints against the town clerk
- 3.1.15 To consider appeals against grievance and disciplinary decisions made by officers
- 3.1.16 To annually consider the development of the council's workforce
- 3.1.17 To commission periodic surveys to assess employee satisfaction
- 3.1.18 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
- 3.1.19 To consider incidents of whistleblowing by employees
- 3.1.20 To monitor the learning and development of members and staff.
- 3.1.21 Promotion and publicity of the town.
- 3.1.22 Health and safety.
- 3.1.23 Public relations and communications.
- 3.1.24 Marketing.

4. Operations

- 4.1 The purpose of the Operations Committee is to manage services provided by the council relating to the natural and built environment, including conservation:

- 4.1.1 Provision and maintenance of public property and open spaces, e.g. car parks, toilets, gardens, beaches, amenity services, cemetery, play park, skatepark
- 4.1.2 Administration of land and property to include leases, licences and concessions
- 4.1.3 Enforcement
- 4.1.4 Trees and planting
- 4.1.5 Street naming
- 4.1.6 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
- 4.2 Tourism policies
- 4.3 Economic and business initiatives
- 4.4 Community engagement
- 4.5 Responding to consultations by external organisations
- 4.6 Managing the process of consulting the community and third sector groups on policy development
- 4.7 Twinning
- 4.8 Arts and heritage
- 4.9 Tourism services
- 4.10 Events' management

5. Environment

- 5.1 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:
 - 5.1.1 Researching and advising the council on environmental issues
 - 5.1.2 Consulting external bodies on environmental issues
 - 5.1.3 Make recommendations on the council's policy on environmental issues
 - 5.1.4 Identifying and monitor progress against environmental objectives
- 5.2 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.
- 5.3 The following rules apply to the co-option of non-members:

- 5.3.1 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.
- 5.3.2 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.
- 5.3.3 Members may vote non-members off the committee at any time by majority vote.

6. Planning

- 6.1 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.
 - 6.1.1 To make recommendations direct to Dorset Council on planning applications.
 - 6.1.2 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.
 - 6.1.3 To comment on licensing applications received from Dorset Council for the sale of alcohol.

7. Partnership Board

- 7.1 Purpose
 - 7.1.1 To further align the council to its communities.
 - 7.1.2 To allow external stakeholders to comment on the council's objectives, projects, priorities, direction of travel and achievements and to suggest improvements.
 - 7.1.3 The partnership board is not a formal part of the council's decision-making process.
- 7.2 Frequency of meetings
 - 7.2.1 The board will meet in early-autumn and June. The early-autumn 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.
- 7.3 Membership
 - 7.3.1 The board will consist of community stakeholders and individuals whose experience is considered beneficial to the council.
 - 7.3.2 The membership of the board will be determined by the mayor in consultation with the council.
 - 7.3.3 The board will consist of nine to 12 non-council members.

7.3.4 The board will elect its own chairmen.

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

7.4 Support

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

7.5 Reporting

7.5.1 The views of the board will be reported to the Full Council and published in LymeLiving.

8. Scheme of Delegation - Town Clerk

8.1 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.

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

8.3 The town clerk, in consultation with the mayor, deputy mayor and chairmen of the Resources and Operations Committees, will make routine and low-level decisions on behalf of the council.

9. Proper Officer

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

9.2 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:

9.2.1 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.

9.2.2 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).

9.2.3 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.

9.2.4 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.

- 9.2.5 Make available for inspection the minutes of meetings.
- 9.2.6 Receive and retain copies of byelaws made by other local authorities.
- 9.2.7 Receive and retain declarations of acceptance of office from councillors.
- 9.2.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- 9.2.9 Keep proper records required before and after meetings.
- 9.2.10 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.
- 9.2.11 Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary.
- 9.2.12 Manage the organisation, storage of and access to information held by the council in paper and electronic form.
- 9.2.13 Arrange for legal deeds to be sealed using the council's common seal and witnessed.
- 9.2.14 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.
- 9.2.15 Record every planning application notified to the council and the council's response to the local planning authority in the Planning Committee minute book.
- 9.12.16 Retain custody of the seal of the council which shall not be used without a resolution to that effect.
- 9.12.17 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

10. Responsible Financial Officer

- 10.1 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:
 - 10.1.1 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.

- 10.1.2 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.
- 10.1.3 The RFO shall be responsible for the production of financial management information as required by council.
- 10.2 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.
- 10.3 Payments under £25,000 should 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.
- 10.4 The authorisers named in paragraph 11.3 may also approve payments of up to £1,000 on a bank debit card.
- 10.5 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:
 - 10.5.1 good governance, internal and external audit, internal control, financial planning, human resource management, public relations and land & property transactions
 - 10.5.2 ensuring that the town council operates in accordance with all legislation
 - 10.5.3 that the council's approved policies are implemented
 - 10.5.4 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
 - 10.5.5 ensuring all meetings of the town council are properly administered
 - 10.5.6 ensuring members are properly advised on policy, strategy, procedure and performance
 - 10.5.7 leading, managing and motivating the staff team.
- 10.6 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.

- 10.7 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 for assets and project management and planning matters.
- 10.8 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.
- 10.9 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.
- 10.10 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.
- 10.11 The allocation and delegation of functions between officers will be reviewed periodically.

11. Urgent matters

- 11.1 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.
- 11.2 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.
- 11.3 Any such action must be reported to the next meeting of the Full Council or the relevant committee.

12. Review

- 12.1 This document will be reviewed in May 2027 or sooner if there are changes in legislation or best practice.

Implementation date: 9 September 2026

Review Date: May 2027

Committee: Full Council

Date: 9 September 2026

Title: Appointments to Committees

Purpose of Report

To allow the council to appoint members to the Resources Committee, Operations Committee, Environment Committee and Planning Committee

Recommendation

The council appoints members to the Resources Committee, Operations Committee, the Environment Committee, and the Planning Committee

Background

1. Final recommendations on the council's committee structure were approved by the Full Council on 22 July 2026. The council's committee structure had been considered by the Governance Working Group and a previous Full Council meeting; it was also considered at two member briefings.
2. At the Full Council on 22 July 2026, members considered the general principles of electing councillors to the Resources Committee, Operations Committee, Environment Committee and Planning Committee.
3. For ease of reference, the principles reported to the Full Council on 22 July 2026 are detailed below:

‘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 ten first preferences, the council will negotiate with the membership and if this is not possible, hold a ballot.

