



John Wright
Town Clerk

Lyme Regis Town Council

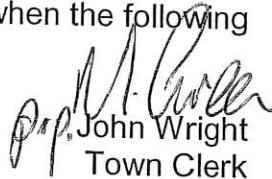
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Strategy and Finance Committee

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 13 November 2019 commencing at 7pm when the following business is proposed to be transacted:


John Wright
Town Clerk
08.11.19

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

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 25 September 2019

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 25 September 2019

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. Internal Audit Report, Visit One 2019-20

To inform members of the outcome of the internal auditor's first visit for 2019-20 which took place on 25 September 2019 and 10 October 2019

9. The Process for Approving the 2020-21 Budget¹ and Five-Year Financial Plan

To outline the process for approving the 2020-21 budget and the five-year financial plan

10. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment

11. Budget Performance, 1 April-30 September 2019

To inform members of performance against budget from 1 April-30 September 2019 and to provide a forecast to 31 March 2020

12. Review of Charges

To allow members to set charges for 2020/21 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits

To allow members to set charges for 2021/22 for Cart Road beach hut hire

Brochure advertising rates would normally be set for the same period, but the council has decided not to proceed with the publication of a printed brochure in future. Advertising is likely to form an integral part of the replacement map-based concept, but it is premature to consider rates in advance of the final decision to proceed with a particular partner

To allow members to set charges for 2021/22 for the hire of Marine Parade Shelters and weddings and civil marriages

¹ The 2020-21 budget includes the precept.

13. Future Grant Allocation

To allow members to consider grant allocation to local organisations

14. Objectives 2020-2025

To allow members to consider draft objectives for 2020-2025

15. Filming Money – Expressions of Interest

To allow members to consider expressions of interest from local organisations applying for funding received from Fossil Films

16. Grant Funding Request

To allow members to consider a request from performing societies in Lyme Regis for a grant towards the cost a community play

17. Exempt Business

LYME REGIS TOWN COUNCIL
STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 SEPTEMBER 2019

Present

Chairman: Cllr B. Larcombe

Councillors: Cllr Ms B. Bawden, Cllr J. Broom, Cllr Miss K. Ellis, Cllr Mrs M. Ellis, Cllr D. Ruffle, Cllr J. Scowen, Cllr Ms G. Stammers, Cllr G. Turner, Cllr S. Williams

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

Absent: Cllr L. Howe

19/18/SF Public Forum

There were no members of the public present.

19/19/SF Apologies for Absence

Cllr R. Doney
Cllr D. Sarson

19/20/SF Minutes

Proposed by Cllr J. Broom and seconded by Cllr Ms G. Stammers, the minutes of the meeting held on 10 July 2019 were **ADOPTED**.

19/21/SF Disclosable Pecuniary Interests

There were none.

19/22/SF Dispensations

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

19/23/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 July 2019

Minutes of the Dorset Council working group meeting held on 11 June 2019

The town clerk said he would be responding to the email he had received from Ken Buchan, Dorset Council's head of environment and wellbeing, outlining the town council's position, what the council believed its interests were in the land, and what

the council could do with that land. He added that he would expect to respond to Ken Buchan by mid-October.

Cllr S. Williams was concerned this matter was taking so long to resolve and no members had been involved in meetings with Dorset Council.

The town clerk said he was instructed by the council to have a meeting with Dorset Council and he had reported back from that meeting, but he couldn't force Dorset Council to respond. He said if the council felt it wasn't getting an adequate response, there were things it could do as freeholder, although he felt the council was some way away from that point.

The town clerk said he would arrange another meeting of the working group to allow members to discuss this further. He suggested the Dorset Council officer could be invited to the meeting, which members agreed with.

It was noted the Dorset Council member was aware of the issues.

Cllr B. Larcombe asked that any response from Ken Buchan was circulated to members.

Bowls club

The town clerk said the bowls club wanted an amendment to the council's resolution and if this was the case, the matter would need to come back to the council.

Church tower

It was noted the scaffolding had gone up for the works to start.

Cllr Mrs M. Ellis said the church was continuing to apply for grants to make up the funding shortfall. She said she was arranging a fundraising evening and would provide details to members in due course.

19/24/SF Update Report

Dorset National Park

Cllr B. Larcombe said in addition to the public meeting the council would facilitate, it was important the council had its own view on the proposed national park. He asked if there was any indication of a timescale for consultation.

The deputy town clerk said it was clear there would be further rounds of consultation but there was no indication of when that might be.

As there was already a lot of information in the public domain from those in favour of a national park, Cllr Ms B. Bawden asked how the other point of view would be put across during any public meeting. She suggested an alternative viewpoint could be offered by the New Forest and she agreed to make an approach.

The town clerk said officers had also had discussions with someone who could provide an alternative viewpoint.

DRAFT

19/25/SF Annual Governance and Accountability Return and the external auditor's certificate for the year ended 31 March 2019

The town clerk said the council had received a clean bill of health from the external auditor, with no comments or qualifications attached to the certificate. He said this was in spite of the office going through a difficult period in the past year without a finance manager and he congratulated staff for getting through the year and achieving a clean bill of health.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve and accept the certified Annual Governance and Accountability Return and the external auditor's certificate (Notice of Conclusion of Audit) for the year ended 31 March 2019; to note the actions required at the conclusion of the review have been undertaken; and to thank staff for their hard work.

19/26/SF Committee Structure

The town clerk said the only real change proposed by the working group was for environmental matters to sit with the Strategy and Finance Committee, and when specific tasks were identified, they would drop down to other committees.

Cllr Mrs M. Ellis felt the environment had a better fit with the Tourism, Community and Publicity Committee.

Cllr J. Scowen said he felt the environment should be part of every committee's remit, rather than sitting with one committee. He said it was right that the strategy sat with the Strategy and Finance Committee, but the detail fell to committees.

The town clerk said the working group's rationale for adding environment to the remit of the Strategy and Finance Committee was to recognise the importance of the environmental agenda and to have a committee to drive it forward. He said all the environmental objectives would then fall to the committees.

Cllr Ms B. Bawden felt a committee should have specific responsibility for the environment as the driver of the climate emergency declaration. She said a lot of the environmental issues and projects the One Planet Working Group (OPWG) was looking at were complex and sat well with the Strategy and Finance Committee.

Cllr Mrs M. Ellis suggested the Tourism, Community and Publicity Committee was the principal link with the OPWG, which could then pass issues to other committees.

Cllr B. Larcombe said major expenditure would have to go to the Strategy and Finance Committee but many of the suggested environmental projects did not sit with that committee.

Cllr R. Smith agreed each committee had its own remit but if ambitious projects come from OPWG, they should go to the Strategy and Finance Committee.

Proposed by Cllr J. Scowen and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** that environmental matters are incorporated into each committee's remit and terms of reference are amended accordingly.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the Tourism, Community and Publicity Committee is the principal link with the One Planet Working Group.

19/27/SF Recruitment of the Internal Auditor

The town clerk said although the council had received a good service from Darkin-Miller, he would strongly recommend re-appointing an internal auditor after six years. He said there was no reason the council shouldn't appoint Darkin-Miller again but it should test the market.

Proposed by Cllr Mrs M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to enter into a process to appoint an internal auditor for 2020-21, 2021-22 and 2022-23, with the option to extend the contract for a further two years.

The town clerk said this would be reported back to the council to endorse the appointment.

19/28/SF The Process for Approving the 2020-21 Budget and Five-Year Financial Plan

Members noted the report.

19/29/SF Objectives 2015-2025

The town clerk said setting objectives was integral to the budget-setting process and five-year plan. He said objectives didn't need to be set now, but the council needed to start a series of discussions about major pieces of work over the next five years, as well as talking to the public about what the council intended to do.

Members discussed the timing of the public consultation event. Several members felt the council should give the public the opportunity to put their own ideas forward before the council firmed up its objectives.

Several other members felt it was too early to go to public consultation in mid-October, as suggested in the town clerk's report, and the council should have a firmer list of ideas with likely costs before it consulted the public.

Cllr B. Larcombe said there were projects the council needed to consult with the public on, but there were many other suggested projects which the council could get on and do as part of the business operation which didn't require endorsement from the public.

The town clerk said there were many suggested objectives from members which needed to be costed, as well as some ideas which were for Dorset Council or OPWG to pursue, rather than the town council. As there had been a long debate about process, the town clerk suggested the consideration of the objectives was deferred to another session.

Cllr Ms B. Bawden said Bridport Town Council had divided their objectives into four categories: direct, indirect, collaborations and lobbying. She suggested this model could be used to simplify the process, which members agreed with.

Cllr Miss K. Ellis left the meeting at 8.55pm.

The town clerk suggested the discussion on specific objectives was deferred until the member session scheduled for 29 October 2019, when the list of proposed objectives could be categorised in the suggested way. He said the council would need to form a view from that meeting on what the objectives were likely to be, which would form the basis of the discussion with the public.

Cllr Miss K. Ellis returned to the meeting at 8.58pm.

The town clerk said he would extend the time for members to suggest objectives to 21 October 2019. As most of the suggested objectives had been put forward by Cllr Ms B. Bawden and Cllr R. Smith, it was agreed they would have input into categorising the suggestions to present to the 29 October session.

The town clerk said in the meantime, officers would also start developing a public consultation exercise and begin to cost out the ideas.

19/30/SF Programme for Refurbishment of Council Offices

The deputy town clerk said he had tried to put together a realistic programme, which took into account the council's rules on procurement and a road closure while significant works took place. He said there was scope to take some time out, but not a significant amount. He added that the council hadn't agreed a scope of works, so the programme was based on assumptions of what the work may involve.

Cllr B. Larcombe said there was a six-month window after serving notice on Dorset Council for the tourist information centre to develop the scope of works. He said he was concerned by the number of people the deputy town clerk had suggested were involved in the project.

The deputy town clerk said the appointed architect would carry out all the roles. He said the council's financial regulations stipulated the need to go out to tender for architectural services. However, if the council waived the rules, this could save time in the programme, but he would caution against it because he didn't believe there was good reason to do so.

Cllr J. Broom suggested architectural services were on a fixed fee to avoid escalating costs.

The deputy town clerk said he agreed it should not be linked to estimated contract value, but it would be reasonable to look at a capped percentage fee.

The deputy town clerk said there was time in the programme to put together the scope of works and this would need to be signed off by members before any contract was let for any element of this work.

Cllr R. Smith requested a single paragraph from officers about what the vision for the office would be.

The deputy town clerk drew members' attention to the fact the offices were not currently opted to tax, and if the council was looking to procure services soon, the council needed to make the election sooner rather than later.

Proposed by B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to note the high-level initial programme for the planned refurbishment of the council's offices, give authority to procure the required detailed external and other surveys, together with architectural services; to include the roles of lead designer, planning agent, contractual procurement and contract/site manager, and elect to opt to tax for the purposes of VAT in respect of the property known as Council Offices, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS and its associated curtilage.

19/31/SF Blue Sea Café Roof Quotes, Letting, Opting to Tax and Budgetary Approval

Cllr J. Scowen asked what the rationale was in asking prospective tenants to pay an ingoing sum without stating what that amount was.

The deputy town clerk said there was clear advice that the best way of marketing the property was to create certainty around the level of ongoing rent and to invite proposals for an ingoing sum. He said the level of ingoing sum would be one of the factors members would consider when choosing a preferred tenant.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Scowen, members agreed to **RECOMMEND TO FULL COUNCIL** to note the preferred quote for the repairs to the roof of the Blue Sea Café, the latest position with the marketing of the premises, agree to opt to tax so that VAT can be recovered on the cost of the works, and approve the unbudgeted expenditure so that work can commence in mid-November as planned.

19/32/SF Park and Ride 2019 and 2020

Cllr B. Larcombe said the council needed to establish a pattern of opening hours more clearly to meet people's expectations of when they would hope to find it open.

Cllr Mrs M. Ellis said the major events needed to be covered and event organisers needed to notify the council of their event dates.

The deputy town clerk said the planning permission was for a fixed period of the year between March and September, and it also limited the operation to 84 days in any one year. He said the council needed to be in a position to tell the bus company the operating times by the beginning of 2020 because it was a registered service approved by the traffic commissioners, which required 56 days' notice. He added that if a timetable was set at the beginning, it was very difficult to react to requests made at short notice.

Cllr D. Ruffle asked if boarding at the westbound drop-off point at Cobb Gate car park could happen on an official basis in the future.

The deputy town clerk said there were some concerns about safety but he had reached an agreement with the managers of the bus company that people could board at this location.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to note the information about the usage of the 2019 park and ride service, authorise officers to negotiate terms with First Group for a 2020 service based on the 2019 far structure and operating period (plus May Bank Holiday and into early-September to incorporate any major events), and approve the use of the Charmouth Road park and ride site for 2020 at the 2019 price plus RPI.

19/33/SF Committee Objectives 2019-20

Cllr B. Larcombe asked why the only external works' expenditure was being examined as he felt this should apply to the whole organisation.

The town clerk said this was an objective set for him by the Human Resources Committee. He said officers had looked at other parts of the business incrementally and now attention was being turned to the external works' budget and procurement.

The meeting closed at 9.44pm.

AGENDA ITEM 6

Committee: Strategy and Finance

Date: 13 November 2019

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 25 September 2019

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

19/23/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 10 July 2019

Minutes of the Dorset Council working group meeting held on 11 June 2019

The next meeting of the working group is Tuesday 19 November 2019, which will be attended by Dr Ken Buchan, Dorset Council's head of environment and wellbeing, and ward member Cllr Daryl Turner.

Bowls' club

Following a meeting between the mayor and the bowls' club, a further meeting took place between bowls' club representatives, the town clerk and the mayor on 31 October 2019. The bowls' club has a counter-proposal to the council's resolution of 13 February 2019. Following that meeting, on 1 November 2019 the club confirmed the counter-proposal in writing to the town clerk.

A report will be brought to the next meeting of this committee on 18 December 2019.

Church tower

The draft plan of works for the tower was included in the members' briefing on 28 October 2019. The plan expected the work to be completed by late-November/early-December but due to the delay in the scaffolding going up, the contractors were delayed as a result. It is now hoped the work can be completed by the end of the year.

AGENDA ITEM 6

19/27/SF – Recruitment of Internal Auditor

The appointment will be reported back to this committee on 18 December 2019 for members' endorsement.

19/30/SF – Programme for Refurbishment of Council Offices

Casterbridge Land Surveys Ltd, which carried out the internal measure survey of the office building, will also carry out the survey of the additional land.

Architectural services are in the process of being procured.

19/31/SF – Blue Sea Café Roof Quotes, Letting, Opting to Tax and Budgetary Approval

Work to the roof is scheduled to start on 11 November 2019 and will continue for the remainder of the calendar year. The deputy town clerk is trying to arrange a date for the selection panel to meet to consider the five formal proposals received.

John Wright
Town clerk
November 2019

Committee: Strategy and Finance

Date: 13 November 2019

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Largigi

The town clerk will provide a verbal briefing in exempt business.

Powerboat club

A proposed meeting on 31 October 2019 didn't take place. Alternative dates in mid-November are being considered.

Tourist information centre

Notice was served on Dorset Council to end the lease agreement with the town council for the ground floor of Guildhall Cottage, effective from 1 April 2020. Dorset Council has said it intends to submit a proposal about the tourist information service to the town clerk, but to-date, it has not been received.

John Wright
Town clerk
November 2019

Committee: Strategy and Finance

Date: 13 November 2019

Title: Internal Audit Report, Visit One 2019-20

Purpose of Report

To inform members of the outcome of the internal auditor's first visit for 2019-20 which took place on 25 September 2019 and 10 October 2019

Recommendation

Members note the internal auditor's report and the management responses

Background

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditors for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015.
4. Following a recommendation from this committee, on 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e. 2018/19 and 2019/20. The appointment of an internal auditor for 2020/21 and beyond is currently taking place.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

Report

6. Darkin Miller's report is attached, **appendix 8A**. The report contains 13 recommendations, four high, four medium and five low. The increase in number and rating of recommendations is largely a product of the absence of a permanent finance manager.
7. The internal auditor's comments and suggested management responses are detailed on the report.

