

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 5 February 2020 commencing at 7pm when the following business is proposed to be transacted:



John Wright
Town Clerk
31.01.20

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 extraordinary Strategy and Finance Committee meeting held on 17 December 2019 (item 3A)

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 18 December 2019 (item 3B)

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 extraordinary Strategy and Finance Committee meeting held on 17 December 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. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 December 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.

8. Update Report

To update members on issues previously reported to this committee

9. Finance Progress Review

To inform members of the progress made against the 7 November 2019 internal audit report

10. Service Level Agreement with Woodmead Halls' Management Committee

To allow members to consider a service level agreement with Woodmead Halls' management committee to allow the public to use of toilets at Woodmead Halls

11. Progress Report Climate and Environmental Emergency Declaration

To inform members of progress since the council's declaration of a climate and environmental emergency

12. Dorset Council's Review of Voluntary Community Sector Grants

To inform members of Dorset Council's review of voluntary community sector grants and to seek guidance on the town council's method of response to the consultation exercise

13. List of Payments

To inform members of the payments made in the months of May and June 2019

14. Exempt Business

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 17 DECEMBER 2019

Present

Chairman: Cllr B. Larcombe MBE

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

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

Absent: Cllr L. Howe

Guests: Dr K. Buchan (Dorset Council head of environment and wellbeing), Mr J. Radcliffe (harbourmaster)

19/52/SF Public Forum

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

Cllr R. Smith arrived at 7.01pm.

19/53/SF Apologies for Absence

There were none.

19/54/SF Disclosable Pecuniary Interests

Cllr D. Sarson declared a non-pecuniary interest in agenda item 12, Lyme Regis Bowling Club Counter-Proposal as he was a member of the bowling club.

19/55/SF Dispensations

There were none.

19/56/SF Minutes of the Dorset Council working group meeting held on 19 November 2019

The minutes were **RECEIVED**.

19/57/SF Dorset Council and Lyme Regis Town Council Assets on-and-around Monmouth Beach

The town clerk said Dorset Council (DC) had accepted responsibility for the structures and encroachment onto the accreted land so this was no longer an issue; it was now a matter of the town council deciding what it wanted to do about it.

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The town clerk said he had invited Dr K. Buchan and Mr J. Radcliffe to the meeting to help members understand the implications of any actions the town council may take.

The chairman invited Dr K. Buchan to speak.

Dr K. Buchan said if the town council allowed the current arrangement to prevail, either with or without a formal agreement and rent payment, DC would have to formalise permissions retrospectively with the town council, Natural England and Historic England. He said these options would allow DC to continue using the land, which was an important resource for the harbour, sailing club, sea school and boat users, as well as generating an income from boat storage.

Dr K. Buchan said if the council instructed DC to remove the structures, only, this would be possible as they were not secured to the ground. However, the structures acted as a barrier to prevent beach material flowing onto the Cobb, as hundreds of tonnes of shingle were often deposited there, creating a hazard and costing money to remove. Dr K. Buchan said the structures also prevented trailers backing onto the raised level of the Cobb. He said it also provided a storage area for fishing gear, rather than at the end of the Cobb, where it was a potential hazard.

Dr K. Buchan said instructing DC to remove the structures and reinstating the area to the previous level raised the question of what the previous level was. He said the level was generally dictated by natural coastal processes and he didn't see the benefit of scraping it away.

Cllr B. Larcombe said his main concerns were: the height of the built-up beach was higher than the main wall; a fishing boat was on top of the built-up area; Monmouth Beach could no longer be seen unless you were on the high wall; Monmouth Beach could no longer be accessed from the Cobb; and the fishing gear was causing a bad smell.

Several members were concerned about how the structures and raised levels changed the natural coastal processes and impacted on the Cobb, as the sea couldn't wash over and an arrowhead had been created. Cllr J. Broom said the harbour was designed to be self-cleansing by the shingle going in and out.

Dr K. Buchan said the structures didn't prevent water flowing through completely and there was still a drainage effect.

Cllr Mrs M. Ellis asked if the town council had spoken directly to Natural England to be certain of its position on this matter.

The town clerk said the council had been approached by Natural England, who had intended on approaching West Dorset District Council about the structures. If no action was taken, Natural England had indicated it would approach the town council, as landowner, to intervene.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct the clerk to inform Dorset Council to restore the beach profile lower than the artificially made-up level, re-open access to Monmouth Beach and remove the wooden structure.

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Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct Dorset Council to remove fishing tackle from the accreted land at Monmouth Beach.

The town clerk asked for clarification on whether the council would allow DC to use the accreted land for boat storage after it had carried out the re-profiling.

Members discussed whether this decision needed to be taken at this point as boat storage was a much bigger issue which needed further consideration.

The town clerk said the boats would have to be removed during the re-profiling and it would be helpful to give DC an indication of whether they could be put back.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to defer any future discussions about storage of boats or any other fishing tackle on the accreted land until the town council considers the issue in its entirety, including all adjacent land at Monmouth Beach.

Members discussed the timescale for DC carrying out the work and it was generally agreed it needed to be completed by the peak holiday season.

Mr J. Radcliffe said boats were booked to go back there in April, including a big section of the sailing club, so DC needed to know as soon as possible if boats would be allowed to go back on the accreted land.

19/58/SF Appointment of the Internal Auditor

Proposed by Cllr Mrs M. Ellis and seconded by Cllr S. Williams, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/59/SF Proposed Amendments to the Recording of Council Minutes

Members agreed the use of female specific references in the minutes was out-dated and should be removed.

Members also agreed individual councillors' names should continue to be used, rather than 'a member', but acknowledged the term 'members' would continue to be used if two or more members agreed on a certain point.

Cllr B. Larcombe said he would also like to see an action column in the minutes, clarifying who, what and when something would be done, which he felt would give both members and officers clarity and an idea of timescales.

The town clerk said this wasn't practical as actions were not created until Full Council had approved them and he was not aware of any other council which did this. However, he said officers went through the minutes to allocate actions and identify

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timescales, and members were informed about progress through the matters arising and update reports.

The town clerk said he would welcome undertaking a review of the actions with the mayor and committee chairmen as this was a good control mechanism for both officers and members, and a way of ensuring chairmen were accountable.

Cllr B. Larcombe said a list of actions should be provided to all members, not just chairmen, and this could be provided with the agendas.

19/60/SF **Filming Money – Expressions of Interest**

Several members felt some of the applications would fall within the council's normal grants' process and only several applications were suitably qualified for this funding.

The three most popular applications were from the Mary Anning Scholarship Legacy Fund, Axminster and Lyme Regis Cancer Support, and Mary Anning Rocks as members felt these were 'legacy' projects with strong links to Mary Anning.