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.”

Report

Appointments to the Resources and Operations Committees

4. The maximum number of members on these committees is 10. Members will indicate their preference for serving on the Resources and Operations Committees by completing a slip which will be circulated at the meeting; preferences will be indicated by marking the slip with first and second choice committees.
5. The probability is all members will get their first choice of committee, however there is a possibility that 11 or more members identify the same committee as their first choice. In the

event of this happening, a ballot will be undertaken to reduce those seeking appointment to that committee to 10, see below.

6. When members have voted for their first choice committee, the probability is there will be vacancies on each committee.
7. Having secured their first choice committee, some members may choose to withdraw their application for their second choice committee; the chairman of the meeting will address this.
8. The allocation of the remaining seats on the Operations and Resources Committees will be determined by ballot.
9. The following is a hypothetical example:

Six members' first choice is the Resources Committee, and eight members' first choice is the Operations Committee. These members are appointed to the Operations and Resources Committees.

For the remaining four vacancies on the Resources Committee and the remaining two vacancies on the Operations Committee, separate ballots take place to appoint to the vacant seats; each member has one vote.

The candidate receiving the least number of votes in the first ballot will be struck off the list and a fresh vote will be taken, if required.

This process will continue until there are four candidates for the Resources Committee and two candidates for the Operations Committee.

A tie in votes will be settled by the casting vote exercisable by the chairman of the meeting.

The Environment and Planning Committees

10. The maximum number of members on these committees is seven.
11. The allocation of seats on these committees will be decided separately and by ballot, if necessary.

What else

12. The voting procedure proposed is consistent with paragraph 8a in the council's standing orders.
13. Further guidance on appointments to committees and voting is detailed in the council's standing orders, see below:

Standing order 8.c, states:

A councillor does not have to be present at a meeting to seek election to an office of the council or a committee. The councillor must provide written notice in advance that they wish to seek election."

On 28 August 2026, the town clerk wrote to all members advising them of this.

Standing order 3.t, states:

“Unless standing orders provide otherwise, voting on a question shall be by show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on the next item of business on the agenda. If at least two members request, voting may be by signed ballot.”

Standing order 8.8 states, the mayor:

“is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chair is elected. In the Mayor’s absence, the Deputy Mayor could officiate in the same way.”

Standing order 4.d.vi states the council:

Shall permit a committee to appoint its own chairman at the first meeting of the committee.”

John Wright
Town clerk
September 2026

Committee: Full Council

Date: 9 September 2026

Title: Calendar of Meetings

Purpose

To allow members to approve the calendar of meetings for remainder of the 2026-27 council year

Recommendation

Members approve the calendar of meetings for the remainder of the 2026-27 council year

Background

1. Standing order 5.j.xxi requires the council to 'determine the time and place of ordinary meetings of the council up to and including the next annual meeting of the council'.
2. A calendar of meetings for 2026-27 was agreed by the Full Council on 1 April 2026.
3. At the Full Council meeting on 22 July 2026, members considered final proposals for the governance review. It was agreed a new committee structure would be formed, consisting of Resources, Operations, Environment and Planning Committees. It was noted a new calendar of meetings would be required and this would be brought to this meeting for members' approval.

Report

4. The proposed calendar of meetings for the remainder of the 2026-27 council year, taking us up to mayor-making and first meeting of the 2027-28 council year, is at **appendix 15A**.
5. The dates of the Planning Committee and the Annual Meeting of Electors were previously agreed so these have stayed the same.
6. As usual, the calendar also includes a break at Christmas/New Year and an extraordinary Full Council meeting to consider community grants.
7. There will be a budget briefing on Tuesday 27 October 2026 but this is a member-only session so is not included in the calendar of public meetings.

Adrianne Mullins
Assistant town clerk
September 2026

Lyme Regis Town Council

Calendar of Meetings 2026/27

All meetings of the Full Council are to be held in the Guildhall, Bridge Street, Lyme Regis, and all committee meetings are to be held at The Council Offices, St Michael's Business Centre, Church Street, Lyme Regis at 7pm unless otherwise stated

Tuesday 1 September 2026	Planning Committee
Wednesday 9 September 2026	Full Council
Wednesday 16 September 2026	Extraordinary Full Council
Tuesday 22 September 2026	Planning Committee
Wednesday 23 September 2026	Operations Committee
Wednesday 30 September 2026	Resources Committee
Wednesday 7 October 2026	Environment Committee
Tuesday 13 October 2026	Planning Committee
Wednesday 14 October 2026	Full Council
Wednesday 28 October 2026	Operations Committee
Tuesday 3 November 2026	Planning Committee
Wednesday 4 November 2026	Resources Committee
Wednesday 18 November 2026	Full Council
Wednesday 2 December 2026	Operations Committee
Wednesday 9 December 2026	Resources Committee
Tuesday 15 December 2026	Planning Committee
Wednesday 16 December 2026	Full Council
Tuesday 5 January 2027	Planning Committee
Wednesday 6 January 2027	Environment Committee
Wednesday 13 January 2027	Operations Committee
Wednesday 20 January 2027	Resources Committee
Tuesday 26 January 2027	Planning Committee
Wednesday 3 February 2027	Full Council
Tuesday 16 February 2027	Planning Committee
Wednesday 17 February 2027	Operations Committee
Wednesday 24 February 2027	Resources Committee
Tuesday 9 March 2027	Planning Committee
Wednesday 10 March 2027	Full Council
Wednesday 17 March 2027	Extraordinary Full Council (grants)

Wednesday 24 March 2027	Operations Committee
Tuesday 30 March 2027	Planning Committee
Wednesday 31 March 2027	Resources Committee
Wednesday 7 April 2027	Environment Committee
Wednesday 14 April 2027	Full Council
Tuesday 20 April 2027	Planning Committee
<i>Friday 23 April 2027</i>	<i>Annual Meeting of Electors, Woodmead Halls, 7pm</i>
Wednesday 28 April 2027	Operations Committee
Wednesday 5 May 2026	Resources Committee
Tuesday 11 May 2027	Planning Committee
Wednesday 12 May 2027	Full Council
Wednesday 19 May 2027	Full Council (mayor-making)
Wednesday 26 May 2027	Full Council (annual meeting)

