



Mark Green
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 14 October 2026 commencing at 7pm when the following business is proposed to be transacted:

Mark Green
Town Clerk
09.10.26

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

Prayers

A prayer will be offered

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee and questions must be submitted in advance. Please refer to the [Guide to Public Participation at Council Meetings](#).

2. Dorset Council Matters

To receive updates from the Dorset Council ward member

3. Questions from Councillors

4. Apologies for absence

To receive and record any apologies and reasons for absence

5. Disclosable Pecuniary Interests

Members are reminded that if they have a Disclosable Pecuniary Interest on their register of interests relating to any item on the agenda, they are prevented from participating in any discussion or voting on that matter at the meeting as to do so would amount to a criminal offence. Similarly, if you are or become aware of a Disclosable Pecuniary Interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

6. Dispensations

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

7. To confirm the accuracy of the minutes of the Full Council held on 9 September 2026 (attached)

8. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 16 September 2026 (attached)

9. Mayor's Announcements

To note the mayor's announcements

10. Planning Committee

To note the meetings scheduled to take place on 1 and 22 September 2026 were cancelled

11. Environment Committee

To note the meeting scheduled to take place on 7 October 2026 has been deferred to 11 November 2026

12. Operations Committee

To note the meeting scheduled to take place on 23 September 2026 was cancelled

13. Resources Committee

To receive the minutes of the meeting held on **30 September 2026** and consider the recommendations therein.

14. Additional Appointments to Committees

To allow the council to make additional appointments to committees

15. Election of Chairman and Vice-Chairman to the Operations, Environment and Planning Committees

To allow the council to receive nominations and elect a chairman and vice-chairman for the Operations, Environment and Planning Committees for the remainder of the 2026-27 council year

16. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

17. Budget Performance, 1 April – 31 August 2026

To inform members of performance against budget from 1 April – 31 August 2026 and of the forecast year-end position at 31 March 2027

18. Budget and Precept 2027-28 and Five-Year Financial Plan 2027-32

To allow members to consider and the 2027-28 budget, including the precept, and the five-year financial plan 2027-32

19. Review of Charges

To allow members to consider the level of precept for 2027-28

To allow members to set charges for 2027-28 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2028-29 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

20. Waffle House Term Grant

To allow members to consider the current status of the Post Office counter at the Waffle House and to review the term grant arrangements

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960

21. Exempt Business

To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

a) Agenda item 20 – Waffle House Term Grant

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

Update for LRTC Full Council 14 October 2026

1. Community Conversations

Dorset Council's 'Community Conversations' programme is underway with Cluster 4's well-attended first meeting for representatives from town & parish councils and community groups on Tuesday 15 September in Bridport, with the follow up on **Friday 30 October** at Woodmead Halls in Lyme Regis.

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.

Thanks to those of you from Lyme and Charmouth attending the first session in Bridport – our ward was well-represented 😊.



Mirek's Visual Summary – a visual representation of the conversations and ideas shared during the session.

See **Appendix 1** for further information.

2. 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, the pilot scheme in George’s Square with a shared contract for holiday accommodation owners to reduce the impact of bins cannot go ahead as planned as Dorset Council cannot issue split invoices for one contract. I hope LRTC may be able to take this on for Lyme, as there could also be opportunities for retail and hospitality.

However, I still plan to work with holiday accommodation owners to reduce the number of bins being left outside properties, agreeing to share where appropriate and to engage the letting agencies to be more proactive with their guests on complying with the new regulations in ways which could reduce the social and environmental impact of bins.

Litter Free Dorset is keen to help and is working with the three Dorset harbours to improve understanding of better ways to manage and reduce waste.

There will also be increased communications and engagement from the commercial waste teams for the small businesses to be aware of the implications for them of the government’s waste regulations from April 2027.

3. Traffic problems and road closures

- a. 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.
- b. South West Water published details of road closures during the ‘Turning the Tide’ investment programme on the dedicated [Lyme Regis website](#):

Monday 5 to Friday 16 October 2026	Colway Lane (Talbot Road access will be maintained) - Road closure
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Thursday 15 to Friday 23 October 2026	Sidmouth Road - Temporary traffic light control
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- c. The Cobb Arms end of Marine Parade in Lyme is closed for repairs to Cobb House from 10 Sept to 10 November, though it is hoped the works will be completed before October half term.
- d. The B3165 Uplyme Road will be closed from January to May 2027 for SWW to replace all the pipework in Uplyme.

We are trying to ensure the other SWW works do not involve closing another of the three main access roads into Lyme at the same time, though 'Turning the Tide' is meant to be complete before summer 2027.

- e. Thanks to WATAG and Dorset Travel for persuading First Bus not to bypass Charmouth during the short closure of The Street 5-6 Oct.
- f. Road closures can be checked on Dorset Council's [Roadworks map](#). I'm trying to find a way to represent known road closures more effectively e.g. on a map or chart so we can ensure residents and businesses are more aware in advance.

4. Local Plan

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

- The 'Scoping Consultation' opened on **21 Sept and closes 26 October**. This is for statutory consultees and community groups. It does not focus on sites or policy proposals but asks for suggestions of topics that may need to be included.
- The public consultation on the draft Local Plan will be next year.
- Groups and individuals who have already contributed need not resubmit as all feedback received so far has been retained and will inform the draft Local Plan.
- Consultants experienced in the region have been appointed to enhance capacity to deliver an ambitious timetable, less than 30 months.
- The EAP (Executive Advisory Panel) is meeting monthly, including 9 Oct.

5. 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 explanation of 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.

Appendix 2 is the slide presentation given to Dorset councillors this week.

I have invited the Portfolio Holder to come to Charmouth to discuss the new planning regulations and scheme of delegation to both CPC and LRTC planning committee members. This will be important for councillors to attend as Planning Officers will need parish/town council knowledge and opinion on local applications, so understanding the new NPPF is important.

The Western and Southern Area Planning Committee agreed the Sailing Club's application on 10 Sept, against the officer recommendation, thanks to representations from LRSC, me and Cllr Philip May, on behalf of LRTC.

6. Connecting 'Citizen Science' and local community groups 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 and on development of a Charter for Dorset's rivers.

b. Climate Adaptation Strategy and Risk Assurance-Community Resilience

Following my question at Full Council in July asking whether Dorset Council should do more to help communities adapt to climate extremes, I met the Portfolio Holder with officers from Risk Assurance-Emergency Planning and Sustainability teams to connect work with community groups and town and parish councils to develop better emergency and resilience planning. Since then, officers have been working together and have agreed to do a workshop together on Community Resilience at DCOP.

The Dorset and BCP Council's Climate Adaptation Strategy Steering Group met for the first time on 2 October and will shortly be establishing working groups based on the five sectors monitored by the UK government – Built environment & Communities; Land, Nature & Food; Infrastructure; Economy and Health.

Closer to home, on 6 Oct, Dorset Council's Cabinet agreed to endorse using the Coastal Transition Accelerator Programme (CTAP) funding:

“To deliver a key coastal adaptation project, strengthen the long-term resilience of Charmouth, protect an important community asset, and maximise the benefits of external funding while supporting Dorset Council's priorities and ensuring timely use of programme funding.”

7. Dorset COP and Youth COP - DCAN

Planning continues apace for the Dorset COP, led by [Dorset CAN](#) and [Sustainable Dorset](#) and this year including [Dorset Council](#) (DC), the [Local Nature Partnership](#) and [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.

[The Great Collaboration](#) (TGP), the national resource and support hub for town and parish councils and community groups, hold [weekly Banter sessions](#) every Wednesday.

TGC will be at Dorset COP and will be holding our AGM in Dorchester on 13 November.

DCAN is running [Carbon Literacy Training](#) for town and parish councils and community groups on 3 and 11 November mornings, as part of the run-up to DCOP, Environment Week and the [Carbon Literacy Action Day \(CLAD\)](#).

8. People's Emergency Briefing

Turn Lyme Green, Weymouth Climate Hub, Green Martinstown and Dorset Council are among the many organisations showing the People's Emergency Briefing.

Appendix 2 has further details.

9. Public and Community Transport Investment Strategy

Dorset Council's Cabinet on 6 Oct agreed an ambitious investment programme in public and community transport.

Email in response to mine asking for details of funding deadlines:

"Funding is available to address operator cost pressures, support investment in the development of our community transport network, and pilot new services. Applications are currently open until midnight on 20 October 2026, although we would be happy to consider extending the deadline if that would help strong local proposals come forward.

Further details are available here: [Dorset Community Transport Grant](#). Details have been sent to all our CT operators and volunteer car schemes, and to all town and parish councils via the DAPTC.

There is also the South West Rural Mobility Pilot Fund, which may be suitable for more innovative transport ideas and service trials. Applications close on 8 November 2026. Further details are available here: [South West Rural Mobility Strategy Pilot Fund](#). Applicants are encouraged to contact the local authority before submitting a bid.

Alongside these funding opportunities, I'd encourage Lyme Regis and Charmouth to participate in the council's Community Conversations programme. The conversations will help identify local transport and connectivity priorities, which will then inform the next phase of our work as we develop and pilot place-based solutions. Ideas do not need to be fully developed at this stage, but this input will support identification of the challenges and opportunities to be explored.

Many thanks.

Owen Clark

Strategic and Policy Team Manager (Transport Planning)



The 6 month review of the 20mph scheme is due, with the signage assessed and speed surveys commissioned to monitor the impacts.

Appendix 3 shows the Traffic Implementation and Engineers' teams proposals awaiting discussions.

10. Contact details

Please contact me if you're able to support or help with any of these priorities or if you have any Dorset Council matters you would like to discuss.

Email: cllrbelinda.bawden@dorsetcouncil.gov.uk

Tel: 01305 216511

11. Councillor surgeries

Both will be on **Wednesdays** 4 November, 9 December 2026, 6 January 2027.

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

Details are in the August-September Green Party newsletter.

Belinda Bawden
8 Oct 2026



Appendix 1

Email from Communities Team 1 October:

Thank you for joining us for the first Community Conversation in your area.

We wanted to take a moment to thank you for contributing your time, insights and experience. The openness, honesty and energy in the room created exactly the kind of conversation we had hoped for, and we are incredibly grateful for the willingness of everyone involved to share their perspectives.

Documents from the Session

Attached to this email you will find:

- **Community Conversation Key Themes and Insights** – a summary of the key messages, priorities and themes that emerged from across table discussions which we will use to inform the next session. Hopefully you feel as though these are a good representation of what was shared in the room.
- **Mirek's Visual Summary** – a visual representation of the conversations and ideas shared during the session.
- **Your Slido results** – hopefully a good reminder of the sentiments from in the room on the day – including both hopeful and positive feelings, alongside those where feelings of frustration and wariness were also surfaced.

We hope these documents help capture the discussion and provide a useful reflection of the collective views shared on the day.

Thank you for those who took the time to share your views in the follow up survey, hopefully you will notice some changes at the next session which are a direct result of your feedback.

What Happens Next?

The themes emerging from your Community Conversations on **Tuesday 15th September** will give us focus for the next session. As more conversations happen, we will also identify common themes and insights across areas, and work on these across areas to address them.

Reminder – Session Two

We would like to remind you of the second Community Conversation for your area:

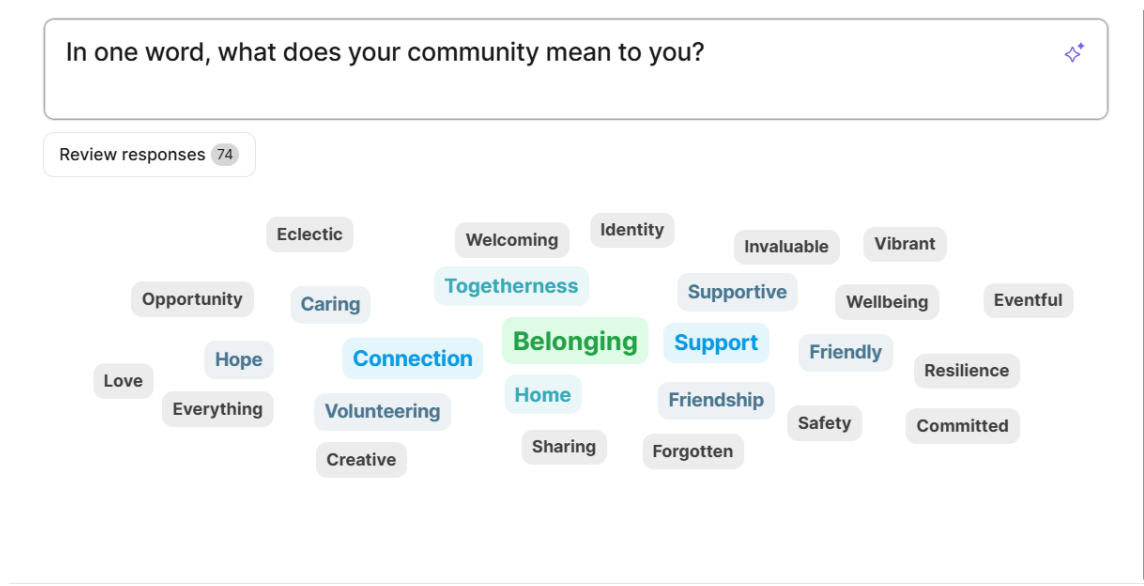
Friday 30th October 9.30am – 12.30pm at Woodmead Halls, Hill Road, Lyme Regis, DT7 3PG.

Do please let us know if you can no longer attend.

Thank you once again for being part of the conversation. We look forward to seeing you again in soon.

Kind regards,

The Communities Team



The Overview from Session 1 is attached as a pdf.

Appendix 2 – People's Emergency Briefing

Email from Connor Pearson, Dorset Council's Corporate Sustainability Officer

Thank you for registering and attending the employee screening of the People's Emergency Briefing last week.

