



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Strategy and Finance Committee

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held in the Guildhall, Bridge Street, Lyme Regis, on Wednesday 29 November 2017 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
24.11.17

### 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*

#### 2. Apologies

To receive and record apologies and reasons for absence

#### 3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 18 November 2017

#### 4. Disclosable Pecuniary Interests

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

#### 5. Dispensations

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

**6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 November 2017**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**7. Update Report**

To update members on issues previously reported to this committee

**8. Minutes of the Assets-on-and-around Monmouth Beach car park working group on 31 October 2017 (attached)**

**9. Internal Audit Report, Visit One 2017/18**

To inform members of the outcome of the internal auditor's first visit for 2017/18 on 30 and 31 October 2017

**10. Financial Regulations**

To inform members of breaches in financial regulations from 1 April until 20 November 2017 and to propose ways of ensuring greater compliance with financial regulations

**11. Lister Gardens: Café and Toilets**

In advance of the town clerk presenting a business case to the Full Council on 13 December 2017, to allow members to consider two further design options for the Lister Gardens café and toilets, to inform members of the cost of these options, to outline the treatment of VAT, to inform members of possible grant funding and to provide advice from the council's valuer on concession income

**12. Budget and Precept, 2018/19 and Medium-term Financial Plan 2018-2022**

To allow members to consider and approve the 2017/18 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2018-2022

**13. Unitary Authorities**

To allow members to consider the implications of the Secretary of State for Communities and Local Government's 'minded' announcement to support the Future Dorset proposal to replace the nine local authorities in Dorset with two unitary authorities

**14. Bowling Club Lease**

To allow members to review the proposal from the Assets on-and-around Monmouth Beach Working Group on 31 October 2017

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

**15. West Dorset District Council Programme Board**

To inform members of the proposal to establish a programme board to oversee the 'devolution' of assets and services from West Dorset District Council to town councils, to inform members of the programme board's terms of reference, and to seek members' approval to participate in the programme board which will provide member-led direction to the delegation of services and encourage partnership working with towns' surrounding parishes

**16. The General Data Protection Regulation**

To inform members about the General Data Protection Regulation

**17. Investments, Cash Holdings and Loans**

To inform members of investments, cash holdings and loans

**18. List of Payments**

To inform members of the payments made in the month of October 2017

**19. Debtors' Report**

To inform members of debts greater than £1,000 and over three months' old and update the situation regarding site licence payments

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

**20. Exempt Business**

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

**a) Agenda item 14 – Bowling Club Lease**

**b) Agenda item 19 – Debtors' Report**

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 October 2017

**Purpose of the Report**

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

**Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

**Report**

**17/50/SF – Procurement**

An advert inviting local tradespeople to register an interest in carrying out repairs' work for the council will be placed in the local press w/c 4 December 2017.

**17/52/SF – Draft Medium-Term Financial Plan**

The office administration expenditure within the medium-term financial plan included £25,000 of one-off objectives in 2017/18. These were not replicated in 2018/19, which reduced planned expenditure under this budget heading. However, the revised medium-term financial plan, which is elsewhere on this agenda, now includes the new objectives identified by members, which has brought budgeted office administration expenditure for 2018/19 in line with the 2017/18 budget.

**17/53/SF – Review of Charges**

The town clerk intends to bring a report to this committee in September 2018 in advance of the 2019/20 budget-setting process to allow members to carry out a more thorough review of parking charges.

**17/54/SF – Objective Setting**

A report on the proposed ramp in the gardens was considered by the Town Management and Highways Committee on 15 November 2017. The committee considered commissioning an up-to-date topographical survey of the gardens, but this motion was not carried.

**AGENDA ITEM 6**

**17/57/SF – Renewal of Leases for Marine Parade Retail Units (National Trust and Boylos)**

Valuation advice on the units has been received and notice has been served on both tenants to commence the process of renewing the leases.

John Wright  
Town clerk  
November 2017

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Lister Gardens' boundary dispute**

On 2 November 2017, Kitson and Trotman sent a letter to the assistant land registrar via the Land Registry portal. Kitson and Trotman is awaiting a reply: Kitson and Trotman advise it normally takes at least three weeks for a response to a letter of this nature.

**Site licences**

By the date of the meeting, all licences and leases will have been sent out.

John Wright  
Town clerk  
November 2017

LYME REGIS TOWN COUNCIL

ASSETS ON-AND-AROUND MONMOUTH BEACH  
CAR PARK WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 31 OCTOBER 2017

**Present**

**Members:** Cllr J. Broom, Cllr Mrs M. Ellis, Cllr Mrs C. Reynolds, Cllr S. Williams

**Officers:** Mrs A. Mullins (admin officer), Mr J. Wright (town clerk)

**1. Apologies**

Cllr D. Hallett

**2. Minutes of the meeting held on Tuesday 10 October 2017**

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, the minutes of the meeting held on Tuesday 10 October 2017 were **AGREED**.

**3. Lyme Regis Bowling Club**

The town clerk gave a summary of the recent decisions and the current position regarding the bowling club.

Cllr S. Williams said he believed the decisions made by the council were unfair on the club and he wanted to review the situation.

Cllr Mrs M. Ellis said if the council negotiated a different position with the bowling club, the same position would have to be considered for the power boat club.

Members discussed whether the two clubs should be treated the same, due to the amount of community involvement they had and the accessibility of the clubs to the public.

Cllr S. Williams said he believed there was an obligation in the bowling club's lease for the green to be open to the public and stewarded during a set period in the summer. The town clerk said he was not aware of this specific requirement in the lease, but he would check this.

The town clerk said the bowling club's contribution to the community and to the upkeep of the club was acknowledged, but there was still an issue with the council supporting subsidised parking for the club. He said the council may wish to consider providing a grant to subsidise the lease for the clubhouse and green, but to uphold its policy to charge a more commercial rate for parking.

## AGENDA ITEM 8

Members agreed it would be beneficial to both parties for the car park to be open for public use in the winter, when the bowling club did not require it. However, members recognised this was unlikely to generate a significant amount of income.

The town clerk said members may wish to consider providing a grant in recognition of the contribution the club makes to the community. He said this would offset the lease rent for the clubhouse and green and support the running cost of the club.

Members supported this approach and said the two leases should remain separate, but should end on the same date.

It was agreed the town clerk would write a report for the Strategy and Finance Committee to allow members to consider whether to provide a grant to the bowling club, specifically in relation to the clubhouse and green, as agreed by the working group. Members also agreed the car parking should remain an entirely separate issue.

*The meeting closed at 7.57pm.*

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Internal Audit Report, Visit One 2017/18

**Purpose of Report**

To inform members of the outcome of the internal auditor's first visit for 2017/18 on 30 and 31 October 2017

**Recommendation**

- a) Members note the internal auditor's report and the management responses
- b) Members instruct officers to extend the existing provision of internal audit services for a further two years

**Background**

- 1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
- 2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
- 3. Darkin Miller were appointed as the council's internal auditors for the financial years 2015/16, 2016/17 and 2017/18 at the full council meeting on 22 July 2015.
- 4. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

**Report**

- 5. This is the fourth year (and final year of the current three year arrangement) the council has engaged Darkin Miller and this is their first visit of 2017/18. Darkin Miller's report is attached, **appendix 9A**. The report contains five recommendations; one high, one medium and three low.
- 6. The internal auditor's comments and suggested management responses are detailed on the report.
- 7. There are no outstanding recommendations from previous internal audits.

**Future Audits**

8. This is third and final year of the existing agreement with Darkin-Miller to provide internal audit services, as resolved by Full Council on 22 July 2015. It is recommended that officers approach Darkin-Miller with a view to extending the existing arrangements for a further two years, which will include the first year of a new council. At that point, it is recommended a procurement exercise be undertaken to allow future internal audit services to be arranged. This is allowed under section 11.1.2 of the existing financial regulations, for procuring specialist services and is seen as good practice.
9. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

Keith Wilson  
Finance manager  
November 2017



FINAL

Internal audit report 2017/18

Visit 1 of 4

# LYME REGIS TOWN COUNCIL

Date: 21<sup>st</sup> November 2017

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 30<sup>th</sup> and 31<sup>st</sup> October 2017.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide'.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

## Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2017/18 (which will be in May or June 2018) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management
3. Income
4. Bank Reconciliation

## Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	1
Medium	1
Low	3
TOTAL	5

I would like to thank John Wright – Town Clerk, Keith Wilson – Finance Manager, Mark Green – Deputy Town Clerk , and Adrienne Mullins – Administrative Officer for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2017/18 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL**  
**FINAL REPORT VISIT 1 OF 4: 21<sup>st</sup> NOVEMBER 2017**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.1 – Signing of all minutes	<p>The minutes of the extraordinary Council meetings of 26/07/17 and 09/08/17 are noted as having been approved at the meeting of Council on 20/09/17, but have not been signed to evidence that they are the agreed minutes.</p> <p>I recommend that Council minutes are signed at the earliest opportunity in order to ensure that an accurate, approved record exists of all Council business.</p>	L	Agreed.	AM	02/11/17
5.1 – Mark voided permits as 'void'	<p>The Council operates a parking permit scheme. A record of the permits issued is kept on a spreadsheet. Voided permits are kept on a file with a note that they have been voided, but the face of the voided permit is not always marked voided. This means that there is a small risk that a voided permit might be re-issued.</p> <p>I recommend that the word 'void' is written on the face of the voided permit in order to ensure all voided permits are rendered unusable.</p>	L			

			Agreed.	EP	01/11/17
5.2 – Market value rents	<p>I tested a sample of income streams in order to confirm that the prices being charged agreed to levels set by Council. I found that the level of rent charged under one agreement was set as a calculation based on the rate per parking space charged by WDDC in the adjacent car park. WDDC no longer operate the adjacent car park, so this calculation has fallen away. The level of rent currently charged under the agreement was set in 2013 and, given the value of car parking spaces in the area, is likely to be significantly undervalued, leading to a hidden subsidy to the tenant. The related lease expires in 2019.</p> <p>I recommend that the Council charges market rents for assets and provides grant funding (where appropriate and agreed under the Council's grant policy) in order to ensure that the Council obtains fair value for its assets, and in order to ensure that the level of subsidy provided to third parties is transparent.</p>	H	<p>The Council is currently discussing car parking arrangements upon the expiry of the existing lease (2019). The existing charge, which was re-assessed in 2013, and is scheduled for review in 2017, will continue until the expiry of the lease.</p>	JW	2019
5.3 – Soft copies of leases	<p>It was difficult to locate some of the original documents which confirmed the level of rent to be charged under some of the lease and licence agreements. This can increase the risk that the Council is not charging the correct rental, or that rent review dates are overlooked.</p>	M			

	<p>I recommend that current rental agreements, and any market valuations that support current rents charged, are scanned and saved on the Council's IT system, and attached to the relevant debtor account in Sage. This should help to ensure that the correct prices are charged, and allow staff to identify when rent reviews are due to be undertaken.</p>		<p>The council intends to create electronic versions of all leases.</p>	<p>MG</p>	<p>31/03/2018</p>
<p>9.1 – Bank reconciliation review</p>	<p>I checked the bank reconciliation as at 30 September 2017 to confirm that there is a bank reconciliation for each account. I found that each bank or investment account held by the Council is reconciled monthly, but that only the accounts shown on Sage and operated as bank accounts are formally reviewed each month by the Town Clerk. This review is carried out promptly after the month end. I also found that the Council receives a monthly list of all balances and loans held by the Council. It would improve the bank reconciliation process if the Town Clerk's review covered all bank and investment accounts, and included a comparison back to the month-end bank statements.</p> <p>I recommend that the Town Clerk's review of the bank reconciliations is extended to cover all bank and investment accounts.</p>	<p>L</p>	<p>All bank reconciliations are performed on a daily basis.</p> <p>The month end sign off by the town clerk will be extended to include all bank and investment accounts as recommended.</p>	<p>KW/JW</p>	<p>01/11/17</p>

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Financial Regulations

**Purpose of Report**

To inform members of breaches in financial regulations from 1 April until 20 November 2017 and to propose ways of ensuring greater compliance with financial regulations

**Recommendation**

Members note the report and approve the management actions proposed in paragraph four of this report

**Background**

1. At the last meeting of this committee on 18 October 2017, members considered a report, 'Statement of Internal Control, Risk Management Policy and Annual Risk Assessment'.
2. In the report, reference was made to breaches in financial regulations and the town clerk said he would produce a report on this for consideration at the next meeting of this committee.
3. Attached, **appendix 10A**, is the list of breaches produced by the council's finance manager along with comments from the town clerk.
4. To improve procurement and strengthen adherence to financial regulations, officers have a number of proposals:
  - the threshold for obtaining three quotes is raised from £250 to £500 for goods and £1,000 for services. The raising of these thresholds does not detract from the responsibility to ensure value for money but recognises practical difficulties in obtaining three competitive quotes
  - for regular purchase items, the council enters in to a relationship with a preferred supplier for a period of up to three years; this removes the requirement to continually obtain quotes for routine purchases, e.g. plants, building products and clothing. It also gives the council an opportunity to secure discounts
  - to consider purchase requirements alongside routine maintenance activities and programmed work and to store products locally
  - to review major purchase decisions before orders are placed to help ensure the council doesn't inadvertently enter into a contractual relationship or unreasonably raise an expectation with a supplier.

## AGENDA ITEM 10

5. In addition, officers have clarified who does what in the procurement process. In particular, who is responsible for obtaining quotes, issuing purchase orders and the type of purchases which can be made using the council's debit card.
6. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017

APPENDIX 10A

Date	Supplier	Product/service	Amount	Issue	Comments
10/04/2017	IForm Buildings	Technical specifications and drawings	£900	No quotes obtained and no purchase order raised	When IForm were instructed to undertake this work, they had been identified as the supplier of six new log cabins. Drawings were required for building regulations.
12/04/2017	Keops	Advance payment – Ware Cliff chalets	£24,000	Wrong payment type, i.e. electronic payment over £10,000	This payment was a condition in KEOPS' payment schedule. There is no provision in the council's financial regulations for advance payment. The council's financial regulations do not explicitly refer to method of payments over £10,000 but the inference is they shouldn't be made by electronic transfer. The financial regulations need to be clarified.
26/04/2017	MJ White	Deer fencing	£6,540	No quotes obtained or purchase order raised	Contractor referred by a member.
11/05/2017	Mole Avon	Staff clothing	£557.42	No quotes obtained and no purchase order raised	11 items on three occasions to purchase clothing and tools.

APPENDIX 10A

19/05/2017	Forest and Tree Care	Tree cutting	£1,920	No quotes obtained and no purchase order raised	Forest and Tree Care instructed to fell two fir trees.
12/06/2017	Perry Print	Amenities' tickets	£1,450.95	No quotes obtained and no purchase order raised	Employee following custom and practice.
14/06/2017	Keops	Chalets – Ware Cliff	£19,897.50	Wrong payment type, i.e. electronic payment over £10,000	The council's financial regulations do not explicitly refer to method of payments over £10,000 but the regulations infer payment shouldn't be made by electronic transfer. The financial regulations need to be clarified.
14/06/2017	Keops	Chalets – Ware Cliff	£19,897.50	Wrong payment type, i.e. electronic payment over £10,000	The council's financial regulations do not explicitly refer to method of payments over £10,000 but the regulations infer payment shouldn't be made by electronic transfer. The financial regulations need to be clarified.
14/06/2017	Keops	Chalets – Ware Cliff	£19,897.50	Wrong payment type, i.e. electronic	The council's financial regulations do not

APPENDIX 10A

				payment over £10,000	explicitly refer to method of payments over £10,000 but the regulations infer payment shouldn't be made by electronic transfer. The financial regulations need to be clarified.
14/06/2017	Keops	Chalets – Ware Cliff	£19,897.50	Wrong payment type, i.e. electronic payment over £10,000	The council's financial regulations do not explicitly refer to method of payments over £10,000 but the regulations infer payment shouldn't be made by electronic transfer. The financial regulations need to be clarified.
04/07/2017	Webber MG	Flowers, baskets, tubs	£2,970.96	No quotes obtained and no purchase order raised	Employee following custom and practice.
05/07/2017	Keops	Chalets – Ware Cliff	£18,000	Wrong payment type, i.e. electronic payment over £10,000	The council's financial regulations do not explicitly refer to method of payments over £10,000 but the regulations infer payment shouldn't be made by electronic

APPENDIX 10A

					transfer. The financial regulations need to be clarified.
18/07/2017	Groves Nurseries	Perennials	£408.45	No quotes obtained and no purchase order raised	Employee responding to a request to plant a bed at short notice.
18/07/2017	Buglers	Service and repair of the mule	£875.43	No quotes obtained and no purchase order raised	Employee took the mule to the supplier.
23/08/2017	Screwfix	Various	£306.73	No purchase order raised	15 items on one occasion for clothing and safety equipment.
20/09/2017	Evergreen	Performance area lighting	£1,146	No quotes obtained and no purchase order raised	Contractor appointed at short notice.
20/09/2017	Holmes and Blackmore	Water and sewage works	£3,489.91	No quotes obtained and no purchase order raised	Works throughout the year for chalet and caravan park. Following custom and practice.
04/10/2017	Buglers	Mule front screen replacement	£676.34	No quotes obtained and no purchase order raised	Employee took the mule to the supplier to have a new screen fitted.