Committee: Full Council

Date: 9 September 2026

Title: Partnership Board

Purpose of Report

To inform the Full Council about the membership of the Partnership Board

Background

1. Following recommendations from the Governance Working Group, on 22 July 2026 the Full Council approved the establishment of a Partnership Board, its terms of reference and its frequency of meetings.
2. The final selection of the Partnership Board's membership was to be determined by the mayor in consultation with councillors; organisations and individuals had been trailed in working group meetings, councillor briefings and the reports to council.
3. The purpose of the Partnership Board is to:
 - make good a general absence of community involvement in the council's governance structure
 - comment on the council's direction, priorities, objectives, and achievements. The board is not part of the council's formal decision-making processes but functions as a critical friend to the council.
4. The Full Council will formally review the views of the Partnership Board.

Report

5. On 8 August 2026, the mayor wrote to all councillors to put forward his suggested list of Partnership Board members and asked for their thoughts; none were received.
6. Contact has been made with potential Partnership Board members; nine have confirmed their willingness to join the board and responses are pending from three others, **appendix 16A**.
7. Council membership of the board is the mayor, deputy mayor, chairman of the Resources Committee, chairman of the Operations Committee, the town clerk and assistant town clerk.
8. The first Partnership Board meeting is 2pm on Thursday 8 October 2026; it will take place in the meeting room at the council's offices.
9. To allow members of the Partnership Board to get to know each other, there will be a buffet lunch before the meeting.

10. The agenda will include the results of the council's community conversation, the 2027-28 budget, potential objectives for 2027 onwards, and priorities. Each agenda item will be supported by a PowerPoint presentation from officers.

John Wright
Town clerk
August 2026

Confirmed Partnership Board Members

Grenville Barr	Turn Lyme Green
Pauline Chart	Social Prescriber
Nigel Clegg	Businessman
John Enticott	Rotary
Rob McLaughlin	Town Mill
Gabby Rabbitts	Marine Theatre
Alan Vian	Town Crier
Dan Watts	Education
Simon Williams	Regeneration

Committee: Full Council

Date: 9 September 2026

Title: Introduction of ICT policy

Purpose of Report

To allow members to agree and approve the proposed ICT policy

Recommendation

Members approve and adopt the proposed ICT policy

Background

1. Assertion 10 was introduced within the 2025 edition of the Practitioners' Guide for Smaller Authorities and applies to Annual Governance and Accountability Returns (AGAR) for financial years commencing on or after 1 April 2025. The assertion requires councils to demonstrate that appropriate arrangements are in place for the safe and secure use of information technology.
2. It has been identified that Lyme Regis Town Council does not currently have a formally adopted ICT Policy. As a result, the council is unable to demonstrate full compliance with the requirements of Assertion 10.
3. The attached draft ICT Policy has therefore been prepared to establish a clear framework for the secure and appropriate use of council technology, systems and information, and to ensure the council can meet the governance requirements set out within the Practitioners' Guide.

Report

4. The proposed ICT Policy, **appendix 17A**, sets out the standards and responsibilities relating to the use of council ICT equipment, software, email systems and data. It also incorporates provisions relating to information security, data protection and cyber security.
5. Adoption of the policy will ensure the council has a documented framework in place to support compliance with Assertion 10 and strengthen its overall governance arrangements

Naomi Cleal
Finance manager
September 2026

Information Technology Policy

1. Introduction

- 1.1 This policy sets out how Lyme Regis Town Council manages and protects its information technology (IT) systems, electronic communications, and digital information. It should be read in conjunction with the Council's Information Policy and Social Media Policy. Together, these policies establish the framework for the secure, lawful, and appropriate use of council information, technology, and communications.
- 1.2 This policy applies to:
 - 1.2.1 All individuals who use Lyme Regis Town Council's IT resources, including councillors, employees, contractors, and volunteers who use IT systems or devices for council business.
 - 1.2.2 All council-owned devices, systems, software, and online services.
 - 1.2.3 Any personal devices used to access or process council information.
- 1.3 The aim of this policy is to ensure the Council's digital activities are secure, lawful, and transparent, in accordance with the Practitioners' Guide 2025 and Assertion 10: Digital and Data Compliance within the Annual Governance Statement.

2. Hardware

- 2.1 Council computer equipment is provided for council purposes; however, limited personal use is permitted. Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.
- 2.2 All staff, councillors, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action against staff.
- 2.3 All computer and other electronic equipment supplied should be always treated with great care. Any loss, theft or damage should be reported immediately. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first 50% of the loss/damage.
- 2.4 Council-owned equipment, including laptops, tablets, printers, mobile phones etc., remains the property of the council. Users must not install software or apps without prior authorisation.
- 2.5 All council-owned devices must be configured to receive automatic security updates where possible. Users must not disable update mechanisms or delay critical security updates without authorisation.
- 2.6 Personal disks, USB stick, CDs, DVDs, data storage devices, etc cannot be used on council computers without the prior approval of the clerk.

- 2.7 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be always kept with or near the user; should not be left unattended when away from council premises and should never be left in parked vehicles.

3. Equipment – Use of own devices

- 3.1 In cases of legal proceedings against the council, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.
- 3.2 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people. The following data must never be accessed or processed on a personal device: personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders.
- 3.3 Any council information accessed on personal devices must be protected by appropriate security measures, including device passwords, encryption where available, and up-to-date security software.
- 3.4 If personal removable media is used to transfer data, e.g. USB drives or CDs, the user must also securely delete the data on the media once the transfer is complete.

4. Health and safety

- 4.1 Users of display screen equipment must comply with the Council's Health and Safety Policy.
- 4.2 The council will provide workstation assessments, eye tests, and other support as required by applicable health and safety legislation.