The film covered some challenging issues but also highlighted that meaningful action is possible at every level, from individual choices and community projects through to action by organisations and government.

If you'd like to learn more, get involved, or take action, we've pulled together some resources, opportunities and sources of support that may help.

National Emergency Briefing resources

The [National Emergency Briefing website](#) contains a range of free resources to help you explore the issues raised in more depth:

- watch all of the original expert briefings on the [Expert Briefings](#) page
- find public screenings taking place across Dorset (and the UK), or explore opportunities to host your own event on their [Screening Map](#)
- Explore the National Emergency Briefing's suggested next steps on their [Take Action](#) page

Get involved in climate and nature action

If you're interested in turning concern into action, there are plenty of ways to get involved:

- Join Dorset Council's [Green Champions Network](#). We're relaunching our employee network where you can learn, share and take action for climate and nature. If you're interested, [please fill in this quick application form](#) and we'll invite you into the Teams channel.
- Support nature recovery in Dorset by joining the [Nature Recovery Dorset Network](#). This is open to everyone across the county, not just employees.
- Help shape Dorset's Climate Adaptation Strategy - we're currently developing a countywide strategy with partners. We're keen to hear how climate change is affecting council services, communities and the residents we support. If you have ideas, concerns or examples you'd like to share, please contact climate@dorsetcouncil.gov.uk.

Support climate and nature action in your community

- Find out about grants, loans, tools and advice to help improve your home on our [Home energy advice](#) page
- Find out about hints and tips for supporting nature recovery on our [Nature Recovery Dorset](#) page

- Get advice and grants for community and commercial building projects from our [Low Carbon Dorset](#) programme
- Find out about the new [community energy fund](#) and get in touch if you have ideas for a project in your area

See what Dorset Council is doing

- Find out more, including our progress so far, on our [Climate Emergency](#) and [Nature Recovery](#) webpages
- See where we're delivering for climate and nature by [exploring our project map](#)
- Find out about our [public EV charger programme](#)
- Find out more about Dorset's current planning rules in our [Planning for climate change](#) guidance
- The council is taking action on climate and nature across the board. You can read the council's relevant strategies and plans: [Council Plan](#) | [Waste Strategy](#) | [Housing Strategy](#) | [Strategic Asset Management Plan](#) | [Energising Dorset](#) | [Local Transport Plan 4](#) | [EV Charging Infrastructure Strategy](#) | [Active Travel Infrastructure Plan](#) | [Bus Service Improvement Plan](#) | [Workplace Travel Plan](#) | [Farms Estate Strategy](#) | [Local Nature Recovery Strategy](#)

What else is happening in Dorset

- Sign up to attend the [Dorset COP](#) on Saturday 14th November to learn about and connect with a range of climate-related community groups and organisations across Dorset
- Support local schools through the [Climate Ambassadors programme](#), which provides volunteers with training and support to work with education settings on taking climate action

Support for climate anxiety

Finally, the topics covered in the People's Emergency Briefing film can be concerning. There are a number of groups that offer resources and support on climate and eco-anxiety.

- [Friends of the Earth](#) have resources explaining what eco-anxiety is. They have advice from a psychotherapist on managing these feelings and helpful tips for coping with climate anxiety
- [Climate Psychology Alliance](#) is a community of therapists and researchers focused on the emotional impacts of the climate crisis. They offer up to three free therapeutic support sessions with trained counsellors for anyone affected by climate anxiety. They also run support groups for young people, parents, and carers, and provide resources for those struggling with climate-related feelings. You can find support at their [website](#) or email support@climatepsychologyalliance.org
- [The Resilience Project](#) supports young people involved in climate action with their wellbeing. They run spaces for peer support, inner development, and community care to help young people navigate climate anxiety and avoid burnout. They also have advice and practical tips on their website.

Thank you again for joining us and contributing to the discussion. We hope some of the resources above help you to continue exploring these issues and find opportunities to get involved in climate

and nature action. If you have any questions or would like to discuss any of the opportunities listed above, please feel free to get in touch.

Best wishes,

☐

Connor Pearson

Pronouns: He/Him

Corporate Sustainability Officer

Climate & Ecological Sustainability

Dorset Council

01305 838057

dorsetcouncil.gov.uk



Appendix 3

July's report from DC's Traffic Planning team to Lyme Regis Town Council, which will be discussed by the Traffic and Travel Working Group

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



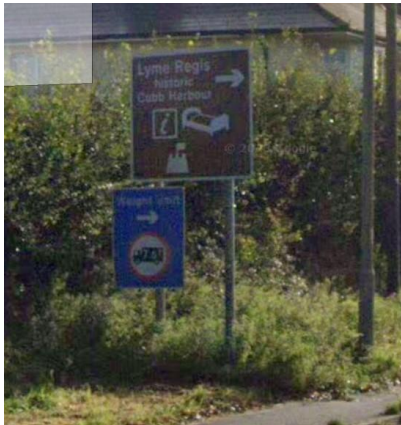
Sheet 5, Viewpoint 2 at 16+675.

[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 Roun



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.

Cluster 4 – Community Conversation Session Overview

Lyme Regis, Charmouth, Chideock, Symondsburry, Bridport, Burton Bradstock, Shipton Gorge, Chilcombe, Puncknowle and Swyre, Litton Cheney, Long Bredy and Kingston Russell, Little Bredy

Throughout the summer and autumn of 2026, Dorset Council is hosting a series of community conversations in 13 locations across the county. The conversations bring together people from voluntary and community organisations, health partners, town and parish councils, and Dorset Council staff. Through facilitated group discussions, participants share their experiences, challenges and ideas. The discussions focus on four 'learning areas': local needs; local decision-making; devolution of services and working together.

This document summarises the main themes and insights from the conversation that took place in Bridport on 15th September 2026. These insights will help shape a second, more focused discussion about priorities and future actions which will take place on Friday 30th October in Lyme Regis.

Each theme includes a title, general description and supporting quotes in italics.

Learning area 1

What we hope to learn: We need to have more local conversations and work closer with our communities to get a better understanding of their needs and aspirations.

1. What is important to people in this area?
2. What are the main issues affecting people and services?

What We Heard:

1. Transport and rural connectivity

Transport was one of the strongest and most consistent concerns. Limited frequency, evening and Sunday services, affordability and poor connections between buses and trains were described as restricting access to healthcare, education, employment and social activity. Increase in car park costs was also discussed as a barrier for locals. This was particularly significant for Lyme Regis, the Bride Valley and smaller rural communities, with connections to Bridport, Dorchester, Weymouth as well as cross border to Yeovil, Axminster and Exeter repeatedly discussed.

"If you haven't got a car, that's it, you just got to stay."; "People need that trust that it's going to be put in place and we keep it."; "I've met so many older people in the smaller villages who can't get in for shopping."

2. Affordable housing and demographic change

Housing affordability was repeatedly linked to low local wages, limited social-rent housing, second homes and younger people leaving the area. Participants highlighted a need for genuinely affordable housing, downsizing opportunities, community-led housing and suitable land, particularly around Bridport, Lyme Regis and surrounding villages. Homelessness was also identified as an area for improvement with a lack of outreach support available so travel to Weymouth is required to access support.

"A younger population are moving out the housing."; "We need land release."; "Even affordable housing... eighty per cent of an expensive house is an expensive house still."; "We need affordable housing... particularly housing and social rent."

3. Employment, education and opportunities for younger people

Participants described a shortage of secure, well-paid employment and accessible education or training pathways, particularly for younger people. Travel to Weymouth, Yeovil and Exeter can compound the problem, with travel issues previously identified. Existing initiatives including Cradle to Career, apprenticeships, creative training, volunteering and work experience were viewed as opportunities to build upon. However, housing costs and lack of rural transport can act as a barrier to young people.

"People have to travel so far to go to college."; "There aren't any opportunities and this has been going on for years and years."; "There's no training resources locally."; "We see it massively through theatre training."

4. Health, care and access to support

Access to GPs, NHS dentistry, mental health support, hospital appointments and social care was frequently discussed. The issue was not always an absence of services, but whether people could reach them, particularly from Lyme Regis and rural communities. Participants also identified gaps for younger people, including mental health and learning-disability support.

"There are an abundance of services... but if people are living that little way out, if they can't get to them"; "Care workers struggle to visit clients due to distances."; "There is a lack of drop-ins mental health support for young people."; "There's no provision for young people with learning disabilities."

5. Hidden poverty, cost of living and digital exclusion

Participants challenged assumptions that the area is universally affluent. Low wages alongside high housing, energy and transport costs were associated with hidden financial hardship in Bridport, Lyme Regis and rural communities. Digital requirements can create an additional barrier for people without appropriate devices, connectivity or confidence.

"There is a real mixture of extremely rich to very deprived in Bridport."; "They can't use their journal because they can't get the phone."; "A lot of Lyme's population get hidden by the tourists."; "we've got south-eastern prices and south-western wages."

6. Strong communities, culture and environment

The workshop also identified substantial strengths. Participants valued volunteering, community organisations, arts and culture, markets, libraries, food projects, attractive landscapes and strong local networks. Environmental concerns included coastal erosion, river and sea pollution, climate change and protection of green spaces.

"The people, sense of belonging, friendly and supportive to each other."; "Vibrant, creative, bohemian, ambitious, welcoming, active, kind and meaningful."; "I don't think we can survive without connection and feeling that we're in it together."

Learning area 2

What we hope to learn: We need to find more effective ways for residents to have greater involvement in decision-making that affects their local neighbourhoods.

3. Where and how are decisions made for what is needed around here?
4. What is working well and not so well with existing local decision-making forums?

What We Heard:

1. Unclear responsibilities and decision-making

Participants frequently described uncertainty about who makes decisions and which organisation is responsible. Responsibilities can sit across Dorset Council, town and parish councils, health bodies, private providers and other organisations. This makes it difficult for communities to understand where to raise an issue or seek influence.

"A lot of people think the town council is responsible... they just know they have a problem."; "Who is making decisions for us? Big issue."; "I think people get really confused."; "You really have to be in the know."

2. Meaningful involvement and visible follow-through

Participants wanted communities involved earlier in defining challenges and designing responses rather than principally being consulted after options have been developed. Closing the feedback loop, in a way which is accessible to all involved, was particularly important, with repeated concern about contributing to engagement without subsequently knowing what happened.

"Bring what I call real people into those discussions."; "Tell us about the results so that we know it's worth doing again."; "There is a real opportunity for more co-production and transport schemes."

3. Existing local networks provide a strong foundation

Town and parish councils, the Bridport Local Area Partnership, community organisations, volunteer networks and local action groups were identified as useful existing structures. Bridport in particular was seen as having strong networks capable of mobilising activity, although participants felt some forums lacked sufficient resources, recognition or influence to translate discussion into action. By increasing recognition of the work voluntary organisations do, it can demonstrate the value they provide aiding long-term sustainability.

"BLAP is very successful but it hasn't got enough teeth to actually get things changed."; "If you really want to get stuff done, you need to do it yourself."; "The town council have been so supportive, and without them we wouldn't be able to do half of what we've done."

4. Broader representation is needed

There was concern that established forums and voluntary activity do not necessarily hear equally from everyone. Younger people, working-age people and people with lived experience were particularly discussed. Suggestions included youth involvement, lived-experience roles and more flexible ways to participate.

"There is a lack of younger people involved."; "There's always an issue about younger people."; "I think Dorset Council need to establish a team of lived experienced representatives."

Learning area 3

What we hope to learn: We don't think we are the right people to provide all services, and we'd like to explore with partners how being more devolved can meaningfully benefit the community?

5. What services or assets should be looked after or run by the community?
6. What help or support would you need to make this possible?

What We Heard:

1. Green spaces, allotments and community growing

Participants identified allotments, community orchards, green spaces, verges and small parcels of land as particularly suitable for greater community stewardship. Existing activity such as community growing in Bridport demonstrates potential benefits for food resilience, biodiversity, social connection and neighbourhood pride.

"Allotments often have long waiting lists."; "Edible Bridport... identifying essentially tiny bits of space, but it's made a massive impact."; "We're trying to get an initiative to grow residential verges."

2. Community buildings, libraries and local hubs

Community centres, libraries, arts facilities, village halls and underused buildings were seen as potential anchors for more locally delivered services. Charmouth's community library and existing community facilities provided examples of what can be achieved where appropriate capacity and support exist. Bridport theatre was also emphasised as an opportunity, citing the success of Weymouth Pavilion as an example.

"We have the library and... we're maintaining the correct standards."; "The Discovery Centre wouldn't run without volunteers... it's one paid manager, 51 volunteers."; "There seems to be quite a lot of empty buildings."

3. Devolution requires sustainable resources

There was support for community management of appropriate services and assets, including some public toilets, green spaces, local facilities and small-scale maintenance. However, participants strongly opposed devolution that simply transfers financial liabilities to communities without sustainable funding.

"The voluntary sector can do it. Well, yeah, only if they're funded."; "We can't take on the liability and not have the resource."; "After three years, we're still supposed to keep it going with what?"

4. Community organisations need infrastructure as well as funding

Participants highlighted governance, accounting, HR, IT, cyber security, safeguarding, legal advice, insurance, procurement and premises maintenance as substantial burdens for smaller organisations. Shared expertise and infrastructure could increase the capacity of organisations to focus on their core community role.

"A place you could go to say, I need to know what it is I'm supposed to do, that would really help."; "Governance, accounts, HR, legal... risk needs to go on there as well."; "We just want to get on with doing, what we're good at doing."

5. Volunteer capacity cannot be assumed

Strong volunteering was consistently identified as an asset, but participants also described recruitment difficulties, ageing volunteer bases, reliance on small numbers of committed individuals and risk of burnout. Devolution therefore needs to reflect local capacity and the complexity or risk associated with individual services.

