



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 31 January 2018 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
26.01.18

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 29 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 29 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 West Dorset District Council Service Review working group meetings held on 6 December 2017 (appendix 8A), 20 December (appendix 8B), and 18 January 2018 (appendix 8C)

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. Tourist Information Centre

To allow members to consider a proposal to West Dorset District Council to transfer the tourist information centre to the town council

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

11. Lister Gardens' Boundary Dispute

To allow members to consider the assistant land registrar's response to the Kitson and Trotman's letter of 2 November 2017 and to receive advice from Kitson and Trotman on how to proceed with this matter

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

12. Renewal of Leases for Marine Parade Retail Units

To update members on discussions about the lease renewal for the two principal retail units within the town council-owned Marine Parade Shelters and to consider the revised rental arrangements put forward by the tenant of Boylos Watersports

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

13. The Three Cups, Broad Street, Lyme Regis and Council Offices

To update members on the redevelopment of The Three Cups' site and to consider whether the council might want to explore moving to the ground floor of that property in due course, should the opportunity arise

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

14. Budget Performance, 1 April-31 December 2017 and Full-Year Forecast

To inform members of performance against budget from 1 April-31 December 2017 and to provide a forecast to 31 March 2018

15. Procurement

To inform members of procurement matters

16. Investments, Cash Holdings and Loans

To inform members of investments, cash holdings and loans

17. List of Payments

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

18. Debtors' Report

To inform members of debts greater than £1,000 and over three months' old

To update members on 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

19. 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 10 – Tourist Information Centre

b) Agenda item 11 – Lister Gardens' Boundary Dispute

c) Agenda item 12 – Renewal of Leases for Marine Parade Retail Units

d) Agenda item 13 – The Three Cups, Broad Street, Lyme Regis and Council Offices

Committee: Strategy and Finance

Date: 31 January 2018

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 November 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

17/72/SF – Financial Regulations

Following the report to this committee highlighting breaches of financial regulations and the need to improve control, at the Full Council meeting on 13 December 2017, amendments were approved to four sections of the regulations.

17/73/SF – Lister Gardens: Café and Toilets

At the Full Council meeting on 13 December 2017, it was resolved: ‘to hold the project to develop a café, toilets and facilities for the amenities’ staff in Lister Gardens for 18 months until the new administration has the opportunity to consider the project, with the benefit of understanding the pressures of the new unitary authority on the town council and its finances.

17/75/SF – Unitary Authorities

The West Dorset District Council service review working group’s remit was extended to include Dorset County Council assets and services and has met three times since the beginning of December. The minutes of these meetings are at item 8 on this agenda for formal adoption. The next meeting is scheduled for 1 February 2018.

17/76/SF – Bowling Club Lease

The next meeting of the assets on-and-around Monmouth Beach Car Park working group is scheduled for 30 January 2018, when further consideration will be given to the bowling club lease.

17/78/SF – The General Data Protection Regulation

It was intended to bring a more detailed report to this committee. However, as the regulation will not be enforced until 25 May 2018, and there has not yet been any official guidance issued to local councils on the implications of the new rules, the report will be deferred to the next meeting on 14 March 2018.

John Wright
Town clerk
January 2018

Committee: Strategy and Finance

Date: 31 January 2018

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Natwest Bank

It has been confirmed the Axminster branch of Natwest Bank will close in mid-2018. The council's valuable items, such as the ceremonial maces, will now be held at the Bridport branch.

John Wright
Town clerk
January 2018

LYME REGIS TOWN COUNCIL

WEST DORSET DISTRICT COUNCIL (WDDC) SERVICE REVIEW
WORKING GROUP

NOTES OF THE MEETING HELD ON WEDNESDAY 6 DECEMBER 2017

Present:

Members: Cllr C. Reynolds, Cllr M Ellis, Cllr J Broom, Cllr S Miller, Cllr P. Hick, Cllr S. Williams and Cllr B. Larcombe

Officers: Mr J. Wright (town clerk)

1. Election of chairman

Cllr S. Miller was elected chairman

2. Apologies

Cllr D. Hallett
Cllr R. Doney

3. Minutes of the meeting held on 8 March 2017

The minutes of the meeting on 8 March 2017 were approved.

4. Terms of Reference

The terms of reference were approved

5. Review

The town clerk reviewed the history of negotiations with WDDC, unitary status, developments post- March 2017 and the role of the WDDC programme board.

The town clerk confirmed the five areas the programme board intended to review: TICs, toilets, WDDC grants to local organisations, town-centre street cleaning and local economic development.

The town clerk restated WDDC's position that car parks were excluded from discussions, WDDC had allocated £1,000,000 across the district to this project, the Local Government Research Centre (LGRC) was likely to be appointed to project manage the review on behalf of WDDC (the LGRC's cost at c.£120,000 was in WDDC's £1,000,000 project allocation) and a report on the matter would be considered by WDDC's Strategy Committee on 14 December 2017.

Cllr S. Miller added that the report to WDDC's Strategy Committee referred to further funding for this project in addition to the £1,000,000 cited in the report.

Reference was also made to a further paper which was being considered by this committee on asset and service transfers between WDDC and Bridport Town Council.

The town clerk said he had been invited, along with Cllr C. Reynolds, to a meeting at WDDC's offices on Monday 11 December 2017 to consider the possibility of an early transfer of WDDC's tourist information centre to the town council.

