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Town Clerk

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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 2 May 2018 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
26.04.18

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 14 March 2018

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 14 March 2018

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 Section 106 Funding working group meeting held on 27 March 2018

9. Minutes of the Assets on-and-around Monmouth Beach Car Park working group meeting held on 10 April 2018

10. Bowling Club Car Park

To allow members to consider a recommendation from the assets on-and-around Monmouth Beach car park working group 'to charge the bowling club for 12 spaces at the full market value, but to negotiate a percentage figure if the club is willing to relinquish use of the car park during agreed months, and if the club is willing to break the lease immediately'

11. Committee Structure

To allow members to consider the council's committee structure

12. General Data Protection Regulation

To further inform members about the General Data Protection Regulation, to propose a programme for achieving compliance with the General Data Protection Regulation to provide information requested within 28 days and free of charge

13. Budget Performance, 1 April 2017 - 31 March 2018

To inform members of performance against budget from 1 April - 31 March 2018

14. Investments, Cash Holdings and Loans

To inform members of investments, cash holdings and loans

15. List of Payments

To inform members of the payments made in the months of February and March 2018

16. Debtors' Report

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

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

**LYME REGIS TOWN COUNCIL
STRATEGY AND FINANCE COMMITTEE**

MINUTES OF THE MEETING HELD ON WEDNESDAY 14 MARCH 2018

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr B. Larcombe, Cllr Mrs C. Reynolds, Cllr P. Ridley, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

Officers: Mr M. Adamson-Drage (operations manager), Mrs A. Mullins (administrative officer), Mr J. Wright (town clerk)

17/103/SF Public Forum

There were no members of the public who wished to speak.

17/104/SF Apologies for Absence

Cllr S. Larcombe – family commitment
Cllr O. Lovell
Cllr D. Hallett – holiday
Cllr P. Hicks

17/105/SF Minutes

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, the minutes of the meeting held on 31 January 2018 were **ADOPTED**.

17/106/SF Disclosable Pecuniary Interests

There were none.

17/107/SF Dispensations

There was no grant of dispensations made by the town clerk in relation to the business of this meeting.

17/108/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 31 January 2018

Members noted the report.

17/109/SF Update Report

Bowling club lease

Cllr S. Williams asked if the plan of the car park, showing the number of parking spaces, had been checked and scrutinised by members. He also asked if members had seen the bowling club lease.

The town clerk said this information was due to be considered by the working group at its last meeting, but the meeting was cancelled as it was inquorate. He said he had been through the lease on various occasions at the working group meetings, but it was available in the office for members to see.

Powerboat club lease

Cllr S. Williams asked how many members had seen the powerboat club lease.

The town clerk said information on the lease had been taken to the working group meetings several times, but the lease was available in the office for members to see.

General Data Protection Regulation (GDPR)

Cllr R. Doney asked if officers were reasonably confident the council would be compliant when the GDPR came into effect.

The town clerk said he believed the council would be adequately compliant, but a plan would be brought to the next meeting.

West Dorset District Council programme board

Cllr B. Larcombe asked that when information was going to be presented to a meeting, members were provided with that information beforehand.

The town clerk said working groups were different to committee meetings and information didn't have to be provided in advance, but wherever possible, officers would try to do this.

17/110/SF Minutes of the West Dorset District Council Service Review working group meeting held on 1 February 2018

The minutes of the working group meeting held on 1 February 2018 were **RECEIVED**.

17/111/SF Internal Audit Report, Visit Three 2017/18

The town clerk said the high priority recommendation related to contracts of employment was an issue members were aware of and it was close to being resolved.

Members noted the internal auditor's report and the management responses.

17/112/SF Corporate Plan 2017-22

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Corporate Plan 2017-22.

17/113/SF Investments, Cash Holdings and Loans

Cllr S. Williams said he was concerned about the low interest rates on some of the council's investments.

The town clerk said the council needed to have a view on how it invested its reserves and it was intended to bring a report to this committee to allow members to consider this.

It was agreed a report would be considered by the first meeting of this committee in the new council year.

17/114/SF Land Stability at Monmouth Beach and Ware Cliff

Cllr B. Larcombe asked if it was possible to add some monitoring points in the Langmoor Gardens to check if there was any movement in the area.

The town clerk said WDDC periodically did some ground monitoring in that area and this could be checked, but it members wanted some reassurance, further monitoring could be considered.

It was agreed this would be considered by the Town Management and Highways Committee.

17/115/SF Debtors' Report

Proposed by Cllr S. Miller and seconded by Cllr Mrs M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential information relating to the financial or business affairs of a 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.

17/116/SF Exempt Business

(a) Debtors' Report

The town clerk said the site licence debt had decreased considerably since the report had been written.

The meeting closed at 8.05pm.

AGENDA ITEM 6

Committee: Strategy and Finance

Date: 2 May 2018

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 14 March 2018

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

17/109/SF – Update Report

The leases for the bowling club and powerboat club were sent to Cllr S. Williams on 29 March 2018.

17/113/SF – Investments, Cash Holdings and Loans

A report will be brought to this committee on 27 June 2018 to allow members to consider how the council should invest its reserves.

17/114/SF – Land Stability at Monmouth Beach and Ware Cliff

The town clerk has spoken to the council's geotechnical engineer, who confirmed West Dorset District Council carries out ground monitoring in the Langmoor and Lister Gardens.

Details about the nature and frequency of monitoring will be reported to the Town Management and Highways Committee on 13 June 2018.

John Wright
Town clerk
April 2018

Committee: Strategy and Finance

Date: 2 May 2018

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

West Dorset District Council assets and services

The town clerk and Cllr S. Miller are meeting with Nick Randle from the Local Government Research Centre on 26 April 2018 to consider a proposal from West Dorset District Council (WDDC).

A meeting of the WDDC Service Review Working Group has been provisionally arranged for Wednesday 2 May at 5.45pm, which would allow time for a report to be written, if necessary, for the Full Council meeting on 9 May 2018.

Natwest Bank

Officers raised a complaint with Natwest regarding the moving of the council's valuable items to the Honiton branch following the closure of the Axminster branch.

The complaint was not upheld and the items will be held to Honiton.

Lister Gardens' boundary dispute

A response to the council's most recent letter to the Land Registry is still awaited.

John Wright
Town clerk
April 2018

LYME REGIS TOWN COUNCIL

SECTION 106 FUNDING WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 27 MARCH 2018

Present

Members: Cllr B. Larcombe, Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds

Other members: Cllr J. Broom, Cllr D. Hallett, Cllr J. Scowen, Cllr S. Williams

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

Cllr S. Miller opened the meeting and called for nominations for chairman.

Cllr S. Williams nominated Cllr B. Larcombe as chairman, seconded by Cllr D. Hallett.

The town clerk advised Cllr S. Williams and Cllr D. Hallett they could not propose, second or vote on a nomination as they were not members of the working group.

Proposed by Cllr O. Lovell and seconded by Cllr S. Miller, Cllr B. Larcombe was nominated as chairman.

Members discussed the membership of this working group.

The town clerk said membership was agreed at the annual meeting of the council on 24 May 2017, when all members had the opportunity to go on the working group.

Cllr Mrs C. Reynolds and Cllr J. Broom left the meeting at 7.07pm.

1. Apologies

Cllr Mrs M. Ellis

2. Minutes of the last meeting held on 20 June 2017

As Cllr B. Larcombe was the only member of the working group who was at the last meeting, the minutes were noted, only, and it was agreed they would be approved at the next meeting.