"It is difficult to get those people to commit."; "People are working longer as well."; "There's burnout because people take a hell of a lot."

Learning area 4

What we hope to learn: We know our current structures, service offerings, and processes don't always support us to be the most effective partner we could be.

7. What changes to how Dorset Council works would improve outcomes for this community?
8. How could Dorset Council better support or complement your organisation?

What We Heard:

1. A visible, named local route into Dorset Council

One of the clearest proposals was for a recognisable local point of contact, such as a locality or partnership manager, who understands the area, can navigate internal structures and can take ownership of enquiries. Participants were not necessarily seeking someone who could resolve every problem personally, but someone who could connect the right people and maintain accountability. Participants also expressed difficulty accessing information on the Dorset Council website, particularly on mobile devices.

"One front door would be useful."; "It's about having a human."; "We kind of need an area manager or an area contact."; "We need somebody... who understands the area."

2. Clearer and more human communication

Participants wanted easier routes into council services, clearer responsibilities, quicker responses and fewer hand-offs between teams. Digital services were useful for some participants, while others emphasised the continuing need for telephone, face-to-face and locally accessible support.

"Nobody answers the phone."; "Quite often when you find the right person, they don't reply."; "There should be no wrong door."; "It's the face-to-face human connection."

3. Listen, act and explain

Participants valued opportunities for engagement but wanted a clearer connection between listening and action. Where change cannot happen, honest explanations about funding, statutory responsibilities or other constraints were considered preferable to long periods without a clear answer, even if the answer is a 'No'. Clear communication and reasoning can increase trust, as participants expressed concern over moving goal posts and excessive hurdles. There is a feeling that Dorset Council looks for a reason to say no, stopping a negative/blocking experience with bureaucracy that seems to stop people with ideas and impetus.

"If there is no budget to do something, just say it."; "Tell us about the results so that we know it's worth doing again."; "We never heard anything back."

4. More sustainable funding and partnership support

Voluntary and community organisations asked for longer-term core funding, simpler grant processes and better awareness of available funding. They also wanted their contribution to local outcomes recognised beyond individual projects, including their preventative and wider social value.

"The actual application for a grant is so time consuming."; "Project work, we can't commit in terms of staff and infrastructure."; "Recognise the value and the financial value that your organisations deliver."

5. A stronger place-based approach

Participants described this area as having distinctive rural, coastal and cross-boundary characteristics. Lyme Regis has important connections towards Axminster and Exeter, while rural settlements depend heavily on Bridport and other service centres. Participants wanted these functional relationships to inform service design rather than relying solely on organisational boundaries.

"We are quite remote from a lot of what goes on in the East."; "Teams were more centred around person rather than organisation and boundary."; "This area has quite different challenges and opportunities."

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 9 SEPTEMBER 2026

Present

Chairman: Cllr P. Evans

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

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

The mayor, Cllr P. Evans read the town prayer.

26/50/C Dorset Council Matters

It was noted the ward member Cllr B. Bawden had sent her apologies for the meeting.

26/51/C Questions from Councillors

There were none.

26/52/C Apologies for absence

Cllr S. Cockerell - holiday
Cllr D. Holland – personal commitment
Cllr C. Reynolds – illness

26/53/C Disclosable Pecuniary Interests

There were none.

26/54/C Dispensations

There were none.

26/55/C To confirm the accuracy of the minutes of the Full Council meeting held on 22 July 2026

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes of the Full Council meeting held on 22 July 2026 were **ADOPTED**.

26/56/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 5 August 2026

Proposed by Cllr M. Denney and seconded by Cllr G. Caddy, the minutes of the extraordinary Full Council meeting on 5 August 2026 were **ADOPTED**.

26/56/C To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 12 August 2026

Proposed by Cllr M. Ellis and seconded by Cllr P. May, the minutes of the extraordinary Full Council meeting on 12 August 2026 were **ADOPTED**.

26/57/C 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

Sale of Former Offices

The town clerk said he was still waiting to hear from the person who made the original offer for the offices, relating to issues with the planning application for widening the access to the Guildhall. He said the application had been withdrawn and pre-application consultation had been carried out, particularly with the conservation officer. The issues raised by the conservation officer needed to be discussed with the person who made the offer.

Woodmead Halls Term Grant

Cllr M. Ellis left the meeting at 7.05pm in line with her interests.

The assistant town clerk confirmed there had still been no response from the trustees regarding the term grant funding and outstanding issues.

Cllr M. Ellis returned to the meeting.

It was noted the trustees were still trying to recruit other trustees but they hadn't met over the summer, although the main hall floor had been replaced.

Members asked officers to follow up with the trustees to at least acknowledge the situation and provide an update.

26/58/C Update Report

Outside Seating

The town clerk confirmed the meeting with Dorset Council (DC) to discuss the ongoing management of the Marine Parade would take place in early-October.

Pop-up Shop in Langmoor Room

The town clerk confirmed the tenants had been invoiced for the entire period of intended occupation, despite leaving earlier than intended, although it had not been paid yet.

Member Away Day

There was disappointment the away day was cancelled due to lack of attendance, but members noted there would be another attempt to arrange one when the new committee structure was in place.

26/59/C Mayor's Announcements

Members noted the report.

26/60/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr S. Larcombe, it was **RESOLVED** 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

26/61/C Terms of Reference and Scheme of Delegation

It was noted there may be further revisions required to the document once officers' roles and responsibilities had been reviewed following the appointment of the deputy town clerk to town clerk and the recruitment of a new deputy. It was also yet to be decided who the committees' lead officers would be.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members **RESOLVED** to approve amendments to the final draft of the council's Terms of Reference and Scheme of Delegation but to carry out a further review once officers' roles and responsibilities had been agreed.

26/62/C Appointments to Committees

Members were asked to indicate their preference for serving on the Resources and Operations Committees in writing at the meeting.

Proposed by Cllr M. Ellis and seconded by Cllr M. Denney, members **RESOLVED** to appoint members to committees for the remainder of the 2026-27 council year as follows:

Resources – Cllr M. Ellis, Cllr S. Larcombe, Cllr C. Aldridge, Cllr P. Evans, Cllr P. May, Cllr G. Stammers, Cllr A. Wood, Cllr S. Cockerell, Cllr G. Caddy

Operations – Cllr M. Denney, Cllr G. Caddy, Cllr G. Turner, Cllr C. Reynolds, Cllr S. Cockerell, Cllr D. Holland, Cllr A. Wood, Cllr P. May, Cllr M. Ellis

Environment – Cllr G. Turner, Cllr P. May, Cllr C. Aldridge, Cllr S. Cockerell, Cllr G. Stammers, Cllr A. Wood

Planning – Cllr S. Larcombe, Cllr M. Denney, Cllr C. Aldridge, Cllr P. May, Cllr G. Turner

It was noted members could be added or removed from committees if required.

26/63/C Calendar of Meetings

A member requested a change to the dates of the Environment Committee meetings from 6 to 27 January 2027, and from 7 to 21 April 2027.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members **RESOLVED** to approve the calendar of meetings for the remainder of the 2026-27 council year, with an amendment to the dates of the Environment Committee meetings from 6 to 27 January 2027, and from 7 to 21 April 2027.

26/64/C Partnership Board

Members noted the members of the Partnership Board, a maximum of 12 who would sit on the board for three years.

26/65/C Introduction of ICT Policy

Cllr G. Stammers arrived at 7.36pm.

It was noted the policy placed some responsibilities on members or there could be consequences, such as the council being hacked.

The town clerk said the policy applied to both members and employees, incorporating DC's requirements as the council's IT provider. As per the policy, members should not be using personal email addresses for council business, unless it is being used solely for that purpose. He said officers would be following up on this.

It was pointed out that if members' council email addresses were not working, they would normally use their personal email addresses as an alternative.

The town clerk said it would be helpful for officers to remind members about the processes for engaging with DC IT support to resolve these kinds of issues and some of the fundamental rules around the hardware provided.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to approve the proposed ICT policy.

26/66/C By-Election

It was confirmed 10 electors had called for an election so the vacancy would not be filled by co-option.

26/67/C Application for Town Council of the Year 2026-27

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to delegate the final approval of the application for Town Council of the Year 2026-27 to the town clerk in consultation with the mayor and deputy mayor.

26/68/C Relationship with Cobb Traders

The town clerk suggested the council re-engaged with Cobb Traders and other business representatives, and he encouraged a constructive and open dialogue. He supported the public forum being reinstated and suggested this be immediate for the Planning Committee and otherwise effective from the Full Council meeting on 14 October 2026, although members may wish to make this sooner.

Members agreed there should be cooperation and open dialogue with local businesses and several members said they would be happy to meet with members of Cobb Traders and other businesses.

There was also support for live streaming of meetings and a suggestion that chairmen needed to address any inappropriate behaviour that occurs at meetings, including stopping interruptions when members are talking.

It was proposed by Cllr G. Caddy that the public forum at council meetings is reinstated from 14 October 2026.

A member suggested this was amended to 'with immediate effect' and this was accepted by the proposer.

Proposed by Cllr G. Caddy and seconded by Cllr P. May, members **RESOLVED** to reinstate the public forum at council meetings with immediate effect.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to reinstate contact with Cobb Traders as soon as is practical.

26/69/C CCTV

Members considered the issues with the Baptist Church CCTV images/signal caused by the skatepark camera potentially running out of battery.

Members noted this meant not only was the Baptist Church camera unreliable but also the skatepark camera, and felt it might be worth considering a permanent power source at Charmouth Road car park to safeguard both.

The town clerk said although a quote had previously been obtained from Western Power Distribution to connect to a power source, the possibility of connecting to power from the football club had not been explored.

A member asked if the skatepark camera worked in the dark; if not, there was no requirement for the cameras to work 24/7 and therefore no requirement for a power source. Members agreed it was important the camera worked at night due to some anti-social behaviour in the car park and thefts at the allotments.

As there were more technical questions to answer, the town clerk suggested this was brought back to a future meeting.

Members also considered the suggestion to link three further cameras to the control centre.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members **RESOLVED** to connect three further CCTV cameras to the control centre at a potential cost of £275 per camera, per annum.

26/70/C Dorset Council – Parking Review

Proposed by Cllr P. May and seconded by Cllr G. Caddy, members **RESOLVED** that the mayor and chairman of the former Town Management and Highways Committee are involved in a meeting with Dorset Council to discuss the parking review and its effect on Lyme Regis and they represent the members.

26/71/C Request for Rear Access – 19a Broad Street, Lyme Regis

The town clerk said he could see no reason not to support the request but suggested members may wish to impose some conditions.

Members were concerned this could set a precedent as other properties backing on to the gardens would want the same access. It was suggested permission be given, on the condition the access is closed off when the specific residents requiring access no longer lived there.

The town clerk said the council had previously given named permission to create an opening in the wall to facilitate building works. In that instance, the wall was removed and reinstated carefully so the owner of 19a Broad Street had a track record of complying with conditions.

A member said any costs associated with the works should be borne by the owner, not the council.

It was proposed by Cllr P. May and seconded by Cllr S. Larcombe to permit access from 19a Broad Street to the gardens and that the permission is to be made personal to the current owners of 19a Broad Street and immediate family and will not be extended if the property is sold or the current owner passes away.

The town clerk pointed out that 19a Broad Street was owned by the son of the current occupiers of the property.

It was therefore suggested the permission be granted to the current occupiers.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** to permit access from 19a Broad Street to the gardens and that the permission is to be made personal to named people who live in 19a Broad Street and will not be continued if they move or pass away; the permission being subject to all associated costs, including the costs of any required works and any reinstatement works, being met by the owners of 19a Broad Street.

The meeting closed at 8.10pm.

LYME REGIS TOWN COUNCIL

**MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 16
SEPTEMBER 2026**

Present

Chairman: Cllr P. Evans

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis,
Cllr D. Holland, Cllr G. Turner, Cllr A. Wood

Officers: M. Green (town clerk)

Absent: Cllr M. Denney, Cllr S. Larcombe

26/72/C Public Forum

There were no members of the public present.

26/73/C Apologies for absence

Cllr P. May – holiday
Cllr C. Reynolds – illness
Cllr G. Stammers – work commitments

26/74/C Disclosable Pecuniary Interests

There were none.

26/75/C Dispensations

There were none.

26/76/C Appointment of a Deputy Town Clerk

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

26/77/C Recruitment to the Post of Finance Manager

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

26/78/C Exempt Business

a) Appointment of a Deputy Town Clerk

Members considered both the main and supplementary reports and proposed by Cllr M. Ellis and seconded by Cllr D. Holland, members unanimously **RESOLVED** to appoint the current assistant town clerk, Mrs A. Mullins, to the post of deputy town clerk with the town clerk, in consultation with the mayor and the current chairman of the Human Resources committee to negotiate and confirm the written job offer, starting date and starting salary within the range SCP 40-45.

b) Recruitment to the Post of Finance Manager

The town clerk explained his report and the reasons for the proposed salary and the job description and person specification.

Members considered the report and appendices and proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, members **RESOLVED:**

- a) The post of finance manager be advertised at an extended salary range of SCP 30-39 (£42,123 - £51,928) to reflect the potential for the post to take on the additional role of Responsible Finance Officer (RFO), together with the management of some property-related functions, such as rent reviews and lease renewal (for instance).
- b) Members approve the recommended process for recruiting a replacement finance manager, including indicative timescale and advertising arrangements.
- c) That a recruitment panel be appointed comprising, the Mayor, Cllr M. Ellis, Cllr D. Holland and Cllr C. Aldridge with reserve of Cllr A. Wood.
- d) That authority to respond to any other urgent human resources issues be delegated to the town clerk 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 7.27pm.

