



John Wright
Town Clerk

Lyme Regis Town Council


Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

email: enquiries@lymeregistowncouncil.gov.uk

Tel: 01297 445175
Fax: 01297 443773

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 28 November 2018 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
23.11.18

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 24 October 2018

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

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

6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 October 2018

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

7. Update Report

To update members on issues previously reported to this committee

8. Filming and Audio Recording of Council Meetings

To allow members to consider the reintroduction of filming and audio recording of council meetings

9. Council Office Accommodation

To update members on the redevelopment of the former Lloyds Bank premises, including potential terms for the occupation of the ground floor and basement areas and estimates of the likely 'fitting out' costs

To inform members of the latest known position with The Three Cups' site

To further consider whether the council might want to consider either relocating its office accommodation, should the opportunity arise, or remain in the current accommodation with appropriate investment

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

10. Budget and Precept, 2019/20 and Medium-term Financial Plan 2019-2023

To allow members to consider and approve the 2019/20 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2019-2023

11. List of payments

To inform members of the payments made in the months of July and August 2018

12. 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

13. 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 12 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 24 OCTOBER 2018

Present

Chairman: Cllr S. Miller

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

Officers: Mr J. Wright (town clerk), Mr M. Green (deputy town clerk)

Absent: Cllr P. Ridley

18/37/SF Public Forum

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

18/38/SF Apologies for Absence

Cllr P. Hicks (prior engagement)

Cllr S. Larcombe (family commitment)

Cllr O. Lovell, (unable to attend rearranged meeting date)

18/39/SF Minutes

Cllr R. Doney referred to minute 18/30/SF about St Michael's church tower and noted that he had carried out research into grants for Grade 1 listed **churches** not buildings as mentioned in the minute. He requested that a correction be made.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, with the above amendment, the minutes of the meeting held on 5 September 2018 were **ADOPTED**.

18/40/SF Disclosable Pecuniary Interests

Cllr R. Doney declared a pecuniary interest in agenda item 16, Review of Charges, relating to Bell Cliff advertising boards, because the Town Mill Brewery had a board. He said he would not take part in the discussion or vote.

Cllr Mrs M. Ellis declared a pecuniary interest in item 19, Ambulance Response, because her husband was a paid firefighter. She said she would leave the room whilst the discussion took place and not take part in the discussion or vote.

18/41/SF Dispensations

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

18/42/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 5 September 2018

Bowling club car park

Cllr B. Larcombe mentioned that the representatives of the bowling club had requested a further meeting. This would not take place until 31 October because of holiday arrangements on their side. In response to points made by Cllr S. Williams, he stated that the revised arrangements would enable more spaces available for use by the public more of the time than was currently the case.

The town clerk advised that the next meeting of the Monmouth Beach working group was likely to take place on 6 November.

St Michael's Church tower

Cllr R. Doney enquired whether other sources of funding had been identified. Officers were unable to advise on this issue.

It was reported that the outcome of the Coastal Revival Fund bidding process was expected imminently, although there was some uncertainty about the precise date.

Members **NOTED** the report.

18/43/SF Update Report

Power boat club lease

In response to various questions from Cllrs B. Larcombe, J. Scowen and D. Hallett, the town clerk advised that the lease had not yet been signed and explained the history to the issue and the position currently reached. The matter had been put in the hands of the council's lawyer who had served a Section 25 Notice on the club, something which was normal practice in such circumstances. The club had now employed their own surveyor and lawyer. He emphasised that he had a duty to protect the council's interests and to ensure that any monies properly owed to the council were recovered.

Cllr. B. Larcombe stressed that, in his opinion, the issues affecting the various council tenants on Monmouth Beach were very different and that it was wrong to make direct comparisons or draw parallels between them.

Arlingclose

In response to a question from Cllr. R. Doney, the chairman advised that other local council's had decided not to continue a relationship with Arlingclose because they perceived no particular advantage from it.

18/44SF Assets-on-and-around Monmouth Beach Car Park Working Group

Cllr B. Larcombe highlighted the comments attributed to him on page 2 of the minutes relating to the payment of the Bowling Club's rates. He stated that this was

not correct and that his comments had related specifically to the payment of *utilities* which were an unknown figure and therefore not something which this council should commit to paying.

In response to comments made by Cllrs B. Larcombe and J. Scowen, the town clerk undertook to bring a report to the next meeting of this committee about the possibility of re-introducing the recording of certain meetings, primarily Strategy and Finance and Full Council.

Members **NOTED** and received the minutes.

18/45/SF Section 106 Funding Working Group

In response to points raised by members, the town clerk advised that the council had now received confirmation from West Dorset District Council of funding totalling approximately £30k. A press release had been issued and all other applicants should be aware of the outcome of their individual applications.

Members **NOTED** and received the minutes.

18/46/SF Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2018

Proposed by Cllr J. Broom and seconded by Cllr Mrs. C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that the council approves and accepts the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 2018.

18/47/SF The Process for Approving the 2018-19 Budget and the Medium-Term Financial Plan

The town clerk explained how the following six budget-related reports had been put together to guide members through the budget-setting process.

In response to questions from members, he advised that the election cycle had been amended in the light of the establishment of the new Dorset Council. The next two elections would be on a 5-yearly cycle before reverting to the 'normal' 4-yearly cycle.

Cllr B. Larcombe supported the broad principle of producing a reduced list of objectives/projects in the final year of a council, but felt that directional 'steer' was still important to minimise the time that any new council took to 'get up to speed'.

Members **NOTED** the report.

18/48/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Members discussed some areas of concern, particularly relating to paragraphs 19-24 of the report. They expressed a variety of views relating to member-officer relations, decision making, in-year budget alterations, good governance, member priorities, the number of scheduled and additional meetings, the use of working groups and the exclusion of press and public from meetings.

The town clerk gave examples of where he felt issues had arisen and where the council's performance could be improved. He stressed, however, that the council made over 200 decisions each year and that its performance was generally good. He highlighted, for instance, the number of annual auditor recommendations had fallen consistently; from 33 to 9 over a relatively short period of time. If, however, members disagreed with any of his conclusions, it was important that they say so.

Some members highlighted the need for respect within the council, for views expressed at meetings, for decisions made and actions taken. The impact of other outside organisations on the decision making of the town council was also highlighted. The huge impact in terms of time taken and budgetary uncertainty caused by the West Dorset review of services and asset transfer; which now appeared unlikely to proceed after 3 years of discussions and negotiations, was cited as an example.

Members ran through the 2018/19 risk assessment in detail and raised a variety of questions relating to continuity of staff and staff cover, uncertainties around the new Dorset Council, asset management and office accommodation, adverse publicity, the potential impact of extreme weather, partnerships with the business community, capacity to deal with a wide range of tasks and the way in which the council dealt with confidential information.

Members agreed that no changes should be made to suggested risks, scores and mitigation measures.

The chairman highlighted that the date referred to in the third bullet point recommendation was incorrect and should read 31 October 2018.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the council note the statement of internal control and the observations detailed in paragraphs 12 to 46 of the report and approve the risk management policy, the standard annual risk assessment and draft risk register attached as appendices 12A, 12B and 12C of the report respectively.