The working group considered this to be a positive move and agreed that Cllr J. Broom should also attend the meeting.

The working group asked the town clerk to arrange a further meeting of the working group meeting before Christmas if there was anything significant to report from the 11 December meeting.

The meeting ended at 8.25pm

LYME REGIS TOWN COUNCIL

WEST DORSET DISTRICT COUNCIL (WDDC) SERVICE REVIEW
WORKING GROUP

NOTES OF THE MEETING HELD ON WEDNESDAY 20 DECEMBER 2017

Present:

Members: Cllr S. Miller (chairman), Cllr Mrs C. Reynolds, Cllr J Broom, Cllr P. Hicks, Cllr S. Williams, Cllr B. Larcombe, Cllr O. Lovell, Cllr D. Hallett

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

1. Apologies

Cllr Mrs M. Ellis

2. Minutes of the meeting held on 6 December 2017

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 6 December 2017 were **APPROVED**.

3. Feedback from WDDC Programme Board, 8 December 2017

Cllr S. Miller said this was the fifth meeting this year of the seven principal councils and debate centred around the same issue: revenue streams to support services which town councils may or may not be asked to take on.

Cllr S. Miller said Bridport Town Council's proposal to WDDC to take on public toilets and another key asset with a revenue stream to support its costs had led him to believe that Lyme Regis should consider moving forward with negotiations with WDDC without working in conjunction with other town councils.

Cllr S. Miller said WDDC made it quite clear car parks were not up for discussion for providing town councils with revenue streams.

4. An outline proposal to WDDC on the transfer of the TIC to the town council

Cllr O. Lovell asked for it to be recorded that he was not pleased this meeting was taking place in the morning as meetings usually took place in the evenings, nor that it was held in the Langmoor Room.

Members discussed whether it was beneficial or not for the town council to take on the TIC. There was some concern that TICs were a dying business and taking it on would be more of a liability than an asset to the town council.

There was also concern that if the town council didn't take it on, another organisation might, such as Lyme Regis Development Trust or the Town Mill, who had both been approached by WDDC.

Some members believed it was more beneficial for the town council to have the ground floor of Guildhall Cottage back, which is currently occupied by the TIC.

Some members believed there was still a need for TICs, as shown in other towns in Dorset, and there was no reason the town council couldn't decide to run it differently to how it's currently operated.

Cllr J. Broom reported back on the meeting with WDDC officers on 11 December 2017 and said WDDC had no objections to the town council taking over the TIC. He supported putting a plan together to present to WDDC.

Members discussed the current TIC staffing arrangements, how this would fit in with the council's staffing arrangements, the financial implications of taking on TIC staff, and TUPE arrangements.

Members discussed the overall cost of running the TIC and what kind of deal the town council would expect to help with the running of the service in the first few years.

The town clerk said if the town council agreed in principle to take over the TIC, members would then be asked to agree the proposal, which could be considered at WDDC's Strategy Committee meeting on 13 March 2018. He said WDDC had asked for an outline proposal so it could understand where the town council was coming from, and this could be fleshed out with the details over the next two months.

Members agreed that if the town council took over the TIC, it should have complete freedom to do what it wanted.

Some members were concerned about the loss of income from the rent currently paid by WDDC for the ground floor of Guildhall Cottage.

The town clerk said one other benefit of taking on the TIC would be the ability to have staff working at weekends, which would help with things like beach hut keys and generally having a presence at weekends.

Some members believed the town council should not take this issue any further, let another organisation run the TIC, and take back the current TIC office.

There was concern that the current figures showed the town council would be out of pocket if it ran the TIC. The town clerk confirmed it would cost the town council to run the TIC but it could come with a capital sum, it would provide weekend office cover, and costs could be reduced in the future.

The town clerk said another potential option could be the possibility of writing off the council's loan from WDDC as part of any deal, as opposed to a capital sum.

Cllr S. Miller summarised what he believed were the council's three options at this point:

- Not to pursue a proposal for the town council to take over the TIC
- Let another organisation pursue a takeover of the TIC
- Put a proposal to WDDC for the town council to take over the TIC, but with complete freedom over how it is operated

It was agreed a spreadsheet would be produced, showing profit and loss options.

The town clerk suggested the working group met in the second week of January to review this information and make a decision on whether to make a proposal to WDDC on the transfer of the TIC or not.

Members agreed to hold a working group meeting in the second week of January 2018 to consider detailed costings of how much it would cost for the town council to take over the TIC, and to take a recommendation to the Strategy and Finance Committee based on the working group's findings.

5. An update on Bridport Town Council's proposal to WDDC on assets and service transfer

The town clerk said Bridport Town Council had broken away from the other town councils and put a proposal to WDDC, which included taking on public toilets and other pieces of land and assets.

The meeting closed at 10.40am.

LYME REGIS TOWN COUNCIL

WEST DORSET DISTRICT COUNCIL (WDDC) SERVICE REVIEW
WORKING GROUP

NOTES OF THE MEETING HELD ON THURSDAY 18 JANUARY 2018

Present:

Members: Cllr S. Miller (chairman), Cllr Mrs C. Reynolds, Cllr J Broom, Cllr P. Hicks, Cllr B. Larcombe, Cllr D. Hallett, Cllr G. Turner, Cllr J. Scowen

Officers: Mrs A. Mullins (admin officer), Mr K. Wilson (finance manager), Mr J. Wright (town clerk)

1. Apologies

Cllr Mrs M. Ellis
Cllr O. Lovell

2. Minutes of the meeting held on 20 December 2017

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the meeting held on 20 December 2017 were **APPROVED**.