Mayor's Engagements for September 2026

Friday 4 September	Accompanied by the mayoress, hosted former town clerk John Wright's leaving party.
Saturday 5 September	Presented prizes at the Skate Jam, part of the Sporting Lyme festival.
Wednesday 5 September	Attended the Three Cups development presentation by owners Palmers Brewery.
Thursday 10 September	Attended monthly meeting of the Lyme Regis/St George's Twinning Association.
Monday 14 September	Hosted the panel to interview the candidates for the position of deputy town clerk.
Thursday 17 September	Attended the Lyme Regis Business Awards at the Lyme Regis Golf Club.
Friday 18 September	Represented the town at the funeral service of former councillor Ken Meech.
Friday 25 September	Presented the winners of the Red Arrows painting competition with a prize at St Michael's Primary School.

LYME REGIS TOWN COUNCIL

RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 SEPTEMBER 2026

Present

Chairman: Cllr M. Ellis

Members: Cllr C. Aldridge, Cllr G. Caddy, Cllr P. Evans, Cllr G. Stammers, Cllr A. Wood

Officers: C. Austin (communications officer), A. Mullins (deputy town clerk), L. Peck (administrative assistant)

26/01/RC Election of Chairman and Vice-Chairman

The mayor, Cllr P. Evans opened the meeting for the election of the chairman.

It was proposed by Cllr G. Stammers and seconded by Cllr A. Wood that Cllr M. Ellis is chairman of the Resources Committee.

Cllr M. Ellis was duly **ELECTED** as chairman.

It was proposed by Cllr A. Wood that Cllr P. May is vice-chairman of the Resources Committee.

Cllr P. May was duly **ELECTED** as vice-chairman.

26/03/RC Public Forum

There were no members of the public present.

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

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

26/04/RC Apologies

Cllr S. Cockerell – holiday
Cllr S. Larcombe – work
Cllr P. May – holiday

26/05/RC Minutes

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, the minutes of the Strategy and Finance Committee meeting held on 8 July 2026 were **ADOPTED**.

26/06/RC Minutes

Proposed by Cllr A. Wood and seconded by Cllr G. Caddy, the minutes of the Human Resources Committee meeting held on 10 June 2026 were **ADOPTED**.

26/07/RC Disclosable Pecuniary Interests

There were none.

26/08/RC Dispensations

There were none.

26/09/RC High Sheriff Welcome Reception

Members agreed it was important for the council to support the High Sheriff's cause and to show its support for the local youth organisations attending the event.

Proposed by Cllr G. Stammers and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve unbudgeted expenditure of up to £1,500 for refreshments at the welcome reception for the High Sheriff of Dorset's County Lines Walk.

26/10/RC Post holder 209, Six-Month Probation Review

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

26/11/RC Post holder 215, Six-Month Probation Review

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

26/12/RC Post holder 218, Six-Month Probation Review

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

26/13/RC Exempt Business

a) Post holder 209, Six-Month Probation Review

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to approve an extension of post holder 209's probationary period for a further three months, until 31 December 2026, to allow additional time for performance improvements to be demonstrated and objectives to be achieved.

b) Post holder 215, Six-Month Probation Review

Proposed by Cllr A. Wood and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve post holder 215's continued employment with the council following the satisfactory completion of the probationary period, effective from 15 October 2026.

c) Post holder 218, Six-Month Probation Review

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve post holder 218's continued employment with the council following the satisfactory completion of the probationary period, effective from 25 October 2026.

The meeting closed at 7.23pm.

Committee: Full Council

Date: 14 October 2026

Title: Additional Appointments to Committees

Purpose of Report

To allow the council to make additional appointments to committees

Recommendation

The council considers additional appointments to committees

Background

1. At the Full Council meeting on 9 September 2026, members approved appointments to its committees: Resources, Operations, Environment, and Planning. The appointments were made by ballot.
2. The maximum number of members who can sit on the Resources and Operations Committees is 10, and the maximum number who can sit on the Environment and Planning Committee is seven.
3. There are currently nine members on the Resources Committee, nine on the Operations Committee, six on the Environment Committee, and five on the Planning Committee.

Report

4. Since the meeting, several members have indicated they would like to join additional committees, as follows:
 - Cllr Aldridge – Operations
 - Cllr Reynolds – Resources
 - Cllr Cockerell – Planning
5. As none of the above committees are at capacity, all three appointments could be made. However, members should also note there is a councillor vacancy and appointing a member to the only remaining seats on the Operations and Resources Committee would mean the new member would not have an opportunity to join either of the council's main committees.

Adrianne Mullins
Deputy town clerk
October 2026

Committee: Full Council

Date: 14 October 2026

Title: Election of Chairman and Vice-Chairman to the Operations, Environment and Planning Committees

Purpose of Report

To allow the council to receive nominations and elect a chairman and vice-chairman for the Operations, Environment and Planning Committees for the remainder of the 2026-27 council year

Recommendation

Members suspend standing order d.vi in order to:

- a) Receive nominations and elect a chairman and vice-chairman for the Operations Committee for the remainder of the 2026-27 council year
- b) Receive nominations and elect a chairman and vice-chairman for the Environment Committee for the remainder of the 2026-27 council year
- c) Receive nominations and elect a chairman and vice-chairman for the Planning Committee for the remainder of the 2026-27 council year

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership. This is usually the first item of business at the first meeting of each committee at the start of the council year.
- 2. The Operations Committee meeting scheduled to take place on 23 September 2026 was cancelled as there were no items for decision, the Environment Committee meeting scheduled to take place on 7 October 2026 was deferred to 11 November 2026 for the same reason, and the Planning Committee meetings on 1 and 22 September 2026 were cancelled as there were no applications to consider.
- 3. As such, the chairmen and vice-chairmen of these three committees have not been elected.

Report

- 4. Following discussion with the mayor and deputy mayor, it was agreed the appointments would be made at this Full Council meeting, but only members of the respective committees will be allowed to nominate, second and vote.
- 5. To do this, members would need to suspend standing order d.vi, which states '[the council] shall permit a committee to appoint its own chairman at the first meeting of the committee'.

6. Having all the chairmen and vice-chairmen in place at the earliest opportunity will allow officers to plan ahead, set agendas, and re-establish the regular chairmen's meetings.

Adrianne Mullins
Deputy town clerk
October 2026

Committee: Full Council

Date: 14 October 2026

Title: Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Purpose of Report

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

Recommendations

- a) Members note the statement of internal control and the observations detailed in paragraphs 12 to 51 of this report
- b) Members consider and approve the risk management policy, appendix 16A and the standard annual risk assessment, appendix 16B
- c) Members review the draft risk register (suggested changes in blue), appendix 16C, and propose amendments to the risk register

Background

- 1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
- 2. The external auditor's advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
- 3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council¹.
- 4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
- 5. Under the revised governance arrangements recently agreed by the council, the Strategy and Finance committee no longer exists so it is deemed appropriate to bring the matter to Full Council for consideration following its production by the town clerk. The council is, therefore, invited to comment on and amend the draft risk assessment.

¹ Accounts and Audit Regulations 2015, regulation 6

Statement of internal control

6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect on the adequacy of its systems and processes and to review what's going well and what's not going so well.
7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Overall, the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business.

Control Environment

12. This assesses the integrity, competence and attitude of an organisation.
13. The integrity of the council is good; fraud and breaches of confidentiality are not organisational issues.
14. The individual competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. The town clerk is ISCA qualified (level 7) and is studying for CILCA, whilst the deputy town clerk is already CILCA qualified. In addition, the council has or is supporting employees to gain additional qualifications, e.g., level 3 and 4 qualifications in accountancy. It is possible that the new finance manager, shortly to be appointed, will be qualified to an higher level already.
15. Recently there has been an improvement in the behaviour of members in meetings but tensions between some members remain. While the council is effective in delivering its core policy objectives and business priorities, there is still some potential for this to be undermined by individual incidents.

16. A previous preoccupation with detail and history that caused debate to drift from subject matter has reduced significantly.
17. Members still need to remain mindful of the implications of the decisions they make and their cost and practicality of implementation.
18. The historic problem of members and officers identifying projects outside of the budget-setting process has reduced significantly, but the budget report elsewhere on this agenda still identifies several examples of in-year and unbudgeted expenditure.
19. The views of 14 members will always be disparate. But comments are still made by some members which go against the grain of what the council is trying to achieve and sometimes translate into negative perception. Again, this is something which has reduced during the last 12 months'.
20. There are officer failings, too. There has been some slippage on council agreed objectives and projects, e.g., the move towards a fully electronic office and the development of an asset investment strategy remains outstanding.
21. These observations and their redress are critical to the well-being of this council, its functionality and public perception.
22. In summary, the extent of these issues has been acknowledged by the council, although further progress remains to be made. Agreeing the council's key values and purpose may form part of this progress but this is something which has not been moved forwards over the last year.
23. To a greater or lesser extent, the observations I have cited in paragraphs 13 to 22 are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

Risk Assessment

24. On 9 October 2013, the council adopted a risk management policy which it reviews annually, **appendix 16A**.
25. In addition to the historical risk assessment, **appendix 16B**, that covers financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
26. Officers have developed a risk register, **appendix 16C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register details the mitigation applied to each identified risk. A column has been added to the risk register which comments on the rationale for the proposed changes to the scoring of probability and impact.
27. The most challenging risks faced by the council that score 15 or above are:

- The possibility of Dorset Council withdrawing or amending key services to the town because of financial pressures on its budgets
- Major land stability issues
- Flood risk due to structural failure of The Cobb

28. Although recruitment and retention risk is assessed relatively low with a score of 9, recent changes to the management team and the need to still recruit both a finance manager and one other member of staff within the office team could have a significant impact on business continuity and organisational dynamics.

Information and Communication systems and processes

29. This assesses the capture and exchange of relevant information.
30. Relevant information is captured from: national and local organisations, national and professional bodies, e.g., the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training and information events.
31. Officers meet with Dorset Council's chief executive and senior managers most months and co-ordinate service delivery with other Dorset Council managers, e.g., waste collection, parking, and Visit Dorset.
32. Monthly meetings had ceased to take place with Dorset Council's ward member but this is now being reinstated and real efforts made to improve this important relationship. Contact with West Dorset's recently elected MP and the leader of Dorset Council are good.
33. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered, although recently agreed changes to the council's governance arrangements have yet to full settle down.
34. The council's finances and objectives are incorporated into a corporate plan which is available to the public and is used to inform the Annual Meeting of Electors.
35. The council website has improved public information.
36. The town council has a microsite on Dorset Council's Visit Dorset website.
37. The council uses Facebook, X and Instagram to convey information.
38. The council periodically consults with the public on its objectives and has recently completed a further community consultation exercise.
39. The council reviews its public relations and communications' policy annually and has a social media policy.
40. The council has established regular business and community briefings.

41. The council has substituted its quarterly newsletter for a monthly magazine, LymeLiving which is currently produced 10 times a year.
42. Since 2023, the town council has organised stakeholder events to bring together key organisations in the town. The purpose of these meetings is to gain an understanding of each other's perspectives, priorities and projects, and to identify opportunities to work together. These events have helped to strengthen the council's collective and bi-lateral relationships. It has also agreed to the establishment of a twice-yearly Partnership Board to 'critique' the council's performance and to input its thoughts to budget and priorities.

Control Activities

43. These are the policies and procedures to manage the council's business.
44. For 2025-26, the council received an unqualified external audit.
45. Control weaknesses around health and safety have strengthened significantly. A health and safety committee meets regularly, and an external consultant is appointed annually to audit the council's health and safety arrangements. A comprehensive health and safety policy was approved in May 2018 and is now reviewed annually.
46. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds an IOSH health and safety qualification and will shortly start a NEBOSH level 3 qualification in occupational health and safety.
47. The council undertakes regular external health and safety audits. The council's last health and safety audit took place in autumn 2025; the outcome of the audit focused on the need to introduce dynamic risk assessments.

Monitoring Processes

48. These are the systems that provide and measure the quality of information. Developing information systems and transforming data into information and analysis is an expensive and time-consuming activity. The council's systems cover key financial and non-financial activities and complaints.
49. The council produces financial and performance information commensurate to its size. Systems are in place for timely and accurate monthly management accounts, treasury management, bank reconciliation and debtors. Systems are in place to capture complaints.
50. Systems are also in place to capture volume and value information on the council's key income generating activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire.
51. A monitoring system for the council's emissions will be introduced before the end of this financial year

Risk Management Policy

52. On 9 October 2013, the council agreed to review its risk management policy in October each year. No policy changes are proposed, other than the relevant dates and designation, **appendix 16A**.
53. Members are asked to consider the risk register and propose amendments.

Mark Green
Town clerk
October 2026

Risk Management Policy Background

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:

17.1 The Council is responsible for putting in place arrangements for the management of risk. The clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2 When considering any new activity the clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Policy

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
 - Political – our ability to deliver local or central government policy
 - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
 - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
 - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
 - Legal – our ability to meet legislative and regulatory requirements
 - Technological – our ability to make the best use of technology and adapt to a changing environment
 - Environmental – our ability to comply with statutory requirements and best practice

- Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
 - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision
 - Human Resources – staff competence and development, capacity, commitment
 - Operational – service delivery, complaints' management, compliance with performance standards
 - Health & Safety – fire, security, accident prevention, lone working
 - Reputational – issues that adversely affect the council's reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council's Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
 - the probability of a risk occurring will be applied to a three-year timeframe
 - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the management team annually and reported to the council.
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council's Strategy and Finance Committee in autumn each year. The report will highlight risks identified as high. Any actions requiring budget approval will be considered as part for the forthcoming year's budget setting process.