3. Presentation from the town clerk on Section 106 funding

The town clerk gave a presentation on what section 106 is, how much funding was available, which categories the funding had been allocated to, which categories were not applicable to Lyme Regis, West Dorset District Council's (WDDC) requirements, WDDC's timetable, and how the town council's existing objectives and proposals might qualify for section 106 funding.

The town clerk said several of the categories overlapped and the funding could be combined to apply to one or more projects.

The town clerk said other organisations could also apply for the funding, but WDDC was approaching the town council first. He suggested any other organisations should work in partnership with the council to submit joint bids.

The town clerk said the process hadn't formally started yet, but WDDC had given the town council early notice.

The town clerk said members could chose to bid for funding for new projects, or substitute funding already allocated in the council's budget for existing objectives, or a combination of the two.

Other ideas which had been raised at other meetings included:

- Lighting in the seafront gardens
- Lighting the mini golf
- Remove the BMX track at Anning Road playing field
- Replace the pitch and putt with a children's play area
- Purchase land below Belmont House and install an adventure playground

Members discussed Strawberry Field and although it was agreed discussions should take place regarding the future use of this land, it was acknowledged a project couldn't be worked up in time to submit a bid for section 106 funding.

Cllr S. Miller suggested a contribution towards a feasibility study for Strawberry Field would be more achievable.

The town clerk said he didn't think a feasibility study would qualify for section 106 funding, but the council could fund this from its own budget. It was agreed this would go on a future Strategy and Finance Committee agenda.

The following actions were agreed:

- Make enquiries about the land below Belmont House
- Obtain provisional costings for lighting in the gardens
- Cllr D. Hallett to discuss potential projects with the allotments' association
- Town clerk to discuss potential projects with Lyme Regis Museum
- Town clerk to check if the Town Mill would be eligible for the museums' funding, and if so, discuss potential projects with the Town Mill
- Check if the covenant on Anning Road playing field applies to the whole area and would prevent outdoor gym equipment being installed on the field
- Work up proposals on how funding for waste disposal and collection could be used
- Look into whether the Swim roof or Jubilee Pavilion would qualify under the community venue category
- Determine which of the council's existing objectives would qualify and under which categories

Cllr B. Larcombe asked if there were any funds available through the Community Infrastructure Levy (CIL). The town clerk said he would make enquiries.

The meeting closed at 8.21pm.

DRAFT

LYME REGIS TOWN COUNCIL

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

MINUTES OF THE MEETING HELD ON TUESDAY 10 APRIL 2018

Present

Members: Cllr Mrs M. Ellis (chairman), Cllr J. Broom, Cllr D. Hallett, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

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

1. Apologies

Cllr R. Doney
Cllr B. Larcombe

2. Minutes of the meeting held on Tuesday 31 October 2017

Cllr O. Lovell requested that his apologies were recorded.

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, with the above amendment, the minutes of the meeting held on Tuesday 31 October 2017 were **AGREED**.

3. Bowling club car parking

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

Cllr S. Williams asked if the town clerk had checked if the lease stated the club had to have a steward available every day in the summer.

The town clerk said there was a reference to opening it to the public, but stewarding was not a requirement in the lease. He said the relevant section would be sent to members of the working group.

As per the most recent council resolution, the town clerk said the operations manager had looked at the current capacity and configuration of the bowling club car park and had come up with four options, which would comply with the current standard for parking spaces.

The town clerk said 19 vehicles could fit in, but the council charged for 24 as it was aware the club could fit 24 vehicles in by blocking each other in. He said this decision went back some time.

Based on the operations manager's assessment, 12 to 20 spaces could be created if the bowling club car park was incorporated into the council car park. The 20 spaces could only be achieved if the public footpath was moved.

The town clerk said he was looking for a clear brief from this meeting, and if appropriate, from the committee, about what should be discussed with the bowling club.

Members discussed the possibility of the bowling club using the car park for only part of the year. It was noted the bowling club was willing to consider this but the current lease didn't allow it. Members also acknowledged that the bowling club would want to use the car park during the peak season, when the council would also have the greatest need for it.

Cllr O. Lovell said if the club wanted exclusive use of the car park all-year-round, the council should stick to its recent decision. However, if the club was willing to break the lease and hand the car park back to the council, the council would be able to generate a bigger income and could look differently at what it charges the club.

Members acknowledged it would be difficult to move forward until the two parties agreed on the number of spaces and the price per space. The town clerk said each space generated just under £2,000pa, so it was important the council got a reasonable return from the club.

Members acknowledged the contribution the club made to the town and how this was reflected in the rent to be charged for the clubhouse and green, for which the council could also provide a grant, if it wished.

Members considered the four car park configurations and how much income each option would generate for the council if it was incorporated into the council car park. It was noted the club would be receiving a substantial discount, regardless of which option was chosen.

Cllr J. Broom said 13 spaces could be created using the British standard, or 11 at Dorset County Council standards.

Members agreed with the principle that if the club wanted exclusive use of the 12 spaces all-year-round, it would have to pay the commercial rate for the spaces. If the club wanted use of the spaces for certain months, the council could consider charging a percentage of the commercial rate.

Proposed by Cllr J. Broom and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO THE STRATEGY AND FINANCE COMMITTEE** to charge the bowling club for 12 spaces at the full market value, but to negotiate a percentage figure if the club is willing to relinquish use of the car park during agreed months, and if the club is willing to break the lease immediately.

4. Meeting with bowling club

It was agreed two members would be nominated to meet with representatives of the club after the working group's recommendation had been considered by the Strategy and Finance Committee and agreed by Full Council.

5. Power boat club

The town clerk said the new lease took effect on 1 April 2018 but discussions were ongoing and the club was being represented by a chartered surveyor.

The meeting closed at 7.58pm.

Committee: Strategy and Finance

Date: 2 May 2018

Title: Bowling Club Car Park

Purpose of Report

To allow members to consider a recommendation from the assets on-and-around Monmouth Beach car park working group 'to charge the bowling club for 12 spaces at the full market value, but to negotiate a percentage figure if the club is willing to relinquish use of the car park during agreed months, and if the club is willing to break the lease immediately'

Recommendation

Members consider the recommendation from the assets on-and-around Monmouth Beach car park working group 'to charge the bowling club for 12 spaces at the full market value, but to negotiate a percentage figure if the club is willing to relinquish use of the car park during agreed months, and if the club is willing to break the lease immediately'

Background

1. The council has been considering the future of assets on-and-around Monmouth Beach since 5 August 2014. On 2 November 2016, the Full Council resolved:

'to increase the lease rent for the bowls' club house and bowling green to around £4,000 and to charge a lease rent for the bowls' club car park based on 50% of the current income the council receives from its parking spaces in that location, to take effect from 1 January 2019 and 1 January 2020, respectively.'

2. On 13 December 2017, the Full Council resolved:

'that consideration of the bowling club lease be referred back to the Assets-on-and-around Monmouth Beach Car Park Working Group for further and more detailed consideration to include the current capacity and configuration of the car parking area and the number of public spaces which could be achieved within that area at current recommended space standards and having regard to the existing and potential layout of the wider area, including any constraints imposed by the adjoining footpath; and that a further meeting be arranged with the bowling club, to include member representation.'

Report

3. On 10 April 2018, the council's assets on-and-around Monmouth Beach car park working group¹ considered car parking at the bowling and made the following recommendation to this committee:

‘to charge the bowling club for 12 spaces at the full market value, but to negotiate a percentage figure if the club is willing to relinquish use of the car park during agreed months, and if the club is willing to break the lease immediately.’