AGENDA ITEM 8

8. There is one historic outstanding management action from a previous internal audit report:
 - 8.1 Copies of leases – The council intends to create electronic versions of all leases by 31 March 2018. This hasn't been completed; a completion date has been reset for 30 December 2019.
9. When a finance manager is appointed, the town clerk will undertake a review of all internal audit recommendations from 1 April 2019 and report any non-compliance with agreed management actions to this committee.
10. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
Town clerk
October 2019



FINAL

Internal audit report 2019/20

Visit 1 of 4

LYME REGIS TOWN COUNCIL

Date: 7th November 2019

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 25th September 2019 and 10th October 2019.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of the 2018/19 AGAR.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2019/20 (which will be in May or June 2020) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management
3. Income
4. Bank Reconciliation
5. Exemption
6. Public Rights

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	4
Medium	4
Low	5
TOTAL	13

I would like to thank John Wright – Town Clerk, Michael Stainer – Interim Finance Manager, Naomi Cleal – Finance Assistant, and Adrienne Mullins – Administrative Officer for their assistance during this audit.

Auditor note

Note that the audit testing carried out at the first audit visit of 2019/20 identified that there are still a number of significant control weaknesses in the finance systems. The issues are related to the long term absence of the Finance Manager in 2018/19 (which reduced the finance complement from 1.45FTE to 0.45FTE for the best part of 8 months). Although a full time interim Finance Manager was in post since the start of the financial year 2019/20, this only brought the Finance team back up to full strength: there has been no additional resource put in place to enable the staff to bring systems back up to date, and there have been a number of competing demands which have prevented the complete posting and reconciliation of finance transactions to date.

The Interim Finance Manager, who was due to join the Council on a permanent basis, has since stepped down at the end of the interim contract. The Council is due to go out to recruit a permanent Finance Manager imminently.

As a result of the issues noted above, staff are still some weeks behind schedule as regards posting and reconciling all of the bank account transactions, reconciling customer and supplier accounts, and ensuring that the Council's accounts are up to date.

My testing indicates that work is being done to catch the figures up, and that there is a sensible plan to tackle the backlog, but the sheer volume of work means that it may not be possible to bring the accounts back up to date in a timely manner just using the current resources.

The RFO and Council need to consider how this matter should be resolved. A failure to bring the key controls up to date will mean that any budget monitoring information is likely to be delayed and may not be completely accurate, making management of the Council's budget during the year more difficult. Budget setting for 2020/21 will commence shortly, but an absence of timely information in relation to 2019/20 will impede that process. Delays to processing bank payments and receipts both increase the amount of time it takes to reconcile debtor and creditor accounts, increasing the time it takes to identify and take action on any issues with debt collection, and further tying staff up in dealing with creditors

who have overdue accounts and are threatening to stop supply or take legal action for the recovery of debts.

If these weaknesses persist until the end of the financial year, they are likely to result in a fail on the control areas of bank reconciliation, budget management and (potentially), income.

Darkin Miller ~ Chartered Accountants
2019/20 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 1 OF 4: 7th NOVEMBER 2019

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
1.1 – Consider additional finance resource to bring accounts back up to date	<p>As noted above, a number of significant key financial controls are not up to date as a result of historic staff absence.</p> <p>I recommend that the Council considers whether additional temporary resources are required to enable all financial controls to be brought back up to date prior to the start of the budget-setting process.</p>	H	<p>An administrative assistant has been moved into the finance team for three days a week to speed up the processing of sales and purchase invoices.</p> <p>Two additional audit days have been commissioned for November 2019 to quantify back logs and identify areas of weakness and create a comprehensive work programme to ensure future compliance.</p> <p>Finance manager recruitment has commenced. An interview date of 13 November 2019 has been set for interviews for a six-month fixed term contract finance manager.</p>	<p>JW</p> <p>JW</p> <p>JW</p>	<p>28.10.19</p> <p>TBC</p> <p>Nov. 2019</p>

	<p>Recruitment for a six-month fixed-term administrative assistant to support reception and provide additional support to the finance team has commenced. Interviews are scheduled for 14 November 2019.</p>	JW	Nov.19
<p>3.1 – Amend minutes</p>	<p>I reviewed the minutes to confirm that no unusual financial activity was noted. I found that the first two pages of the minutes of the Council meeting on 15/05/19 were not signed, and that the minutes of that meeting refer to the adoption of the minutes of 05/05/19 (at minute 19/09/C). The earlier meeting in May was held on 01/05/19.</p> <p>I recommend that minute 19/09/C is updated, and that the two unsigned pages are signed in order to ensure that a complete and approved record of all council business is held.</p>	AM	20.11 2019
<p>5.1 – Coding of precept</p>	<p>I checked to see that the precept in the accounts agreed with that approved in last year's budget. The precept agreed was £120,708, which is paid in two equal instalments of £60,354. I found that the £60,354 receipt had been coded as a receipt</p>	AM	20.11.19
	<p>L</p>		
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	<p>in advance on the Dorset Council debtor account, and that a separate £80k receipt had been coded to the precept code in error. The Interim Finance Manager has confirmed that the coding for both receipts will be amended to ensure that they are reported against the correct budget line.</p> <p>I recommend that the amendments are made as soon as possible, and that a detailed review of income codes is undertaken during the budget monitoring process in order to ensure that receipts have been correctly coded in the accounts.</p>		<p>Agreed</p> <p>Agreed</p>	<p>NC</p> <p>MG</p>	<p>30.11.19</p> <p>31.01.20</p>
<p>5.2 – Clear suspense account</p>	<p>I checked to see that income due to the council is being collected. As part of the review, I checked to see whether or not any bad debts had been written off in the year. I found that no debts had been written off, but that there is a balance of £25,670.69 on the suspense account as at 25/09/19. The suspense account is used to post receipts and payments that have gone into the bank account but where there is some query over allocation. They are posted to suspense temporarily pending investigation. Most of the balance relates to one £24k bounced cheque re Poultons, there are 14 uncleared items, and the oldest of the balances is 176 days (to 25/09/19).</p> <p>Items in suspense need to be investigated and</p>	<p>M</p>			

	<p>posted to the correct nominal code or debtor/creditor account as soon as possible in order to ensure that management accounts information, and the aged debtor and creditor reports are up to date. The Interim Finance Manager has confirmed that the suspense account will be cleared as soon as possible as part of the process of catching-up the finance system postings.</p> <p>I recommend that the suspense account is cleared as planned.</p>		Agreed	NC	30.11.19
<p>5.3 – Worldpay debtor reconciliation</p>	<p>During the year, the Council started to receive receipts made via Worldpay in relation to parking fines and amenities. Card machines are held at the Council's reception desk, the amenities hut and payments may also be made online. There are several timing differences in relation to Worldpay income which have made it difficult to reconcile, and as the balance is still relatively small (£1482 at the end of September 2019), the reconciliation has been deferred until the Council's main bank accounts are up to date. The balance is currently shown as a debtor on the balance sheet as they are a payment service provider (rather than a bank which holds deposits).</p> <p>I recommend that the account is reconciled as soon as possible in order to ensure that the</p>	M	Agreed	NC	31.01.20

	income received in relation to various Council services, and the end of period debtor, are correct.				
<p>I checked to see that all income owed to the Council is being collected. As part of this process, I reviewed the Council's aged debt report as at 31/08/19, as compared to 31/08/18 (both excluding any future receipts). I found that whilst the profile of debt has improved significantly year on year (only 19.9% of the total debt of £195k is shown as older than 120 days, compared to 88% of £268k last year), there are still a significant number of issues within the debtor system. The main issues are noted below in separate recommendations.</p> <p>5.4 – Consider legal action in relation to overdue balances</p>	<p>There are a number of balances which are 12-18 months old and which relate to charges raised on the Chalets. Some of the new Chalet tenants have still not paid the balance of the fees owing for the construction of the new Chalets, with £67k of debt still showing. One tenant insists that he has paid, but the funds do not appear to have been received in the Council's bank account. Two tenants are still disputing the amounts to be paid. Some tenants sub-let their chalets and so are generating income whilst still not having paid the amounts due to the Council.</p> <p>A number of Bowling Green hut licensees are disputing the amount owed followed the re-valuation of the chalets. £8.5k is still owed in relation to this debt.</p> <p>The Deputy Town Clerk has confirmed that he is in discussion with the Chalet owners and that, if necessary, legal action will be commenced before the end of the calendar year.</p>	H	<p>Agreed. Officers believe the larger debts relating to new chalets will be settled shortly but legal action may be required</p>	MG	31.12.19

5.5 – Reconcile and merge WDDC and Dorset Council debtor accounts	<p>I recommend that legal action be taken to recover the debt at the earliest opportunity.</p> <p>At the start of the financial year, West Dorset District Council ceased to exist as a separate legal entity. A new debtor account for Dorset Council was set up, but the balances owed/owing from the former West Dorset District Council have not been fully transferred across. The debtors' ledger currently has a net £39k credit balance across the two Council accounts, indicating that invoices need to be raised to the Dorset Council to be matched against receipts.</p> <p>I recommend that the two balances are reconciled and merged, and that any invoices due to be raised are raised, as soon as possible.</p>	M	in relation to some of the smaller disputed debts.	NC	31.01.20
5.6 – Reclassify receipt as debtor receipt	<p>A sales invoice was raised in relation to the payment of monies from a film company using the Council's property. The related receipt has been processed in error as a bank receipt (rather than a debtor receipt) which means that income and debtors are currently overstated by the receipt.</p> <p>I recommend that the bank receipt is recoded to be set against the debtor account.</p>	L	Agreed	NC	13.11.19
5.7 – Reconcile and post invoices	<p>Monies received from Six Payment Services (re car park income on cards) and Just Park (car park income by phone) have been posted to debtors</p>	H	Agreed		

<p>relating to car park income paid by card and mobile phone</p>	<p>as receipts in advance, but the related invoices have not yet been processed. This means that the income has not been booked to the income & expenditure account, and the related VAT has not yet been accounted for. Total receipts of £136k would give £113k of car park income and £22k VAT to be declared to the end of August 2019.</p> <p>I recommend that the invoices for both debtors are processed as soon as possible in order to ensure that the VAT liability has been correctly accounted for, and that the correct amount of income is shown in relation to the Council's car parks.</p>	<p>Agreed</p>	<p>IFM</p>	<p>31.01.19</p>
<p>5.8 – Consider write off of small debtor balances</p>	<p>There are a number of small overpayments and underpayments (less than 50p each) on several debtor accounts. If the balance is not likely to be cleared, these balances should be written off in order to ensure that the ledger is an accurate reflection of monies owed. The Council's Financial Regulations allow the Clerk to write off sums less than £250, which should be reported to the Council retrospectively (s9.3).</p> <p>I recommend that the RFO considers writing off small irrecoverable balances as permitted in the regulations.</p>	<p>Agreed</p>	<p>JW</p>	<p>30.11.19</p>

5.9 – Allocate receipts against invoices	<p>There are a number of receipts which have not been allocated against the related invoice in the debtor account. Allocation of the balance will clear it from the aged debt report, leaving only true debtor balances and making it easier to review aged debtors.</p> <p>I recommend that this process is carried out as soon as possible.</p>	L	Agreed	NC	31.01.19
9.1 – Bank reconciliation to be brought up to date	<p>I checked the bank reconciliation to confirm that there is a bank reconciliation for each account, which is done regularly and in a timely fashion, and that there are no unreconciled transactions, and that all investment balances are included. The testing of the bank reconciliations was carried out on 10/10/19, by which time I would ordinarily expect that all bank accounts which are updated during the year should be reconciled to the end of August 2019, and that the Council's two current accounts should be reconciled to the end of September 2019 (as these are the accounts which are usually monitored on a daily basis).</p> <p>I found that all major accounts (including the two current accounts, and those accounts with balances over £1k) have been reconciled up to the end of June 2019, but that there are retrospective differences of £3.8k and £6.2k on the two current accounts as between what the</p>	H			

				<p>reconciled cashbook balance was at the times the reconciliations were done, and what the trial balance (the list of all balances including the bank accounts) now show as at 30/06/19. These differences are likely to relate to items posted to the bank account (as payments or receipts which were dated prior to 30/06/19) which had not cleared the bank statement (and which should therefore form part of the list of unreconciled items at that date).</p> <p>The two Lloyds accounts have been reconciled to the end of July. The Natwest current account has been reconciled to the end of the first week in September, but I was unable to confirm this as the Trial Balance can only be printed to the month end. The Natwest Special Interest account has been reconciled to the end of September.</p> <p>All bank accounts should be reconciled promptly after the month end, in order to identify and act on any fraud or error. The process of reconciling the bank accounts is also integral to the production of accurate budget monitoring reports: only once all of the cash has been accounted for (and all balance sheet items reconciled) can the Council be confident that the figures that it is comparing to budget are accurate.</p>	
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	I recommend that the bank reconciliations are brought up to date as soon as possible.		Agreed. Catch up will not be immediate. By 31.03.20, the finance team target is to have bank reconciliation complete to 31.01.20.	NC	31.03.20
9.2 – Post bank interest received	<p>The statement balance for one of the fixed term deposit accounts does not agree to what is shown in the cashbook. The statement balance is £248.71 higher. This appears to relate to bank interest on the account which has not yet been posted to the finance system.</p> <p>I recommend that the bank interest is posted as soon as possible as part of the bank reconciliation process.</p>	L	Agreed	NC	30.11.19

Committee: Strategy and Finance

Date: 13 November 2019

Title: The Process for Approving the 2020-21 Budget¹ and Five-Year Financial Plan

Purpose of the Report

To outline the process for approving the 2020-21 budget and the five-year financial plan

Recommendation

Members note the report

Background

The overall process

1. This report details the process for approving the 2020-21 budget and the five-year financial plan. The five-year financial plan runs from 1 April 2020 to 31 March 2025.
2. Reports will be presented to members through two committee cycles.
3. The first cycle of meetings considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, and agrees charges. The first cycle of meeting starts with this meeting of the Strategy and Finance Committee. The recommendations from this committee will be considered by the Full Council on 20 November 2019.
4. Following the first cycle of meetings, officers will calculate the income and expenditure associated with the council's decisions.
5. The second-cycle of meetings starts at Strategy and Finance on 18 December 2019. This meeting considers officers' income and expenditure calculations and firms up the council's budget and five-year financial plan. This includes the council's objectives.
6. The council's 2020-21 budget, five-year financial plan and objectives will be approved by resolution of the Full Council on 8 January 2020. The council's budget includes its 2020-21 precept.

Reports to this meeting

7. This describes how agenda items 10, 11, 12, 13 and 14 fit together.

¹ The 2020-21 budget includes the precept.

AGENDA ITEM 9

8. Agenda item 10 considers risk and internal control. It is included as part of the budget-setting process because issues arising from the report may have budget implications.
9. Agenda item 11 reports on the budget at 31 July 2019 and provides a year-end forecast.
10. Agenda item 12 allows members to review charges.
11. Agenda item 13 considers the amount members want to allocate to grants. This is a major policy review and merits a separate report.
12. Agenda item 14 considers the objectives the council wants to pursue over the next five years.
13. Following the council's decisions on these reports, officers will assess changes in income and expenditure. These will be factored into the 2020-21 budget and a five-year financial plan.
14. The budget and five-year plan will be considered by the Strategy and Finance Committee on 18 December 2019.
15. On 8 January 2020, the Full Council will consider recommendations from the Strategy and Finance Committee and approve the 2020-21 budget, precept, objectives and five-year financial plan.
14. The agreed budget, five-year financial plan and objectives will be incorporated in to a revised corporate plan which will be considered by this committee on 5 February 2020.
15. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
Town clerk
November 2019

Committee: Strategy and Finance

Date: 13 November 2019

Title: Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Purpose of Report

To allow members to consider the town clerk's statement of internal control, the risk management policy and the annual risk assessment

Recommendations

- a) Members note the statement of internal control and the observations detailed in paragraphs 12 to 47 of this report
- b) Members approve the risk management policy, appendix 10A and the standard annual risk assessment, appendix 10B
- c) Members review the draft risk register, appendix 10C, and propose amendments to the risk register which will then be considered by the Full Council on 20 November 2019

Background

- 1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
- 2. The advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
- 3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council¹.
- 4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
- 5. The draft risk assessment on this agenda has been prepared by officers: this committee is invited to comment and amend the draft risk assessment which will then be considered in its final form by the Full Council on 20 November 2019.

