



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 27 June 2018 commencing at **7pm or on the rise of the extraordinary Full Council, whichever is later**, when the following business is proposed to be transacted:

John Wright  
Town Clerk  
22.06.18

### **AGENDA**

#### **1. Election of Chairman and Vice-Chairman**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2018/19

#### **2. Terms of Reference**

To allow the committee to receive its terms of reference

#### **3. 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*

#### **4. Apologies**

To receive and record apologies and reasons for absence

#### **5. Minutes**

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 2 May 2018

#### **6. 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.

**7. Dispensations**

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

**8. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 2 May 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.

**9. Update Report**

To update members on issues previously reported to this committee

**10. Minutes of the Section 106 Funding working group meeting held on 27 March 2018**

**11. The Annual Review of the Complaints' Policy and Procedure**

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 2.j.xviii

To allow members to consider the volume and nature of complaints received

**12. The Annual Review of the Communications/PR Policy and Procedure**

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 2.j.xx

**13. Membership of the Section 106 Funding Working Group**

To allow members to be appointed to the Section 106 Funding working group

**14. Submission of a Funding Bid to the Dorset Leader Programme for Works to the Flat-Roofed area above the Shelters' Building**

To allow members to consider the submission of a funding bid to the Dorset Leader Programme for works to the flat-roofed area above the shelters' building

**15. Council Office Accommodation**

To update members on the redevelopment of The Three Cups' site, together with the future of the Lloyds Bank site and to re-consider whether the council might want to explore in more detail moving to either property, 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*

**16. Possible Use of Reserves**

To inform members of some possible alternatives regarding the 'excess' reserves

*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*

**17. Request from St Michael's Parish Church for Grant Funding**

To allow members to consider a request from St Michael's Parish Church for grant funding towards works to the church tower

**18. Grant Review, Lyme Regis Football Club**

To inform members of two recent grant review meetings which have taken place with representatives of Lyme Regis Football Club.

To allow members to consider a request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch.

To allow members to consider transferring £15,000 of the football club's grant allocation to 2019-20, which would increase the 2019-20 allocation to £40,000

**19. Dorset Association of Parish and Town Councils' Annual General Meeting**

To allow members to consider proposals for submission to Dorset Association of Parish and Town Councils' annual general meeting on 10 November 2018

**20. Dorset Association of Parish and Town Councils Local Government Review Survey**

To allow the council to comment on two survey questions about the local government review which have been asked by Dorset Association of Parish and Town Councils

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

To inform members of investments, cash holdings and loans

**22. List of Payments**

To inform members of the payments made in the months of April and May 2018

**23. 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*

## **24. 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 15 – Council Office Accommodation**
- b) Agenda item 16 – Possible Use of Reserves**
- c) Agenda item 23 – Debtors' Report**



**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Election of Chairman and Vice-Chairman

**Purpose of Report**

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2018/19

**Recommendation**

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the 2018/19 council year
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the 2018/19 council year

**Background**

- 1. On 23 May 2018, the council approved the terms of reference for its committee structure. The terms of reference have been amended so that each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 1.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members so request voting may be by signed ballot.'

- 5. Standing order 12.a states:

'Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote. As the first business of a council is to elect a Chairman (the mayor in the case of Lyme Regis Town Council) who

## **AGENDA ITEM 1**

is also an ex-officio voting member of all committees, he/she is in a position to open and Chair a subcommittee meeting temporarily, with the benefit of a casting vote, until a committee Chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way. The Town Clerk or other officer cannot open or Chair a committee or sub-committee meeting.'

6. The election of the chairman and vice-chairman of the Strategy and Finance Committee will be reported to the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018

**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Terms of Reference

**Purpose**

To allow the committee to receive its terms of reference

**Recommendation**

The committee receives its terms of reference

**Background**

1. On 23 May 2018, the Full Council approved the terms of reference for its committees.
2. The terms of reference for the Strategy and Finance Committee, along with the general terms of reference that apply to all of the council's committees is attached, **appendix 2A**.
3. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018

## Terms of Reference

### 2. Committees – General

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to West Dorset District Council on planning applications.
- 2.3 Each committee will:
  - 2.3.1 Elect its chairman and vice-chairman from among its membership;
  - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
  - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
  - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
  - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
  - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
  - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
  - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.

- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

**3. Strategy and Finance Committee**

- 3.1 The purpose of the Strategy and Finance Committee is to discharge all of the council's functions except those reserved to the Full Council and those matters' specifically delegated to other committees, including:

- 3.1.1 Preparation and management of the council's budget and precept
- 3.1.2 Review of inventory of land and assets, including buildings and office equipment
- 3.1.3 Control, monitoring and review of income and expenditure, both revenue and capital
- 3.1.4 Treasury management
- 3.1.5 The development and review of the corporate plan
- 3.1.6 Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee
- 3.1.7 Consider all governance arrangements, except those that are the remit of the Human Resources Committee
- 3.1.8 Receive details of any requests for information made under the Freedom of Information Act 2000.
- 3.1.9 Receive details of formal complaints made to the council
- 3.1.10 Compliance with legislation, regulation and best practice
- 3.1.11 Carrying out functions on behalf of the Full Council, in particular the:
  - 3.1.11.1 Review and adoption of standing orders and financial regulations
  - 3.1.11.2 Review and confirmation of arrangements for insurance cover in respect of all insured risks
  - 3.1.11.3 Review of the system of internal control and risk management
  - 3.1.11.4 Establishing or reviewing the council's complaints' procedure



- 3.1.11.5 Establishing or reviewing the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
- 3.1.11.6 Setting the dates, times and place of ordinary meetings of the Full Council for the year ahead
- 3.1.11.7 To receive the internal and external auditors' reports
- 3.1.11.8 Performance management

## **AGENDA ITEM 8**

**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 2 May 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**

#### **17/122/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 14 March 2018**

Copies of the bowling club and powerboat club leases were emailed to members on 19 June 2018.

#### **17/126/SF – Bowling Club Car Park**

At the Full Council meeting on 9 May 2018, it was agreed Cllrs B. Larcombe and G. Turner would meet with the bowling club, and if either couldn't attend a meeting, Cllrs O. Lovell and J. Scowen would stand in.

Cllrs B. Larcombe and G. Turner will be meeting with two representatives of the bowling club on Wednesday 27 June.

#### **17/127/SF – Committee Structure**

An email was sent to members on 20 June 2018 asking for expressions of interest to work with officers to put together notes and suggestions for the next administration.

#### **17/131/SF – List of Payments**

A report on the cost of the tourism guide was considered by the Tourism, Community and Publicity Committee on 13 June 2018.

John Wright  
Town clerk  
June 2018

**LYME REGIS TOWN COUNCIL**

**STRATEGY AND FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 2 MAY 2018**

**Present**

**Chairman:** Cllr S. Miller

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr D. Hallett, Cllr P. Hicks, Cllr B. Larcombe, Cllr S. Larcombe, Cllr O. Lovell, Cllr J. Scowen, Cllr G. Turner, Cllr S. Williams

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

**17/117/SF Public Forum**

**Mr A. Nabarro**

As captain of Lyme Regis Bowling Club, Mr Nabarro said members of the club had attended in numbers to protest at the latest outrageous proposals the committee had been asked to consider. He said for several years the club had asked the council to discuss the amount of spaces in the car park, and after five years and having given a presentation to the council in November 2017, in which the club showed there were 11 spaces against the 24 the council charged for, the council had measured the car park and agreed with the club it was 11 spaces. Mr Nabarro said in autumn 2016 the working group was advised the charges were discussed with the club. He said those charges were 277% higher than the club was currently paying. He said this was not viable for the club and they had requested meetings to discuss it, based on the overcharging for 24 spaces. Mr Nabarro said all the club's requests for meetings had been refused and the only access to the council had been through the public forum at meetings. He said the council had finally accepted the lower amount of spaces, but responded by charging an even higher amount than suggested in November 2016. He said it was unethical to charge the normal commercial value, reduced by 30 to 50%, bearing in mind West Dorset District Council (WDDC) had charged the town council 20% for the skatepark lease on Charmouth Road car park. Mr Nabarro said many councillors had given their support to the club, but when it came to votes, it had evaporated. He said the draconian charges being suggested would mean the club would not survive for long. He said the council was demanding a quarter of a million pounds over the next 10 years and if the council didn't want the club to close, he urged members not to pass the proposal before a meeting was arranged to find a fair solution.

**Mrs J. Bishop**

Mrs Bishop said she and her husband were members of the bowling club and along with other members, they were concerned about the proposal to increase the rent for the car park. She said despite the club committee providing confirmation from one of the most experienced chartered surveyors in Dorset that the car park contained 11

spaces when using the Dorset County Council (DCC) design rule, the council proposed to charge the club for 12. She said the council's own consultant agreed a commercial rent would be between 30 and 50% of the income on a public parking space. Mrs Bishop asked how the council could justify why it proposed to charge the club 100% on a figure of £2,000 per space, when the figure was previously £1,750 based on 24 spaces at 50%. She said she understood requests from the club for meetings with the council since February 2017 had been refused. Mrs Bishop referred to government policy which said social and exercise opportunities should be encouraged for older people, and the club had a large number of elderly members who benefitted physically and mentally. She said she expected councillors to follow government policy and make steps to show their support to the club, and not to make it financially unviable. Mrs Bishop said the council had given considerable grants to other organisations, while the bowls club had not asked for or been given money in its 80 years, as well as the clubhouse and grounds being maintained by the members. She said the club was an attraction and an asset to the town, being visited by many clubs and open to the public. Mrs Bishop said she felt by imposing an unreasonable increase to the rent, membership fees would have to go up to an unacceptable level and the future of the club would be threatened if a compromise couldn't be found.

**Mrs V. Henson**

Mrs Henson reminded members of their duty to the community as outlined in the Good Councillors' Guide, particularly section 3 which stated councillors should represent the interests of the whole community, and understand the needs of different groups such as the young and elderly. Mrs Henson made reference to the Nolan Principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. As an ex-civil servant and chairman of governors, she said she felt some of the councillors were not exhibiting those principles in their negotiations with the bowling club.

**Mr J. Moseley**

Mr Moseley showed a plan of the bowling club car park which he said was a scale plan based on DCC's rules for parking, based on measurements of 2.8m x 4.8m, which took no account of manoeuvring and allowed for 2.4m width for another car. Using that scale, he said the area provided 11 parking spaces, and using the British standard of 1999 produced the same figure. Mr Moseley said if the council implemented the recommendation to charge for 12 spaces, the club would cease to exist in 2021.

**Mr C. Barber**

Mr Barber showed the same plan of the bowling club car park which he said outlined 11 spaces. He said it was then a simple equation of multiplying the number of spaces by the percentage of income of a space at either 30 or 50%. He said if the council chose to charge the club less than the commercial rate, it could be shown in the accounts as a subsidy. Mr Barber said the club raised £35,000 through its activities to survive, in addition to the membership fees. He said those councillors who believed exercise for older people should be encouraged would want to charge 30% of the

income, and those who thought the maximum should always be charged, and who had no guilt about over-charging the club by 100% over the last 25 years, effectively taking £83,000 from the club, would want to charge 50% of the income. Mr Barber asked the council what it was going to do to off-set the historical over-charging of £83,000. He said a substantial discount from the future fee should be allowed.

**17/118/SF Apologies for Absence**

Cllr Mrs M. Ellis – family commitments  
Cllr Mrs C. Reynolds – attending another meeting  
Cllr P. Ridley - holiday

**17/119/SF Minutes**

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 14 March 2018 were **ADOPTED**.

**17/120/SF Disclosable Pecuniary Interests**

There were none.

**17/121/SF Dispensations**

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

**17/122/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 14 March 2018**

Cllr S. Williams asked if all members had seen the bowling club lease.

The town clerk said the lease was only sent to Cllr S. Williams, as requested, but it could be sent to all members.

**17/123/SF Update Report**

Cllr S. Williams was concerned there was more risk in storing the council's valuable items at the Honiton branch of Natwest.

The town clerk said the council had to accept this position as there was no other bank more nearby the council could deal with.

**17/124/SF Minutes of the Section 106 Funding working group meeting held on 27 March 2018**

Cllr B. Larcombe asked if there was any progress on the agreed actions from the meeting.

The town clerk said progress would be reported back to the working group, which was intended to take place before 21 May 2018, when West Dorset District Council



(WDDC) would write formally to him regarding the available funds. He added that any proposal to WDDC would have to be approved by the Full Council.