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Lister Gardens: Café and Toilets

**Purpose of Report**

In advance of the town clerk presenting a business case to the Full Council on 13 December 2017, to allow members to consider two further design options for the Lister Gardens café and toilets, to inform members of the cost of these options, to outline the treatment of VAT, to inform members of possible grant funding and to provide advice from the council's valuer on concession income

**Recommendation**

Members note the report and provide comments to the inform the business case presentation to Full Council on 13 December 2017

**Background**

1. On 1 November 2017, the Full Council resolved:

‘to ask Roger Hussey of John Stark and Crickmay Partnership to produce more appropriate designs for the proposed café and toilets in Lister Gardens, to be considered by the appropriate committee, with the intention of having a good understanding of the cost of the project by 13 December 2017.’
2. On 15 November 2017, the Town Management and Highways Committee considered two further designs submitted by the council's architects, John Stark Crickmay Partnership, **appendices 11A** and **11B**. The Town Management and Highways Committee expressed a preference for appendix 11B.
3. On 22 November 2017, John Stark Crickmay Partnership provided the town clerk with budget estimate reports for these two options, **appendices 11C** and **11D**. The budget estimates are £436,000 and £417,000, respectively; both estimates are exclusive of VAT. The budget estimate reports were prepared by Peter Gunning and Partnership LLP.
4. The council also has consider how it will treat VAT. If the council intends to reclaim the VAT on this project, it must ‘opt to tax’. This has implications for the leaseholder who will be liable for VAT payment on their lease rent. If the council ‘opts to tax’, it must do this ahead of the project and have a minute which records this decision; HMRC will not backdate requests.
5. John Stark Crickmay Partnership's (JSCP) covering letter to the budget estimates details possible cost reductions on the design options, along with some general observations, **appendix 11E**.

## AGENDA ITEM 11

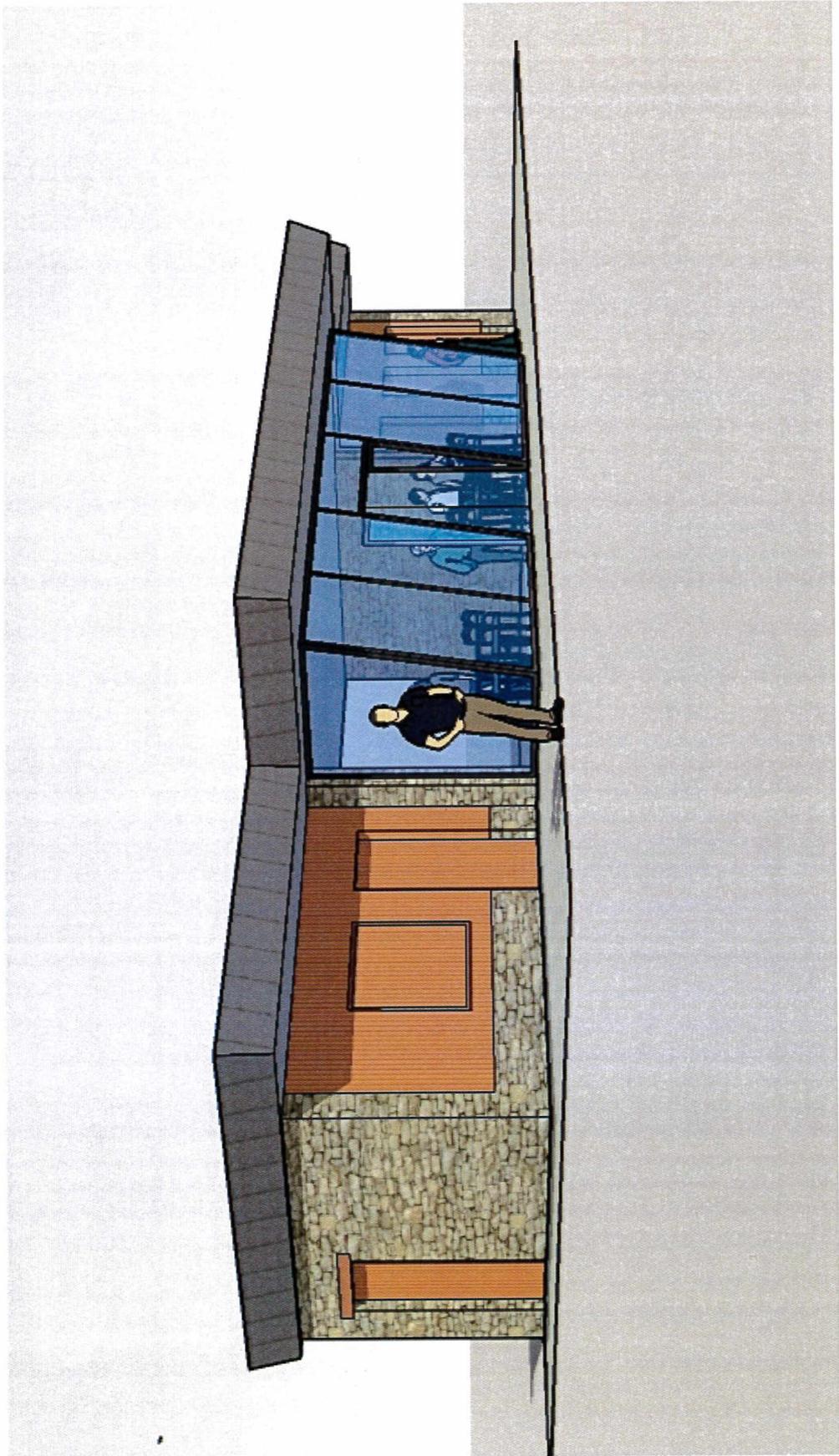
6. JSCP's covering letter also refers to firming up their professional fees and to obtaining a fee proposal from PCRMA for engineering services; these are business case requirements.
7. West Dorset District Council has indicated this project qualifies for Section 106 funding up to a sum of £48,369.
8. The town clerk, in conjunction with Lyme Forward, has been exploring other funding options for this project and on 21 November 2017 a meeting took place with the Sarah Harbige, Dorset LEADER programme manager. Sarah Harbige confirmed this project could be eligible for funding of up to 40% of its cost.
9. There are two expression of interest dates which meet the council's timetable for delivering this project, see below.

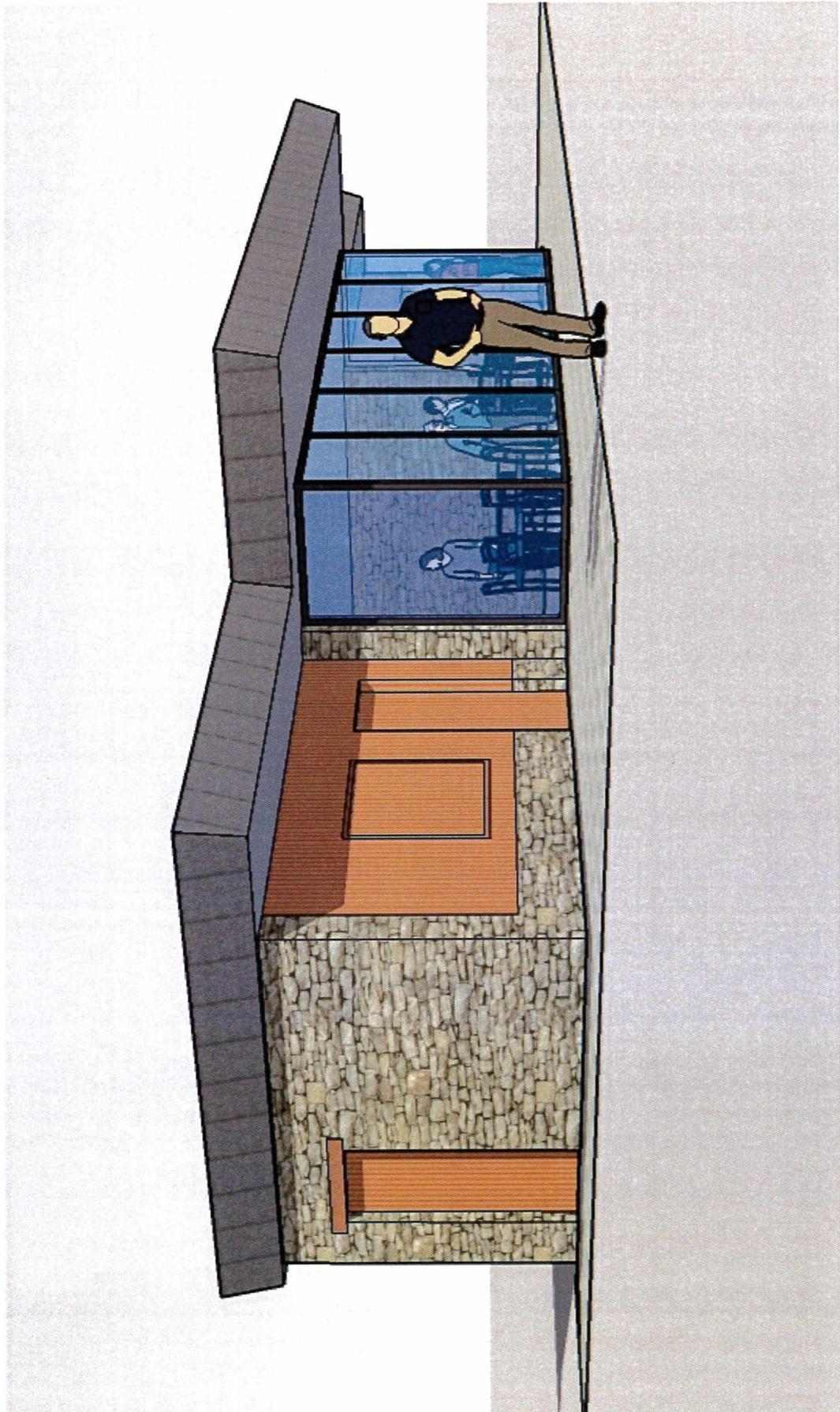
<b>Expression of interest decision on or before</b>	<b>Full application deadline, if approved</b>	<b>Decision making</b>	<b>Likely start date of your project</b>
25/01/2018	19/04/2018	21/06/2018	29/06/2018
12/04/2018	19/07/2018	20/09/2018	28/09/2018

10. Finally, advice has been received from the council's valuer, Martin Diplock, on the likely income the council could receive from this project. Martin Diplock's estimate is £15,000, increasing to closer to £20,000 with outside seating, **appendix 11F**. Martin Diplock's email also suggests considering a timber-framed building.
11. Any recommendations from this committee will be considered by the Full Council on 13 December 2017 when a business case for this project will be considered.

John Wright  
Town clerk  
November 2017

# APPENDIX IIA





# APPENDIX II C

Budget Estimate Report

for the

Proposed Café and Public Conveniences (Option - SK12)

at

Lister Gardens, Lyme Regis, Dorset

for

Lyme Regis Town Council

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**Peter Gunning and Partners LLP**

Chartered Quantity Surveyors

The Foundry,

Beehive Yard,

Bath,

BA1 5BT

21 November 2017





## Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK12) at Lister Gardens, Lyme Regis, Dorset

### Notes on the preparation / costs of estimate

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This document has been prepared for the titled project, and should not be relied upon or used for any other project or part as the case may be, without an independent check being made on it. Peter Gunning and Partners LLP shall not be liable for the consequences of using this document other than for the purpose for which it was commissioned.

### Information supplied to Peter Gunning and Partners LLP by Client and / or Professional Team

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The estimate is based upon information provided on the following drawings:

- 1). 09/31/SK12; issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 2). Two number; 'sketch-up' generated perspectives (titled view 1 and 2); issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 3). Lister Gardens; section; part 1 and 2; issued via e-mail by Roger Hussey (JSCP); 07.11.2017

No structural information was provided; although some initial concept thoughts have been issued via e-mail by Roger Hussey (JSCP); 07.11.2017.

No mechanical / electrical services information was provided so provisional allowances have been made (reduced scope of works to café area; café tenant to complete)

### Estimate Methodology

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The costs have been calculated on the measurement of approximate quantities and assessed lump sum allowances for work indicated on the proposed layout plans.

The estimated costs are exclusive of Value Added Tax.

Cost associated with the purchase of any land / site purchase compensation payments or cost of any leases has been excluded.

### Site Abnormals

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No formal site investigation report was available during the preparation of this estimate; therefore any abnormal costs allowed are provisional.

No formal level survey was available during the preparation of this estimate; therefore assumptions have been made.

Costs in connection with pollution, and / or contamination of site are excluded.

Removal and disposal of material has been deemed to be non-hazardous.

### Services and Infrastructure

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No information was provided on the layout of service and drainage runs; no allowance has been made for the costs of rerouting any services or drainage in conflict with these works.

It is assumed that the new drainage system can be connected to the existing manhole(s)/drainage infrastructure; within a (circa) 30m distance.

No allowance has been included for costs associated with drainage attenuation tanks etc.

Provisional indicative allowances for Statutory connection/meter charges and proposed mains service are included; individual quotations will be needed for this project.

## **Logistics and Health and Safety**

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The method of construction and logistical operation of the site were not outlined so these have been assumed.

It is recommended that a Principal Designer is contacted to draw up a method statement.

No costs have been included arising from such method statements i.e. disruption of third parties, road closures, etc.

The estimate is based on the builder having an onsite compound and unrestricted access to site.

No costs have been included for out of hours / weekend working.

No costs have been included for works beyond the boundary of the site or for a secondary / alternative access point.

No allowance has been included for any costs associated with project phasing, decanting and storage.

## **Planning, Building Regulation and Environmental Issues**

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Costs of conditions imposed by the Planning Authority e.g. s.106 Agreements, Archaeology Surveys, etc have been excluded.

Costs imposed by the local Environmental Agency (if relevant) have been excluded.

No costs have been included for an ecology survey or mitigation measures.

## **Risk Management Issues**

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No allowance has been included for any costs associated with asbestos surveying, testing, encapsulation and / or removal works.

An risk (contingency) allowance of £30,392.43 has been included; however it is recommended that this allowance should be reviewed as the design and costing process proceeds.

## **Furniture and Equipment**

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No schedules for fixed F&E were available during the preparation of this estimate; these costs have been assumed.

No schedules for loose F&E were available during the preparation of this estimate; these costs have been excluded.

No allowance has been included for servery/food preparation equipment, tills, audio/video equipment etc.

## **Inflation**

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No programme information was available at the time of preparing this cost advice, therefore this estimate is based upon current market tender prices at 4th Qtr 2017.

Tender price and construction period inflation has been excluded from this costing exercise.

## **Fees and Surveys**

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Contractors design, consultants, legal, Statutory, letting, planning and building regulation fees are excluded.

Licence fees to other / adjoining owners are excluded.

No allowance has been included for conducting any surveys and subsequent works required as a result including: site investigation, UXO/UXB, noise, environmental, acoustics, mechanical and electrical services, fire, asbestos, topographical, drainage, CCTV, archaeological and ecology.

Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK12) at Lister Gardens, Lyme Regis, Dorset

Site:	Lister Gardens, Lyme Regis, Dorset		
Description of Works:	Proposed Café and Public Conveniences (Option - SK12)		
Client:	Lyme Regis Town Council	Structural Engineer:	TBC
Lead Designer:	Roger Hussey at JSCP	Mechanical Engineer:	TBC
Quantity Surveyor:	Peter Gunning and Partners	Electrical Engineer:	TBC
Instruction Received:	30 October 2017		
Date Estimate issued:	21 November 2017		
<b>Percentage Additions:</b>	<b>Summary Area Totals:</b>		
Preliminaries:	15.00%	Construction Risk:	5.00%
Project Specific OH&P:	Included within rates	Employer Change Risk:	Excluded
Design Development Risk:	2.50%	Employer Other Risk:	Excluded
		New Build Area:	74 m <sup>2</sup>
		Alterations Area:	0 m <sup>2</sup>
		Hard Landscaping Area:	173 m <sup>2</sup>

SUMMARY OF COSTS		TOTAL COSTS
<b>FACILITATING AND BUILDING WORKS</b>		
0	Facilitating works	£ 13,000.00
1	Substructure	£ 39,740.00
2	Superstructure	£ 130,200.00
3	Internal finishes	£ 25,549.00
4	Fittings, furnishings and equipment	£ 4,950.00
5	Services	£ 38,392.00
6	Prefabricated buildings and building units	£ -
7	Work to existing buildings	£ -
8	External works	£ 100,545.00
<b>SUB TOTAL - FACILITATING AND BUILDING WORKS:</b>		<b>£ 352,376.00</b>
9	Main contractor's preliminaries	£ 52,856.40
10	Main contractor's overheads and profit (Included within rates)	£ -
<b>TOTAL - FACILITATING AND BUILDING WORKS ESTIMATE:</b>		<b>£ 405,232.40</b>
11	Project / design team fees	£ -
12	Other development / project costs	£ -
13	Risk allowance estimate	£ 30,392.43
14	Inflation allowance (Excluded)	£ -
<b>TOTAL PROJECT COST:</b>		<b>£ 435,624.83</b>
15	VAT assessment	Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET

ESTIMATE COST PLAN - 21.11.2017

ELEMENTAL SUMMARY	Cost	Cost per £ / m <sup>2</sup>	%	
<b>0.0 FACILITATING WORKS</b>	<b>£ 13,000.00</b>	<b>£ 175.68</b>	<b>2.98%</b>	
<b>1.0 SUBSTRUCTURE</b>	<b>£ 39,740.00</b>	<b>£ 537.03</b>	<b>9.12%</b>	
2.1 FRAME	£ 4,029.00	£ 54.45	0.92%	
2.2 UPPER FLOORS	£ -	£ -	0.00%	Excluded
2.3.1 ROOF STRUCTURE	£ 13,130.00	£ 177.43	3.01%	
2.3.2 ROOF COVERING	£ 25,200.00	£ 340.54	5.78%	
2.3.3 ROOF DRAINAGE	£ 3,130.00	£ 42.30	0.72%	
2.3.4 ROOFLIGHTS	£ -	£ -	0.00%	Excluded
2.4.1 STAIRS STRUCTURE AND RAMPS	£ -	£ -	0.00%	Excluded
2.4.2 STAIR FINISHES	£ -	£ -	0.00%	Excluded
2.4.3 BALUSTRADES ETC.	£ -	£ -	0.00%	Excluded
2.5 EXTERNAL WALLS	£ 25,985.00	£ 351.15	5.96%	
2.6.1 WINDOWS	£ 33,750.00	£ 456.08	7.75%	
2.6.2 EXTERNAL DOORS	£ 16,500.00	£ 222.97	3.79%	
2.7 INTERNAL WALLS AND PARTITIONS	£ 7,126.00	£ 96.30	1.64%	
2.8 INTERNAL DOORS	£ 1,350.00	£ 18.24	0.31%	
<b>2.0 SUPERSTRUCTURE</b>	<b>£ 130,200.00</b>	<b>£ 1,759.46</b>	<b>29.89%</b>	
3.1 WALL FINISHES	£ 9,669.00	£ 130.66	2.22%	
3.2 FLOOR FINISHES	£ 12,760.00	£ 172.43	2.93%	
3.3 CEILING FINISHES	£ 3,120.00	£ 42.16	0.72%	
<b>3.0 INTERNAL FINISHES</b>	<b>£ 25,549.00</b>	<b>£ 345.26</b>	<b>5.86%</b>	
<b>4.0 FITTINGS, FURNISHINGS AND EQUIPMENT</b>	<b>£ 4,950.00</b>	<b>£ 66.89</b>	<b>1.14%</b>	
5.1 SANITARY INSTALLATIONS	£ 11,950.00	£ 161.49	2.74%	
5.2 SERVICES EQUIPMENT	£ -	£ -	0.00%	Excluded
5.3 DISPOSAL INSTALLATION	£ 3,000.00	£ 40.54	0.59%	
5.4 - 5.7 & 5.9 MECHANICAL ENGINEERING SERVICES	£ 13,775.00	£ 186.15	3.16%	
5.8 ELECTRICAL ENGINEERING SERVICES	£ 5,150.00	£ 69.59	1.18%	
5.10 LIFT INSTALLATION	£ -	£ -	0.00%	Excluded
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATION	£ 3,500.00	£ 47.30	0.80%	
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES	£ 1,017.00	£ 13.74	0.23%	
<b>5.0 SERVICES</b>	<b>£ 38,392.00</b>	<b>£ 518.81</b>	<b>8.81%</b>	
<b>6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>7.0 WORKS TO EXISTING BUILDINGS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
8.1 SITE PREPARATION WORKS	£ 4,000.00	£ 54.05	0.92%	
8.2 ROADS, PATHS, PAVINGS AND SURFACINGS	£ 20,065.00	£ 271.15	4.61%	
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS	£ 5,000.00	£ 67.57	1.15%	
8.4 FENCING, RAILINGS AND WALLS	£ 33,480.00	£ 452.43	7.69%	
8.5 EXTERNAL FIXTURES	£ -	£ -	0.00%	Excluded
8.6 EXTERNAL DRAINAGE	£ 13,000.00	£ 175.68	2.98%	
8.7 EXTERNAL SERVICES	£ 25,000.00	£ 337.84	5.74%	
8.8 MINOR BUILDING WORKS AND ANCILLIARY BUILDINGS	£ -	£ -	0.00%	Excluded
<b>8.0 EXTERNAL WORKS</b>	<b>£ 100,545.00</b>	<b>£ 1,358.72</b>	<b>23.08%</b>	
<b>SUB-TOTAL: FACILITATING AND BUILDING WORKS</b>	<b>£ 352,376.00</b>	<b>£ 4,761.84</b>	<b>80.89%</b>	
<b>9.0 MAIN CONTRACTOR'S PRELIMINARIES</b>	<b>£ 52,356.40</b>	<b>£ 714.28</b>	<b>12.13%</b>	
<b>SUB-TOTAL: FACILITATING AND BUILDING WORKS (INCLUDING MAIN CONTRACTOR'S PRELIMINARIES)</b>	<b>£ 405,232.40</b>	<b>£ 5,476.11</b>	<b>93.02%</b>	
<b>10.0 MAIN CONTRACTOR'S OVERHEADS AND PROFIT</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Included with rates
<b>TOTAL: BUILDING WORKS ESTIMATE</b>	<b>£ 405,232.40</b>	<b>£ 5,476.11</b>	<b>93.02%</b>	
11.1 CONSULTANTS' FEES	£ -	£ -	0.00%	Excluded
11.2 MAIN CONTRACTOR'S PRE-CONSTRUCTION FEES	£ -	£ -	0.00%	Excluded
11.3 MAIN CONTRACTOR'S DESIGN FEES	£ -	£ -	0.00%	Excluded
<b>11.0 PROJECT / DESIGN TEAM FEES</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>12.0 OTHER DEVELOPMENT / PROJECT COSTS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>SUB TOTAL: PROJECT / DESIGN TEAM FEES AND OTHER DEVELOPMENT / PROJECT COSTS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
13.1 DESIGN DEVELOPMENT RISKS	£ 10,130.81	£ 136.90	2.33%	
13.2 CONSTRUCTION RISKS	£ 20,261.62	£ 273.81	4.65%	
13.3 EMPLOYER CHANGE RISKS	£ -	£ -	0.00%	Excluded
13.4 EMPLOYER OTHER RISKS	£ -	£ -	0.00%	Excluded
<b>13.0 TOTAL RISKS</b>	<b>£ 30,392.43</b>	<b>£ 410.71</b>	<b>6.98%</b>	
14.1 TENDER INFLATION	£ -	£ -	0.00%	Excluded
14.2 CONSTRUCTION INFLATION	£ -	£ -	0.00%	Excluded
<b>14.0 INFLATION</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>COST LIMIT [EXCLUDING VAT ASSESSMENT]</b>	<b>£ 435,624.83</b>	<b>£ 5,886.82</b>	<b>100.00%</b>	
<b>15.0 VAT ASSESSMENT</b>	<b>£ -</b>			Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>0.0 FACILITATING WORKS</b>				
Provisional allowance for removal of the existing hut building/retaining wall; grubbing up foundations and reinstating good to the soft and hard landscaping	1	p/sum	13,000.00	13,000.00
Provisional allowance for licensed/non licensed asbestos surveying and/or removal works	1	p/sum	Excluded	Excluded
<b>0.0 FACILITATING WORKS TOTAL</b>			<b>13,000.00</b>	<b>175.68</b>
<b>1.0 SUBSTRUCTURE</b>				
Raft foundation; reinforced concrete slab; excavation and masonry to dpc level	142	m <sup>2</sup>	220.00	31,240.00
Allowances for breaking out obstructions and infilling soft spots with a lean concrete mix	1	p/sum	500.00	500.00
Provisional allowance for site earthworks (cut/fill; cart away etc )	1	p/sum	8,000.00	8,000.00
<b>1.0 SUBSTRUCTURE TOTAL</b>			<b>39,740.00</b>	<b>537.03</b>
<b>2.1 FRAME</b>				
Allowance for steel beams within flat roof void; n.e. 40kg per m	1.50	t	2,175.00	3,262.50
Extra over allowance for fitments/connections to the above item at say 5%	0.08	t	2,175.00	174.00
Extra over allowance for intumescent paint, 1 hour fire protection	1.58	t	375.00	592.50
<b>2.1 FRAME TOTAL</b>			<b>4,029.00</b>	<b>54.45</b>
<b>2.2 UPPER FLOORS</b>				
Excluded			-	-
<b>2.2 UPPER FLOORS TOTAL</b>			<b>-</b>	<b>-</b>
<b>2.3.1 ROOF STRUCTURE</b>				
Structural timber flat roof; 200mm x 50mm joists at 400mm centres; one degree fall; with 22mm WBP plywood boarding	127	m <sup>2</sup>	90.00	11,430.00
Extra over allowance for forming perimeter timber roof upstand/parapet detail	34	m	50.00	1,700.00
<b>2.3.1 ROOF STRUCTURE TOTAL</b>			<b>13,130.00</b>	<b>177.43</b>
<b>2.3.2 ROOF COVERING</b>				
Sanafil single ply membrane; 200mm fully bonded insulation; vapour control layer; finished with an 'extensive' sedum blanket/landscaped roof	127	m <sup>2</sup>	150.00	19,050.00
Zinc fascia detail to flat roof (rear elevation)	19	m	50.00	950.00
Zinc fascia/coping detail to flat roof (front and side(s) elevations)	34	m	100.00	3,400.00
Composite board finish to the underside of the exposed roof/soffit	36	m <sup>2</sup>	50.00	1,800.00
<b>2.3.2 ROOF COVERING TOTAL</b>			<b>25,200.00</b>	<b>340.54</b>
<b>2.3.3 ROOF DRAINAGE</b>				
Zinc half round gutter and fittings	19	m	70.00	1,330.00
Zinc downpipes and fittings	15	m	80.00	1,200.00
Allowance for downpipe connection to below ground drainage	4	nr	150.00	600.00
<b>2.3.3 ROOF DRAINAGE TOTAL</b>			<b>3,130.00</b>	<b>42.30</b>
<b>2.3.4 ROOFLIGHTS</b>				
Excluded			-	-
<b>2.3.4 ROOFLIGHTS TOTAL</b>			<b>-</b>	<b>-</b>
<b>2.4.1 STAIRS STRUCTURE AND RAMPS</b>				
Excluded			-	-
<b>2.4.1 STAIRS STRUCTURE AND RAMPS TOTAL</b>			<b>-</b>	<b>-</b>

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>2.4.2 STAIR FINISHES</b>				
Excluded		-	-	
<b>2.4.2 STAIR FINISHES TOTAL</b>			-	-
<b>2.4.3 BALUSTRADES ETC.</b>				
Excluded		-	-	
<b>2.4.3 BALUSTRADES ETC. TOTAL</b>			-	-
<b>2.5 EXTERNAL WALLS</b>				
Cavity wall, blockwork/insulation/blockwork	108	m <sup>2</sup>	100.00	10,800.00
Extra over for cropped limestone (both side(s) and partial front elevations)	34	m <sup>2</sup>	170.00	5,780.00
Extra over for vertical oak boarding; with loose tongues; treated softwood battens and breather membrane (partial front elevation)	14	m <sup>2</sup>	120.00	1,680.00
Extra over for render to blockwork; anti graffiti paint finish (rear elevation)	60	m <sup>2</sup>	65.00	3,900.00
Extra over for stonework; dressed stone, weathered top, bands, 150mm high (both sides and partial front elevations)	13	m	225.00	2,925.00
Extra over for stonework; dressed stone, cill / heads, 150mm high (both sides and partial front elevations)	4	m	225.00	900.00
<b>2.5 EXTERNAL WALLS TOTAL</b>			<b>25,985.00</b>	<b>351.15</b>
<b>2.6.1 WINDOWS</b>				
Provisional allowance for inclined vertical glazing; with inset commercial door(s) and fixed returns; including for a grey anodised finish and high performance neutral solar control glass	1	p/sum	29,250.00	29,250.00
Extra over for automatic opening door controls to café double doors; complete with internal safety barriers	1	p/sum	4,500.00	4,500.00
<b>2.6.1 WINDOWS TOTAL</b>			<b>33,750.00</b>	<b>456.08</b>
<b>2.6.2 EXTERNAL DOORS</b>				
Framed, ledged and braced oak boarded external door; oak frame and architraves etc; standard	7	nr	1,500.00	10,500.00
Mini golf kiosk hatch; framed, ledged and braced oak boarded external folding doors; oak frame and architraves; including internal windowboard etc (C. 1400mm x 1300mm)	1	nr	2,000.00	2,000.00
Provisional allowance for ironmongery	1	item	4,000.00	4,000.00
<b>2.6.2 EXTERNAL DOORS TOTAL</b>			<b>16,500.00</b>	<b>222.97</b>
<b>2.7 INTERNAL WALLS AND PARTITIONS</b>				
Blockwork; dense aggregate 100 thick	41	m <sup>2</sup>	50.00	2,050.00
Extra over for pointing and masonry paint finish to blockwork left exposed (cleaners cupboard and services/store)	38	m <sup>2</sup>	12.00	456.00
Blockwork; dense aggregate 100 thick; clad with cropped limestone to one side	21	m <sup>2</sup>	220.00	4,620.00
<b>2.7 INTERNAL WALLS AND PARTITIONS TOTAL</b>			<b>7,126.00</b>	<b>96.30</b>
<b>2.8 INTERNAL DOORS</b>				
Single leaf; oak veneered; 60 minute fire door; softwood frame and architraves, decoration; standard	1	nr	850.00	850.00
Provisional allowance for ironmongery	1	p/sum	500.00	500.00
<b>2.8 INTERNAL DOORS TOTAL</b>			<b>1,350.00</b>	<b>18.24</b>
<b>3.1 WALL FINISHES</b>				
Thistle plaster 13mm thick in two coats; 1 mist coat, 2 full coats of emulsion paint	161	m <sup>2</sup>	29.00	4,669.00
Provisional allowance for glazed wall tiling, full height to WC's	1	p/sum	5,000.00	5,000.00
<b>3.1 WALL FINISHES TOTAL</b>			<b>9,669.00</b>	<b>130.66</b>

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>3.2 FLOOR FINISHES</b>				
Screed; 75mm thick	74	m <sup>2</sup>	25.00	1,850.00
Quarry tile finish; to all areas baring the café; PC E30/sq m for supply	33	m <sup>2</sup>	50.00	1,650.00
Quarry tile skirting; to all areas baring the café	58	m	15.00	870.00
Large non slip 'stone' tiles; PC E80/sq m for supply; including sealing coat to finish	41	m <sup>2</sup>	170.00	6,970.00
Stone skirting; including sealing coat to finish	6	m	70.00	420.00
Extra over allowance for barrier matting and frame to café double doors	2	m <sup>2</sup>	500.00	1,000.00
<b>3.2 FLOOR FINISHES TOTAL</b>			<b>12,760.00</b>	<b>172.43</b>
<b>3.3 CEILING FINISHES</b>				
Two layers of 15mm plasterboard fixed with nails, 5mm thistle board finish plaster; 1 mist coat, 2 full coats of emulsion	78	m <sup>2</sup>	40.00	3,120.00
<b>3.3 CEILING FINISHES TOTAL</b>			<b>3,120.00</b>	<b>42.16</b>
<b>4.0 FITTINGS, FURNISHINGS AND EQUIPMENT</b>				
Provisional allowance for shelving to store, cleaners' cupboard, mini golf kiosk etc	1	p/sum	1,500.00	1,500.00
Provisional allowance for signage, statutory, directional and operational	1	p/sum	1,000.00	1,000.00
Provisional allowance for mini golf kiosk racking, fixed bench/counter etc	1	p/sum	2,000.00	2,000.00
Provisional allowance for loose furniture and equipment; white goods; tills etc	1	p/sum	Excluded	Excluded
Provisional allowance for café fit out etc (assumed to be completed by tenant)	1	p/sum	Excluded	Excluded
Provisional allowance for blinds etc	1	p/sum	Excluded	Excluded
Allowance for ceiling access hatches (within mini golf kiosk and café)	3	nr	150.00	450.00
<b>4.0 FITTINGS, FURNISHINGS AND EQUIPMENT TOTAL</b>			<b>4,950.00</b>	<b>66.89</b>
<b>5.1 SANITARY FITTINGS</b>				
Cleaner's sink	1	nr	500.00	500.00
Wallgate hand washes / dryers (disabled WC)	1	nr	1,600.00	1,600.00
Wallgate hand washes / dryers	3	nr	1,500.00	4,800.00
WC; stainless steel; concealed cistern etc	3	nr	800.00	2,400.00
Disabled WC; stainless steel; concealed cistern etc	1	nr	800.00	800.00
E.O for disabled Doc M accessory pack; grabrails etc	1	nr	800.00	800.00
Mirror	4	nr	100.00	400.00
Wall mounted stainless steel baby change table; fixed not folding	1	nr	650.00	650.00
<b>5.1 SANITARY FITTINGS TOTAL</b>			<b>11,950.00</b>	<b>161.49</b>
<b>5.2 SERVICES EQUIPMENT</b>				
Excluded			-	-
<b>5.2 SERVICES EQUIPMENT TOTAL</b>			<b>-</b>	<b>-</b>
<b>5.3 DISPOSAL INSTALLATION</b>				
Provisional allowance for soil stacks	1	p/sum	3,000.00	3,000.00
Provisional allowance for the boxing in of pipework / services (minimal)	1	p/sum	Excluded	Excluded
<b>5.3 DISPOSAL INSTALLATION TOTAL</b>			<b>3,000.00</b>	<b>40.54</b>
<b>5.4 - 5.7 &amp; 5.9 MECH ENG. SERVICES</b>				
Provisional allowance for the mechanical installation (all areas baring the café)	33	m <sup>2</sup>	200.00	6,600.00
Provisional allowance for the mechanical installation (café area - excluding HCWS)	41	m <sup>2</sup>	175.00	7,175.00
<b>5.4 - 5.7 &amp; 5.9 MECH ENG. SERVICES TOTAL</b>			<b>13,775.00</b>	<b>186.15</b>