¹ Accounts and Audit Regulations 2015, regulation 6

Statement of internal control

6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect on the adequacy of its systems and processes and to review what's going well and what's not going so well.
7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Overall, I believe the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business. However, there are weaknesses particularly around financial controls, timely processing of invoices and bank reconciliations. These issues have been identified by the internal auditor and are detailed elsewhere on this agenda, along with agreed actions.

Control Environment

12. This assesses the integrity, competence and attitude of an organisation. This is assessed as good.
13. The integrity of the council is generally good. Previous concerns about breaches in confidentiality have reduced significantly.
14. The competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the administrative officer is CiLCA qualified. In addition, the council is supporting employees to gain additional qualifications; most recently, the council approved level 4 and 5 qualifications in accountancy and human resources management for the finance assistant and administration officer, respectively.

AGENDA ITEM 10

15. The attitude of the organisation improved significantly in 2015. However, from late 2016 to May 2019 there was a significant deterioration: most noticeably, personal conflict between some members transgressed policy differences and had become evident in council chamber debate. This impaired good decision-making and damaged the council's image and reputation. Since May 2019, there has been a marked reduction in personal conflict and the attitude of the organisation has improved significantly.
16. At times there is a preoccupation with detail and history, and debate can drift from subject matter but, by-and-large, the council and its committees retain the ability to concentrate on the 'bigger picture', core policy objectives, and business priorities.
17. Members have undertaken a significant amount of training since May 2019 and this places the council in a strong position for achieving the Gold standard of the Local Council Award Scheme.
18. Locally, the town council's reputation, which has in the past been damaged by member disagreement, has improved.
19. Member-officer relations have improved.
20. In the past, members have made decisions without thinking through the implications of those decisions. As a consequence, a significant amount of member and officer time has been spent managing the consequences of those decisions. This currently isn't an issue but members need to remain mindful of the implications of the decisions they make.
21. Similarly, having invested a significant amount of time developing agreed objectives, some members and officers have added issues to the 'to do' list during the year. To some extent this is inevitable, but there's a 'tipping point' where new issues begin to push aside agreed objectives, core business activities and reduce the time set aside for responding to unforeseen events. In addition, they have an adverse impact on the council's budget. Moving forward, members and officers need to be mindful of this.
22. Inevitably, the views of 14 independent members will be disparate but, occasionally, comments made go against the grain of what the council is trying to achieve and sometimes translate into negative headlines about the council and the town. On occasions, some members appear to want to embarrass the council and its officers.
23. There are officer failings, too. In particular, these relate to financial controls, timely processing of invoices and delays in undertaking bank reconciliations.
24. In isolation, none of these observations are critical to the well-being of this council. However, the permanent appointment of a finance manager, stronger financial control and reporting, and the timely processing of invoices and bank reconciliations must remain under review until a steady state is achieved.

25. To a greater or lesser extent, the observations I have cited are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

Risk Assessment

26. On 9 October 2013, the council adopted a risk management policy which it reviews annually.
27. In addition to the historical risk assessment, **appendix 10B**, that covered financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
28. Officers have developed a risk register, **appendix 10C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register also details the mitigation applied to each identified risk.

Information and Communication systems and processes

29. This assesses the capture and exchange of relevant information. This works reasonably effectively.
30. Relevant information is captured from: national and local organisations, national and professional bodies, e.g. the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training courses.
31. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.
32. The new council website has improved public information.
33. The council uses social media to convey information.
34. The council consults with the public on its objectives. In 2019, the council will use Lyme Voice to assess the public's views on its objectives.
35. The council reviews its public relations and communications' policy annually and has recently introduced a social media policy. In 2018, the council took a column in Lyme Online to promote its activities.

Control Activities

- 36. These are the policies and procedures to manage the council's business. These are comprehensive and fit-for-purpose but compliance with some of the council's financial policies and procedures is currently weak.
- 37. Having said this, for 2018/19, the council received an unqualified external audit.
- 38. Control weaknesses around health and safety have strengthened significantly since the appointment of the current operations manager. A health and safety committee meets regularly, a consultant was appointed to review the council's health and safety arrangements and an action plan is in the process of being implemented and reviewed. In addition, a new health and safety policy was approved in May 2018.
- 39. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds a health and safety qualification.

Monitoring Processes

- 40. These are the systems that provide and measure the quality of information. Developing information systems, transforming data into information and analysis are expensive and time-consuming activities. The council's systems cover key activities.
- 41. Robust systems are in place to capture volume and value information on the council's key income activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire. However, the absence of a permanent finance manager has highlighted an obvious weakness; although the data is held, it is principally accessed by one employee. Moving forward, the finance assistant will develop skills in these area as the post morphs into an assistant finance manager.
- 42. Systems are in place for timely and accurate monthly management accounts and systems are in place to capture complaints. Again, the absence of a permanent finance manager highlights the obvious weakness, i.e., data and information is principally accessed by one employee.
- 43. The council produces financial and performance information commensurate to its size but its reliance on one individual is clearly a weakness. Although many finance functions are taking place as normal, the production of management accounts, financial modelling, performance analysis, treasury management and HMRC liaison sit with the finance manager. The absence of a permanent finance manager has inevitably created extra work for the finance assistant and delayed the routine processing of invoices and the timely completion of bank reconciliations.
- 44. Here lies the dilemma: unless others undertake these functions regularly, they won't be able to substitute for the absence of a finance manager; if others

undertake these tasks, they're not doing their job and, of course, the higher-level functions are what determines the finance manager's salary grade.

45. Bringing in people with the required skills in Lyme Regis at short notice is difficult.

Risk Management Policy

46. On 9 October 2013, the council agreed to review its risk management policy in September each year. No policy changes are proposed, **appendix 10A**.

What are the main risks the council is exposed to?

47. The draft risk register has been scored by officers and is presented at **appendix 10C**. Some of the highest risks, i.e., those with a score of 15+ are similar to previous years and centre around the financial pressures faced by Dorset Council. In addition, finance related risks are now scored higher to reflect the impact of the continued absence of a permanent finance manager.
48. Members are asked to consider the risk register and propose amendments to it.
49. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
Town clerk
October 2019

Risk Management Policy

Background

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:
 - 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
 - 17.2 When considering any new activity the Clerk/RFO shall prepare a draft risk management assessment including risk management proposals for consideration and adoption by the Council.

Policy

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
 - Political – our ability to deliver local or central government policy
 - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
 - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
 - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
 - Legal – our ability to meet legislative and regulatory requirements
 - Technological – our ability to make the best use of technology and adapt to a changing environment

APPENDIX 10A

- Environmental – our ability to comply with statutory requirements and best practice
 - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
 - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision
 - Human Resources – staff competence and development, capacity, commitment
 - Operational – service delivery, complaints' management, compliance with performance standards
 - Health & Safety – fire, security, accident prevention, lone working
 - Reputational – issues that adversely affect the council's reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council's Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
 - the probability of a risk occurring will be applied to a three-year timeframe
 - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the town clerk every three months.
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council's Strategy and Policy Committee in September each year. Any actions requiring budget approval will be considered as part for the forthcoming year's budget setting process. From September 2015 onwards, the Strategy and Finance Committee will also consider an interim risk assessment report in March each year. Both reports will consider risks with a score of 15 or more.

Review

10. This policy will be reviewed in November 2020.

John Wright
Town clerk
November 2019

LYME REGIS TOWN COUNCIL

RISK ASSESSMENT 2019/20

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion and external works' depot. Contents insured.
Maintenance of buildings	4	2	8	Buildings currently maintained according to planned maintenance programme. Annual inspection of electrical and safety equipment. Asset management strategy to be developed 2018/19.
Financial management	4	2 <u>4</u>	8 <u>16</u>	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly.
Banking	5	4 <u>2</u>	5 <u>10</u>	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Aringclose appointed as treasury advisors. Schedule of all investments and cash holdings reported to each Strategy and Finance Committee meeting as well as all loans.
Risk of consequential loss of income	4	2 <u>3</u>	8 <u>12</u>	Insurance cover. Sum insured £100,000 p.a. for 24 months to cover loss of income and relocating office.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Checked against ticket records daily by finance team with cash sheets and till rolls checked daily. All other monies banked promptly or held overnight in a safe.
Expenditure controlled	3	2	6	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance manager and submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN

APPENDIX 10B

					entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council.
Comply with Customs and Excise regulations	4	23	812		Subscribe to CIPFA VAT Reference Manual. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underlie annual precept	3	34	912		The town council receives detailed budgets in the late autumn. Precept derived directly from this. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly.
Financial records	34	24	616		Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	23	69		Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions.
Comply with borrowing restrictions	3	1	3		Borrowing approval obtained from DCLG in relation to major projects.
Risk to third party, property or individuals	3	3	9		Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	4	3	12		Insurance in place. H&S audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6		Membership of various national and regional advisory bodies. Professional legal advice taken when required.
Comply with Inland Revenue requirements	3	2	6		Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year contract and external audit engaged annually.
Safety of staff and visitors	3	2	6		Full protective clothing and equipment provided and worn. Lone workers issued with mobile phones. Locked counter in council office reception.

APPENDIX 10B

					Minimum two staff when open to the public. Regular H&S risk assessment checks of guildhall, particularly before public events.
Ensuring activities are within legal powers	4	2	8		Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary.
Motor vehicles	3	2	6		Insured.
Proper and timely reporting via the minutes	3	1	3		Council meets six-weekly and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record. Prompt publication of the minutes via the website, where possible, and availability at the council offices.
Proper document control	3	4	12		Original leases and legal documents in town council office. Secure fire-resistant storage. Other data storage to comply with Data Protection Act. Microfilmed deed storage. Electronic storage of new documentation to be pursued.
Security of data	3	3	9		Back-up of all systems carried out off-site.
Continuity cover in the absence of key staff	3	3	9		Step-by-step guidance documented on all financial procedures. Continuity training of other staff implemented.
Register of interests maintained. Gifts and hospitality declared.	4	1	4		Register of interests completed. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.

Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Retaining General Power of Competence	1	2 1	2 1	Two CILCA- qualified employees Member can be elected through by-election Eligible members increased from 10 to 11
Member-member relationships	4	3 2	4 2	Code of conduct
Competency and understanding	4 3	2 1	8 3	Some training undertaken
Compliance with policies and procedures	5	2 3	4 15	Training undertaken Internal and external audit
Complying with objectives (deviation from)	2	4	8	Corporate plan – annual and mid-year review Annual report to electors Committee review
Conflict between personal/council interests	3	3	9	Code of conduct PR/comms policy and procedure Social media policy Declaration of non-pecuniary interests
Adhering to the transparency code	2	5 4	10	Further investment in a new town council website is required Relevant documentation being compiled

Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures
WDDC-service reviews	3	5	15	Discussions-ongoing-with-WDDC
Dorset Council – uncertainty around key services in the town	4	5	20	Council can identify budgets for some services. Holding additional monies above reserve. Monitoring decision-making closely
Adverse political relationships with other authorities	3	23	69	Regular meeting with a-WDDC-strategic-director <u>DC chief executive.</u> Meetings with neighbouring local councils. <u>Monthly meetings with DC ward member.</u>

Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	5	23	4015	Policies and procedures in place Internal audit Regular reports and monitoring External audit
Impact of <u>DC</u> <u>principal authority</u> <u>service_</u> reviews and cuts	34	5	4520	Ongoing discussions with <u>WBDC</u>
Performing to budget, including income interruption	4	34	4316	Regular financial reports Policies and procedures in place
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place
Age of assets	24	34	616	Asset register Fixed asset policy Asset management policy to be developed
Minor fraud or theft	1	2	2	Internal audit policies and procedures in place

Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Disaster response	5	1	5	Emergency procedure in place (review autumn 2018) Other organisations are principal responders
Growth and capacity	3	4 <u>3</u>	9	Seafront attendant, lengthsman and works supervisor posts created Seasonal enforcement officer post created
Lack of out-of-hours cover	3 <u>2</u>	4	4 <u>2</u>	New appointments and seasonal posts increase cover Alarm systems automatically contact managers One manager on duty for major events
Business continuity	5	2 <u>4</u>	10 <u>20</u>	Remote back-up Mobile phones Home-working options New IT systems implemented New phones installed
Security of buildings	2	2	4	CCTV – system is being <u>being</u> -upgraded and/or <u>added</u> -to Alarms upgraded
Asset management	2 <u>4</u>	4 <u>2</u>	2 <u>8</u>	Asset management strategy to be developed in 2018/19
Events on council land	4	4 <u>2</u>	5 <u>8</u>	Control plans in place Meetings with events' organisers Liaison with local police and fire and rescue New events' police and procedure in place New template event management plan in place
Non-continued operation of park and ride	4	3	12	Consultants instructed to carry out traffic survey, to incorporate Sidmouth Road park and ride Charmouth Road park and ride extended opening dates

Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of community engagement and not understanding what the community wants	3	3	9	New ways of engagement, i.e. Lyme Voice Facebook and Twitter pages now live Community engagement policy to be introduced
Social media	23	4	812	PR/comms policy and procedure Social media policy Code of conduct
Adverse publicity	23	4	812	Press releases Use of town council Facebook and Twitter and website PR/comms policy and procedure Social media policy Newspaper column

Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Ability to understand and keep up with legislation	4	2	8	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor Regular meetings with solicitors
Inability to defend a legal action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken

ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of in-house expertise	2	4	8	Support packages from various external bodies Contract with DCC
Websites and related infrastructure	2	4 ₃	8 ₁₂	Local support available Working with existing partners New town council website to be developed

Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Major land stability issues	5	2	10	Ground monitoring Geotechnical engineer Regular geotechnical reports
Flood risk	3	2	6	Flood risk warnings Flood risk plan
Extreme weather	5	1	5	Emergency procedure New emergency weather plan for Monmouth Beach

Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures
WDDG	2	3	6	Ongoing discussions Good relationship with ward members
DCC	2 3	3 4	6 12	Good relationship with ward member DC has established member and officer discussions
LRDT	1	3	3	Bi-monthly meetings to be held Member & officer attend LRDT property management committee
LymeForward	2	3	6	Working together on joint projects Grant agreement strengthened to include project delivery Monthly meetings take place with co-ordinator
Business community	3	4	12	LymeForward trying to establish a business forum
Major grant recipients	3 2	2 4	6 8	Grant agreements in place Review meetings Reporting arrangements to council committees
Cross-border	3	3	9	Some dialogue taking place with Uplyme Meetings to be arranged with coastal towns and parishes
Coastal Communities Team	2	2	4	Attendance at steering group meetings needs to be strengthened Reporting arrangements through TCP

Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Compliance with systems, policies and procedures	4	2	8	Policies and procedures included in new staff handbooks and referred to in new contracts
Lack of HR expertise	4	2	8	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association HR consultants interviewed and appointment to be made
Morale	3	4 3	4 2 <u>9</u>	Regular team meetings Closing office on Tuesday mornings Staff social events
Retention and recruitment	2	3	6	Review of pay and conditions in 2013 Investing in training Timely recruitment Competitive rates of pay and annual pay reviews
Capacity	3	4	12	Forecast Number of issues indicated and consequences of actions

Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Relationships with local contractors	4	23	812	Officers try and maintain good working relationships with contractors Contractual controls
Failure to comply with procurement policies and procedures	3	34	912	Standing orders and financial regulations include sections on procurement

Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Lack of expertise	5	1	5	Operations manager holds health and safety qualification Support from consultants and professional bodies
Compliance with systems, policies and procedures	4	32	128	New health and safety policy Health and safety panel established Adhering to systems in place Health and safety audits
Lone working	5	1	5	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company collect cash Mobile phones issued

Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures
Negative council image	4	4	16	Delivery of major projects Publishing of corporate plan Annual report to electors Newspaper column
Confidentiality	3	42	126	Code of conduct

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Committee: Strategy and Finance

Date: 13 November 2019

Title: Budget Performance, 1 April-30 September 2019

Purpose of Report

To inform members of performance against budget from 1 April-30 September 2019 and to provide a forecast to 31 March 2020

Recommendation

Members consider the report and instruct the town clerk on any measures they wish to introduce to reduce the forecast budget deficit

Report

1. Attached as **appendices 11 A, B & C** are the budget reports submitted to and approved by Full Council at its meeting held on 12 December 2018 (minute **18/116C** refers).
2. These projected income of £1.602m, expenditure of £2.171m and an overall deficit at year end of £569k. Within this budget were one-off objectives or projects totalling £588k. Those one-off items are outlined in **appendix 11 C** and include major items such as the roof works at Marine Parade (£400k) and office accommodation (£100k).
3. The budget from 1 April to both 31 July 2019 and 30 September 2019, together with a forecast for the full year, is summarised below. The forecast to 31 July is fully reconciled whilst the forecast to 30 September, includes figures for August and September which are still to be fully reconciled.