Cllr D. Hallett said he had met with the Allotments' Association and they were obtaining prices for projects for which the funding could be used. He also suggested the bowling club looked into applying for funding.

Cllr J. Scowen said he thought a town app had also been one of the suggested projects. The town clerk said the minutes would be reviewed.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, the minutes of the working group meeting held on 27 March 2018 were **RECEIVED**.

**17/125/SF Minutes of the Assets on-and-Around Monmouth Beach Car Park working group meeting held on 10 April 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, the minutes of the working group meeting held on 10 April 2018 were **RECEIVED**.

**17/126/SF Bowling Club Car Park**

Cllr O. Lovell explained the background to the existing arrangements between the council and the bowling club and said the club had willingly signed up to the agreement. He said the recommendation from the working group was the setting out of the council's starting position and a meeting should take place to agree a realistic arrangement, possibly based on the council using the car park in the winter.

Members agreed the council didn't want the club to close down, but acknowledged it also had an obligation to look after the council's money and to be transparent about its assets and any subsidies.

Members discussed whether the council should consider giving the club a grant. Cllr B. Larcombe said the council might not be in a position to give grants in the future so he wouldn't want to see the club becoming dependent on grants, and would rather the council looked at the viability of the club and how the council could support it.

Members agreed there needed to be a meeting between representatives of the council and the club and discussed what authority the councillors would have during those negotiations.

Cllr S. Miller said anything that came out of those discussions would have to come back to the council for consideration.

Proposed by Cllr J. Scowen and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** 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, and to arrange a meeting between representatives of the council and the bowling club to start negotiations.

Cllrs G. Turner, J. Scowen, O. Lovell and B. Larcombe put themselves forward to represent the council.

As it was agreed only two members should meet with the club, it was decided the four names would be put to the Full Council on 9 May 2018 for a decision.

**17/127/SF Committee Structure**

Members agreed the current committee structure was no longer suitable for the council and it should be changed.

However, some members believed the changes should be made by the new administration in May 2019 so it would not be bound by a decision made by the old administration, while other members believed the changes should be made immediately as the council had been considering this issue for several years without making a decision.

There were several alternative models and suggestions:

- Two full council meetings a month to deal with all business
- Reducing the number of members allowed to sit on a committee
- Giving more delegated authority and delegated budgets to committees, with decisions only being reported to Full Council, and anything beyond the remit of a committee to be approved by the Full Council
- Councillors to have laptops/tablets so agendas didn't have to be printed
- Using Swanage Town Council's structure as a model
- More delegation to officers on day-to-day matters, while councillors concentrate on setting strategies and limits

Concerns were raised about the length of meetings and the number of extra meetings that were arranged at short notice. Day-time meetings were suggested but it was pointed out this would be seen as discouraging working people from being on the council.

Cllr B. Larcombe said delegation to officers would not be possible for planning, due to the council's statutory obligations as a consultee, or human resources matters as they involved the officers.

Cllr S. Miller said as there was a will to change the committee structure, members and officers could go away and inform themselves in preparation for the new administration to make any changes. He suggested councillors got together informally to look at some options for the future to provide to the new administration.

Cllr B. Larcombe suggested putting an outline plan together so the new administration had something to work from.

The town clerk suggested several members worked with officers on this.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of a new committee

structure but to put together notes of what the current administration had learned, and suggestions for how the committee structure could be improved in the future, to be provided to the new administration in May 2019.

**17/128/SF    General Data Protection Regulation**

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to confirm the council's intent to comply with the General Data Protection Regulation and approve the implementation model and timetable.

**17/129/SF    Budget Performance, 1 April 2017 – 31 March 2018**

It was acknowledged the report showed a prudent approach to the finances, but several high expenditure items, such as the contracts' settlement, Marine Parade roof, and asset transfers had not yet been accounted for as the report only went up to 31 March 2018.

The town clerk pointed out this expenditure would incur in 2018/19.

There was discussion about the high level of the reserves the council held and the need to plan ahead better to maintain the council's assets on a more regular programme.

**17/130/SF    Investments, Cash Holdings and Loans**

Members noted the report.

**17/131/SF    List of Payments**

Cllr D. Hallett questioned several payments, including photocopier costs and staff travel expenses.

The town clerk said the finance manager could provide further information on request.

Cllr B. Larcombe raised concerns about the cost of the tourism guide and asked that this was considered in more detail by the Tourism, Community and Publicity Committee.

**17/132/SF    Debtors' Report**

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, 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.

**17/133/SF Exempt Business**

**(a) Debtors' Report**

Members noted the report.

*The meeting closed at 8.42pm.*

DRAFT

**Committee:** Strategy and Finance

**Date:** 27 June 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 working group met on 21 June 2018 and recommendations from that meeting will be considered by an extraordinary Full Council meeting to be held before this committee meeting.

**Local government review**

On 7 June 2018, the Shadow Dorset Council held its first meeting. The purpose of the shadow council is to ensure the safe and legal transition from the existing councils to the new unitary authority.

The Shadow Dorset Council consists of all 174 members of the six constituent councils, i.e. Dorset County Council, East Dorset District Council, Purbeck District Council, North Dorset District Council, West Dorset District Council and Weymouth and Portland Borough Council.

Cllr Hilary Cox was elected as chairman of the Shadow Dorset Council and Cllr Peter Shortland was elected as the vice-chairman.

The Shadow Dorset Council made appointments to four committees:

- Executive committee – 20 members
- Overview and Scrutiny Committee - 16 members
- Senior Appointments Committee – 8 seats
- Standards Committee – 8 seats

The shadow council also agreed the process for recruiting a chief executive for the new Dorset Council.

In the meantime, interim appointments have been made to the necessary statutory posts: Matt Prosser, head of paid service; Jason Vaughan, section 151 officer; and Jonathan Mair, monitoring officer.



On 18 June 2018, Cllr Rebecca Knox was elected leader of the Shadow Dorset Council by the Shadow Dorset executive. Cllr Gary Suttle was elected as the deputy leader.

**Power boat club lease**

The council, through its solicitor Kitson and Trotman, has written to the power boat club about its lease agreement. The power boat club has written to Kitson and Trotman about the level of charge for the parking. Kitson and Trotman has written back to the club to reiterate the council's position, i.e. the charge for 24 parking spaces is £21k.

John Wright  
Town clerk  
June 2018

LYME REGIS TOWN COUNCIL

SECTION 106 FUNDING WORKING GROUP

MINUTES OF THE MEETING HELD ON TUESDAY 5 JUNE 2018

**Present**

**Members:** Cllr B. Larcombe (chairman), Cllr O. Lovell, Cllr S. Miller, Cllr Mrs C. Reynolds

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

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

Members discussed the membership of the working group. Cllrs D. Hallett, S. Williams and J. Scowen indicated they wanted to become members of the working group.

The town clerk said this would be taken to the Strategy and Finance Committee on 27 June 2018 for members' approval.

**1. Apologies**

Cllr Mrs M. Ellis

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

As the minutes of the meeting held on 20 June 2017 could not be approved at the meeting on 27 March 2018, members were asked to approve them.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 20 June 2017 were **APPROVED**.

**3. Minutes of the meeting held on 27 March 2018**

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, the minutes of the meeting held on 27 March 2018 were **APPROVED**.

**4. Matters arising from the minutes of the last meeting held on 27 March 2018**

The town clerk gave updates on the actions agreed at the last meeting:

- Land below Belmont House – the land had been sold.
- Lighting in the gardens – still awaiting quotes, but Evergreen had been asked to provide a quote and the town clerk would chase this the following day.
- Lyme Regis Museum/Town Mill – these organisations had not been approached yet as it was too early in the process and there needed to be a co-ordinated approach to local organisations. The Town Mill was eligible to apply for funding.

- Anning Road playing field – a covenant on the playing field restricted its use to under 15s, probably not suitable for gym equipment.
- Waste disposal – didn't qualify for funding.
- Roof of Swim, antiques centre, amusement arcade – preliminary designs for an amenity area were being put together, although the project, if pursued, would eventually need to go to tender. The town clerk had had separate discussions with representatives of the Dorset LEADER Programme, as this project had a good fit with the funding. Funding of up to £130,000 was available for each project, and the town clerk advised pursuing LEADER funding instead of section 106 funding for this project. The deadline for expressions of interest was 12 July 2018.
- Existing objectives which may qualify for funding – boules area, concert bowl, outdoor gym equipment, signage to improve visitor experience.

Proposed by Cllr O. Lovell and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO THE STRATEGY AND FINANCE COMMITTEE** to pursue LEADER funding for the project to develop the roof of Swim/antiques centre/amusement arcade into an amenity area.

## 5. WDDC's letters and finalising proposals

The town clerk said £103,000 of section 106 funding was available for Lyme Regis. He said the number of funding categories had been reduced from 10 to seven, and some of the timescales had begun to slip so a revised timetable would be requested from WDDC.

The town clerk said local organisations could also apply for the funding; the question was whether the town or district council should pull together the organisations to apply for funding.

The town clerk said he had suggested to WDDC an open session was held in June for local organisations to attend, to also be attended by WDDC. He said although WDDC would decide how the funding was allocated, it was looking for a steer from the town council as the lead organisation.

Members agreed the project to install lighting in the gardens was the preferred project, but were concerned a significant proportion of the funding would be required and would reduce the amount available to local organisations. There was concern expectations might be raised among local organisations.

The town clerk said the allotments association and the football club had already approached the council as they were aware of the funding.

Cllr S. Miller suggested the council paid half of the cost of lighting the gardens, leaving any remaining funding for other organisations.

The town clerk suggested as well as writing to local organisations, a public notice could be issued to ensure no organisations were left out. It was also suggested the opportunity was promoted in the council's next newspaper column. Members agreed it should be made clear the council was applying to WDDC for funding for the benefit of the whole town, and it was not the arbitrator of how the funding was allocated.

The town clerk said before the meeting with local organisations, costings for lighting in the gardens would need to be obtained, and these could be reported to members either by arranging a meeting of the working group or by email.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs C. Reynolds, members agreed to **RECOMMEND TO THE STRATEGY AND FINANCE COMMITTEE** that lighting in the gardens remains the preferred option for the council's application for section 106 funding, subject to confirmation of costs.

The town clerk said the town council was probably the only organisation in the town that could use the funding allocated for play areas. As there were no projects identified for play areas, he felt the £18,000 available would be spent for the sake of it. He suggested asking WDDC if it could be flexible in moving funding between categories.

Members also suggested play areas could be installed within the new housing developments at Woodberry Down and Timber Hill.

The town clerk also suggested the levelling of the BMX humps in Anning Road playing field might also qualify.

It was agreed the town clerk would discuss this with WDDC and open discussions with Bloor Homes and the community land trust.

It was agreed the next meeting should be held in a fortnight.

*The meeting closed at 7.52pm.*

**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** The Annual Review of the Complaints' Policy and Procedure

**Purpose of Report**

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 2.j.xviii

To allow members to consider the volume and nature of complaints received

**Recommendation**

- a) Members approve the complaints' policy and procedure as they stand
- b) Members note the volume and nature of complaints received between 1 April 2017 and 31 March 2017

**Background**

- 1. Standing order 2.j.xviii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 2. On 7 May 2014, the Strategy and Policy Committee considered a complaints' policy and procedure: the policy and procedure were subsequently adopted by resolution of the Full Council on 21 May 2014. Annual reviews have taken place in 2015, 2016 and 2017.
- 3. The policy and procedure are attached, **appendices 11A and 11B**. There are no proposed officer amendments to either the policy or procedure.
- 4. Paragraph 2.3 of the policy states a report on the volume and nature of complaints will be presented alongside the annual policy review.
- 5. Between 1 April 2016 and 31 March 2017, 121 complaints were received by the town council. Of these complaints, 28 were Dorset County Council issues, 24 were West Dorset District Council issues, 35 were about Lyme Regis Town Council, and 34 concerned other organisations.
- 6. Between 1 April 2017 and 31 March 2018, 81 complaints were received by the town council. Of these complaints, 20 were Dorset County Council issues, 13 were West Dorset District Council issues, 30 were about Lyme Regis Town Council, and 18 concerned other organisations.