18/49/SF Procurement

Members generally complimented the town clerk and finance manager on the progress made to date to improve the council's procurement arrangements and noted the work still to be undertaken.

Members **NOTED** the report.

18/50/SF Budget Performance, 1 April – 30 September 2018 and Full-Year Forecast

The town clerk emphasised that more work still needed to be done to confirm the figures, but it appeared that the council was heading towards a significant budget overspend in 2018/19 and ran through the reasons why that was the case. He emphasised that the projected income figures were deliberately quite conservative and that the budget gap may well reduce somewhat once the full year-end income figures were known. Equally, some of the expenditure figures were 'worst case' and

AGENDA ITEM 3

might reduce slightly. The figures would be more refined when the matter came back to members in the next committee cycle.

In response to questions, he advised that work to the roof of the shelters building was not included because the work was programmed for the 2019/20 financial year. He also drew attention to the cumulative impact of 'in-year' spending commitments. This was something which the council could afford given the healthy state of council reserves, but it was critical that members considered the impact of such commitments carefully at the time they were entered into.

Cllr R. Doney reinforced the concerns about 'in-year' spending commitments and felt that the council need to be more robust in future, albeit he admitted that he had promoted at least one such commitment during the current year.

The chairman stressed importance of advising members on the financial consequences of any decisions which were made.

There was a general discussion about the level of council reserves and the need to keep them within a range which gave adequate contingency for unforeseen events but below a level which might attract adverse comment from the auditor. This was generally accepted as being within the range 25-100% of annual turnover. This council's reserves were currently towards the upper end of that range but had deliberately been built up to reflect planned projects and the potential consequences of the West Dorset service and asset review process.

Members raised a number of queries relating to specific budget items and identified several objectives which could either be set aside, for the time being at least, or phased over several financial years. Other issues were raised relating to the recently completed public conveniences on Marine Parade, the proposed ATM, memorial benches, beach huts and park and ride.

Proposed by Cllr J. Broom and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the following measures be taken to reduce the forecast budget deficit for 2018/19:

1. Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
2. Set aside the £25k identified for concert bowl
3. Set aside the £25k identified for gym equipment
4. Set aside the £3k identified for boules in the gardens

18/51/SF

Draft Medium-Term Financial Plan

The town clerk explained that the plan would need to be amended to reflect the decisions taken as part of the discussion about the preceding item. In addition, he considered the general assumptions made to be prudent, including no increases in charges. It also incorporated previous decisions about grants and excluded the estimated cost of the works to the roof of the shelters; which currently stood at £400k.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** that the timing and cost of previously agreed

AGENDA ITEM 3

objectives for 2019/20 and beyond be approved subject to the following alterations and that the detailed 2019/20 budget be prepared for consideration by Strategy and Finance at its meeting on 28 November 2018 on this basis:

1. Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
2. Set aside the £25k identified for concert bowl
3. Set aside the £25k identified for gym equipment
4. Set aside the £3k identified for boules in the gardens

18/52/SF Review of Charges

In response to issues and concerns raised by Cllrs B. Larcombe and S. Williams respectively, the town clerk undertook to look into how the council may be able to enforce the non-use of single-use plastics by its concession holders and the number of beach huts hired at discounted rates to people producing Gateway Cards.

Cart Road beach hut hire

Members discussed charges and requested that occupancy trends be produced in future to help in the assessment of whether demand was falling or rising for any given hire period or package

Proposed and seconded by the members indicated in the table below it was **RECOMMEND TO FULL COUNCIL** to approve 2020 Cart Road beach hut hire charges as follows:

	Proposer & Seconder	Rate 2020
January– Easter	Cllr S. Miller and Cllr Mrs. M. Ellis	£10
Easter Holiday	Cllr B. Larcombe and Cllr J. Broom	£45
April– Spring Holiday	Cllr B. Larcombe and Cllr S. Williams	£35
Spring Holiday	Cllr Mrs. M. Ellis and Cllr J. Scowen	£50

June	Cllr Mrs. M. Ellis and Cllr J. Scowen	£45
July- August	Cllr S. Miller and Cllr B. Larcombe	£120
September	Cllr S. Miller and Cllr B. Larcombe	£45
October	Cllr S. Miller and Cllr J. Broom	£25
November- December	Cllr Mrs. M. Ellis and Cllr B. Larcombe	£16
Christmas and New Year	Cllr Mrs. M. Ellis and Cllr J. Scowen	£40
Winter season	Cllr Mrs. M. Ellis and Cllr S.Williams	£155
Summer season	Cllr Mrs. M. Ellis and Cllr J. Scowen	£950
Annual	Cllr J. Scowen and Cllr Mrs. M. Ellis	£1500

Alfresco licences

In response to concerns expressed by members, the town clerk undertook to check that the number of tables and chairs being put out by traders was in line with the number set out in their licence. Concern was also expressed about the 'spread' of tables and chairs beyond the permitted areas.

AGENDA ITEM 3

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to increase alfresco licence charges to £130 per cover and £12 per single chair for 2019/20.

Website advertising

Proposed by Cllr Mrs M Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to hold website advertising charges for 2019/20 as follows:

	Excl VAT	Incl VAT
Bronze listing	£50.00	£60.00
Silver listing	£100.00	£120.00
Gold listing	£150.00	£180.00
Small advert subpage	£150.00	£180.00
Medium advert subpage	£300.00	£360.00
Large advert subpage	£780.00	£936.00
Small advert overview/webcam page	£200.00	£240.00
Medium advert overview/webcam page	£480.00	£576.00
Large advert overview/webcam page	£1,020.00	£1224.00
Advert + 2 nd advert (same size or smaller)	2 nd advert at half price	
Advert + listing	Listing at half price	
Listing + 2 nd listing (same price or less)	2 nd listing at half price	

Bell Cliff advertising

Proposed by Cllr J. Scowen and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold bell cliff advertising charges to £110 inclusive of VAT for 2019/20.

Marine Parade Shelters

Members raised a number of issues, including the need for occupancy and use data, the absence of a proper management strategy for the area, the need to look again at the staffing and/or use of the pavilion area, the potential to allow one of the upper rooms to be occupied on a longer-term basis, the need for better marketing and promotion, the level of charge for large commercial events and the potential for wedding use.

AGENDA ITEM 3

Proposed by Cllr Mrs M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to amend Marine Parade Shelters' hire charges for 2020/21, as follows:

Charites, Schools and Not-for-Profit Organisations – per area,

Categories	2020/21
Lyme Regis DT7 postcodes	£15 per day
Within a 10-mile radius of the offices	£20 per day
Outside a 10-mile radius of the offices	£25 per day
National charities	£20 per hour
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Other organisations

Area		Categories	2020/21
Langmoor and Lister Room and Jubilee Pavilion	Per room	Commercial or private hire	£15 per hour
Market area		Commercial or private hire	£125 per day
Performance area/ top of shelters		Commercial or private hire	£175 per day

Members discussed the charges for the market area for commercial businesses and events which had more than one stall in the area and felt that this should be looked at further and be the subject of a separate report to committee as should a strategy for the future use and management of the area.

Amenities

Cllr D. Hallett raised concerns about the overall condition of the facility and it was agreed that a report about its improvement be taken to Town Management and Highways committee.