4. Members are asked to consider this recommendation.
5. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

John Wright
Town clerk
April 2018

¹ The minutes of this meeting are item 9 on this agenda

Committee: Strategy and Finance

Date: 2 May 2018

Title: Committee Structure

Purpose of Report

To allow members to consider the council's committee structure

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 13 May 2015, the Full Council considered its committee structure and 'resolved to retain the current committee structure until 31 December 2015'.
2. On 11 November 2015 and 2 March 2016, the Strategy and Policy Committee considered reports on the council's committee structure. The report on 2 March 2016 was informed by a members' information event on 2 February 2016.
3. At the Strategy and Policy Committee on 2 March 2016, members recommended to:
 - 'implement a new committee structure consisting of the Full Council, Strategy and Finance Committee, Planning Committee, Town Management and Highways Committee, Tourism, Community and Publicity Committee, Human Resources Committee, and Christmas Lights Committee; to create a working group to formulate the terms of reference and scheme of delegation for the Full Council and its committees; and to defer the implementation of the new committee arrangements until 18 May 2016.'
4. This recommendation was approved by the Full Council on 16 March 2016.
5. In early-Spring 2017, the town clerk was asked to produce a report to re-visit the council's committee structure. This report was presented to the Full Council on 3 May 2017. Following consideration, the Full Council resolved:
 - 'to retain the council's existing committee structure for the remainder of the elected term of this council.'
6. At the Full Council on 28 March 2018, this matter was raised during a discussion on the calendar of meetings for the following council year. At that meeting, it was agreed a report on the committee structure would be considered by the Strategy and Finance Committee on 2 May 2018.

Report

7. The report revisits the three options considered by the Full Council on 3 May 2017: the current structure, a council and portfolio-holder model, and a partial council-only model.

The current structure

8. The current structure is attached, **appendix 11A**.
9. Variations of this model are used by all other local town councils; the exception is Sherborne Town Council (see below). In some instances, this model is supported by sub-committees and working groups.
10. The advantage of this structure is it broadly reflects the council's functions, and it allows each committee to properly consider business and make recommendations to the Full Council for approval. The time between a committee recommendation and a Full Council resolution allows time for reflection and, the Full Council ultimate decision-making function fulfils a 'check and balance' roll.
11. The disadvantage of this structure is the large number of meetings required to service it.
12. In a normal council year there are seven cycles of meetings. In addition, most committee cycles contain more than one Planning Committee meeting (West Dorset District Council hold planning meetings every four weeks, i.e., 13 a year) plus, there's the Annual Town Meeting of Electors and additional Full Council meetings for mayor-making and grant allocations. In total, there are 51 scheduled meetings in 2018/19.
13. When extraordinary meetings and working group meetings are added in, the number of meetings is around 70 a year.
14. Having said this, officers have historically coped with this volume of meetings.
15. The council does not limit the number of members on its committees. This has resulted in some committees having a large membership. The council could reduce members' time commitment by setting a limit on the number of councillors on each of its committees: the terms of reference are considered and approved by the Full Council at its first meeting in the council year, i.e. 23 May 2018.

A council and portfolio-holder model

16. This structure is used by Sherborne Town Council. The council has 12 members.

17. The council's main functions are: finance and resources, properties, playing fields and recreation areas, and staff matters are delegated to portfolio holders. Each portfolio holder has a deputy.
18. Decisions are normally taken by the town clerk, in consultation with the relevant portfolio holder. Only material decisions and/or significant variations from policy are reported to Full Council. The Full Council meets every month. In addition, there are 13 planning meetings.

A partial council-only model

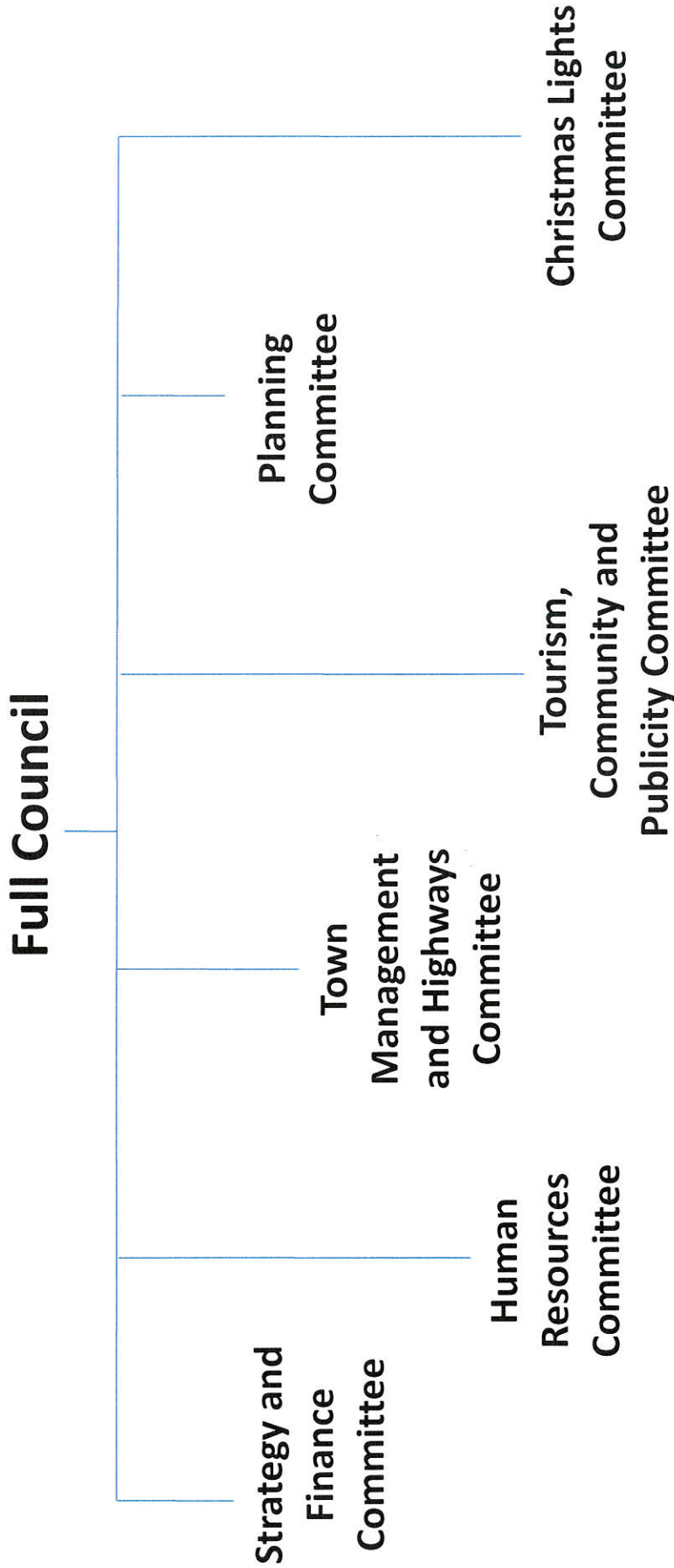
19. This model is used by Frome Town Council. The town council has 17 members.
20. In 2017/18, the Full Council had six diarised meetings. In addition, the council had seven town matters' meetings and four council matters' meeting in 2017/18, plus 13 Planning Advisory Group meetings.
21. This structure is supported by panels which the council hold to broaden the democratic process. In 2017/18, there were four panels: sports and leisure, keep Frome clean, well-being, and the town centre.