£000's	Actual to 31.07.19	Estimate to 30.09.19	2019-20 Budget	Forecast 31.03.20
Income	621	759	1,602	1,600
Expenditure	538	751	2,171	2,234
Surplus/(Deficit)	83	8	(569)	(632)

Analysis

4. Although performance to 30 September 2019 looks positive, this position will deteriorate significantly during the second half of the financial year; a deficit of £632k is forecast at 31 March 2020. The year-end forecast represents a negative movement of £63k from the approved budget.
5. In 2019-20, the normal pattern of income and expenditure is mainly affected by:
 - decisions to commit additional expenditure; or
 - changes to expenditure arising from:
 - changed costs, i.e. spending more or less on agreed projects

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- changes in spend profile which shift expenditure between financial years
- ad hoc in-year expenditure, i.e., spending on new items which were not agreed at the time of budget-setting

6. The main changes to the 2019/20 budget figures since approved last December are set out in the table below:

Project	Budget	Estimated/ Actual Cost	Overall Variance	19/20 in- year variance	20/21 in- year variance
Marine Parade Building Roof (incl. professional fees but excl. any compensation costs)	£400,000	£611,000	+£211,000	+£10,000	+£201,000
Blue Sea Café roof repairs	nil	£27,000	+£27,000	+£27,000	nil
Office Accommodation	£100,000	Est. £300,000	+£200,000	-£70,000	Est +£230,000
Church Tower Grant	nil	£40,000	+£40,000	+£40,000	nil
Electric Vehicle	£7,000	£12,000	+£5,000	+£5,000	nil
Beach Rake	nil	£51,000	+£51,000	+£51,000	nil
TOTALS	£507,000	£1,001,000	+£494,000	+£63,000	+£430,000

7. Based on the above figures, the main impact is on the 2020/21 budget; increasing the draft base budget deficit from £133k to £566k.
8. Whilst the council can afford this level of spend in both financial years given its reserve position of about £1.4m and a typical in-year surplus of about £250k without projects, it does mean that the council needs to be prudent when considering ongoing or additional commitments for 2020/21 and beyond. This is particularly important when the cost of the two planned largest projects, replacement of the roof at the Marine Parade and office refurbishment, are not fixed and may be subject to change.
9. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
Town clerk
November 2019

Committee: Full Council

Date: 12 December 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 meetings on 24 October and 28 November 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 meetings on 24 October and 28 November 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 15A**, the budget position for 2019/20 shows a deficit of £569k. This is reduced from the £685k deficit previously reported after making those changes agreed at the 28 November 2018 meeting of Strategy and Finance; i.e., take out £3k for boules, £25k for gym equipment, £25k for concert bowl, £2k for drinking water taps on the seafront and £67k for church tower, and add in £1k for signposting and £5k for seafront waste collection/recycling. This deficit is after allowing for the £588k of new objectives, as listed in **appendix 15B**, which were considered at the Strategy and Finance Committee meeting on 24 October 2018 and amended at the Strategy and Finance Committee meeting on 28 November 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, in both 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 Strategy and Finance 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 project is budgeted at £60,000¹, and income and expenditure is budgeted for in 2018/19 and 2019/20.

Expenditure14. **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 15B**. The budget includes funding for:

- £100,000 – Marine Parade day huts over a three-year period from 2018/19.
- £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.

- £100k – office accommodation
- £10k – bin store on the seafront
- £12k – two-seater small tipper for the lengthsman
- £60k – lighting at Langmoor and Lister Gardens, offset by £30k s106 monies
- £1k – Lyme Regis signage (plastic-free Lyme)
- £5k – Additional seafront waste collection/recycling

20. As agreed at the meeting of Strategy and Finance on 28 November 2018, the conditional match funding of up to £66,770 for works to St Michael's church tower has been removed from the 2019/20 budget because the application by the church for grant funding from the current Coastal Communities Revival Fund bidding round has been unsuccessful.

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

APPENDIX 11A

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

25. At the meeting of Strategy and Finance on 28 November 2018, it was reported that if the expenditure in 2018/19 was as forecast and all the objectives were expended in 2019/20, the general reserves as at 31 March 2020 would reduce to £700k or 44% of budgeted income. It was noted that the council needed to make £101k of savings to achieve the 50% figure that its policy required.
26. After the budget changes recommended at that meeting, as set out in paragraph 7, the general reserves as at 31 March 2020 will reduce to £816k or about 51% of budgeted income, i.e., the council's policy of holding 50% of its income in reserve will be met.

John Wright
Town clerk
December 2018

Summary Budget appendix 11B

APPENDIX 11B

	2017/18 Actual	2018/19 Budget	2018/19 Forecast	2019/20 Draft Base Budget	2020/21 Draft Base Budget	2021/22 Draft Base Budget	2022/23 Draft Base Budget
	£000's	£000's	£000's	£000's	£000's	£000's	£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
Cemetary	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	0						
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	588	30	0	0
TOTAL EXPENDITURE	1,518	1,573	1,716	2,171	1,457	1,441	1,460
Annual Surplus/(deficit)	237	(95)	(100)	(569)	133	148	129
One Off Objectives included above		198	198	588	30	0	0
Base Surplus/(Deficit) - excluding one off objective		103	98	19	163	148	129

Objective	Possible Code	Category	Total Expenditure	Year of Council				
				2018/19	2019/20	2020/21	2021/22	
Outstanding Objectives from 2016/17								
Marine Parade Railings	6505	Outside Works	35,000		45,000			
Trim Trail	6506	Outside Works	5,000	5,000				
CCTV	6506	Outside Works	26,100	26,100				
				31,100	45,000			
Outstanding Objectives 2017/18								
Highways - One way System	6673	Outside Works	20,000	20,000				
garden working group/ Boules area	6506	Outside Works	3,000	3,000				
garden working group/ Concert Area/	6506	Outside Works	25,000	25,000				
garden working group/ Gym Equipme	6506	Outside Works	25,000	25,000				
Repairs East Cliff path	6500	Outside Works	-					
Improve exp for disabled visitors	6122	Office Admin	5,000	10,000				
Walkers, Water Sports, Foreign Visit	6122	Office Admin	5,000	5,000				
Events Support	6714	Outside Works	2,500	5,000				
				80,500	22,500			
Outstanding Objectives 2018/19								
Disability Funding	6240	Office Admin	10,000	10,000				
Marine Parade	6506	Outside Works	45,000	15,000				
Park n Ride - Charmouth Rd	6671	Outside Works	3,000	3,000				
Asset Management Review	6240	Office Admin	6,000	6,000				
Implement Parking Orders	6674	Outside Works	3,000	3,000				
				37,000	13,000			
New Objectives 18/19/20								
MP Beach Hut Replacement	6507	Objectives/Projects	90,000	15,000	30,000	30,000		
Roof Repairs to shelters	6512	Objectives/Projects	400,000		400,000			
Office accommodation	6513	Objectives/Projects	100,000		100,000			
Bin Store Sea front	6514	Objectives/Projects	10,000		10,000			
2 Seater small tipper-lengthsman	6600	Outside Works	12,000		12,000			
Lighting- Langmoor & Lister Gardens	6416	Objectives/Projects	60,000	30,000				
Strawberry Field								
Welcome to Lyme Signs- Plastic Free Status			1,000					
Additional sea-front rubbish collection/recycling			5,000					
				45,000	588,000	30,000		
				193,600	668,500	30,000		

Committee: Strategy and Finance

Date: 13 November 2019

Title: Review of Charges

Purpose of Report

To allow members to set charges for 2020/21 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits

To allow members to set charges for 2021/22 for Cart Road beach hut hire

Brochure advertising rates would normally be set for the same period, but the council has decided not to proceed with the publication of a printed brochure in future. Advertising is likely to form an integral part of the replacement map-based concept, but it is premature to consider rates in advance of the final decision to proceed with a particular partner

To allow members to set charges for 2021/22 for the hire of Marine Parade Shelters and weddings and civil marriages

Recommendation

- a) Members set charges for 2020/21 for: alfresco licences; website advertising; Bell Cliff advertising boards; amenities; cemetery; and car parking and permits
- a) Members set charges for 2021/22 for Cart Road beach hut hire
- c) Members set charges for 2020/21 for: the hire of Marine Parade Shelters and weddings and civil marriages
- d) Members defer any discussion of advertising rates for any new marketing material until the final concept has been agreed in detail and the council's chosen partner

Background

1. The Retail Price Index (RPI) was 2.4% to September 2019, while the Consumer Price Index (CPI) was 1.7% for the same period. These figures are a 0.9% and 0.7% reduction on the corresponding figures for 2018.
2. As a rule, it is easier to administer prices which are rounded up. All prices shown include VAT, where applicable.

Cart Road beach hut hire

3. The council made significant changes to the way beach huts are booked with effect from October 2019. As well as an online booking system linked to the new town council website, there has been a move away from weekly hire to predominantly daily hire, offering more flexibility and availability to hirers. However, during the busiest periods, such as school holidays, there continues to be a minimum weekly booking period.

4. Annual, summer and winter packages were still offered for 2020, as was priority booking to Lyme Regis residents and a 10% discount for Gateway Card holders.
5. The new arrangements are as set out below:
6. **Seasonal packages**

Annual hire – Saturday 4 January 2020 to Friday 1 January 2021

There are seven huts reserved for annual hire, three of which are offered to Lyme Regis residents as priority bookings. The current cost of this package is **£1,500**.

Summer season – Saturday 6 June to Friday 28 August 2020 (12 weeks)

There are six huts reserved for the summer season, three of which are offered to Lyme Regis residents as priority bookings. The current cost of this package is **£950**.

Winter season – Saturday 26 October 2019 to Friday 28 February 2020 (18 weeks)

There are 16 huts reserved for the winter season, seven of which are offered to Lyme Regis residents as priority bookings. The current cost of this package is **£155**.

7. **Weekly hire**

Weekly hire now commences on a Saturday morning and huts must be vacated by the end of the day on the following Friday.

The following dates in 2020 are weekly hire only:

Weeks commencing Saturday:

- 4, 11 and 18 April
 - 23 and 30 May
 - 6, 13 and 20 June
 - 18 and 25 July
- Plus
- All of August

For Christmas/New Year 2020/21, there is a two-weekly booking period from 19 December 2020 until Friday 1 January 2021. This avoids any issues arising with bookings/keys over the Christmas period; previously, keys were sometimes being collected/returned on Christmas/Boxing Day and any problems were frequently difficult to resolve.

8. **Daily hire**

Daily hire applies to all periods other than those set out above. It starts on the morning of hire and the hut must be vacated and the key returned by the end of the last day of hire.

9. **Key collection/return**

Keys are collected from and returned to individual key safes located in the kitchen area next to the former Blue Sea Café. Hirers use a unique key code generated automatically by the booking system.

10. All the above arrangements avoid the need for the tenant running the café to have any involvement in the beach hut booking process in future.

11. **Beach hut prices**

The prices for 2020 agreed at the meeting of Full Council in November 2018, together with the agreed charges for previous years and the available information about occupancy rates are shown in the table below:

	Occupancy 2017	Occupancy 2018	Occupancy 2019 (to date)	Weekly Rates 2017	Weekly Rates 2018	Weekly Rates 2019	Weekly Rates 2020	2020 Daily Equivalent
January–Easter	20%	35%	45%	£16	£16	£10	£10	£21
Easter Holiday	97%	80%	100%	£40	£40	£45	£45	
April–Spring Holiday	85%	55%	80%	£25	£25	£25	£35	£63
Spring Holiday	100%	100%	100%	£45	£45	£50	£50	
June	100%	90%	90%	£40	£40	£45	£45	£210 last wk. in June
July–August	91%	92%	93%	£110	£110	£120	£120	£210 first 2 wks. in July
September	88%	85%	81%	£40	£40	£45	£45	£77
October	48%	58%	65%	£25	£25	£25	£25	£42
November–December	63%	60%	N/A	£16	£16	£16	£16	£28
Christmas and New Year	93%	70%	N/A	£35	£35	£35	£40	
Winter Season	88%	100%	100%	£150	£150	£150	£155	
Summer Season	100%	100%	100%	£900	£900	£950	£950	
Annual	100%	100%	100%	£1,400	£1,400	£1,500	£1,500	

12. The occupancy rates for 2019 are more difficult to state simply and accurately because of the introduction of daily hire operated from the office rather than the ice

cream parlour. This means that daily hires are shown on the council's spreadsheet in a way not recorded in either 2017 or 2018. This has the effect of increasing apparent occupancy rates to some degree.

13. In addition, the occupancy rates for July-August are slightly misleading in that the rate for the school summer holiday is 100%. The rate for the start of July prior to the commencement of the holiday is significantly lower (about 65%) and drags down the figure for the remainder of the period.
14. When the new booking system was introduced, the weekly rates were left unchanged, but the following daily charges were agreed for those periods when only daily hire was possible. These have also been shown on a weekly equivalent basis in the table above:

	Daily Rate 2020	Equivalent Weekly Rate
January - Easter	£3	£21
End-April-spring holiday	£9	£63
Early-July	£30	£210
September	£11	£77
October	£6	£42
November- December	£4	£28

15. Because the revised arrangements have only been operational for a very short period, it is impossible to assess the impact, if any, on weekly/daily demand. The winter and annual packages have all been fully taken up for 2020 and demand for the summer package was good. The number of each package and the price is felt to be approximately correct.
16. It is clear the daily charge is consistently higher on a pro-rata basis than the equivalent weekly charge. One apparent anomaly is the significant discrepancy between the daily charge for the last week in June and the first two weeks in July and the weekly rate for the whole of the school summer holiday period. The former works out at £210 per week whilst the latter, in a period of greater demand, is £120 per week.
17. Members may want to consider whether this situation requires some action, whether lowering the daily charge or increasing the weekly charge, or a combination of the two.
18. Comparing the beach hut charges in Lyme with other seaside towns is very difficult. Other towns have huts of differing sizes or facilities or which are located differently in relation to either the beach or other facilities. Many other places also only allow booking for longer periods, in some cases to the same person for periods as long as three+ years.

Alfresco licences

19. The following table shows figures from 2016/17 to the present:

	Price 2012 – 2016/17	Price 2017/18	Price 2018/19	Price 2019/20
Businesses				
Covers	£120	£125	£125	£130
Single Chairs	£10	£10	£10	£12

20. The basis of the council's charge for alfresco licences has been the subject of challenge. That matter remains unresolved with a court date awaited. Given the circumstances it may be sensible to hold this charge for 2020/21.

Website advertising

21. The income from advertising on the lymeregis.org website has decreased, as shown in the table below.

	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Income (£000s)	10	12.0	16.6	12.1	9.8	8.0

22. While it has not been possible to undertake a detailed analysis of the reduced income, it is clear a number of the businesses concerned have ceased trading. Presently, with reduced staff capacity in the finance team, the town council does not have the resource to find potential new customers. These two factors, together with more remaining businesses having individual and dedicated websites, have led to a decline in income.