## AGENDA ITEM 11

7. The complaints about Lyme Regis Town Council were:

	2015/16	2016/17	2017/18
General repairs	12	11	7
Enforcement	0	0	0
Lighting	5	2	1
Dogs	1	2	1
Marine Parade	1	0	6
Webcam	0	0	1
Gardens and outside areas	1	1	9
Cemetery	0	0	2
Beach huts	9	3	0
Bins		2	0
Sculptures		3	0
Toilets		2	1
Other		6	2
<b>Total</b>	<b>29</b>	<b>36</b>	<b>30</b>

8. Issues in the 'other' category are seagulls and ice on a pavement.
9. Further amendments may be required subject to the General Data Protection Regulation and members will be notified if this is the case.
10. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018

## **Complaints Policy**

### **1. Introduction**

- 1.1 Standing order 2.j.xviii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 1.2 The council's complaints' procedure was adopted on 4 May 2011 and has not been reviewed since that date. For information, the procedure is attached at appendix B. Because of the extent of the changes, tracked changes have not been shown.
- 1.3 This policy sets out the rationale for a complaints' policy, and provides a definition of what qualifies as a complaint and what doesn't qualify as a complaint. The process for administering complaints is detailed separately in a procedure.

### **2. The Rationale**

- 2.1 The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse affect on the council's reputation. The approach adopted in this policy and attached procedure is about complaint rectification, resolution and learning.
- 2.2. An effective complaints' management system can make good any mistakes and misunderstandings and help to maintain and build relationships with those with whom we work. Towards this end, the town clerk will provide members with an annual report that identifies the number and type of complaints received. The policy objectives are to:
  - 2.2.1 Provide a fair complaints' procedure which is clear and easy to use
  - 2.2.2 Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint
  - 2.2.3 Make sure that everyone in the council knows what to do if a complaint is received
  - 2.2.4 Make sure complaints are investigated fairly and in a timely way
  - 2.2.5 Make sure that complaints are, wherever possible, resolved and that relationships are repaired
  - 2.2.6 Gather and use information to help us improve what we do.
- 2.3 To achieve this last policy objective an annual report will be presented to the council on the volume and nature of complaints. The report will be presented alongside the annual review of this policy

**3. The Definition**

3.1 For the purpose of this policy, a complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:

- 3.1.1 We have done something wrong
- 3.1.2 We have not done something we should have done
- 3.1.3 We have not treated someone in a professional or civil manner
- 3.1.4 We have not achieved a standard that we have set for ourselves.

**4. Complaints that are Excluded**

4.1. This policy excludes certain types of complaints:

- 4.1.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
- 4.1.2 Complaints against councillors; these are dealt with by West Dorset District Council's monitoring officer
- 4.1.3 If it is a year or more since the complainant became aware of the issue
- 4.1.4 A previous or similar complaint has been made and considered
- 4.1.5 It is a persistent or vexatious complaint with no grounds
- 4.1.6 The complaint is being made to cause disruption or annoyance.

**5. Review**

5.1 This policy will be reviewed in July 2018 or sooner if there are changes in legislation or best practice.

**Supporting Procedure**

This policy is supported by a complaints' procedure.

**Implementation date:** 11 July 2018

**Review Date:** July 2019

John Wright  
Town clerk  
July 2018

## **Complaints Procedure**

### **1. Introduction**

- 1.1 This procedure should be read in conjunction with the council's complaints' policy. The emphasis in this policy is on rectification and resolution, and this is reflected within this procedure.
- 1.2 The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.
- 1.3 The council defines a complaint in its complaints' policy as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
  - 1.3.1 We have done something wrong
  - 1.3.2. We have not done something we should have done
  - 1.3.3. We have not treated someone in a professional or civil manner
  - 1.3.4. We have not achieved a standard that we have set for ourselves.
- 1.4. The complaints' policy excludes certain types of complaints:
  - 1.4.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
  - 1.4.2 Complaints against councillors; these are dealt with by West Dorset District Council's monitoring officer
  - 1.4.3 If it is a year or more since the complainant became aware of the issue
  - 1.4.4 A previous or similar complaint has been made and considered
  - 1.4.5 It is a persistent or vexatious complaint with no grounds
  - 1.4.6 The complaint is being made to cause disruption or annoyance.
- 1.5 Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

### **2. The Procedure**

- 2.1 Complaints should normally be addressed to the town clerk.
- 2.2 The town clerk will decide who should consider and respond to the complaint: this will normally be the deputy town clerk, the operations manager or the town clerk.

- 2.3 If the complaint is specifically about the town clerk, the complaint should be addressed to the Mayor. The Mayor will decide how the complaint should be investigated.
- 2.4 Acknowledgement of all complaints will take place within three working days.
- 2.5 The town clerk will also appoint a member of staff, who has no involvement in the complaint, to contact the complainant to clarify the precise nature of the complaint, to establish what the complainant wants the council to do to, and to discuss the process and timescale for resolution. This member of staff will not be involved in investigating or responding to the complaint: their role is to act as the complainant's 'friend'.
- 2.6 If the complaint is about council policy which is being considered, the complainant will be advised that they should raise their concerns during the public forum of the relevant council committee meeting where the issue is under consideration.
- 2.7 If the complaint is about existing council policy or the absence of a policy, the complainant will be advised that they should raise the matter during the public forum of a Full Council meeting where any issues can be raised, regardless of whether or not it is on the agenda.
- 2.8 If a policy decision has already been made by the council, the complainant will be informed that the issue will not be re-opened for six months from the decision date unless there are exceptional grounds.
- 2.9 If the complaint is about any other aspect of council's business or service they will normally receive a response from the investigating officer within 10 working days.

### **3. Appeal**

- 3.1 A complainant has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members which will be constituted from the Mayor and committee chairmen.
- 3.2 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 3.3 If it isn't possible to respond within 10 working days, the complainant will be written to explaining why a response can't be provided and will be given a revised timescale.

**4. Review**

- 4.1 This procedure will be reviewed in July 2019 or sooner if there are changes in legislation or best practice.

**Supporting Policy**

This policy is supported by a complaints' procedure.

**Implementation date:** 11 July 2018

**Review Date:** July 2019

John Wright  
Town clerk  
July 2018

**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** The Annual Review of the Communications/PR Policy and Procedure

**Purpose of Report**

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 2.j.xx

**Recommendation**

Members approve the amended Communications/PR Policy and Procedure

**Background**

1. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011.
2. Standing order 2.j.xx requires that during the course of the council year, either the Full Council or the relevant committee establishes or reviews the council's policy for dealing with the press/media.
3. The policy and procedure are attached, **appendices 12A and 12B**.
4. Paragraph 1.2 of the procedure references the relevant standing order. As a review of standing orders is elsewhere on the agenda, this paragraph is subject to change, in line with the wording of the new standing orders.
5. There are also references to standing orders in paragraphs 6.2 and 6.3 of the procedure, and although no amendment is required to the wording of these paragraphs, the standing order numbers are subject to change.
6. Section 8 of the procedure, regarding the council newsletter, has been amended to reflect that the council now produces a monthly newspaper column instead of a quarterly newsletter.
7. Paragraph 9.3 of the procedure regarding the 'what's on' posters has been removed. The office no longer produces these posters as the Jubilee Pavilion is currently not manned by volunteers and when there is a new town council website, it will no longer have the function to produce these posters.
8. Further amendments may be required subject to the General Data Protection Regulation and members will be notified if this is the case.
9. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

Adrianne Mullins  
Administrative officer  
June 2017



## **Policy**

### **Communications and Public Relations**

## **Purpose**

To define the roles and responsibilities within Lyme Regis Town Council for working with the press and media.

To support good internal and external communications.

To help ensure the town council operates and communicates information in a transparent and open manner.

To help ensure that the town council provides the public and press with accurate and timely information, communicated in a professional manner.

To help achieve effective two-way communications between the council and the local, regional and national press to promote and enhance the reputation of both the council and the town of Lyme Regis.

To help ensure the town council's image and reputation are communicated in a cohesive, consistent and positive manner.

## **Policy**

For the purpose of this policy, external communications define four main mediums:

1. Printed materials – E.g. newsletters, posters
2. Electronic materials – E.g. email, website, social media
3. Media relations – E.g. press releases, media enquiries, press statements
4. Public relations – E.g. events, council meetings

All communications' activity should reflect the principles of confidentiality, Data Protection, Freedom of Information, and copyright, and the Code of Recommended Practice on Local Authority Publicity 2011, with reference to the Local Government Acts 1986 and 1988.

This policy is also supported by the town council's standing orders and code of conduct.

## **Supporting Procedure**

This policy is supported by a Communications and PR Procedure.

**Implementation date:** 11 July 2018

**Review Date:** July 2019

Adrienne Mullins  
Administrative officer  
July 2018

## **Communications and PR Procedure**

### **1. Introduction**

- 1.1 This procedure supports the Communications and PR Policy and should be read in conjunction with this policy.
- 1.2 This procedure should also be read in conjunction with the town council's standing orders and code of conduct. Standing order 28.a. states: 'All requests from the press or other media for an oral or written statement or comment from the council shall be processed in accordance with the council's policy in respect of dealing with the press and/or other media.'
- 1.3 The town council recognises its responsibility to help communicate accurate and timely information to the press and public in a professional manner. Proper co-ordination will ensure that messages put out by the council are consistent and accurate.
- 1.4 The council is accountable to the local community for its actions and this can only be achieved through effective two-way communication.
- 1.5 The purpose of the town council's Communications and PR Policy and Procedure is to ensure its members and staff effectively communicate this information to promote the openness and transparency of the council.
- 1.6 The town council also recognises the distinction between communication from 'the town council', and communication from individuals as 'councillors'.
- 1.7 Communication of information may be viewed in four main mediums; print, electronic, media relations, and public relations. However, communication with the press and public takes place every day on a very basic level, i.e. desk enquiries, speaking to residents in the street.
- 1.8 The town council respects freedom of speech and this procedure is not intended to restrain this.
- 1.9 Local councils and their representatives are governed by national legislation and codes of practice. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011, which provides guidance on the content, style, distribution and cost of local authority publicity. This code is statutory guidance and therefore councils must have regard to it and follow its provisions. Copies of these documents are available for inspection in the council office.
- 1.10 All publicity will be produced in line with the council's equality and diversity guidelines.

### **2. Handling General Requests**

- 2.1 All staff and councillors are responsible for communicating basic and routine information to the press and public in relation to their specific job duties or role within the council and its committees.

- 2.2 Requests for information outside of the remit of an individual's responsibilities should be referred to the relevant member of staff or councillor.

**3. Responding to media enquiries**

- 3.1 The town council respects the media's role in delivering information to the public and responses will be given in recognition of deadlines, which are crucial to effective media relations.
- 3.2 The media are crucially important in conveying information to the community, so the council must maintain positive, constructive media relations.
- 3.3 The media work on behalf of the local community to hold the council to account for its policies and actions, and it is therefore important that they have access to officers and members and to background information to help them in this role.
- 3.4 Requests for interviews, information or photographs from the media should be referred initially to the administrative officer, or in their absence, to the deputy town clerk.
- 3.5 Any response will be collated in conjunction with the town clerk, deputy town clerk, or operations manager. Where possible, responses will be given by committee chairmen, or in their absence, vice-chairmen. All responses will be signed off by the town clerk, or in their absence, the deputy town clerk.
- 3.6 Official statements from the town council must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 3.7 Statements made must reflect the minuted opinion of the council, where applicable.
- 3.8 Councillors may be approached directly by the media and can provide responses, making it clear that the views given are their own and not necessarily those of the council. Members should not claim to be commenting on behalf of the town council.
- 3.9 The town council recognises that councillors have private lives and may be approached by the media in relation to their roles outside of the council. In this instance, members must make it clear they are not commenting as an elected councillor or on behalf of the town council.
- 3.10 Requests to take photographs of councillors or staff in relation to council business must be agreed by the individual and in the case of staff, by their line manager.
- 3.11 There is no out-of-hours media relations service, although councillors can be contacted outside of normal office hours as their contact details are available in the public domain. In extreme circumstances, the town clerk is listed as the contact in the council's emergency procedure and will liaise with the media if necessary.
- 3.12 The council should not pass comment on anonymous allegations or allegations about individual councillors or staff.

- 3.13 The council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
- 3.14 Members and staff must alert the town clerk as soon as a potentially positive or negative issue which may attract media interest becomes known. They should not wait until contact is made by the media.