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>5.8 ELEC ENG. SERVICES</b>				
Provisional allowance for the electrical installation (all areas baring the café)	33	m <sup>2</sup>	125.00	4,125.00
Provisional allowance for the electrical installation (café area - distribution board only)	41	m <sup>2</sup>	25.00	1,025.00
<b>5.8 ELEC ENG. SERVICES TOTAL</b>			<b>5,150.00</b>	<b>69.59</b>
<b>5.10 LIFT INSTALLATION</b>				
Excluded			-	-
<b>5.10 LIFT INSTALLATION TOTAL</b>			<b>-</b>	<b>-</b>
<b>5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS</b>				
Provisional allowance for protective and communication installation; special installations excluded; (all areas baring café)	33	m <sup>2</sup>	75.00	2,475.00
Provisional allowance for protective; locally sounding fire alarm - smoke detection only; not fire suppression (communication and special installations excluded)	41	m <sup>2</sup>	25.00	1,025.00
<b>5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS TOTAL</b>			<b>3,500.00</b>	<b>47.30</b>
<b>5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES</b>				
Allow 4% of M and E	0.04	%	25,425.00	1,017.00
<b>5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES TOTAL</b>			<b>1,017.00</b>	<b>13.74</b>
<b>6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS</b>				
Excluded			-	-
<b>6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS TOTAL</b>			<b>-</b>	<b>-</b>
<b>7.0 WORKS TO EXISTING BUILDINGS</b>				
Excluded			-	-
<b>7.0 WORKS TO EXISTING BUILDINGS TOTAL</b>			<b>-</b>	<b>-</b>
<b>8.1 SITE PREPARATION WORKS</b>				
Provisional allowance for vegetation removal	1	p/sum	1,000	1,000.00
Provisional allowance for site clearance; general preparation works	1	p/sum	3,000	3,000.00
<b>8.1 SITE PREPARATION WORKS TOTAL</b>			<b>4,000.00</b>	<b>54.05</b>
<b>8.2 ROADS, PATHS, PAVINGS AND SURFACING'S</b>				
Paving on screed; to fall on main raft foundation; rear elevation; ('back of house' not on display to the public)	26	m <sup>2</sup>	70.00	1,820.00
Paving on screed; to fall on main raft foundation; left and right elevation; (on display to the public)	19	m <sup>2</sup>	110.00	2,090.00
Paving on hardcore; to the front elevation (main frontage)	66	m <sup>2</sup>	90.00	5,940.00
Paving on hardcore; to the front elevation (for tables and chairs)	62	m <sup>2</sup>	90.00	5,580.00
Allowance for edgings to paving; concrete; excavation	61	m	35.00	2,135.00
Provisional allowance for making good to existing hard landscaping local to the works; upon completion	1	p/sum	2,500.00	2,500.00
<b>8.2 ROADS, PATHS, PAVINGS AND SURFACING'S TOTAL</b>			<b>20,065.00</b>	<b>271.15</b>
<b>8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS</b>				
Provisional allowance for dense planting; to follow the route of the railings/retaining wall	1	p/sum	4,000.00	4,000.00
Provisional allowance for making good to soft landscaping	1	p/sum	1,000.00	1,000.00
<b>8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS TOTAL</b>			<b>5,000.00</b>	<b>67.57</b>

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK12) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>8.4 FENCING, RAILINGS &amp; WALLS</b>				
Provisional allowance for the retaining blockwork wall; return wing walls and part rear elevations cladded with cropped limestone; rear elevation to have a (anti graffiti) painted render finish; coping stone; max height 2.0m	59	m <sup>2</sup>	420.00	24,780.00
Provisional allowance for railings to the top of the retaining wall (spec - simple upright railings)	1	p/sum	7,000.00	7,000.00
Galvanised gates; C. 2000 x 1500	2	nr	850.00	1,700.00
<b>8.4 FENCING, RAILINGS &amp; WALLS TOTAL</b>			<b>33,480.00</b>	<b>452.43</b>
<b>8.5 EXTERNAL FIXTURES</b>				
Provisional allowance for site furniture, equipment, litter bins, bollard lighting, cycle stands and external signage etc	1	p/sum	Excluded	Excluded
<b>8.5 EXTERNAL FIXTURES TOTAL</b>			-	-
<b>8.6 EXTERNAL DRAINAGE</b>				
Provisional allowance for below ground drainage (including french drain to the retaining wall)	1	p/sum	13,000.00	13,000.00
<b>8.6 EXTERNAL DRAINAGE TOTAL</b>			<b>13,000.00</b>	<b>175.68</b>
<b>8.7 EXTERNAL SERVICES</b>				
Provisional allowance for Statutory Undertakers connection / meter charges - Water	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Electric (assumed single phase supply)	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Gas	1	p/sum	Excluded	Excluded
Provisional allowance for Statutory Undertakers connection / meter charges - Telecommunication	1	p/sum	1,000.00	1,000.00
Provisional allowance for water main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for electric main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for gas main; route and extent unknown	1	p/sum	Excluded	Excluded
Provisional allowance for telecommunication main; route and extent unknown	1	p/sum	4,000.00	4,000.00
<b>8.7 EXTERNAL SERVICES TOTAL</b>			<b>25,000.00</b>	<b>337.84</b>
<b>8.8 MINOR BUILDING WORKS &amp; ANCILLARY BUILDINGS</b>				
Excluded			-	-
<b>8.8 MINOR BUILDING WORKS &amp; ANCILLARY BUILDINGS TOTAL</b>			<b>-</b>	<b>-</b>

Budget Estimate Report

for the

Proposed Café and Public Conveniences (Option - SK13)

at

Lister Gardens, Lyme Regis, Dorset

for

Lyme Regis Town Council

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**Peter Gunning and Partners LLP**

Chartered Quantity Surveyors

The Foundry,

Beehive Yard,

Bath,

BA1 5BT

21 November 2017



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## Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK13) at Lister Gardens, Lyme Regis, Dorset

### Notes on the preparation / costs of estimate

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This document has been prepared for the titled project, and should not be relied upon or used for any other project or part as the case may be, without an independent check being made on it. Peter Gunning and Partners LLP shall not be liable for the consequences of using this document other than for the purpose for which it was commissioned.

### Information supplied to Peter Gunning and Partners LLP by Client and / or Professional Team

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The estimate is based upon information provided on the following drawings:

- 1). 09/31/SK12; issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 2). Two number; 'sketch-up' generated perspectives (titled view 1 and 2); issued via e-mail by Roger Hussey (JSCP); 30.10.2017
- 3). Lister Gardens; section; part 1 and 2; issued via e-mail by Roger Hussey (JSCP); 07.11.2017

No structural information was provided; although some initial concept thoughts have been issued via e-mail by Roger Hussey (JSCP); 07.11.2017.

No mechanical / electrical services information was provided so provisional allowances have been made (reduced scope of works to café area; café tenant to complete)

### Estimate Methodology

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The costs have been calculated on the measurement of approximate quantities and assessed lump sum allowances for work indicated on the proposed layout plans.

The estimated costs are exclusive of Value Added Tax.

Cost associated with the purchase of any land / site purchase compensation payments or cost of any leases has been excluded.

### Site Abnormals

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No formal site investigation report was available during the preparation of this estimate; therefore any abnormal costs allowed are provisional.

No formal level survey was available during the preparation of this estimate; therefore assumptions have been made.

Costs in connection with pollution, and / or contamination of site are excluded.

Removal and disposal of material has been deemed to be non-hazardous.

### Services and Infrastructure

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No information was provided on the layout of service and drainage runs; no allowance has been made for the costs of rerouting any services or drainage in conflict with these works.

It is assumed that the new drainage system can be connected to the existing manhole(s)/drainage infrastructure; within a (circa) 30m distance.

No allowance has been included for costs associated with drainage attenuation tanks etc.

Provisional indicative allowances for Statutory connection/meter charges and proposed mains service are included; individual quotations will be needed for this project.

## **Logistics and Health and Safety**

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The method of construction and logistical operation of the site were not outlined so these have been assumed.

It is recommended that a Principal Designer is contacted to draw up a method statement.

No costs have been included arising from such method statements i.e. disruption of third parties, road closures, etc.

The estimate is based on the builder having an onsite compound and unrestricted access to site.

No costs have been included for out of hours / weekend working.

No costs have been included for works beyond the boundary of the site or for a secondary / alternative access point.

No allowance has been included for any costs associated with project phasing, decanting and storage.

## **Planning, Building Regulation and Environmental Issues**

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Costs of conditions imposed by the Planning Authority e.g. s.106 Agreements, Archaeology Surveys, etc have been excluded.

Costs imposed by the local Environmental Agency (if relevant) have been excluded.

No costs have been included for an ecology survey or mitigation measures.

## **Risk Management Issues**

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No allowance has been included for any costs associated with asbestos surveying, testing, encapsulation and / or removal works.

An risk (contingency) allowance of £29,080.57 has been included; however it is recommended that this allowance should be reviewed as the design and costing process proceeds.

## **Furniture and Equipment**

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No schedules for fixed F&E were available during the preparation of this estimate; these costs have been assumed.

No schedules for loose F&E were available during the preparation of this estimate; these costs have been excluded.

No allowance has been included for servery/food preparation equipment, tills, audio/video equipment etc.

## **Inflation**

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No programme information was available at the time of preparing this cost advice, therefore this estimate is based upon current market tender prices at 4th Qtr 2017.

Tender price and construction period inflation has been excluded from this costing exercise.

## **Fees and Surveys**

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Contractors design, consultants, legal, Statutory, letting, planning and building regulation fees are excluded.

Licence fees to other / adjoining owners are excluded.

No allowance has been included for conducting any surveys and subsequent works required as a result including: site investigation, UXO/UXB, noise, environmental, acoustics, mechanical and electrical services, fire, asbestos, topographical, drainage, CCTV, archaeological and ecology.

**Budget Estimate Report for the Proposed Café and Public Conveniences (Option - SK13) at Lister Gardens, Lyme Regis, Dorset**

Site:	Lister Gardens, Lyme Regis, Dorset		
Description of Works:	Proposed Café and Public Conveniences (Option - SK13)		
Client:	Lyme Regis Town Council	Structural Engineer:	TBC
		Instruction Received:	30 October 2017
Lead Designer:	Roger Hussey at JSCP	Mechanical Engineer:	TBC
		Date Estimate issued:	21 November 2017
Quantity Surveyor:	Peter Gunning and Partners	Electrical Engineer:	TBC
<b>Percentage Additions:</b>		<b>Summary Area Totals:</b>	
Preliminaries:	15.00%	Construction Risk:	5.00%
		New Build Area:	74 m <sup>2</sup>
Project Specific OH&P:	Included within rates	Employer Change Risk:	Excluded
		Alterations Area:	0 m <sup>2</sup>
Design Development Risk:	2.50%	Employer Other Risk:	Excluded
		Hard Landscaping Area:	173 m <sup>2</sup>

SUMMARY OF COSTS		TOTAL COSTS
<b>FACILITATING AND BUILDING WORKS</b>		
0	Facilitating works	£ 13,000.00
1	Substructure	£ 39,740.00
2	Superstructure	£ 115,150.00
3	Internal finishes	£ 25,389.00
4	Fittings, furnishings and equipment	£ 4,950.00
5	Services	£ 38,392.00
6	Prefabricated buildings and building units	£ -
7	Work to existing buildings	£ -
8	External works	£ 100,545.00
<b>SUB TOTAL - FACILITATING AND BUILDING WORKS:</b>		<b>£ 337,166.00</b>
9	Main contractor's preliminaries	£ 50,574.90
10	Main contractor's overheads and profit (Included within rates)	£ -
<b>TOTAL - FACILITATING AND BUILDING WORKS ESTIMATE:</b>		<b>£ 387,740.90</b>
11	Project / design team fees	£ -
12	Other development / project costs	£ -
13	Risk allowance estimate	£ 29,080.57
14	Inflation allowance (Excluded)	£ -
<b>TOTAL PROJECT COST:</b>		<b>£ 416,821.47</b>
15	VAT assessment	Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET

ESTIMATE COST PLAN - 21.11.2017

ELEMENTAL SUMMARY	Cost	Cost per £ / m <sup>2</sup>	%	
<b>0.0 FACILITATING WORKS</b>	<b>£ 13,000.00</b>	<b>£ 175.68</b>	<b>3.12%</b>	
<b>1.0 SUBSTRUCTURE</b>	<b>£ 39,740.00</b>	<b>£ 537.03</b>	<b>9.53%</b>	
2.1 FRAME	£ 4,029.00	£ 54.45	0.97%	
2.2 UPPER FLOORS	£ -	£ -	0.00%	Excluded
2.3.1 ROOF STRUCTURE	£ 12,530.00	£ 170.68	3.03%	
2.3.2 ROOF COVERING	£ 24,150.00	£ 326.35	5.79%	
2.3.3 ROOF DRAINAGE	£ 3,130.00	£ 42.30	0.75%	
2.3.4 ROOFLIGHTS	£ -	£ -	0.00%	Excluded
2.4.1 STAIRS STRUCTURE AND RAMPS	£ -	£ -	0.00%	Excluded
2.4.2 STAIR FINISHES	£ -	£ -	0.00%	Excluded
2.4.3 BALUSTRADES ETC.	£ -	£ -	0.00%	Excluded
2.5 EXTERNAL WALLS	£ 25,985.00	£ 351.15	6.23%	
2.6.1 WINDOWS	£ 20,250.00	£ 273.65	4.86%	
2.6.2 EXTERNAL DOORS	£ 16,500.00	£ 222.97	3.96%	
2.7 INTERNAL WALLS AND PARTITIONS	£ 7,126.00	£ 96.30	1.71%	
2.8 INTERNAL DOORS	£ 1,350.00	£ 18.24	0.32%	
<b>2.0 SUPERSTRUCTURE</b>	<b>£ 115,150.00</b>	<b>£ 1,556.09</b>	<b>27.63%</b>	
3.1 WALL FINISHES	£ 9,669.00	£ 130.66	2.32%	
3.2 FLOOR FINISHES	£ 12,760.00	£ 172.43	3.06%	
3.3 CEILING FINISHES	£ 2,960.00	£ 40.00	0.71%	
<b>3.0 INTERNAL FINISHES</b>	<b>£ 25,389.00</b>	<b>£ 343.09</b>	<b>6.09%</b>	
<b>4.0 FITTINGS, FURNISHINGS AND EQUIPMENT</b>	<b>£ 4,950.00</b>	<b>£ 66.89</b>	<b>1.19%</b>	
5.1 SANITARY INSTALLATIONS	£ 11,950.00	£ 161.49	2.87%	
5.2 SERVICES EQUIPMENT	£ -	£ -	0.00%	Excluded
5.3 DISPOSAL INSTALLATION	£ 3,000.00	£ 40.54	0.72%	
5.4 - 5.7 & 5.9 MECHANICAL ENGINEERING SERVICES	£ 13,775.00	£ 186.15	3.30%	
5.8 ELECTRICAL ENGINEERING SERVICES	£ 5,150.00	£ 69.59	1.24%	
5.10 LIFT INSTALLATION	£ -	£ -	0.00%	Excluded
5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATION	£ 3,500.00	£ 47.30	0.84%	
5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES	£ 1,017.00	£ 13.74	0.24%	
<b>5.0 SERVICES</b>	<b>£ 38,392.00</b>	<b>£ 518.81</b>	<b>9.21%</b>	
<b>6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>7.0 WORKS TO EXISTING BUILDINGS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
8.1 SITE PREPARATION WORKS	£ 4,000.00	£ 54.05	0.96%	
8.2 ROADS, PATHS, PAVINGS AND SURFACINGS	£ 20,065.00	£ 271.15	4.81%	
8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS	£ 5,000.00	£ 67.57	1.20%	
8.4 FENCING, RAILINGS AND WALLS	£ 33,480.00	£ 452.43	8.03%	
8.5 EXTERNAL FIXTURES	£ -	£ -	0.00%	Excluded
8.6 EXTERNAL DRAINAGE	£ 13,000.00	£ 175.68	3.12%	
8.7 EXTERNAL SERVICES	£ 25,000.00	£ 337.84	6.00%	
8.8 MINOR BUILDING WORKS AND ANCILLIARY BUILDINGS	£ -	£ -	0.00%	Excluded
<b>8.0 EXTERNAL WORKS</b>	<b>£ 100,545.00</b>	<b>£ 1,358.72</b>	<b>24.12%</b>	
<b>SUB-TOTAL: FACILITATING AND BUILDING WORKS</b>	<b>£ 337,166.00</b>	<b>£ 4,556.30</b>	<b>80.89%</b>	
9.0 MAIN CONTRACTOR'S PRELIMINARIES	£ 50,574.90	£ 683.44	12.13%	
<b>SUB-TOTAL: FACILITATING AND BUILDING WORKS (INCLUDING MAIN CONTRACTOR'S PRELIMINARIES)</b>	<b>£ 387,740.90</b>	<b>£ 5,239.74</b>	<b>93.02%</b>	
10.0 MAIN CONTRACTOR'S OVERHEADS AND PROFIT	£ -	£ -	0.00%	Included with rates
<b>TOTAL: BUILDING WORKS ESTIMATE</b>	<b>£ 387,740.90</b>	<b>£ 5,239.74</b>	<b>93.02%</b>	
11.1 CONSULTANTS' FEES	£ -	£ -	0.00%	Excluded
11.2 MAIN CONTRACTOR'S PRE-CONSTRUCTION FEES	£ -	£ -	0.00%	Excluded
11.3 MAIN CONTRACTOR'S DESIGN FEES	£ -	£ -	0.00%	Excluded
<b>11.0 PROJECT / DESIGN TEAM FEES</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>12.0 OTHER DEVELOPMENT / PROJECT COSTS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>SUB TOTAL: PROJECT / DESIGN TEAM FEES AND OTHER DEVELOPMENT / PROJECT COSTS</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
13.1 DESIGN DEVELOPMENT RISKS	£ 9,693.52	£ 130.99	2.33%	
13.2 CONSTRUCTION RISKS	£ 19,387.05	£ 261.99	4.65%	
13.3 EMPLOYER CHANGE RISKS	£ -	£ -	0.00%	Excluded
13.4 EMPLOYER OTHER RISKS	£ -	£ -	0.00%	Excluded
<b>13.0 TOTAL RISKS</b>	<b>£ 29,080.57</b>	<b>£ 392.98</b>	<b>6.98%</b>	
14.1 TENDER INFLATION	£ -	£ -	0.00%	Excluded
14.2 CONSTRUCTION INFLATION	£ -	£ -	0.00%	Excluded
<b>14.0 INFLATION</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	Excluded
<b>COST LIMIT [EXCLUDING VAT ASSESSMENT]</b>	<b>£ 416,821.47</b>	<b>£ 5,632.72</b>	<b>100.00%</b>	
<b>15.0 VAT ASSESSMENT</b>	<b>£ -</b>			Excluded (see notes)