23. The 2019/20 rates were unchanged from the previous year and are:

	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	

24 Given the decline in income, it is suggested rates continue unchanged for 2020/21.

Bell Cliff advertising

25. Since their introduction in 2014/15, the charges remained at £100 inclusive of VAT (£83.33 exclusive), until 2018/19 when they were increased to £110. This level of charge was unchanged in 2019/20. There remains a waiting list of businesses wanting to advertise on the boards.

Marine Parade Shelters

26. In 2017/18, the categories for charging for shelters' hire were fundamentally changed, so only prices from this point are shown. The council has already agreed prices for 2020/21, and now needs to set prices for 2021/22 given that many of the areas are booked well in advance.

Charities, Schools and Not-for-Profit Organisations – per area, per day

Categories	2017/18	2018/19	2019/20	2020/21
DT7 postcodes	£10	£10	£10	£15
Within a 10-mile radius of the offices	£15	£15	£15	£20
Outside a 10-mile radius of the offices	£20	£20	£20	£25
National charities (per hour)	£15	£15	£15	£20
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

Commercial or private hire

Area		2017/18	2018/19	2019/20	2020/21
Langmoor and Lister Room and Jubilee Pavilion	Per room, per hour	£15	£15	£15	£15
Market area	Per day	£100	£100	£100	£125
Performance area/ top of shelters	Per day	£150	£150	£150	£175

27. There is an outstanding commitment to review the use of the shelters building, including the Jubilee Pavilion, the Lister and Langmoor Rooms and the commercial use of the outside spaces. That review still needs to be undertaken and may well impact on both use and charges. What is clear is that the commercial use of the market and performance areas has increased significantly over the last two years; income having more than doubled over that period to about £7,000 p.a.
28. Given that the charges are already agreed up until 31 March 2021, it is suggested that the fees for 2021/22 be left unchanged, at least until the review has been completed.

Amenities

29. The mini golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half term, and then weekends only. The putting green was reintroduced in June 2017.
30. The current charges are: adult mini golf and putting, £3; child mini golf and putting, £1.50; table tennis, £1.50 per person. These prices were increased by 20% in 2016/17 but have remained unchanged since then.
31. Pre-booked groups of 10 or more and Gateway Card holders are given a 33% discount.
32. The income during the current year to date appears slightly down compared with the same period in 2018/19. In the circumstances, it is suggested the charges remain unchanged for 2020/21.

Weddings and civil marriages

33. Weddings and civil marriages are booked some time in advance. Prices have already been agreed for 2020/21, and prices now need to be set for 2021/22. Historic charges are shown in the following table:

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Monday-Friday	£184.34	£192	£222	£300	£300	£300	£300
Saturday	£237.54	£246	£276	£400	£400	£400	£400
Sunday	£283.32	£288	£318	£400	£400	£400	£400

34. The number of bookings has remained fairly static over the last few years and there are now more competing venues in the town, i.e., Peek Chapel and Marine Theatre. In the circumstances, it may make sense to retain the existing charges for 2021/22.

Car parking permits

35. Parking permits are for Woodmead car park only and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.

36. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
37. A weekly ticket at Woodmead is currently £40.
38. The prices agreed since 2015/16 are shown in the following table:

	2015/16	2016/17	2017/18	2018/19	2019/20
Residents	£160	£175	£175	£175	£175
Non-residents	£270	£300	£300	£300	£325
Holiday accommodation	£450	£500	£550	£550	£650

39. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually, although staff are looking at whether there may be a more efficient way of dealing with this in future.
40. The increased level of charge for holiday accommodation introduced for the current year did generate some adverse comments at the time.

Car Parking

41. Car park prices in Cabanya and Monmouth Beach were increased in 2016/17 and then again in 19/20. The hourly rate for the Woodmead car park has remained at £1 throughout.

	2011/12-2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Cabanya	1.00	1.00	1.20	1.20	1.20	1.40
Monmouth Beach	WDDC	1.00	1.20	1.20	1.20	1.40
Woodmead see below						

1 hour	1.00	1.00	1.00	1.00	1.00	1.00
Up to 2 hours	1.60	1.60				
Up to 4 hours	3.50	3.50				
Up to 6 hours	4.50	4.50				
Per day	7.00	7.00				
3-day ticket	15.00	15.00		20.00	20.00	25.00
Weekly ticket	26.00	26.00	30.00	40.00	40.00	50.00

42. The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half term, outside of which they are 8am to 6pm.
43. During the current year, car parking income is slightly down compared with the same period in 2018/19. Overall, the reduction is currently about 5% but this may change by year-end. Earlier in the year, the reduction was more pronounced and the gap has been closing gradually month-on-month. There may be a variety of reasons for this, including weather and the generally uncertain economic and political climate.
44. Income is down slightly more for Woodmead than for Cabanya or Monmouth Beach; suggesting that the reduction does not relate to the increased charges introduced for the latter two car parks from 1 April 2019 onwards.

Penalty Charge

45. The level of penalty charge has remained unaltered at £60 for several years, as has the reduced fee of £40 if the penalty is paid within 7 working days. These charges are broadly comparable with many others. Some other providers offer a further reduction, often no more than £20, if the penalty is paid immediately, i.e., on the same day. Dorset Council has a differential charge depending on the kind of offence committed.
46. This council’s income from penalty charges has increased year-on-year for the last three years despite the static level of charge. The increase is more marked this year; possibly because payments can now be made more easily online.

Cemetery Charges

47. All the charging elements were examined in some detail in 2016 and no increases were recommended for 2017/18, 2018/19 or 2019/20. The current charges are as set out below.

	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
2016/17	No charge	No charge	£170.00	£40.00	£245.00	£90.00	£90.00
2017/18	No charge	No charge	£170.00	£40.00	£245.00	£90.00	£90.00
2018/19	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
2019/20	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	Certified copy of entry in burial books	Double interment fee
£45/60	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge

48. Double fees apply to non-parishioners.

49. The level of charge is probably lower than average, and this is often commented on, particularly by those purchasing a 'grave'. However, at current levels of burials, there remains significant capacity at the cemetery, probably 20-25 years at least, and there is no pressure to increase costs in order to fund the imminent acquisition of additional land.

Site Licences

50. 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 2.4%.

51. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

Mark Green
Deputy town clerk
November 2019

Committee: Strategy and Finance

Date: 13 November 2019

Title: Future Grant Allocation

Purpose of Report

To allow members to consider grant allocation to local organisations

Recommendation

Members consider the report and determine the total amount of grant it wants to allocate to local organisations in 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25; within this sum, the amount it wants to allocate to major, medium and minor grants; the duration of the grant period and; the application of an inflation index

Background

1. On 16 December 2015, the Full Council approved the grant allocation for 2016-17, 2017-18, 2018-9 and 2019-20.
2. To support the award of grants, the council has two policies: a major grants' policy, and a medium and minor grants' policy.
3. In addition, the council has considered ad hoc requests for grants.

Major grants

4. The major grants' policy covers allocations over a four-year period. The main purpose of agreeing grant allocations over four years is to give organisations who required grant funding to support their revenue costs or major capital projects some certainty into the medium-term.
5. Major grants are awarded during the early life of a council administration and extend into the first year of the following administration. The rationale for this is, continuity between administrations is maintained and the new administration has time to determine its own funding priorities during its first budget-setting exercise. This is the point in time we are now at.
6. Major grant allocations are governed by grant agreements which detail the relationship¹ between the council and the recipient organisation.

¹ Grant agreements cover the purpose of the grant, the amount, compliance, reporting arrangements, changes in circumstances, disputes and termination, breach of conditions and recovery, and publicity and acknowledgement of support

7. On 4 May 2016, the council approved mayor grants totalling £90,000pa for 2016-17, 2017-18, 2018-9 and 2019-20. The recipients are:

	£pa
Marine Theatre	30,000
LymeForward	15,000
The Hub	10,000
Lyme Regis Fossil Festival	5,000
B sharp	5,000
Lyme Regis Football Club	25,000 ²

8. In addition to these four-year commitments in 2016-17, the council allocated £5,700 to the Gig Club and a further £5,000 to B Sharp under the major grants' scheme.

Medium and minor grants

9. Medium and minor grants are similar in most respects other than medium grants cover projects between £1,000 and £4,999 and minor grants cover projects up to £999. Also, the qualifying criteria for minor grants are less stringent.
10. Medium and minor grants are bid for annually and are awarded at an extraordinary Full Council meeting in late-March/early-April.
11. Since 1 April 2016, 46 local organisations have received 89 medium and minor grants, totalling £143,643.51, see **appendix 13A**.

Ad hoc and other grants

12. Occasionally, organisations approach the council for grants outside of these two cycles. In such instances, any decision the council makes is based on the merit of the application, the level of the council's reserve and its year-end budget forecast. Recent examples include St Michael's Parish Church's grant application for £40,000 towards the cost of renovating the church tower and Lyme Regis One Planet working group's application for £200 towards its running costs.

Report

13. The council needs to consider the amount of money it wants to allocate to grants for 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25.
14. In making any decision, this meeting should consider the future challenges the council faces, including its own financial priorities, possible reductions in discretionary funding by Dorset Council, including grant allocations, and the impact of removing or reducing grants.

²During the grant agreement, Lyme Regis Football Club has varied its works programme. On 20 March 2019, the Full Council agreed to extend the football club's eligibility for grant funding until 31 March 2021

15. In addition, the council shouldn't assume current grant recipients should be future recipients.

Future challenges

16. The town council has two large projects to fund in 2019-20 and 2020-21: the roof above Swim, the antique and craft centre and the amusement arcade, and the office refurbishment project.
17. The cost of the roof is £541,157; other than a contract contingency, there is no provision for cost overrun or claims for business loss.
18. A conservative budget estimate for the office refurbishment project is £300,000.
19. Combined, these projects will have a significant impact on the council's reserve, which is c£1.4million.
20. Another challenge is a reduction in the provision of 'discretionary' services by Dorset Council.
21. The timing and extent of any reductions are currently unknown, but it is possible these could include the closure of the tourist information centre and toilets in Lyme Regis.
22. To put this into a financial perspective, if the town council took over the running of Dorset Council's toilets in Lyme Regis, this would cost approximately £80,000pa. In addition, significant capital would have to be found for toilet refurbishment.
23. Similarly, grant funding from Dorset Council is also likely to be reduced. In 2019-20, Dorset Council's voluntary and community sector budget is approximately £1,800,000; £1,600,000 is allocated to revenue funding and £216,000 to capital projects.
24. Lyme Regis benefits from this funding in three ways: direct revenue funding to organisations based in the town; revenue funding to other organisations who support the town and its residents and; capital funding for organisations in the town.
25. Dorset Council provides revenue grant funding to four Lyme Regis organisations: the museum, £28,486; Marine Theatre, £7,938; LymeForward, £6,000 and; The Hub, £4,438.
26. Dorset Council also provides revenue funding to organisations who directly and indirectly support the town and its residents, e.g., the Citizens Advice Bureau (CAB), Dorset Association of Parish and Town Councils (DAPTC) and Dorset Community Action (DCA).

27. Local organisations have also benefited from capital funding for projects, e.g., the football club and theatre.
28. The withdrawal of funding from these organisations could result in approaches to the town council for substitute funding.

Who should receive future grant funding?

29. Six organisations have been the main beneficiaries of major grants from the town council over the last four years, i.e., Marine Theatre, LymeForward, The Hub, Lyme Regis Fossil Festival, B Sharp and Lyme Regis Football Club.
30. It would be wrong to assume the same organisations should be future beneficiaries.
31. To allow organisations in the town to express an interest in future major grants, the council should issue a public notice inviting applications.

How much do other town councils allocate in grants?

32. To provide some context, the town clerk contacted Bridport, Dorchester and Sherborne town councils to establish their annual grant allocation.
33. Bridport Town Council's grants' budget is £55,450. This includes £14,000 raised from the West Bay car boot sale which is distributed among members of the Bridport Local Area Partnership, i.e., surrounding parish councils.
34. Dorchester Town Council's grant budget is between £63,000 and £68,000. The variance is car boot sale income which is estimated between £15,000 and £20,000. Included in this budget is a £6,000 grant agreement which will reduce to zero through annual £2,000 reductions.
35. Sherborne Town Council's grants' budget is £21,320.
36. At a recent meeting with Weymouth Town Council, the mayor and town clerk were informed its grants' budget was £50,000.

Future grant funding levels

37. Because of the challenges detailed in this report, the council should consider reducing its total grants' budget from £132,000 to £80,000. This saving increases the council's ability to respond to future events.
38. The end of the council's commitment to the football club relieves it of an average annual grant commitment of £25,000. The council could consider reducing its total grants' budget by a further £27,000, with most of these savings coming from the medium and minor grants' budget.
39. If the council approves a total grants' budget of £80,000, or any other amount, it needs to decide how this sum is distributed between major and medium/minor

AGENDA ITEM 13

grants; £60,000 for major grants and £20,000 for medium and minor grants follows suggestions in the previous paragraph.

40. At this point in time, members do not need to decide on the allocation of grants to organisations, but a decision does need to be made shortly.
41. The council can defer this matter to the Full Council meeting on 8 January 2020 which will allow time to issue a public notice to invite applications for major grants and give successful and unsuccessful organisations time to factor the council's decision into their 2020-21 budgets.
42. It will also allow the council to run its medium and minor grants' process in accordance with its established timetable, i.e., starting in January with an advert seeking applications and concluding in late-March/early-April with decisions of the Full Council.

Duration

43. The current major grant period is four years; this has provided recipients with some certainty and helped financial planning. It also largely coincided with the life of a council administration.
44. This council administration is five years and, if the same principle is applied, major grant funding would operate until 31 March 2025.

Inflation

45. Members need to decide if inflation index should be applied to major grant allocations; historically, the council hasn't applied an inflation index.