#### **4. Issuing news releases**

- 4.1 As well as responding to media requests, the town council will pro-actively issue news releases and distribute them to the relevant media.
- 4.2 Press releases must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 4.3 Press releases are non-party political and wherever possible will include a quote from a councillor.
- 4.4 Releases will not publicise the activities of individual councillors or persuade the general public to hold a particular view.
- 4.5 Photographs may be issued with the news releases and captions must be included in the release. If photographs include councillors or staff, point 3.10 will apply.
- 4.6 Press releases will be sent by email to the relevant media, displayed on the town council website, on the council's noticeboards, on the council's social media pages, and if applicable on the lymeregis.org website.
- 4.7 The administrative officer will be responsible for developing news releases in conjunction with the relevant councillor or staff member. Any other officer or members may draft a press release, but they must be issued through the council office in line with points 4.2 to 4.6, and in agreement with the town clerk, or in their absence the deputy town clerk.
- 4.8 Letters to the editor of a newspaper do not qualify as press releases and caution is advised when submitting a letter of this kind. It may be appropriate for the council to submit a letter on occasions, such as correcting factual errors. These letters should be factual and brief.
- 4.9 Other ways to correct inaccurate reporting about the council include issuing a separate news release, a conversation with the journalist concerned, a personal letter to the editor, or legal advice.
- 4.10 Officers and members have a responsibility to identify newsworthy items and seek opportunities where it may be beneficial to issue a press release.
- 4.11 Although not common practice within this council, councillor press releases may be issued. These are personal releases and are written and issued by the councillor responsible. This type of release may or may not be political and should not include the name of any officer, use the council masthead or crest, or the council telephone number, address, or email as a point of contact. It would be beneficial for copies of

intended releases to be provided to the town clerk in advance of their release to the press.

**6. Media attendance at council meetings**

- 6.1 Local media outlets will be provided on request with the agendas, reports and minutes of meetings, prior to them taking place, as required by the Local Government Act 1972.
- 6.2 The press will be provided with reasonable facilities, i.e. seating and a desk, at meetings or part of a meeting at which they are entitled to be present, as outlined in standing order 1.o.
- 6.3 The photographing, recording, broadcasting or transmitting the proceedings of meetings by the media is outlined in standing order 1.m and 1.n.

**7. Council website**

- 7.1 The council website should provide an informative online resource for residents and visitors, giving information about the council, the town, councillors and staff, services provided by the council, the local community, news, links to useful websites, minutes and agendas, and a search facility.
- 7.2 Information on the website should be accurate and kept up-to-date.
- 7.3 Press releases and council notices should be displayed in the news section of the website.

**8. Council column**

- 8.1 The council will produce a monthly news column for the local press, providing residents with interesting and informative news about the council, its staff and members, and community issues that are linked to the council.
- 8.2 The column will be produced by the administrative officer, or in their absence, the deputy town clerk. Ideas for inclusion in the newsletter can be submitted by councillors, staff, and members of the community.

**9. Council noticeboards**

- 9.1 Priority is given on the council's noticeboards to official council documents, such as agendas, public notices, election information, and legal issues affecting the council.
- 9.2 Where possible, the council will display posters and information for community related issues.

**10. Publicity in Election Periods**

- 10.1 In the period between the notice of an election and the election itself, the council is subject to rules which impact on how it can communicate with the public.

## APPENDIX 12B

- 10.2 During this period, council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual members or groups of members. This ensures that no individual councillor gains an unfair advantage by appearing in official publicity.
- 10.3 In these circumstances, where a quote is required, the relevant officer may be quoted.

**Implementation date:** 11 July 2018

**Review Date:** July 2019

Adrianne Mullins  
Administrative officer  
July 2018



**Committee:** Strategy and Finance

**Title:** Membership of the Section 106 Funding Working Group

**Date:** 27 June 2018

**Purpose of Report**

To allow members to be appointed to the Section 106 Funding working group

**Recommendation**

Members approve the appointment of Cllrs D. Hallett, J. Scowen, S. Williams, and any other members, to the Section 106 Funding working group.

**Background**

1. At the Full Council meeting on 24 May 2017, it was agreed a working group would be established to consider projects for section 106 funding.
2. All members had the opportunity to sit on the working group and the following members were appointed: B. Larcombe, O. Lovell, Mrs C. Reynolds, S. Miller (and Cllr Mrs M. Ellis if Cllr S. Miller is unavailable).
3. The Section 106 Funding working group has met three times.

**Report**

4. At the working group meeting on 5 June 2018, Cllrs D. Hallett, J. Scowen and S. Williams indicated they would like to be appointed to the working group. Any other members who would like to join the working group can also be appointed.
5. Members are therefore asked to approve the appointment of Cllrs D. Hallett, J. Scowen, S. Williams, and any other members, to the Section 106 Funding working group.
6. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

Adrianne Mullins  
Administrative officer  
June 2018



## **AGENDA ITEM 14**

**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Submission of a Funding Bid to the Dorset Leader Programme for Works to the Flat-Roofed area above the Shelters' Building

### **Purpose of Report**

To allow members to consider the submission of a funding bid to the Dorset Leader Programme for works to the flat-roofed area above the shelters' building

### **Recommendation**

Members approve the submission of a funding bid to the Dorset Leader Programme for works to develop the flat-roofed area above the shelters' building and the adjoining gardens area into an amenity area in line with existing council objectives

### **Background**

1. Members have previously considered the repair, improvement and use of the flat-roofed area above the shelters' building on the Marine Parade.
2. Most recently, this was discussed at the meeting of the Section 106 Funding working group held on 5 June 2018.
3. At that meeting, members noted that preliminary designs for an improved amenity area incorporating the flat-roofed area were currently being prepared and costed by Roger Hussey of John Stark and Crickmay Partnership, architects.
4. It was also reported that funding towards the cost of any works might be available from the Dorset LEADER Programme, up to a maximum of £130,000.
5. It was noted there appeared to be a good 'fit' between some of the funding objectives and those already approved by the council, i.e., boules area, concert bowl, outdoor gym equipment and signage to improve visitor experience. These objectives are also consistent with some of the priorities for funding identified in the recently-submitted application to Round 5 of the Coastal Communities Fund.
6. The working group recommended to this committee to pursue LEADER funding for the project to develop the roof of Swim/antiques centre/amusement arcade into an amenity area. A copy of the relevant minutes is at agenda item 10.

**Report**

7. There are a number of deadlines for the submission of a bid to the Dorset LEADER Programme. The earliest of these is 12 July 2018 for the initial expression of interest.
8. If this deadline can be achieved, a decision could be expected in time to fit into the council's budget-setting process for 2019/20.
9. It has now been established that the maximum level of funding is £140,000, not the £130,000 previously stated. In addition, the maximum level of funding is likely to be 80% of the total project cost. The guidelines exclude simple repairs and maintenance to existing buildings but might allow for works which enabled the delivery of other qualifying project elements.
10. Any funding from the LEADER Programme is payable in arrears after expenditure has been incurred. In other words, the council must be in a position to forward-fund the entire project cost. This is not seen as a problem given the council's overall financial position.
11. In addition, all necessary permissions and consents should be in place prior to any works commencing and be in place or reasonably expected to be received prior to the submission of the formal bid.
12. Any funding which can be achieved from external sources and which does not involve unrealistic amounts of work and/or come with unduly onerous conditions attached is seen as beneficial and something which should be pursued to achieve best value for money.
13. The officer view is that an initial expression of interest should be submitted to the Dorset LEADER Programme by 12 July 2018 in this instance.
14. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018





The following notation has been taken from the listed building officer's site notice survey mark-ups, dated the 12.10.14. (A copy of the original document is available on request)

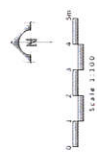


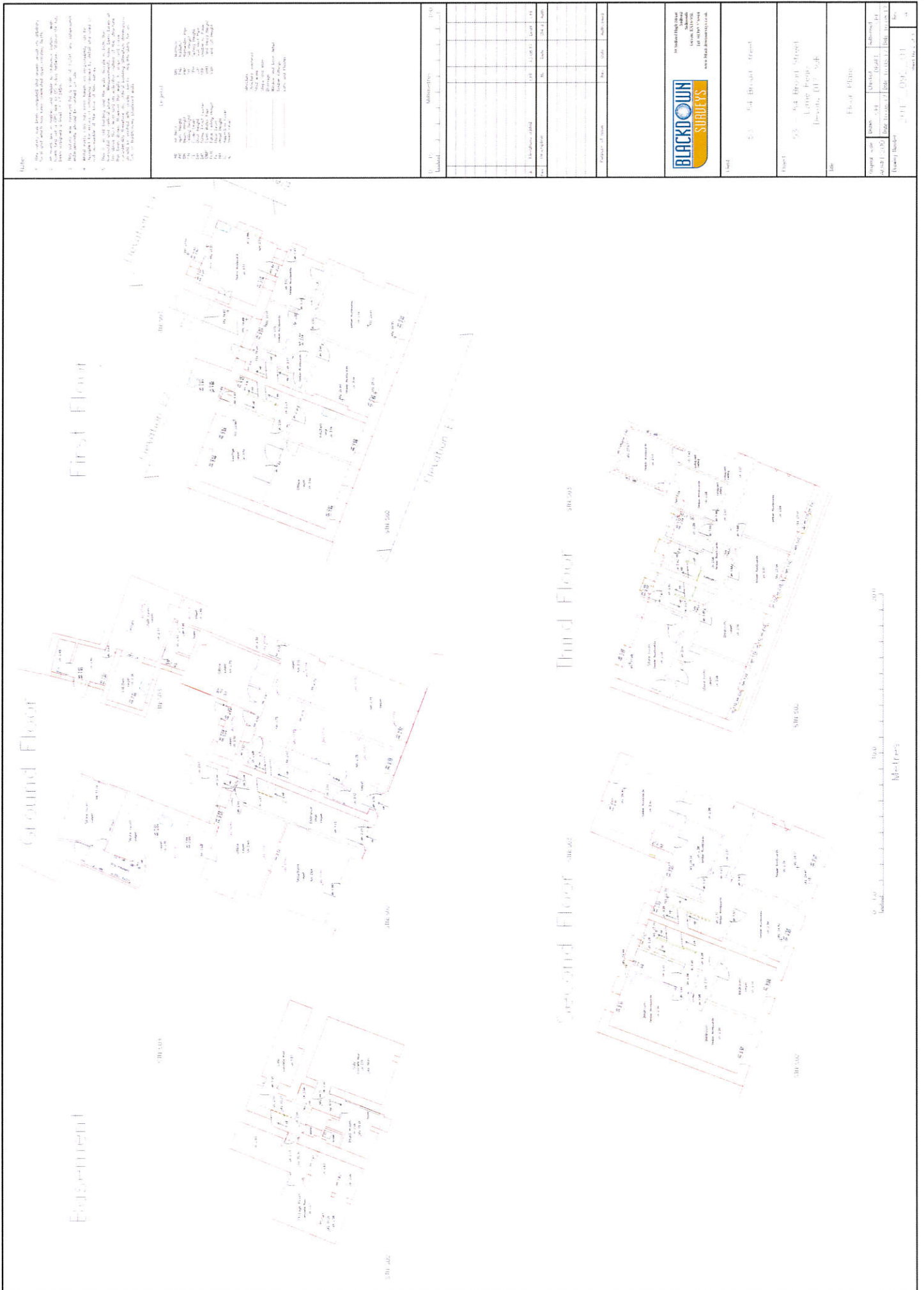
2025-12 Granting period update  
 Name:  Date:   
 Issued Date:

Project's No: 10112  
 Grant No: 001  
 Rec: A

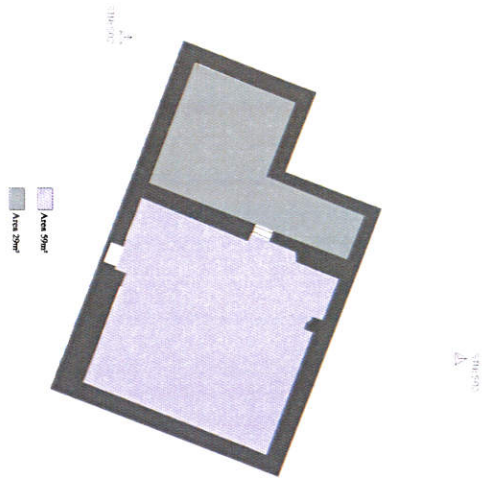
Scale: 1:100 @A1  
 Survey By: 31.07.14  
 Date: 31.07.14  
 Checked By: DE

**INFORMATION**  
 Project's Name:  
 The Three Cups  
 Lyne Regis  
 Drawing:  
 Front Building - Existing  
 Survey & Demolition Plans  
 Basement & Ground Layouts