Review

10. This policy will be reviewed in [October 2027](#).

[Mark Green](#)
[Town clerk](#)
[October 2026](#)

LYME REGIS TOWN COUNCIL

RISK ASSESSMENT 2026-27

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on Guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion, harbour store and external works' depot. Contents insured. CCTV on all buildings except the Guildhall.
Maintenance of buildings	4	3	12	Buildings currently maintained according to requirement. Annual inspection of electrical and safety equipment. Asset management plan to be developed in 2024-25 2026-27. Monthly inspection of buildings reported to the Health and Safety Committee. Harbour store and cemetery lodge refurbished and a amenities hut built. Council offices moved to new premises. Plans being developed for the external works' depot.
Financial management	3	1	3	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly. Backlogs have been resolved and debt at historic low level.
Banking	5	1	5	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Schedule of all investments and cash holdings reported to council, as well as all loans. Greater proportion of reserves in interest earning accounts and spread across two financial institutions.
Risk of consequential loss of income	4	2	8	Limited insurance cover. Council policy to hold a reserve of 50% of budget income. Policy varied for 2024-25 and 2025-26 to hold the reserve at £1 million. Insurance policy covers loss of income on some commercial assets.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Electronic point of sale system in place has increased accountability. All other monies banked promptly or held overnight in a safe.

Expenditure controlled	4	2	8	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance team and submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council. High levels of inflation make expenditure less predictable and reduces control. Most projects delivered close to or on budget. Regular reporting of objectives to committees. Budgeted variances and unbudgeted expenditure reported to council for approval.
Comply with Customs and Excise regulations	4	2	8	Council is a member of CIPFA. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underline annual precept	3	3	9	The town council receives detailed budgets in the late autumn, which helps inform the level of precept. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly. Allowance made for inflationary pressures and known industry indices in preparing annual budgets.
Financial records	3	2	6	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	2	6	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions. Debt management policy. Greater proportion of reserve invested in interest earning accounts. Planned report to members about potential sources of additional income, autumn 2026.
Risk to third party, property, or individuals	3	2	6	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff. Health and safety plan in place. Monthly inspections of council assets.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	3	3	9	Insurance in place. Health and safety audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6	Membership of various national and regional advisory bodies. Professional legal advice taken when required. Council is a member of SW Councils

				Support services manager holds level 5 HR qualification and is an associate member of the CIPD, and attends a variety of courses to stay up-to-date with changes in legislation.
Comply with Inland Revenue requirements	3	2	6	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year (plus two) contract and external audit engaged annually.
Safety of staff and visitors	3	2	6	Full protective clothing and equipment provided and worn. Monthly personal and protective equipment checks. Lone workers issued with mobile phones and lone working policy in place. Locked door in council office reception. Regular health and safety risk assessment checks of guildhall, particularly before public events. Staff receive appropriate health and safety training.
Ensuring activities are within legal powers	4	2	8	Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary. Advice may be sought from membership bodies, e.g. NALC, South West Councils. External solicitor retained.
Motor vehicles	3	2	6	Insured, taxed and MOT. Weekly pre-use checks. Annual services.
Proper and timely reporting via the minutes	3	1	3	Council meets every seven weeks and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record.
Proper document control	3	4	12	Original leases and legal documents in town council office. Other data storage to comply with Data Protection Act and General Data Protection Regulation. Microfilmed deed storage. Electronic storage of new documentation to be pursued. Further work required to fully comply with Local Government Transparency Code with a target date of Christmas 2024. Most Code related work now completed and uploaded to council website. Some work still outstanding with planned completion of March 2027
Security of data	3	3	9	Back-up of all systems carried out off-site. Adequate cyber security from third parties, e.g. banks. Finance manager and town clerk have attended training events and regular 'Boxfish' training provided to all staff and member via Dorset Council.
Continuity cover in the absence of key staff	3	3/4	9/12	Continuity training of other staff implemented. Finance assistant in post strengthened ability to comply with financial procedures. Risks as a result of change of finance manager in terms of continuity of cover or experience/expertise.

Register of interests maintained. Gifts and hospitality declared.	4	1	4	Register of interests completed. Digital register of interests strengthened compliance and accountability. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.
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Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Retaining General Power of Competence	1	1	1	One CILCA- qualified employee. Normally, vacancies are filled through a by-election	Plans to get other employees CILCA qualified, including new town clerk
Member-member relationships	4	3	12	Code of conduct	There has been a general improvement in member behaviour. Members decided not to proceed with development work with South West Councils and to incorporate some changes in the governance review.
Competency and understanding	3	3	9	Training available through DAPTC, SLCC, South West Councils and in-house	External and internal training take-up low among members
Compliance with policies and procedures	4	2	8	Training undertaken. Internal and external audit	Policies and procedures are continually updated when required
Complying with objectives (deviation from)	2	3	6	Progress on objectives reported to each committee Objectives' compliance is part of the appraisal system	There are some low-level projects from 2023-24 and 2024-25 which are scheduled for completion in 2026-27
Conflict between personal/council interests	4	3	12	Code of conduct PR/comms policy and procedure Social media policy Declaration of non-pecuniary interests	The boundaries between external interests, personal interests and council business have, on occasions, become blurred. This is considered less of an issue BUT members have not updated their interests on the Dorset Council website as now required and this is in the process of being addressed. For this

					reason, the risk scores have been left unaltered from 2025.
Adhering to the transparency code	2	4	8	Town council website can accommodate requirements of the code Relevant documentation being compiled	~~Work is continuing but is low on the list of priorities and the new target date for compliance is 31 December 2025.~~ Most work has now been completed but some remains outstanding with a target for completion of March 2027.
Data breaches	4	2	8	Information Policy Council is registered with Information Commissioner's Office and reports any breaches Annual data security training Systems have a data retention period Confidential documents are shredded Compliance with GDPR	Data protection training is delivered annually to staff and members There have been no data breaches within the past year.

Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Dorset Council – possibility of withdrawal or amendment of key services in the town	4	4	16	Council can identify budgets for some services Monitoring decision-making closely Agency agreements in place Regular monitoring of DC budget The town council holds a reserve	~~Discussions have re-opened with Dorset Council about asset and service transfers.~~ ~~Dorset Council has a published predicted £7.7million overspend for 2025-26, after taking £10.6million from reserves.~~ Discussions about local asset and service transfer are ongoing and risks remain until there is certainty about the outcome. There are also risks associated with devolution/double devolution and these will

					remain until there is greater clarity about the likely outcome. Dorset Council's budget position remains challenging.
Adverse relationships with other authorities	3	4/3	12/9	Regular meetings with DC officers Meetings with neighbouring local councils	~~Officers and the mayor have been unable to agree monthly meetings with the DC ward member.~~ Great effort is being put into improving relationships and this work will be ongoing throughout the year ahead. The overall risk score has been reduced to 9.

Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	3	2	6	Policies and procedures in place Internal audit Regular reports and monitoring External audit	
Performing to budget, including income interruption	3	2	6	Regular financial reports Policies and procedures in place All material variations are reported to committees	The council adopts prudent budget assumptions The budget, project spend and forecast is reported to the council four times a year Over and underspends are primarily related to projects and are reported to council
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place Cyber security provided by third parties, e.g. banks, on financial transactions Protection from Dorset Council firewall	There have been no incidences of fraud or theft in the past year

Age of assets	4	2	8	Asset register Fixed asset policy Asset management plan to be developed Council is investing in its assets	Significant investment in assets over last two years, e.g. harbour store, seafront fascia, cemetery lodge, lamppost replacement, gardens' handrails Asset management plan being developed
Minor fraud or theft	1	2	2	Internal audit policies and procedures in place Financial and operational policies and procedures contain checks and balances	All external team assets will be logged on the new MyCompliance system Safe key code is only known to managers
Covid-19 or other pandemics	4	1	4	Strong reserves and a strong asset base Working from home and safe working practices	Teams based telephone system improves ability to seamlessly work from home

Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Disaster response	5	1	5	Emergency procedure in place Other organisations are principal responders	Emergency procedure is reviewed annually
Growth and capacity	2	2	4	Assets will only be received from Dorset Council if their transfer does not incur a significant financial or reputational loss to the council Any growth in capacity will be accompanied by a business case and considered by the council	This may change if Dorset Council is prepared to transfer assets. Assets will only be received if their transfer does not incur a significant financial or reputational loss to the council Discussions are taking place with Dorset Council about the transfer of the cleaning contract for public toilets A proposal has been submitted to Dorset

					Council for the transfer of assets and services in the town and is the subject of ongoing discussions ~~Two new functions have been introduced in the past year – the town bus service and the council magazine. Further events are planned for 2026-27, including Sporting Lyme and Lyme in Bloom~~
Lack of out-of-hours cover	2	3	6	Alarm systems automatically contact managers One manager on duty for major events Relevant staff are contracted to work weekends, evenings and bank holidays	Good cover but reliant on the goodwill of staff and it tends to be the same staff providing cover ~~The seasonal seafront attendant post was proposed as a permanent post in the 2026-27 budget.~~ The seasonal seafront attendant post is a now a permanent post and the post has now appointed to
Business continuity	4	2	8	Remote back-up Mobile phones Home-working options Experience gained through homeworking	~~Business interruption during COVID and the office move was minimal and all systems are working as normal~~
Security of buildings	2	2	4	CCTV – further system upgrades All major assets are alarmed	New amenities hut, cemetery lodge, harbour store and new offices each have CCTV and alarms. The Guildhall is alarmed. CCTV covers the Marine Parade Shelters and the Jubilee Pavilion is alarmed
Asset management	4	3	12	Asset management plan to be developed in 2025-26 2026-27	Property and project assistant will help to develop an asset management plan. This work is ongoing

Events on council land	3	2	6	Control plans in place Meetings with events' organisers Local police and fire and rescue are notified of major events Events' policy and procedure in place Template event management plan in place	No major events with issues this year Licence agreement from Dorset Council to allow the town council to manage events on Dorset Council land in Lyme Regis awaited since 2022 Now part of asset and service transfer talks. Good progress made to date
Non-continued operation of park and ride	4	2	8	Landowner has planning consent for improved on-site facilities Council underwrites bus operator	The council is seeking a 10-year agreement with the landowner Discussions are ongoing

Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of community engagement and not understanding what the community wants	3	2	6	New ways of engagement, i.e. Lyme Voice Facebook, Instagram and Twitter pages Community engagement strategy in place Three admin and community engagement assistants employed LymeLiving magazine introduced	~~Lyme Regis Business Group was discontinued in 2025. Efforts to meet with the Cobb Traders have not been successful~~ The launch of LymeLiving has improved community engagement Planned Partnership Board plus real efforts being made to develop better relationships with a range of partner, including the local business community

Social media	3	2	6	PR/comms policy and procedure Social media policy Code of conduct	The perception is there is less criticism of the council on social media
Adverse publicity	3	2	6	Press releases Use of town council Facebook, Instagram and X and website PR/comms policy and procedure Social media policy LymeLiving magazine introduced	The perception is there is less adverse publicity for the council and the LymeLiving magazine offers opportunities for positive publicity There have been issues on social media but real efforts are being made to manage and improve this situation

Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Ability to understand and keep up with legislation	4	1	4	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor Regular meetings with solicitors	The council has switched to a larger multi-disciplinary solicitors' practice which is more capable of giving us a wide range of advice
Inability to defend a criminal or civil action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken	

ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of in-house expertise	2	2	4	Support packages from various external bodies Contract with Dorset Council Basic in-house expertise	Finance manager administers ICT contracts Officers are familiar and comfortable with

					the Dorset Council ICT system but recognise limitations, including restricted access to software and useful work programmes The council's ICT arrangements are due to be reviewed this autumn
Websites and related infrastructure	2	2	4	Working with existing partners, e.g. Visit Dorset, Blue Level Town council website Basic in-house expertise Training available	Data on the ZatPermit system is automatically deleted after seven years

Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Major land stability issues	5	3	15	Ground monitoring Consultant geotechnical engineer retained Regular geotechnical reports presented to committee	Mitigation work at Monmouth Beach was carried out in 2025-26 but there is a strong likelihood similar work will need to be repeated on a regular basis Discussions held with National Trust about the risks associated with their 'reservoir land' and geotechnical and other specialist advice ongoing
Flood risk	4	4	16	Flood risk warnings provided to officers Flood risk plan Liaison with Environment Agency and Dorset Council engineers Council in a position to act as a first responder	Absence of flood wardens ~~Works planned to take place in 2025/26 by South West Water should reduce the risk of local flooding~~ Delays to repairing the Cobb are an issue and any failure of the structure would cause major flooding. Emergency works to fill voids are planned for.