Cllr R. Smith suggested splitting the money equally between these three organisations as they represented the past, present and future and focused on Mary Anning in different ways. Several members supported this idea.

There was some concern the Mary Anning Scholarship Legacy Fund would only benefit females, but it was clarified the fund would support minorities in the field and it varied by subject. Cllr Ms B. Bawden said it would be up to schools to nominate someone, but overall, the aim of the fund was to get women into science because they were under-represented.

Cllr Mrs M. Ellis was concerned splitting the money three ways would dilute it and the council could look to provide a beach hut to local charities outside of this process. As Mary Anning Rocks had requested only £5,000, this would potentially leave the remaining £10,000 for the scholarship fund.

The town clerk advised members to give proper consideration to donating a hut to a specific charity as there were many other local charities that might be interested.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the £15,000 donation from Fossil Films is split equally between Axminster and Lyme Regis Cancer Support, Mary Anning Rocks, and the Mary Anning Scholarship Legacy Fund.

19/61/SF **Motion from Cllr Ms B. Bawden on Planning Regulations for Heritage Buildings**

Members agreed there was a need to change planning regulations to take into account the impact of climate change on the built environment, specifically listed buildings and those within the conservation area.

However, it was acknowledged DC was bound by the National Planning Policy Framework (NPPF), which made local variations difficult to manage. As DC was bound by national regulations, there was some doubt as to whether a request from the town council would have any impact and whether DC had the appetite to lobby the Government.

Cllr Ms B. Bawden said the process had to start somewhere and this request was aimed at doing that.

Cllr J. Broom said planning authorities had the power to vary national regulations.

Cllr R. Doney suggested if this was the case, town and parish councils could be brought together under the Dorset Association of Parish and Town Councils (DAPTC) to put pressure collectively on DC.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that through DAPTC, the council encourages Dorset Council to exercise the full scope of its authority where there are local variations within the application of the planning regulations.

19/62/SF Grants

Members supported the proposal to re-categorise the grants so the main fund would support organisations that help and support the town and to provide them with a funding commitment for the life of this council. It was acknowledged this type of grant didn't have to be for a large sum, but the organisations would benefit from the security of a funding commitment.

It was agreed this would be called a 'term grant'.

Members also supported the proposal for a community fund, which would be for one-off capital projects up to £1,000 and agreed there should be an essential requirement for match funding for grants between £500 and £1,000.

Members discussed the split between the two grant funds, which had been suggested in the report as £60,000 for the term grants and £10,000 for community grants.

Cllr Mrs M. Ellis said as the term grants would be committed for five years, she suggested the community grant fund was set at £20,000. She was concerned that if the community grant was capped at £1,000 and an organisation needed more for a big project, there would be no opportunity to provide extra funding as the term grants would already be allocated. She added that organisations needed to be aware the council couldn't give such big sums and they should only apply if it was really needed.

Cllr R. Doney said he had suggested a £1,000 cap to prevent habitual grant applicants applying for such high sums.

Members were concerned they might set an amount for each fund and find it was unworkable when the level of funding requests was known. It was agreed there needed to be some flexibility to stress test and potentially change the amounts if the level of demand required it.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** approve the introduction of term grants and community grants.

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Proposed by Cllr Mrs M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve in principle a term grants' budget of £60,000 and a community grants' fund of £20,000, subject to stress testing.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the processes and timetables for inviting grant applications and making decisions on their allocation.

19/63/SF **Lyme Regis Bowling Club Counter-Proposal**

Cllr R. Doney said he couldn't understand why this matter had come back to the council after all the effort that was made by the previous council to reach a decision, and it had taken six months for the bowling club to respond to the council.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to the bowling club's counter-proposals for a 15-year lease and four unreserved winter car parking passes for Monmouth Beach.

19/64/SF **Sea Sports and Adventure Centre Proposal**

Members generally supported the idea of a sea sport and adventure centre and debated whether the council should agree to create a joint working party with Lyme Regis Gig Club to develop the idea.

Cllr B. Larcombe said although he felt the proposal had merit, he wasn't sure the timing was right because of the uncertainty around other assets at Monmouth Beach and he felt caution was needed until the council had that clarity.

Several members felt it would be beneficial to form a joint working party to explore the idea further and involve other clubs in the Monmouth Beach area.

The town clerk advised against forming a joint working party and said as the gig club wanted this facility, it should come back to the council with developed proposals and to present a business case. He said if the council was party to the project, the greater the expectation it would have to contribute financially.

Cllr Mrs M. Ellis left the meeting at 9.23pm.

The town clerk said the council was just about to agree its objectives and this project did not appear anywhere. Although the council wasn't being asked to financially commit to the proposal at this stage, it would be another project which would require time and commitment.

Cllr Mrs M. Ellis returned to the meeting at 9.25pm.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to inform Lyme Regis Gig Club the council likes the idea of a sea sport and adventure centre and believes it has merit, but more work needed to be done on the proposal in order for the council to consider it alongside other proposals for the Monmouth Beach area.

19/65/SF **Land Stability**

Members noted the report.

19/66/SF Exempt Business

a) Appointment of the Internal Auditor

Cllr R. Doney asked if there were any rules or advice for local authorities about how long it should have the same auditor.

The town clerk said there were no formal rules but he would suggest the council needed to carefully consider whether to extend the contract beyond three years.

He said he had recommended Darkin Miller – Chartered Accountants because they were the cheapest, continuity was needed due to the ongoing issues in the finance team, and because Darkin Miller was used by other councils in the area it was a valuable source of comparable information.

Proposed by Cllr R. Doney and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Darkin Miller – Chartered Accountants as the council's internal auditors for the financial years 2020-21, 2021-22, and 2022-23 and review the appointment in 2022-23 to consider whether the contract should be extended further.

The meeting closed at 9.39pm.

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 DECEMBER 2019

Present

Chairman: Cllr B. Larcombe MBE

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

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

Absent: Cllr L. Howe

19/67/SF Public Forum

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

19/68/SF Apologies for Absence

There were none.

19/69/SF Minutes

Cllr B Bawden referred to minute 19/39/SF, Filming Money-Expressions of Interest, and explained that Cecilia was spelt incorrectly, the correct spelling was Cecilia.

Proposed by Cllr G Turner and seconded by Cllr S Williams, the minutes of the meeting of the Strategy and Finance meeting held on 13 November 2019 were approved as a correct record subject to the corrected spelling referred to above.

19/70/SF Disclosable Pecuniary Interests

Cllr M. Ellis declared a non-pecuniary interest in agenda item 13, List of Payments, in relation to her employment at Woodmead Halls.

19/71/SF Dispensations

There were none.

19/72/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 November 2019

19/41/SF-Update Report

In response to questions from Cllr B Larcombe, the town clerk explained that the council's retained valuer was now attempting to negotiate an agreed figure with the

valuer acting for the powerboat club. He felt that the two sides were probably not a long way apart, but it was too early to predict whether agreement would be reached.