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET					
ESTIMATE COST PLAN - 21.11.2017					
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT	
ELEMENTAL BREAKDOWN	ELEMENT QUANTITY	UNIT	ELEMENT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>0.0 FACILITATING WORKS</b>					
Provisional allowance for removal of the existing hut building/retaining wall; grubbing up foundations and reinstating good to the soft and hard landscaping	1	p/sum	13,000.00	13,000.00	
Provisional allowance for licensed/non licensed asbestos surveying and/or removal works	1	p/sum	Excluded	Excluded	
<b>0.0 FACILITATING WORKS TOTAL</b>				<b>13,000.00</b>	<b>175.68</b>
<b>1.0 SUBSTRUCTURE</b>					
Raft foundation; reinforced concrete slab; excavation and masonry to dpc level	142	m <sup>2</sup>	220.00	31,240.00	
Allowances for breaking out obstructions and infilling soft spots with a lean concrete mix	1	p/sum	500.00	500.00	
Provisional allowance for site earthworks (cut/fill; cart away etc )	1	p/sum	8,000.00	8,000.00	
<b>1.0 SUBSTRUCTURE TOTAL</b>				<b>39,740.00</b>	<b>537.03</b>
<b>2.1 FRAME</b>					
Allowance for steel beams within flat roof void; n.e. 40kg per m	1.50	t	2,175.00	3,262.50	
Extra over allowance for fitments/connections to the above item at say 5%	0.08	t	2,175.00	174.00	
Extra over allowance for intumescent paint, 1 hour fire protection	1.58	t	375.00	592.50	
<b>2.1 FRAME TOTAL</b>				<b>4,029.00</b>	<b>54.45</b>
<b>2.2 UPPER FLOORS</b>					
Excluded			-	-	
<b>2.2 UPPER FLOORS TOTAL</b>				-	-
<b>2.3.1 ROOF STRUCTURE</b>					
Structural timber flat roof; 200mm x 50mm joists at 400mm centres; one degree fall; with 22mm WBP plywood boarding	122	m <sup>2</sup>	90.00	10,980.00	
Extra over allowance for forming perimeter timber roof upstand/parapet detail	33	m	50.00	1,650.00	
<b>2.3.1 ROOF STRUCTURE TOTAL</b>				<b>12,630.00</b>	<b>170.68</b>
<b>2.3.2 ROOF COVERING</b>					
Sanafil single ply membrane; 200mm fully bonded insulation; vapour control layer; finished with an 'extensive' sedum blanket/landscaped roof	122	m <sup>2</sup>	150.00	18,300.00	
Zinc fascia detail to flat roof (rear elevation)	19	m	50.00	950.00	
Zinc fascia/coping detail to flat roof (front and side(s) elevations)	33	m	100.00	3,300.00	
Composite board finish to the underside of the exposed roof/soffit	32	m <sup>2</sup>	50.00	1,600.00	
<b>2.3.2 ROOF COVERING TOTAL</b>				<b>24,150.00</b>	<b>326.35</b>
<b>2.3.3 ROOF DRAINAGE</b>					
Zinc half round gutter and fittings	19	m	70.00	1,330.00	
Zinc downpipes and fittings	15	m	80.00	1,200.00	
Allowance for downpipe connection to below ground drainage	4	nr	150.00	600.00	
<b>2.3.3 ROOF DRAINAGE TOTAL</b>				<b>3,130.00</b>	<b>42.30</b>
<b>2.3.4 ROOFLIGHTS</b>					
Excluded			-	-	
<b>2.3.4 ROOFLIGHTS TOTAL</b>				-	-
<b>2.4.1 STAIRS STRUCTURE AND RAMPS</b>					
Excluded			-	-	
<b>2.4.1 STAIRS STRUCTURE AND RAMPS TOTAL</b>				-	-

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>2.4.2 STAIR FINISHES</b>				
Excluded		-	-	
<b>2.4.2 STAIR FINISHES TOTAL</b>			-	-
<b>2.4.3 BALUSTRADES ETC.</b>				
Excluded		-	-	
<b>2.4.3 BALUSTRADES ETC. TOTAL</b>			-	-
<b>2.5 EXTERNAL WALLS</b>				
Cavity wall, blockwork/insulation/blockwork	108	m <sup>2</sup>	100.00	10,800.00
Extra over for cropped limestone (both side(s) and partial front elevations)	34	m <sup>2</sup>	170.00	5,780.00
Extra over for vertical oak boarding; with loose tongues; treated softwood battens and breather membrane (partial front elevation)	14	m <sup>2</sup>	120.00	1,680.00
Extra over for render to blockwork; anti graffiti paint finish (rear elevation)	60	m <sup>2</sup>	65.00	3,900.00
Extra over for stonework; dressed stone, weathered top, bands, 150mm high (both sides and partial front elevations)	13	m	225.00	2,925.00
Extra over for stonework; dressed stone, cill / heads, 150mm high (both sides and partial front elevations)	4	m	225.00	900.00
<b>2.5 EXTERNAL WALLS TOTAL</b>			<b>25,985.00</b>	<b>351.15</b>
<b>2.6.1 WINDOWS</b>				
Provisional allowance for vertical glazing; with bi-fold door(s) and fixed returns; including for a grey anodised finish and high performance neutral solar control glass	1	p/sum	20,250.00	20,250.00
<b>2.6.1 WINDOWS TOTAL</b>			<b>20,250.00</b>	<b>273.65</b>
<b>2.6.2 EXTERNAL DOORS</b>				
Framed, ledged and braced oak boarded external door; oak frame and architraves etc; standard	7	nr	1,500.00	10,500.00
Mini golf kiosk hatch; framed, ledged and braced oak boarded external folding doors; oak frame and architraves; including internal windowboard etc (C. 1400mm x 1300mm)	1	nr	2,000.00	2,000.00
Provisional allowance for ironmongery	1	item	4,000.00	4,000.00
<b>2.6.2 EXTERNAL DOORS TOTAL</b>			<b>16,500.00</b>	<b>222.97</b>
<b>2.7 INTERNAL WALLS AND PARTITIONS</b>				
Blockwork; dense aggregate 100 thick	41	m <sup>2</sup>	50.00	2,050.00
Extra over for pointing and masonry paint finish to blockwork left exposed (cleaners cupboard and services/store)	38	m <sup>2</sup>	12.00	456.00
Blockwork; dense aggregate 100 thick; clad with cropped limestone to one side	21	m <sup>2</sup>	220.00	4,620.00
<b>2.7 INTERNAL WALLS AND PARTITIONS TOTAL</b>			<b>7,126.00</b>	<b>96.30</b>
<b>2.8 INTERNAL DOORS</b>				
Single leaf; oak veneered; 60 minute fire door; softwood frame and architraves, decoration; standard	1	nr	850.00	850.00
Provisional allowance for ironmongery	1	p/sum	500.00	500.00
<b>2.8 INTERNAL DOORS TOTAL</b>			<b>1,350.00</b>	<b>18.24</b>
<b>3.1 WALL FINISHES</b>				
Thistle plaster 13mm thick in two coats; 1 mist coat, 2 full coats of emulsion paint	161	m <sup>2</sup>	29.00	4,669.00
Provisional allowance for glazed wall tiling, full height to WC's	1	p/sum	5,000.00	5,000.00
<b>3.1 WALL FINISHES TOTAL</b>			<b>9,669.00</b>	<b>130.66</b>

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>3.2 FLOOR FINISHES</b>				
Screed; 75mm thick	74	m <sup>2</sup>	25.00	1,850.00
Quarry tile finish; to all areas barring the cafe; PC £30/sq m for supply	33	m <sup>2</sup>	50.00	1,650.00
Quarry tile skirting; to all areas barring the café	58	m	15.00	870.00
Large non slip 'stone' tiles; PC £80/sq m for supply; including sealing coat to finish	41	m <sup>2</sup>	170.00	6,970.00
Stone skirting; including sealing coat to finish	6	m	70.00	420.00
Extra over allowance for barrier matting and frame to café double doors	2	m <sup>2</sup>	500.00	1,000.00
<b>3.2 FLOOR FINISHES TOTAL</b>			<b>12,760.00</b>	<b>172.43</b>
<b>3.3 CEILING FINISHES</b>				
Two layers of 15mm plasterboard fixed with nails, 5mm thistle board finish plaster; 1 mist coat, 2 full coats of emulsion	74	m <sup>2</sup>	40.00	2,960.00
<b>3.3 CEILING FINISHES TOTAL</b>			<b>2,960.00</b>	<b>40.00</b>
<b>4.0 FITTINGS, FURNISHINGS AND EQUIPMENT</b>				
Provisional allowance for shelving to store, cleaners' cupboard, mini golf kiosk etc	1	p/sum	1,500.00	1,500.00
Provisional allowance for signage, statutory, directional and operational	1	p/sum	1,000.00	1,000.00
Provisional allowance for mini golf kiosk racking, fixed bench/counter etc	1	p/sum	2,000.00	2,000.00
Provisional allowance for loose furniture and equipment; white goods; tills etc	1	p/sum	Excluded	Excluded
Provisional allowance for café fit out etc (assumed to be completed by tenant)	1	p/sum	Excluded	Excluded
Provisional allowance for blinds etc	1	p/sum	Excluded	Excluded
Allowance for ceiling access hatches (within mini golf kiosk and café)	3	nr	150.00	450.00
<b>4.0 FITTINGS, FURNISHINGS AND EQUIPMENT TOTAL</b>			<b>4,950.00</b>	<b>66.89</b>
<b>5.1 SANITARY FITTINGS</b>				
Cleaner's sink	1	nr	500.00	500.00
Wallgate hand washes / dryers (disabled WC)	1	nr	1,600.00	1,600.00
Wallgate hand washes / dryers	3	nr	1,600.00	4,800.00
WC; stainless steel; concealed cistern etc	3	nr	800.00	2,400.00
Disabled WC; stainless steel; concealed cistern etc	1	nr	800.00	800.00
E.O for disabled Doc M accessory pack; grabrails etc	1	nr	800.00	800.00
Mirror	4	nr	100.00	400.00
Wall mounted stainless steel baby change table; fixed not folding	1	nr	650.00	650.00
<b>5.1 SANITARY FITTINGS TOTAL</b>			<b>11,950.00</b>	<b>161.49</b>
<b>5.2 SERVICES EQUIPMENT</b>				
Excluded			-	-
<b>5.2 SERVICES EQUIPMENT TOTAL</b>			<b>-</b>	<b>-</b>
<b>5.3 DISPOSAL INSTALLATION</b>				
Provisional allowance for soil stacks	1	p/sum	3,000.00	3,000.00
Provisional allowance for the boxing in of pipework / services (minimal)	1	p/sum	Excluded	Excluded
<b>5.3 DISPOSAL INSTALLATION TOTAL</b>			<b>3,000.00</b>	<b>40.54</b>

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>5.4 - 5.7 &amp; 5.9 MECH ENG. SERVICES</b>				
Provisional allowance for the mechanical installation (all areas baring the café)	33	m <sup>2</sup>	200.00	6,600.00
Provisional allowance for the mechanical installation (café area - excluding HCWS)	41	m <sup>2</sup>	175.00	7,175.00
<b>5.4 - 5.7 &amp; 5.9 MECH ENG. SERVICES TOTAL</b>			<b>13,775.00</b>	<b>186.15</b>
<b>5.8 ELEC ENG. SERVICES</b>				
Provisional allowance for the electrical installation (all areas baring the café)	33	m <sup>2</sup>	125.00	4,125.00
Provisional allowance for the electrical installation (café area - distribution board only)	41	m <sup>2</sup>	25.00	1,025.00
<b>5.8 ELEC ENG. SERVICES TOTAL</b>			<b>5,150.00</b>	<b>69.59</b>
<b>5.10 LIFT INSTALLATION</b>				
Excluded			-	-
<b>5.10 LIFT INSTALLATION TOTAL</b>			<b>-</b>	<b>-</b>
<b>5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS</b>				
Provisional allowance for protective and communication installation; special installations excluded; (all areas baring café)	33	m <sup>2</sup>	75.00	2,475.00
Provisional allowance for protective; locally sounding fire alarm - smoke detection only; not fire suppression (communication and special installations excluded)	41	m <sup>2</sup>	25.00	1,025.00
<b>5.11 - 5.13 PROTECTIVE, COMMUNICATION AND SPECIAL INSTALLATIONS TOTAL</b>			<b>3,500.00</b>	<b>47.30</b>
<b>5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES</b>				
Allow 4% of M and E	0.04	%	25,425.00	1,017.00
<b>5.14 BUILDER'S WORK IN CONNECTION WITH SERVICES TOTAL</b>			<b>1,017.00</b>	<b>13.74</b>
<b>6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS</b>				
Excluded			-	-
<b>6.0 PREFABRICATED BUILDINGS AND BUILDING UNITS TOTAL</b>			<b>-</b>	<b>-</b>
<b>7.0 WORKS TO EXISTING BUILDINGS</b>				
Excluded			-	-
<b>7.0 WORKS TO EXISTING BUILDINGS TOTAL</b>			<b>-</b>	<b>-</b>
<b>8.1 SITE PREPARATION WORKS</b>				
Provisional allowance for vegetation removal	1	p/sum	1,000	1,000.00
Provisional allowance for site clearance; general preparation works	1	p/sum	3,000	3,000.00
<b>8.1 SITE PREPARATION WORKS TOTAL</b>			<b>4,000.00</b>	<b>54.05</b>
<b>8.2 ROADS, PATHS, PAVINGS AND SURFACING'S</b>				
Paving on screed; to fall on main raft foundation; rear elevation; ('back of house' not on display to the public)	26	m <sup>2</sup>	70.00	1,820.00
Paving on screed; to fall on main raft foundation; left and right elevation; (on display to the public)	19	m <sup>2</sup>	110.00	2,090.00
Paving on hardcore; to the front elevation (main frontage)	66	m <sup>2</sup>	90.00	5,940.00
Paving on hardcore; to the front elevation (for tables and chairs)	62	m <sup>2</sup>	90.00	5,580.00
Allowance for edgings to paving; concrete; excavation	61	m	35.00	2,135.00
Provisional allowance for making good to existing hard landscaping local to the works; upon completion	1	p/sum	2,500.00	2,500.00
<b>8.2 ROADS, PATHS, PAVINGS AND SURFACING'S TOTAL</b>			<b>20,065.00</b>	<b>271.15</b>