3. Feedback from JW meeting with Nick Randall, 8 January 2018

The town clerk said Nick Randall worked for a consultancy organisation called the Local Government Research Centre (LGRC), which had been engaged by West Dorset District Council (WDDC) to support the transfer of assets and services from WDDC to town councils.

LRGC was working alongside town councils until unitary authority status was implemented, and was therefore working to timescales through to March 2019.

LRGC would be writing to town councils in the next couple of weeks to establish what they wanted from this process. The town clerk said Nick Randall made it clear the proposal shouldn't be constrained to the five areas WDDC wanted to concentrate on: tourist information centres, toilets, local economy, street cleaning, and local grants. The town clerk said he was advised car parks should also form part of the proposal.

4. Feedback from WDDC Programme Board, 12 January 2018

Cllr S. Miller said it was noted once again there were no representatives at the meeting from Dorset County Council (DCC) or the Dorset Association of Parish and Town Councils (DAPTC).

Cllr S. Miller said clarification was being sought on town centre cleaning. The town councils had asked for the costs to each town council and what Dorset

Waste Partnership (DWP) delivers, as that would inform town councils what was potentially coming their way. It had been promised that a DWP representative would be at the next programme board meeting; members of the programme board had asked for costs for each town council to be made available before the meeting.

5. Unitary Authority Update

Cllr S. Miller said it was believed there would be a decision on the proposed new structure in mid-February. He said Christchurch Borough Council was standing alone and had made its own representation to the secretary of state to say it is not happy with the proposed unitary authority.

Cllr S. Miller said the changes were expected to take effect from April 2019 and would rely on a Parliamentary order to bring the new unitary authority structure into law.

With regards to the transfer of assets and services, Cllr S. Miller said town councils needed to come to decisions by the end of March 2018. He said Bridport Town Council was the only council which had progressed anything, by stepping away from the other town councils to make its own deal.

The town clerk said the remit involved town councils working not only with other town and parish councils, but also in partnership with the commercial sector. He said LRGC was keen to produce a plan by the end of March 2018, so it might be necessary for this working group to meet more frequently to progress and consider these issues.

The town clerk said there seemed to be a sense of urgency from WDDC to progress this. He said the town council needed to submit a formal proposal on the tourist information centre (TIC) to WDDC by the end of February.

6. TIC Costings

Cllr Mrs C. Reynolds said it was a valuable opportunity for the town council to run the TIC, using local resources and protecting jobs.

The finance manager said he had estimated the costs of the town council running the TIC, either from the existing location in Guildhall Cottage or from the Jubilee Pavilion. Based on these estimates, it would cost £63,759 to run it from Guildhall Cottage, compared with £105,153 from the Jubilee Pavilion, but both sums excluded overhead costs. The main reason for the difference was staffing costs, while all other costs remained broadly the same.

The town clerk said there was no hiding the fact it would cost the council to run the TIC, but it needed to consider to what extent it wanted to keep the TIC and the benefits an office presence at the weekend offered.

To provide some context, the town clerk said WDDC paid Bridport Town Council a capital sum of £150k when it transferred the TIC, as well as waiving

the £14.5k market fee paid by Bridport Town Council. He said this was equivalent to around 2.5 times the annual running cost of the Bridport TIC. The town clerk said this would provide a good starting point for Lyme Regis Town Council's negotiations with WDDC.

Members discussed whether it would be more practical to keep the TIC at Guildhall Cottage or re-locate to the Jubilee Pavilion. It was noted that combining the TIC and the council's front desk at Guildhall Cottage would serve as a dual purpose information point for both residents and tourists, whereas the TIC at the Jubilee Pavilion would mainly accommodate tourists. It was felt if the TIC was at the Jubilee Pavilion, the council would still need to move into the bottom floor of Guildhall Cottage to provide better public access and more space for staff.

Cllr Mrs C. Reynolds said if the TIC remained where it is, it could also be run as a satellite office from the Jubilee Pavilion during the summer.

In any proposal, Cllr S. Miller said the town council could suggest a capital sum from WDDC as part of any deal, or the possibility of WDDC reducing or clearing the town council's loan debt. However, he believed the council should be clear it would take on the TIC unencumbered, without any service level agreements with WDDC. He said this would give the council the opportunity to use the Jubilee Pavilion as a satellite office in the summer.

The town clerk said the town council would look to run the TIC differently, as more of an information point serving all councils, operating as a front desk in Lyme Regis for the unitary authority, and without the retail element.

The town clerk advised any offer to WDDC would be more attractive if it involved writing off the town council's debt, rather than payment of a capital sum. He agreed the town council would need the freedom to do what it wanted with the TIC, but it might be sensible to include in any agreement for two or three years, the town council would keep it in the same location and no redundancies would be made.

Proposed by Cllr S. Miller and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO THE STRATEGY AND FINANCE COMMITTEE** that the town council offers to take on the tourist information centre from West Dorset District Council, unencumbered by any constraints, and the town council would look to its outstanding debt to West Dorset District Council being written off as an enabler to take on that service, and officers develop a plan to support the proposal.

7. Proposals to WDDC, initial thoughts

Cllr S. Miller said it seemed the door was slightly open to the town council again in terms of toilets and car parks being part of any asset transfer as an income stream. He said a proposal was put to WDDC in 2015 but was not accepted, and he asked if members were minded to re-submit that proposal.