NOTED

19/73/SF Update Report

Blue Sea Café

In response to various questions, the deputy town clerk explained that the tenant preferred by the selection panel had been notified but, as yet, had not responded. Those not preferred, including the 'reserve' had not been notified, pending a response one way or another from the preferred tenant.

NOTED

19/74/SF Internal Audit Report, Visit One 2019-20

The town clerk explained the issues of capacity and lack of continuity which had occurred within the finance team since mid-2018. He acknowledged the impact of these issues on routine processes such as bank reconciliation, paying supplier invoices, raising sales invoices, chasing debts, etc.

Whilst the audit report was disappointing, it was not unexpected given the circumstances, and he was confident that all of the council's systems of internal control and management were sound and robust.

He explained that the council's internal auditor had been retained to produce a detailed management plan to address the outstanding issues, including a prioritised programme which set out the resource and time required to achieve each identified task.

This was being used to inform ongoing work within the finance team. A new temporary finance manager was now in post and had already made a significant impact in the short time he had been employed. In addition, existing staff resources were being deployed to assist the finance team to get everything up-to-date by the target date of end of March 2020.

In response to questions from members, the town clerk confirmed that where a target date had already passed, that element of work had been achieved. He also acknowledged that there remained work to do in getting up-to-date with bank reconciliation, but he was confident that the target date of the end of February 2020 would be met or bettered. He emphasised that the purchase ledger was completely up to date and there was no longer an issue with the payment of invoices from external suppliers.

Some members were concerned about the reliability of the quoted figure for the council's reserves; especially given the timing and scale of planned expenditure.

The town clerk referred back to the budget performance report submitted to the last meeting of this committee. Those projected figures had subsequently been tested and had proved to be accurate.

The deputy town clerk also emphasised that the current reserve figure was an actual 'cash in bank' figure and made absolutely no assumptions about the collection of any

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debts or the receipt of monies recently invoiced. The projected end of year reserve made reasonable assumptions about income from invoices recently raised, car parking income, etc but did not assume any additional one-off payments or debt recovery. It was possible that the projected figure would be bettered come year end.

Members emphasised the need to receive regular updates demonstrating that targets were being met and that progress was being made. It was accepted that the auditors report was an 'historic snapshot'; the important thing was to ensure that improvement was actually achieved, and targets and deadlines met.

NOTED

19/75/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

The town clerk introduced the report and emphasised that it was the members' report in the sense that the issue of risk sat with the governing body and not with him personally.

It was his view that, generally speaking, good progress had been made since last year, but that slippage had occurred on some of the financial issues. This was reflected in the suggested risk 'scores' and in the written risk report.

He explained the methodology used in arriving at the suggested risk 'scores'.

Members ran through the various reports and identified a number of concerns relating to the use of social media, succession planning and reputational issues.

It was agreed that the issue of the use of social media and how the council used it, tracked issues and responded to them could be picked up in detail when the social media policy was next reviewed in 2020.

With regard to the reputational risk of 'negative council image' it was agreed that the probability was overstated, and the 'score' should be reduced from 4 to 3, giving an overall score of 12.

Members **NOTED** the statement of internal control.

Proposed by Cllr J Broom and seconded by Cllr M Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the risk management policy and the standard annual risk assessment be approved without amendment.

Proposed by Cllr B Larcombe and seconded by Cllr G Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the risk register for 2019/20 be approved subject only to the amendment of the overall risk 'score' for the reputational risk of 'negative council image' being reduced to 12 (Impact 4, probability 3).

19/76/SF Objectives 2020-25-Public Feedback

In response to questions from members, the town clerk explained the methodology in choosing the Lyme Voice participants, confirmed that the response rate has been around 50%, which was good. He clarified that the results would be publicised, and the participants thanked for their contribution to the process, both in the council's news column and via a personal letter from the Mayor.

He confirmed that both sets of participants had received the same written information; although those attending the event at Woodmead Halls had the added benefit of being able to ask questions of those staff and councillors present. It was not possible to identify how many residents may have submitted their views through both processes, although he emphasised that the Lyme Voice participants had been chosen 'at random' and their views ought to be entirely representative.

Cllr B. Larcombe highlighted the consistency between the outcomes of the two separate consultation exercises and felt that it demonstrated that the council's suggested priorities were broadly in line with those of the public. He highlighted various projects which had achieved both higher and lower 'approval ratings' and felt there were no surprises in the views expressed.

Cllr B. Bawden expressed concern that the consultation had omitted many environmental issues because these had been moved out of the 'direct action' column. She was concerned about how these issues would be picked up going forwards.

There was general agreement that the consultation exercises had been very worthwhile, had provided useful information and confirmed the council's general views about priorities for future years.

Members **NOTED** the results of the public consultations exercise.

19/77/SF Budget and Precept 202-21 and Five-Year Financial Plan 2020-25

The town clerk introduced his report and clarified that only objectives with an actual financial cost had been included in the list. He emphasised the projected impact on the council's reserves of the suggested budget and plan and explained that this would require the council to formally amend its existing policy on the level of reserves, even if only for a limited period.

The budget made prudent assumptions about the likely levels of future income and he acknowledged that this had not been increased by inflation beyond 2021, but he explained that expenditure had been treated similarly.

Expenditure was front-loaded because of the two major projects which the council was planning to deliver quickly but, after that, had been 'smoothed' having regard to likely levels of reserves. Given the projected levels of reserves, it was more critical than ever to maintain good financial discipline and avoid unbudgeted, in-year, expenditure. He agreed with Cllr S. Williams that it was equally important to look at sensible ways in which income could be increased or one-off receipts generated.

Cllr S Williams expressed his concern that the budget was too 'tight' in future years and that it would only take an unexpected event, or a season of exceptionally bad weather, for the council to be in a difficult financial position.

Cllr R Doney also expressed his nervousness about allowing the council's reserves to fall to the level suggested in future years; particularly with the potential for the roof or office projects to experience cost overruns not wholly within the council's control.

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Cllr B. Larcombe felt that the council's reserves had been built up to an artificially high level in the knowledge that there were one-off, 'once-in-a-generation' major projects to be paid for. Other similar councils would have to borrow to fund such works; this council was in the fortunate position of not needing to. He felt that the proposed budget and plan would return the council's reserves to more normal and justifiable levels.

He also pointed to steps which the council was taking to reduce its expenditure, i.e., the revision of the grants budget. He referred to the intended asset management plan, which he hoped would better identify costs going forward and which would allow the allocation of budgets to specific projects in specific years.

Cllr M. Ellis initiated a general discussion about the suggested residents' day and the indicated cost of £8k per year for 4 years. It was agreed the budget should be left for 21/22 but then reviewed for future years in the light of the experience of holding the initial event.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2020-21 budget.