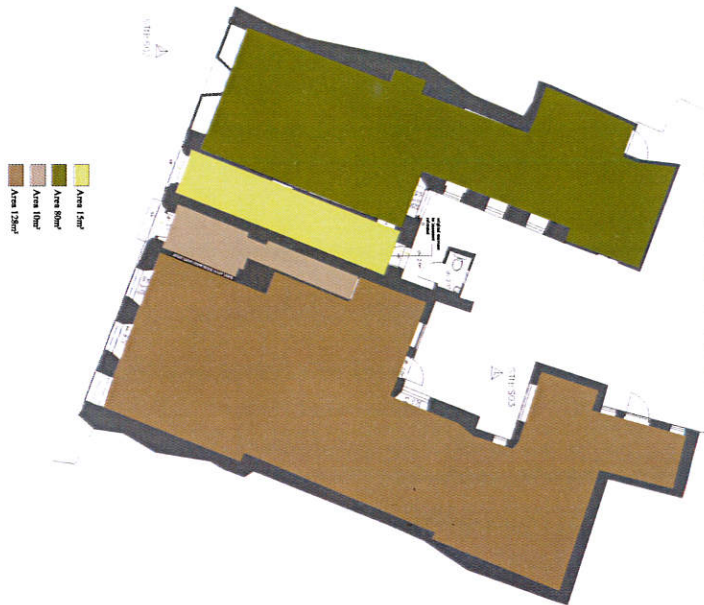




Basement



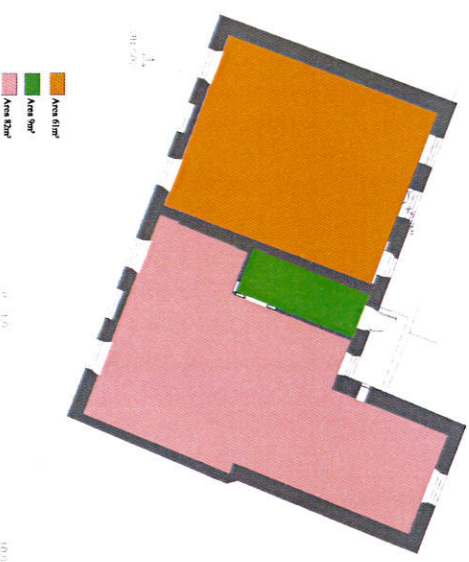
Ground Floor



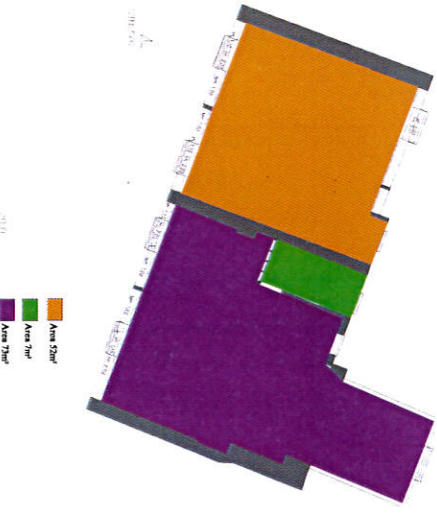
First Floor



Second Floor



Third Floor



THIS DRAWING IS FOR BUILDING REGULATION PURPOSES ONLY AND IS NOT A CONTRACT DOCUMENT. THE DRAWING SHOULD BE READ IN CONJUNCTION WITH THE ARCHITECT'S BUILDING AGREEMENT AND CALCULATIONS SUPPLIED BY THE STRUCTURAL ENGINEER.

REV	DESCRIPTION	DATE
01	ISSUED FOR PERMIT	10/01/2018

NOM ARCHITECTS LTD

OFFICE 1  
THE GROVE  
THE LINDEN ESTATE  
OXFORD  
TEL: 01295 200222

PROVISION OF 3 X FLATS

14 BROAD STREET  
LIVERPOOL  
L1 1JG

PROPOSED FLOOR PLANS

PLANNING

Drawn by: 20/02/2018

Checked by: 20/02/2018

Drawing Scale: 1:100 @ A1

Level 15: 15m

C0865 schedule 1



**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Request from St Michael's Parish Church for Grant Funding

**Purpose of Report**

To allow members to consider a request from St Michael's Parish Church for grant funding towards works to the church tower

**Recommendation**

Members consider the request from St Michael's Parish Church for grant funding towards works to the church tower

**Background**

1. St Michael's Parish Church tower is suffering from water ingress. To resolve the problem, the church wants to hack off the render to the tower and undertake any necessary works to the stonework and brickwork beneath; the church tower was originally rendered in the 1930s to resolve water ingress through stonework and brickwork.
2. St Michael's has taken advice from the church architect and the work has been tendered: the project cost, including professional fees, and VAT, is £133,541. In addition, the church has added a client contingency of £15,000 which brings the total project cost to £148,541.
3. The cost breakdown is:

Works	£121,401
Fees	£ 12,140
Client contingency	£ 15,000
4. So far, St Michael's Parish Church has raised c.£10,000 toward the project and is in the process of submitting a £50,000 bid for grant funding to the Coastal Revival Fund<sup>1</sup>.
5. LymeForward is assisting the church in its application to the Coastal Revival Fund: the application must be submitted by 5 July 2018.

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<sup>1</sup> On 17 May 2018, the government invited bids for Coastal Revival Fund grants. In total, £1,000,000 is available and bids can be up to £50,000 for any one project. The purpose of the fund is to help revive heritage assets that are important to their communities but have not reached their full economic potential or are facing neglect.



6. If St Michael's Parish Church is successful in its bid to the Coastal Revival Fund, there is still a significant gap between the funds it has and the total cost of the project.
7. To make good that funding gap, St Michael's Parish Church has written to the town clerk, **appendices 17A and 17B**, to ask if the council will provide a grant to cover half the project cost.
8. In assessing what constitutes the project cost, it is reasonable to restrict this to the cost of building work and professional fees, net of any VAT which can be reclaimed by the church.
9. The treatment of VAT on these works, along with the amount and mechanism for reclaiming it, needs to be properly understood and the town clerk will arrange a meeting with the church to consider this.
10. Grant funding a client's contingency is not normal practice. A contingency is normally included in a building contract to allow for unknown works: the nature of the works undertaken normally informs the level of contingency.
11. The church is pursuing other grant funding applications and the full amount of grant funding requested from the council may not be required. However, at the point of application, the Coastal Revival Fund will require a fully funded bid from St Michael's Parish Church.
12. Consequently, the town council could underwrite the project up to £66,770.50, i.e. half of the cost building works and professional fees including VAT. When VAT on the project is reclaimed by the church, this would be returned to the council on building and fee costs up to £133,541.
13. If the church is successful in its grant application to the Coastal Revival Fund and its other applications, it aims to commence work in spring 2019.
14. The short notice given for completing the Coastal Revival Fund grant application means Full Council approval won't be obtained before the bid is submitted. If this committee supports a grant application for this project, this will have to be made clear in St Michael's Parish Church's application to the Coastal Revival Fund
15. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018

**Adrianne Mullins**

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**From:** Audrey Vivian <audreyvivian@icloud.com>  
**Sent:** 20 June 2018 18:07  
**To:** John Wright  
**Subject:** Letter

Dear John ,

The Tower of St Michaels Church, parts of which are Saxon ,is leaking water mainly through the ringing chamber of our Grade 1 Historic Town Church.

It is the only Grade 1 Building in our Town .

We have been advised it is necessary to remove by hand the rendering of pebble dash applied in the 1930s to limit the ingress of water in the Building's vulnerable position right on the Jurassic coast .

To remove by hand the rendering of pebbledash and restore and replace with lime render as necessary ,specifications were prepared and submitted to the Diocesan Advisory Committee and put out to tender by our experienced church and Historic building Architect Russ Palmer ,who for many years has cared for our church and is responsible for our quinquennial inspection ,when any maintenance on the whole Church deemed necessary for the care of the fabric is reported in degree of urgency .and undertaken each year under his care .  
 This money comes from any income available from the activities within the church each year and legacies and fees  
 This only just enables us with voluntary help to maintain the condition of our heritage, holding as it does 900 years of history of Lyme Regis ,of past Mayors and merchants ,of the commemoration windows of Coram and Mary Anning and of those who gave their lives in both world Wars .

All these are visited by thousands of visitors from abroad and local families who regularly come to remember their history or recent anniversary .

We make no charge and the Church is open every day for all to come in At the present time Mary Annings grave and window has been on a lecture trail for many local tours

There is a free leaflet helping all to know what items are of particular interest.Recent history is there ....the magnificent Skrabl Organ that so many of us in the Town contributed to and which is played by world class organists and is a great attraction to many tourists and musicians who attend the concerts and recitals .

It is the centre of the South West Organ school and throughout the County a venue for the Diocesan Pipe Up Scheme where young people are taught to play on this instrument either free or minimum contribution by highly qualified Teachers .

It is the home of Lyme Bay Chorale and of a children's choir under the care of qualified musicians .

The Ringing Master is nationally known and our peal of bells has been the venue for more than 16 world records and is visited by aspiring ringers from all over the world .

It has a strong band of ringers and many being taught this ancient craft in an age when electronic aids are more and more taking this knowledge away .

The Church provides a free space where lonely and sociable people can gather, for example on open Tuesday ,for dominoes and coffee and chat or just be in company.

As the Civic Church this is where all our citizens and those with strong links to our Town can be christened ,married and have their funerals and memorial services and where our Remembrance Service annually takes place and our Civic Service .

Many come in just to sit and rest from the busy Town outside.

At the Centre of Lyme Bay on the Coast the church is used as a triangulation point by the RNLI and the Coastguard..and other craft .Over the years erosion has taken its toll but recently completed sea defence works Coastal Protection Works Phase 3 have ensured protection for the future .

We are asking for help in raising money at this time as there has arisen an opportunity to apply immediately for a £50,000 grant from the 3rd series of grants from the Coastal Revival Fund ,for which we appear to be a good fit , to preserve our coastal heritage .It is intended to keep the Church open for all normal functions and services .and Health and Safety regulations are part of the contract to enable this .

We need the support of the L A, in our case West Dorset ,and our local Coastal Community Team and the bid needs to be submitted by Thursday 5 July ,a very quick turnaround

The CCT support this application .

~~Handwritten signature~~

We would likely have your help to raise funds.

A Tender was accepted on our behalf of £150,000 from Ellis & Sons Historic buildings specialist who have the skilled staff in their employ able to do this work .This amount includes Fees plus Vat which is recoverable after being paid .The architect will supervise throughout .

The relevant spec and Statement of intent to apply for final permission from the DAC has been on display publicly as required for 28 days both inside and outside the Church and then goes to their September meeting .All necessary permissions Historic England etc are in place .

As this CRF money needs to be spent before summer next year and we would ideally like to start in early Autumn and we would like your help to support this start by then if we are successful with our application With the help of individuals and events we already have in the Tower repair Fund approx £10,000 This before we launch our main Appeal in September

We are expecting Dorset Historic Churches and various other grant sources before September when we intend to launch our main appeal as final permissions are in place .but do not want to miss this opportunity as the intention of the CRF seems in every way to be our project.The local CCT support our application

We would like to show in our application for the grant that our Town Council are joining us in this project and as the grant is immediately available your help would boost our Appeal together with monies already made by local effort and enable the work to start before a winter like last could exacerbate the problem .we would hope perhaps match funding which would enable the work to proceed all being in order before the turn of the year brings a repeat of last years weather causing further problems .

Here there is an opportunity to keep our heritage .Our demographic here in Lyme is not conducive to just give money although in the raising of funds for projects and helping together in the community other benefits accrue for many as new friendships are formed

and particular skills appear to help .in our Town we all value so highly .

Audrey Vivian

**Adrianne Mullins**

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**From:** Francesca.Heffernan  
**Sent:** 22 June 2018 10:30  
**To:** John Wright  
**Subject:** FW: Coastal revival Fund presentation help

-----Original Message-----

From: Keith Vivian [mailto:kvivian@btinternet.com]  
Sent: 22 June 2018 09:16  
To: Francesca.Heffernan  
Subject: Coastal revival Fund presentation help

Dear John ...

Tim Bacon gave me the figures from his papers which were accepted by the PCC as the monies we need to find for the work on the Tower .

Tender accepted ...£121/401 +10% fees (£12,140 professional fees )

Becomes .....£ 133/541

Revised for testing .rendering and removing by hand the pebble dash and replacing with lime mortar as advised by the DAC other consulted bodies .

Contingency fund £ 15,000 for this

Becomes £148,541

We are so anxious to begin asp and for continued good weather to prevent further damage to the very special building which is in our care .