Considerations

22. Due to the financial pressures on principal authorities and/or because of the proposal for two unitary authorities in Dorset, the town council will probably take on additional functions in the near future. Consequently, any governance structure adopted must have the capacity to adapt to change.
23. A movement towards portfolio holders would require further decision-making delegation. Delegation cannot be devolved to members and will have to be devolved to the town clerk who would make decisions in consultation with a portfolio holder.
24. If further delegation is agreed, or if the council reduces the membership of its committees, councillors would have to trust and support decisions made and recommendations put forward to the Full Council. A situation where the rationale for routine decisions are being questioned by the Full Council would undermine decision makers, which in turn could lead to sub-optimal decisions being made. It would also adversely affect public perception about the council's decision-making processes.

John Wright
Town clerk
April 2018

Existing Committee Structure



Committee: Strategy and Finance

Date: 2 May 2018

Title: General Data Protection Regulation

Purpose of Report

To further inform members about the General Data Protection Regulation, to propose a programme for achieving compliance with the General Data Protection Regulation to provide information requested within 28 days and free of charge

Recommendation

Members confirm the council's intent to comply with the General Data Protection Regulation and approve the implementation model, appendix 12A and the timetable detailed in paragraph 6

Background

1. On 29 November 2017, this committee received a report on the General Data Protection Regulation (GDPR). The report informed members that the GDPR required further administrative requirement, a stronger data audit trail, an enhanced data controller and significant fines for regulation breaches.
2. Guidance on what needs to be done to comply with the GDPR has been sought but is still unclear: guidance is still being published.
3. What is clear is that compliance with the GDPR is an evolutionary rather than a revolutionary process. This approach is confirmed by the Information Commissioner's Office (ICO)¹:
4. The Commissioner has said previously that the GDPR is a journey rather than a destination. She will be looking to councils to demonstrate they are committed to making progress towards embedding the right processes and procedures. She wants to reassure councils that if they have a positive attitude to finding practical solutions to some of the challenges of implementation, they will find a pragmatic, fair and proportionate regulator.²
5. The lack of guidance on compliance with the GDPR has meant that progress in the local council sector has been slow. However, what it is clear is local councils must commit to compliance with the GDPR and have an implementation plan

¹ The Information Commissioner's Office is responsible for compliance with the GDPR

² NALC. PB01-18: Information Commissioner's office statement on General Data Protection Regulation. 18 April 2018

6. Attached at **appendix 12A** is a 12-step approach published by the ICO's office which the council can adopt:
- Awareness - reports to S&F 29/11/17 and 2/5/18
 - Information you held hold - audits to be completed by 30/9/18
 - Communication privacy information – 30/9/18
 - Individual rights – 31/3/19
 - Subject access requests – amend practice 2/5/18
 - Lawful basis for processing personal data – 31/12/18
 - Consent – 31/12/18
 - Children – N/A
 - Data breaches – 31/12/18
 - Data Protection by Design and Data Protection Impact assessments – 31/3/19
 - Data protection Officers – 31/3/19
 - International – N/A
7. Any recommendations from this committee will be considered by the Full Council on 9 May 2019.

John Wright
Town clerk
April 2018

Preparing for the General Data Protection

Regulation (GDPR)

12 steps to take now

1

Awareness

You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have.

2

Information you hold

You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.

3

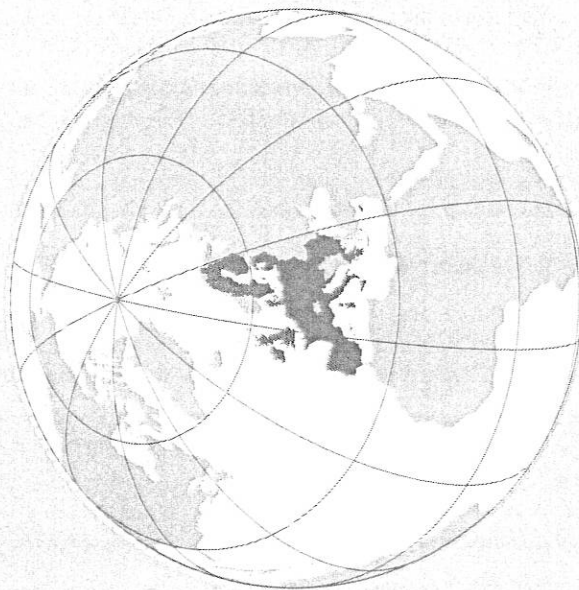
Communicating privacy information

You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.

4

Individuals' rights

You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.



5

Subject access requests

You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.

6

Lawful basis for processing personal data

You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.

7

Consent

You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.

8

Children

You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.

9

Data breaches

You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.

10

Data Protection by Design and Data Protection Impact Assessments

You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.

11

Data Protection Officers

You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

12

International

If your organisation operates in more than one EU member state (ie you carry out cross-border processing), you should determine your lead data protection supervisory authority. Article 29 Working Party guidelines will help you do this.

Committee: Strategy and Finance

Date: 2 May 2018

Title: Budget Performance, 1 April 2017 - 31 March 2018

Purpose of Report

To inform members of performance against budget from 1 April - 31 March 2018

Recommendation

Members note the report

Report

- Attached at **appendix 13A** is the budget report for 1 April to 31 March 2018. While the year end process has not yet been completed, the figures are unlikely to change to any significant extent. This summary includes project/objective expenditure.

Operations £000's	2017-18 Forecast/Actual	2017-18 Budget	2017/18 Variance
Income	1,755	1,410	343
Expenditure	1,518	1,392*	(125)
Surplus	237	18*	218

* 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

- 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

AGENDA ITEM 13

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 – (now in 2017/18)	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
Security review	5	Office Admin
War memorial	8	Outside Works
Total	97	

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 13A**. 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 Parks¹**. 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 actual income (the budgets are set at 95% of expected income) have the seafront car parks £70k better than budget and Woodmead £19k. As well as the car park income, parking fines are forecasted to be £5k above budget, and parking permits a further £5k.

5. **Chalets/Beach Huts/Caravans**² income is above budget by £52k; 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 forecast to be £2k 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 £172k above budget, due to invoiced 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. **Democratic representation**⁵ expenditure is £14k below budget as not all councillors claim the 'allowance'.
9. **Outside works**⁶ expenditure is £141k above budget. This includes £158k 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). It excludes those amounts in the table at paragraph 3, £97k.
10. **Grants expenditure**⁷ is £15k 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 £17k below budget.
12. Forecast **staffing costs**⁹ are close to budget, mainly because not all staff have joined the pension scheme, although there have also been some vacancies. It does not include any compensatory payments in respect of the new contract arrangements or back pay.
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 £218k is forthcoming and we put aside the £89k in the table at paragraph 3, this will increase unallocated reserves at 31 March 2018 to £1.250million (1,121+218-89), equivalent to 88.6% of the budgeted 2017/18 turnover.
14. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