PROPOSED CAFÉ AND PUBLIC CONVENIENCES (OPTION - SK13) AT LISTER GARDENS, LYME REGIS, DORSET				
ESTIMATE COST PLAN - 21.11.2017				
FLOOR AREA (NEW BUILD) =	74	m <sup>2</sup>		COST OF ELEMENT
ELEMENTAL BREAKDOWN	ELEMENT UNIT QUANTITY	ELEMENT UNIT COST (£)	TOTAL (£)	PER M <sup>2</sup> FLOOR AREA
<b>8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS</b>				
Provisional allowance for dense planting; to follow the route of the railings/retaining wall	1	p/sum	4,000.00	4,000.00
Provisional allowance for making good to soft landscaping	1	p/sum	1,000.00	1,000.00
<b>8.3 SOFT LANDSCAPING, PLANTING AND IRRIGATION SYSTEMS TOTAL</b>			<b>5,000.00</b>	<b>67.57</b>
<b>8.4 FENCING, RAILINGS &amp; WALLS</b>				
Provisional allowance for the retaining blockwork wall; return wing walls and part rear elevation clad with cropped limestone; rear elevation to have a (anti graffiti) painted render finish; coping stone; max height 2.0m	59	m <sup>2</sup>	420.00	24,780.00
Provisional allowance for railings to the top of the retaining wall (spec - simple upright railings)	1	p/sum	7,000.00	7,000.00
Galvanised gates; C. 2000 x 1500	2	nr	850.00	1,700.00
<b>8.4 FENCING, RAILINGS &amp; WALLS TOTAL</b>			<b>33,480.00</b>	<b>452.43</b>
<b>8.5 EXTERNAL FIXTURES</b>				
Provisional allowance for site furniture, equipment, litter bins, bollard lighting, cycle stands and external signage etc	1	p/sum	Excluded	Excluded
<b>8.5 EXTERNAL FIXTURES TOTAL</b>			-	-
<b>8.6 EXTERNAL DRAINAGE</b>				
Provisional allowance for below ground drainage (including french drain to the retaining wall)	1	p/sum	13,000.00	13,000.00
<b>8.6 EXTERNAL DRAINAGE TOTAL</b>			<b>13,000.00</b>	<b>175.68</b>
<b>8.7 EXTERNAL SERVICES</b>				
Provisional allowance for Statutory Undertakers connection / meter charges - Water	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Electric (assumed single phase supply)	1	p/sum	2,500.00	2,500.00
Provisional allowance for Statutory Undertakers connection / meter charges - Gas	1	p/sum	Excluded	Excluded
Provisional allowance for Statutory Undertakers connection / meter charges - Telecommunication	1	p/sum	1,000.00	1,000.00
Provisional allowance for water main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for electric main; route and extent unknown	1	p/sum	7,500.00	7,500.00
Provisional allowance for gas main; route and extent unknown	1	p/sum	Excluded	Excluded
Provisional allowance for telecommunication main; route and extent unknown	1	p/sum	4,000.00	4,000.00
<b>8.7 EXTERNAL SERVICES TOTAL</b>			<b>25,000.00</b>	<b>337.84</b>
<b>8.8 MINOR BUILDING WORKS &amp; ANCILLARY BUILDINGS</b>				
Excluded			-	-
<b>8.8 MINOR BUILDING WORKS &amp; ANCILLARY BUILDINGS TOTAL</b>			<b>-</b>	<b>-</b>





## JOHN STARK & CRICKMAY PARTNERSHIP

Chartered Architects & Architectural Technologists  
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Tel 01305 262636 Fax 01305 260960 Email jscp@johnstark.co.uk

RH/SV/09/31

22<sup>nd</sup> November 2017

John Wright, Esq.,  
Town Clerk,  
Lyme Regis Town Council,  
Guildhall Cottage,  
Church Street,  
Lyme Regis,  
Dorset,  
DT7 3BS.

Dear John,

### Café and Public Conveniences, Lister Gardens

Following my letter of 7<sup>th</sup> November 2017 we have now received draft budget costs reports from Peter Gunning & Partners for the two schemes.

#### A. Option Three – Drawing 09/31/SK12

1. For clarity this is the option with an inclined glazed front to the café with an inset pair of vertical doors.
2. The draft budget cost for this scheme is £436,000.00 excluding VAT.
3. Possible savings include:
  - a. Omission of automation to café doors .. .. . £5,000.00
  - b. Omission of sedum blanket to roof .. .. . £5,000.00
  - c. Omission of feature stone side walls inside café .. .. . £2,900.00
  - d. Omission of stone elements to external walls, add in lieu full height oak cladding over a rendered plinth .. .. . £6,200.00
  - e. Omission of stone face to exposed (visible) ends of retaining wall, add in lieu continuation of rendered blockwork .. .. . £3,100.00
  - f. Omission of quarry tile floors in two cupboards, add in lieu painted concrete .. .. . £ 460.00

Cont/.....

Directors Daniel Cantrell Dip Arch RIBA Roger Hussey MCIAT  
Technical Director Anthony Williams MCIAT CDM Director Peter James MCIAT  
Architectural Consultants Michael Howarth Dip Arch RIBA  
Anthony Jaggard FSA FRSA Christopher Read MCIAT



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John Stark & Crickmay Partnership Ltd. Registered in England & Wales No. 4823865



**JOHN STARK & CRICKMAY PARTNERSHIP**  
13 & 14 Princes Street Dorchester Dorset DT1 1TW

**B. Option Four – Drawing 09/31/SK13**

1. For clarity this is the option with a vertical glazed front to the café with fully retractable bi-fold doors.
2. The draft budget cost for this scheme is £417,000.00 excluding VAT.
3. Possible savings include:
  - a. Omission of sedum blanket to roof .. .. . £5,000.00
  - b. Omission of feature stone side walls inside café .. .. £2,900.00
  - c. Omission of stone elements to external walls, add in lieu full height oak cladding over a rendered plinth .. .. £6,200.00
  - d. Omission of stone face to exposed (visible) ends of retaining wall, add in lieu continuation of rendered blockwork .. .. . £3,100.00
  - e. Omission of quarry tile floors in two cupboards, add in lieu painted concrete .. .. . £ 460.00

**C. Glazing Options**

1. Both costs include for grey anodised aluminium frames to the café fronts.  
  
This costs some £4,250.00 more than a standard powder coated aluminium system – which we are advised will have limited guarantees in such a severe maritime environment.  
  
A fairly substantial further saving could therefore be made in this respect but the Council would have to accept the limitation of their decision.
2. Both costs include for neutral (clear) high performance solar control glass at a cost of £1,000.00 extra over standard glazing.  
  
Given the aspect and location this will almost certainly be a justified expense.
3. I had hoped to compliment the architecture by using blue or grey tinted glass.  
  
Even as solar control glass this is actually cheaper than clear and would constitute a saving on item C2 above of £500.00.  
  
That said we are advised that given the aspect and location clear glass offers greater light transmittance and less heat transmittance – i.e. the coloured glass lets more heat in!

Cont/....

**JOHN STARK & CRICKMAY PARTNERSHIP**  
13 & 14 Princes Street Dorchester Dorset DT1 1TW

**D. General Observations**

1. In response to comments from Councillors regarding the 'exclusions' from the 2009 cost report we have now endeavoured to ensure that these budget estimates have allowances for everything.

2. For example at section 0.0 Facilitating Works there is now an allowance of £13,000.00.

This is to remove the existing mini-golf hut, dwarf retaining wall and lay-by in the tarmac hard surfacing, and to reinstate a planted sloping bank down to the through path.

I would very much hope that some variant of these works will be implemented as one of the significant factors in the scheme is to improve the approach into the gardens from Cobb Road.

You may of course simply take away the hut and have some other use planned for the area?

3. The mechanical and electrical services is pitched at £22,425.00 (items 5.4, 5.8 and 5.11) with the figure intended to cover power, lighting, fire alarm, security alarm and cctv in addition to the plumbing.

Much will depend how far the Council goes in the café area but while the tenant can be left to fit the space out (in terms of counters and furniture) it may be best if the core services are in place before hand?

4. In fairness to the quantity surveyors the level of information provided at this stage still necessitates a degree of educated guesstimates in some areas – or provisional sums to give their correct name.

This is particularly evident in sections 8.6 and 8.7 (external drainage and services). Again I very much hope that many of these allowances can be tightened up (significantly) once more detailed survey information becomes available.

5. The original feasibility study had some fairly advanced structural and geotechnical input from the Brody Forbes Partnership – who have recently closed their Dorchester office.

For the purpose of this updated feasibility we have extrapolated their approach to suit the revised scheme – though the sooner engineers are involved the better.

**E. Professional Fees**

1. We can now firm up our own fee proposal should you require us to do so.
2. Would you like us to obtain a fee proposal from PCRM for the necessary structural engineering services?

Cont/.....

JOHN STARK & CRICKMAY PARTNERSHIP  
13 & 11 Princes Street Dorchester Dorset DT1 1TW

F. Summary

1. The decision to separate the building from the bank was well intended as it has simplified the structural solution to the roof – particularly as there is no longer a roof terrace.  
  
That said the walkway around the building has created additional cost in civil engineering terms – extra excavation and retaining walls.
2. It might be worth reconsidering how the building relates to the bank – the walkway might only go part way along the rear to provide space for bins and airhandling plant, and the other part of the rear wall of the building would become ground retaining.
3. There is also a net increase in the overall footprint of the building in order to properly accommodate the preferred layout – as explained in correspondence dated 25<sup>th</sup> September 2017.

Do not hesitate to let me know if you would like to meet (with Councillors Ellis, Miller, Broom and Larcombe) before presenting the figures to full Council.

Yours sincerely,



Roger Hussey  
John Stark & Crickmay Partnership

## Adrienne Mullins

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**From:** Elaine Pawsey  
**Sent:** 15 November 2017 14:43  
**To:** John Wright  
**Subject:** FW: John Wright - Café in Lister Gardens

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**From:** Martin Diplock [mailto:post@martindiplock.co.uk]  
**Sent:** 15 November 2017 14:35  
**To:** Elaine Pawsey  
**Subject:** FAO: John Wright - Café in Lister Gardens

Dear John,

Firstly thank you for showing me the plans for the proposed Café in Lister Gardens. As you know I have taken a copy of the relevant floor plans which has enabled me to work out the floor area of the Café space.

Clearly this is a rather unique site and so it is difficult to come up with a direct comparable. Nevertheless I am aware of rents being paid on the seafront and in the town itself.

My calculation is based on what I believe is a realistic figure which may of course be exceeded if the Café is marketed to let. I would suggest that, just for the Café itself and the seating area immediately in front of it, a rental figure of £15,000 per annum is appropriate. I note that there will be two sizeable outside seating areas, one at each end of the proposed building and these could well increase the rent closer to £20,000 depending on how many tables there are.

As briefly discussed I personally believe that a cheaper, more lightweight timber framed structure would make more sense from an investment point of view than the stone faced masonry building that has been drawn up. The former should be considerably cheaper especially with regard to foundation costs.

We also discussed the fitting out of the Café and I believe we came to the conclusion that, as long as services are connected, it would be for the tenant to install such equipment as they would require and in lieu of fitting out costs it may be difficult to obtain an ingoing but that is something to discuss closer to the time.

I trust the above is of some assistance but if you need more information please let me know.

Best wishes,

Martin

Martin Diplock Chartered Surveyors  
36 Broad Street  
Lyme Regis  
Dorset  
DT7 3QF

Tel: 01297 445500

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Budget and Precept, 2018/19 and Medium-term Financial Plan 2018-2022

**Purpose of the Report**

To allow members to consider and approve the 2017/18 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2018-2022

**Recommendation**

- a) Members approve the 2018/19 budget
- b) Members approve a precept of £120,708 for 2018/19
- c) Members note the medium-term financial plan 2018-2022

**Background**

- 1. Each year the council must approve the budget and precept for the following financial year. This report outlines the position in terms of the council's operational income and draft expenditure for 2018/19, adjusted for inflation.
- 2. This report provides the budget and precept for 2018/19.
- 3. Members agreed the majority of the costed objectives at the Strategy and Finance Committee meeting on 18 October 2017.
- 4. Members also provided guidance to officers on the preparation of the 2018/19 budget and the precept at the Strategy and Finance Committee meeting on 18 October 2017; this guidance is incorporated into this report.
- 5. The medium-term financial plan follows on from the 2018/19 budget and sits alongside the council's corporate plan.
- 6. The council has not yet identified any new objectives for 2019/2020 onwards i.e. the first year of the new council administration which will take office in May 2019.
- 7. The financial forecast for 2020/21 onwards is for information only. This council's commitment to grant funding (£137k) expires in March 2020 and no commitment is shown from that date forwards.

**Base budget position**

8. As per **appendix 12A**, the budget position for 2018/19 shows a deficit of £495k. This deficit is after allowing for £777k of objectives, as per **appendix 12B**, mainly from those agreed at the Strategy and Finance Committee meeting on 18 October 2017, including those brought forward from previous years.
9. Of the objectives included in the 2018/19 budget, £598k relates to 'one-off' projects that fall in 2018/19 only. These 'one-off' project costs are significantly higher than those in 2017/18, which totalled £101k.

**Income**

10. **Precept**

The precept now excludes the council tax support grant from West Dorset District Council (WDDC), which has now been totally phased out. This grant reduction has been absorbed by this council and not passed on to local council tax payers. In line with the council's policy objective to hold the precept at its current level until 2019, the precept income from local council tax payers remains unchanged at £120,708.

11. **Schedule of charges**

These were approved at Full Council on 1 November 2017. All prices have been amended, where appropriate.

12. **Parking income**

Parking income is budgeted at 97% of the five-year historical average, with the exception of Monmouth Beach car park where we have taken the average of all three years (including this year's projection) to arrive at the budget for 2018/19 because the forecast for 2017/18 is significantly ahead of budget.

13. **Site licences**

The budget includes an assumed 3.9% increase in site licence fees, as per the new licence/lease agreements, which links future fee increases to RPI the previous September, i.e. the 2018 increase is based upon the September 2017 RPI rate.

14. **Other income**

The 2017/18 forecast includes a £160k 'one-off' receipt regarding replacement chalets on Ware Cliff. This figure is replicated, largely in outside works costs, below, and has zero net effect.

**Expenditure**

15. **Office administration**

The budget includes: funding for a disabled accessibility audit, £10k; a feasibility study for park and ride facility north of town, £5k; an asset management review, £6k.

16. **Outside works**

The forecast now includes £45k assumed expenditure on the first half of the refurbishment of the Marine Parade toilets. The 2018/19 budget includes: funding for the café and toilets in the gardens, £400k; boules area, concert area/stage, gym equipment in the gardens, £53k; the replacement of the Marine Parade day huts over a three-year period, £15kpa; First World War commemorations, £5k; funds to implement parking orders, £3k and £45k for the assumed completion of the Marine Parade toilets' refurbishment. The forecast 2017/18 expenditure is greater than the 2017/18 budget because it also includes spend on the Ware Cliff replacement chalets (see other income above).

17. What is not included in the budget workings at this stage is the possibility of up to 40% external funding, from a combination of sources including section 106 monies, and Southern Dorset Local Action Group. Although the latter is 'European' money, once allocated it should not be subject to Brexit conditions. Also not included is expected income from the café, or savings from economies of scale.

18. **Utilities**

The energy contracts are currently in the process of being re-let, and we are hopeful that we can contain any increases in the short/medium term.

19. **Staffing**

New budgeted costs include: a second lengthsman, £23k, a seafront caretaker, £23k, and the upgrade of an existing position to supervisor, £6k. This increases the on-going additional funds allocated to staffing to £113kpa over the last three years (the lifetime of this council to date). The budget includes an inflationary increase up to 3.0% (September CPI), although the actual increase will come from the national negotiations.

20. The budget also includes an increase in pension contributions required following the revaluation of the fund, which was implemented from April 2017. The fund is re-evaluated every three years.

21. **Loan charges and interest**

The smaller loans were repaid in April 2017, so future budget requirements are smaller.

**22. Reserves**

Good practice recommends town councils hold between 25% and 100% of their income in reserves at any given time. This town council's policy was to hold at least 50% of its income in reserves. In December 2016, as part of the 2017/18 budget-setting process, the targeted reserve level was increased to £1million (71% of income) to take into account the post Brexit vote economic uncertainty, the potential devolution of services from principal local authorities and future capital projects.