Did you see the piece on Spotlight three times yesterday which was done I at end of Feb v gd I heard by chance from my daughter in law who saw it at breakfast time .

Followed in the evening by pic on weather of Lyme seas looking gorgeous Thank you for all you are doing Audreyx

**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Grant Review, Lyme Regis Football Club

**Purpose of Report**

To inform members of two recent grant review meetings which have taken place with representatives of Lyme Regis Football Club.

To allow members to consider a request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch.

To allow members to consider transferring £15,000 of the football club's grant allocation to 2019-20, which would increase the 2019-20 allocation to £40,000

**Recommendation**

- a) Members approve the request from the football club to build a grandstand, only, in 2018 and to replace the 2019 project to tarmac the car park and replace the roadside perimeter fencing with a project to improve drainage to the ground and to widen the pitch
- b) Members approve transferring £15,000 of Lyme Regis Football Club's grant allocation to 2019-20, increasing the 2019-20 grant allocation to £40,000

**Background**

1. Following consideration by this committee on 29 June 2016, on 13 July 2016 the Full Council approved the grant agreement for Lyme Regis Football Club.
2. The purpose of the grant is to allow the football club to:
  - extend the football pitch and construct a covered area for spectators
  - extend the clubhouse to accommodate a kitchen
  - tarmac the car park and replace the roadside perimeter fencing
3. The grant allocation is up to £25,000 per annum in 2016-17, 2017-18, 2018-19 and 2019-20. With the town council's consent, funding not committed in any one year can be transferred to the following year.
4. For each project, Lyme Regis Football Club must have in place a budget of £12,000 which will be used for the first payment: this represents the football club's commitment to allocate £36,000 to the three projects.
5. The grant agreement requires the town clerk and the councillor representative on Lyme Regis Football Club's Development Sub-Committee, Cllr S. Miller, to

'meet with one or more of the football club's sub-committee members to be appraised of design, procurement and works' progress against each project and the overall budget' and to report any material issues arising out of these discussions to this committee.

6. The first project, the kitchen extension, was completed in the financial year 2017-18. The total cost of the project was £60,000; the council contributed £48,000 and the football club contributed £12,000.
7. A council contribution of £52,000 is available for the remaining two projects. These projects must be completed by 31 March 2020.
8. On 29 March and 24 May 2018, meetings took place between football club officials, Cllr Miller and the town clerk to review the football club's projects for 2018 and 2019.
9. At the first of those meetings, the football club indicated it wanted to review its projects. This was confirmed at the second meeting on 24 May 2018 and followed up in writing on 29 May 2018, **appendix 18A**.
10. The programmed project for 2018 was the pitch extension and the construction of a covered area for spectators. In 2018, the football club would like to restrict this project to the building of a 60-seater grandstand. The cost of this project is estimated at £28,000: the council would contribute £16,000 towards the project and the football club would contribute £12,000.
11. The programmed project for 2019 was tarmacking the car park and replacing the roadside perimeter fencing. The football club would like to replace this project with a project to improve the overall drainage of the ground and to widen the pitch. The football club's request is informed by the recent exceptional wet weather which meant the club couldn't host a home fixture for 19 weeks.
12. The remaining council grant allocation of £40,000 would support this project.
13. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018

## Adrianne Mullins

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**From:** Howard Larcombe <howard.larcombe@indyonline.co.uk>  
**Sent:** 29 May 2018 16:26  
**To:** John Wright; hitchy1976; Andrea Budden - Treasurer LRFC; Philip Evans; Robert Thom; Martin Rowe; Heather  
**Subject:** Phase 3 of LRTC major grant to LRFC

### Amendment to phase 3 of major grant awarded to Lyme Regis FC

Dear John,

It was good for myself, Gerard Hitchcock (LRFC Vice Chairman) and Andrea Budden (LRFC Treasurer) to meet with you and Cllr Miller at the Davey Fort on May 24th.

As per our discussions at that, and our previous meeting on March 29th, I am writing on behalf of the Lyme Regis Football Club committee to inform the Town Council that we wish to make an amendment to the funds set aside for phase 3 of our major grant.

Previously, this had been allocated for the resurfacing of the Davey Fort car park and replacement of the ground perimeter fencing. However, we believe it would more prudent to use these funds to improve the overall drainage of the ground, and take the opportunity to increase the pitch width. The decision has been prompted by an exceptionally wet winter in the season just finished when we were unable to stage a match at the ground for 19 weeks due to waterlogging. This obviously had a huge impact on our footfall and subsequent income.

We have already paid for an inspection by the Dorset FA pitch expert and await his report. Initial conversations with him indicate the work could take place during the Summer of 2019 and be completed in time for the start of the 2019-20 season.

Given the disruption we have suffered - believed to be the worst since the exceptional snowfall of 1963 - the LRFC committee consider the car park resurfacing and fence erection to be less pressing and could eventually be funded by the club itself some time in the future.

We trust the Council will consider our decision to be the right one and await confirmation of this.

Kind Regards



**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Dorset Association of Parish and Town Councils' Annual General Meeting

**Purpose of Report**

To allow members to consider proposals for submission to Dorset Association of Parish and Town Councils' annual general meeting on 10 November 2018

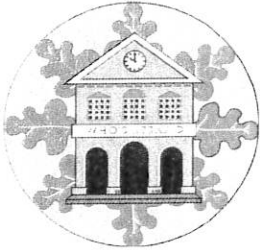
**Recommendation**

Members consider proposals for consideration at Dorset Association of Parish and town councils' annual general meeting on 10 November 2018

**Background**

1. Dorset Association of Parish and Town Councils' (DAPTC) annual general meeting takes place on 10 November 2018. For a proposal to be considered at the annual general meeting, it must be submitted to DAPTC's office by 6 August 2018.
2. Proposed motions will be considered by DAPTC's executive committee on 22 September 2018 before submission to the annual general meeting on 10 November 2018.
3. Further guidance and a proposal form is attached, **appendices 19A and 19B**.
4. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018



29 May 2018

**Dorset Association of Parish & Town Councils**  
**Colliton Annexe, Colliton Park, Dorchester, Dorset DT1 1XJ**  
 Tel/Fax 01305 260972 # Email [daptc@dorsetcc.gov.uk](mailto:daptc@dorsetcc.gov.uk) # Web Site: [www.dorset-aptc.gov.uk](http://www.dorset-aptc.gov.uk)

## EXTRAORDINARY CHIEF EXECUTIVE'S CIRCULAR

### ANNUAL GENERAL MEETING 2018 – INFORMATION & TIMETABLE

The AGM this year will be on **Saturday 10 November 2018** and will be a morning event followed by lunch. Agenda and reports will be sent out by Friday 12 October 2018 at the latest. Please note that the Annual Report and /or Accounts may be sent out earlier.

Again as last year, it is intended to have a short business meeting (including any motions for resolution) followed by coffee and then speakers on topical issues.

#### **Proposals and resolutions \*\*\*NEW TIMETABLE\*\*\***

Please note the procedure for proposals to the AGM which complies with NALC's current guidance.

#### **Submission of proposals – deadline 6 August 2018 – New forms**

Completed forms with proposals for a resolution at the AGM should be sent to the DAPTC office by 6 August 2018. The form is attached with this circular. The questions follow the format set by NALC. Following this format will increase the chances of a proposal being accepted by NALC.

You are reminded that any council wishing to propose a resolution at the AGM must have their representative in attendance at the AGM to propose the resolution.

Please also consider if the issue would be more suitable to being discussed at your DAPTC area meeting and if necessary, brought to the Executive Committee's attention through that process.

#### **Executive Committee consider submitted proposals – 22 September 2018**

Any proposed motions are considered by the Executive Committee for submission to the AGM.

As usual, the Executive Committee will agree motions to be put to the AGM which will be circulated to all councils, for discussion at a council meeting and to agree a voting mandate for their representative, prior to the AGM.

**Please note that representatives at the AGM may be required to make a decision after an informed debate and possible amendment. DAPTC will recognise the final decision.**

The DAPTC constitution states: "Every member council will be entitled to two representatives, but only one vote on any particular motion."

**AGM - 10 November 2018**

The AGM will debate the motions, and consider giving the Executive Committee delegated power to finalise the wording and any supplementary information to NALC.

The Chief Executive asks NALC for its decisions on submitted motions and informs all members and the Executive Committee of the outcomes.

**OTHER MATTERS**

**Notice of any motion for alteration, amendment or addition to the constitution**

Notice of any motion for alteration, amendment or addition to the constitution (other than notice given pursuant to a resolution of the Executive Committee) must be received by the Chief Executive in writing by **13 October 2018**.

Copies of all notices received will be circulated at least 21 days before the AGM (by 21 October at latest).

**Catering preparation**

Numbers of representatives attending the AGM will be needed by **27 October** please.

Hopefully the timetable for submission of proposals will make it easier for councils that meet every two months.

Many thanks  
Hilary Trevorah

29 May 2018

FORM FOR PROPOSALS FOR DAPTC AGM

To be submitted by 6 August 2018

NAME OF COUNCIL .....

Please note that NALC requests this information and careful completion of the form will increase the chances of a proposal being accepted by NALC

1. Please give the motion your Council would like considered at the DAPTC AGM

2. Please give the reason (as thoroughly as possible) why your Council is submitting this motion.

3. Please state how this issue is affecting parish and town councils in Dorset (with case study evidence please) and try not to duplicate answers from previous questions please.

<p>4. If you have information on how this issue is affecting parish and town councils nationally and why this is a national issue please give this and try not to duplicate answers from earlier questions please.</p>
<p>5. If relevant, please tell us exactly what aspect of national parish policy your Council would like NALC to lobby Government on (with case study evidence please).</p>
<p>6. If you have the information, please tell us exactly which part of primary or secondary legislation (or secondary regulation/statutory instrument) your Council would like to be changed as a result of NALC/local lobbying.</p>
<p>7. If relevant, please state what other action your Council would like NALC and its Policy Committee to take is this motion is adopted.</p>
<p>8. If you have the information, please confirm the names of any other organisation or local council that formally support your Council's motion.</p>

**If you have any supporting documents to be jointly considered with your Council's motion – please e-mail them with this form to DAPTC.**

**Committee:** Strategy and Finance

**Date:** 27 June 2018

**Title:** Dorset Association of Parish and Town Councils Local Government Review Survey

**Purpose of Report**

To allow the council to comment on two survey questions about the local government review which have been asked by Dorset Association of Parish and Town Councils

**Recommendation**

Members consider the two survey questions and respond to Dorset Association of Parish and Town Councils

**Background**

1. Dorset Association of Parish and Town Councils' (DAPTC) area chairmen are asking two questions of parish and town councils in relation to the local government review in Dorset:
  - What services you feel should realistically be retained – no need to identify who would provide and pay for them
  - How your council would like to see local decision-making operate, including communications.
2. Response forms are attached, **appendices 20A and 20B**. Responses need to be sent DAPTC'S office by 1 July 2018.
3. Any recommendations from this committee will be considered by the Full Council on 11 July 2018.

John Wright  
Town clerk  
June 2018

# **RESPONSE TO DAPTC SURVEY - WHAT LOCAL GOVERNMENT SERVICES SHOULD BE REALISTICALLY RETAINED?**

NAME OF COUNCIL: .....

**Please put your Council's views by marking each service as follows:**

**A = Essential to retain    B = Preferable to retain    C = Not to be provided by the public sector**

	A/B/C	A/B/C	A/B/C
1 Allotments		32 Museum and arts	A/B/C
2		33 Maintenance of public rights of way	
3 Bus shelters		34 Parks and open spaces - sports grounds	
4 By-laws		35 Protecting and enhancing Dorset's environment	
5 Car parks		36 Public and community transport support	
6 Care and protection of children		37 Public conveniences	
7 Care for elderly people		38 Recycling	
8 Care for people with a disability		39 Refuse collection	
9 Cemeteries		40 Registration of births, marriages and deaths	
10 Coast protection		41 Road clearance - fly tipping	
11 Community safety		42 Road safety	
12 Concessionary travel and public transport support		43 Schools, school transport, adult education	
13 Conservation / listed buildings		44 Strategic planning for Dorset	
14 Council tax and business rate collection		45 Street cleaning and litter	
15 Country parks and countryside management		46 Street lighting and furniture	
16 Cycle routes		47 Theatres	
17 Electoral register		48 Tourism	
18 Emergency planning		49 Trading standards & consumer protection	
19 Environmental health - pest control, dog fouling		50 Traffic management and transport planning	
20 Estate management		51 Tree protection	
21 Highways maintenance		52 Village halls and community facilities	
22 Housing and housing benefit		53 Voluntary organisations - support	
23 Industrial and crafts units		54 War memorials	
24 Leisure centres and pools		55 Water courses	
25 Libraries and archives		56 Waste disposal and recycling	
26 Licensing - pubs, halls, entertainment, markets, taxis		57 Youth clubs	
27 Local economy support and development control		58 Any additional services (please put details in the box below)	
28 Local planning, building and development control			
29 Local land charges and searches			
30 Meals on wheels			
31 Minerals and quarries - planning			

**APPENDIX 20A**



**RESPONSE TO DAPTC SURVEY – How would your council like to see local decision making operate?**

Name of Council.....