Keith Wilson
Finance manager
April 2018

March 2018		Budget	Forecast	Variance Favourable /(Unfavourable)	%age variance Favourable /(Unfavourable)	Note
Income						
Precept	122,514	122,514		0	0%	
Car parks	591,939	692,327		100,388	17%	1
Chalets/Beach huts/Caravans	282,393	334,749		52,356	19%	2
Concessions	39,088	39,266		178	0%	
Commercial rents	208,019	212,085		4,066	2%	
Marketing	19,650	20,109		459	2%	
Amenity area	86,346	88,453		2,107	2%	3
Cemetery	1,866	14,834		12,968	695%	
Licences	14,322	13,473		(849)	(6%)	
Other	40,415	212,006		171,591	425%	4
Income from Investments	4,028	4,693		665	17%	
	1,410,580		1,754,509	343,929	24%	
Expenditure						
Office administration	109,912	122,229		(12,317)	(11%)	
Rents	4,068	2,177		1,891	46%	
Licenses/Leases	3,950	4,171		(221)	(6%)	
Democratic representation	21,210	7,332		13,878	65%	5
Outside works	244,886	386,326		(141,440)	(58%)	6
Grants/SLA	146,014	161,121		(15,107)	(10%)	7
Utilities	145,253	127,890		17,363	12%	8
Staffing	589,659	583,219		6,440	1%	9
Marketing & Tourism	52,842	50,917		1,925	4%	
Other	14,000	15,745		(1,745)	(12%)	
Loan charges inc interest	60,651	56,783		3,868	6%	
	1,392,445		1,517,911	(125,466)	(9%)	
Gross Profit/(Loss):	18,135		236,598			
Trading Surplus/(deficit)	18,135		236,598	218,463	1205%	

Committee: Strategy and Finance

Date: 2 May 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 24 April 2018 are attached, **appendix 14A**.
2. The total balance, £1,432,534, 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.

AGENDA ITEM 14

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. Members have agreed to consider the council's cash holdings and investments in further detail at the next meeting of this committee on 27 June 2018.

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 9 May 2018.

Keith Wilson
Finance manager
April 2018

Lyme Regis Town Council**Bank Balances****23-Apr-18**

	Total £	Access
Nat West		
General (£6,620 after reconciling items)	1,000	Instant
Liquidity Manager 0.1%	47,410	Instant
Special Interest Bearing Account 0.5%	536,755	Instant
Christmas Lights	7,365	Instant
Lloyds - Current (£32,825 after reconciling items)	31,213	Instant
Lloyds - Liquidity Manager 0.05%	243,219	Instant
Lloyds - Fixed Term Deposit - A 0.65%	101,000	Oct-18
Lloyds - Fixed Term Deposit - B 0.85%	100,900	Jan-19
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%	159,173	180 Days
Wilkinson Legacy 0.2%	524	One month
WDDC Deposit 0.7818%	1,961	10 Days
	<u>1,432,534</u>	

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

Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Mar-18	277,500	

Public Works Loans

Zero
All Repaid April 2017

Committee: Strategy and Finance

Date: 2 May 2018

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of February and March 2018

Recommendation

Members note the report and approve the attached schedule of payments for February and March 2018 for the sums of £173,369.10 and £174,606.97, respectively

Background

1. Lyme Regis Town Council's Financial Regulations, 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.'

Report

2. 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.
3. I present the list of payments for the months of February and March 2018, **appendices 15A and 15B**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. 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.
5. Any recommendations from this committee will be considered by the Full Council on 9 May 2018.

Keith Wilson
Finance manager
April 2018

Lyme Regis Town Council
Payments list for February 2018

Total

173,369.10

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
01/02/2018	South West Water	Water Rates	DD	18.08	0%	-	18.08	utilities
09/02/2018	OPUS ENERGY LTD	Electric	DD	5.57	5%	0.27	5.30	Utilities
12/02/2018	HMRC VAT	VAT	DD	73,652.92	0%	-	73,652.92	VAT
12/02/2018	WEST DORSET D.C.	Business Rates	DD	6,539.00	0%	-	6,539.00	Utilities
14/02/2018	ALLSTAR	Monthly Fuel	DD	545.33	20%	90.89	454.44	Outside Works
15/02/2018	BANKLINE	Bank Charges	DD	51.20	0%	-	51.20	Office Expenses
19/02/2018	DORSET COUNTY COUN	Bin Collection	DD	471.75	0%	-	471.75	Outside Works
21/02/2018	WORLDPAY	Worldpay Transaction charges	DD	49.07	0%	-	49.07	Office Expenses
21/02/2018	WORLDPAY	Worldpay Transaction charges	DD	29.82	0%	-	29.82	Office Expenses
22/02/2018	SALARY	Feb Salary	BACS	28,439.32	0%	-	28,439.32	Staffing
23/02/2018	GIFFGAFF.COM	Monthly Mobile Bundle	POS	5.00	20%	0.83	4.17	Utilities
26/02/2018	WEST DORSET DISTRI	Loan repayment	DD	3,125.00	0%	-	3,125.00	Loan Charges
27/02/2018	HMRC Tax	February Tax & NI	DD	8,649.19	0%	-	8,649.19	Staffing
				121,581.25				

LLOYDS BANK

01/02/2018	Customer	Refund key deposit	BACS	20.00	0%	-	20.00	Beach Hut
01/02/2018	OFFICEFURNITURE	White boards	BACS	122.40	20%	20.40	102.00	Office Expenses
01/02/2018	CREATIVE SOLUTIONS	Sign printing	BACS	125.62	20%	20.94	104.68	Office Expenses
01/02/2018	EVERGREEN RENEWABL	repair call out	BACS	126.00	20%	21.00	105.00	Outside Works
01/02/2018	SAFTEY SIGNS4 LESS	safety signs	BACS	170.52	20%	28.42	142.10	Outside Works
01/02/2018	TRAVIS PERKINS	Consolidated invoice	BACS	246.54	20%	41.09	205.45	Outside Works
01/02/2018	BEMROSEMOBILE	Phone n Pay Transaction Charges	BACS	388.54	20%	64.76	323.78	Office Expenses
01/02/2018	THE SIMPLY GROUP	Chairs for cadet Hut	BACS	475.01	20%	79.17	395.84	Office Expenses
01/02/2018	Damory	Town Bus	BACS	1,000.00	0%	-	1,000.00	Outside Works
01/02/2018	LRDT PROPERTY M	Annual Service fees	BACS	1,122.62	20%	187.10	935.52	Office Expenses
01/02/2018	PCRM CONSULTANCY	Advise on disabled access for Langmoor	BACS	1,414.44	20%	235.74	1,178.70	Office Expenses
01/02/2018	L R MUSICAL THEATRE	2017 Grant	BACS	2,100.10	0%	-	2,100.10	Grants
01/02/2018	KITSON AND TROTMAN	Legal Fees	BACS	3,000.00	20%	500.00	2,500.00	Office Expenses
01/02/2018	WEST DORSET D.C.	Annual Lease of Land opposite Harbour inn	BACS	4,080.00	0%	-	4,080.00	Utilities
01/02/2018	DCC PENSION FUND	Feb Pension	BACS	7,597.65	0%	-	7,597.65	Staffing
01/02/2018	GLASDON	Stanford Seats (memorial benches)	BACS	7,700.53	20%	1,283.42	6,417.11	Outside Works
05/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities
07/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities

Lyme Regis Town Council
Payments list for February 2018

Total

173,369.10

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
09/02/2018	Ebay	Wallpaper paste	POS	1.49	20%	0.25	1.24	Office Expenses
09/02/2018	EBAY	Reflective tape	POS	3.52	20%	0.59	2.93	Office Expenses
09/02/2018	EBAY	Woodchip wallpaper	POS	6.44	20%	1.07	5.37	Office Expenses
09/02/2018	GIFFGAFF.COM	Mobile Phone	POS	10.00	20%	1.67	8.33	Utilities
09/02/2018	Ebay	Magnets for whiteboards	POS	13.45	20%	2.24	11.21	Office Expenses
09/02/2018	Ebay	Brush scrapers	BACS	25.50	20%	4.25	21.25	Office Expenses
12/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities
12/02/2018	AMAZON UK	steel doormat	POS	99.98	20%	16.66	83.32	Office Expenses
14/02/2018	TOTAL PLUMBING	Plumbing supplies	BACS	13.78	20%	2.30	11.48	Outside Works
15/02/2018	G4S	Amenities Cash collection	DD	14.94	20%	2.49	12.45	Utilities
15/02/2018	EE & T-MOBILE	Monthly Sim and Mobile costs	DD	89.23	20%	14.87	74.36	Utilities
16/02/2018	Staff	Travel Expenses	BACS	64.80	0%	-	64.80	Staffing
16/02/2018	Sage	Sage Licence/support	DD	150.00	20%	25.00	125.00	Office Expenses
19/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities
19/02/2018	COUNCILLOR	Mayoral Allowance	BACS	2,898.55	0%	-	2,898.55	Democratic represen
21/02/2018	Worldpay	Card Transaction Charges	DD	15.14	0%	-	15.14	Office Expenses
21/02/2018	A G DOWN	Refund of overpayment for chapel fees	BACS	30.00	20%	5.00	25.00	Income
21/02/2018	Staff	Travel Expenses	BACS	31.50	0%	-	31.50	Staffing
21/02/2018	Mole Avon	Gloves, safety boots etc	BACS	69.65	20%	11.61	58.04	Outside Works
21/02/2018	Customer	Use of private beach hut	BACS	75.00	0%	-	75.00	Beach Hut
21/02/2018	ARTHUR FORDHAM	Keys, Mops Etc	BACS	104.73	20%	17.46	87.28	Outside Works
21/02/2018	MOTTERAM HR	HR support	BACS	125.00	20%	20.83	104.17	Office Expenses
21/02/2018	Wessex Lift	Lift Service	BACS	129.00	20%	21.50	107.50	Outside Works
21/02/2018	Newsquest	Concessions Advert	BACS	161.28	20%	26.88	134.40	Office Expenses
21/02/2018	AXMINSTER GARDEN M	September goods - Harness, helmet, face shield	BACS	203.76	20%	33.96	169.80	Outside Works
21/02/2018	CIPFA	Annual Subscription	BACS	234.00	20%	39.00	195.00	Office Expenses
21/02/2018	WESTCRETE	Concrete	BACS	257.20	20%	42.87	214.33	Outside Works
21/02/2018	SOUTH WEST WATER	Water Rates	BACS	352.62	0%	-	352.62	utilities
21/02/2018	TRAVIS PERKINS	Consolidated invoice - Paint, timber, Poscrete	BACS	353.89	20%	58.98	294.91	Outside Works
21/02/2018	CLARITY COPIERS	Photocopier Costs	BACS	373.25	20%	62.21	311.04	Office Expenses
21/02/2018	CAROL WILLIAMS	Cleaning	BACS	407.50	0%	-	407.50	Outside Works
21/02/2018	Screwfix	Shower for COTC pavilion, Work Uniform etc	BACS	445.63	20%	74.27	371.36	Outside Works
21/02/2018	ROYAL BRITISH Legion	5 * Silent Soldiers	BACS	500.00	0%	-	500.00	Outside Works
21/02/2018	VALE FIRE SAFETY	7 Fire extinguishers	BACS	524.40	20%	87.40	437.00	Office Expenses
21/02/2018	ROB PERRY MARINE	Machinery maintenance	BACS	841.38	20%	140.23	701.15	Outside Works
21/02/2018	WOODMEAD HALL	Jan - March - Public Use of toilets per agreement	BACS	2,485.00	0%	-	2,485.00	Outside Works
21/02/2018	GLEN CLEANING	January and December cleaning	BACS	2,489.36	20%	414.89	2,074.47	Outside Works

Lyme Regis Town Council
Payments list for February 2018

173,369.10									
Total									
Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
21/02/2018	JOHN STARK CRICKMA	Café in the park - architect	BACS	6,308.40	20%	1,051.40	5,257.00	Office Expenses	
22/02/2018	IP OFFICE	Monthly broadband and phone	DD	328.04	20%	54.67	273.37	Office Expenses	
27/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities	
27/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities	
27/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities	
27/02/2018	Staff	Travel Expenses	BACS	111.00	0%	-	111.00	Staffing	
27/02/2018	PITNEY BOWES	Postage	BACS	513.00	0%	-	513.00	Office Expenses	
27/02/2018	SSG Training	Health & Safety Course	BACS	1,146.00	20%	191.00	955.00	Office Expenses	
28/02/2018	GIFFGAFF.COM	Mobile Phone	DD	5.00	20%	0.83	4.17	Utilities	
				51,737.38					
				50.47					
Petty Cash									

Lyme Regis Town Council
Payments list for March 2017

Total

174,606.97

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
01/03/2018	GIFFGAFF.com	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
09/03/2018	SALARY	March Salary	BACS	£290.10	0%	-	290.10	Staffing
12/03/2018	WEST DORSET D.C.	Rates	D/D	£6,528.00	0%	-	6,528.00	Utilities
14/03/2018	ALLSTAR	Fuel Costs	D/D	£433.91	20%	72.32	361.59	Outside Works
15/03/2018	Carrier 3pl	Brochure costs - campaign management, advert sales, design etc	CHQ	£12,718.80	20%	2,119.80	10,599.00	Marketing & Tourism
15/03/2018	BANKLINE	Bank Charges	BLN	£50.40	0%	-	50.40	Office Expenses
16/03/2018	E.ON	Electricity	D/D	£15.95	5%	0.76	15.19	Utilities
19/03/2018	DORSET COUNTY COUN	Wheeie bin hire	D/D	£410.00	0%	-	410.00	Outside Works
20/03/2018	WORLDPAY	Transaction charges - Feb	D/D	£28.50	0%	-	28.50	Office Expenses
21/03/2018	WORLDPAY	Transaction charges - Feb	D/D	£31.71	0%	-	31.71	Office Expenses
22/03/2018	SALARY	March Salary	BACS	£27,549.74	0%	-	27,549.74	Staffing
23/03/2018	GIFFGAFF.com	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
26/03/2018	WEST DORSET DISTRI	Loan repayment	S/O	£3,125.00	0%	-	3,125.00	Loan Charges
28/03/2018	HMRC Tax	March PAYE NI	D/D	£8,751.30	0%	-	8,751.30	Staffing
29/03/2018	GIFFGAFF.com	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
				59,948.41				
LLOYDS BANK								
01/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
05/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
05/03/2018	R V COOKE	Refund for barrier electric	BACS	£15.45	0%	-	15.45	Utilities
07/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
07/03/2018	CARRIER 3PL	Jan Brochure link and February fulfilment	BACS	£6,320.38	20%	1,053.40	5,266.98	Marketing & Tourism
09/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£10.00	20%	1.67	8.33	Utilities
12/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
15/03/2018	SOUTH WEST WATER	Water	BACS	£2.88	0%	-	2.88	utilities
15/03/2018	GREEN VALLEY	Rhino fuel cans carriage	BACS	£8.43	20%	1.41	7.03	Outside Works
15/03/2018	IMAGIN	New staff ID badges	BACS	£15.48	20%	2.58	12.90	Office Expenses
15/03/2018	Customer	Refund of 2nd key deposit	BACS	£20.00	0%	-	20.00	Beach Hut
15/03/2018	Customer	Refund of 2nd key deposit	BACS	£20.00	0%	-	20.00	Beach Hut
15/03/2018	Councillor	Travel expenses	BACS	£27.00	0%	-	27.00	Office Expenses
15/03/2018	G4S	Amenities cash collection	D/D	£29.88	20%	4.98	24.90	Utilities
15/03/2018	EBUYER	Printer for cadet hut	BACS	£39.97	20%	6.66	33.31	Office Expenses
15/03/2018	GROVES NURSERIES	Gardening supplies - Deco Pak white spar	BACS	£40.44	20%	6.74	33.70	Outside Works
15/03/2018	PITNEY BOWES	Postage	BACS	£50.83	0%	-	50.83	Office Expenses

