

## LYME REGIS TOWN COUNCIL

### STRATEGY AND FINANCE COMMITTEE

#### MINUTES OF THE MEETING HELD ON WEDNESDAY 6 SEPTEMBER 2017

##### **Present**

**Chairman:** Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr Mrs C. Reynolds, Cllr J. Scowen, Cllr S. Williams

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

**Guests:** Mark Davies (Churches, Charities and Local Authorities)

##### **17/24/SF Public Forum**

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

##### **17/25/SF Apologies for Absence**

Cllr R. Doney – holiday

Cllr Mrs M. Ellis – personal commitment

Cllr D. Hallett – illness

Cllr G. Turner – coastguard training

##### **17/26/SF Minutes**

Proposed by Cllr J. Broom and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 28 June 2017 were **ADOPTED**.

##### **17/27/SF Disclosable Pecuniary Interests**

Cllr O. Lovell declared a pecuniary interest in agenda item 15, Debtors' Report, in relation to payments for the View Road access road, and said he would leave the room if this was discussed.

##### **17/28/SF Dispensations**

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

##### **17/29/SF Churches, Charities and Local Authorities**

Mark Davies, from investment company Churches, Charities and Local Authorities (CCLA) gave a presentation. He explained the two funds the CCLA managed on behalf of the public sector; Public Sector Deposit Fund and Local Authorities Property Fund.

Mr Davies said the property fund would be suitable for the town council. He said other local authorities had invested in this fund, including Dorset Councils Partnership, Blandford Forum, Shaftesbury and Swanage.

In response to a member question, the town clerk said officers had not yet formed a view on whether the town council should invest in this fund. He said officers would consider the contents of the presentation, perhaps seek independent advice, and bring a report to the next meeting of this committee with their recommendations.

Proposed by Cllr S. Miller and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to bring a report to the next Strategy and Finance Committee meeting on 18 October 2017 to allow members to consider whether the council should invest part of its funds with Churches, Charities and Local Authorities.

**17/30/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 28 June 2017**

**The annual review of the Communications/PR Policy and Procedure**

Members discussed the effectiveness of the council's publicity, the timing of when information should be released into the public domain, and how this related to maintaining confidentiality.

The town clerk said there was concern over confidential information related to the town bus being released into the public domain before it was appropriate.

**Site licences**

In response to a member question, the town clerk said site licences had not been issued, due to residents' concerns about some clauses in the lease, but some money had been paid.

The town clerk said the lease amendments would be with the council by the end of the following week, at the latest. He said the leases, invoices and covering letters would be sent out the following week.

Cllr O. Lovell asked for members to be notified when the leases were sent out and when the money was expected to be paid.

**17/31/SF Update Report**

**Three Cups**

The town clerk said no further information had been provided by the agent acting for the owners of the site but it would be included in the members' briefing when available.

## **West Dorset District Council, Assets and Services**

Cllr B. Larcombe asked that issues arising from the regular meetings between the district council and mayors and clerks from the four principal Dorset town councils were reported back to members, rather than as a final deal.

The town clerk said as discussions progressed, there would be an opportunity for members to have an input. He said the working group, which has considered asset and service transfer, would be re-convened when there was more to discuss.

### **17/32/SF Review of Mandatory and Non-Mandatory Standing Orders**

Cllr B. Larcombe said the coloured bullet points which indicated to which meetings the mandatory standing orders applied was not consistent with the mandatory standing orders as indicated in bold print.

The town clerk said the standing orders had followed the model produced by the National Association of Local Councils (NALC) and this would be checked with NALC.

Proposed by Cllr B. Larcombe and seconded by Cllr O. Lovell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the suggested amendments to standing orders to reflect the model standing orders provided by the National Association of Local Councils (NALC), specifically in relation to mandatory and non-mandatory clauses, subject to qualification of the coloured bullet points in relation to mandatory clauses.

### **17/33/SF Budget Performance, 1 April – 31 July 2017 and Full-Year Forecast**

Cllr O. Lovell asked when the CCTV police cameras would be installed and whether the police would contribute financially to the project.

The town clerk said the new operations manager would lead on this project and it was hoped the cameras would be in place by the end of the current financial year. He said officers were in discussions with the local police and there may be an opportunity for grant funding from the police and crime commissioner.

### **17/34/SF Lister Gardens' Boundary Dispute**

Proposed by Cllr O. Lovell and seconded by Cllr P. Hicks, 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.

**17/35/SF Credit Card Surcharge**

Proposed by J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the council removes the 2% surcharge it imposes on credit card transactions from 21 September 2017.

**17/36/SF Investments, Cash Holdings and Loans**

Members noted the report.

**17/37/SF List of Payments**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for June 2017 for the sum of £210,613.73.

**17/38/SF Debtors' Report**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, 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.

**17/39/SF Exempt Business**

**(a) Debtors' Report**

*Cllr O. Lovell left the meeting at 8.06pm in line with his declaration of pecuniary interests.*

Members discussed a debt related to a licence for the View Road access road. The town clerk said officers would continue to try and negotiate payment; if this was unsuccessful, further action would be taken.

*Cllr O. Lovell returned to the meeting at 8.09pm.*

Members discussed a debt related to the Guildhall shop and agreed it should be pursued.

Proposed by Cllr B. Larcombe and seconded by Cllr P. Hicks, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to pursue all outstanding debts.

**(b) Lister Gardens' Boundary Dispute**

Cllr S. Miller said the council's solicitors had provided a good response to the letter from the Land Registry regarding the application to amend the title plan. He

suggested the council waited for the reply from the Land Registry before further consideration was given to this matter.

The town clerk said the solicitor could be invited to the next meeting to give his considered opinion.

*The meeting closed at 8.26pm.*