Proposed by Cllr S Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities charges for 2019/20 at adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50, and to keep the group discount at 33%.

Weddings and civil marriages

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold wedding and civil marriage charges for 2020/21 as follows:

	2020/21
Monday – Friday	£300
Saturday	£400
Sunday	£400

Car parking permits

Cllr J. Scowen declared that he had a residents parking permit and would, therefore, not vote on the matter.

Cllr S. Williams raised concerns about the holiday accommodation permits and felt that the charge should be higher.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members **RECOMMEND TO FULL COUNCIL** to agree car park permit charges for 2019/20 as follows:

	2019/20
Residents	£175
Non-residents	£325
Holiday accommodation	£650

Car parking

Members generally felt that parking charges should be increased for the following year and noted that they had remained unchanged for the previous two years.

In addition, Cllr R. Doney mentioned the idea of a parking disc for local residents which would permit free parking for any 1 hour period each day in Woodmead car park. This was something he had seen used on the continent and felt it might be something which could be replicated in Lyme. It was agreed that a more detailed report should be brought back to the next meeting of this committee for consideration.

Proposed by Cllr S. Williams and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges for 2019/20 for the Monmouth Beach and Cabanya car parks, as follows:

	2019/20 (per hour)
Cabanya	1.40
Monmouth Beach	1.40

AGENDA ITEM 3

Proposed by Cllr S. Williams and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to amend car parking charges for 2019/20 for the Woodmead car park, as follows:

Woodmead	2019/20
Per hour	1.00
3-day ticket	25.00
Weekly ticket	50.00

Brochure advertising

Proposed by Cllr J. Scowen and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold brochure advertising rates for 2019, as follows:

Back cover	£1,575
Inside back over	£1,050
Full page	£525
Half page	£290
Quarter page	£215
Eighth page	£160
Line listing	£25

Cemetery

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2019/20, as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/footstone/tablet
No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	No extra charge

18/53/SF Objective Setting

The town clerk highlighted the roof works to the shelters, the cost estimate for which had been increased to £400k to reflect the likely cost of scaffolding.

The report provided an historic perspective on all objectives approved since 2016/17, whether completed or not.

Members discussed a range of issues, including the choice of suitable council vehicles, seafront bin storage, a gent's urinal on the seafront, the need to look at the future use of Strawberry Field, how the council would store materials and waste in future, office accommodation and the need to review some earlier objectives, such as the café in the park and the appointment of apprentices.

The town clerk emphasised that there was still some time for members to suggest ideas; the budget needed to be set by 12 November. As far as previously agreed but unimplemented objectives were concerned, it would be for the new administration to decide whether they wanted to either drop them or take them forward.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Miller, members agreed to **RECOMMEND TO FULL COUNCIL** to:

1. Phase the delivery of replacement beach huts equally over the financial years 2018/19, 2019/20 and 2020/21.
2. Set aside the £25k identified for concert bowl
3. Set aside the £25k identified for gym equipment
4. Set aside the £3k identified for boules in the gardens
5. Increase the budget for roof repairs to the shelters to £400k
6. Include a budget of £100k for office accommodation
7. Include a budget of £10k for new seafront bin store(s)
8. Further consider proposals for an additional council vehicle, measures to combat anti-social behaviour and the provision of drinking water taps on the seafront, a gent's seafront urinal, budget for looking at future uses of Strawberry Field and any other proposals which may be put forward within the next two weeks at the next meeting of this committee.

18/54/SF Seafront Concession – Ice Cream Parlour Cart Road

Proposed by Cllr J. Scowen 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.

18/55/SF Ambulance Report

Cllr Mrs M. Ellis left the room at 10.15 p.m.

AGENDA ITEM 3

Cllr D. Hallett gave examples of recent local incidents, including one within his family, when the ambulance response time had exceeded 1 1/2 hours and where considerable distress had been caused as a result. He referred to adjoining areas where the fire service was allowed to act as first responder and he felt that the council should push as hard as possible to achieve a similar situation in West Dorset.

Members unanimously felt that the suggested letter should be sent to the Chief Executive of the South Western Ambulance Service NHS Trust and that all possible pressure should be applied to achieve improvements in local ambulance response times and to allow the fire brigade to support the response process.

Proposed by Cllr S. Miller and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to send the suggested letter attached as appendix 19a to the report to the Chief Executive of the South Western Ambulance Service NHS Trust and that all possible pressure should be applied to achieve improvements in local ambulance response times and to allow the fire brigade to support the response process.

Cllr Mrs M. Ellis returned to the room at 10.23 p.m.

18/56/SF The Impact of Local Government reorganisation on Lyme Regis Town Council

Members **NOTED** the report.

18/57/SF Debtors Report

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S Miller, 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. Members noted the report.

18/58/SF Exempt Business

(a) Seafront Concession – Ice Cream Parlour Cart Road

Members considered the range of options referred to in the report and favoured the granting of a longer-term lease to an external tenant when the current concession expired next year.

Reference was also made to the need to develop a strategy for the use of the pavilion building.

Proposed by Cllr J. Broom and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** that the seafront ice cream parlour be let on a longer-term commercial lease when the current concession expires next year.

(b) Debtors Report

The chairman referred to steps currently being taken to recover debts and stated that all outstanding debts relating to the sites mentioned in the report should be recovered by 21 December 2018.

Members **NOTED** the report.

DRAFT

AGENDA ITEM 6

Committee: Strategy and Finance

Date: 28 November 2018

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 October 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

18/24/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 5 September 2018

Cllr B Larcombe and Cllr G Turner held a further meeting with representatives of the bowling club. A written response has been received from the bowling club, but further clarification is required. When this has taken place, a further working group meeting will be held to allow members to consider the bowling club's position. Hopefully, the council will be able to hold a working group meeting before the Christmas break.

The town clerk has written to the administrator of St Michael's Church's bid to the Coastal Communities Revival Fund bid to establish what measures have been undertaken to secure other funding for works to the church tower. Confirmation of successful applications to the Coastal Communities Revival Fund still haven't been announced, although there is an expectation this will be before end-November 2018.

18/43/SF – Update Report

The council has served a Section 25 notice on the power boat club, effectively ending their occupation of the club house and car park on 31 May 2019¹. The club has responded, informing the council that Porter Dobson Solicitors in Taunton will be acting for the club on this matter. There has been no further response; the town clerk has asked Kitson and Trotman to contact Porter Dobson to ascertain its client's position.

¹ The condition is a minimum of six months' notice.

AGENDA ITEM 6

Dorchester and Sherborne now intend to move away from Arlingclose. The town clerk hoped to be able to discuss this with the finance manager and present a report to this committee meeting to allow members to consider this council's arrangement with Arlingclose. This hasn't been possible due to the finance manager's sickness absence. Irrespective of whether the finance manager has returned to work from his sickness absence, the town clerk will present a report to this committee on 30 January 2019.

18/44/SF – Assets-on-and-around Monmouth Beach Car Park Working Group

A report on re-introducing the recording of council meetings is elsewhere on this agenda.

18/52/SF – Review of Charges

A report on how the council may be able to enforce the non-use of single-use plastics by its concession holders will be brought to this committee on 13 March 2019.