					SWW works now taking place through 'turning the tide' programme. Initial works to the Cobb undertaken and funding secured to carry out the longer-term works. Discussions initiated about a more sustainable solution to beach protection and replenishment. Risk score maintained until absolute certainty about delivery of the Cobb works with a clear timescale for delivery
Extreme weather and climate change	5	2	10	Emergency procedure Emergency weather plan for Monmouth Beach chalets South Devon and Dorset Shoreline Management Plan	Probability assessment is short-term BUT 50% of the council's current income comes from an area at future risk from climate change and where there are no strategic plans to offer protection, i.e., Monmouth Beach.
Water quality – Beaches and River Lim	3	3	9	River monitoring group Regular meetings with relevant organisations River Lim monitors regularly test the river and beaches Water quality at Church Cliff Beach is being monitored by EA following designation as a bathing beach	Risk reduced by partnership working, particularly with Environment Agency, South West Water and Dorset Council, with support from the River Lim Action Group ~~The works planned by South West Water in 2025-26 should reduce risks~~ SWW works now commencing
Air quality	2	2	4	Air quality monitoring information provided by Dorset Council	
Climate change	5	1	5	The council has declared a climate and environmental emergency and has a strategic plan for achieving net zero carbon emissions by 2030 The council has carried out an	The council acknowledges the seriousness of the crisis but most mitigation measures are the responsibility of other strategic bodies. This is a one-year risk register and the probability of the long-term risks are far

				environmental impact assessment The council has an Environment Policy	greater than the score indicated and will be reviewed annually. Council considered declaring a nature emergency to dovetail into Dorset Council's nature emergency but decided not to at the time. Further consideration should be given to this matter
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Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
DC	3	4	12	Regular meetings with ward member Regular officer discussions with Dorset Council	The dialogue has improved but there have been no material outcomes from those dialogues so the risk remains the same Officers and the mayor have been unable to agree monthly meetings with the DC ward member Progress being made at improving relationships and priority being given to this objective, but risk score retained for the time being
LRDT	3	4	12	Officer attends LRDT property management committee	LRDT has short-term cash-flow issues and has lost its newly-appointed chief executive and chairman. As the council is now occupying a building largely owned by LRDT, this increases our exposure This risk continues

Business community	3	4	12	Regular business briefings Gateway Card relaunched	~~Lyme Regis Business Group was discontinued in 2025. Efforts to meet with the Cobb Traders have not been successful~~ There have been two issues over the past year which have negatively impacted on the council's relationship with the business community Real priority being given to improving relationships with the local business community. First meeting planned for October 2026 and risk score will be retained in short term with the hope of future reductions.
Term grant recipients	2	3	6	Grant agreements Review meetings Reporting arrangements to council committees	~~All term grants will end on 31 March 2025 and the qualification criteria and allocation of grants and the budget will be reviewed as part of the 2025-26 budget setting process~~ New term grants agreed and ongoing review meetings in place
Cross-border	3	2	6	Quarterly ward meetings with chairman of Charmouth Parish Council Gateway scheme extended partially to Uplyme residents	~~Relationships have not changed with neighbouring councils but more effort needs to be made to maintain contact~~ There appears to be a general improvement in relationships and effort will be put into maintaining this

Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	4	2	8	Policies and procedures included in staff handbooks and referred to in contracts New policies introduced and included in the handbook	The employee handbook is due for review in 2026
Lack of HR expertise	3	1	3	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association SW Councils appointed as council's Support services manager achieved a level 5 HR qualification	
Morale	3	2	6	Closing office on Tuesday mornings for regular briefings Full staff team briefings every council cycle Staff social events	The general perception is that moving to the new council offices has improved morale There are individual staffing issues, which is to be expected, but morale is generally good
Retention and recruitment	3	2/4	6/12	Investing in training at c.1% of salaries Timely recruitment Annual pay reviews	There is a risk several members of the management team will leave at the same time – succession planning is important New town and deputy town clerk in place and replacement finance manager being recruited. The former tow posts have been filled by experienced and existing members of the staff team. The finance manager will be a new appointment so the overall risk score has been increased, in the short-term at least. In addition, one position is currently to be advertised and filled.

Capacity	3	2 3	6 9	Staff trained to undertake several functions	Team is stable Further sharing of skills and knowledge required Continued vulnerability to unplanned absence in certain roles Limited capacity in a small team. Staff team is at the margins of capacity in certain areas and see comments under recruitment and retention. The score has been increased as a result
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Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Relationships with local contractors	4	2	8	Officers work to maintain good working relationships with contractors Contractual controls	Preferred suppliers in place – some due for review The council has switched to a new solicitors' practice
Failure to comply with procurement policies and procedures	3	2 3	6 9	Standing orders and financial regulations include sections on procurement	~~There have been a few minor breaches of financial regulations, which will be reported to the Strategy and Finance Committee on 8 December 2025~~ Procurement on larger projects remains an area of potential weakness given revised government requirements and confusing roles and responsibilities as they affect this area. This will be addressed with revised

					job roles to be agreed with members. The score has been increased slightly until these measures have been agreed
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Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of expertise	5	2	10	Operations manager holds IOSH health and safety qualification Support from consultants and professional bodies	Operations manager and operations supervisor to complete a NEBOSH level 3 in occupational health and safety
Compliance with systems, policies and procedures	4	2	8	Health and safety policy – reviewed annually Health and safety committee Adhering to systems in place Health and safety audits	New MyCompliance system will improve compliance MyCompliance to be rolled out by January 2027
Lone working	5	2	10	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company collect cash Mobile phones issued Lone-working policy	

Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Negative council image	3	3	9	Publishing of corporate plan Annual report to electors Social media Website Community engagement plan LymeLiving magazine	Administrative and community engagement assistants significantly improved communications and public engagement Journalists occasionally attend council

					meetings Use of social media has improved
Confidentiality	3	2	6	Code of conduct Information Policy	Data protection training is delivered annually to staff and members There have been no data breaches within the past year

Committee: Full Council

Date: 14 October 2026

Title: Budget Performance, 1 April – 31 August 2026

Purpose of Report

To inform members of performance against budget from 1 April – 31 August 2026 and of the forecast year-end position at 31 March 2027

Recommendation

Members note the report

Report

1. The budget from 1 April – 31 August 2026 is detailed below.
2. The council's cash position at 31 March 2026 was c.£1.534m. The council's finances are such that more income is received at the beginning of the financial year than at the end. Expenditure is more evenly spread throughout the year.
3. Within the column 'Actual vs Budget', the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).
4. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2026-27 budget-setting process:

Expenditure	Budget £	Forecast £
Garden handrails	£10,000	£10,000 ²
Red arrows	£10,000	£500 ³
Line marking WM & MB	£5,000	£5,000
Electric tools	£15,000	£15,000
Cemetery drive	£5,000	£5,000
Repairs to Lister room- The Terrace	£6,000	£6,000
Replacement fence Woodmead/ View Road	£5,000	£5,000
Further works to pavilion roof	£5,000	£5,000
Beach replenishment contribution	£15,000	£15,000
Sculpture trail	£3,000	£3,000
New shelter tables and chairs	£10,000	£10,000
Beach weddings	£1,500	£1,500
Employee benefits	£10,000	£6,000 ⁴

² £100k agreed over five years starting in year 2023-24.

³ The Red Arrows performance was cancelled, but some minor costs had already been committed

⁴ A health cash plan has been implemented for staff. Members decided not to pursue any further employee benefits.

Replacement woodland walkway	£10,000	£10,000
Opening the Guildhall to public	£2,000	£2,000
New webcam pavilion and Cobb	£6,000	£6,000
Replacement electric litter wagon	£15,000	£15,000
Biodiversity of the gardens	£15,000	£15,000
Mini golf event	£1,000	£1,000
Lyme in Bloom	£1,000	£1,000
Sporting Lyme	£2,000	£2,000
Event sponsorship	£1,000	£1,000
Hospitality	£500	£500
Total	£154,000	£144,500

5. Through the year, some unbudgeted expenditure has been agreed or is in the process of being agreed.

Unbudgeted expenditure	Budget £	Forecast £
Silver CLO status	£2,500	£2,500 ⁵
RNLI civic service	£600	£600 ⁶
Reprinting of the town map	£3,000	£3,000 ⁷
Electric bikes	£4,000	£3,733 ⁸
Outside seating settlements	£40,460	£40,460 ⁹
Total	£47,460	£47,193

6. The budgets for a number of 2023-24, 2024-25 and 2025-26 projects, whether partially complete or incomplete, were carried over to be achieved in 2026-27. The total original budget costs are in column A. Where partially complete, the remaining budget has been deferred, which is shown in column B, and the final cost forecast is in column C.

2023-24 projects	Original Budget	Remainder deferred	Forecast spend
Church wall repairs	£25,000	£25,000	£25,000
Strawberry Field valuation	£10,000	£9,700	£9,700 ¹⁰
Total		£34,700	£34,700
2024-25 projects			
Church walls	£30,000	£30,000	£30,000

⁵ Agreed at Full Council on 13 May 2026

⁶ Agreed at Full Council on 13 May 2026

⁷ Agreed at Full Council on 13 May 2026

⁸ Agreed at Full Council on 27 May 2026

⁹ All settlements have now been agreed and reimbursed

¹⁰ Agreed at Full Council on 13 May 2026 to reallocate the approved budget from a general appraisal to obtaining detailed valuation and development appraisal advice relating to the potential allocation of the site in the emerging Dorset Local Plan for housing purposes.

Guildhall repairs	£50,000	£50,000	£50,000
Bell Cliff steps/railings	£25,000	£25,000	£0 ¹¹

Total		£105,000	£80,000
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2025-26 projects	Original Budget	Remainder deferred	Forecast spend
Church walls	£5,000	£5,000	£5,000
Sculpture trail	£6,000	£1,700	£1,700
Guildhall repairs	£50,000	£50,000	£50,000
Garden paths	£100,000	£61,095	£61,095
Office disposal professional fees	£10,000	£5,890	£5,890
Works to the Lynch	£7,000	£7,000	£7,000
Youth council	£4,000	£4,000	£4,000
Electric hedge trimmer	£1,400	£1,400	£1,400
Floral competition	£1,000	£1,000	£1,000
Sporting Lyme	£2,000	£2,000	£2,000
Noticeboards	£4,000	£4,000	£4,000
Tree planting schemes	£5,000	£5,000	£5,000
Follow up on EPC recommendations	£5,000	£5,000	£5,000
Biodiversity projects	£5,000	£5,000	£5,000
Garden signs	£5,000	£5,000	£5,000
Total	£210,400	£163,085	£163,085

7. The year-end income forecast is £2,510,589 and the year-end expenditure forecast is £2,933,605, creating a forecast loss of £423,016.
8. The closing cash position on 31 March 2026 was £1,533,777; the forecast year-end cash position at 31 March 2027 is £1,110,761.

¹¹ Agreed at Full Council on 27 May 2026

	Actual to August 26	Budget to August 26	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 27
Income						
Precept	81,627.00	81,627	0	0%	163,254	163,254
Car parks	803,688.62	710,139	93,550	13%	1,192,990	1,291,689
Chalets/day huts/caravans	480,064.14	358,097	121,968	34%	477,462	493,816
Concessions	9,450.00	9,450	0	0%	9,450	9,450
Alfresco seating	14,050.00	26,780	-12,730	(48%)	26,780	14,050
Commercial rents	181,158.03	136,104	45,054	33%	272,208	272,208
Advertising	3,062.43	2,800	262	9%	8,700	5,200
Amenity area	90,142.48	110,708	-20,566	(19%)	149,224	130,000
Cemetery	5,520.00	2,792	2,728	98%	6,700	6,700
Licenses	11,000.00	6,312	4,689	74%	12,623	12,623
Other	84,598.98	12,723	71,876	565%	19,574	86,599
Investments	8,036.04	16,667	-8,631	(52%)	40,000	25,000
	1,772,397.72	1,474,198	298,200	13%	2,378,965	2,510,589
Expenditure						
Office administration	94,326.18	61,226	33,100	54%	116,083	156,083
Rent	17,953.48	9,267	8,687	94%	59,816	59,816
Licensed land	0.00	0	0	0%	3,171	3,171
Democratic representation	4,281.77	15,934	-11,652	(73%)	38,241	38,241
Outside works	136,700.66	196,268	-59,567	(30%)	371,695	374,695
Grants/SLA	62,149.12	43,590	18,559	43%	163,444	163,444
Utilities	275,873.19	235,661	40,212	17%	342,120	342,120
Staffing	481,004.93	518,111	-37,106	(7%)	1,243,466	1,257,566
Marketing	49,920.57	20,094	29,827	148%	48,226	75,726
Misc	0	0	0	0%	0	
Loan charges inc interest	0	0	0	0%	0	
	1,122,209.90	1,100,150	22,060	1%	2,386,260	2,470,860
Gross Profit/(Loss):	650,188	374,048	276,140		-7,296	39,728
Projects 2026/27	63,811.38					144,500
Unbudgeted expenditure	52,356.02					40,460.00
Deferred projects from 23/24	47,592.74					34,699.72
Deferred projects from 24/25	19,593.19					80,000.00
Deferred projects from 25/26	5,817.19					163,084.82
Net Profit/(Loss):						-423,016.17

Analysis

9. Officers have profiled the budget, where possible, to reflect the pattern of income and expenditure throughout the year. The main reasons for the income variations are:
- Car park income is forecast at c.£98.7k over budget, driven by higher than anticipated visitor numbers in the first two months of the financial year, supported by exceptional weather conditions. This variance is slightly offset by a forecast loss of £12k due to the agreed trial reduction in car park fees in February 2027.
 - Chalet, day hut and caravan income is forecast at c.£16.3k over budget. This is due to higher than anticipated beach hut hire and unbudgeted transfer fees of £12.2k. There is potential for additional transfer fee income from the sale of units; there are currently three units on the market.
 - Al fresco income is forecast c.£12.7k under budget. This is a result of Dorset Council clarifying the extent of highway at Marine Parade.
 - Advertisement income is forecast at £3.5k under budget due to delays in introducing Monmouth Beach advertising.

- Amenity area (mini golf) income is expected at c.£19.2k below budget due to lower-than-anticipated demand.
- Other income is forecast at c.£85.6k; this includes c.£60k from the sale of 48 Marine Parade day hut, increased wedding income of c.£3k and a further estimated £2k of wedding income.
- Investment income is forecast at £15k below budget, due to reduced interest rates.
- Precept, concessions, commercial rent, cemetery, licence income are forecast to remain as budgeted.

10. The main reasons for expenditure variation are:

- Office administration is forecast £40k over budget due to increased legal costs associated with the outside seating, along with ICT costs.
- Outside works is forecast to be £3k over budget due to increased car park payment recovery costs resulting from higher forecast parking income.
- Staffing is forecast at c.£14.1k over budget largely due to the agreed increase in salary for the Lengthsman, increased staff recruitment costs of c£4k and the temporary overlap in Town Clerk staffing costs during the gardening leave period of the outgoing postholder and the appointment of their successor.
- Marketing is forecast c.£27.5k over budget, primarily due to a projected overspend of £21k on the production costs for the Lyme Living magazine. This reflects higher than budgeted production and postage costs, together with photography costs that were not factored into the original budget. A further overspend of c.£6.5k was incurred in relation to the residents' event.
- Rent, licenced land, democratic representation, grants and utilities are forecast to remain as budgeted.
- Projects and unbudgeted expenditure for 2026-27 total £462,745. Variations to these projects are identified in paragraph 4. Regular updates on objectives are being provided to each committee, which includes changes to timescales and budget variances.