Proposed by Cllr R. Smith and seconded by Cllr K. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2020-21 objectives and the draft objectives for 2021-25.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a precept of £132,779 for 2020-21.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the proposed five-year financial plan for 2020-25 be approved with the sole amendment that the budget of £8k identified for residents' day in, 2022/23. 2023/24 and 2024/25 be not included at this stage but be looked at in future in the light of the experience and cost of holding the initial event planned for 2021/22.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that the council's policy on the holding of a reserve be amended, temporarily, to permit a reserve no lower than 20% of annual turnover for the period up until 2024/25.

19/78/SF Investments, Cash-Holdings and Investments

Members **NOTED** current investments, cash-holdings and investments.

In addition, proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that:

- a) the principle of rationalising accounts and banks be supported subject to a further, more detailed, report to the next meeting of the Strategy and Finance Committee.
- b) no monies be put on fixed-term deposit unless or until cash flow modelling of forthcoming major expenditure on the Marine Parade roof, the office

refurbishment and any other agreed projects support such an approach to be prudent.

19/79/SF List of Payments

Members **NOTED** the list of payments for May and June 2019.

19/80/SF Debtor's Report

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/81/SF Exempt Business

a) Debtor's Report

The deputy town clerk introduced the report and explained the historic context to the situation at Monmouth Beach and the ongoing issues still being raised by a small number of 'owners'.

He reported that one of the major debts referred to in his report had now been settled and he was pursuing the only other similar debt.

He emphasised that the problems related to a very small number of individuals but, nonetheless, needed to be addressed. He suggested that specialist advice be sought given the potentially complicated legal position.

He explained the other debts referred to in his report and the action being taken to deal with them.

Members reinforced the need to deal with debts promptly and robustly and fully supported taking legal advice and action where necessary. They emphasised that outstanding debts at Monmouth Beach had to be dealt with.

Proposed by Cllr B. Larcombe and seconded by Cllr Mrs M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that specialist legal advice and action be sought about pursuing the small number of outstanding 2018 debts relating to premises at Monmouth Beach.

The meeting closed at 9.30pm.

AGENDA ITEM 6

Committee: Strategy and Finance

Date: 5 February 2020

Title: Matters arising from the minutes of the extraordinary Strategy and Finance Committee meeting held on 17 December 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

19/57/SF – Dorset Council and Lyme Regis Town Council Assets on-and-around Monmouth Beach

Dorset Council (DC) has removed the wooden structures and fishing tackle from the beach and access between the Cobb and Monmouth Beach has been re-opened.

A meeting took place with DC on 27 January 2020, attended by the town clerk, Cllr J. Broom and the council's geotechnical engineer PCRM. The meeting considered the level of the beach and decided no further re-profiling was required.

A working group meeting to discuss the use of that land and the adjacent hardstanding area will be held on Tuesday 25 February 2020.

19/60/SF – Filming Money – Expressions of Interest

Following an email to members, Cllrs B. Larcombe and B. Bawden have asked to attend the meetings with the three organisations who have been awarded the funding to discuss the terms under which the funding was given.

Those meetings are in the process of being arranged.

19/61/SF – Motion from Cllr Ms B. Bawden on Planning Regulations for Heritage Buildings

A letter has been sent to DC's executive director of place in the first instance to outline the council's position on the application of planning regulations.

19/62/SF – Grants

AGENDA ITEM 6

The timetable for inviting and considering grant applications is progressing according to the agreed timetable. The term grant applications will be considered at an extraordinary Full Council meeting on 4 February 2020. The availability of community grants will be advertised w/c 3 February 2020.

19/63/SF – Lyme Regis Bowling Club Counter-Proposal

The bowling club has been informed of the council's decision regarding the bowling club car park and invited to meet with the town clerk to discuss the final details of the agreement. The lease on the clubhouse has also now expired so this will also be discussed.

19/64/SF – Sea Sports and Adventure Centre Proposal

A meeting has been arranged between the council and the gig club to discuss their proposal and outline the council's position.

John Wright
Town clerk
January 2020

AGENDA ITEM 7

Committee: Strategy and Finance

Date: 5 February 2020

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 December 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

19/72/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 November 2019

Powerboat club

Agreement has still not been reached between the powerboat club's valuer and the valuer acting on behalf of the council.

19/76/SF – Objectives 2020-25 – Public Feedback

The results of the public consultation have been publicised on the council website, social media and the newspaper column. A personal letter from the mayor has been sent to all those who attended the open event and responded via Lyme Voice, thanking them for their contributions.

19/78/SF – Investments, Cash Holdings and Loans

A report on the principle of rationalising accounts and banks will be brought to the next meeting on 18 March 2020.

John Wright
Town clerk
January 2020

Committee: Strategy and Finance

Date: 5 February 2020

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Tourist information centre

The council resolution was put to Dorset Council (DC) and discussions took place between the town clerk and DC's head of customer services, Dorset libraries and Dorset archives. An agreement was reached that DC would waive any claim it had under the Landlord and Tenant Act if the town council did not charge DC for a period of three months from 1 April 2020.

Dorset National Park

LymeForward is organising a public meeting on behalf of the council.

Legal proceedings

A verbal update will be given in exempt business.

John Wright
Town clerk
January 2020

Committee: Strategy and Finance

Date: 5 February 2020

Title: Finance Progress Review

Purpose of Report

To inform members of the progress made against the 7 November 2019 internal audit report

Recommendation

Members note the report

Background

1. On 18 December 2019, this committee received an internal audit report dated 7 November 2019.
2. The report highlighted the internal auditor's concerns about financial control. At that meeting, members emphasised the need to receive regular updates demonstrating that targets were being met and that progress was being made.

Report

3. Attached, **appendix 9A**, are the finance sections of that internal report which has a column added to inform members of progress.
4. The council's overall financial position remains as reported to this committee on 19 November 2019 and 18 December 2019, i.e., a £632k year-end budget deficit and a £1,020k year-end reserve, respectively. These forecasts are based on prudent assumptions.
5. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

John Wright
Town clerk
January 2020

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date	Progress
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>The administrative assistant remains in the finance team for three days a week and a six-month fixed-term administrative assistant started in December 2019.</p> <p>Officers continue to work to the additional action plan drawn up by the council's internal auditor.</p> <p>An interim finance manager was appointed on a six-month fixed-term contract in November.</p> <p>Interviews for a permanent finance manager are scheduled for 10 February 2020.</p>

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			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.	JW	Nov.19	
5.1 – Coding of precept	<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 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</p>	L	<p>Agreed</p> <p>Agreed</p>	<p>NC</p> <p>MG</p>	<p>30.11.19</p> <p>31.01.20</p>	<p>Complete.</p> <p>The priority has been to ensure everything is input into Sage.</p> <p>Miscoding amendments are considered as part of the normal payment process. A full nominal review will take place as part of the year-end process.</p>

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	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.					
5.2 – Clear suspense account	<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 posted to the</p>	M				Complete.