Lyme Regis Town Council
Payments list for March 2017

Total

174,606.97

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code *	Probable VAT*	Probable Net*	Indicative Expenditure Category
15/03/2018	A J SUPPLIES	Cleaning supplies - canister refills and batteries	BACS	£55.80	20%	9.30	46.50	Outside Works
15/03/2018	KEDEL	Recycled plastic post - external works	BACS	£60.27	20%	10.05	50.23	Outside Works
15/03/2018	STAFF	Travel expenses	BACS	£64.80	0%	-	64.80	Staffing
15/03/2018	KEELY WINDOWS	External works - door handles	BACS	£71.78	20%	11.96	59.82	Outside Works
15/03/2018	OFCOM	Annual radio license	BACS	£75.00	0%	-	75.00	Office Expenses
15/03/2018	SOUTH WEST WATER	Water	BACS	£88.15	0%	-	88.15	utilities
15/03/2018	MARTIN ACCOUNTANTS	Providing PAYE advise	BACS	£90.00	20%	15.00	75.00	Office Expenses
15/03/2018	EE & T-MOBILE	Monthly Sim and Mobile costs	D/D	£90.73	20%	15.12	75.61	Utilities
15/03/2018	METRIC GROUP	Metric back office	BACS	£97.20	20%	16.20	81.00	Outside Works
15/03/2018	ARTHUR FORDHAM	Masonry nails, keys, cleaning supplies etc	BACS	£98.63	20%	16.44	82.19	Outside Works
15/03/2018	SIX PAYMENT SERVIC	Transaction Charges - Feb	BACS	£105.70	0%	-	105.70	Outside Works
15/03/2018	WESTCRETE	Ready mix concrete	BACS	£134.22	20%	22.37	111.85	Outside Works
15/03/2018	SP SERVICES	First aid supplies	BACS	£137.58	20%	22.93	114.65	Outside Works
15/03/2018	SSP DIRECT	Directional sign	BACS	£205.17	20%	34.20	170.98	Outside Works
15/03/2018	WESCO	Annual alarms engineer test	BACS	£252.00	20%	42.00	210.00	Outside Works
15/03/2018	SMITH OF DERBY	Cobb gate car park clock service visit	BACS	£253.20	20%	42.20	211.00	Outside Works
15/03/2018	Play Inspection	Carry out inspection of play areas	BACS	£270.00	20%	45.00	225.00	Outside Works
15/03/2018	VPW Systems	Annual Hosting of lymeregistowncouncil.gov.uk	BACS	£300.00	20%	50.00	250.00	Marketing & Tourisr
15/03/2018	OVER 70'S CLUB	2017/18 Grant	BACS	£300.00	0%	-	300.00	Grants
15/03/2018	KELTIC CLOTHING	Enforcement officer clothing	BACS	£300.48	0%	-	300.48	Staffing
15/03/2018	JACKSON LIFT GROUP	Replace Auto-dialler Speaker	BACS	£356.40	20%	59.40	297.00	Outside Works
15/03/2018	CAROL WILLIAMS	Monthly cleaning	BACS	£385.00	0%	-	385.00	Outside Works
15/03/2018	SCREWFIX	Safety helmets, Work safe boiler etc.	BACS	£407.76	20%	67.96	339.80	Outside Works
15/03/2018	DESIGN PLACE	Advertisement in Dorset weddings 2018	BACS	£474.00	20%	79.00	395.00	Office Expenses
15/03/2018	EDFENERGY CUST PLC	Electricity	BACS	£597.48	5%	28.45	569.03	Utilities
15/03/2018	LUKE LAWSON	Monthly website support	BACS	£600.00	0%	-	600.00	Marketing & Tourisr
15/03/2018	LR PANTOMINE	2017/18 Grant	BACS	£970.00	0%	-	970.00	Grants
15/03/2018	DAMORY	Town bus	BACS	£1,000.00	0%	-	1,000.00	Outside Works
15/03/2018	BUGLERS	Full service on vehicle HF09EDP and parts purchased	BACS	£1,048.70	20%	174.78	873.92	Outside Works
15/03/2018	DHS LTD	Production of risk assessments and H&S policies	BACS	£1,206.00	20%	201.00	1,005.00	Outside Works
15/03/2018	GLEN CLEANING	Monthly cleaning	BACS	£1,244.68	20%	207.45	1,037.23	Outside Works
15/03/2018	HOLMES & BLACKMORE	Bowling green, Mon beach, repairs etc	BACS	£1,346.62	0%	-	1,346.62	Outside Works
15/03/2018	KITSON AND TROTMAN	Registration of guildhall car park	BACS	£1,419.00	20%	236.50	1,182.50	Office Expenses
15/03/2018	RECOAIR	Supply and install air conditioning - cadet hut	BACS	£1,498.56	20%	249.76	1,248.80	Outside Works
15/03/2018	TRAVIS PERKINS	Hire of excavator, heavy duty land fabric etc.	BACS	£1,890.78	20%	315.13	1,575.65	Outside Works
15/03/2018	EVERGREEN RENEWABL	Seafront wifi work, electrical work carried out at guidhall	BACS	£2,077.20	20%	346.20	1,731.00	Outside Works
15/03/2018	CCTV ADVISORY SERV	Site survey, CCTV report	BACS	£2,385.00	20%	397.50	1,987.50	Outside Works