Cllr S. Miller said the town council had never received a counter proposal from WDDC or an indication of what it thought was reasonable. As WDDC had now engaged the LRGC to engage with town councils, he believed anything the council put forward would generate a counter proposal.

The town clerk said he would re-circulate to members the letter he sent to WDDC's chief executive in October 2015, which outlined the council's proposal, and this could be discussed in detail at the next working group meeting.

7. Date of next meeting

Thursday 1 February 2018.

The meeting closed at 8.15pm.

DRAFT

Committee: Strategy and Finance

Date: 31 January 2018

Title: Internal Audit Report, Visit Two 2017/18

Purpose of Report

To inform members of the outcome of the internal auditor's second visit for 2017/18 on 7 and 8 December 2017

Recommendation

Members note the internal auditor's report and the management responses

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. At the Strategy and Finance Committee meeting on 29 November 2017, Darkin Miller were appointed for a further two years (2018/19 and 2019/20), to be followed by a procurement exercise for future years, and this was resolved by Full Council on 13 December 2017.
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 the council has engaged Darkin Miller and the second visit of 2017/18 took place on 7 and 8 December 2017. Darkin Miller's report is attached, **appendix 9A**. The report contains two recommendations; both medium.
6. The internal auditor's comments and suggested management responses are detailed on the report.

AGENDA ITEM 9

7. There are two outstanding recommendations from the previous internal audit report from 21 November 2017.
 - 7.1 5.2 Market value rents – The charging of market rents for assets, and provision of grant funding (where appropriate) will be implemented on the expiry of the existing lease(s) in 2019.
 - 7.2 5.3 Copies of leases – The council intends to create electronic versions of all leases by 31 March 2018.
8. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Keith Wilson
Finance manager
January 2018



FINAL

Internal audit report 2017/18

Visit 2 of 4

LYME REGIS TOWN COUNCIL

Date: 4th January 2018

Report author: R Darkin-Miller
Email: 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 7th and 8th December 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. Payments
2. Risk Management
3. Petty Cash

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	0
Medium	2
Low	0
TOTAL	2

I would like to thank John Wright – Town Clerk, Keith Wilson – Finance Manager, Mark Green – Deputy Town Clerk, Matt Adamson-Drage – Operations Manager, 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 2 OF 4: 4th JANUARY 2018

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.1 – Financial Regulation exemption	<p>I reviewed a sample of purchases made during the year to confirm that they had been procured in accordance with the Council's Financial Regulations. I found three instances of the procurement of specialist suppliers (of surveying, HR, and legal services) where the contractor was appointed directly. Whilst the Council's Financial Regulations do contain an exemption for the appointment of specialist suppliers (11.1.2), no mention is made of the use of this waiver in the related Council minute.</p> <p>I recommend that, where direct appointments are made, a note is made of the Financial Regulation exemption being applied, in order to ensure that procurement processes are compliant with the Council's regulations.</p>	M			
2.2 – Purchase orders	<p>At the request of the Finance Manager, I extended the payments testing to include a review of whether or not purchase orders had been properly raised for all relevant sample payments.</p> <p>The Council's current Financial Regulations require that 'An official order or letter shall be issued for all work, goods and services over £250, unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Copies of orders issued shall be retained.' (s.10.1).</p>	M	Agreed	JW	11/12/17

	<p>Of the 29 payments selected for testing, 22 did not require a purchase order (being either under the £250 threshold, or of an exempted supply type such as utilities). Only two purchase orders were raised out of the remaining seven payments. If these results are indicative of compliance, it indicates that about one in five payments do not comply with the requirement to have a purchase order.</p> <p>I recommend that staff are reminded of the requirement to raise a purchase order (where required by the Council's Financial Regulations) before an order is placed.</p>		Agreed	JW	11/12/17
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Committee: Strategy and Finance

Date: 31 January 2018

Title: Budget Performance, 1 April-31 December 2017 and Full-Year Forecast

Purpose of Report

To inform members of performance against budget from 1 April-31 December 2017 and to provide a forecast to 31 March 2018

Recommendation

Members note the report

Report

- Attached at **appendix 14A** is the budget report for 1 April to 31 December 2017, together with a forecast for the full year. Below is a summary forecast of the council's overall position to 31 March 2018. This summary includes project/objective expenditure.

Operations £000's	Actual to December 2017	2017-18 Budget	2017-18 Forecast
Income	1,457	1,410	1,724
Expenditure	1,149	1,392*	1,480**
Surplus	308	18*	244

* The budgeted expenditure and surplus include £106k for one-off objectives in 2017/18.