The number of beach huts hired at a discount rate to people producing Gateway Cards will be provided in the briefing note on Friday 30 November 2018.

A report on a strategy for future use and management of the shelters will be brought to this committee on 13 March 2019. A separate report on the use of the market area will be presented to the same meeting.

The town clerk has discussed the reported infringements about the number of tables and chairs put out by licensees and their 'spread' beyond the permitted areas with the enforcement officers. The enforcement officers view, which is shared by the town clerk, is there is no significant infringement of the licence conditions. On occasions, the 'studded' areas have been breached but this is down to customers moving chairs to create additional leg room or the reconfiguration of chairs around tables.

The enforcement officers have been instructed to pay attention to any infringements in the future.

A report on the condition of the amenities area will be presented to the Town Management and Highways Committee on 27 February 2019.

A report on a residents' one-hour free parking disc for Woodmead car park will be presented to the Town Management and Highways Committee on 16 January 2019.

18/55/SF – Ambulance Report

A letter has been sent to the chief executive of the South Western Ambulance Service NHS Trust requesting an improvement in local ambulance response times and the engagement of the fire brigade to support the first responder process.

AGENDA ITEM 6

18/54/SF – Seafront Concession – Ice Cream Parlour Cart Road

The process for awarding a new concession will start in January 2019 with an advert.

John Wright
Town clerk
November 2018

Committee: Strategy and Finance

Date: 28 November 2018

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Financial regulations

The financial regulations have been reviewed and several amendments have been made. However, further comparison is needed with the model provided by the National Association of Local Councils (NALC). The finance manager should be involved in this review, which has not been possible due to his sickness absence. Irrespective of whether the finance manager has returned to work from his sickness absence, the town clerk will present revised financial regulations to this committee on 30 January 2019.

Investing reserves

As above, this review should involve the finance manager. Irrespective of whether the finance manager has returned to work from his sickness absence, the town clerk will present a report on investing reserves to this committee on 30 January 2019.

Park and ride review

The final numbers, both in terms of passengers carried and income and expenditure are still awaited from First Bus, the bus operator. Reminders have been sent. Once received, a more detailed report will be submitted to members and will also be factored into the work being undertaken by Hydrock.

General Data Protection Regulation

As reported to the last meeting, due to the absence of the finance manager, two of the target dates in the implementation timetable to ensure compliance with GDPR have not been met. A revised timetable will be submitted to this committee on 13 March 2019.

John Wright
Town clerk
November 2018

Committee: Strategy and Finance

Date: 28 November 2018

Title: Filming and Audio Recording of Council Meetings

Purpose of Report

To allow members to consider the reintroduction of filming and audio recording of council meetings

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 9 October 2013, the Full Council resolved to approve the installation of filming and recording equipment in the Guildhall. The installation cost was £6,493.
2. The equipment consisted of three fixed cameras focused on the area where members and officers sit, two additional speakers to complement the two already in-situ, a boundary microphone, computer screen and associated software.
3. On 19 November 2014, the Full Council approved a protocol for the filming and audio recording of meetings.
4. Following a further review on the protocol for the filming and audio recording of council meetings on 13 July 2016, the Full Council resolved:

‘That because the equipment used to record council meetings was not fit-for-purpose, the quality of recording (audio in particular) was so poor and the demand for recordings so relatively low, the council ceases the video and audio recording of all its committee meetings with immediate effect.’
5. During councillor questions at the Full Council on 19 September 2018, Cllr D. Hallett asked if the council could bring back into use the system to record council meetings as he was concerned the minutes were not detailed enough. Cllr O. Lovell asked that this was put on a future agenda for consideration.

For consideration

6. The council needs to be clear about why it wants its meetings recorded, the method(s) of recording and the relationship recordings have with the minutes of meetings.
7. Managing the equipment and data will consume staff time.

AGENDA ITEM 8

8. Recording meetings is likely to affect member behaviour.
9. The council retained the recording equipment it purchased in 2014. Before the council considers replacing the system, technical faults should be reviewed with the systems installer, AJP Communications Ltd, to see if they can be resolved. Any equipment used must be fit for purpose.
10. There is data on the requests for information from council meetings. Between November 2014 and May 2015, there were six requests to view recordings of council meetings and between 17 May 2015 and 20 June 2016, there were 11 requests to review recordings.
11. Recording meetings contributes to the council's commitment to openness and transparency.
12. In the future, recorded council meetings could be uploaded onto the council's website; this would further reinforce the council's commitment to openness and transparency.
13. Any recommendations from this committee will be considered by the Full Council on 12 December 2018.

John Wright
Town clerk
November 2018

Committee: Strategy and Finance

Date: 28 November 2018

Title: Budget and Precept, 2019/20 and Medium-term Financial Plan 2019-2023

Purpose of the Report

To allow members to consider and approve the 2019/20 budget, including a precept of £120,708

To inform members of the council's medium-term financial plan 2019-2023

Recommendation

- a) Members approve the 2019/20 budget
- b) Members approve a precept of £120,708 for 2019/20
- c) Members approve the 2019/20 objectives, as set out in paragraph 19 of this report
- d) Members note the medium-term financial plan 2019-2023

Background

- 1. Each year the council must approve the budget and precept for the following financial year. This report outlines the position in terms of the council's operational income and draft expenditure for 2019/20, adjusted for inflation.
- 2. This report provides the budget and precept for 2019/20.
- 3. Members considered the objectives at the Strategy and Finance Committee meeting on 24 October 2018.
- 4. Members also provided guidance to officers on the preparation of the 2019/20 budget and the precept at the Strategy and Finance Committee meeting on 24 October 2018; this guidance is incorporated into this report.
- 5. The medium-term financial plan follows on from the 2019/20 budget and sits alongside the council's corporate plan.
- 6. The financial forecast for 2020/21 onwards is for information only. This council's commitment to grant funding (£137k) expires in March 2020 and no commitment is shown from that date forwards.

Base budget position

7. As per **appendix 10A**, the budget position for 2019/20 shows a deficit of £685k. This deficit is after allowing for £704k of objectives, as per **appendix 10B**, which were considered at the Strategy and Finance Committee meeting on 24 October 2018. The figures include objectives brought forward from previous years. The sum of £30,000 for the lighting project in the Langmoor and Lister Gardens will be offset by section 106 funding over the two years of the project. This sum is included in other income (£15k pa, 2018/19 and 2019/20).
8. Other than the Marine Parade beach hut replacement programme, all 2019/20 objectives are 'one-off' projects.

Income

9. **Precept**

The precept excludes the council tax support grant from West Dorset District Council (WDDC), which has now been totally phased out. This grant reduction has been absorbed by this council and not passed on to local council tax payers. In line with the council's policy objective to hold the precept at its current level until 2019, the precept income from local council tax payers remains unchanged at £120,708.

10. **Schedule of charges**

These were considered by this committee on 24 October 2018 and approved by Full Council on 31 October 2018. All charges have been amended, where appropriate.

11. **Parking income**

Parking income is budgeted at the lowest of the actual amount received in the last two years, plus the approved 20p per hour increase at Monmouth Beach and Cabanya car parks.

12. **Site licences**

Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to inflation at RPI at the end of September, which was 3.3%.

