

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 JUNE 2017

Present

Chairman: Cllr S. Miller

Councillors: Cllr J. Broom, Cllr R. Doney, Cllr Mrs M. Ellis, Cllr D. Hallett, Cllr P. Hicks, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen,

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

17/1/SF Election of Chairman and Vice-Chairman

The mayor, Cllr Mrs M. Ellis opened the meeting.

Cllr R. Doney nominated Cllr S. Miller as chairman of the Strategy and Finance Committee, seconded by Cllr Mrs C. Reynolds.

Cllr D. Hallett nominated Cllr O. Lovell as chairman of the Strategy and Finance Committee, seconded by Cllr J. Broom.

Cllr S. Miller was duly **ELECTED** as chairman of the Strategy and Finance Committee.

Cllr O. Lovell nominated Cllr R. Doney as vice-chairman of the Strategy and Finance Committee, seconded by Cllr D. Hallett.

Cllr R. Doney said he did not wish to stand and he withdrew.

Cllr Mrs C. Reynolds nominated Cllr Mrs M. Ellis as vice-chairman of the Strategy and Finance Committee, seconded by Cllr S. Larcombe.

There being no other nominations, Cllr Mrs M. Ellis was duly **ELECTED** as vice-chairman of the Strategy and Finance Committee.

17/2/SF Terms of Reference

Proposed by Cllr O. Lovell and seconded by Cllr Mrs M. Ellis, the committee **RECEIVED** its terms of reference.

17/3/SF Public Forum

There were no members of the public present.

17/4/SF Apologies for Absence

Cllr B. Larcombe – holiday

Cllr G. Turner – coastguard training
Cllr S. Williams – holiday

17/5/SF Minutes

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr P. Hicks, the minutes of the meeting held on 26 April 2017 were **ADOPTED**.

17/6/SF Disclosable Pecuniary Interests

Cllr Mrs C. Reynolds declared a non-pecuniary interest in item 19, List of Payments, as her brother was a recipient.

Cllr J. Broom declared a non-pecuniary interest in item 15, Woodmead Halls' Toilets, and he would stay in the room but not speak or vote.

Cllr Mrs M. Ellis declared a pecuniary interest in item 15, Woodmead Halls' Toilets, and she would leave the room but make a statement before she left.

17/7/SF Dispensations

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

17/8/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 26 April 2017

Lister Gardens' boundary dispute

In response to a member question, the town clerk said there had been no response from the other party.

17/9/SF Update Report

Site licences

The town clerk said a meeting to finalise the leases and licences had taken place that week and they would be issued to the residents in the near future.

Receipt of bank interest

It was reported Nat West Bank had refused the request of a goodwill gesture payment to the council.

17/10/SF The Annual Review of the Complaints' Policy and Procedure

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the complaints' policy and procedure as they stand, and to note the volume and nature of complaints received between 1 April 2016 and 31 March 2017.

17/11/SF The Annual Review of the Communications/PR Policy and Procedure

Cllr R. Doney said he believed the council could better manage mis-information in the press by being more pro-active in putting out the right message.

Cllr J. Scowen said he believed the council didn't publicise well enough the positive things it was doing.

Proposed by Cllr R. Doney and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure.

17/12/SF Review of the Grants' Policies

Members agreed recipients of major grants should not be allowed to apply for minor or medium grants during the period of the major grant. It was also agreed this would not apply to organisations which had applied for a major grant but had been unsuccessful.

Cllr O. Lovell said he wanted there to be a stipulation that organisations must raise their own funds and/or apply to other organisations for funding.

Cllr R. Doney suggested this shouldn't be a stringent requirement as situations may arise where the council wanted to make an exception but would be hamstrung by the policy.

Cllr O. Lovell said the timescale in paragraph 6.1.4 should also be amended to end-March/early-April to fit in with the deadline for gathering and collating the required information.

Proposed by Cllr R. Doney and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the major grants' policy, and the amended minor and medium grants' policy, with the following further amendments:

- Any organisation in receipt of a major grant cannot apply for a minor or medium grant during the period of the major grant
- The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources
- Amend the timescale in paragraph 6.1.4 to end-March/early-April

17/13/SF Financial Performance, 1 April 2016 to 31 March 2017

Members noted the report.

17/14/SF Section 106 Monies

Cllr R. Doney said although it was proposed to use the section 106 funding for a café and toilets, petanque area and a replacement gazebo in the Langmoor and Lister Gardens, he hoped the council wouldn't lose sight of the idea of modifying the paths in the gardens to improve accessibility.

Cllr Mrs M. Ellis said she had already requested an agenda item to the relevant committee to re-consider the proposal to install another ramp on the eastern end of the Marine Parade Shelters.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the town council develops proposals for Langmoor and Lister Gardens, which include creating a café, toilets, a petanque area and a replacement gazebo, and submit a proposal to West Dorset District Council for Section 106 monies to support this project; any town council funding which would otherwise have been allocated to this project is made available for other projects which will be determined through the budget-setting process.

17/15/SF Woodmead Halls Toilets

Cllr Mrs M. Ellis said members needed to bear in the mind the importance of visitors' first impressions and during the time the toilets had been closed to the public, some first impressions had been negative.