These are (£000s):

IT equipment	10
CCTV police cameras	26
Millennium clock repairs	12
Wi-fi feasibility	5
Loan repayments	23
Park and ride provisioning	20
Security review	5
Improve disabled experience	5
Total	106

** The forecasted expenditure used here includes some assumed future expenditure on council objectives and resolutions. If some/all of these expenditure items do not occur in this financial year, the forecasted surplus will be correspondingly higher. They are:

Objectives

Item	£000's	Expenditure Heading
Security review	5	Office Admin
Millennium Clock	12	Outside Works
Total	17	

Other (£000s)

Item	£000s	Expenditure Heading
Wi-fi installation	7	Office Admin
Total	7	

2. During the year, the council has also resolved the following items of expenditure, on top of the budgeted spend:

Item	£000s	Expenditure Heading
Lengthsman vehicle	10	Outside Works
Seafront benches	(up to) 7	Outside works
5,000 additional brochures	2	Marketing
Beach wheelchairs	5	Outside Works
Arts' presence in town	(up to) 5	Outside works
War memorial	8	Outside Works
Total	(up to) 37	

3. There are also some significant expenditure items that had been planned for this financial year but which will now occur in the next financial year, and will require funds to be set aside in the reserves for future expenditure:

Item	£000s	Expenditure Heading
Promotion of Town	5	Office Expns
Seafront railings (budgeted for in 2016/17)	33	Outside Works
Woodmead car park electricity supply	3	Outside Works
War memorial	8	Outside Works
CCTV cameras	25	Outside Works
Park and ride landscaping	10	Outside Works
Total	84	

Analysis

4. This section of the report refers to the main budget headings and material deviations from those headings. Please refer to the budget report at **appendix 14A**. For ease of reference, the number in the note column of the appendix is referred to in the main body of the report.

Income

5. **Car Parks**¹. In 2016/17 the council increased parking charges for the seafront by 20%, and this was included in the budgets for that year and for 2017/18. The actual income increases for 2016/17 turned out to be Woodmead 11%, Cabanya 14% and Monmouth Beach 41%. As the weather over the summers of 2015 and 2016 was not dissimilar, it is a little difficult to arrive at a definitive reason for the increased income in 2016/17 at Woodmead and Monmouth Beach. The current forecasts (the budgets are set at 95% of expected income) have the seafront car parks £56k better than budget and Woodmead £14k. As well as the car park income, parking fines are forecasted to be £4k above budget, and parking permits a further £4k.
5. **Chalets/Beach Huts/Caravans**² income is forecast above budget by £45k; this is mainly due to transfer fees being paid, for which we do not assume any income within the budget, and the Alder King report leading to an increase in total fees.
6. **Amenity income**³ is forecasted to be £4k above budget. Again, prudent budgeting at 95% will contribute to this, but also the good weather to mid-July will have increased income, although the poor August weather then reduced the forecast. The putting green re-opened in June, but income to the end of August was less than £1k.
7. **Other income**⁴ is forecast to be £150k above budget, due to anticipated income from the provision and sale of the six new chalets on Ware Cliff. There are additional costs that offset this within outside works, below.

Expenditure

8. Forecast **democratic representation**⁵ expenditure is £10k below budget as not all councillors claim the 'allowance'.
9. Forecast **outside works**⁶ expenditure is £107k above budget. This includes £150k expenditure on the Ware Cliff chalets (above). On top of this, included in the forecasted expenditure are the lengthsman vehicle (£10k), water bowser, pressure washer etc (£6k), and provision for a further £10k of future expenditure. It excludes those amounts in the table at paragraph 3, £84k.

10. Forecast **grants expenditure**⁷ is £16k above budget, largely due to the delayed £25k payment of the grant to the football club from last financial year. This is slightly reduced as not all the grants' pot was allocated.
11. Forecast **utilities expenditure**⁸ is £21k below budget, however the energy contracts are being renegotiated so we will shortly have a better idea of future charges.
12. Forecast **staffing costs**⁹ are on budget, mainly because not all staff have joined the pension scheme, although there have also been some vacancies. This forecast includes some assumed recruitment prior to year-end. It does not include any compensatory payments in respect of the new contract arrangements.
13. **Reserves.** As at 31 March 2017, the council held £1.182million in reserves. Of this, £1.121million is unallocated. If the forecasted surplus of £244k is forthcoming and we put aside the £84k in the table at paragraph 3, this will increase unallocated reserves at 31 March 2018 to £1.281million (1,121+244-84), equivalent to 90.8% of the budgeted 2017/18 turnover.
14. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Keith Wilson
Finance manager
January 2018

			Variance Favourable /(Unfavourable)	%age variance Favourable /(Unfavourable)	Note
December 2017	Budget	Forecast			
Income					
Precept	122,514	122,514	0	0%	
Car parks	591,939	670,306	78,367	13%	1
Chalets/Beach huts/Caravans	282,393	327,808	45,415	16%	2
Concessions	39,088	39,266	178	0%	
Commercial rents	208,019	213,737	5,718	3%	
Marketing	19,650	19,599	(51)	(0%)	
Amenity area	86,346	90,720	4,374	5%	3
Cemetery	1,866	9,472	7,606	408%	
Licences	14,322	13,469	(853)	(6%)	
Other	40,415	212,648	172,233	426%	4
Income from Investments	4,028	4,628	600	15%	
	1,410,580	1,724,166	313,586	22%	
Expenditure					
Office administration	109,912	109,462	450	0%	
Rents	4,068	4,067	1	0%	
Licenses/Leases	3,950	3,950	0	0%	
Democratic representation	21,210	10,641	10,569	50%	5
Outside works	244,886	351,963	(107,077)	(44%)	6
Grants/SLA	146,014	162,797	(16,783)	(11%)	7
Utilities	145,253	124,614	20,639	14%	8
Staffing	589,659	589,438	221	0%	9
Marketing & Tourism	52,842	50,792	2,050	4%	
Other	14,000	15,745	(1,745)	(12%)	
Loan charges inc interest	60,651	56,783	3,868	6%	
	1,392,445	1,480,253	(87,808)	(6%)	
Gross Profit/(Loss):	18,135	243,913			
Trading Surplus/(deficit)	18,135	243,913	225,778	1245%	

Committee: Strategy and Finance

Date: 31 January 2018

Title: Procurement

Purpose of Report

To inform members of procurement matters

Recommendation

Members note the report

Background

1. A report was brought to this committee on 18 October 2017 to make members aware of the work around procurement.
2. A further report was brought to this committee on 29 November 2017 highlighting some breaches of financial regulations around procurement.
3. At the Full Council meeting on 13 December 2017, the council's financial regulations were amended. This included an entry to state the council may enter into preferred supplier relationships for some items, and that any such arrangement should be reported to members.
4. Elsewhere on this agenda is the report for the second internal visit of the financial year, which has raised two medium level recommendations around procurement.