Please give a maximum of 5 brief points


**Committee:** Strategy and Finance

**Date:** 27 June 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 18 June 2018 are attached, **appendix 21A**.
2. The total balance, £1,441,450, 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 21

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. A separate report on this agenda looks at some alternatives.

### 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 11 July 2018.

Keith Wilson  
Finance manager  
June 2018

**Lyme Regis Town Council****Bank Balances****18-Jun-18**

	<b>Total £</b>	<b>Access</b>
<b>Nat West</b>		
General (£2,908 after reconciling items)	1,000	Instant
Liquidity Manager 0.1%	89,818	Instant
Special Interest Bearing Account 0.5%	536,801	Instant
Christmas Lights	8,721	Instant
<b>Lloyds - Current</b> (£26,201 after reconciling items)	25,067	Instant
Lloyds - Liquidity Manager 0.05%	213,514	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 0.90%	101,485	Apr-19
Lloyds - Fixed Term Deposit - D 0.65%	101,050	Jul-18
<b>Santander 0.15%</b>	289	Instant
<b>Santander 0.55%</b>	159,320	180 Days
<b>Wilkinson Legacy 0.2%</b>	524	One month
<b>WDDC Deposit 0.7818%</b>	1,961	10 Days
	<b><u>1,441,450</u></b>	

**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:** 27 June 2018

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of April and May 2018

**Recommendation**

Members note the report and approve the attached schedule of payments for April and May 2018 for the sums of £147,655.03 and £266,291.09, 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 April and May 2018, **appendices 22A and 22B**. 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 11 July 2018.

Keith Wilson  
Finance manager  
June 2018

**Lyme Regis Town Council**  
**Payments list for April 2018**

**Total**

147,655.03

Date	Supplier	Detail	Payment Type	Amount	VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
03/04/2018	South West Water	Water	DD	£113.76	0%	0%	-	113.76 utilities
03/04/2018	South West Water	Water	DD	£48.04	0%	0%	-	48.04 utilities
03/04/2018	South West Water	Water	DD	£15.58	0%	0%	-	15.58 utilities
03/04/2018	South West Water	Water	DD	£868.26	0%	0%	-	868.26 utilities
03/04/2018	South West Water	Water	DD	£222.44	0%	0%	-	222.44 utilities
03/04/2018	South West Water	Water	DD	£858.83	0%	0%	-	858.83 utilities
03/04/2018	South West Water	Water	DD	£269.26	0%	0%	-	269.26 utilities
03/04/2018	South West Water	Water	DD	£96.43	0%	0%	-	96.43 utilities
03/04/2018	South West Water	Water	DD	£136.58	0%	0%	-	136.58 utilities
03/04/2018	South West Water	Water	DD	£52.25	0%	0%	-	52.25 utilities
03/04/2018	South West Water	Water	DD	£75.13	0%	0%	-	75.13 utilities
04/04/2018	Zurich Municipal	Annual Insurance	CHEQUE	£12,062.98	0%	0%	-	12,062.98 Office Expenses
06/04/2018	SALARY	Advance of salary	BACS	£1,000.00	0%	0%	-	1,000.00 Staffing
09/04/2018	Smith of Derby	Repair of millennium clock	CHEQUE	£13,332.00	20%	2,222.00	-	11,110.00 Outside Works
10/04/2018	WEST DORSET D.C.	Rates	DD	£7,209.33	0%	0%	-	7,209.33 Utilities
11/04/2018	DORSET COUNTY COUN	Road closure signage	DD	£2,617.56	0%	0%	-	2,617.56 Outside Works
16/04/2018	BNP PARIBAS LEASIN	Annual lease of photocopier	DD	£1,633.73	20%	272.29	-	1,361.44 Office Expenses
16/04/2018	ALLSTAR	March fuel costs	DD	£420.47	20%	70.08	-	350.39 Outside Works
16/04/2018	BANKLINE	Bank Charges	DD	£50.40	0%	0%	-	50.40 Office Expenses
17/04/2018	DORSET COUNTY COUN	Wheely bin hire	DD	£482.75	0%	0%	-	482.75 Outside Works
17/04/2018	New Vision Group	Provision of Lyme regis.org website - annual fee	CHEQUE	£10,521.12	20%	1,753.52	-	8,767.60 Office Expenses
19/04/2018	WORLDPAY	Transaction fees	DD	£201.05	0%	0%	-	201.05 Office Expenses
20/04/2018	WORLDPAY	Transaction fees	DD	£30.18	0%	0%	-	30.18 Office Expenses
23/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	-	4.17 Utilities
24/04/2018	SALARY	April Salary	BACS	£1,510.62	0%	0%	-	1,510.62 Staffing
24/04/2018	SALARY	April Salary	BACS	£30,468.33	0%	0%	-	30,468.33 Staffing
25/04/2018	WEST DORSET DISTRI	Loan repayment	DD	£3,125.00	0%	0%	-	3,125.00 Loan Charges
27/04/2018	HMRC Tax	April PAYE NI	DD	£10,324.38	0%	0%	-	10,324.38 Staffing
30/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	-	4.17 Utilities
				<hr/> £97,756.46 <hr/>				
LLOYDS BANK								
03/04/2018	FROME TOWN COUNCIL	Training Course	BACS	£99.00	20%	16.50	-	82.50 Office Expenses
03/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	-	4.17 Utilities
03/04/2018	EAST DEVON DC	Business Rates - Sidmouth road	DD	£225.84	0%	0%	-	225.84 Utilities
04/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	-	4.17 Utilities

**Lyme Regis Town Council**  
**Payments list for April 2018**

**Total**

147,655.03

Date	Supplier	Detail	Payment Type	VAT Amount	VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
09/04/2018	GIFFGAFF.com	Mobile phone	DD	£10.00	20%	1.67	8.33	Utilities
09/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
10/04/2018	SSG Training	Health and Safety Training	BACS	£1,146.00	20%	191.00	955.00	Staffing
11/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
12/04/2018	Ebay	Mini golf pencils	BACS	£70.30	20%	11.72	58.58	Office Expenses
12/04/2018	Fowler Hire	Multi scraper	BACS	£34.08	20%	5.68	28.40	Outside Works
12/04/2018	KITSON AND TROTMAN	Quarterly legal advice inc lister boundary dispute three cups etc	BACS	£7,734.00	20%	1,289.00	6,445.00	Office Expenses
12/04/2018	MOLE AVON	Safety boots, wellingtons, chainsaw oil etc.	BACS	£153.39	20%	25.57	127.83	Outside Works
12/04/2018	SIX PAYMENT SERVIC	Parking - Card Transaction fees	BACS	£117.79	0%	-	117.79	Outside Works
12/04/2018	AXE SKIP HIRE	Skip hire	BACS	£240.00	20%	40.00	200.00	Outside Works
12/04/2018	BOON BROWN	Park and ride advice	BACS	£1,062.00	20%	177.00	885.00	Office Expenses
12/04/2018	CAROL WILLIAMS	Cleaning	BACS	£458.00	0%	-	458.00	Outside Works
12/04/2018	CARRIER 3PL	Brochures	BACS	£2,564.55	20%	427.43	2,137.13	Marketing & Tourism
12/04/2018	CLARITY COPIERS	Photocopying costs	BACS	£370.63	20%	61.77	308.86	Office Expenses
12/04/2018	Staff	Travel	BACS	£6.35	0%	-	6.35	Staffing
12/04/2018	GLEN CLEANING	Contract cleaning and delivery of consumables	BACS	£1,369.17	20%	228.20	1,140.98	Outside Works
12/04/2018	LTC TRAINING SERVI	Health and Safety Training	BACS	£840.00	20%	140.00	700.00	Staffing
12/04/2018	ONE STOP SHOP	Union flag	BACS	£558.00	20%	93.00	465.00	Outside Works
12/04/2018	ROB PERRY MARINE	Service and repairs of garden machinery	BACS	£351.88	20%	58.65	293.23	Outside Works
12/04/2018	Screwfix	Ladder, work wear, weld pipe etc	BACS	£461.61	20%	76.94	384.68	Outside Works
12/04/2018	TRAVIS PERKINS	Consolidated invoice - jubilee pavilion	BACS	£152.40	20%	25.40	127.00	Outside Works
12/04/2018	TOTAL PLUMBING	External supplies - speed fit, white pipe etc	BACS	£29.16	20%	4.86	24.30	Outside Works
12/04/2018	VALE FIRE SAFETY	Service of fire extinguishers	BACS	£258.00	20%	43.00	215.00	Outside Works
12/04/2018	MARTINS EXCAVATION	Work on storm drain - Monmouth beach	BACS	£201.00	20%	33.50	167.50	Outside Works
12/04/2018	A J SUPPLIES	Cleaning supplies - bin liners	BACS	£436.40	20%	72.73	363.67	Outside Works
12/04/2018	AXMINSTER IRONWORK	Supply angle	BACS	£72.00	20%	12.00	60.00	Outside Works
12/04/2018	EDFENERGY CUST PLC	Electric - Quarterly unmetered supply	BACS	£528.34	5%	25.16	503.18	Utilities
12/04/2018	Staff	Travel Expenses	BACS	£53.78	0%	-	53.78	Staffing
12/04/2018	ICCM	Annual subscription	BACS	£90.00	0%	-	90.00	Office Expenses
12/04/2018	LYME FORWARD	Quarterly grant	BACS	£3,750.00	0%	-	3,750.00	Grants
12/04/2018	LRDT	Grant towards Fossil Festival	BACS	£5,000.00	0%	-	5,000.00	Grants
12/04/2018	LRDT PROPERTY M	Rent and service charge 01/04 - 30/06 2018	BACS	£653.77	20%	108.96	544.81	Office Expenses
12/04/2018	LUKE LAWSON	Monthly moderations of website and technical support	BACS	£300.00	0%	-	300.00	Marketing & Tourism
12/04/2018	METRIC GROUP	Hosting costs	BACS	£97.20	20%	16.20	81.00	Outside Works
12/04/2018	PITNEY BOWES	Postage	BACS	£361.08	0%	-	361.08	Office Expenses
12/04/2018	ROB PERRY MARINE	Repair of mower	BACS	£54.00	20%	9.00	45.00	Outside Works
12/04/2018	Screwfix	Spade, ear defenders, drill bit etc	BACS	£297.03	20%	49.51	247.53	Outside Works
12/04/2018	VPW SYSTEMS	Annual Domain name	BACS	£31.80	20%	5.30	26.50	Marketing & Tourism
12/04/2018	WEST DORSET DISTRI	Annual Cash collection and monthly brochure postage	BACS	£8,304.20	0%	-	8,304.20	Loan Charges
16/04/2018	Sage	Licence and software support	DD	£150.00	20%	25.00	125.00	Office Expenses



**Lyme Regis Town Council**  
**Payments list for April 2018**

**Total**

147,655.03

Date	Supplier	Detail	Payment Type	VAT		Probable VAT*	Probable Net*	Indicative Expenditure Category
				Amount	Code*			
16/04/2018	EE & T-MOBILE	SIMS and mobile costs	DD	£92.77	20%	15.46	77.31	Utilities
16/04/2018	G4S	Cash collection	DD	£59.76	20%	9.96	49.80	Utilities
17/04/2018	WDDC	Public conveniences Plans & Site inspection	DD	£280.50	0%	-	280.50	Utilities
17/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
19/04/2018	Ebay	Reward stickers - Amenity hut	BACS	£48.75	20%	8.13	40.63	Office Expenses
19/04/2018	Ebay	Mobile phone	BACS	£46.99	20%	7.83	39.16	Office Expenses
19/04/2018	Ebay	Cash register ink	BACS	£7.95	20%	1.33	6.63	Office Expenses
19/04/2018	Ebay	Mobile phone cover	BACS	£2.95	20%	0.49	2.46	Office Expenses
19/04/2018	Worldpay	Transaction costs	DD	£85.86	0%	-	85.86	Office Expenses
23/04/2018	MARINE THEATRE	Grant	BACS	£7,500.00	0%	-	7,500.00	Grants
23/04/2018	IP OFFICE	Phone and Broadband	DD	£326.86	20%	54.48	272.38	Office Expenses
25/04/2018	DVLA	Road Tax	Debit Card	£250.00	0%	-	250.00	Outside Works
25/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
27/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
27/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
27/04/2018	Customer	2nd key refund	BACS	£20.00	0%	-	20.00	Beach Hut
30/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
30/04/2018	GIFFGAFF.com	Mobile phone	DD	£5.00	20%	0.83	4.17	Utilities
30/04/2018	L F WEBB AND PART	Toilet refurbishment tender analysis	BACS	£2,400.00	0%	-	2,400.00	Office Expenses