Cllr Mrs M. Ellis left the meeting at 7.57pm in line with her declaration of pecuniary interests.

The town clerk talked members through the figures and explained how officers had arrived at the recommended value of the service level agreement. He emphasised this figure was based on the toilets being open all-year-round.

Members discussed whether the figures were fair and accurate and the likelihood of the Woodmead Halls' Management Committee accepting the council's offer.

Cllr J. Scowen said he believed any offer should be the council's final offer.

The town clerk said the finance manager had worked on the figures independently from himself.

The town clerk said any service level agreement should have an end-date to carry over one year into the new council administration, in line with the major grants. He suggested an end-date of 31 March 2020. He advised members not to enter into negotiation on the council's offer.

Proposed by Cllr J. Scowen and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to enter into a service level agreement with the Woodmead Halls' Management Committee to provide public access to toilets at Woodmead Halls all-year-round, at a sum of £9,940 per annum, fixed until 31 March 2020, with a deadline of 31 July 2017 for the Woodmead Halls' Management Committee to either accept or decline the offer.

Cllr Mrs M. Ellis returned to the meeting at 8.19pm.

17/16/SF War Memorial and Events to Commemorate the end of the First World War

At the suggestion of Cllr O. Lovell, members agreed the working group should comprise three to five councillors, and representatives from the Royal British Legion, Marine Theatre and Lyme Regis Museum.

It was agreed volunteers for the working group would be sought at the Full Council meeting.

Proposed by Cllr O. Lovell and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set up a working group to consider fundraising options for amendments to the war memorial and to identify events to commemorate the end of the First World War, to comprise of three to five members, and a representative from the Royal British Legion, Marine Theatre and Lyme Regis Museum.

17/17/SF Flying the Red Ensign for Merchant Navy Day

In response to a member question, the town clerk confirmed the council would have to purchase the flag.

Cllr Mrs M. Ellis suggested the Combined Cadet Force at Woodroffe School was involved in any commemoration event.

Proposed by Cllr R. Doney and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from Seafarers UK to fly the Red Ensign for Merchant Navy Day on 3 September each year.

17/18/SF Grant Agreement Review, Lyme Regis Football Club

Members noted the report.

17/19/SF List of Payments

Cllr J. Broom asked why several £5 payments were made to GiffGaff instead of being combined into one contract.

Members discussed the payments to Glen Cleaning in relation to the cleaning of the public toilets. Cllr S. Larcombe asked if there was an agreement which outlined the requirements for the service.

The town clerk said there was a schedule which Glen Cleaning was required to operate to and this could be provided to members. He said if there were specific issues, these could be taken up with Glen Cleaning.

Cllr Mrs C. Reynolds said she understood a letter had been received by the council with a proposal to run activities from the Candles on the Cobb Pavilion and to clean the toilets as part of that proposal. She said she hadn't seen the letter and hoped it would go to the relevant committee for consideration.

The town clerk said following the break-down of negotiations with West Dorset District Council regarding the transfer of assets and services in the town, including

public toilets, it would be sensible for the town council to re-assess the position regarding the cleaning of Marine Parade and Candles on the Cobb Pavilion toilets. He said a report could be considered by the relevant committee.

Members requested the report considered the cleaning of the Marine Parade Shelters in conjunction with the toilets, a review of the Glen Cleaning contract to assess whether the company was fulfilling its obligations, and the contract end-date and notice period required.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for April 2017 for the sum of £165,888.06 and May 2017 for the sum of £126,958.91.

17/20/SF Investments, Cash Holdings and Loans

Members noted the report.

17/21/SF Debtors' Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr Mrs C. Reynolds, 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.

17/22/SF Town Bus Service 71

The town clerk said the level of subsidy required to maintain the town bus service at its current level would be far greater than the £12,000 budgeted by the council.

Cllr Mrs C. Reynolds said Dorset Community Transport, which would provide the temporary service, would only be able to operate on two or three days a week, passengers would have to ring and book a seat, and pay around £2.50 because concessionary passes were not valid for this type of service.

Cllr R. Doney said he would be willing to take part in any discussions and to spend a few days riding the service 71 to speak to passengers.

Cllr S. Miller said this wasn't necessarily the final solution, but it allowed the council to continue gathering information on the future of the service, especially concerning the primary schools' bus contract.

Proposed by Cllr Mrs C. Reynolds and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to retrospectively authorise the deputy town clerk, in consultation with the chairman of the Strategy and Finance Committee and the Tourism, Community and Publicity Committee, to agree an interim arrangement with Dorset Community Transport to provide an appropriate book and ride (Section 19) town bus service using a disabled-accessible 16-seat minibus for the period 24 July to 1 September 2017 in the first instance and within a budget of up to £4,000.

17/23/SF Exempt Business

(a) Debtors' Report

The town clerk said there was a commitment from the debtor to pay the debt related to winter boat storage. He said a report would be taken to the next Town Management and Highways Committee meeting on winter boat storage, to allow the town council to make clear early on what its expectations were.

Cllr R. Doney congratulated officers on pursuing debts related to site licences.

The meeting closed at 8.59pm.