Lyme Regis Town Council
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Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
15/03/2018	LR MAJORETTES	2017/18 Grant	BACS	£2,479.65	0%	-	2,479.65	Grants
15/03/2018	LRDT	Hub Grant and hire of a room for training	BACS	£2,525.00	0%	-	2,525.00	Grants
15/03/2018	PREMIER LOOS	Hire of toilets	BACS	£2,808.00	20%	468.00	2,340.00	Outside Works
15/03/2018	LYME FORWARD	First stage payment - sculpture trail	BACS	£3,000.00	0%	-	3,000.00	Grants
15/03/2018	PCRM CONSULTANCY	Mon beach monitoring, national trust shop advise	BACS	£3,030.48	20%	505.08	2,525.40	Office Expenses
15/03/2018	Rob Perry marine	Machine Maintenance	BACS	£3,346.85	20%	557.81	2,789.04	Outside Works
15/03/2018	WILDE	Broken glass roof panels	BACS	£4,498.20	20%	749.70	3,748.50	Outside Works
15/03/2018	L F WEBB	Toilet refurbishment	BACS	£4,800.00	0%	-	4,800.00	Outside Works
15/03/2018	DCC PENSION FUND	FEB Pensions	BACS	£7,472.70	0%	-	7,472.70	Staffing
16/03/2018	Sage	Monthly Licence & software support	D/D	£150.00	20%	25.00	125.00	Office Expenses
19/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
21/03/2018	Worldpay	Card Transaction Charges	D/D	£15.38	0%	-	15.38	Office Expenses
22/03/2018	IP OFFICE	February phone and broadband	D/D	£329.52	20%	54.92	274.60	Office Expenses
22/03/2018	LR MUSEUM	Med grant for microscope	BACS	£2,500.00	0%	-	2,500.00	Grants
22/03/2018	CLUB WIFI	Seafont Wi-Fi costs	BACS	£4,788.88	20%	798.15	3,990.73	Office Expenses
27/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
27/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
27/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
28/03/2018	GIFFGAFF.COM	Mobile phone	D/D	£5.00	20%	0.83	4.17	Utilities
29/03/2018	LR MUSEUM	Shelters refund - broken lock	BACS	£10.00	0%	-	10.00	Grants
29/03/2018	Staff	Travel expenses	BACS	£35.10	0%	-	35.10	Staffing
29/03/2018	AXEMINSTER Tools	Drill bits	BACS	£37.99	20%	6.33	31.66	Outside Works
29/03/2018	Staff	Travel expenses	BACS	£48.60	0%	-	48.60	Staffing
29/03/2018	LRDT	Room hire for training	BACS	£50.00	0%	-	50.00	Grants
29/03/2018	ARTHUR FORDHAM	Brush, drill bit, tape measure etc	BACS	£52.14	20%	8.69	43.45	Outside Works
29/03/2018	BUGLERS	Belt seat buckle	BACS	£68.24	20%	11.37	56.87	Outside Works
29/03/2018	ZURICH TRAINING	LCAS seminar	BACS	£72.00	20%	12.00	60.00	Office Expenses
29/03/2018	EUROFFICE	Stationary	BACS	£83.34	20%	13.89	69.45	Office Expenses
29/03/2018	METRIC GROUP	Back office support	BACS	£97.20	20%	16.20	81.00	Outside Works
29/03/2018	FROME TOWN COUNCIL	Course attendance	BACS	£99.00	0%	-	99.00	Office Expenses
29/03/2018	Staff	Travel Expenses	BACS	£99.90	0%	-	99.90	Staffing
29/03/2018	LYME ONLINE	Full editorial in Lyme online newspaper	BACS	£119.00	0%	-	119.00	Office Expenses
29/03/2018	Mole Avon	Pruner, rakes, work boots	BACS	£133.60	20%	22.27	111.33	Outside Works
29/03/2018	MOTTERAM HR	HR support	BACS	£140.00	20%	23.33	116.67	Office Expenses
29/03/2018	TOTAL PLUMBING	Compression reducing set, PTFE tape etc	BACS	£141.13	20%	23.52	117.61	Outside Works
29/03/2018	C K COMMUNICATIONS	Airtime rental for hand radios	BACS	£144.00	20%	24.00	120.00	Outside Works
29/03/2018	SIX PAYMENT SERVIC	Card Transaction fees	BACS	£145.66	0%	-	145.66	Outside Works

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29/03/2018	Staff	Travel Expenses	BACS	£189.00	0%	-	189.00	Staffing
29/03/2018	AXE SKIP HIRE	Skip hire - strawberry fields	BACS	£240.00	20%	40.00	200.00	Outside Works
29/03/2018	NW Systems	Line rental camera streaming x2 Jan - March 18	BACS	£309.60	20%	51.60	258.00	Office Expenses
29/03/2018	DARKIN MILLER	Internal Audit	BACS	£310.78	20%	51.80	258.98	Office Expenses
29/03/2018	LIFE EDUCATION	Grant - visit to St Michael's	BACS	£325.00	0%	-	325.00	Grants
29/03/2018	CASA ENVIROMENTAL	Asbestos Survey - seafont toilets	BACS	£354.00	20%	59.00	295.00	Outside Works
29/03/2018	CLARITY COPIERS	February photocopier costs	BACS	£357.67	20%	59.61	298.06	Office Expenses
29/03/2018	LRDT PROPERTY M	Rent and service charge 01/10/17 - 31/12/2017	BACS	£393.16	20%	65.53	327.63	Office Expenses
29/03/2018	WESCO	Fire alarm maintenance Offices/marine parade	BACS	£456.00	20%	76.00	380.00	Outside Works
29/03/2018	GROVES NURSERIES	Gardening supplies - Evergreen complete, Tree stake etc.	BACS	£469.98	20%	78.33	391.65	Outside Works
29/03/2018	WEST DORSET DISTRI	Job advertisement	BACS	£477.60	0%	-	477.60	Loan Charges
29/03/2018	Screwfix	Staff uniform, batteries, universal protector etc.	BACS	£533.06	20%	88.84	444.22	Outside Works
29/03/2018	IDA FOR LOCAL GOV	Annual subscription	BACS	£540.00	20%	90.00	450.00	Office Expenses
29/03/2018	CREATIVE SOLUTIONS	Sign post signage printing	BACS	£600.00	20%	100.00	500.00	Office Expenses
29/03/2018	Glasdon	Glasdon Jubilee litter bin	BACS	£740.20	20%	123.37	616.83	Outside Works
29/03/2018	ROB PERRY MARINE	Machine Maintenance	BACS	£746.01	20%	124.34	621.68	Outside Works
29/03/2018	STUART HALSEY	Production of risk assessment	BACS	£880.00	0%	-	880.00	Outside Works
29/03/2018	Newsquest	Staff Advertising	BACS	£881.64	20%	146.94	734.70	Office Expenses
29/03/2018	VIRGILS WINDOWS	Cleaning of windows Nov, Dec, Jan and feb plus 2x xmas trees	BACS	£970.00	0%	-	970.00	Outside Works
29/03/2018	DAMORY	Town bus	BACS	£1,000.00	0%	-	1,000.00	Outside Works
29/03/2018	NPOWER	Electric	BACS	£1,144.51	5%	54.50	1,090.01	Utilities
29/03/2018	TRAVIS PERKINS	Materials for town mill steps, cemetery etc	BACS	£1,165.15	20%	194.19	970.96	Outside Works
29/03/2018	AXMINSTER IRONWORK	Offices car park gate	BACS	£1,236.00	20%	206.00	1,030.00	Outside Works
29/03/2018	A J SUPPLIES	Staff clothing	BACS	£1,582.61	20%	263.77	1,318.84	Outside Works
29/03/2018	BRITISH BINS	Timber bin enclosure	BACS	£1,719.60	20%	286.60	1,433.00	Outside Works
29/03/2018	LYME FORWARD	Grant	BACS	£2,000.00	0%	-	2,000.00	Grants
29/03/2018	H LEAF AND SONS	Repair oriel window at Guildhall	BACS	£2,371.06	20%	395.18	1,975.88	Outside Works
29/03/2018	SW HYGIENE	Annual Sanitary and nappy bin rental	BACS	£2,404.40	20%	400.73	2,003.67	Outside Works
29/03/2018	CARRIER 3PL	January fulfilment and Feb brochure link	BACS	£2,585.82	20%	430.97	2,154.85	Marketing & Tourisr
29/03/2018	South west water	Water	BACS	£3,235.86	0%	-	3,235.86	utilities
29/03/2018	SSG Training	Health & Safety training	BACS	£4,968.00	20%	828.00	4,140.00	Office Expenses
29/03/2018	DCC PENSION FUND	March Pensions	BACS	£7,515.67	0%	-	7,515.67	Staffing
				£114,627.57				

Petty cash

£30.99