5. Password and Authentication Policy

- 5.1 Initial user account passwords will be generated by the IT provider. Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- 5.2 Access to Passwords
- 5.2.1 Passwords are personal and must not be shared under any circumstances.
- 5.2.2 Only the assigned user of an account may access or use the associated password.
- 5.2.3 In exceptional cases, e.g., incident response or employee leaving, access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- 5.3 Password Storage and Management
- 5.3.1 Passwords must not be stored in plain text or written down in insecure locations.
- 5.3.2 Passwords must be stored using a council-approved, encrypted password manager, e.g., Keeper, LastPass, or Edge password manager.
- 5.4 Password Change Requirements

5.4.1 Immediately change password if compromise is suspected.

5.5 Multi-Factor Authentication

5.5.1 Multi-factor authentication (MFA) must be enabled on all council systems where this functionality is available, particularly for email accounts, cloud-based services, administrator accounts, and remote access systems.

5.6 Password Access Control and Logging

5.6.1 All access to administrative or shared credentials must be logged and auditable.

5.6.2 Attempts to access unauthorised passwords will be treated as a security incident.

5.7 Responsibility

5.7.1 Users are responsible for creating and maintaining secure passwords for their accounts.

5.7.2 The IT security provider is responsible for:

5.7.2.1 Managing system/service credentials.

5.7.2.2 Enforcing password policies. Auditing and monitoring password-related security practices.

6. Monitoring

6.1 The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Monitoring will be conducted in accordance with the Data Protection Act and General data protection regulations (GDPR).

6.2 The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

6.3 The information gathered through monitoring will be retained only long enough for any breach of this policy to become known and for any investigation to be conducted.

6.4 Further information regarding data protection rights is available in the council's Information Policy.

6.5 Any use that the council considers to be 'improper,' either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

6.6 Cyber Security Incidents

6.6.1 Any suspected cyber security incident must be reported immediately to the town clerk and, where appropriate, the council's IT provider.

6.6.2 Cyber security incidents include phishing emails, malware infections, unauthorised access attempts, lost or stolen devices, accidental disclosure of information, and suspicious system activity.

6.6.3 Users must not attempt unauthorised investigation or remediation of security incidents.

7. Remote Working

7.1 The location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport, etc.

7.2 Council information and equipment must be protected from unauthorised access when working away from council premises. Printed documents, electronic files and devices must be securely stored and must not be left unattended.

7.3 Where possible, the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft.

7.4 Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should always use this when accessing such data away from the office.

8. Email

8.1 All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

8.2 Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright, and intellectual property rights, and avoid accessing inappropriate or offensive content.

8.3 Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8.4 All council business must be conducted using council-approved email accounts. Personal email accounts must not be used for council business.

8.5 Access to council email accounts will be withdrawn when a councillor or employee leaves their role, and records may be retained by the council.

9. Use of the Internet

9.1 Users must comply with the Copyright, Designs and Patents Act 1988 and must not download, copy or share copyrighted material without appropriate authorisation. Councillors, staff, and other authorised users are required to refer to the Copyright, Designs and Patents Act 1988 in cases of uncertainty.

9.2 Downloading and sharing copyrighted material without proper authorisation is prohibited.

- 9.3 The council does not permit the registration of any new domain names or trademarks relating to the council's names or products, unless authorised to do so. Nor should users add links from any of the council's web pages to any other external sites without authorisation.
- 9.4 Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's Information Policy.

10. Use of social media

- 10.1 Social media includes blogs, collaborative sites, e.g. Wikipedia, multimedia platforms, e.g. YouTube, social networking sites, e.g. Facebook, LinkedIn, X, Instagram, TikTok, virtual environments, mobile communications, and traditional media such as television and newspapers. Care must be taken when using social media at any time, whether on council systems or personal devices.
- 10.2 The council's official social media accounts are managed by the assistant town clerk as authorised by the council.
- 10.3 Staff and councillors must not represent personal views as those of the council.
- 10.4 Posts and comments must be factual, respectful, and non-political.
- 10.5 Inappropriate or offensive content must be reported to the town clerk for moderation or removal.
- 10.6 Use of messaging platforms, e.g. WhatsApp, Facebook Messenger, for council business must be limited to administrative coordination and not decision-making.
- 10.7 Councillors, staff and authorised users must not misrepresent their role within the council, disclose confidential information, or publish content that could bring the council into disrepute. These requirements continue after an individual leaves office or employment.
- 10.8 It is important to note that external stakeholders contact details and information remain the property of the council.

11. Misuse

- 11.1 Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

12. AI (Artificial Intelligence)

12.1 Scope

- 12.1.1 Artificial Intelligence (AI) refers to the ability of a digital computer or computer-controlled robot to perform tasks commonly associated with intelligent beings.
- 12.1.2 Lyme Regis Town Council recognises the benefits and risks associated with AI and is committed to a risk-based approach to its implementation and use, including:
- 12.1.3 Assessing and mitigating risks associated with the use of AI.

12.1.4 This policy ensures any use of AI supports the council's commitment to transparency, accountability, and service to the public.

12.1.5 This framework applies to all council employees, councillors, contractors, consultants or third parties providing AI-driven services on behalf of the council, and AI systems used for communication, document generation, data analysis, or public engagement.

12.2 Guiding principles

12.2.1 The use of AI within the council must be:

12.1.1.1 Transparent – AI assisted content or communications must be clearly labelled or explained if relevant to public-facing work.

12.1.1.2 Ethical and inclusive – AI must not be used in ways that discriminates, misleads, or reinforces bias. The council will seek fair and inclusive outcomes in its use of technology.

12.1.2.3 Human-centred – AI will assist, not replace, human judgement. Council officers remain responsible for reviewing and approving AI-generated outputs.

12.1.2.4 Compliant with Data Protection Law – all AI use must comply with the UK GDPR, Data Protection Act 2018, and Freedom of Information Act. No personal data should be entered into publicly available AI platforms without appropriate safeguards.

12.1.2.5 AI-generated content must be reviewed by a suitably authorised officer or councillor for accuracy, completeness, and appropriateness before use or publication.

12.3 Permitted use

12.3.1 Lyme Regis Town Council may use AI for:

12.3.1.1 drafting reports, minutes, and publicity materials (with human review)

12.3.1.2 analysing trends in local feedback or surveys

12.3.1.3 supporting accessibility, e.g. speech-to-text tools, translation

12.3.1.4 improving efficiency of internal processes.