13. **Other income**

As stated above, the 2019/20 budget includes a £15k section 106 receipt, which is allocated for lighting in the Langmoor and Lister Gardens; the total cost of this

AGENDA ITEM 10

project is budgeted at £60,000¹, and income and expenditure is budgeted for in 2018-19 and 2019-20.

Expenditure

14. Office administration

The 2019/20 budget includes funding for:

- £5k – improvements for disabled visitors
- £5k – promotion to walkers, water sports and foreign visitors
- £10k – disability accessibility audit

15. Outside works

The 2019/20 budget includes funding for:

- £45k – Marine Parade railings
- £10k – repairs to East Cliff path
- £2.5k – events' support
- £3k – park and ride, Charmouth Road

16. In the 2018/19 budget, £20,000 has been allocated for a traffic and transport study by Hydrock. Costs which may arise from this study are not included in the 2019-20 budget.

17. Any expenditure that may be required following the options appraisal of Strawberry Field in 2018/19 has not been included in the budgets for subsequent years as any resulting costs are unknown.

18. An additional £10k has been included for signage and additional rental for park and ride costs.

19. Objectives/ Projects

New objectives/projects for 2019/20 have been included in a separate heading to aid budgeting and monitor actual costs of individual projects, see **appendix 10B**.

The budget includes funding for:

- £100,000 – Marine Parade day huts over a three-year period from 2018/19.
- £25k – concert bowl/stage
- £25k – gym equipment in the gardens
- £3k – boules area in the gardens
- £400k – roof repairs above amusement arcade, Swim and antiques centre

¹ The town council's contribution to this project is £30,000. This is equally matched by a £30,000 section 106 contribution from West Dorset District Council. Income and expenditure for this project is budgeted for equally in 2018-19 and 2019-20.

AGENDA ITEM 10

- £100k – new office accommodation
 - £10k – bin store on the seafront
 - £12k – two-seater small tipper for the lengthsman
 - £2k - drinking water taps on sea front
 - £60k – lighting at Langmoor and Lister Gardens, offset by £30k s106 monies.
20. Also, on the condition St Michael's Church is successful in securing a grant from the current Coastal Communities Revival Fund bidding round, the council has committed up to £66,770 match funding to underwrite repairs to the church tower; an announcement on this is anticipated shortly. As this represents possible expenditure and any works will probably start after 1 April 2019, a sum of £66,770 is included in the 2019-20 budget.

21. Democratic Representation

- The mayor's allowance has been increased by 3.5% to £4,403
- Councillors' allowance has increased to £14,100 from £7,049 to budget for the current review which is currently being undertaken by Dorset County Council.
- Councillors' training has increased from £2,946 to £4,000 to allow for training for the new administration
- Election expenses of £7,500 have been included to cover the town council's contribution towards the cost of the May 2019 elections (c.£3,510) and the possibility of a by-election in 2019-20

22. Staffing

There are no staff structural changes budgeted for 2019/20; the increases relate to inflationary and incremental increases, only.

23. Reserves

Good practice recommends town councils hold between 25% and 100% of their income in reserves at any given time. This town council's policy was to hold at least 50% of its income in reserves. In December 2016, as part of the 2017/18 budget-setting process, the targeted reserve level was increased to £1million (71% of income) to take into account the post-Brexit vote economic uncertainty, the potential devolution of services from principal local authorities and future capital projects.

24. On 31 March 2018, the council had general reserves of £1.419 million, equivalent to 80.8% of total income: £68k of this was in earmarked reserves (EMR), see table below.

EMR	31/03/2018	20/11/2018
Seafront railings	£33,207.50	£29,707.50
Reserve - Football Club		
Grant	£25,000.00	£0.00
Playing field bequest	£747.00	£747.00

AGENDA ITEM 10

Cemetery bequest	£483.00	£483.00
Cemetery bequest	£153.00	£153.00
Christmas lights' reserve	£9,098.61	£7,365.30
	<u>£68,689.11</u>	<u>£38,455.80</u>

25. If the expenditure in 2018/19 is as forecast and all the objectives are expended in 2019/20, the general reserves at 31 March 2020 will reduce to £700k, 44% of budgeted income. The Council needs to make £101k of savings to achieve the 50% figure that its policy requires.
26. Any recommendations from this committee will be considered by the Full Council on 12 December 2018.

John Wright
Town clerk
November 2018

Summary Budget

	2017/18 Actual £000's	2018/19 Budget £000's	2018/19 Forecast £000's	2019/20 Draft Base Budget £000's	2020/21 Draft Base Budget £000's	2021/22 Draft Base Budget £000's	2022/23 Draft Base Budget £000's
Income							
Precept	123	121	121	121	121	121	121
Car parks	692	613	682	725	725	725	725
Chalets/Beach huts/Caravans	335	317	351	334	334	334	334
Concessions	39	38	40	40	40	40	40
Commercial rents	212	213	209	213	213	213	213
Advertising	20	19	19	18	18	18	18
Amenity area	88	86	85	86	86	86	86
Cemetery	15	5	24	5	5	5	5
Licenses	13	14	14	13	13	13	13
Other	212	49	69	43	30	30	30
Income from Investments	5	4	4	4	4	4	4
TOTAL INCOME	1,755	1,479	1,617	1,602	1,590	1,590	1,590
Expenditure							
Office administration	122	108	168	126	126	126	126
Rents	2	4	3	7	7	7	7
Licenses	4	4	4	4	4	4	8
Democratic representation	7	16	13	33	26	26	26
Outside works	386	362	401	274	251	251	251
Grants etc	161	146	140	146	9	9	9
Utilities	128	135	129	141	141	141	141
Staffing	583	687	691	739	753	768	783
Marketing	51	60	55	60	58	58	58
Other	16	14	14	14	14	14	14
Loan charges inc interest	57	38	53	38	38	38	38
New Objectives/ Projects			45	704	30	0	0
TOTAL EXPENDITURE	1,518	1,573	1,716	2,287	1,457	1,441	1,460
Annual Surplus/(deficit)	237	(95)	(100)	(685)	133	148	129
One Off Objectives included above		198	198	704	30	0	0
Base Surplus/(Deficit) - excluding one off objective		103	98	19	163	148	129

Committee: Strategy and Finance

Date: 28 November 2018

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of July and August 2018

Recommendation

Members note the report and approve the attached schedule of payments for July and Aug 2018 for the sums of £127,554.95 and £129,709.95, 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 July and August 2018, **appendices 11A and 11B**. 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 12 December 2018.