Naomi Cleal
Finance manager
October 2026

Committee: Full Council

Date: 14 October 2026

Title: Budget and Precept 2027-28 and Five-Year Financial Plan 2027-32

Purpose of the Report

To allow members to consider and the 2027-28 budget, including the precept, and the five-year financial plan 2027-32

Recommendation

- a) Members approve the 2027-28 base budget and assumptions
- b) Members approve the base five-year financial plan

Background

1. Each year the council must approve the budget and precept for the following financial year. This report is informed by the 2026-27 budget at 31 August 2026 and provides a year-end forecast. This is extrapolated into a five-year financial plan. The report refers to the council's reserve. The report creates a base from which members can make decisions on discretionary charges for 2027-29; this is the next report on this agenda. This report:
 - excludes objectives and projects
 - allows members to amend assumptions
 - includes known and best-guess cost increases and defaults to the August 2026 consumer price index (CPI) of 3.1% on all other costs
 - includes income increases which are informed by contractual conditions, e.g., leases and licences, recent policy decisions and changing market conditions.
2. The report does not include any changes to the precept or discretionary charges; these are addressed in the next report on the agenda.
3. Officers have adopted a prudent approach to the 2027-28 budget. All known and reasonably anticipated income and expenditure is included in the budget.

2026-27 budget

4. The council's budget position at 31 August 2026 is detailed elsewhere on this agenda; in summary, forecast income is £2,510,589 and expenditure is £2,933,605. The year-end forecast is a loss of £423,016.
5. It was resolved by the Full Council on 17 December 2025 to maintain the council's reserve at £1million to release funds for projects in 2026-27. Officers believe this is a sufficient sum and there is no pressing requirement to increase the reserve to 50% of budgeted income for 2027-28; this sum would be in the region of £1.177m.

The 2027-28 budget

6. The following summarises the income and expenditure assumptions that inform the 2027-28 budget, **appendix 18A**. Where appropriate, variances from the 2026-27 budget are explained.

Income

7. Car parking charges are based on the 2026-27 budget.
8. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for August 2026 is 3.4%, an increase from 3.2% in July; officers have assumed a budget increase of 3.4%. The budget has increased by c.£13k from c.£477k to c.£490k.
9. Concession income reflects the value of concessions let.
10. Al fresco seating is decreased by c.£12.6k to reflect changes to the management of outside seating licences.
11. Commercial income remains at c.£272k. A number of rent reviews are due to take place during 2027-28; these could generate additional income.
12. Advertising income remains at £8.7k.
13. Income from the amenities area is decreased by c.£12k, reflecting reduced customer numbers over the previous two financial years.
14. Cemetery income remains at c.£6.7k.
15. Income from licences remains at £12.6k. However, there are several licences due for review in 2026 which might attract further income. We will look to introduce a new charging structure in 2027-28 when the feasibility study has been completed at the cadet hut site, which might release additional space for car parking licences.
16. Other income is increased by c.£3.4k to reflect an increase in wedding bookings. The introduction of beach weddings is an objective for 2026-27, which will attract further income.
17. Interest income is forecast to decrease by approximately £15k due to a slight reduction in interest rates

Expenditure

18. The outside works' budget has decreased by c.£9.8k from £371,695 to £361,863. While most budget headings have been increased in line with CPI, a comprehensive review of the outside works' budget is currently underway. As part of this process, some pre-emptive reductions have been identified and incorporated. In addition, budget sub-headings have been reviewed and refined to provide greater clarity and improve the accuracy of future budget forecasting and monitoring. This review process will provide a more detailed understanding of expenditure

requirements and is expected to lead to a more comprehensive restructuring of the outside works' budget for 2028-29.

19. Democratic costs increase by c.£1.2k. All costs are increased by CPI at 3.1% apart from members' allowance, which is determined by Dorset Council and has been estimated at 4%. The budget assumes all members will take their allowance.
20. Rent costs are increased by c.£8.1k. This relates to increased unit costs and service charges at St Michael's Business Centre.
21. Licenced land refers to the skatepark which is leased from Dorset Council. The licence fee is increased by RPI, 3.4%. This has increased the budget from c.£3.1k to £3.2k.
22. Office administrative costs have increased by c.£25.2k from c.£116k to £141k. Dorset Council ICT costs have increased by c.£20k. A review of alternative suppliers and comparable contract arrangements will be undertaken to ensure value for money is achieved. All other headings are increased by CPI, 3.1%.
23. Staffing costs are budgeted to increase by c.£17.6k in 2027-28, from c.£1.243m to c.£1.261m. The budget includes an assumed national pay award of 3.5%. Provision for staff training and welfare has been increased by c.£2.5k, while budgets for staff clothing and recruitment advertising have been uplifted in line with CPI. A new budget allocation of £6k has been included for the staff health cash plan, which is detailed elsewhere in this report. The staffing budget assumes that all employees remain members of the Local Government Pension Scheme. Following the outcome of the latest triennial pension fund valuation, employer contribution rates have reduced from 22% to 21% in 2026-27, with further reductions to 20% in 2027-28 and 19% in 2028-29, helping to offset wider staffing cost pressures.
24. The marketing budget has increased by c.£23.1k, from £48.2k to £71.3k. While a new contract with Visit Dorset delivers a saving of £1.9k, magazine production costs have increased from £21k to £40k. This follows a significant forecast overspend in 2026-27; however, officers have identified a number of efficiencies and cost-saving measures which have reduced the budget requirement for 2027-28. Allowances for bands and general advertising have been uplifted in line with CPI. The budget also includes a new £3k allocation for the continuation of the Sculpture Trail, which is discussed elsewhere in this report.
25. Utilities' expenditure remains at c.£342k. The council is currently in the final year of a three-year electricity supply contract covering the majority of its meters, while the remaining electricity and gas supplies are in the final year of a two-year fixed agreement. All energy contracts have now been secured on fixed terms through to 2030, providing greater certainty over future utility costs.
26. Grants' expenditure has increased from c.£163.4k to c.£163.9k due to the annual RPI increase in the lifeguard contract.

The five-year financial plan

27. The five-year financial plan, **appendix 18A**, is informed by the council's routine income and expenditure. The five-year plan includes known changes to income and expenditure but excludes unknown changes, such as inflation and discretionary changes.

28. Inflation and project spend means the council must be more prudent in approving in-year expenditure. It should also seek opportunities to generate additional income.

The council's reserve

29. The five-year plan also quantifies the impact of the council's annual spend on its reserve.
30. The council's reserve at 31 March 2027 is prudently forecast at £1.085m, after the objectives and projects identified in the budget performance report, agenda item 17, have been completed.
31. The council's policy was to hold its reserve at 50% of budgeted income. A decision was made during the budget-setting process to set the reserve at £1million to release funds for projects within 2026-27. The council can review this level of reserve. If the council reverts to its policy position, the reserve required is £1,177m, i.e., 50% of 2027-28 budget income of £2,354m.
32. In summary, the council's five-year financial plan creates a deficit from 2027-28 onwards; these figures do not include any changes in income or expenditure, see below:

	In year
2027-28	-£97.9k
2028-29	-£103.9k
2029-30	-£104.9k
2030-31	-£105.9k
2031-32	-£105.9k

33. A positive variance against these sums may be achieved if car parking income continues to perform well and income from the sale of beach huts, chalets and caravans perform at historic levels.

Potential new budget headings

34. Officers propose the introduction of two new budget headings within the 2027-28 budget and five-year plan. Should members wish to prioritise these areas, their inclusion would ensure appropriate financial provision is made and that the associated funding requirements are reflected within the council's longer-term financial planning. Further details are set out below.
35. As part of the 2026-27 budget, members agreed to introduce a staff health cash plan on a one-year trial basis. The scheme has been well received by staff and has supported the council's commitment to employee wellbeing. The annual cost of the scheme is approximately £6k. Members may therefore wish to consider making ongoing budget provision within the 2027-28 budget and five-year plan to allow the scheme to continue.
36. The sculpture trail was originally approved as a three-year objective covering the period 2023-24 to 2025-26 and was subsequently extended for a further year as part of the 2026-27 objectives. The deputy town clerk considers ongoing investment is required to support the maintenance, renewal and long-term sustainability of the sculptures. In addition to preserving the existing assets, the sculpture trail is regarded as a valuable attraction that encourages visitors to the town and contributes to the local economy. Members may therefore wish to

consider establishing an ongoing budget provision of £3k within the 2027-28 budget and five-year plan to support these continuing requirements.

37. Both proposals have been incorporated into the budget figures presented within this report. Should members decide not to approve one or both budget headings, the forecast budget deficit would reduce accordingly.

Naomi Cleal
Finance manager
October 2026

APPENDIX 18A

Income		2027-28	2028-29	2029-30	2030-31	2031-32
Precept Total		163,254.00	163,254.00	163,254.00	163,254.00	163,254.00
Car Park Total		1,192,989.73	1,192,989.73	1,192,989.73	1,192,989.73	1,192,989.73
Chalet & Caravan Total		490,487.57	490,487.57	490,487.57	490,487.57	490,487.57
Concession Total		9,450.00	9,450.00	9,450.00	9,450.00	9,450.00
Alfresco Licenses Total		14,100.00	14,100.00	14,100.00	14,100.00	14,100.00
Commercial Rent Total		270,708.00	270,708.00	270,708.00	270,708.00	270,708.00
Advertising Total		8,700.00	8,700.00	8,700.00	8,700.00	8,700.00
Amenities Total		137,237.00	137,237.00	137,237.00	137,237.00	137,237.00
Cemetery Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total		23,050.00	23,050.00	23,050.00	23,050.00	23,050.00
Interest Total		25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
TOTAL		2,354,299.30	2,354,299.30	2,354,299.30	2,354,299.30	2,354,299.30
Expenditure						
Outside Works Total		361,863.34	376,293.05	376,293.05	376,293.05	376,293.05
Democratic Rep Total		39,503.69	39,503.69	39,503.69	39,503.69	39,503.69
Rents Total		67,917.00	67,917.00	67,917.00	67,917.00	67,917.00
Licensed Land Total		3,278.34	3,278.34	3,278.34	3,278.34	3,278.34
Office Admin Total		141,319.93	141,319.93	141,319.93	141,319.93	141,319.93
Staffing Total		1,261,023.72	1,251,760.11	1,251,760.11	1,251,760.11	1,251,760.11
Marketing Total		71,325.52	71,325.52	71,325.52	71,325.52	71,325.52
Utilities Total		342,119.54	342,119.54	342,119.54	342,119.54	342,119.54
Grants Total		163,921.09	164,745.30	165,676.66	166,729.10	166,729.10
Loans Total		-	-	-	-	-
TOTAL		2,452,272.17	2,458,262.48	2,459,193.84	2,460,246.27	2,460,246.27
Reserve Inc/(Dec)		- 97,972.87	- 103,963.18	- 104,894.54	- 105,946.97	- 105,946.97

Committee: Full Council

Date: 14 October 2026

Title: Review of Charges

Purpose of Report

To allow members to consider the level of precept for 2027-28

To allow members to set charges for 2027-28 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2028-29 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

Recommendation

- a) Members consider the level of precept for 2027-28
- b) Members set charges for 2027-28 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges, memorial benches; and Monmouth Beach garages
- c) Members set charges for 2028-29 for Cart Road beach hut hire; the hire of Marine Parade Shelters; and weddings and civil partnerships

Background

- 1. The Retail Price Index (RPI) for August 2026 was 3.4%, and Consumer Price Index (CPI) was 3.1%.
- 2. Values are rounded up and include VAT, where applicable.
- 3. Some of the charges come with proposals to help guide members on some of the more complex fees.
- 4. The Council is currently forecasting a budget deficit for 2027-28 and must identify additional income and savings to achieve a balanced budget. Members are therefore asked to consider the contribution that fees and charges can make towards achieving a balanced budget.

Precept 2027-28

- 5. The precept for 2026-27 is £163,254.
- 6. For information, in 2026-27 the council tax charge for a Band D property in Lyme Regis is £66.10. This is significantly lower than neighbouring towns in Dorset, for example:

- Charmouth £126.96
- Weymouth £219.70
- Bridport £216.88
- Sturminster Newton £303.52
- Gillingham £267.67
- Blandford Forum £261.51

Cart Road beach hut hire

7. The beach hut hire charges generated an income of c.£89k in 2025-26.
8. The prices for 2027-28 were agreed last year and the council now needs to set charges for 2028-29.
9. It was agreed that summer packages were withdrawn and while this change was not implemented, it is proposed that this remains the same for 2028-29. Based on demand, officers would suggest these are replaced with two annual packages for 2028-29.
10. For Christmas/New Year 2028-29, a two-weekly booking period operates from 18 December 2028 until 2 January 2029.
11. Charges for previous years are shown in the table below, together with the proposed charges for 2028-29, which reflect an increase in line with RPI, rounded up to the nearest pound:

	Daily Rates 2025	Weekly Rates 2025	Daily Rates 2026	Weekly Rates 2026	Daily Rates 2027	Weekly Rates 2027	Proposed Daily Rates 2028	Proposed Weekly Rates 2028
January– Easter	£6		£7		£8		£9	
Easter Holiday		£70		£75		£80		£83
April – Spring Holiday	£13		£14		£15		£16	
Spring Holiday		£75		£80		£85		£88
June		£70		£75		£85		£88
2 July – 16 July		£100		£105		£125		£130
23 July- August		£180		£190		£200		£207
September	£16		£17		£18		£19	
October	£9		£10		£11		£12	

November-December	£7		£8		£9		£10	
Christmas and New Year		£100 (2 week booking)		£105		£110		£114
Winter Season Mid Oct- Mid Feb		£200		£210		£220		£228
Summer Season June-Aug		£1,300		£1,365		Remove		
Annual		£2,000		£2,100		£2,200		£2,275

12. Officer assessment of 2026 is that demand is extremely high; the huts have been fully booked from May to the end of September and other key points in the year such as the Easter holidays.