12.4 Prohibited use

12.4.1 AI must not be used for:

12.4.1.1 making decisions that have legal or significant effects on individuals

12.4.1.2 any form of surveillance or facial recognition

12.4.1.3 generating or spreading misinformation

12.1.1.4 entering sensitive or confidential data into unsecured or public AI platforms

12.1.1.5 AI must not be used as the sole basis for decisions affecting individuals, council services, or statutory functions.

12.5 Oversight and training

12.5.1 The town clerk will oversee AI-related use and compliance.

12.5.2 Council staff and councillors will receive guidance/training as needed.

12.5.3 Any significant implementation of AI technology must be approved by the council in consultation with the council's IT provider.

12.6 Public transparency

12.6.1 The council will maintain openness about its use of AI and respond to public queries accordingly.

12.6.2 AI-generated content that is published or shared with the public will be noted or acknowledged as appropriate.

13. Monitoring and Review

13.1 This policy will be reviewed annually or in response to changes in regulation or technology. Breaches of this policy may lead to restrictions on AI use or disciplinary action, where applicable.

14. Leaving Office or Employment

14.1 Upon leaving office or employment, individuals must:

14.1.1 return all council-owned equipment.

14.1.2 surrender council access credentials where required.

14.1.3 remove council data from personal devices and accounts.

14.1.4 cease using council systems and services.

14.1.5 confirm deletion of council information held outside approved council system

14.1.6 comply with continuing confidentiality obligations.

15. Contacts

15.1 For IT related enquiries or assistance, staff and councillors can contact Dorset Council ICT desk on 01305 224062.

15.2 For suspected security breaches, staff and councillors can contact the town clerk on 01297 445175.

16. Privacy

16.1 Lyme Regis Town Council is committed to protecting personal information and ensuring all processing of personal data complies with the UK GDPR, the Data Protection Act 2018, and any other applicable legislation.

16.2 Councillors, staff, contractors, and authorised users must:

16.2.1 only access personal data where necessary for their role.

16.2.2 ensure personal information is accurate, secure, and kept confidential.

16.2.3 report any actual or suspected data breach immediately to the town clerk.

16.2.4 only use council-approved systems and services for storing or processing council information.

16.2.5 comply with the council's Information Policy, Privacy Notices, and Information Policy.

- 16.3 Personal data must not be disclosed to unauthorised persons or used for purposes unrelated to council business.

17. Audio Recordings

- 17.1 Audio recordings made for council purposes, including the recording of council meetings, training sessions, interviews, or dictated notes, must be managed in accordance with the council's Information Policy and Retention Schedule.
- 17.2 Audio recordings must only be made where there is a legitimate council purpose.
- 17.3 Individuals should be informed where meetings or events are being recorded.
- 17.4 Recordings must be stored securely and only accessed by authorised persons.
- 17.5 Recordings must not be shared externally without appropriate authority.
- 17.6 Where recordings are used to assist in producing minutes or transcripts, the recording should be deleted in accordance with the council's retention requirements once it is no longer required.
- 17.7 Any AI-generated transcript must be reviewed for accuracy before being relied upon for council business.

18. CCTV

- 18.1 Where the council operates or manages CCTV systems, these systems must be used for lawful purposes, including public safety, crime prevention, the protection of council assets, and the investigation of incidents.
- 18.2 CCTV footage must be stored securely and access restricted to authorised individuals.
- 18.3 CCTV recordings will be retained only for as long as necessary and in accordance with the council's retention requirements.
- 18.4 Requests for CCTV footage must be managed in accordance with data protection legislation and the council's relevant policies.
- 18.5 CCTV systems must not be used to monitor individuals unreasonably or in a manner inconsistent with their intended purpose.
- 18.6 Appropriate signage must be displayed wherever CCTV is in operation.

19. Microsoft Teams

- 19.1 Microsoft Teams is an approved communication and collaboration platform for council business.
- 19.2 Users must:
 - 19.2.1 use Teams professionally and in accordance with this policy.
 - 19.2.2 communicate respectfully and appropriately at all times.
 - 19.2.3 ensure confidential or personal information is shared only with authorised recipients.

- 19.2.4 use council-issued accounts when participating in council business
- 19.2.5 comply with records management and retention requirements.

19.3 Meeting organisers are responsible for:

- 19.3.1 ensuring meeting invitations are issued appropriately.
- 19.3.2 controlling access to meetings where confidential information may be discussed.
- 19.3.3 notifying participants when meetings are being recorded
- 19.3.4 ensuring recordings and transcripts are managed in accordance with council policies.

19.4 Teams messaging, files, recordings, and transcripts may constitute council records and may be subject to retention requirements, Freedom of Information requests, legal disclosure obligations, and monitoring by the council where permitted by law.

19.5 Where Microsoft Teams recordings are transcribed using AI-powered tools, users must ensure confidential or personal information is not inappropriately disclosed and that any transcript is checked for accuracy before use.

Implementation date: 9 September 2026

Review Date: September 2029

John Wright
Town clerk
September 2026

Committee: Full Council

Date: 9 September 2026

Title: By-Election

Purpose of Report

To inform members of a by-election

Recommendation

Members note the report

Report

1. On 21 August 2026, Neil Hampton-Rumbold resigned from the council with immediate effect.
2. Dorset Council was notified and has published a 'Notice of Vacancy in Office of Councillor,' **appendix 18A.**
3. The notice, which was published on 1 September 2026, calls for 10 electors from the town to provide a written request(s) to call for an election within fourteen working days; the deadline is 21 September 2026.
4. If an election is called, it will take place no later than 23 November 2026; Dorset Council's election team will provide a timetable.
5. If 10 electors do not call for an election, the vacancy will be filled by co-option; legislation requires the council to co-opt a person to fill the vacancy, 'as soon as practical after the expiry of the period of fourteen days.'
6. In this instance, the council will publish a notice of co-option on 22 September 2026 with a closing date of 6 October 2026. This will allow the Full Council to consider candidates for co-option at its meeting on 14 October 2026.
7. The 2026-27 council budget allocation for election expenses is £5,398; this budget should cover all or at least most of the cost incurred in holding a by-election.