Policies and procedures

46. Decisions on the allocation of major, medium and minor grants could impact on the policies and procedures which govern this part of the council's business. The town clerk will arrange for a review of these policies and procedures in early-2020.
47. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
Town clerk
November 2019

Organisation name	2016/17	2017/18	2018/19	2019/20	TOTAL
Ring and ride	2,000	2,000	2,500	2,500	9000
Citizens Advice Bureau	4,999	4,999	4,930	4,778	19706
Lyme Regis Development Trust				999	999
Life Education Wessex	200	325	550		1075
Lyme Kids Club	2,000		1,000		3000
Lyme Regis ArtsFest	2,200				2200
Lyme Regis Musical Theatre	3,000	3,000	2,000	3,000	11000
Lyme Regis Pantomime Society	999	970	500	999	3468
Lyme Regis/St George's Twinning	2,500			750	3250
Lym Valley Croquet Club	628				628
Over 70s Christmas Dinner	300	300	300	250	1150
Get Together Club	936	650	815	820	3221
Lyme Regis Museum		2,500			2500
Uplyme and Lyme Regis Cricket Club		2,099	2,000	2,000	6099
St Michael's Primary School PFA		2,500	1,000	1,700	5200
Lyme Regis Majorettes		2,500	800		3300
Lyme Regis Play Park Fundraising	750				750
Town Mill Trust	1,000		4,470		5470
Read Easy Bridport	100				100
St Michael's Parish Church PCC	838				838.24
Moving On West Dorset	999				999
Lyme Regis Gig Club**	5,700	2,592	700	4,998.80	13990.8
Charmouth Scout Group		200	250		450
Lyme Bay Photographic Club		250			250
Lyme Regis Festivals		239.6	1,000	1,500	2739.6
Paddleboat Theatre Company		972			972
TRIP Community Transport		200			200
Western Area Transport Action Group		200	200		400
Harbour Voices		1,000	750	2,000	3750
Lyme Regis Sea School		3,800	3,500	4,999.99	12299.99

APPENDIX 13A

Lyme Regis Town Band				1553.88
Mendip Mule Motorbus			1500	
Dorset Youth Association	290		580	
Guitars on the Beach	3,500		3500	
1st Lym Valley Scout Group	3,000	2,500	5500	
Lyme Regis Guides	165		165	
Lyme Regis Jazz Festival	950	400	1350	
Lyme Regis Taekwondo Club	1,000		1000	
Turn Lyme Green	1,500	2,100	3600	
Adventure Under Sail		999	999	
Axminster and Lyme Cancer Support		500	500	
Hallett Court Social Club		990	990	
Home-Start West Dorset		900	900	
King George's Field, Uplyme		250	250	
Lyme Splash Water Polo		1,500	1500	
Uplyme Community Sponsorship		750	750	
TOTAL	29149.2	34350.5	37670	42473.8
				143643.51

Committee: Strategy and Finance

Date: 13 November 2019

Title: Objectives 2020-2015

Purpose of Report

To allow members to consider draft objectives for 2020-2025

Recommendation

Members consider and approve draft objectives for 2020-25, appendix 14A

Background

1. The council identifies objectives in the first year of its administration. The objectives are identified for five years, i.e., 2020-25; the remaining four years of this administration and the first year of the council administration elected in May 2024.
2. The rationale for agreeing objectives for the first year of a successor council is to create a seamless transition, avoid a slow-down of business in the final year of an administration and to allow newly-elected councillors time to establish their own objectives.
3. Objectives are reviewed annually and can be amended or deleted. Further objectives can be added during the life of the council administration; additional objectives are subject to budget availability and/or the deletion or amendment of other objectives.
4. On 28 June 2019, members had an 'away day'. One of the outcomes of the 'away day' was the first draft list of objectives.
5. These and other draft objectives were considered by this committee on 25 September 2019. They have been refined to reflect the discussions that took place at that meeting and a subsequent meeting with members on 29 October 2019.
6. The list contains environmental objectives which support the council's declaration of a climate and environment emergency on 24 July 2019. Members considered further environmental objectives which will be developed through the sustainable tourist destination objective. Other environmental objectives were assessed as falling under the remit of Lyme Regis One Planet Working Group.
7. **Appendix 14A** contains objectives in the current financial year, i.e., 2019-20, to allow early progress on them.

Report

8. Members are asked to consider and approve the objectives identified in **appendix 14A**. Officers will provide the next meeting of this committee on 18 December 2019 with initial costings for the agreed objectives.
9. These objectives will be used for public consultation.

Public consultation

10. Public consultation has three elements:
 - an open day at Woodmead Halls on 21 November 2019
 - an online questionnaire using Lyme Voice
 - residents email or write to the town clerk with observations and suggestions.
11. A public notice has been issued notifying the townspeople of the consultation exercise. Further information is on the council’s website and notice boards. Information has also been posted on social media.
12. Through the exercise, the public will have the opportunity to indicate their support for the council’s draft objectives and suggest ideas of their own.
13. This is a consultation exercise and the council isn’t bound by the views of the public.
14. LymeForward will assist the town council in this public consultation exercise.

Timetable

15.

Members agree draft objectives	13 November 2019
Draft objectives publicised	14 November 2019
Consultation ends	21 November 2019
Costed objectives presented to S&F Committee as part of the 2020-21 budget-setting process and 2020-25 financial plan	18 December 2019
Costed objectives approved by Full Council as part of the 2020-21 budget and 2020-25 financial plan	8 January 2020
Corporate Plan 2020-25 considered by S&F Committee	5 February 2020
Corporate Plan 2020-25 approved by Full Council	19 February 2020

16. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
 Town clerk
 November 2019

APPENDIX 14A

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Debt-free					X	
Residents' weekend		X				
Develop community engagement strategy	X					
Re-launch Gateway Card	X					
Refurbish offices, including compliance with environmental standards		X				
Guildhall ramp access		X				
Seafront urinals			X			
Develop plan for the shelters		X				
Refurbish gardens		X	X	X	X	
Develop plan for tree planting, re-wilding and wildflower planting in LRTC green spaces						
Implement findings from Strawberry Field options appraisal, including option of a learning, community sports and leisure residential centre		X				
Implement asset strategy		X	X	X	X	X
Develop proposals for a play area in gardens		X				
Replace vehicles with electric	X	X	X	X	X	X
Water points on seafront		X				
Pursue free town bus	X	X				
Move to green utility providers	X	X				
Move to ethical investments	X	X				
Electronic office			X			
Work with Low Carbon Dorset	X	X				
Recycling signage on bins	X					
Solar panels on cadet hut						X
Carbon car parking levy					X	
Promote environmental initiatives	X	X	X	X	X	X
Introduce electric charging points		X	X	X	X	X

APPENDIX 14A

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Develop business case for water loss		X				
Additional bicycle racks near Cobb Gate, Monmouth Beach and other locations		X	X			
Consider 'Preston Model' procurement system		X				
Lobby government through Dorset Council and DAPTC to amend regulations to improve energy efficiency in conservation areas		X				
Undertake review of insulation and energy efficiency of council buildings		X				

Committee: Strategy and Finance

Date: 13 November 2019

Title: Filming Money – Expressions of Interest

Purpose of Report

To allow members to consider expressions of interest from local organisations applying for funding received from Fossil Films

Recommendation

Members consider expressions of interest from local organisations and allocate funding received from Fossil Films based

Background

1. A film based on the life of Mary Anning was filmed in Lyme Regis in March 2019 by Fossil Films. The filming required the use of Bell Cliff, which is owned by this council.
2. It was reported to this committee on 10 July 2019 that Fossil Films had made a £15,000 donation to the council as a thank you for use of the area. The film company said it hoped the donation could be used to create a beneficial legacy for the town.
3. Following a recommendation from this committee on 10 July 2019, it was resolved by the Full Council on 24 July 2019 ‘to invite interested parties to submit expressions of interest for the £15,000 filming money’.

Report

4. An advert inviting expressions of interest was placed on 26 September 2019, with a closing date of 5pm on Monday 28 October 2019.
5. By the closing date, eight expressions of interest had been received and are attached as the following appendices:
 - Axminster and Lyme Cancer Support – **appendix 15A**
 - B Sharp – **appendix 15B**
 - Lyme Regis Gig Club – **appendix 15C**
 - Lyme Regis Musical Theatre – **appendix 15D**
 - Mary Anning Rocks – **appendix 15E**
 - Mary Anning Scholarship Legacy Fund – **appendix 15F**
 - Town Mill Trust – **appendix 15G**
 - Woodroffe School PTFA – **appendix 15H**

AGENDA ITEM 15

6. Each of the organisations has been invited to send a representative to the meeting to speak in support of their application. They will be given time to speak when this item is considered, rather than during the public forum.
7. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

Adrienne Mullins
Administrative officer
November 2019



Axminster and Lyme Cancer Support

Lyme Regis Town Council -Fossil Films/Ammonite 'Legacy' Project

Application for funds from Axminster and Lyme Cancer Support.

Background:

Mary Anning died of Breast Cancer at the age of 47 on March 9th 1847. Probably at this time she had very little to help or support her though her cancer journey. She was unable to work during the last few years of her life because of her illness. Painkillers were not as they were today so and because of the side effects of laudanum some townspeople misinterpreted her behaviour and gossiped that she had a drinking problem. So sadly, she most probably felt isolated and alone.

As a charity we set up to try and ensure no one feels alone or isolated when facing the diagnosis and impact of cancer. We work hard to provide a variety of support for anyone affected by any cancer. So, we believe Mary Anning would today welcome and embrace our idea to provide local people affected by cancer with some respite.

The idea came from the husband and family of a local lady who is currently going through intense treatment for breast cancer.

Mary's Beach Hut

The idea is to have a beach hut which could be used for anyone affected by any cancer.

This would allow them to get away from home to provide a calm, peaceful time by the sea. This would prompt a feeling of wellness, just sitting in a beach hut with a cup of tea either alone or with loved ones. Watching the waves, the people go by, what a wonderful image.

Money would be used to purchase/rent a hut, decorate, signage, upkeep, accessories, maintenance.

Maybe over time Lyme Regis Town Council would consider subsidising the ground rent. The charity would maintain the beach hut and fund raise to keep it updated and well equipped.

Mary's Hut would be a fully useable and assessible, a practical 'statue/structure' the perfect legacy which we believe would be close to Mary's heart.

The hut could be used a number of times through the year to show what the group does as advertising and attracting people to gain help and support through the many means which the group can help. For example, a skin clinic during summer month, cancer awareness days etc

The interior would be tasteful and calming but reflect also the legacy Mary Anning left in the town and local artists would be approached to support this.

Details of how Axminster and Lyme Cancer Support provide support currently can be seen on the website. A copy of our AGM report is attached. Representation from the charity and also from the family who came up with the idea is available on request. The family would be happy to come and speak to the town council.



Telephone: 01297 443078

Email: info@axminsterandlymecancersupport.co.uk

Website: www.axminsterandlymecancersupport.co.uk



Unit 5 Uplyme Business Park, Lyme Regis, DT7 3LS

Chief Executive & Artistic Director: Ruth Cohen



18th October 2019

Dear Adrienne,

Please see below an Expression of Interest for funding for a legacy project from B Sharp.

Brief description of the organisation

B Sharp is a young people's music charity, based in Lyme Regis, working with young people across the region. B Sharp's vision is that young people have access to high quality musical experiences through which they can develop as individuals and as citizens.

Founded in 2007, B Sharp has strong track record, and has worked with over 5500 children and young people, and reached over 50000 of the local community as audiences.

We run regular groups in Lyme Regis for young people to make music together, supported by our team of professional music leaders, and pastoral support workers. These groups are led by the young people's ideas - the music they make is what they like and are interested in - and they work together to create their own tracks and songs. We also support young people to perform and showcase their original work in safe and supportive performance opportunities.

The focus of our work is on helping young people develop confidence, self-esteem, and social and communication skills through working with other young people of diverse ages, abilities and backgrounds, and by encouraging and valuing young people's ideas, contributions and creativity in all our sessions.

B Sharp also runs a progression programme for older teenagers to learn to share their skills with others, take on work experience, and build up transferable skills, which support their transition to further education or employment.

We work with Early Years Settings and Schools to provide music making opportunities, including singing, songwriting and instrumental learning – both as part of the curriculum offer, and as enrichment. We also ensure that we find ways of enabling as wide a group of young people as possible to access music making opportunities, but working with young people in other settings including youth clubs and mental health support groups.

Summary of the Proposed Project

B Sharp would like to work with young people and Lyme Regis community groups on a large-scale creative project exploring and celebrating the town through visual arts and songwriting. The project will build community cohesion, and create a legacy through creating a town songbook and a set of 8 large banners that can be used by the community in the future.

The 'town songbook' will be a series of songs around local stories that can be linked to the Town Council website, and which can become part of the repertoire of local school singing and assemblies, and used by local choirs such as Lyme Voices and Harbour Voices.

The project will also produce the legacy of a set of 8 original banners, created with groups working with a local artist, illustrating aspects of Lyme Regis life that can be exhibited during the project, and well as used in the future. These banners can become a community resource – being available for use by community groups and LRTC to decorate events and festivals.

The project will build community cohesion through bring different groups in the town together in an inclusive project, with people of different ages and interests coming together to celebrate the history, heritage and environment of Lyme Regis. It will build a sense of place and connection between local people and their area – young people will hear and learn about local history and stories from the older generation, and older residents will hear young people's views on the place where they live, and their aspirations for the futures – so breaking down generational barriers.

Project participants

This will be a large scale community engagement project, engaging people of all ages and all sections of the community. We will work with at least 8 local groups during the project. Groups will include:

- Schools (Woodroffe, St Michael's have expressed interest in taking part)
- Young people's Community Groups (eg. Brownines/Guides)
- Older people (U3A, and a local Care Home)
- Wider Community (eg. Turn Lyme Green, Hub Café attendees, and through open access workshops for anyone interested in taking part)

At least 220 people will take part in the banner making or music workshops, across all ages. In addition the project has the potential to invite a much higher number of people to be involved (approx. 100) through inviting additional groups such as local choirs to contribute songs, and through involving other groups in voluntary roles such as helping sew and assemble the banners, and steward the final procession and performance. Further people would be involved as audiences (estimate 350 – 500). Dot Wood, of Lyme Regis Development Trust has agreed to work on community liaison with his to link groups into the project.

Activity

Each group will work with a facilitator, a visual artist and musicians. Participants will bring old photos, newspaper articles or stories of Lyme Regis and their lives in the area to share. Using these resources each group will decide on one 'story' to tell about Lyme Regis in their banner and their song. This 'story' could be about a local character or person associated with the area, a place, historical incident, environmental feature, heritage or some aspect of work or leisure, such as the local history of fishing in the area. The workshops will link past, present and future.

Each groups will work with a visual artist to design and produce a large 5m banner flag, around their chosen story.

They will also work with professional music leaders from B Sharp, and a high profile guest musician (eg. John K Miles), to create a song for their chosen Lyme Regis story.

Young people who attend B Sharp's regular music groups – Hub Jams and Boombox – will also create songs for the project. Other groups can also be invited to create a song to contribute (eg. Lyme Luggers, Harbour Voices, or other groups from Woodroffe such as GCSE music students).

The songs will be recorded, creating a songbook and digital recording/cd.

Final Performance

All participating groups would be invited to take part in a final performance at B Sharp's busking festival (4th July 2020) – where they would take part in a seafront procession displaying their banner and then perform their song (Marine Parade or SWIM roof) at a final performance.

We will gather a group of volunteers to support the project, including helping with sewing banners, assembling banners, stewarding the procession and final performance.

Legacy

These banners can become a community resource – being available for use by community groups and LRTC to decorate events and festivals, either along the seafront on providing decoration in halls and venues. The 'Town Songbook' will be available in the future and the songs can be linked to Lyme Regis Town Council Website, to provide an innovative way of sharing the history of the town. The songs can also be used by local schools, and choirs.

A film will be made showing the community groups taking part in the workshops and final performance which can be linked to Town Council website, to publicise the community and town.

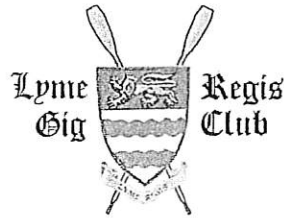


Images of similar banners – Penzance seafront, Exeter Cathedral with banners by Daisi (www.daisi.org.uk) and banners by Kinetika (www.kinetikaonline.co.uk)

Please see next page for information about what the funding would be spent on.