Preferred Suppliers

5. Staff Uniform – officers approached five suppliers with a view to entering into a preferred supplier relationship for staff uniforms. Only three were interested in doing so. Officers applied their best prices to a weighted basket of items based on historical orders and AJ Supplies came in most economical. Although clothing has not previously been ordered from AJ Supplies, officers checked with another town council which does so, and it confirmed the quality of the goods was fine. Officers have therefore entered into an informal agreement to use AJ Supplies for the next two years (with an option for a third year), and they will guarantee the prices, including an inflationary uplift based on CPI.
6. Future areas of expenditure officers are looking to examine include stationery, electrical work and plumbing.

Utilities

7. Officers have re-let the 15 electricity contracts with npower through Laser Energy, the procurement arm of Kent County Council. The annual costs for the 15 sites in total is about £8,000. There is a small increase in rates, as with the whole industry, but officers have been able to obtain rates until 2020, whereas

only one other supplier was willing to quote for more than 12 months, and it was more expensive.

8. Officers will be looking at the possibility of re-letting the water contracts, where the expenditure on the 20 sites is about £25,000, although it is not expected significant savings will be achieved.

Compliance

9. Since the 29 November 2017 meeting, there have been a further three breaches on the November and December lists of payments. These payments were:
 - £1,161 on the purchase of paint without three quotes; purchase of a specialist product
 - £691.07 on pavefix jointing filler without three quotes or a purchase order; purchased on five separate visits
 - £1,140 on a fire risk assessment without three quotes or a purchase order; instruction issued to historic provider.
10. Officers have reviewed the procurement authorisation procedures for items that require a purchase order, which if adhered to will reduce future non-compliance.

Keith Wilson
Finance manager
January 2018

Committee: Strategy and Finance

Date: 31 January 2018

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 22 January 2018 are attached, **appendix 16A**.
2. The total balance, £1,407,531, 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 Authorities (CCLA). This was resolved by the Full Council on 1 November 2017.
8. At the Full Council meeting on 13 December 2017 it was resolved not to pursue the project for a café and toilets in the gardens, which would have required sizeable monies to fund it.
9. As a result, the council has a larger than required cash balance earning relatively little interest, with no major capital expenditure projects planned.

Other

10. 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.
11. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Keith Wilson
Finance manager
January 2018

Lyme Regis Town Council**Bank Balances****19-Jan-18**

	Total £	Access
Nat West		
General (reconciled balance £1,520)	1,000	Instant
Liquidity Manager 0.05%	88,956	Instant
Special Interest Bearing Account 0.15%	561,687	Instant
Christmas Lights	12,687	Instant
Lloyds - Current (no reconciling items)	12,464	Instant
Lloyds - Liquidity Manager 0.01%	166,274	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
Santander 0.15%	289	Instant
Santander 0.55%	158,958	180 Days
Wilkinson Legacy 0.2%	524	One month
WDDC Deposit 0.003%	1,968	10 Days
	<u>1,407,531</u>	

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

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Dec-17	285,000	approx

Public Works Loans

Zero
All repaid April 2017

Committee: Strategy and Finance

Date: 31 January 2018

Title: List of Payments

Purpose of Report

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

Recommendation

Members note the report and approve the attached schedule of payments for December 2017 for the sum of £105,729.94

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-imbursement 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 December 2017, **appendix 17A**. 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.