Alfresco licences

13. Deckchair charges have not previously been included within the annual Review of Charges and were subsequently identified by the internal auditor. Charges have remained unchanged since their introduction in 2023. A rent review for The Kiosk, currently the sole customer of deckchair outside seating, is due to take place in July 2027. As part of this review, consideration may be given to incorporating deckchair provision and associated charges within the lease arrangement going forward. This makes administration and income collection easier and avoids any inconsistency between individual cover charges on and off highway land.
14. Similar considerations may also be given to other outside seating licences as and when associated rent reviews are undertaken, with the potential for relevant charges to be incorporated within future lease arrangements, e.g., SWiM.
15. Charges have remained at £130 for covers and £12 for single chairs between 2019-20 and 2023-24 and were subsequently increased to £143 and £20 respectively in 2024-25. The table below shows historical charges together with the proposed charges for 2027-28. Officers do not propose any further increase to cover or single chair charges; however, an increase to deckchair charges is proposed.

	Price 2024-25	Price 2025-26	Price 2026-27	Proposed Price 2027-28
Covers	£143	£150	£150	£150
Single Chairs	£20	£20	£20	£20
Deckchair	£33	£33	£33	£50

Website advertising

16. Website costs get agreed outside of the normal review of charges to fit in with Visit Dorset's timetable as they sell the advertising on our behalf and the charging structure set must be relative to theirs.
17. Charges for the website were agreed at Full Council 13 May 2026. The charges from 1 April 2026 are as follows:
 - Free basic listing
 - Enhanced for Things to Do or Accommodation businesses – £305 including VAT
 - Enhanced for Food & Drink / Shopping / Transport – £175 including VAT

Bell Cliff advertising

18. Advertising charges were increased in 2021-22 to £120, inclusive of VAT and has remained the same since, until they were increased to £150 for 2024-25 and again to £175 in 2025-26.
19. The implementation of the new Monmouth Beach advertising boards has not yet commenced, despite charges having been agreed in the previous financial year.
20. Officers have proposed an increase in the charges for the Bell Cliff advertising boards due to sustained demand and the existence of a significant waiting list. However, no increase has been proposed for the Monmouth Beach advertising boards, as demand cannot yet be assessed until they are established.

	Price 2023-24	Price 2024-25	Price 2025-26	Price 2026-27	Proposed Price 2027-28
Bell Cliff Advertising	£120	£150	£175	£175	£200
Monmouth Beach Advertising				£175	£175

Marine Parade Shelters

21. The council has already agreed prices for 2027-28 and now needs to set prices for 2028-29. Charges are set a year in advance because of the volume of bookings taken in advance.
22. Charges for 2023-24 and 2024-25 were changed in year in response to complaints about price increases. Members changed the prices for 2024-25 and set them at £150 for the market area and £200 for the performance area.
23. Demand has reduced significantly in the last year, with the income decreasing from £30,796 in 2023-24, £4,358 in 2024-25 to £5,854.16 in 2025-26. The demand is forecast to remain low throughout 2026-27.
24. Charges for previous years are shown in the table below, together with the proposed charges for 2028-29:

Charites, Schools and Not-for-Profit Organisations – per area, per day

Categories	2024-25	2025-26	2026-27	2027-28	Proposed 2028-29
DT7 postcodes	£15	£20	£20	£20	£20
Within a 10-mile radius of the offices	£20	£25	£25	£25	£25
Outside a 10-mile radius of the offices	£25	£30	£30	£30	£30
National charities (per hour)	£20	£25	£25	£25	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

Commercial or private hire

Area		2024-25	2025-26	2026-27	2027-28	Proposed 2028-29
Langmoor Room	Per room, per hour	£15	£15	£15	£15	£15
Market area	Per day	£150*	£150*	£150	£150	£150
Performance area/ top of shelters (Commercial)	Per day	£200*	£200*	£200	£200	£200
Hire of Performance Area for Performance	Per Half	£60	£70	£70	£70	£70
Hire of any section on top of the shelters	Per Day	To be set as part of the roof management plan	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

25. Officers propose a reduced commercial hire rate for businesses already trading from a Lyme Regis business address. The aim is to support local businesses by providing access to a prime trading location at a discounted rate. It is proposed that the operation of the scheme be developed in consultation with, and agreed by, the Lyme Regis Business Group. If support is

not forthcoming, the proposal would not be progressed. The proposed 50% discounted charges are shown in the table below.

Area		Proposed 2027-28
Langmoor Room	Per room, per hour	£7.50
Market area	Per day	£75
Performance area/ top of shelters (Commercial)	Per day	£100
Hire of Performance Area for Performance	Per Half	£35
Hire of any section on top of the shelters	Per Day	At the discretion of the town clerk

Amenities

26. The mini-golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half-term; for the remainder of the year, it is open at weekends, only.
27. The current charges are: adult mini-golf, £5, child mini-golf, £3, table tennis, £3 per person.
28. The last two years have seen a reduction in customer numbers; therefore, officers are not proposing any price increases at this time. Officers are looking at new ways to promote the facility, including the potential use of advertising on car park tickets.
29. Pre-booked groups of 10 or more are given a 25% discount and Gateway Card holders are given a 50% discount.

Weddings and civil marriages

30. Weddings and civil marriages are booked some time in advance. Prices have already been agreed for 2027-28 and now need to be set for 2028-29. Historic charges are shown in the following table, as well as proposed charges for 2028-29:

	2024-25	2025-26	2026-27	2027-28	Proposed 2028-29
Monday-Friday	£400	£450	£475	£500	£550
Weekends/BHs	£500	£550	£575	£600	£650

31. The investment put into marketing the weddings has significantly increased bookings. Income generated is growing year on year.

32. It was resolved at Full Council on 17 June 2024 to introduce wedding packages. The charges were set for 2024-25. These prices include VAT. The prices have not increased since they have been introduced.
- Chair covers – £2 each
 - Chair sashes – £1 each
 - LED candles – £5
 - Fairy lights – £5
 - Table centrepiece – £10
 - Table runner – £2
33. An all-inclusive package (chair covers, chair sashes, LED candles, fairy lights, table centrepiece, table runner, beach hut) is £99.
34. The packages have proven to be very popular with the majority of customers choosing to purchase the whole package instead of individual items. Officers suggest moving from individual items to just the one charge for a package or any number of individual items. Bookings increased from 25 in 2024 to 49 in 2025.
35. Officers propose that the package is increased from £99 to £149.
36. The introduction of beach weddings was approved as part of the 2026-27 objectives. However, officers require additional time to fully assess the operational, licensing and resource implications of the proposal. A report will therefore be brought forward during the year for members' consideration, including recommendations on an appropriate pricing structure.

Car parking permits

37. Parking permits are for Woodmead car park, only, and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.
38. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
39. A weekly ticket at Woodmead is currently £100.
40. The prices agreed since 2023-24 are shown in the following table, as well as proposed prices for 2027-28:

	2023-24	2024-25	2025-26	2026-27	Proposed 2027-28
Residents	£175	£200	£225	£250	£250
Non-residents	£400	£450	£475	£500	£500
Holiday accommodation	£700	£750	£750	£850	£1,000

41. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually. In addition, in 2023 we introduced the residents' parking clock which entitles residents to two hours free parking in any of our car parks at any time of the day.
42. To park in Woodmead car park annually at the standard hourly rate, it would cost a total of £6,723.
43. Dorset Council has introduced the 'Flexi stay' parking permit for Dorset residents, or persons working within Dorset, which gives unlimited parking in the majority of Dorset Council long stay car parks and two hours in some short stay car parks. It is available to buy monthly for £31 or £330 for 12 months, limited to one registered vehicle per permit.

Car Parking

44. The council continues to face significant financial pressures and is currently forecasting a budget deficit. To help address this funding gap and ensure the continued delivery of services, officers propose increasing car parking charges by 20p per hour.
45. It was agreed to increase the charging hours in Monmouth Beach/Cabanya from 8am to 6pm to 8am to 9pm. However, in light of the proposed increase in hourly parking charges, officers recommend reverting the charging period to 8am to 6pm across both car parks. This is then also consistent with the current approach of Dorset Council.

	2023-24	2024-25	2025-26	2026-27	Proposed 2027-28
Cabanya	£1.60	£1.90	£1.90	£2.00	£2.20
Monmouth Beach	£1.60	£1.90	£1.90	£2.00	£2.20

Woodmead					Proposed 2027-28
1 hour	£1.20	£1.50	£1.50	£1.60	£1.80
3-day ticket	£35	£45	£45	£50	£55
Weekly ticket	£65	£80	£80	£100	£110

46. Dorset Council is currently undertaking a review of its parking strategy and charging structure. However, the outcome of this review is not expected to be known until after the next meeting of Full Council and may therefore be published after the council has set its budget for 2027-28. Once the details are available, members may wish to review the council's parking charges and tariff structure to align with Dorset Council's approach.
47. The table below details the increased revenue the council could receive if the council increases car parking charges by 10p, 20p, 30p and 40p.

	2026-27 Budget	10p Increase	20p Increase	30p Increase	40p Increase
Woodmead Car Park	£320,000	£20,000	£40,000	£60,000	£80,000

Monmouth Beach/Cabanya	£791,334	£39,567	£79,133	£118,700	£158,267
Total	£1,111,334	£59,567	£119,133	£178,700	£238,267

48. For information, Dorset Council's current charges are:

Charmouth Road	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
	£0.80	£1.50	£2.30	£3.30	£5.30	£9

Holmbush	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
Winter	£1.00	£1.70	£2.50	£3.50	£5.60	£9.50
Summer	£1.70	£3.20	£4.80	£6.30	£7.90	£15.80

49. Dorset Council agreed to a trial reduction of charges in selected Dorset Council car parks from 1 July until 31 October 2024, Charmouth Road car park being one of the chosen car parks. At the end of the trial (31 October 2024), the charges remained the same but revert to the usual off-peak rate in line with the seasonal tariff change in other Dorset Council car parks.

Penalty Charge

50. The level of penalty charge remained unaltered at £60, or £40 if paid within seven working days for at least 10 years. For 2025-26, this was increased to £70 with a reduced fee of £40 if the penalty is paid within seven working days.
51. Dorset Council charges £50, with a reduced fee of 50% when paid within 14 days, with additional charges added for late payments.
52. This council's income from penalty charges increased year-on-year between 2022-23 and 2024-25, despite the charges themselves remaining unchanged, rising from £28,123 in 2022-23 to £34,148 in 2023-24 and £37,488 in 2024-25. Income reduced to £26,650 in 2025-26, which is likely attributable to reduced enforcement activity resulting from a long-term absence within the enforcement team. As staffing levels have now returned to normal, income is expected to recover towards historical levels.

Cemetery Charges

53. All the charging elements were examined in some detail in 2016 and charges remained the same between 2018-19 and 2024-25. The charges were increased in 2025-26, where they remained the same for 2026-27. The proposed charges are shown below for 2027-28 in red:

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
2024-25	No charge	No charge	£225	£50	£455	£276	£90

2025-26	No Charge	No Charge	£250	£75	£500	£300	£100
2026-27	No Charge	No Charge	£250	£75	£500	£300	£100
Proposed 2027-28	No Charge	No Charge	£275	£82.50	£550	£330	£110

	Install of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches
2025-26	£60/£75	£30	£20	£20	£25
2026-27	£60/£75	£30	£20	£20	£25
Proposed 2027-28	£66/82.50	£33	£22	£22	£27.50

	Certified copy of entry in burial books	Double interment fee	Use of Chapel
2025-26	Not Offered	No Extra Charge	N/A
2026-27	Not Offered	No Extra Charge	£50
Proposed 2027-28	Not Offered	Not Offered	£55

54. Double fees apply to non-parishioners, although as agreed by the Full Council on 3 March 2021, any non-parishioners wishing to be buried in the town cemetery must have a proven family connection or origins in Lyme Regis.
55. The level of charges is lower than average, and this is often commented on, particularly by those purchasing a grave. At current burial levels, there remains space in the cemetery for 20-25 years. In 10-15 years' time, the council will have to consider the acquisition of additional land for interment; this will come at potentially significant cost.

Site Licences

56. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to September's RPI. The announcement is due on 21 October 2026; the RPI rate for August 2026 was 3.4%.

Memorial Benches

57. The purchase price for memorial benches is governed by procurement cost. The 2020-21 cost was £700 and the cost for 2022-23 was £1,194. The price for the benches in 2025-26 is £1,038, none have been purchased in 2026-27.

- 58. Officers propose that this arrangement remains unchanged for 2027-28, with benches continuing to be charged at cost price based on the current procurement cost.
- 59. Previous audits identified that a lifetime maintenance charge had been applied without a formally approved fee. Officers therefore propose the introduction of a £250 lifetime maintenance charge, payable in addition to the cost of the bench, to cover maintenance over a 20-year period.
- 60. Under VAT rules, the council is able to reclaim VAT on the purchase, but do not have to pay VAT on the sale.

Monmouth Beach Garages

- 61. The council currently has five garages it lets out annually to residents, the remaining three are used by the council. The charges were set to £1,250 excl VAT for 2022-23, increased to £1,375 for 2023-24 and increased to £1,500 for 2024-25.
- 62. In 2026-27 garage rent increased by RPI to £1,619.75 and it is proposed to increase the charge by RPI again for 2027-28.

Naomi Cleal
Finance manager
October 2026