With best wishes,

Banner Making - Workshops	total	
facilitator/community storyteller fees (8 days @ £150)	£	1,200
Artist (8 days @ £190)	£	1,360
Venue hire (8 days @ £100)	£	800
Artist Planning and design (2 days @ £100)	£	200
Sewing Completing/ Finishing off banners (4 days @ £150)	£	400
Teacher/group coordinator time for planning, supervising/working with groups (5 days @ 200)	£	1,000
Liaising with schools, community groups, finding and booking artists, venues (3 days @ £200)	£	800
Town Songbook - Workshops		
Musician fees (2 x 8 x £150)	£	2,400
Music Director/Guest musician (2 days @ £400)	£	800
venue hire (8 days @ £100)	£	800
Musical Instruments/kit for workshops (8 x £100 per workshop)	£	800
Teacher/group coordinator time for planning, supervising/working with groups (5 @ £200)	£	1,000
Liaising with schools, community groups, finding and booking musicians, venues (4 days @ £200)	£	800
B Sharp groups to create songs		
Boombox and Hub Jams 2 x 3 Music Leaders x 4 sessions @ £25 per session	£	600
Recordings and producing banners		
Planning, arranging and recording music (3 days @ £150)	£	450
Recording studio hire (2 @ £100)	£	200
Making/Printing banner costs (8 @ £180)	£	1,440
Filmmaker - filming and editing (4 days @ £150)	£	600
Liaising with groups re recording studio time, compiling song lyrics, arrangements with studio 1 day @ £200	£	200
Final performance/procession		
Staging costs, outdoor large PA etc	£	750
Technician (1 day @ £350)	£	350
Event Manager (2 days @ £150)	£	300
Music Leaders	£	600
Pastoral Support/Young people support	£	200
Event Stewarding, supervising young people (6 @ £100)	£	600
Marketing, design, social media, photography (3 days @ £150)	£	450
Production of posters, marketing material etc (@ £200)	£	200
Event management and planning, admin, coordination with performers, risk assessments, health and safety, liaison with Town Council (7 days @ £200)	£	1,200
Total project cost	£	20,500
In kind		
Venues for workshops (12 @ £100)	£	1,200
Volunteer support for preparing/finishing off banners/mounting (4 days @ £100)	£	400
Event Stewarding, supervising young people (6 days @ £100)	£	500
Teacher/Group coordinator time per planning, supervising/working with groups (10 days @ £200)	£	2,000
Boombox and Hub Jams 2 x 3 Music Leaders x 4 sessions @ £25 per session	£	600
Musical Instruments/kit for workshops (loaned by B Sharp in kind 8 sessions @ £100)	£	800
Total In Kind	£	5,500
Funding request from LRTC for project	£	15,000



Ms Adrienne Mullins
Administrative Officer
Lyme Regis Town Council
Guildhall Cottage
Church Street
Lyme Regis, Dorset DT7 3BS

17th October 2019



Expression Of Interest – Lyme Regis Town Council Funding - £15,000 - Lyme Regis Gig Club

Dear Adrienne

Lyme Regis Gig Club would like to submit an 'Express of Interest' for the £15,000 funding (made available from the Ammonite film production company) that Lyme Regis Town Council is making available to local community organisations. If successful, this grant will enable the Gig Club to commission the build of a new fibreglass gig to support the development of our junior rowing programme with The Woodroffe School.

Lyme Regis Gig Club is a charity (Reg Charity No: 1174427) launched in 2007 to enable people in the town and surrounding areas to participate in the healthy sport of sea rowing, to keep fit, have fun, build confidence and acquire new friends and skills and compete in the rapidly developing sport of Cornish Pilot Gig Racing. Lyme Regis Gig Club offers rowing programmes for juniors from the age of eight to eighty (and beyond), we currently have 181 members of whom 56 are juniors with a waiting list of 45. The club delivers a range of health, wellbeing, social benefits that include supporting social cohesion and the local economy particularly at our Regatta in August which brings hundreds of participants to Lyme Regis.

The aim is to offer accessible sports activity and the membership fees reflect this with Adults paying £80 per annum membership and £2 per row. Juniors pay £20 per annum membership and £1 per row. (You only pay a rowing fee once per day so subsequent rows are at no cost. There are discounts for family membership also).

321 X10H399A

The Lyme Regis Town Council £15,000 funding will enable Lyme Regis Gig Club to purchase a GRP Cornish Pilot Gig with fittings to enable her to be also sailed. This will upgrade the safety of the training gig particularly important for our junior rowers. The funding will also equip the new gig a good cover and cover support that allows for oar storage on the boat.

The total cost of the new GRP Gig fitted for sail and with a new all-weather cover is £17,763. Lyme Regis Gig Club will apply to G F Eyre Charitable Trust and Dorset Council Community Grants programme for the additional £2,763 which is required.

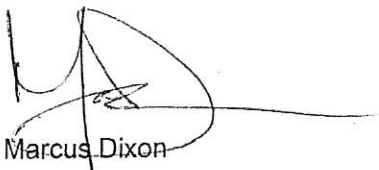
GRP gigs are low maintenance, robust and long lasting particularly when well maintained as LRGC's are in our maintenance shed. The new GRP Gig will be named 'Ammonite' in recognition of the Film about Mary Anning and which the funding originated as a legacy. The new Gig will also carry the Lyme Regis Town Council crest.

The new GRP Gig will be stored on the Slipway at The Cobb, which will make for easier and safer handling of the boat, especially important for juniors who will not have to manoeuvre the boat through traffic and parked cars on Monmouth Beach Car Park.

The Town of Lyme Regis doesn't have an accessible, cost effective sports facility and Lyme Regis Gig Club aims to provide local people with an exciting, challenging, safe sea-based sport throughout the year. The Gig Club's membership sees over 50% women participating, which is important in geographical areas like West Dorset that face challenges of rural isolation and where collaborative team sports for females is hard to find.

I'd like to think that Lyme Regis Town Council will support Lyme Regis Gig Club's Expression Of Interest, please don't hesitate to contact me if you require further information or I can help in any other way.

Yours sincerely



Marcus Dixon

Chair

Marcus Dixon

Chair

Lyme Regis Gig Club
www.lymeregisgigclub.com

Adrienne Mullins

From:
Sent: 28 October 2019 16:53
To: Adrienne Mullins
Subject: Fossil Films Grant

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Sir/Madam,

Fossil Films Grant Interest

We are registering our interest in an amount of the £15,000 grant given by Fossil Films.

Lyme Regis Musical Theatre is a local group who will be celebrating its 100th year in 2020. The Mikado was the first show the Operatic Society performed in 1921 and since then, we have had 85 productions, up to and including 2020, (there were none from 1938 to 1949) and we will be having celebrations throughout the year. Our production in May 2020 will be the fantastic "Chicago". In August, we will perform a concert version of the Mikado at the Marine Theatre, our home until recently. This will bring back old members and include the new. The folding platform will help the chorus to be seen and heard. This will be invaluable to us in the future, allowing us to use the platform within our productions. We envisage that the folding platform we require will be at a cost of £4,000.00. A grant is requested for the full amount.

Our intention is to allow other groups to use/hire the folding platform, from local churches to schools, and we see this as a huge benefit to all. We are very much part of the local community with an age range of 16 - 80. We are already looking at 2021 with a possible performance of "Oliver", which will allow a younger cast to join us.

Please do not hesitate to contact us should you require any further information.

Kind regards

Carys Lowe

Secretary

Lyme Regis Musical Theatre

Adrienne Mullins

From: Esther Yarnold >
Sent: 28 October 2019 16:59
To: Adrienne Mullins
Subject: FAO Adrienne Mullins

Follow Up Flag: Follow up
Flag Status: Flagged



Evie Swire
Anya Pearson (Evie's mum)
hello@maryanningrocks.co.uk

Fossil Film donation expression of interest from Mary Anning Rocks

MARY ANNING ROCKS is a campaign inspired by a fossil-mad Dorset school girl called Evie, to erect a statue to her hero Mary Anning. We are planning to raise the money we need to commission this statue via PEOPLE POWER launching a Crowdfunder page as soon as we have enough pledges.

We want to acknowledge and remember Mary in a visual way because we want to give her a tangible work of art that will not only give her back a physical presence in her Lyme Regis but will equally give the people of Lyme and the thousands of tourists that come to visit every year a focal point of remembrance and respect. We see the statue as an inspirational presence in the landscape where she worked, to inspire and show people, young and old, locals and visitors alike, that great things can be achieved from almost impossible circumstances.

We would like to request £5,000 from the Fossil Film donation to put toward our ongoing campaign. Please visit www.maryanningrocks.co.uk for more information, or use the contact details above.

Kind regards,

Esther Yarnold

Esther Yarnold
Senior Lecturer BA (Hons) Fashion Branding and Communication

Legacy grant proposal - Mary Anning scholarship fund

A grant supporting students from Lyme Regis attending higher education, studying earth sciences or STEM subjects. It is acknowledged that, worldwide, only 35% of those enrolled in STEM subjects and 28% of researchers worldwide are women - pointing to a continuation of the struggles to access education that Mary Anning herself faced.

To be awarded on a case-by-case basis to local female students from less-advantaged backgrounds:

- £500 each year for three years of undergraduate study
- Suggested use of the scholarship is equipment, tools or transport for field studies/research.
- The remainder of the funding to be held in suitable bank account, donations to be accepted for further grants and any interest accrued to be used for the same.

Students are to be nominated by schools and colleges and awarded after consideration of an application essay and interview by awarding panel (suggested members are local academics in STEM or earth sciences, representative of the Museum/CHCC/Jurassic Coast Trust and from the wider academic STEM outreach community).

This grant honours the legacy of Mary Anning by offering local young people the opportunity that she was not awarded within her lifetime. By assisting beneficiaries to gain education our aim is to address the UN Sustainable Development Goals 4, 5 and 10, allowing the Town Council to showcase their commitment to the future of Lyme Regis and to the planet as a whole - in line with its declaration of a climate and environmental emergency and pledge to support the UN Sustainable Development Goals.

As part of promotion for the grant, talks could be given to sixth formers in the local area both to raise the profile of the story of Mary Anning and discuss its implications for women in science today.

It would also be ideal to encourage alumni who have benefited from the grant opportunities to share their research within Lyme Regis, for example in a talk at the Fossil Festival, at a "Mock Royal Society" talks evening, or at careers events at local schools. It is envisaged that local and national organisations would contribute to the prestige of the Mary Anning scholarship legacy grant by offering work experience and/or career mentoring.

A Woodroffe School representative has expressed their great enthusiasm for the proposal and agreed to select eligible students. Potential panel members have offered their support and expertise with other continuing collaborations to ensure a lasting legacy to honour Mary Anning and inspire female scientists from Lyme Regis well into the future.

This use of the Ammonite Film's money promotes equity, justice and equal opportunities for all. It offers a financial investment into the future of the town and is a fluid and long-term use of funding that will provide benefits for many years to come.

Should the proposal be accepted, it is envisaged that a CIO (Charitable Incorporated Organisation) will be set up to appoint a selection panel and manage the fund. It should require little to no financial input to maintain, therefore does not represent a future financial burden to the town.

Endorsements and pledges of support

Justin Loveland, Head of Humanities and Sixth Form tutor, the Woodroffe School

Potential Selection Panel

David Tucker, Director, Lyme Regis Museum

"Lyme Regis Museum very much supports the proposal to use the £15,000 to set up an ongoing grant to support Lyme Regis girls in their development as scientists. Our museum is built on the site of Mary Anning's home, and was founded by the family of Lyme's other great woman scientist, Elizabeth Philpot. We very much believe this proposal will be a way of encouraging aspiration and ambition in Lyme's girls so they too may make a serious contribution to science."

Alison Ferris, Deputy Senior Warden, Charmouth Heritage Coast Centre

"Great to talk to you on the phone and it sounds like a wonderful proposal. I would be happy to be part of your panel. I wasn't from a wealthy background and I had no one pushing me to pursue a career in the sciences, as no one in my family was academic. I found my own passion for science and just like Mary Anning, had some encouragement about fossils from my dad.

As someone who hires staff each year seasonally, there is such a lack of female applicants with a geological background so it would be encouraging for them to receive more help to have the opportunities to pursue science. Since finding myself in this role I have had the opportunities to appear on TV in a variety of documentaries, travel further afield to deliver talks, work with other groups such as Plastic Free Charmouth and Litter Free Coast and Sea and to work so many amazing people across the Jurassic Coast.

My background was a BSc in Physical Geography and Environmental Science with a MSc in Earth Sciences. Out of every female on my course I think I am the only one who pursued the subject into a career! I have been very active with our work experience students in trying to get them the most relevant information in pursuing a career in sciences. We have had many of them apply to University successfully and they come from all over the country. Just this year the Heritage Centre won the Geological Society R.H. Worth Award for achievements in education, outreach and public engagement and we pride ourselves of inspiring the next generation.

Please use any of the above as an endorsement as it such an important venture."

Dr Liz Hide, Director, The Sedgwick Museum of Earth Sciences, Cambridge

Wow - this looks like a really amazing proposal , and I would be very happy to support it in any way I can. I'd be delighted to join you on the award panel, and - if you felt it appropriate - to talk more about whether there are other ways the Sedgwick Museum might help - for example with raising the profile of the awards and the award alumni.

The project looks to be very much in line with what I , and the Sedgwick Museum, are keen to do in promoting young women facing disadvantage to study the STEM subjects, in particular the earth and environmental sciences, and there is growing evidence that a key barrier to their participation is cost of fieldwork and outdoors/fieldwork equipment.

Many thanks for sending through some more information about your plans for a fund supporting young female earth scientists. I'm very much aware of the remarkable work of your mother in promoting palaeontology and the Museum in particular, so am particularly delighted that this is a potential legacy of her work.

... recent research by the Palaeontological Association recognises that women are under-represented in the field. Women made up only 35% of respondents to a recent survey of diversity in the sector and people from areas of relative deprivation, and/or who had been to state schools, were also relatively under-represented. The report can be found here: <https://www.palass.org/association/diversity-study#2> They provide grants for post-graduate researchers but not at undergraduate level where there is a real need to bring women into the field.

Here at the Sedgwick Museum we are proud of our links with Mary Anning and keen to develop them further: in our collection we have at least 6 marine reptiles that she sold to Adam Sedgwick, and we are in the process of researching whether there may be other specimens too. She is part of our schools teaching offer and we are hoping to further develop learning resources over the coming year.

We also support students by offering work placements opportunities during university vacations, some of which have been in the past generously funded by the Friends of the Sedgwick Museum.

I'm very happy to lend my support to this initiative and to explore with you whether there are other opportunities for us to support the work that you are doing.

Dr Liz Hide

Director

The Sedgwick Museum of Earth Sciences

University of Cambridge

Downing Street, Cambridge CB2 3EQ

Anthea Simmons, local author

"I think this is a brilliant idea and one which would have appealed to Mary. It is vital that the sciences are able to attract and benefit from the entire talent pool regardless of gender or background. Access to opportunity was what Mary Anning craved, deserved and never got. Today, we can help make amends."

"Ordinary is what most people are and I am not. I am not ordinary at all. I am a scientist."

Lightning Mary

Anthea Simmons lives in Devon with her polydactyl cat, Caramac. After a successful career in the City and a spell of teaching, she finally knuckled down to write and is the author of *Share*, *The Best Best Baby*, *I'm Big Now* and *Lightning Mary*.

Dear Belinda,

Very many thanks for your email.

As I am in haste, I should just let you know that I would be delighted to support your idea of a Mary Anning Fund, which sounds absolutely excellent.

With best wishes,

Yours ever,

Oliver

RT HON SIR OLIVER LETWIN MP

Further background:

Natural History Museum - Mary Anning - Unsung Hero of Fossil Discovery

<https://www.nhm.ac.uk/discover/mary-anning-unsung-hero.html>

Lyme Regis Town Mill Trust

Expression of Interest in funding from the “Ammonite” donation

The Town Mill is an ancient water mill in the oldest part of Lyme Regis. Built in 1340 on the site of a mill mentioned in Domesday Book, the mill was restored twenty years ago by the Town Mill Trust, having been rescued from demolition; today it is the hub of a complex of buildings housing artisan workshops and galleries.

The jewel in the crown is the flour mill itself, maintained and operated by volunteers, who produce quality stoneground organic flours. This is driven by a huge waterwheel, using energy from the waters of the River Lim. Visitors are surprised and impressed when they “discover” the mill hidden away in the heart of Lyme. Maintaining this Grade 2 listed building and its ancient machinery is costly, and if it were not for the efforts of volunteers, the mill would be unsustainable, and a treasured piece of Lyme Regis history and heritage would be lost.

The entrance into the mill is through a part of the building known as the Front of House, which used to be part of the miller’s 17th Century accommodation.

What the Trust wants to do

It has been recognised by the volunteers and the Trust that this part of the mill lacks adequate focus and impact; there is a desire to develop a themed exhibition to welcome visitors into the building. It is also wished to use this area to cater for those less able to access the rest of the building, which contains several staircases, high steps and uneven floors. The exhibits would complement the tours of the flour mill, prepare visitors for those tours, or offer an alternative experience for those unable to move through the mill, including those with dogs, which cannot enter the flour producing areas.

The Trust wishes to develop a “**Grain to Loaf**” themed exhibition, which would be multi-sensory. It would tell the story of humans’ use of grain for food, specifically bread, from Stone Age to Modern Age. It would also aim to explain the nutritional structure of wheat grains, and the processes involved in turning flour into bread.