John Wright
Town clerk
August 2026

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

LYME REGIS TOWN COUNCIL

NOTICE IS HEREBY GIVEN

Pursuant to Section 87(2) of the Local Government Act 1972, that Neil Hampton-Rumbold has ceased to be a Member of the Town Council, and that a vacancy now exists in the office of Councillor for the Town Council.

If within 14 days after the date of this notice (i.e. no later than 21 September, 2026), a request for an election to fill the vacancy is made either in writing to the Returning Officer, Electoral Services, Dorset Council, County Hall, Dorchester, Dorset, DT1 1XJ or by email to elections@dorsetcouncil.gov.uk by TEN electors for the Town, an election will be held to fill the vacancy, otherwise the vacancy will be filled by co-option.

If an election is called, it will take place not later than 23 November 2026.

Dated 1 September 2026

John Wright
Clerk to Lyme Regis Town Council

* In computing any period of time for this purpose, a Saturday or Sunday, Christmas Eve, Christmas Day, Good Friday or a bank holiday or day appointed for thanksgiving or mourning must be disregarded

Committee: Full Council

Date: 9 September 2026

Title: Application for Town Council of the Year 2026-27

Purpose

To inform members of an application to the National Association of Local Councils (NALC) for Town Council of the Year

Recommendation

Members delegate the final approval of the application to the town clerk in consultation with the mayor and deputy mayor

Background

1. NALC hold annual Star Council Awards. The closing date for applications for 2026-27 is 25 September 2026. The categories are:
 - Council of the Year
 - Councillor of the Year
 - Young Councillor of the Year
 - Climate Response of the Year
 - County Association of the Year
 - Clerk of the Year.
2. Last year, the council submitted an unsuccessful application for Climate Response of the Year.
3. NALC's feedback on the council's application was that it should have been more selective in citing environmental initiatives, i.e., the application cited numerous examples of good practice.
4. NALC's judgement was the council's extensive achievements were largely a product of its financial strength and initiatives that weren't 'money dependant' would have been better received.

Report

5. The mayor is keen that an application is submitted for Council of the Year and the information for the application is being pulled together.
6. NALC's webpage states:

'The Council of the Year will stand apart, raising the bar for the sector with outstanding work across service delivery, service impact, community engagement, partnerships and collaborative working.'

7. NALC's criteria are:
- 'how the parish or town council has established, maintained and managed effective relationships with other local authorities and/or organisations.
 - how the parish or town council has ensured effective service delivery to residents, improving the quality and range of local services.
 - how the parish or town council maintains two-way communication with the community, and how the community has responded.
 - how the parish or town council finds new and better ways to do things for the community, and plans for the future.'
8. Anyone can nominate for this award, including county associations, council members (councillors, clerks and council staff) and the public; the town clerk suggests a nomination is made from an external organisation.
9. The main application is broken down into four sections which asks applicants to set out, with examples, how the parish and town council:
- has established, maintained and managed effective relationships with other local authorities and/or organisations.
 - has ensured effective service delivery to residents, improving the quality and range of local services.
 - maintains two-way communication with the community and how the community has responded.
 - finds new and better ways to do things for the community and plans for the future.
10. Each section requires a 150-word response.

John Wright
Town clerk
September 2026

Committee: Full Council

Date: 9 September 2026

Title: Relationship with Cobb Traders

Purpose of Report

To allow members the opportunity to review its relationship with the Cobb Traders and other related matters

Recommendation

Members consider the council's relationship with the Cobb Traders and other related matters

Background

1. At the annual meeting of council held on 27 May 2026, members considered its relationship with the Cobb Traders. Members are referred to that report for further background information.
2. Having considered the report and following considerable debate, members made the following decisions:
 - 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

Report

3. Although only one (highlighted) decision specifically refers to a review taking place 'in September', others relating to the suspension of public forum refer to a review taking place in 'autumn 2026' and it would seem sensible to review the decisions comprehensively.
4. The view of the town clerk elect is that the council should reinstate the public forum with effect from the next cycle of meetings, i.e., commencing with Full Council on 14 October 2026. It would also seem sensible to reinstate the public forum for Planning Committee with immediate effect given the very narrow focus of that meeting and the importance of allowing local residents to comment on applications which may impact them very directly.
5. Any reinstatement could be reviewed again in the light of experience, but the presumption should be in favour of its retention. In addition, it is suggested the previously agreed requirement that any person or organisation submitting a question to the Full Council or one of its committees do so at least three clear working days in advance of the meeting be retained. This is 'normal practice' with many councils and, in most cases, allows responses to be prepared for the meeting, rather than provided subsequently.
6. With regard to the council's agreed cessation of contact and project working with the Cobb Traders, the view of the town clerk elect is that this decision needs to be revisited after several months of implementation. The council needs a constructive relationship with all parts of the local community, including the business community. Whilst any relationship needs to be built on earned mutual trust and respect, it is difficult to build any kind of working relationship without any contact taking place, as at the present time.
7. There are various areas where the council and the business community may have shared interests, as well as some where views may differ. Both parties have to be able to give and receive views, including constructive criticism, without that leading to a complete breakdown of the relationship.
8. Again, any decision to reinstate contact can be reviewed in the light of experience.
9. Other decisions relate primarily to expected standards of behaviour and the actions to be followed if those standards are not met. Those decisions can probably be left unaltered in

expectation that they will not need to be actioned and will be implemented only in extreme circumstances.

10. Members are asked to consider how best to proceed.

Mark Green
Deputy town clerk
September 2026

Committee: Full Council

Date: 9 September 2026

Title: CCTV

Purpose of Review

To allow members to consider changes and improvements to the town's CCTV network

Recommendation

- a) Members consider whether to connect three additional CCTV cameras to the police control centre in Dorchester, noting the additional annual cost of c.£825
- b) Members consider the two options for resolving signal issues with the Baptist church camera, which would require approval of unbudgeted expenditure

Background

- 1. One of the council's previous objectives was to install additional CCTV around the town, to link in with the police control centre at County Hall, Dorchester. This objective was completed in July 2026, with six cameras now installed around Lyme Regis, live streaming to the control centre.
- 2. The six cameras are at the following locations: Somers statue, SWiM roof, RNLI building, Rock Point Inn, skatepark and Lyme Regis Baptist Church.