APPENDIX 9A

	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. I recommend that the suspense account is cleared as planned.		Agreed	NC	30.11.19	
5.3 – Worldpay debtor reconciliation	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	M				Complete.

APPENDIX 9A

	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). I recommend that the account is reconciled as soon as possible in order to ensure that the income received in relation to various Council services, and the end of period debtor, are correct.		Agreed	NC	31.01.20	
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.						
5.4 – Consider legal action in relation to overdue balances	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	H				One of the two largest overdue balances relating to the re-provision of Chalets at Ware Cliff has been settled in full, along with the corresponding overdue site fees. This amounts to a total of £29,159.96. The second similar overdue balance has been settled in full in respect of overdue site fees (£5454.75) and the sum relating to the final payment for

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	<p>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> <p>I recommend that legal action be taken to recover the debt at the earliest opportunity.</p>		<p>Agreed. Officers believe the larger debts relating to new chalets will be settled shortly but legal action may be required in relation to some of the smaller disputed debts.</p>	MG	31.12.19	<p>the chalet itself (£25,606.81) is expected by the date of this meeting.</p> <p>A verbal update will be provided.</p> <p>The other overdue balances reported to the meeting of this committee on 18 December 2019 are being pursued as instructed.</p> <p>Recently sent invoices relating to 2019/20 continue to be paid well and the position is being closely monitored. Letters will be sent to all those with outstanding balances for 2019/20 by mid-February at the latest chasing the amount due and reminding those concerned that payment must be made in accordance with the originally agreed terms.</p>	
5.5 – Reconcile and merge WDDC and Dorset Council debtor accounts	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	M				Complete.	

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	<p>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>		Agreed	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	Complete.

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5.7 – Reconcile and post invoices relating to car park income paid by card and mobile phone	<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 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>	H	Agreed	IFM	31.01.19	Complete.
5.8 – Consider write off of small debtor balances	<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</p>	L				Complete.

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	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). I recommend that the RFO considers writing off small irrecoverable balances as permitted in the regulations.		Agreed	JW	30.11.19	
5.9 – Allocate receipts against invoices	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. I recommend that this process is carried out as soon as possible.	L	Agreed	NC	31.01.19	Complete.
9.1 – Bank reconciliation to be brought up to date	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, that there are no	H				On target for completion by 31 March 2020, i.e., fully reconciliation up to 29 February 2020 (the internal auditor has set a target of 31 January 2020). This

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	<p>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 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</p>				<p>task is dependent on up to date payments and receipts for each month. The process of identifying receipts is critical in this process; receipts made to the council's bank accounts don't always have an invoice or customer reference number but for internal accounting it is important that the origin of each receipt is understood so it can be recorded against the appropriate council budget. The finance team are still identifying the origin of receipts as far back as August 2019.</p> <p>This is a time-consuming process, particularly for older receipts; the finance team are on top of newer receipts, i.e., January 2020 is up to date.</p> <p>To put some numbers against this activity, in any one month there are between 120-150 receipts; approximately 25% of receipts don't readily identify their origin, i.e. who the payer is and, as a consequence, the budget code against which it should be</p>
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	<p>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</p>	<p>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.</p>	<p>NC</p>	<p>31.03.20</p>	<p>recorded. Through a process of enquiry, disaggregation and elimination the finance team can identify receipts and record them against the relevant budget code.</p> <p>The receipts made to the council's bank accounts each month range between £80000 and £200,000. Most of the receipts whose origin isn't apparent have low and common values, e.g., parking fines; others are several payment receipts wrapped up in one. Because of the low value of these receipts they represent less than 10% of receipts in any one month.</p> <p>The council knows how much money it has received each month and from this allows it take an informed view about its financial position</p> <p>Before a bank reconciliation can take place for any month, all previous months' reconciliations must be complete.</p>
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APPENDIX 9A

	<p>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> <p>I recommend that the bank reconciliations are brought up to date as soon as possible.</p>					
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	Complete.

Committee: Strategy and Finance

Date: 5 February 2020

Title: Service Level Agreement with Woodmead Halls' Management Committee

Purpose of Report

To allow members to consider a service level agreement with Woodmead Halls' management committee to allow the public to use of toilets at Woodmead Halls

Recommendation

Members approve a five-year service level agreement with Woodmead Halls' management committee to allow the public to use its toilets at the front of the building, the agreement starts on 1 April 2020 and the initial annual payment is £9,940 which is uplifted annually by the retail price index

Background

1. Following consideration and recommendation by this committee, on 12 July 2017 the Full Council approved a three-year service level agreement with Woodmead Halls' Management Committee to allow the public to use toilets at Woodmead Halls. The agreement ends on 31 March 2020; the sum payable is £9,940.

Report

2. The town clerk has discussed a new service level agreement with the chairman of Woodmead Halls' Management Committee and agreement, subject to council approval, has been reached on a five-year service level agreement from 1 April 2020 for a sum of £9,940 per annum. The proposal is the amount payable by the council will increase each year by the September RPI.
3. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

John Wright
Town clerk
January 2020

Committee: Strategy and Finance

Date: 5 February 2020

Title: Progress Report Climate and Environmental Emergency Declaration

Purpose of Report

To inform members of progress since the council's declaration of a climate and environmental emergency

Recommendation

Members consider the report and appendices and approve the use of a consultant to undertake an environmental audit of the council's activities

Background

1. On 10 July 2019, this committee considered a motion to declare a climate and environmental emergency. The recommendation from this committee which supported declaring a climate and environmental emergency was approved by resolution of the Full Council on 24 July 2019.
2. The motion required a further report in six months' time.