- 23. On 31 March 2017, the council had a general reserve of £1.181million, equivalent to 74% of income.
- 24. If all the objectives are expended in 2018/19, the reserve at 31 March 2019 will reduce to £784k, 53% of turnover.
- 25. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

Keith Wilson  
Finance manager  
November 2017

£000s	2016/17 Actual	2017/18 Budget	2017/18 Forecast	2018/19 Draft Base Budget	2019/20 Draft Base Budget	2020/21 Draft Base Budget	2021/22 Draft Base Budget
<b>Income</b>							
Precept	124	123	123	121	121	121	121
Car parks	703	592	656	613	613	613	613
Chalets/Beach huts/Caravans	319	282	326	317	315	315	315
Concessions	39	39	39	38	38	38	38
Commercial rents	213	208	208	213	213	213	213
Advertising	20	20	17	19	19	19	19
Amenity area	89	86	91	86	86	86	86
Cemetary	8	2	9	5	5	5	5
Licenses	14	14	13	14	14	14	14
Other	54	40	204	49	49	49	49
Income from Investments	9	4	7	4	4	4	4
<b>TOTAL INCOME</b>	<b>1,593</b>	<b>1,411</b>	<b>1,692</b>	<b>1,479</b>	<b>1,477</b>	<b>1,477</b>	<b>1,477</b>
<b>Expenditure</b>							
Office administration	99	110	101	108	82	82	82
Rents	4	4	4	4	4	4	4
Licenses	4	4	4	4	4	4	4
Democratic representation	7	21	11	16	16	16	16
Outside works	226	245	487	762	286	263	248
Grants etc	120	146	162	146	146	9	9
Utilities	113	145	125	135	135	135	135
Staffing	488	590	575	687	687	687	687
Marketing	59	53	53	60	60	57	57
Other	37	14	16	14	14	14	14
Loan charges inc interest	45	61	57	38	38	38	38
<b>TOTAL EXPENDITURE</b>	<b>1,201</b>	<b>1,392</b>	<b>1,594</b>	<b>1,973</b>	<b>1,471</b>	<b>1,309</b>	<b>1,294</b>
<b>Annual Surplus/(deficit)</b>	<b>392</b>	<b>18</b>	<b>98</b>	<b>(495)</b>	<b>6</b>	<b>169</b>	<b>184</b>
One-off objectives included above	120	101	170	598	25	15	
Base Surplus/(Deficit) - excluding one-off objectives	512	119	268	103	31	184	184

Objective	Possible	Category	Expenditure	Year of Council	For Info Only					
	Code				2017/18	3 2018/19	4 2019/20	1 2020/21	2 2021/22	
<b>One Off Objectives due for completion in 2016/17</b>										
Loyalty Card	6130	Office Expns	5,000	Outsource & plastic wallets	One Off					
Marine Parade Railings	6505	Outside Works	35,000	Already in this year's budget	One Off					
Showers/Changing	6505	Outside Works	15,000	Water Source Mats Etc	One Off					
Guildhall ( & Other Properties rep	6500	Outside Works	15,000	Internal repairs	One Off					
Engage with Business	6131	Office Expns	-		One Off	-	-	-	-	-
ICT	6212	Office Expns	2,000	Advice	One Off					
Seagulls	6500	Outside Works	5,000		One Off					
Council award Scheme & Membe	6131	Office Expns	2,000		One Off					
<b>Ongoing Objectives from 2016/17</b>										
Engage with Community	6131	Office Expns	1,000	Survey Monkey	Annual	1,000	1,000	1,000	1,000	1,000
Apprentice	5000	Staffing	12,500	Outside	Repeating	12,500	12,500	12,500	12,500	12,500
Apprentice	5000	Staffing	12,500	Office	Repeating	12,500	12,500	12,500	12,500	12,500
Trim Trail	6506	Outside Works	5,000	Signed walking trail	One Off		5,000			
Toilets	6500	Outside Works	????	Refurbed	One Off		-			
Precept	4000	Income - Prece	-		Repeating	3,600	5,400	5,400	5,400	5,400
Marketing Team	5000	Staffing	2,000	On-going	Repeating	2,000				
ICT	6212	Office Expns	30,000	Kit	One Off	30,000				
ICT	6212	Office Expns	12,000		Repeating	12,000	12,000	12,000	8,000	8,000
CCTV	6506	Outside Works	26,100	Police 3 * Cameras	One Off	26,100				
CCTV	6500	Outside Works	2,000	maintenance	Repeating	2,000	2,000	2,000	2,000	2,000
Grant Allocation	7000	Grants	20,000	Increase	Repeating	20,000	20,000	20,000		
Seagulls	6500	Outside Works	1,000		Repeating	1,000				
<b>"Existing" 2016/17 objectives</b>					<b>Total</b>	<b>122,700</b>	<b>70,400</b>	<b>65,400</b>	<b>41,400</b>	<b>41,400</b>
					<b>One Off</b>	<b>56,100</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
					<b>Repeating</b>	<b>66,600</b>	<b>65,400</b>	<b>65,400</b>	<b>41,400</b>	<b>41,400</b>

Objective	Possible	Category	Expenditure	Year of Council	For Info Only					
	Code				2017/18	2018/19	2019/20	2020/21	2021/22	
<b>Changes to agreed objectives</b>					Not included in totals yet					
ICT	6212	Office Expns	- 20,000	Kit - Much Reduced - web sit	( 20,000 )					
ICT	6212	Office Expns	- 4,000	Support - Costs Reduced	( 4,000 )	( 4,000 )	( 4,000 )			
<b>Objectives 2017/18 Onwards</b>										
Highways - One way System	6673	Outside Works	20,000	Highways - One way System		20,000				
Highways - Lengthsman	5000	Staffing	25,000	Highways - Lengthsman	25,000	25,000	25,000	25,000	25,000	25,000
Evening Waste Collections	5000	Staffing	2,500	Evening Waste Collections	2,500	2,500	2,500	2,500	2,500	2,500
Staffing Changes	5000	Staffing	6,000	Litter Picking, Enforcement etc	6,000	6,000	6,000	6,000	6,000	6,000
Putting green			zero	Putting green	-					
garden working group/Café & Toi	6506	Outside Works	60,000	garden working group/Café & Toilets		60,000				
garden working group/ Boules ar	6506	Outside Works	3,000	garden working group/ Boules area		3,000				
garden working group/ Concert A	6506	Outside Works	25,000	garden working group/ Concert Area/Stage		25,000				
garden working group/ Gym Equi	6506	Outside Works	25,000	garden working group/ Gym Equipment		25,000				
Repairs - Millennium Clock	6500	Outside Works	12,000	Town management Millennium Clock	12,000					
Repairs East Cliff path	6500	Outside Works	-	East Cliff path			10,000			
Allotment fencing (third party funding)			Zero	Allotment fencing (third party funding)						
Wi-fi	6250	Office Expns	5,000	Feasibility Study	5,000					
Toilet Re-provisioning	6800	Outside Works	15,000	Woodmead halls	15,000	10,000	10,000			
PWLB - Early repayment	8001-4	Loans	23,151	Early Loan Repayments	23,151					
Park & Ride	6671	Outside Works	20,000	Re-provisioning	20,000					
Security & Alarm Review	6250	Office Expns	5,000	Security & Alarm Review	5,000					
Improve exp for disabled visitors	6122	Office Expns	5,000	Promotion of town	5,000					
Walkers, Water Sports, Foreign V	6122	Office Expns	5,000	Promotion of town (plus £5k from 17/18 r	5,000	5,000				
Events Support	6714	Outside Works	2,500	Radio/ stage etc	2,500	2,500	2,500			
Town Bus	6675	Outside Works	12,000	Subsidy	12,000	12,000	12,000	12,000	12,000	12,000
<b>2017/18 "existing" Objectives/Changes</b>					<b>Total</b>	114,151	192,000	64,000	45,500	45,500
					<b>One Off</b>	45,151	133,000	10,000		
					<b>Repeating</b>	64,000	59,000	54,000	45,500	45,500

Objective	Possible Code	Category	Expenditure	Year of Council	For Info Only		APPENDIX 12B			
					2017/18	2018/19	2019/20	2020/21	2021/22	
<b>"New" objectives 2018/19 onwards</b>										
Additional Funding to £400k	6506	Outside Works	340,000	garden working group/Café & Toilets		340,000				
Disability Funding	6240	Office Expns	10,000	Accessibility audit		10,000				
Seafront Caretaker	5000	Staff costs	23,000	Permanent flexed hours contract		23,000	23,000	23,000	23,000	
Marine Parade	6506	Outside Works	45,000	Replaced over 3 years		15,000	15,000	15,000		
Second Lengthsman	5000	Staff costs	23,000	Addition f/t lengthsman		23,000	23,000	23,000	23,000	
Upgrade to supervisor	5000	Staff costs	6,000	Upgrade existing position		6,000	6,000	6,000	6,000	
Wet Weather facility	n/a	n/a	zero	Zero cost						
Park n Ride - North	6240	Office Expns	5,000	Feasibility Study		5,000				
Park n Ride - Charmouth Rd	6671	Outside Works	3,000	Extend Season		3,000	3,000			
World War I Commemoration	6500	Outside Works	5,000	Centenary anniversary		5,000				
Asset Management Review	6240	Office Expns	6,000	External consultants		6,000				
Implement Parking Orders	6674	Outside Works	3,000	Public notices/signage etc		3,000				
Chamber of Commerce	n/a	n/a	zero	No Cost						
Secure alternative offices	n/a	n/a	zero	No Cost						
Explore uses for Strawberry Field	n/a	n/a	zero	No Cost						
Health & Safety	5400	Staffing	6,000	Training		6,000				
Health & Safety	6505	outside Works	25,000	Surveys, compliance etc		25,000				
MP Toilets	6506	outside Works	45,000	2nd half of refurbishing		45,000				
<b>"new Objectives 2018/19 onwards</b>					<b>Total</b>	<b>515,000</b>	<b>70,000</b>	<b>67,000</b>	<b>52,000</b>	
					<b>One Off/Limited</b>	<b>460,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	
					<b>Repeating</b>	<b>55,000</b>	<b>55,000</b>	<b>52,000</b>	<b>52,000</b>	
<b>Total Objectives</b>					<b>Total</b>	<b>236,851</b>	<b>777,400</b>	<b>199,400</b>	<b>153,900</b>	<b>138,900</b>
					<b>One Off</b>	<b>101,251</b>	<b>598,000</b>	<b>25,000</b>	<b>15,000</b>	<b>-</b>
					<b>Repeating</b>	<b>130,600</b>	<b>179,400</b>	<b>174,400</b>	<b>138,900</b>	<b>138,900</b>

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Unitary Authorities

**Purpose of Report**

To allow members to consider the implications of the Secretary of State for Communities and Local Government's 'minded' announcement to support the Future Dorset proposal to replace the nine local authorities in Dorset with two unitary authorities

**Recommendation**

Members approve widening the remit of the council's working group on West Dorset District Council's assets and services to include Dorset County Council assets and services and that the working group has monthly scheduled meetings

**Background**

1. In February 2017, the Future Dorset proposal was submitted to the Secretary of State for Communities and Local Government. The proposal was for two unitary authorities in Dorset: a unitary authority for Bournemouth, Christchurch and Poole Borough Councils; and a unitary authority for Dorset County Council, East Dorset District Council, North Dorset District Council, West Dorset District Council and Weymouth and Portland Borough Council.
2. The proposal was supported by six of the nine councils in Dorset.
3. The six councils in favour of the Future Dorset proposal are: Bournemouth Borough Council, Dorset County Council, Poole Borough Council, North Dorset District Council, West Dorset District Council, and Weymouth and Portland Borough Council.
4. The three councils not in favour of the proposal are Christchurch Borough Council, East Dorset District Council and Purbeck District Council.
5. On 7 November 2017, the Secretary of State for Local Government and Communities announced he is 'minded' to support the Future Dorset proposal to replace the nine local authorities in Dorset with two unitary councils.
6. Up until 8 January 2018, there is an eight-week period for representations to be made to the Secretary of State on this matter.
7. The three Dorset councils (Purbeck, Christchurch and East Dorset) who didn't agree to the Future Dorset proposal are considering their positions.

## AGENDA ITEM 13

8. Two new joint committees have been established to consider how the new organisations would work in practice; the Dorset Area Joint Committee (DAJC) and the Bournemouth, Christchurch and Poole Joint Committee (BCPJC).
9. If, following the eight-week period of representation, the unitary proposal is taken forward, the target date for implementation is 1 April 2019.
10. The pace at which any decisions about the transfer of assets and services from Dorset County Council and West Dorset District Council takes place is likely to speed up in response to this timetable; there's a separate report on this agenda about the establishment of a programme board to provide member-led direction to the delegation of services and encourage partnership working with towns' surrounding parishes.
11. Members needs to be in a position to respond to developments and proposals from the principal authorities which affect Lyme Regis and the town council. To do so, I propose the council's working group on West Dorset District Council's assets and services widens its remit to include Dorset County Council assets and services and the working group has monthly scheduled meetings.
12. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** West Dorset District Council Programme Board

**Purpose**

To inform members of the proposal to establish a programme board to oversee the 'devolution' of assets and services from West Dorset District Council to town councils, to inform members of the programme board's terms of reference, and to seek members' approval to participate in the programme board which will provide member-led direction to the delegation of services and encourage partnership working with towns' surrounding parishes

**Recommendation**

Members approve participation in the programme board for the West Dorset 'devolution' of services/assets and note the board's terms of reference, appendix 15A

**Report**

1. In 2017, four meetings have taken place between the mayors/leaders and clerks of the major towns in West Dorset, and the leader/deputy leader and a strategic director from West Dorset District Council (WDDC).
2. At the last meeting on 2 November 2017, WDDC presented proposals on the establishment of a programme board; the terms of reference are attached, **appendix 15A**.
3. Members are asked to approve the council's participation in the programme board and note its terms of reference.
4. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
November 2017

**PROGRAMME BOARD****West Dorset 'Devolution' of Services/ Assets****Terms of Reference  
November 2017**

**Purpose:** To provide Member led direction of the West Dorset Programme: West Dorset "devolution" of Services/Assets. To ensure input into the devolution/ delegation process initially by town councils, as the bodies most likely to be invited manage some delegated services at this stage and to encourage partnership working with their surrounding parishes in providing services that are important to and valued by the wider town area.

1. Chairmanship to be provided by WDDC
2. Non-decision making but advisory; decision will be made by referral to sovereign councils
3. To reach agreement on direction through consensus
4. Quorate: to be two or more Members of Town Councils and one Member of WDDC
5. The membership to be one councillor and the town clerk from each of the town councils in West Dorset with additional input from other bodies as set out in section 6 of the terms of reference. DAPTC to be invited to all meetings.
6. Each meeting of the Programme Board will receive an update progress report on the Programme overall including risk management and from each organisation represented
7. Other organisations may be invited by the Board to join the Board or attend (e.g. DAPTC, community/voluntary sector, DCC) which may require revision of the terms of reference
8. Officers to attend in an advisory capacity
9. Administration of the Programme Board to be provided by WDDC
10. The duration of the Board is likely to be 18 months, to April 2019
11. Communications from the Board to be agreed by the Board
12. To meet monthly during the programme unless otherwise agreed

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** The General Data Protection Regulation

**Purpose of Report**

To inform members about the General Data Protection Regulation

**Recommendation**

Members note the report

**Background**

1. In December 2015, a new set of legislation designed to reform the legal framework for ensuring European Union residents to a private life was completed; this was ratified in early-2016 and becomes widely enforceable on 25 May 2018.
2. The reforms consist of two instruments: the General Data Protection Regulation (GDPR) and the Data Protection Directive (DPD). The GDPR is designed to enable individuals to better control their personal data and has implications for the town council: the DPD applies to the police and criminal justice sectors.
3. In the United Kingdom, the GDPR replaces the Data Protection Act 1998.
4. The GDPR will see a change in the way personal data is held and all councils, including town and parish councils, will be required to make changes to comply with the new regulation.
5. An initial review of the GDPR suggest further administrative requirements, a stronger data audit trail, an enhanced 'data controller' and significant fines for regulation breaches. Further guidance on GDPR is being sought and the town clerk will bring a report to this committee on 31 January 2018.
6. An assessment of the cost of the GDPR cannot be made until this guidance is received but there is a strong probability this will require a budget variation.
7. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

John Wright  
Town clerk  
December 2017

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** Investments, Cash Holdings and Loans

**Purpose of Report**

To inform members of investments, cash holdings and loans

**Recommendation**

Members note the report

**Background**

1. Details of monies held in the council's bank accounts and the council's outstanding loans at 10 October 2017 are attached, **appendix 17A**.
2. The total balance, £1,439,098, is in excess of the council's target reserve of £1,000,000, as proposed in December 2016 as part of the budget-setting process.
3. The total balance reflects the timing of the council's routine income and expenditure, i.e., a greater proportion of income is normally received during the early part of the financial year, while expenditure is spread more evenly throughout the year. August and September should have the highest bank balances of the year.
4. Following the closure of the Lyme Regis branch of the National Westminster Bank, the council predominantly uses Lloyds Bank for its day-to-day banking, although some transactions are still undertaken through NatWest Bank's online facility.

**Report**

5. Further to the Full Council's decision on 18 November 2015 to appoint Arlingclose as its treasury advisors, a meeting was held on 12 April 2016. Following that meeting, and with advice from Arlingclose, funds have been moved into time-limited deposits with Lloyds and Santander. This gives a balance between diversity of organisations and best interest rate returns. Interest rates have marginally increased but remain at historically low levels, with the bank of England base rate at 0.5%. The council's current investments average a return of approximately 0.7%.
6. Although interest rates may increase in the future, along with inflation, this increase is unlikely to make a significant change to the interest earned on council funds.
7. At the meeting of this committee on 18 October 2017, members recommended not to invest some of the council's funds with the Churches, Charities and Local

## **AGENDA ITEM 17**

Authorities (CCLA). This was resolved by the Full Council meeting on 1 November 2017.