Naomi Cleal
Finance assistant
November 2018

Lyme Regis Town Council
Payments list for July 2018

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
02/07/2018	SOUTH WEST WATER	Water rates	D/D	56.19	0%	-	-	56.19 utilities
02/07/2018	SOUTH WEST WATER	Water rates	D/D	1.45	0%	-	-	1.45 utilities
02/07/2018	SOUTH WEST WATER	Water rates	D/D	48.84	0%	-	-	48.84 utilities
03/07/2018	FASTPAY LTD	Direct debit charges	D/D	39.12	20%	6.52	32.60	Office Expenses
10/07/2018	WDDC	Rates	D/D	7203	0%	-	7,203.00	Utilities
16/07/2018	ALLSTAR	Petrol	D/D	842.57	20%	140.43	702.14	Outside Works
16/07/2018	BANKLINE	Bank Charges	BLN	50.8	0%	-	50.80	Office Expenses
17/07/2018	DORSET COUNTY COUN	Wheely bin hire	D/D	543	0%	-	543.00	Outside Works
19/07/2018	WORLDPAY	Transaction charges	D/D	30.18	0%	-	30.18	Office Expenses
19/07/2018	WORLDPAY	Transaction charges	D/D	59.34	0%	-	59.34	Office Expenses
23/07/2018	GIFFGAFF.COM	Mobile bundle	POS	5	20%	0.83	4.17	Utilities
24/07/2018	SALARY	July Salary	EBP	35683.42	0%	-	35,683.42	Staffing
25/07/2018	WEST DORSET DISTRI	Loan repayment	S/O	3125	0%	-	3,125.00	Loan Charges
26/07/2018	HMRC Tax	PAYE NI July	D/D	10159.34	0%	-	10,159.34	Staffing
26/07/2018	EDFENERGY CUST PLC	Electricity	D/D	249.21	5%	11.87	237.34	Utilities
30/07/2018	GIFFGAFF.COM	Mobile bundle	POS	5	20%	0.83	4.17	Utilities
31/07/2018	SKINNER CONSTRUCTIONS LTD	Marine Parade toilets first payment	CHQ	19350.29	20%	3,225.05	16,125.24	Outside Works
				<u>£127,554.95</u>				

LLOYDS BANK

02/07/2018	AMAZON UK	Toilet signage	DEB	£118.50	20%	19.75	98.75	Office Expenses
02/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
02/07/2018	EAST DEVON	Rates	DD	£230.00	0%	-	230.00	Outside Works
04/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
05/07/2018	EBAY	Stationary	DEB	£14.90	20%	2.48	12.42	Office Expenses
09/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities
09/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
09/07/2018	RS COMPONENTS	Duplicate payment, recovered	DEB	£43.92	20%	7.32	36.60	Office Expenses
09/07/2018	WOODMEAD HALL	Electricity recharge	FPO	£983.40	0%	-	983.40	Outside Works
11/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
12/07/2018	EBAY	Fan for the office	DEB	£24.99	20%	4.17	20.83	Office Expenses
12/07/2018	EBAY	Fan for the office	DEB	£19.99	20%	3.33	16.66	Office Expenses
12/07/2018	OVER 70'S CLUB	Grant for new years lunch	TFR	£300.00	0%	-	300.00	Grants
12/07/2018	OFCOM	Annual subscription for radio	TFR	£75.00	0%	-	75.00	Office Expenses
12/07/2018	SIX PAYMENT SERVIC	Transaction fees	TFR	£400.97	0%	-	400.97	Outside Works
12/07/2018	BLACKDOWN SAMBA	Band performance	TFR	£175.00	0%	-	175.00	Marketing & Tourism
12/07/2018	LUKE LAWSON	IT Support	FPO	£300.00	0%	-	300.00	Marketing & Tourism
12/07/2018	LYME FORWARD	Quarterly grant - July-September	FPO	£3,750.00	0%	-	3,750.00	Grants
12/07/2018	METRIC GROUP	Metric back office fees	FPO	£97.20	20%	16.20	81.00	Outside Works
12/07/2018	Newsquest	Advertising - I love Lyme day	FPO	£201.60	20%	33.60	168.00	Office Expenses
12/07/2018	NPOWER	Consolidated electric bill	FPO	£3,207.96	20%	534.66	2,673.30	Office Expenses
				<u>£77,451.75</u>				

Lyme Regis Town Council
Payments list for July 2018

Total

£127,554.95

Date	Supplier	Detail	Payment Type	Probable		Probable		Probable		Indicative Expenditure Category
				Amount	VAT Code*	VAT*	Net*	Category		
12/07/2018	NOMIX ENVIRO	Chemicals and waste, drum cage	FPO	£522.84	20%	87.14	435.70	Outside Works		
12/07/2018	ONSURFACE	Signage printing	FPO	£208.20	20%	34.70	173.50	Office Expenses		
12/07/2018	PERRY PRINT	Paper printing	FPO	£104.00	20%	17.33	86.67	Outside Works		
12/07/2018	RECOAIR	Air conditioning - Cadet hut	FPO	£1,498.56	20%	249.76	1,248.80	Outside Works		
12/07/2018	CHARMOUTH SCOUT GR	Minor grant - camping equipment	FPO	£250.00	0%	-	250.00	Grants		
12/07/2018	SCREWFIX	External works - work trousers, gloves, screws etc	FPO	£320.06	20%	53.34	266.72	Outside Works		
12/07/2018	SW HYGIENE	Annual Sanitary and nappy unit units and disposal	FPO	£1,231.80	20%	205.30	1,026.50	Outside Works		
12/07/2018	TOTAL PLUMBING	Plumbing supplies	FPO	£57.30	20%	9.55	47.75	Outside Works		
12/07/2018	TRAVIS PERKINS	Consolidated invoice - Monmouth Beach and personal protective equipment	FPO	£333.14	20%	55.52	277.62	Outside Works		
12/07/2018	WOODMEAD HALL	Access to toilets July - September	FPO	£2,485.00	0%	-	2,485.00	Outside Works		
12/07/2018	CUSTOMER	Beach hut refund	TFR	£110.00	0%	-	110.00	Beach Hut		
12/07/2018	BLANDFORD TOW COUN LRTC 9753	GDPR Training	TFR	£5.00	20%	0.83	4.17	Office Expenses		
12/07/2018	COBB GARAGE	Puncture repair kit	TFR	£24.00	20%	4.00	20.00	Outside Works		
12/07/2018	KITSON AND TROTMAN	Legal fees - Lister garden boundary dispute	TFR	£2,400.00	20%	400.00	2,000.00	Office Expenses		
12/07/2018	CUSTOMER	Shelter hire refund	FPO	£97.50	0%	-	97.50	Beach Hut		
12/07/2018	A J SUPPLIES	Cleaning supplies	FPO	£51.60	20%	8.60	43.00	Outside Works		
12/07/2018	AXE SKIP HIRE	Skip hire	FPO	£240.00	20%	40.00	200.00	Outside Works		
12/07/2018	BRID BUILD SUPPLIE	Building supplies - Sleepers	FPO	£338.26	20%	56.38	281.88	Outside Works		
12/07/2018	CAROL WILLIAMS	Cleaning - June	FPO	£493.75	0%	-	493.75	Outside Works		
12/07/2018	CARRIER 3PL	Brochure fulfilment May and June	FPO	£121.92	20%	20.32	101.60	Marketing & Tourism		
12/07/2018	C K COMMUNICATIONS	Hand held radio and charger	FPO	£277.20	20%	46.20	231.00	Outside Works		
12/07/2018	CLARITY COPIERS	Photocopier costs - June	FPO	£721.48	20%	120.25	601.23	Office Expenses		
12/07/2018	CREATIVE SOLUTIONS	Signage printing	FPO	£78.72	20%	13.12	65.60	Office Expenses		
12/07/2018	DAMORY	Two invoices - 71 bus route	FPO	£2,000.00	0%	-	2,000.00	Outside Works		
12/07/2018	EVERGREEN RENEWABL	Plumbing work carried out at Guildhall	FPO	£779.04	20%	129.84	649.20	Outside Works		
12/07/2018	EUROFFICE	Stationary	FPO	£153.58	20%	25.60	127.98	Office Expenses		
12/07/2018	FORDS SW	Seafrost Lighting repair work	FPO	£1,592.40	20%	265.40	1,327.00	Outside Works		
12/07/2018	GLEN CLEANING	Cleaning	FPO	£2,387.60	20%	397.93	1,989.67	Office Expenses		
12/07/2018	GROVES NURSERIES	Plants/weed killer	FPO	£62.34	20%	10.39	51.95	Outside Works		
12/07/2018	H LEAF AND SONS	Oriel repair window balance	FPO	£585.44	20%	97.57	487.87	Outside Works		
12/07/2018	IMAGIN	Staff ID badges	FPO	£11.34	20%	1.89	9.45	Office Expenses		
12/07/2018	JURASSIC COAST TRU	Dog Warden 18/19	FPO	£800.00	0%	-	800.00	Outside Works		
12/07/2018	LR JAZZ FESTIVAL	Grant - PA systems and banners	FPO	£950.00	0%	-	950.00	Grants		
12/07/2018	EDENERGY CUST PLC	Electric	FPO	£97.95	5%	4.66	93.29	Utilities		
12/07/2018	EDENERGY CUST PLC	Electric	FPO	£94.87	5%	4.52	90.35	Utilities		
12/07/2018	EDENERGY CUST PLC	Electric	FPO	£93.40	5%	4.45	88.95	Utilities		
13/07/2018	STAFF	Travel	FPO	£24.44	0%	-	24.44	Staffing		
13/07/2018	STAFF	Travel	FPO	£48.60	0%	-	48.60	Staffing		
16/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities		
16/07/2018	SAGE	Monthly sage support	DD	£150.00	20%	25.00	125.00	Office Expenses		
16/07/2018	EE & T-MOBILE	Mobile and car park SIM cards	DD	£82.77	20%	13.80	68.98	Utilities		
17/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities		
17/07/2018	G4S	Monthly cash collection	DD	£134.46	20%	22.41	112.05	Utilities		
19/07/2018	WORLDPAY	Transaction Charges	DD	£23.50	0%	-	23.50	Office Expenses		
20/07/2018	RNL LIFEBOATS	Provision of lifeguard services	FPO	£4,774.80	20%	795.80	3,979.00	Office Expenses		