We wish to have designed and made a number of visual display boards, telling the story in words and pictures, and several interactive models demonstrating how water wheels and millstones work. Examples of stone age querns, mortars and pestles will be displayed, as well as an iron age rotary quern and one from more recent times. These exhibits will be “hands on” so visitors can enjoy the experience of grinding their own corn. Other interactive display items will include samples of different grains, flours and types of bread. Some of these will be of particular interest to children.

In addition, we wish to provide a tablet that visitors can use in the Front of House to learn about the mill - a virtual walk through tour with a spoken commentary. We

Draft 4 28 Oct 2019

will commission a filmmaker to produce the material for this tablet. A second smaller tablet will be provided for visitors to carry on a tour through the mill, to enable them to learn about the different floors and areas of the mill without the benefit of a miller to guide them; this will also have activities to engage children. The materials for this tablet will again be produced by a professional designer.

Whilst bread would not be baked in the Front of House itself, it is intended that visitors will have the opportunity to sample bread made with Town Mill flour in the Front of House, and to buy such bread in an adjacent bakery. A bread maker will be in use, however, to create the aroma of baking bread. Town Mill rye, wheat and spelt organic wholemeal flours will be available to purchase in the Front of House, as well as kits and other bread making items. The sale of these items will supplement donations, and help make the project sustainable.

For children, there will be a dressing up box for them to wear aprons, hats etc on their tour, especially useful for dedicated schools visits.

Improved signage will direct and encourage visitors through the internal door leading from the Front of House to the 14th Century flour mill.

There is an existing scale model of the Town Mill that needs to be cleaned, restored and have some interactive features added. A volunteer is willing to do the work, but materials will need to be purchased. The model will need a robust glass display case. A smaller model of a Roman water mill also needs similar treatment. These models will be housed either in the Front of House or in other parts of the Mill.

Visitors will be greeted by exhibits that engage all 5 senses, and give opportunities to participate in hands-on activities; the experiences in the Front of House will also prepare and encourage visitors to visit the rest of the mill and experience a tour by a miller who explains the history of the mill and demonstrates the flour making process.

How the Trust funds the Town Mill

In order to implement these plans, the Town Mill would need to raise appropriate funding. The mill is owned and run by the Town Mill Trust, a registered charity. It has 3 paid members of staff, and a large number of volunteers, without whom it would not be sustainable. It receives its funding to manage and maintain the entire site from several sources:

1. Donations from visitors
2. Rental income from artisan tenants and gallery rental
3. Commission from artists' sales in galleries
4. Sales of flour and bread making kits produced at the mill by volunteers
5. Selling surplus electricity from its hydro-electric plant to the Grid
6. Occasional grants from local authorities or other bodies

Estimated costs of the “Grain to Loaf” exhibition

The Mill would need to raise funding to effectively implement this “Grain to Loaf” proposal.

The costs of implementation are estimated as follows:

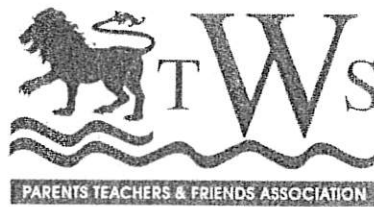
The services of a local designer to advise on aesthetics and style, and to design and produce around 10 display boards, and create an image bank for educational use.....	£6,000
A replica Stone Age saddle quern.....	£150
A replica stone age mortar and pestle.....	£150
A replica Bronze Age rotary quern.....	£200
A replica Roman rotary quern.....	£100
An interactive model demonstrating an overshot waterwheel.....	£500
2 x interactive quiz boards matching corn in the field, grains and flour.....	£500
2 x Interactive quiz wooden jigsaw type resources for children.....	£200
Display models of different types of bread.....	£300
An interactive tablet, with associated software and film installed.....	£1,000
A smaller tablet, with associated software and resources installed.....	£1,000
A dressing up box for children and relevant costumes.....	£500
Food hygiene certification for volunteers managing bread samples.....	£400
Improved lighting for the Front of House.....	£300
Improved signage in the Front of House.....	£500
Furniture, fixtures, a bread maker and additional odds and ends!	£600
Restoration of scale model of the Town Mill and the Roman Mill.....	£2,600

Estimated total:

£15,000

The trustees intend to fund other developments at the Mill by seeking donations from visitors. This “Grain to Loaf” project is seen as a significant discrete attraction that in itself satisfies educational, cultural and recreational objectives, as well as complementing the rest of the Mill experience. We believe that this would enhance the “legacy” credentials of the Town Mill as an important place in the town since Saxon times. We believe the Mill also encourages and supports green sustainability and healthy lifestyle ideals, through its showcasing of water power to drive the mill machinery and the hydro electric plant, and by promoting making ones own bread using wholemeal flours. Any grant funding would be gratefully received so that our plans can be realised; we believe this would be a prestigious addition to the town’s cultural fabric and a rich educational resource for local schools.

For further information regarding this application please contact Robert McLaughlin, Chair of Trustees, or Petrina Muscroft, Volunteer Coordinator, The Town Mill, Mill Lane, Lyme Regis, Dorset DT7 3PU 01297 444042 or email:



25 October 2019

Adrienne Mullins
Administrative Officer
Guildhall Cottage
Church Street
Lyme Regis DT7 3BS
Dorset

Dear Ms Mullins

Expression of Interest Fossil Films Donation

The Woodroffe School Parent, Teacher and Friends Association ("The PTFA") committee was very interested to learn of the invitation to submit an expression of interest for funding from the Fossil Films donation. Many of our current and past students and parents were involved in the filming of Ammonite and are, like all in the surrounding community, looking forward to the film's release.

The Woodroffe School is an 11-18 comprehensive school of over 1000 students. Described by Ofsted as an outstanding school, The Woodroffe School is known as a dynamic and nurturing learning environment offering students a wide range of learning opportunities. Employing over 100 teachers and support staff, we are one of the largest employers in the local community.

The Ammonite All Weather Canopy

The PTFA like to ask for a grant of £15,000 to cover the cost of design and installation of an all-weather outdoor canopy to be located in the grounds of The Woodroffe School. A key feature of this project will be the incorporation of artwork developed by the students celebrating themes raised in the Mary Anning biopic.

We anticipate that the total cost of the canopy will be in the vicinity of £15,000 to £20,000. The final price will be subject to design and planning considerations. The PTFA will commit to raise any additional funds above £15,000, to ensure the entire project is completed to a high standard.

How the children will benefit:

All current and future children of the school will benefit through having an additional outdoor learning resource area. The students will be able to learn and socialise outdoors, benefitting from the fresh air and spectacular views of Lyme Bay, whilst being protected from the elements all year round.



www.facebook.com/WoodroffeSchoolPTFA

CONTACT US
Uplyme Road, Lyme Regis, Dorset DT7 3LX
www.woodroffe.dorset.sch.uk/PTFA

The artwork which will be incorporated into the design will be a reminder to the students and their teachers of the unique geological, scientific and artistic history of Lyme Regis which was celebrated in the movie.

How the community will benefit:

Any investment in the education of our children, is by its nature, an investment in the future of the wider community.

In addition to improving the educational experience for the students, it would provide a focal point for gatherings of the community. The new headteacher has already embarked on various initiatives aimed at strengthening ties with the community and providing opportunities to welcome the community to the school premises.

How the project would be developed:

Subject to further input from the Town Council, we envisage the project would be developed as follows:

Phase One: Seek input from school leadership, local planning authorities and design engineers to determine the ideal location for the canopy, key design elements and functionality required.

Phase Two: Invite students, under the guidance of our creative design department heads and local artists, to submit design proposals incorporating themes such as palaeontology, Mary Anning, local history etc.

The winning design would be further developed with technical and aesthetic input as required.

Phase Three: Tenders would be sought in full compliance with the Schools' procurement policies and local planning and Department of Education guidelines.

Phase Four: Construction. We would hope that the construction could take place in the later months of this academic year and be completed in time for the 2020-21 academic year.

Phase Five: Opening ceremony. Hopefully there would be an opportunity for representatives of Fossil Films to be our guest of honour in addition to local community members.

Phase Six: Ongoing maintenance. The School's maintenance programme would take over the ongoing safety, cleaning, and maintenance of the canopy.

Who are we:

The Woodroffe School PTFA has been a registered charity (No. 900134) for more than twenty years. Our committee of trustees is made up of current parents, all of whom are volunteers.

Our accounts are audited annually and are available upon request. As we have minimal overheads and no staff costs, we can guarantee that 100% of grant monies received will be dedicated to the specified project.

What we do:

The Woodroffe School PTFA mobilises the energy and commitment of our parents, teachers and friends to support the school through fundraising activities, networking events and other related projects. In addition to generating much needed funds to support key projects at the school, the PTFA plays a vital role in integrating the parent and teacher community.

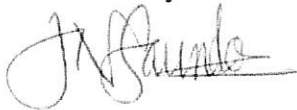
We work closely with the senior leadership team of The Woodroffe School to identify and support priority projects which would not normally be funded. We then seek appropriate ways to raise funds for these projects through grant applications, donations, events and subscriptions.

More questions:

We would be very pleased to provide additional information as required and or to bring a small committee from the school to meet with the Town Council to discuss details.

On behalf of The Woodroffe School PTFA, I would like to thank you for the opportunity to submit this expression of interest and look forward to hearing from you soon.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Saunders', written over a horizontal line.

Joanna Naylor Saunders
Chair

Copy to: Sharron Hutchings

Committee: Strategy and Finance

Date: 13 November 2019

Title: Grant Funding Request.

Purpose of Report

To allow members to consider a request from performing societies in Lyme Regis for a grant towards the cost a community play

Recommendation

Members consider the request and instruct the town clerk

Report

1. Attached, **appendix 16A**, is a request for grant funding towards the Lyme Regis Community play, 'Are you going to the Marine?'
2. The play celebrates Lyme Regis and the part Marine Theatre has played in local life.
3. Contributors to the play include: Lyme Regis Musical Theatre Society, Lyme Regis Pantomime Players, the Marine Players, Lyme School of Ballet and B Sharp.
4. Approximately 150 local people are involved in the production.
5. The play will be performed at the Marine Theatre from 5 to 7 December 2019.
6. The production isn't a commercial venture. Attached, **appendix 16B**, is a budget for the play. To date, the performing societies aren't in receipt of any other grant funding or sponsorship. The amount the performing societies are requesting is £6,500.
7. Any recommendations from this committee will be considered by the Full Council on 20 November 2019.

John Wright
Town clerk
November 2019

To John Wright,

Town Clerk. Lyme Regis Town Council.

As the artistic team behind the upcoming Lyme Regis Community play: 'Are You Going to the Marine?' we're contacting the council regarding possible support funding.

The play's due to be performed at the Marine Theatre on Thursday December 5th through to Saturday December 7th, with most Lyme Regis performing societies already committed to taking part. These include the Lyme Regis Musical Theatre Society, Lyme Regis Pantomime Players, the Marine Players, Lyme School of Ballet and B Sharp.

It's been written by local playwright and script writer Andy Rattenbury, directed by local performer Georgia Robson and the music will be directed and workshopped by local performer / music teacher, Declan Duffy. And with approximately 150 local people due to be involved, it'll be a true Lyme Regis community experience.

The play itself is very much a story about the town and its people, played through the history of the Marine. Everyone we've spoken to, directly or on social media, has a memory of attending Marine theatre events, from 1930's tea dances through 70's and 80's discos to the more recent Reggae events. Most involving the opposite sex!

The piece celebrates Lyme and the part the theatre has played in local life since its inception one hundred and twenty-five years ago. It also celebrates the joy of living by the sea and the great privilege of growing up in such a vibrant and venerable town. With wonderful sing-a-long songs, jokes, music and dancing, it'll be an evening of outstanding entertainment to rival any night from the last century or so.

It also includes poignant moments such as young Lyme Regis men heading off to the Great War in 1914, the sinking of HMS Formidable off the coast here in January 1915 and the local men who left Lyme to fight in World War II. All vividly recalled for the generation who experienced it and serving as a powerful reminder for subsequent generations of exactly what sacrifices were made, so we could live in peace.

This community play has not been written for commercial gain and as such the ticket pricing is not commercial either. Pricing is very low to make it accessible for as many local people as possible (£6 adult, £3 child).

APPENDIX 1A

We think this project is unique to Lyme in bringing together all the societies for a single production under one roof. We don't know of any other town that has worked together in this way.

We're attaching a budget and feel it's very modest, considering the quality of talent involved and the amount of commitment from local people and groups. We also realise the funding is not achievable through ticket sales alone and hence this communication to the council.

With the play benefitting so many members of the community, we're hoping the town council will be in a position to support the production by meeting the needs of the attached budget?

We thank you in advance.

Yours Sincerely,

Georgia Robson, Declan Duffy and Andy Rattenbury.

This letter has been endorsed by:

The Marine Theatre
Lyme Regis Musical Theatre Society
Lyme Regis Pantomime Players
Marine Players
Lyme School of Ballet
B Sharp

APPENDIX 16B

	BUDGET	ACTUALS
	TOTAL	TOTAL
EXPENDITURE	-	
Creative Team	£3,152.64	£0.00
Costume	£180.00	£0.00
Set	£650.00	£0.00
Props	£150.00	£0.00
Lighting	£700.00	£0.00
Sound	£650.00	£0.00
Licenses & Admin	£700.00	£0.00
Production Costs	£100.00	£0.00
Audition/Rehearsal	£150.00	£0.00
Marketing	£400.00	£0.00
Theatre Rent	£1,000.00	£0.00
Total	£7,832.64	£0.00
INCOME		
Box Office	£1,500.00	
Sponsorship/Funding	£6,500.00	
Total	£8,000.00	£0.00
PROFIT/LOSS	£167.36	£0.00

APPENDIX 18B

				BUDGET TOTAL	ACTUAL TOTAL
CREATIVE TEAM	<i>Number of Staff</i>	<i>Hourly Rate.</i>	<i>Number of Hours</i>		
Director	1	£8.21	128.0	£1,050.88	
Musical Director	1	£8.21	128.0	£1,050.88	
Writer	1	£8.21	128.0	£1,050.88	
Stage Manager	1	£0.00	128.0	£0.00	
SUBTOTAL				£3,152.64	£0.00
COSTUME					
15 Actors at £10 per actor	15		10	£150.00	
Contingency				£30.00	
SUBTOTAL				£180.00	£0.00
SET					
Misc.				£250.00	
Parachute Sheet				£100.00	
Cyclorama Hire (or alternative projection screen)				£200.00	
Disposal				£100.00	
SUBTOTAL				£650.00	£0.00
PROPS					
Misc.				£150.00	
SUBTOTAL				£150.00	£0.00
LIGHTING					
Projector				£700.00	
SUBTOTAL				£700.00	£0.00
SOUND					
Monitor x2				£200.00	
Mics (2 x directional mics)				£150.00	
Misc.				£100.00	
Studio time				£200.00	
SUBTOTAL				£650.00	£0.00
LICENSES & ADMIN					
Insurance (https://www.ensembleinsure.com) (Employers liability & Public Liability at least				£300.00	
PRS/PPL (https://pplprs.co.uk)				£400.00	
SUBTOTAL				£700.00	£0.00
PRODUCTION COSTS					
Transport				£50.00	
Contingency				£50.00	
SUBTOTAL				£100.00	£0.00
AUDITION/REHEARSALS					
Audition Rooms				£0.00	£0.00
Rehearsal Space		Church Hall x 10 @ £15		£150.00	£0.00
Rehearsal Expenses				£0.00	£0.00
SUBTOTAL				£150.00	£0.00
MARKETING					
Print (2000 leaflets, 50 A4 Posters)				£250.00	
Graphic Design				£100.00	
Poster Images				£0.00	
Production Images				£0.00	
Programmes (150 Programmes)				£300	
Misc.				£50.00	
SUBTOTAL				£400.00	£0.00
THEATRE		<u>Av. Session Cost</u>	<u>Days</u>		
Discounted Hire Fee		250	4	£1,000.00	
Rehearsal					
SUBTOTAL				£1,000.00	£0.00

						BUDGET TOTAL	ACTUAL TOTAL
Total						£7,832.64	