8. The 2018/19 budget is being considered elsewhere on the agenda, and subsequent to any decisions being resolved at Full Council regarding payment plans, officers will look again at the investment of funds in the short to medium term.

### **Other**

9. The loans from the Public Works Loan Board were paid off in April 2017, as recommended by this committee and subsequently resolved by Full Council on 2 November 2016.
10. Any recommendations from this committee will be considered by the Full Council on 13 December 2017.

Keith Wilson  
Finance manager  
November 2017

Lyme Regis Town CouncilBank Balances22-Nov-17

	<b>Total £</b>	<b>Access</b>
<b>Nat West</b>		
General (reconciled balance £3,151)	1,000	Instant
Liquidity Manager 0.05%	59,585	Instant
Special Interest Bearing Account 0.15%	511,650	Instant
Christmas Lights	11,133	Instant
<b>Lloyds - Current</b> (£20,022 after reconciling items)	19,812	Instant
Lloyds - Liquidity Manager 0.01%	271,674	Instant
Lloyds - Fixed Term Deposit - A 0.65%	101,000	Oct-18
Lloyds - Fixed Term Deposit - B 0.90%	100,000	Jan-18
Lloyds - Fixed Term Deposit - C 0.80%	100,676	Apr-18
Lloyds - Fixed Term Deposit - D 0.65%	101,050	Jul-18
<b>Santander 0.15%</b>	289	Instant
<b>Santander 0.55%</b>	158,738	180 Days
<b>Wilkinson Legacy 0.2%</b>	524	One month
<b>WDDC Deposit 0.003%</b>	1,968	10 Days
	<u><u>1,439,098</u></u>	

**Loans to Lyme Regis Town Council****West Dorset District Council**

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Oct-17	290,000	approx

**Public Works Loans**

Zero  
All repaid April 2017

**Committee:** Strategy and Finance

**Date:** 29 November 2017

**Title:** List of Payments

### **Purpose of Report**

To inform members of the payments made in the month of October 2017

### **Recommendation**

Members note the report and approve the attached schedule of payments for October 2017 for the sum of £124,440.39

### **Background**

1. Lyme Regis Town Council's Financial Regulations, and in particular section 5.2, state:  
A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imbusement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.
2. Historically these reports have been taken directly to Full Council. Within the internal audit report in October 2016, it was agreed to bring future reports to either Full Council or Strategy and Finance for expediency.

### **Report**

3. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes, and represents the summary level we report on.
4. I present the list of payments for the month of October 2017 **appendix 18A**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
5. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Keith Wilson  
Finance manager  
November 2017

**Lyme Regis Town Council**  
**Payments list for October 2017**

**Total**

Date	Supplier	Detail
<b>NAT WEST BANK</b>		
02/10/2017	Ebuyer	office Supplies
02/10/2017	SOUTH WEST WATER	Water Rates
09/10/2017	LR Football club	Grant Instalment
10/10/2017	WDDC	Business rates
11/10/2017	GIFFGAFF.COM	Mobile Phones
16/10/2017	ALLSTAR	Vehicle Fuel
16/10/2017	BANKLINE	Bank Charges
16/10/2017	OPUS ENERGY LTD	Electricity
16/10/2017	SALARY	Unpaid Leave
17/10/2017	GIFFGAFF.COM	Mobile Phones
19/10/2017	DORSET COUNTY COUN	Traffic Survey
19/10/2017	Worldpay	Card Transaction Charges
20/10/2017	WORLDPAY	Card Transaction Charges
23/10/2017	GIFFGAFF.COM	Mobile Phones
23/10/2017	EDFENERGY CUST PLC	Electricity
23/10/2017	SCOTTISHPOWER	Electricity
24/10/2017	SALARY	Monthly Salaries
25/10/2017	E.ON	Electricity
25/10/2017	E.ON	Electricity
25/10/2017	E.ON	Electricity
25/10/2017	WEST DORSET DISTRI	Loan Charges
26/10/2017	E.ON	Electricity
27/10/2017	DORSET COUNTY COUN	Wheely Bins
27/10/2017	E.ON	Electricity
27/10/2017	E.ON	Electricity
27/10/2017	E.ON	Electricity
27/10/2017	SCOTTISHPOWER	Electricity
30/10/2017	E.ON	Electricity

124,440.39

<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
POS	38.96	20%	6.49	32.47	Office Expenses
D/D	1,532.43	0%	-	1,532.43	utilities
CHQ	22,000.00	0%	-	22,000.00	Grants
D/D	6,539.00	0%	-	6,539.00	Utilities
D/D	5.00	20%	0.83	4.17	Utilities
D/D	592.71	20%	98.79	493.93	Outside Works
D/D	53.20	0%	-	53.20	Office Expenses
D/D	15.67	5%	0.75	14.92	Utilities
BACS	59.72	0%	-	59.72	Staffing
D/D	5.00	20%	0.83	4.17	Utilities
D/D	1,020.00	0%	-	1,020.00	Outside Works
D/D	19.45	0%	-	19.45	Office Expenses
D/D	28.86	0%	-	28.86	Office Expenses
D/D	5.00	20%	0.83	4.17	Utilities
D/D	249.20	5%	11.87	237.33	Utilities
D/D	319.00	5%	15.19	303.81	Utilities
BACS	28,912.54	0%	-	28,912.54	Staffing
D/D	54.73	5%	2.61	52.12	Utilities
D/D	48.06	5%	2.29	45.77	Utilities
D/D	18.36	5%	0.87	17.49	Utilities
S/O	3,125.00	0%	-	3,125.00	Loan Charges
D/D	68.33	5%	3.25	65.08	Utilities
D/D	1,073.75	0%	-	1,073.75	Outside Works
D/D	215.75	5%	10.27	205.48	Utilities
D/D	16.97	5%	0.81	16.16	Utilities
D/D	7.98	5%	0.38	7.60	Utilities
D/D	111.38	5%	5.30	106.08	Utilities
D/D	24.72	5%	1.18	23.54	Utilities
D/D	22.45	5%	1.07	21.38	Utilities
D/D	11.99	5%	0.57	11.42	Utilities
D/D	10.76	5%	0.51	10.25	Utilities

**Lyme Regis Town Council**  
**Payments list for October 2017**

**Total**

Date	Supplier	Detail
<b>LLOYDS BANK</b>		
02/10/2017	EAST DEVON DC	Business Rates
02/10/2017	GIFFGAFF.COM	Mobile Phone
03/10/2017	BRITISH Gas	Quarterly gas
04/10/2017	ARTHUR FORDHAM	Drill Bits, keys, batteries etc
04/10/2017	AXEMINSTER TOOLS	Cutting Disk and various tools
04/10/2017	AXMINSTER GARDEN M	Various goods and services - August
04/10/2017	AXMINSTER IRONWORK	Welding to gates & railings
04/10/2017	BEMROSEMOBILE	Phone n Pay transaction Charges April - June
04/10/2017	Customer	Deposit Refund
04/10/2017	Customer	Deposit Refund
04/10/2017	BUGLERS	Mule front screen replacement
04/10/2017	FLOWSTAR	Backflow Preventer Valve
04/10/2017	GET TOGETHER CLUB	Grants
04/10/2017	GIFFGAFF.COM	Mobile Phone
04/10/2017	Customer	Shelters Booking Refund
04/10/2017	KELTIC CLOTHING	Uniform
04/10/2017	LYME REGIS TOWN Band	performances
04/10/2017	Member	Mace Bearer presentation
04/10/2017	MOLE AVON	Coats, hosepipes tools etc
04/10/2017	NW Systems	Webcams - quarterly
04/10/2017	SIX PAYMENT SERVIC	Car park card transaction costs
04/10/2017	SSE ENTERPRISE	Repair street lamp
04/10/2017	SW HYGIENE	Sanitary services
04/10/2017	SYMMONS MADGE	Staff Training
04/10/2017	TORBAY DISPLAY	Christmas Lights
04/10/2017	Screwfix	Grinder, coats & Trousers, tools etc
04/10/2017	TRAVIS PERKINS	Gazebo/Cart Rd
04/10/2017	VIKING	Chairs * 3
05/10/2017	Ebay	Suspension Files

124,440.39

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
	<u>66,205.97</u>				
DD	207.00	0%	-	207.00	Utilities
DD	5.00	20%	0.83	4.17	Utilities
DD	51.09	5%	2.43	48.66	Utilities
BACS	187.63	20%	31.27	156.36	Outside Works
BACS	492.23	20%	82.04	410.19	Outside Works
BACS	459.98	20%	76.66	383.32	Outside Works
BACS	180.00	20%	30.00	150.00	Outside Works
BACS	630.79	20%	105.13	525.66	Office Expenses
BACS	20.00	0%	-	20.00	Beach Hut
BACS	20.00	0%	-	20.00	Beach Hut
BACS	676.34	20%	112.72	563.62	Outside Works
BACS	566.66	20%	94.44	472.22	Outside Works
TFR	650.00	0%	-	650.00	Grants
POS	5.00	20%	0.83	4.17	Utilities
BACS	75.00	20%	12.50	62.50	Shelters
BACS	236.82	0%	-	236.82	Staffing
TFR	750.00	0%	-	750.00	Marketing & Tourism
TFR	26.00	0%	-	26.00	Democratic Represent
TFR	492.67	20%	82.11	410.56	Outside Works
BACS	309.60	20%	51.60	258.00	Office Expenses
TFR	602.21	0%	-	602.21	Outside Works
BACS	383.11	20%	63.85	319.26	Outside Works
BACS	65.69	20%	10.95	54.74	Outside Works
BACS	624.00	20%	104.00	520.00	Staffing
BACS	7,787.00	20%	1,297.83	6,489.17	Other
BACS	433.91	20%	72.32	361.59	Outside Works
BACS	869.63	20%	144.94	724.69	Outside Works
BACS	152.96	20%	25.49	127.47	Office Expenses
POS	11.95	20%	1.99	9.96	Office Expenses

**Lyme Regis Town Council**  
**Payments list for October 2017**

**Total**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>
05/10/2017	Ebay	Whiteboard
05/10/2017	Ebay	Cork message Board
05/10/2017	Ebay	Batteries
06/10/2017	DCC PENSION FUND	September Pensions
09/10/2017	GIFFGAFF.COM	Mobile Phone
09/10/2017	GIFFGAFF.COM	Mobile Phone
11/10/2017	WOODMEAD HALL	Car Park Electricity 2016/17
12/10/2017	MARINE THEATRE	Grants
13/10/2017	Amazon UK	Tea bags
16/10/2017	EE & T-MOBILE	Sim Cards & Mobile Phones
17/10/2017	AXE SKIP HIRE	Skip Hire
17/10/2017	AXMINSTER GARDEN M	Echo HCA Repairs
17/10/2017	BUGLERS	Mule repairs
17/10/2017	CAROL WILLIAMS	Cleaning
17/10/2017	CARRIER 3PL	Brochure Costs
17/10/2017	Member	Travel
17/10/2017	CLARITY COPIERS	Printing/photocopying
17/10/2017	COBALT TELEPHONE	Ringo transaction charges
17/10/2017	COMMUNICORP	Clerks & Council Subscription
17/10/2017	DAMORY	Bus Service - September
17/10/2017	DENMANS	Lighting
17/10/2017	GLEN CLEANING	Toilet Cleaning (incl £2.4k extra cleans)
17/10/2017	IMAGIN	ID Badges
17/10/2017	JACKSON LIFT GROUP	Attendance @ lift breakdown
17/10/2017	Staff	Refund of Time to Talk Prize
17/10/2017	Staff	Expenses
17/10/2017	Customer	Beach hut Refund
17/10/2017	LRDT	Hub Grant - 2 quarters to Dec 17
17/10/2017	LUKE LAWSON	IT assistance
17/10/2017	Staff	Travel
17/10/2017	METRIC GROUP	Back Office
17/10/2017	MOLE AVON	Posts
17/10/2017	MOTTERAM HR	HR Advice

124,440.39

Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
POS	8.99	20%	1.50	7.49	Office Expenses
POS	6.61	20%	1.10	5.51	Office Expenses
POS	16.99	20%	2.83	14.16	Office Expenses
BACS	7,598.65	0%	-	7,598.65	Staffing
DD	5.00	20%	0.83	4.17	Utilities
DD	10.00	20%	1.67	8.33	Utilities
BACS	962.88	0%	-	962.88	Outside Works
BACS	7,500.00	0%	-	7,500.00	Grants
POS	20.47	20%	3.41	17.06	Office Expenses
DD	102.42	20%	17.07	85.35	Utilities
BACS	240.00	20%	40.00	200.00	Outside Works
BACS	220.00	20%	36.67	183.33	Outside Works
TFR	148.59	20%	24.77	123.83	Outside Works
BACS	497.75	0%	-	497.75	Outside Works
BACS	30.96	20%	5.16	25.80	Marketing & Tourism
BACS	24.75	0%	-	24.75	Democratic Represent
BACS	394.38	20%	65.73	328.65	Office Expenses
BACS	38.40	20%	6.40	32.00	Outside Works
BACS	100.00	0%	-	100.00	Office Expenses
BACS	1,000.00	0%	-	1,000.00	Outside Works
BACS	179.88	20%	29.98	149.90	Outside Works
BACS	3,970.29	20%	661.72	3,308.58	Outside Works
BACS	21.78	20%	3.63	18.15	Office Expenses
BACS	184.80	20%	30.80	154.00	Outside Works
BACS	100.00	0%	-	100.00	Office Expenses
BACS	3.24	0%	-	3.24	Staffing
TFR	135.00	0%	-	135.00	Beach Hut
BACS	5,000.00	0%	-	5,000.00	Grants
BACS	300.00	0%	-	300.00	Marketing & Tourism
BACS	74.70	0%	-	74.70	Staffing
BACS	97.20	20%	16.20	81.00	Outside Works
TFR	54.00	20%	9.00	45.00	Outside Works
BACS	480.00	20%	80.00	400.00	Office Expenses

**Lyme Regis Town Council**  
**Payments list for October 2017**

**Total**

<b>Date</b>	<b>Supplier</b>	<b>Detail</b>
17/10/2017	PITNEY BOWES	Franking Machine Ink
17/10/2017	RNLI	Grant for Provn of lifeguard services
17/10/2017	Royal Lion Hotel	Room Rental
17/10/2017	SIX PAYMENT SERVIC	Car park card Transaction Fees
17/10/2017	Staff	Travel
17/10/2017	SOUTH WEST WATER	Water Rates - Quarterly
17/10/2017	TRAVIS PERKINS	Cart Rd Etc
17/10/2017	VIEW FROM NEWSPAPER	Weddings advert
17/10/2017	WELLMAN R	Grass mowing
19/10/2017	B SHARP	Grant
19/10/2017	Ebay	Emoji golf balls
19/10/2017	Ebay	Mini Gold reward Stickers
19/10/2017	Worldpay	Transaction Charges
19/10/2017	TABLE TENNIS.CO.UK	Amenity equipment
23/10/2017	IP OFFICE	Phone & Broadband costs
25/10/2017	CHARMOUTH COUNCIL	Grant (Red Arrows)
25/10/2017	L R MUSICAL THEATRE	Grant (Red Arrows)
25/10/2017	LR PANTOMINE	Grant (Red Arrows)
25/10/2017	LR SEA SCHOOL	Grant (Red Arrows)
25/10/2017	TOWN MILL TRUST	Grant (Red Arrows)
30/10/2017	GIFFGAFF.COM	Mobile Phone

Petty Cash

124,440.39

<b>Payment Type</b>	<b>Probable Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
BACS	143.88	0%	-	143.88	Office Expenses
BACS	4,681.20	20%	780.20	3,901.00	Grants
BACS	110.00	20%	18.33	91.67	Office Expenses
TFR	243.36	0%	-	243.36	Outside Works
BACS	96.84	0%	-	96.84	Staffing
BACS	33.57	0%	-	33.57	utilities
BACS	217.80	20%	36.30	181.50	Outside Works
TFR	654.00	20%	109.00	545.00	Office Expenses
BACS	90.00	0%	-	90.00	Outside Works
TFR	2,000.00	0%	-	2,000.00	Grants
POS	59.98	20%	10.00	49.98	Office Expenses
POS	12.93	20%	2.16	10.78	Office Expenses
DD	15.38	0%	-	15.38	Office Expenses
BACS	30.49	20%	5.08	25.41	Outside Works
DD	313.48	20%	52.25	261.23	Office Expenses
BACS	555.00	0%	-	555.00	Grants
TFR	600.26	0%	-	600.26	Grants
TFR	600.26	0%	-	600.26	Grants
BACS	600.26	0%	-	600.26	Grants
BACS	600.26	0%	-	600.26	Grants
POS	5.00	20%	0.83	4.17	Utilities
POS	5.00	20%	0.83	4.17	Utilities
POS	5.00	20%	0.83	4.17	Utilities
POS	5.00	20%	0.83	4.17	Utilities
POS	5.00	20%	0.83	4.17	Utilities

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50.47