Report

Linking further cameras

- 3. There is now the opportunity to link three further cameras to the control centre. These cameras are already in place, operating at either end of the Marine Parade Shelters and in the centre of the gardens, facing the Garden Pavilion.
- 4. The costs associated with the works to connect the cameras to the control room would be covered by Dorset Council.
- 5. There is an ongoing fee for each camera to be monitored at the control centre, including those already connected. This is estimated to be £275 per camera, per year. Currently, it will cost this council £1,650pa for the six cameras, but with the additional three cameras, the cost would increase to £2,475pa.
- 6. These costs could be payable as soon as 2027 but is more likely to be 2028. This will be accounted for in our 2027-28 budget.

Re-routing of the signal

7. Currently, due to line of sight and the hills in Lyme Regis, the images/signal from four of the cameras are bounced through each other. The circuit flows as follows:

Baptist church → Skatepark → Rock Point Inn → RNLI building → Marine Parade control room → Control centre at County Hall
8. The camera at the skatepark is powered by PV panels. This unfortunately means the images/signal from the Baptist church are at risk of dropping out if the skatepark camera runs out of battery power. At the moment, this isn't an issue as it is summer and we are getting plenty of sunlight to power it. However, during the autumn/winter months when there is less sunlight and daylight, the power will decrease. We expect the Baptist church camera to last four to five hours after sunset, but this leaves a large part of the night without images/signal in that particular location.
10. No further PV panels can be added to the skatepark camera to counter this because it would effectively make it a sail, potentially causing damage.
11. There are two options to resolve this:
 - A permanent power source from the north-west corner of Charmouth Road car park, just below the football club, which would require Western Power to dig a trench and permission from Dorset Council to do dig up the car park. The estimated cost of this work is £18k.
 - To re-route the signal from the Baptist church directly to the Rock Point Inn, but it would have to go via Bell Cliff House (Red Panda) or Bell Cliff Café. This would require two antennas and a live power supply to boost the signal. The estimated cost of this work, depending on which building is used, is £3.2k to £3.5k. The potential blocker to this is the town Christmas tree, which may affect the signal. The preferred location would therefore be Bell Cliff Café because there would be less interference.
12. There is no budget allocation for either of these options so it would be unbudgeted expenditure.

Anthony Mullins
Property and projects assistant
September 2026

Committee: Full Council

Date: 9 September 2026

Title: Dorset Council-Parking Review

Purpose of Report

To inform members about a parking review being undertaken by Dorset Council and to agree how this council responds to it

Recommendation

Members note the parking review being undertaken by Dorset Council and agrees how this council responds to it.

Background

1. Dorset Council is undertaking a public consultation about its planned parking review. As part of that process, it held a Teams discussion with town and parish councils on 17 August 2026, facilitated by David Rosselli, their transport and parking strategy lead.
2. During that discussion, David delivered a presentation explaining the process, the wider context to the review and what he saw as the challenges and a range of potential responses. A copy of that presentation is attached as **appendix 22A**.
3. The initial consultation period ends on 15 September 2026, and there will be an important initial report to Dorset Council's Cabinet on 6 October 2026. However, if that meeting supports changes to either the existing strategy or the current parking charges, this will require further consultation which won't be finalised until March 2027.
4. The 17 August 2026 presentation was attended by both the deputy town clerk and finance manager. The deputy town clerk subsequently wrote to David Rosselli explaining the particular significance and importance of this review to Lyme Regis and asking for a separate meeting to further discuss the matter. A copy of that request is attached as **appendix 22B**.

Report

5. The date for that separate meeting has not yet been finalised, but will be either 14, 15 or 16 September 2026 in the afternoon and will take place via Teams. It will be attended by the current deputy town clerk and either or both the finance manager and operations manager. Given the importance of this issue to the town council, and the town in general, it would also be beneficial to have some member involvement in the meeting. It is suggested this comprise the mayor and the current chairman of the Town Management and Highways Committee (as the Operations Committee would not have met by the date of the meeting).

6. It is suggested that any formal response by this council to the parking review then be delegated to the town clerk in consultation with this group.

Mark Green
Deputy town clerk
September 2026

Hello David,

It was good to meet you just now in the Teams discussion.

Parking is a huge issue for us, not only because it accounts for almost half of our entire income, about £1.3m per year, but also because demand for it generates much of our in-town traffic movements, affects pedestrian safety and air quality, and impacts on the reliability of public transport, etc, etc.

Given we manage about 650 off-street parking spaces in Lyme (well over 1,000 if you include park and ride), it's really important that our respective parking charges and policies are broadly consistent and/or complimentary. However, our timetable for setting fees and charges runs considerably ahead of yours; we need to set our final budget, including the local precept, prior to Christmas, and we would normally agree our fees and charges by mid-November.

It would be really helpful to discuss a collaborative approach to car park charges and management, including park and ride and concessionary permits, etc.

I'm happy to put some kind of agenda together if that would be helpful.

I would add that we are already talking with Laura Russ and her team in DC about issues of wider transport strategy, including signage to car parks and park and ride from the A35.

I'm currently available p.m. on 21 and 24 August or p.m. on 2 September, if any of those times/dates work for you?

Kind regards,

(**N.B.** the suggested dates did not prove possible, and the meeting will now take place on the afternoon of either 14, 15 or 16 September)

Committee: Full Council

Date: 9 September 2026

Title: Request for Rear Access-19a Broad Street, Lyme Regis

Purpose of Report

To allow members to consider a request for rear access received from the owner of 19a Broad Street, Lyme Regis

Recommendation

Members consider the request for rear access received from the owner of 19a Broad Street, Lyme Regis and instruct officers how to respond

Background

1. 19a Broad Street is a residential property on the western side of Broad Street. It shares a side boundary with The Three Cups' and a rear boundary, in the form of a low, natural stone, wall with the town council-owned Langmoor Gardens. Its location is included in the information attached as **appendix 23A**.
2. The property has been long-term occupied by the owner's parents, who are elderly and one now requires the use of a mobility scooter for getting about beyond the property itself.
3. Although the property does have pedestrian access from Broad Street, this is a steep stoned pathway with a number of steps impassable by a normal mobility scooter. There are other practical problems associated with its use or modification, as explained by the owner of 19a in **appendix 23A**.
4. There is a more convenient route from the rear garden of the property to the main 'top' pathway through the Langmoor Gardens. This alternative route is shown in **appendix 23A** and is wholly within the ownership and control of the applicant and could be modified to avoid steps whilst maintaining a safe gradient.
5. It would, however, require an opening to be formed in the council-owned boundary wall between 19a and the gardens; something which has been previously permitted by the council on a temporary basis to enable building works to be undertaken to 19a. That temporary opening was reinstated at the completion of the building works, but could be re-opened in the same location and to the same extent, without practical difficulty.