Report

3. Attached at **appendix 11A** is a six-month progress report from Cllr B BaWden; attached at **appendix 11B** is a report from the town clerk on the council's approved environmental objectives.
4. To progress the council's climate and environmental emergency resolution, there are two practical things which need to be reviewed: the respective roles of the town council and One Planet Working Group (OPWG), (and other environmental organisations in Lyme Regis), and an audit of the town council's activities and the subsequent development and implementation of a plan to achieve carbon neutrality.
5. The town clerk and Cllr B. Bawden have met and a meeting will be arranged with OPWG.
6. The town clerk will contact organisations who undertake environmental audits and seek quotes.
7. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

John Wright
Town clerk
January 2020

Lyme Regis Town Council and One Planet Working Group - January 2020

Six month progress report since the declaration of a climate and environmental emergency

In July 2019, the Lyme Regis Town Council unanimously declared a climate and environmental emergency in which we undertook to:

1. pledge to make the town council carbon neutral by 2030
2. sign up to the UN Sustainable Development Goals
3. set up and support a 'One Planet Working Group' to:
 - conduct an audit of all Town Council activities and implement sustainable practices
 - calculate carbon footprints for all Town Council activities then seek offsetting mechanisms for them
 - review the Town Council's progress and good work
 - co-ordinate existing and potential activities of the community groups and interested individuals towards achievement of the Sustainable Development Goals
4. work with existing groups and organisations already fulfilling sustainability, environmental and climate action - Turn Lyme Green/ Plastic Free Lyme; Lyme Forward; the Lyme Regis Development Trust; the Lyme Regis Society; the business community, churches, schools, charities and voluntary groups - to deliver selected Sustainable Development Goals.
5. Call upon National Government and Dorset Council to provide the powers and resources to make the 2030 target and SDGs possible.
6. Work with other local councils to determine and implement best practice methods to limit global warming to less than 1.5°C.
7. Continue to work with partners across the Lyme Regis area (Uplyme and Charmouth) to deliver the new goals through all relevant strategies and plans.
8. Prepare a report within 6 months with the actions Lyme Regis Town Council will take to address the 'climate and environmental emergency' and achieve success in more Sustainable Development Goals as a partner in the UN's 'Be The Change' initiative through the 'One Planet' group:
<https://www.un.org/sustainabledevelopment/be-the-change/>

Since then, both the town council and the One Planet Working Group (OPWG), set up immediately after the emergency declaration to co-ordinate town council and community efforts to move towards our goal of net-zero carbon emissions by 2030, have agreed a range of policies, aims and plans.

<https://opwg.org.uk/>

<https://www.facebook.com/LymeRegisOPWG>

The council bought its first electric works vehicle, has banned the use of glyphosate weed killer and has started planting trees, in Word Forest's 'Tree-Mend-Us' campaign to plant a tree for every resident of Lyme. Specifying environmental expectations into lease agreements, providing drinking water points on the seafront and investing in electric charging points are next. Fantastic progress.

The entire draft climate and environmental action plan was approved in principle by all members present at an informal budget-setting meeting in November although subsequently several items were transferred to the OPWG for investigation. LRTC direct action plans were agreed and presented as our objectives for the term to the public.

Environmental policies proved popular in the town council's public consultation at the Woodmead Halls in November and through Lyme Voice. Several groups and individuals continue to develop Lyme's reputation as an environmental pioneer in the South West.

Plastic Free Lyme launched the amazing 'Boomerang Bags' scheme and was one of three communities to reach the final of the UK Plastic Free Towns Award. The Eco-Church accredited Baptist Church hosted screenings of David Attenborough's documentaries and this week a sell-out audience was inspired by Charles Dowding's presentation of 'No Dig Gardening' to nourish soil without chemicals and grow food crops all year round.

The Boomerang Bag Scheme and Uplyme Community Sponsorship scheme to resettle a refugee family from Syria in the community were agreed by the OPWG to be our first UN Sustainable Development Goals (SDG) projects.

<https://boomerangbags.org/listings/lyme-regis-uk-boomerang-bags-lyme-regis/>

<https://www.uplymecomunitysponsorship.org.uk/>

I have attended several climate action, low carbon and Green New Deal workshops in Dorset, London and elsewhere and have established links with other town and parish councillors to collaborate and share best practice, aiming to 'scale up' together for larger scale projects which fulfil low or zero carbon purposes.

John Broom and I have promoted Lyme town council's environmental initiatives at Dorset Association of Town and Parish Councils (DAPTC) meetings and the council has passed a request to DAPTC and Dorset Council to make planning regulations fit for climate change action and sustainability purposes.

Other initiatives currently underway are the 'February Fiver Fest', a 'Totally Locally' campaign in the last two weeks of February to encourage spending £5 in local independent shops and

cafes to support Lyme's local economy and a public workshop on renewable energy options and energy efficiency advice, including potential grants available.

<https://totallylocally.org/stuff/totally-locally-fiver-fest/>

Longer term aspirations include investigating co-car and co-bike schemes; considering car-free days with market stalls; reviewing street lighting; identifying tree and wildflower planting possibilities; considering community gardening and cookery skill-sharing options; and projects to research the potential for solar power, the feasibility of marine source heat pumps and to investigate the viability of a learning and community sports and well-being centre in Strawberry Fields.

Summary of action in six months

To summarise action in six months in relation to all the elements of the climate and environmental emergency declaration:

1. the electric works vehicle should reduce LRTC carbon emissions.
2. two community projects submitted as UN SDGs.
3. the OPWG has met every month except December (meeting date was the general election day). The ideas generated were incorporated into the draft climate and environmental action plan and approved in principle by the town council.

Calculation of the carbon footprint was delayed while awaiting guidance from Dorset Council. Low Carbon Dorset did send a methodology in late November which will be used to try to ensure ease of collaboration with other councils. Further work will be necessary as the simplistic formula might not be appropriate for Lyme.

However, adequate understanding, support and resourcing has not been forthcoming so progress has been limited.

4. As above, OPWG's ability to connect with every community group has been limited by lack of resource to the creation of a contact list.

However, meetings and ongoing collaboration with the main environmental groups (Turn Lyme Green, Plastic Free Lyme and the Lyme Regis Society) have been successful and productive. Suggested joint projects with the Woodroffe School and local universities are underway.

5. Anything done? Difficult with the election in December but now that we have a government intent on dismantling our current environmental protections, consumer protections and individual rights, what should we request to enable the best protections and support for the town and its residents?

An active position on Dorset's Climate Change consultation would be sensible, as well as a response to the National Park and AONB proposals. Commitment to the OPWG is vital.

6. Informal links have been established with other town and parish councillors with the aim to collaborate where possible to share best practice and 'scale-up' to attract funding and external expertise where appropriate.

7. Close liaison with Lyme Forward achieved; representation to increase with Lyme Regis Development Trust and the Coastal Communities Team, which includes Uplyme and Charmouth. Potential relaunch of the Gateway card by LRTC to cover the wider community and possible extension of the town bus to Uplyme to be discussed.

8. The six month progress report on town council and OPWG climate and environmental action planning should be interpreted in relation to the UN SDGs. Future plans should refer to specific goals and evaluate their effect.

Have we done enough yet?

The national context has clarified in some respects since the general election but the impact of Brexit and potential deregulation has yet to be assessed.

Globally, earth is the warmest its been in 120,000 years and concentrations of carbon dioxide are the highest they've ever been.

At the UN Climate Change Summit COP 25 in Madrid in September 2019, world leaders failed to reach any agreements of significance.

"During the talks, governments were reminded continually that the world is far off meeting the pledge made in Paris to hold global heating to no more than 2C above pre-industrial levels, regarded by scientists as the outer limit of safety.