£49,870.14

Petty Cash

£28.43

**Lyme Regis Town Council**  
**Payments list for May 2018**

**Total**

**£266,291.09**

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code *	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>								
01/05/2018	E.ON	Electricity	D/D	£13.65	5%	0.65	13.00	Utilities
10/05/2018	HIMRC VAT	Quarterly Vat Return	D/D	£81,365.27	0%	-	81,365.27	VAT
10/05/2018	WEST DORSET D.C.	Business Rates	D/D	£7,203.00	0%	-	7,203.00	Utilities
14/05/2018	ALLSTAR	Vehicle Fuel	D/D	£462.21	20%	77.04	385.18	Outside Works
14/05/2018	DORSET COUNTY COUN	Annual IT charge	D/D	£7,464.00	0%	-	7,464.00	Outside Works
15/05/2018	BANKLINE	Bank Charges	D/D	£53.50	0%	-	53.50	Office Expenses
16/05/2018	Glasdon	Memorial benches and plaques	Chq 005708	£12,167.19	20%	2,027.87	10,139.33	Outside Works
16/05/2018	DORSET COUNTY COUN	Skip Hire	D/D	£573.80	0%	-	573.80	Outside Works
18/05/2018	WORLDPAY	Card Transaction Fees	D/D	£31.14	0%	-	31.14	Office Expenses
21/05/2018	WORLDPAY	Card Transaction Fees	D/D	£110.58	0%	-	110.58	Office Expenses
22/05/2018	DCC Pension Fund	April Pension	Ch 005707	£11,755.94	0%	-	11,755.94	Staffing
23/05/2018	GIFFGAFF.com	Mobile phone Contract	D/D	£5.00	20%	0.83	4.17	Utilities
24/05/2018	SALARY	Monthly salaries	EBP	£54,016.47	0%	-	54,016.47	Staffing
25/05/2018	WEST DORSET DISTRI	loan Repayment	S/O	£3,125.00	0%	-	3,125.00	Loan Charges
29/05/2018	LR Bowls Club	Advert in Programme	Chq 005704	£40.00	0%	-	40.00	Grants
29/05/2018	GIFFGAFF.com	Mobile phone Contract	D/D	£5.00	20%	0.83	4.17	Utilities
30/05/2018	HIMRC Tax	Tax & NIC May	D/D	£26,931.73	0%	-	26,931.73	Staffing
				<b>£205,323.48</b>				

**LLOYDS BANK**

01/05/2018	EAST DEVON DC	Business Rates	D/D	£230.00	0%	-	230.00	Utilities
03/05/2018	Ebay	Break glass emergency key box	DEBIT CARD	£15.38	20%	2.56	12.82	Office Expenses
03/05/2018	Ebay	Stationary - Fiscal wall planners	DEBIT CARD	£10.47	20%	1.75	8.73	Office Expenses
04/05/2018	A J SUPPLIES	Staff uniform	BACS	£410.16	20%	68.36	341.80	Outside Works
04/05/2018	ARTHUR FORDHAM	Wash Mat, Door Mat, Broom etc	BACS	£176.39	20%	29.40	146.99	Outside Works
04/05/2018	Axe Valley Ring and Ride	Grant	BACS	£2,500.00	0%	-	2,500.00	Grants
04/05/2018	BEMROSEMOBILE	Pay by phone quarterly charges	BACS	£428.57	20%	71.43	357.14	Office Expenses
04/05/2018	CAROL WILLIAMS	Cleaning	BACS	£395.00	0%	-	395.00	Outside Works
04/05/2018	CARRIER 3PL	Brochures	BACS	£124.61	20%	20.77	103.84	Marketing & Tourisn
04/05/2018	CASA ENVIROMENTAL	Asbestos survey	BACS	£1,302.00	20%	217.00	1,085.00	Office Expenses
04/05/2018	CHARD CONCERT BAND	Performance	BACS	£400.00	0%	-	400.00	Marketing & Tourisn
04/05/2018	CREATIVE SOLUTIONS	Sign printing	BACS	£358.77	20%	59.80	298.98	Office Expenses
04/05/2018	DAPTC	Annual conference and training course	BACS	£295.00	0%	-	295.00	Office Expenses
04/05/2018	Ebuyer	Mobile Phones	BACS	£221.91	20%	36.99	184.93	Office Expenses
04/05/2018	Evergreen Renewable	Attend call out at Guildhall, amenity hut and office	BACS	£511.70	#N/A	#N/A	#N/A	#N/A
04/05/2018	FOREST AND TREE Care	Tree cutting	BACS	£960.00	20%	160.00	800.00	Outside Works
04/05/2018	Fowler Hire	Chainsaw safety clothing	BACS	£315.00	20%	52.50	262.50	Outside Works
04/05/2018	FURNITURE@WORK	New pop up tables	BACS	£1,368.00	20%	228.00	1,140.00	Office Expenses
04/05/2018	GIFFGAFF.com	Mobile phone contract	D/D	£5.00	20%	0.83	4.17	Utilities
04/05/2018	GLEN CLEANING	Contracted cleaning, extra cleaning and delivery of consumables	BACS	£3,147.74	20%	524.62	2,623.12	Outside Works
04/05/2018	GROVES NURSERIES	Roundup fast action, scraper, handle etc	BACS	£96.25	20%	16.04	80.21	Outside Works

**Lyme Regis Town Council**  
**Payments list for May 2018**

**Total**

**£266,291.09**

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
04/05/2018	JACKSON LIFT GROUP	Attend lift breakdown	BACS	£184.80	20%	30.80	154.00	Outside Works
04/05/2018	LR GIG CLUB	Grant for sea skiff	BACS	£700.00	0%	-	700.00	Grants
04/05/2018	LR SEA SCHOOL	Grant to replace larger sailing dinghies	BACS	£3,500.00	0%	-	3,500.00	Grants
04/05/2018	LUKE LAWSON	Moderation of website	BACS	£55.00	0%	-	55.00	Marketing & Tourisrn
04/05/2018	Lyme Online	Full page advertisement	BACS	£65.00	0%	-	65.00	Office Expenses
04/05/2018	METRIC GROUP	Hosting costs	BACS	£97.20	20%	16.20	81.00	Outside Works
04/05/2018	MINI GOLF LTD	New putters and balls	BACS	£358.20	20%	59.70	298.50	Outside Works
04/05/2018	MOTTERAM HR	HR support	BACS	£15.00	20%	2.50	12.50	Office Expenses
04/05/2018	Customer	Beach hut refund	BACS	£110.00	0%	-	110.00	Beach Hut
04/05/2018	NEWTON FORGE	St Michael's final valuation - railings retention	BACS	£6,227.22	20%	1,037.87	5,189.35	Outside Works
04/05/2018	PREMIER LOOS	Toilet hire	BACS	£2,616.00	20%	436.00	2,180.00	Outside Works
04/05/2018	ROB PERRY MARINE	repair of various chainsaws and lawn mower	BACS	£323.74	20%	53.96	269.78	Outside Works
04/05/2018	SSP DIRECT	Road sign	BACS	£561.60	20%	93.60	468.00	Office Expenses
04/05/2018	TABLE TENNIS.CO.UK	Table tennis balls and bats	BACS	£98.81	20%	16.47	82.34	Outside Works
04/05/2018	TOOLS TODAY	Two petrol chainsaws	BACS	£240.00	20%	40.00	200.00	Outside Works
04/05/2018	Screwfix	Various items - work shoes, pot hole sealer, switched socket etc	BACS	£567.99	20%	94.67	473.33	Outside Works
04/05/2018	TRAVIS PERKINS	Consolidated Invoice - Bins signs etc	BACS	£1,165.31	20%	194.22	971.09	Outside Works
04/05/2018	XYLEM WATER SOLUTIONS	Annual service maintenance charge	BACS	£668.74	20%	111.46	557.28	Outside Works
08/05/2018	Staff	Travel	BACS	£72.90	0%	-	72.90	Staffing
08/05/2018	GIFFGAFF.com	Mobile phone contract	D/D	£5.00	20%	0.83	4.17	Utilities
08/05/2018	VPW Systems	Annual Domain name	D/D	£31.80	20%	5.30	26.50	Marketing & Tourisrn
08/05/2018	MARTIN DIPLOCK	Professional fees re Guildhall Shop	BACS	£1,200.00	20%	200.00	1,000.00	Office Expenses
08/05/2018	VOSPERS	Vehicle Service	BACS	£371.38	20%	61.90	309.48	Outside Works
08/05/2018	POSTCODEANYWHE	Bank details checking service	D/D	£60.00	20%	10.00	50.00	Office Expenses
09/05/2018	GIFFGAFF.com	Mobile phone contract	D/D	£10.00	20%	1.67	8.33	Utilities
11/05/2018	GIFFGAFF.com	Mobile phone contract	D/D	£5.00	20%	0.83	4.17	Utilities
15/05/2018	EE & T-MOBILE	Mobile phone contracts and SIMS	D/D	£92.77	20%	15.46	77.31	Utilities
15/05/2018	G4S	Cash collection	D/D	£59.76	20%	9.96	49.80	Utilities
16/05/2018	CALEDONIA SIGNS CD 9716	Safety Signs	DEBIT CARD	£74.88	20%	12.48	62.40	Office Expenses
16/05/2018	Ebay	Heavy duty T bolt	DEBIT CARD	£103.00	20%	17.17	85.83	Office Expenses
16/05/2018	Ebay	Thermometer	DEBIT CARD	£10.84	20%	1.81	9.03	Office Expenses
16/05/2018	Sage	Licence & software support	D/D	£150.00	20%	25.00	125.00	Office Expenses
17/05/2018	AI Husen	Annual Sidmouth Rd Park & Ride	BACS	£3,500.00	0%	-	3,500.00	Outside Works
17/05/2018	ARTHUR FORDHAM	Keys etc	BACS	£200.69	20%	33.45	167.24	Outside Works
17/05/2018	AXE SKIP HIIE	Skip Hire	BACS	£240.00	20%	40.00	200.00	Outside Works
17/05/2018	Blackdown samba	Performance	BACS	£150.00	0%	-	150.00	Marketing & Tourisrn
17/05/2018	BLAMPAYNE SAWMILL	Posts etc	BACS	£667.74	20%	111.29	556.45	Outside Works
17/05/2018	BUGLERS	Oil Level Gauge	BACS	£20.20	20%	3.37	16.83	Outside Works
17/05/2018	CARRIER 3PL	Brochures	BACS	£912.03	20%	152.01	760.03	Marketing & Tourisrn
17/05/2018	CLARITY COPIERS	Printing & Photocopying	BACS	£429.19	20%	71.53	357.66	Office Expenses
17/05/2018	CLEANING SUP 4U	Hand towels toilet rolls etc	BACS	£454.15	20%	75.69	378.46	Outside Works
17/05/2018	CREATIVE SOLUTIONS	Self adhesive posters	BACS	£83.59	20%	13.93	69.66	Office Expenses
17/05/2018	DAPTC	Data Protection seminar	BACS	£25.00	0%	-	25.00	Office Expenses
17/05/2018	DARKIN MILLER	Internal Audit	BACS	£214.18	20%	35.70	178.48	Office Expenses

Lyme Regis Town Council  
Payments list for May 2018

Total

£266,291.09

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code *	Probable VAT*	Probable Net*	Indicative Expenditure Category
17/05/2018	ERICS KNOB ND LOCK	Keys etc	BACS	£60.00	20%	10.00	50.00	Outside Works
17/05/2018	EUROFFICE	Stationery	BACS	£261.48	20%	43.58	217.90	Office Expenses
17/05/2018	EVERGREEN RENEWABL	Replace light at Woodmead Halls	BACS	£290.05	20%	48.34	241.71	Outside Works