Report

6. The owner of 19a has written to the council formally requesting that access be permitted to 19a via the gardens for use by his mother in a mobility scooter. The request is attached as **appendix 23A**.
7. Members are requested to consider the request.

8. The officer view is that the request is reasonable and could be supported subject to all associated costs, including the cost of any required works, and any subsequent reinstatement works, being wholly met by the owner of 19a. The owner has also indicated his willingness to install gates in the boundary opening if required.
9. If members felt it necessary, any permission/consent/licence could be made personal to the current owner of 19a Broad Street and his immediate family and only extendable on change of ownership by separate negotiation and agreement. Otherwise, the opening in the boundary wall would require to be reinstated and the right of access determined.
10. Any permission from this council would also have to be subject to any other required permissions or consents, including planning, being obtained in advance of the works commencing, by the owner of 19a. As explained in the request, the owner of 19a has been advised that planning permission is probably not required for the works.

Mark Green
Deputy town clerk
September 2026

The Deputy Town Clerk
Lyme Regis Town Council
By email: mark.green@lymeregistowncouncil.gov.uk

Dear Mark,

Re: 19a Broad Street Rear Access

Many thanks for meeting my parents and I at 19a this week.

As discussed, both my parents are in their 90s and their mobility is deteriorating. My mother has gone downhill quickly having suffered a lifetime of rheumatoid arthritis and we are now looking at obtaining a mobility scooter for her.

We have investigated the possibility of putting ramps along the passageway that runs to Broad Street to allow mobility scooter access but struggle for a number of reasons:

1. The alleyway is not our land so we must make provisions for the neighbours who need to retain drain and step access
2. The step to Broad Street would need to be removed and replaced with a ramp and this would likely run foul of planning and will also be problematic as water pipes run just under the step – we know this from a recent leak that impacted our neighbours
3. The route to the house encompasses 90 degree turns that would be hard to negotiate

The builder we have used at 19a, Andrew Proctor, has inspected the route and thought it close to impossible to utilise.

Having exhausted options for the route to the front of the property, we are now wondering whether we could utilise a route to the rear of the property. This route comprises a path and steps to a rear gate that leads to a short alleyway that runs alongside Langmoor Gardens. The route into Langmoor Gardens is over a dwarf wall that able bodied people can hop over but which is not now accessible to my mother either on foot or mobility scooter.

The route is shown in the following photos and plan:



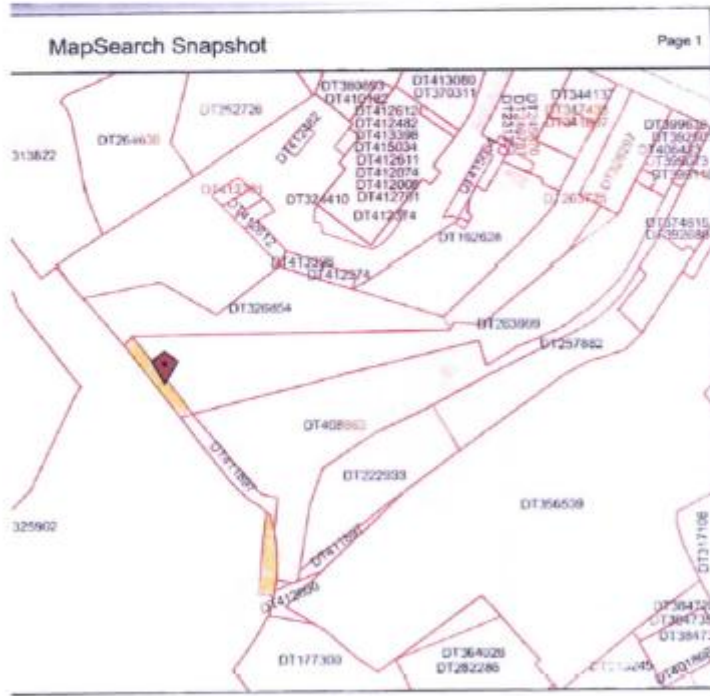
View from 19a Garden to alleyway alongside Langmoor Gardens



Step from alleyway to Langmoor Gardens over dwarf wall



View of dwarf wall from Langmoor Gardens



Titles 411897, 408863 and 222933 are owned by Jill Dean (my wife). The dwarf wall runs along the north-eastern side of title 411897.

If a mobility scooter could use this route to access Langmoor Gardens then it would allow my mother to access the parade through the gardens and the town through the walkway past the Alexander Hotel.

In order for a mobility scooter to utilise this route, a gap in the dwarf wall is required and it is therefore requested that the Council permit us to remove a small section of the dwarf wall to allow access by the mobility scooter. The intention is that it would be removed at the location of the current steps to a width sufficient to allow a mobility scooter to exit. A gate could be installed if required.

I have liaised with Richard Stratton who arranged the planning for the historic works at 19a and in his opinion planning approval is not required to form the access.

The builder Andrew Proctor has confirmed that he can arrange rear access through the garden to the wall and can remove the section of dwarf wall. Indeed during the historic build, a section was permitted to be removed from the wall to allow access, and this was reconstructed by his firm subsequently.

Without access to the rear I fear that my mother will become house bound and I would very much appreciate your putting forward this request to the council. I understand there is a council / committee meeting in September and consideration then would be ideal.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Tim Dean', followed by a long horizontal line extending to the right.

Tim Dean