Small island states repeatedly stressed that the climate crisis was happening now, with sea level rises, fiercer storms, floods and droughts already causing devastation. Bushfires in Australia and extreme weather around the world in recent months have added to the signals of a growing emergency.

Research published during the two weeks of talks showed that greenhouse gas emissions have risen 4% since the Paris accord was signed in 2015, and the world will need to cut carbon by more than 7% a year in the next decade to heed scientific advice."

The Guardian - 15th December 2019

<https://www.theguardian.com/science/2019/dec/15/cop25-un-climate-talks-over-for-another-year-was-anything-achieved>

The COP26 will be held in Glasgow and it is widely seen as crucial that the UK should show leadership.

Town and parish councils have a golden opportunity to turn climate declarations into actions and to influence their unitary or county authorities and central government, who have generally declared much weaker net zero targets.

2020 is also the year of HCSR - Honest Corporate Social Responsibility -

<https://www.consultancy.uk/news/23282/2020-the-year-of-hcsr-honest-corporate-social-responsibility>

David Attenborough made it plain enough this month:

"The moment of crisis has come. We can no longer prevaricate. We have to change."

Greta Thunberg, the teenage climate activist, addressed world political and business leaders at the World Economic Forum annual meeting in Davos on 23rd January by questioning their empty words and promises:

"Our house is still on fire.

Your inaction is fuelling the flames by the hour.

And we are telling you to act as if you love your children above all else"

Community engagement is absolutely vital if Lyme Regis is to make any progress in its ambitious quest to be net carbon neutral by 2030 and to prepare better community resilience for a leaner economic environment and predicted increased climate chaos.

Just as importantly, council commitment is paramount. Please show it now.

Belinda Bawden

Vice-chairman and Secretary of the One Planet Working Group

<https://opwg.org.uk/>

<https://www.facebook.com/LymeRegisOPWG>

Appendix of projects below

27th January 2019

Appendix I

Projects in hand	Timeframe	Priority
Calculation of carbon footprint	ASAP	Top
Totally Locally FebFiver Fest	15th -25th February 2020	Planning currently
Public Renewable & Energy Efficiency workshop	March or April 2020	Planning currently
Solar potential mapping project	? depends on Woodroffe School	Ongoing
Marine source heat pump feasibility study	? depends on University of Southampton	"
'Well-Being' Festival, car-free market day	? 2021	Traders keen
Community gardening, sharing skills, linking to Community Cafe	? depends on individuals (& Lyme Forward)	Ongoing
Learning and community sports centre on Strawberry Fields	? preliminary support sought, Lyme Regis Development Trust	Ongoing
Vulnerability mapping to enable community action planning	? Centre for Sustainable Energy	Ongoing
Co-Cars/Co-Bikes viability study	? partners and neighbouring councils	"
Electric car-charging points	Liaison with Dorset Council	Ongoing

APPENDIX 11B

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Lead officer	Comment
Refurbish offices, including compliance with environmental standards		X					Mark Green	Project to commence autumn 2020. Project limited to a budget of £300,000.
Develop plan for tree planting, re-wilding and wildflower planting in LRTC green spaces		X					Matt Adamson-Drage	Proposals to be considered by TM&H, 4 March 2020.
Replace vehicles with electric	X	X	X	X	X	X	Matt Adamson-Drage	First electric vehicle purchased. The mule is scheduled for replacement in 2020. Other vehicles will be replaced at the end of their useful life.
Water points on seafront		X					Matt Adamson-Drage	Proposals to be considered by TM&H, 4 March 2020.
Pursue free town bus	X	X					Mark Green	The school bus contract is scheduled for renewal in 2020; the town bus service is provided on the back of this contract. Negotiations will take place with the new school bus provider, summer 2020.
Move to green utility providers	X	X					John Wright	Proposals on migration to green utility provider

APPENDIX 11B

									will be presented to S&F, July-September 2020.
Move to ethical investments	X	X						John Wright	Proposals on migration to ethical investors will be presented to S&F, July-September 2020.
Electronic office					X			Mark Green	Migration to an electronic office will take place following the office refurbishment
Work with Low Carbon Dorset	X	X						John Wright	Contact with Low Carbon Dorset has been made. At the moment, Low Carbon Dorset's ability to respond is constrained by demand. Other advisors will be considered.
Recycling signage on bins	X							Matt Adamson-Drage	Signage proposals have been presented to Dorset Waste Partnership.
Solar panels on cadet hut							X	To be determined	Any proposals will be considered alongside the future of the cadet hut, i.e., the existing structure isn't capable of supporting a new roof and the building

APPENDIX 11B

												may need to be replaced or relocated.
Carbon car parking levy									X		To be determined	A carbon levy will be considered when the town council next reviews its car parking charges. Car parking charges were increased in 2019-20, the next review is scheduled for 2023-24.
Promote environmental initiatives	X					X	X	X	X	X	All	The council will consider initiatives as and when they occur
Introduce electric charging points						X	X	X	X	X	Matt Adamson-Drage	Proposals considered by TM&H, 29 January 2020
Develop business case for water loss						X					Matt Adamson-Drage	A business case will be presented to S&F, September-December 2020
Additional bicycle racks near Cobb Gate, Monmouth Beach and other locations						X					Matt Adamson-Drage	A report will be presented to TM&H, 22 April 2020
Consider 'Preston Model' procurement system						X					John Wright	A report will be presented by S&F, 6 May 2020
Lobby government through Dorset Council and DAPTC to amend regulations to						X					Mark Green	Considered by TM&H, 29 January 2020. Officers have written to Dorset Council. Once a

APPENDIX 11B

improve energy efficiency in conservation areas											response has been received, officers will also contact DAPTC
Undertake review of insulation and energy efficiency of council buildings		X								Mark Green	To be incorporated into the asset investment strategy

Committee: Strategy and Finance

Date: 5 February 2020

Title: Dorset Council's Review of Voluntary Community Sector Grants

Purpose

To inform members of Dorset Council's review of voluntary community sector grants and to seek guidance on the town council's method of response to the consultation exercise

Recommendation

Members consider the report and instruct the town clerk on its method of response to the consultation exercise

Background

1. In 2019/20, Dorset Council provided grants totalling £1.9m¹ to the voluntary and community sector; £1.8 million revenue, £216,000 capital.
2. This allocation is based on the grants' budgets of its constituent councils:

Former council area	Total amount invested £
Dorset County Council	915,464
North Dorset District Council	71,343
Weymouth and Portland Borough Council	95,220
East Dorset District Council	240,925
West Dorset District Council	600,567
Purbeck District Council	84,527
Total	1,932,369

3. The four organisations in Lyme Regis which benefit directly from voluntary and community sector grants are:

Organisation	Purpose of grant	Amount £
Lyme Regis Museum	SLA revenue grant	28,486
Youth Advice Centre – Lyme Regis Development Trust	Youth hub SLA	4,438
Lyme Forward	Community planning grant	6,000
Marine Theatre	SLA revenue grant	6,938
Total		45,862

¹ In the lead up to the local government review, Dorset Council's shadow executive agreed to a transition year for funding for the voluntary and community sector, i.e., a continuation of the previous year's spending.