6. Any recommendations from this committee will be considered by the Full Council on 14 February 2018.

Keith Wilson
Finance manager
January 2018

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

105,729.94

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
01/12/2017	South West Water	Water Rates	D/D	39.68	0%	-	39.68	utilities
01/12/2017	South West Water	Water Rates	D/D	146.38	0%	-	146.38	utilities
01/12/2017	South West Water	Water Rates	D/D	151.22	0%	-	151.22	utilities
11/12/2017	HMRC Tax	October Tax & NI (incl £11.11 interest charge)	D/D	8,582.71	0%	-	8,582.71	Staffing
11/12/2017	WEST DORSET D.C.	Business rates	D/D	6,539.00	0%	-	6,539.00	Utilities
12/12/2017	Giff Gaff	Mobile Phone	POS	5.00	20%	0.83	4.17	Utilities
12/12/2017	HMRC Tax	November Tax & NI	D/D	8,434.81	0%	-	8,434.81	Staffing
14/12/2017	ALLSTAR	Vehicle Fuel	D/D	428.88	20%	71.48	357.40	Outside Works
15/12/2017	BANKLINE	Bank Charges	BLN	50.80	0%	-	50.80	Office Expenses
15/12/2017	E.ON	Electricity Charges	D/D	15.20	5%	0.72	14.48	Utilities
15/12/2017	E.ON	Electricity Charges	D/D	44.54	5%	2.12	42.42	Utilities
15/12/2017	E.ON	Electricity Charges	D/D	53.01	5%	2.52	50.49	Utilities
15/12/2017	E.ON	Electricity Charges	D/D	116.64	5%	5.55	111.09	Utilities
18/12/2017	Giff Gaff	Mobile Phone	POS	5.00	20%	0.83	4.17	Utilities
18/12/2017	E.ON	Electricity Charges	D/D	26.68	5%	1.27	25.41	Utilities
18/12/2017	OPUS ENERGY LTD	Electricity Charges	D/D	13.80	5%	0.66	13.14	Utilities
19/12/2017	DORSET COUNTY COUN	Wheelie Bin Hire	D/D	420.50	0%	-	420.50	Outside Works
19/12/2017	E.ON	Electricity Charges	D/D	9.07	5%	0.43	8.64	Utilities
19/12/2017	E.ON	Electricity Charges	D/D	10.55	5%	0.50	10.05	Utilities
19/12/2017	E.ON	Electricity Charges	D/D	11.49	5%	0.55	10.94	Utilities
19/12/2017	E.ON	Electricity Charges	D/D	45.91	5%	2.19	43.72	Utilities
19/12/2017	E.ON	Electricity Charges	D/D	62.29	5%	2.97	59.32	Utilities
19/12/2017	E.ON	Electricity Charges	D/D	71.85	5%	3.42	68.43	Utilities
20/12/2017	WORLDPAY	Card Transaction Costs	D/D	30.90	0%	-	30.90	Office Expenses
20/12/2017	WORLDPAY	Card Transaction Costs	D/D	94.11	0%	-	94.11	Office Expenses
21/12/2017	SALARY	Monthly net salaries	EBP	27,755.42	0%	-	27,755.42	Staffing
27/12/2017	Giff Gaff	Mobile Phone	POS	5.00	20%	0.83	4.17	Utilities
27/12/2017	E.ON	Electricity Charges	D/D	24.59	5%	1.17	23.42	Utilities
27/12/2017	HMRC Tax	December Tax & NI	D/D	8,413.54	0%	-	8,413.54	Staffing
27/12/2017	SCOTTISHPOWER	Electricity Charges	D/D	308.00	5%	14.67	293.33	Utilities
27/12/2017	WEST DORSET DISTRI	LRTCLOAN	S/O	3,125.00	0%	-	3,125.00	Loan Charges

Lyme Regis Town Council
Payments list for December 2017

105,729.94

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
LLOYDS BANK								
01/12/2017	BEMROSEMOBILE	Phone n Pay Charges	FPO	921.48	20%	153.58	767.90	Office Expenses
01/12/2017	DORSET COUNTY COUN	Wi-fi installation and 3 year licence	FPO	544.00	20%	90.67	453.33	Office Expenses
01/12/2017	EAST DEVON DC	Business Rates	DD	207.00	0%	-	207.00	Utilities
04/12/2017	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
07/12/2017	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
11/12/2017	Giff Gaff	Mobile Phone	DEB	10.00	20%	1.67	8.33	Utilities
13/12/2017	OTTER NURSERIES	Flowers/Plants	FPO	1,075.23	20%	179.21	896.03	Outside Works
14/12/2017	Ebay	Reward Stickers - Mini Golf	DEB	30.84	20%	5.14	25.70	Office Expenses
14/12/2017	Ebay	Computer screen	DEB	29.99	20%	5.00	24.99	Office Expenses
14/12/2017	Ebay	Fire Alarm test Keys	DEB	9.90	20%	1.65	8.25	Office Expenses
15/12/2017	EE & T-MOBILE	Sim Cards	DD	102.42	20%	17.07	85.35	Utilities
15/12/2017	G4S CASH SOLUTIONS	Cash Collection	DD	14.94	20%	2.49	12.45	Outside Works
15/12/2017	Ebay	Aluminium Curtain - Amenity Hut	DEB	29.99	20%	5.00	24.99	Office Expenses
18/12/2017	Sage	Accounts licence & Software Support	DD	150.00	20%	25.00	125.00	Office Expenses
20/12/2017	Worldpay	Card Transaction costs	DD	15.29	0%	-	15.29	Office Expenses
21/12/2017	ARTHUR FORDHAM	Cable Ties, Drill Bits, etc	FPO	282.70	20%	47.12	235.58	Outside Works
21/12/2017	BRID CAR REPAIR	Transit Tailgate	FPO	406.32	20%	67.72	338.60	Outside Works
21/12/2017	BRITISH TOILET Association	Consultancy	FPO	1,485.60	20%	247.60	1,238.00	Office Expenses
21/12/2017	CAROL WILLIAMS	Cleaning	FPO	410.50	0%	-	410.50	Outside Works
21/12/2017	CARRIER 3PL	Brochure Distribution	FPO	12.24	20%	2.04	10.20	Marketing & Tourisr
21/12/2017	CLARITY COPIERS	Printing & copying	FPO	522.80	20%	87.13	435.67	Office Expenses
21/12/2017	COBALT TELEPHONE	Pay by Phone	FPO	23.27	20%	3.88	19.39	Outside Works
21/12/2017	Cobb Garage	Mitsubishi Service	TFR	245.18	20%	40.86	204.32	Outside Works
21/12/2017	CREATIVE SOLUTIONS	Vinyl writing for van	FPO	103.81	20%	17.30	86.51	Office Expenses
21/12/2017	DCC PENSION FUND	December Pension Contributions	FPO	7,452.53	0%	-	7,452.53	Staffing
21/12/2017	DIRECT 2U	Hazardous Storage Cabinets	FPO	379.20	20%	63.20	316.00	Outside Works
21/12/2017	EBUYER	Laptop & Projector	FPO	795.91	20%	132.65	663.26	Office Expenses
21/12/2017	EDFENERGY CUST PLC	Electricity Charges	FPO	418.44	5%	19.93	398.51	Utilities
21/12/2017	Eibe Play	Cableway replacement	FPO	624.36	20%	104.06	520.30	Outside Works