Lyme Regis Town Council
Payments list for July 2018

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
20/07/2018	MARINE THEATRE	Quarterly grant payment	FPO	£7,500.00	0%	-	7,500.00	Grants
20/07/2018	SSP DIRECT	Sign Covers	FPO	£246.60	20%	41.10	205.50	Office Expenses
23/07/2018	IP OFFICE	Broadband and phone bill	DD	£5,452.43	20%	908.74	4,543.69	Office Expenses
25/07/2018	EBAY	Line Marker	DEB	£46.99	20%	7.83	39.16	Office Expenses
25/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
27/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities
27/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
27/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
30/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
30/07/2018	GIFFGAFF.COM	Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities

Total

£50,086.31

Petty Cash

£16.89

£127,554.95

Lyme Regis Town Council
Payments list for August 2018

Total

Date	Supplier	Detail	Payment		Probable		Probable		Indicative Expenditure	
			Type	Amount	VAT Code*	VAT*	Net*	Category		
NAT WEST BANK										
01/08/2018	SOUTH WEST WATER	Water	D/D	£48.63	0%	-	-	48.63	utilities	
02/08/2018	FASTPAY LTD	Direct debit charges	D/D	£22.92	20%	3.82	3.82	19.10	Office Expenses	
09/08/2018	HMRC Tax	PAYE July salary	D/D	£11,104.61	0%	-	-	11,104.61	Staffing	
10/08/2018	WDDC	Rates	D/D	£7,203.00	0%	-	-	7,203.00	Utilities	
10/08/2018	HMRC VAT	VAT payment	D/D	£34,368.06	0%	-	-	34,368.06	VAT	
14/08/2018	ALLSTAR	Monthly Petrol	D/D	£775.40	20%	129.23	129.23	646.17	Outside Works	
15/08/2018	BANKLINE	Bank Charges	BLN	£51.60	0%	-	-	51.60	Office Expenses	
16/08/2018	DORSET COUNTY COUN	Wheellie bin hire	D/D	£547.20	0%	-	-	547.20	Outside Works	
20/08/2018	WORLDPAY	Transaction charges	D/D	£33.54	0%	-	-	33.54	Office Expenses	
21/08/2018	WORLDPAY	Transaction charges	D/D	£60.47	0%	-	-	60.47	Office Expenses	
23/08/2018	SALARY	July Salary	EBP	£40,216.14	0%	-	-	40,216.14	Staffing	
28/08/2018	WEST DORSET DISTRI	Loan repayment	S/O	£3,125.00	0%	-	-	3,125.00	Loan Charges	
29/08/2018	GIFFGAFF.COM	Mobile phone bundle	POS	£5.00	20%	0.83	0.83	4.17	Utilities	

£129,709.95

£97,561.57

LLOYDS BANK

02/08/2018	EBAY	Stationary	DEB	£2.38	20%	0.40	1.98	Office Expenses
03/08/2018	EBAY	Metal zip ties	DEB	£7.49	20%	1.25	6.24	Office Expenses
03/08/2018	FOWLER HIRE	Safety equipment	TFR	£273.00	20%	45.50	227.50	Outside Works
03/08/2018	GET TOGETHER CLUB	Grant for new years lunch	TFR	£815.00	0%	-	815.00	Grants
03/08/2018	KITSON AND TROTMAN	Legal fees	TFR	£5,363.00	20%	893.83	4,469.17	Office Expenses
03/08/2018	MOLE AVON	Pruner, gloves, compost etc	TFR	£279.21	20%	46.54	232.68	Outside Works
03/08/2018	CUSTOMER	Beach hut 2nd key refund	FPO	£20.00	0%	-	20.00	Beach Hut
03/08/2018	CUSTOMER	Beach hut 2nd key refund	FPO	£20.00	0%	-	20.00	Beach Hut
03/08/2018	STAFF	Travel	FPO	£65.70	0%	-	65.70	Staffing
03/08/2018	AXMINSTER GARDEN M	Good supplied during May 2018	FPO	£132.00	20%	22.00	110.00	Outside Works
03/08/2018	A J SUPPLIES	Air fresh spray unit and refills	FPO	£412.68	20%	68.78	343.90	Outside Works
03/08/2018	ARTHUR FORDHAM	Goods supplies during June	FPO	£403.95	20%	67.33	336.63	Outside Works
03/08/2018	AXMINSTER TOOLS	Drill bit set, Auger etc	FPO	£115.86	20%	19.31	96.55	Outside Works
03/08/2018	BEMROSEMOBILE	Service charge 01/04 - 30/06 2018	FPO	£1,384.22	20%	230.70	1,153.52	Office Expenses
03/08/2018	CAROL WILLIAMS	Cleaning	FPO	£422.50	0%	-	422.50	Outside Works
03/08/2018	CLARITY COPIERS	Photocopying costs	FPO	£285.88	20%	47.65	238.23	Office Expenses
03/08/2018	CREATIVE SOLUTIONS	Printing	FPO	£375.02	20%	62.50	312.52	Office Expenses
03/08/2018	DAMORY	71 Bus Route	FPO	£2,000.00	0%	-	2,000.00	Outside Works
03/08/2018	DCC PENSION FUND	July Pension contributions	FPO	£9,081.04	0%	-	9,081.04	Staffing
03/08/2018	EUROFFICE	Stationary	FPO	£106.04	20%	17.67	88.37	Office Expenses
03/08/2018	FLAGPOLE EXPRESS	Delivery charges for item exchanged	FPO	£20.16	20%	3.36	16.80	Outside Works
03/08/2018	FORTRESS SW LTD	Fire alarm maintenance	FPO	£204.00	20%	34.00	170.00	Outside Works
03/08/2018	GLEN CLEANING	Cleaning	FPO	£1,986.70	20%	331.12	1,655.58	Outside Works
03/08/2018	JOHN WILLIAMSON	Maintenance on memorial bench	FPO	£414.00	20%	69.00	345.00	Outside Works
03/08/2018	LADDERSTORE	Extension ladder	FPO	£268.73	20%	44.79	223.94	Outside Works

Lyme Regis Town Council
Payments list for August 2018

Total

£129,709.95

Date	Supplier	Detail	Payment Type	Probable			Probable Net*	Indicative Expenditure Category
				Amount	VAT Code*	VAT*		
03/08/2018	LAPTOPSDIRECT	Mobile handsets	FPO	£159.81	20%	26.64	133.18	Office Expenses
03/08/2018	LYME ONLINE	Full page content and job advertisement	FPO	£115.00	0%	-	115.00	Office Expenses
03/08/2018	SSG TRAINING	Health and safety training for two employees	TFR	£276.00	20%	46.00	230.00	Office Expenses
03/08/2018	VOSPERS	Replacement vehicle parts	TFR	£229.14	20%	38.19	190.95	Outside Works
03/08/2018	MWA TECHNOLOGY	Cold water meters	FPO	£608.64	20%	101.44	507.20	Outside Works
03/08/2018	NOMIX ENVIRO	Chemicals and equipment	FPO	£394.44	20%	65.74	328.70	Outside Works
03/08/2018	ONSURFACE	Signage printing	FPO	£408.24	20%	68.04	340.20	Outside Works
03/08/2018	OPEN SPACES	Subscription	FPO	£45.00	0%	-	45.00	Office Expenses
03/08/2018	PCRM CONSULTANCY	Consultancy fees	FPO	£360.00	20%	60.00	300.00	Office Expenses
03/08/2018	SCREWFIX	Several invoices - safety clothes, security lockers etc	FPO	£623.74	20%	103.96	519.78	Outside Works
03/08/2018	SW HIGHWAYS LTD	Chapter 8 safety course for two employees	FPO	£708.00	20%	118.00	590.00	Office Expenses
03/08/2018	TRAVIS PERKINS	Consolidated invoice - Diesel spill, Control room etc	FPO	£708.28	20%	118.05	590.23	Outside Works
03/08/2018	WEST DORSET DISTRI	RPI skatepark increase lease, Brochure postage, dog signs	FPO	£219.92	0%	-	219.92	Loan Charges
03/08/2018	Webber MG	Planted tubs and hanging baskets	FPO	£1,300.80	20%	216.80	1,084.00	Outside Works
03/08/2018	WESTCRETE	Ready mix concrete	FPO	£37.69	20%	6.28	31.41	Outside Works
06/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
07/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
08/08/2018	EBAY	Prizes - I love Lyme Day	DEB	£20.00	20%	3.33	16.67	Office Expenses
08/08/2018	EBAY	Prizes - I love Lyme Day	DEB	£17.97	20%	3.00	14.98	Office Expenses
08/08/2018	EBAY	Prizes - I love Lyme Day	DEB	£17.97	20%	3.00	14.98	Office Expenses
08/08/2018	EBAY	Prizes - I love Lyme Day	DEB	£16.35	20%	2.73	13.63	Office Expenses
08/08/2018	EBAY	Prizes - I love Lyme Day	DEB	£14.76	20%	2.46	12.30	Office Expenses
08/08/2018	EBAY	Face painting supplies - I love Lyme day	DEB	£3.99	20%	0.67	3.33	Office Expenses
08/08/2018	EBAY	Face painting supplies - I love Lyme day	DEB	£3.99	20%	0.67	3.33	Office Expenses
08/08/2018	EBAY	Annual Fire alarm maintenance and monitoring	FPO	£204.00	20%	34.00	170.00	Outside Works
08/08/2018	FORTRESS SW LTD	Beach hut 2nd key refund	FPO	£20.00	0%	-	20.00	Beach Hut
08/08/2018	CUSTOMER	Monthly Mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities
09/08/2018	GIFFGAFF.com	Amenity equipment - reward stickers	DEB	£18.90	20%	3.15	15.75	Office Expenses
10/08/2018	EBAY	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
13/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities
15/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£194.22	20%	32.37	161.85	Utilities
15/08/2018	G4S	Cash collection	DD	£92.77	20%	15.46	77.31	Utilities
15/08/2018	EE & T-MOBILE	Monthly car park sim cards and phone bundles	DD	£150.00	20%	25.00	125.00	Office Expenses
16/08/2018	SAGE	Software support	DD	£5.00	20%	0.83	4.17	Utilities
17/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£68.73	20%	11.46	57.28	Office Expenses
20/08/2018	AMAZON UK	War books - donations for local schools	DEB	£35.31	20%	5.89	29.43	Office Expenses
20/08/2018	EBAY	War books - donations for local schools	DEB	£15.28	0%	-	15.28	Office Expenses
21/08/2018	WORLDPAY	Transaction fees	DD	£48.00	20%	8.00	40.00	Marketing & Tourism
22/08/2018	VPW Systems	Website hosting - silver band	DD	£106.98	20%	17.83	89.15	Office Expenses
23/08/2018	AMAZON UK	War books - donations for local schools	DEB	£324.34	20%	54.06	270.28	Office Expenses
23/08/2018	IP OFFICE	Phone and broadband	DD	£5.00	20%	0.83	4.17	Utilities
28/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£10.00	20%	1.67	8.33	Utilities
28/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
28/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
28/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
28/08/2018	GIFFGAFF.com	Monthly Mobile bundle	DEB	£5.00	20%	0.83	4.17	Utilities
29/08/2018	EBAY	External works - Garage door cable replacement	DEB	£6.50	20%	1.08	5.42	Office Expenses

Lyme Regis Town Council
Payments list for August 2018

Total

Date 30/08/2018
Supplier GIFFGAFF.com

Detail Monthly Mobile bundle

Payment		Probable		Probable		Probable		Indicative Expenditure	
Type	Amount	VAT Code*	VAT*	Net*	Category	Utilities			
DEB	£5.00	20%	0.83	4.17	Utilities				
Total	£32,104.33								
Petty Cash	£44.05								