65,041.57

Lyme Regis Town Council
Payments list for December 2017

105,729.94

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
21/12/2017	Eurooffice	Stationary	FPO	167.30	20%	27.88	139.42	Office Expenses
21/12/2017	EVERGREEN RENEWABL	Rechargeable Electrical work Ware Cliff chalets Expenses	FPO	1,200.00	20%	200.00	1,000.00	Outside Works
21/12/2017	Staff		FPO	48.60	0%	-	48.60	Staffing
21/12/2017	GLEN CLEANING	November cleaning + consumables	FPO	1,391.44	20%	231.91	1,159.53	Outside Works
21/12/2017	HELPING HANDS	Litter picker pro etc	FPO	127.92	20%	21.32	106.60	Outside Works
21/12/2017	KEEP BRITAIN TIDY	Dog Poo Fairy	FPO	54.00	20%	9.00	45.00	Outside Works
21/12/2017	KELTIC CLOTHING	Staff Uniforms	FPO	195.18	0%	-	195.18	Staffing
21/12/2017	KINGSTON MAUWARD	Course Fees	FPO	2,560.00	0%	-	2,560.00	Staffing
21/12/2017	LRDT PROPERTY M	Rent & Service Charge - 1/10/17 - 312/12/17	FPO	393.16	20%	65.53	327.63	Office Expenses
21/12/2017	LUKE LAWSON	IT support - events	FPO	300.00	0%	-	300.00	Marketing & Tourism
21/12/2017	LYME R FESTIVALS	Minor grant	FPO	239.60	0%	-	239.60	Grants
21/12/2017	Customer	Refund	TFR	32.00	0%	-	32.00	Office Expenses
21/12/2017	MARSHALLS	Grassguard Earth Brown	FPO	1,329.93	20%	221.66	1,108.28	Outside Works
21/12/2017	METRIC GROUP	Monthly Back Office	FPO	97.20	20%	16.20	81.00	Outside Works
21/12/2017	MOLE AVON	Boots, Looper, saw etc	TFR	194.96	20%	32.49	162.47	Outside Works
21/12/2017	MOTTERAM HR	Consultancy	FPO	1,755.00	20%	292.50	1,462.50	Office Expenses
21/12/2017	Customer	Refund	FPO	20.00	0%	-	20.00	Beach Hut
21/12/2017	ROB PERRY MARINE	Machinery Maintenance	FPO	192.40	20%	32.07	160.33	Outside Works
21/12/2017	ROOFING SUPERSTORE	Hydro Snakes	FPO	437.04	20%	72.84	364.20	Outside Works
21/12/2017	ROSPA	Staff Training	FPO	1,221.00	20%	203.50	1,017.50	Staffing
21/12/2017	SIX PAYMENT SERVIC	Card Transaction Fees	TFR	112.61	0%	-	112.61	Outside Works
21/12/2017	SLCC	Staff Membership	FPO	282.00	0%	-	282.00	Office Expenses
21/12/2017	Staff	Expenses	FPO	48.42	0%	-	48.42	Staffing
21/12/2017	TOOLS TODAY	Fuel cans	FPO	31.95	20%	5.33	26.63	Outside Works
21/12/2017	TORBAY DISPLAY	Christmas Lights Balance	FPO	6,387.00	20%	1,064.50	5,322.50	Other
21/12/2017	Screwfix	Carpenter Blade, radiator etc	FPO	761.27	20%	126.88	634.39	Outside Works
21/12/2017	TRAVIS PERKINS	Consolidated Invoice - Various	FPO	943.31	20%	157.22	786.09	Outside Works
21/12/2017	VALE FIRE SAFTEY	Fire Risk Assessment	FPO	1,140.00	20%	190.00	950.00	Outside Works
21/12/2017	WEST DORSET DISTRI	Lease of skatepark	FPO	2,000.00	0%	-	2,000.00	Lease/Licences
21/12/2017	WOODMEAD HALL	Hire of Hall	FPO	62.25	0%	-	62.25	Outside Works
22/12/2017	IP Office	Phone & broadband charges	DD	325.02	20%	54.17	270.85	Office Expenses
27/12/2017	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
27/12/2017	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities
27/12/2017	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities

Lyme Regis Town Council
Payments list for December 2017

Total

105,729.94

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Probable	Indicative Expenditure Category
28/12/2017	Giff Gaff	Mobile Phone	DEB	5.00	20%	0.83	4.17	Utilities	
29/12/2017	BRITISH Gas	Quarterly gas	DD	193.25	5%	9.20	184.05	Utilities	
				<u>40,577.75</u>					
Petty Cash				<u>110.62</u>					