4. In addition, Lyme Regis benefits from Dorset Council's grant funding to those organisations who provide services across Dorset, e.g., Citizens Advice Bureau, Dorset Community Action, Dorset Association of Parish and Town Councils.
5. On 5 November 2019, Dorset Council's cabinet considered a report on 'Grants to the voluntary and community sector'. The report looked at existing levels of funding, the distribution of funding across Dorset Council's area of operation (raising the issue of funding inequality), the re-categorisation of existing grants in to three categories (earmarked funds, revenue grant scheme and capital grant scheme), new grant application criteria, options for savings up to £160k in 2020/21 and future years' funding.
6. Following consideration, Dorset Council's cabinet decided:
 - (a) 'That an 8 week consultation be agreed to consult on the following options for 2020/21
 1. No change – maintain the current level of funding to the current organisations from 1st April 2020
 2. Maintain the current level of funding but change to the new approach to allocating funding from 1st April 2020
 3. Reduce the current level of funding to current organisations by 10% (except Citizens Advice Bureau (CAB)) and change to the new approach to allocating funding from 1st October 2020
 4. Reduce the current funded organisations by 10% (except CAB) for a 12-month period. Change to the new approach to allocating funding from 1st April 2021
 - (b) That the draft grants application criteria set out in Appendix 2 for consultation be approved
 - (c) That the level of funding for future years (after 2020/21) as part of the medium-term financial planning process be reviewed;
 - (d) That following the consultation process and prior to bringing a report back to Cabinet, the outcome of the consultation be considered by Resources Scrutiny Committee.'
7. The impact of funding cuts and a redistribution of grants across Dorset Council's area of operation could have a significant impact on grant funded organisations that serve Lyme Regis.

Consultation

8. Attached, **appendix 12A**, is a copy of Dorset Council's consultation questionnaire. Because of the significance of this review, a council response is warranted; members can complete the questionnaire at the meeting or delegate its completion.

AGENDA ITEM 12

9. The consultation process closes on 11 March 2020. Post 11 March 2020, Dorset Council's decision-making timetable hasn't been determined.
10. The town council has raised awareness of this consultation exercise on its website and through social media.
11. The mayor and town clerk will shortly meet with those organisations affected by this review.
12. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

John Wright
Town clerk
January 2020

Voluntary and Community Sector (VCS) Funding Review



Dorset Council is currently reviewing the grants the former sovereign councils gave to the VCS in order to offer equal opportunities to VCS organisations in all of Dorset Councils areas. This is also aimed to ensure that all grants given help Dorset Council to meet its priorities. We would appreciate if you could complete this survey to tell us what you think about our proposals.

Are you replying to this survey as a;

- ☐ Official representative of a VCS Organisation
- ☐ Someone involved in a VCS Organisation (e.g. volunteer or service user)
- ☐ Dorset Resident
- ☐ Other

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Voluntary and Community Sector (VCS) Funding Review



Dorset Council currently supports the provision for information, advice and guidance (currently provided by Citizen's Advice) for the general population to have access to housing, employment, debt and benefits advice. Dorset Council is considering continuing to offer this for the next five years. Do you agree with this in principle?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ I'm not sure

Dorset Council currently supports the provision for support of the arts sector (currently provided by The Arts Development Company). Dorset Council is considering continuing to offer this for the next five years. Do you agree with this in principle?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ I'm not sure

Dorset Council currently supports the provision for Voluntary sector support (currently provided by Dorset Community Action, Volunteer Centre Dorset and Dorset Race Equality Council). Dorset Council is considering continuing to offer this for the next five years. Do you agree with this in principle?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ I'm not sure

Dorset Council currently has 4 Museums and 2 Community centres which we have a reversionary interest for (this means we own the building or collection at each of these). We currently offer support grants to help maintain these. Dorset Council is considering continuing to offer this for the next five years. Do you agree with this in principle?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ I'm not sure

Please use the box below to tell us anything about the proposed support in the previous four questions.

It is proposed that there will be a central pot of grant money that all VCS organisations operating in the Dorset Council area can apply to for projects that deliver against the Dorset Council priorities. There will be funds available for local revenue and capital projects. These can be allocated on a 1 to 3 year term. Do you agree with this proposal?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ I'm not sure

Please use the box below to tell us anything else about the above question;

Voluntary and Community Sector (VCS) Funding Review



Following the previous question Dorset Council is also proposing to introduce a new set of criteria for the funding of grants to the VCS. This is to enable a fair and consistent approach across the Dorset Council area and ensure all funding will help Dorset Council to meet its priorities. A summary of the new proposed criteria is below;

All applicants for any grants will need to evidence all of the following:

1. Applications will assist Dorset Council to deliver its Corporate Priorities
2. Applications will help to develop capacity in their sector and directly deliver benefits to people in the Dorset Council area
3. Applications will actively promote diverse and inclusive communities
4. Applications will have measurable outputs and outcomes that feedback Insight information regarding Dorset Councils communities, trends and where applicable identify gaps in provision
5. Applications will demonstrate long-term good practice and/or sustainability
6. Provide evidence that the organisation will be fit for purpose and resilient
7. Any building or premises should have reasonable tenure for a minimum of 20 years (capital applications)

How much do you agree or disagree with the criteria above?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ N/A or I'm not sure

Please use this box if you wish to tell us more about your answer

Applications for community development, community events, play and sports development will need to evidence the following:

1. Target disadvantaged areas (thematic or geographical)
2. Community events will become sustainable as a result of the funding (one-off funding permitted)
3. Sports must be recognised by Sports England (Sport applications only)

How much do you agree or disagree with the criteria above?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ N/A or I'm not sure

Please use this box if you wish to tell us more about your answer

Applications for capital leverage (by capital leverage we mean investing a small amount of money to enable another funder to invest a large amount of money into a capital project in Dorset) will need to evidence the following:

1. Maximum commitment of 20% of the total project cost
2. Will have the capability to be allocated up to 3 years in advance – this could include provisional allocations while applicants develop supporting funding arrangements
3. There will be a demonstrable impact on the local economy
4. There will be evidence-based community benefits in terms of skills development and/or improved well being

How much do you agree or disagree with the criteria above?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ N/A or I'm not sure

Please use this box if you wish to tell us more about your answer

Applications for museums, cultural and heritage will need to evidence the following:

1. Not for profit organisations are an accredited museum, cultural or heritage organisation
2. Evidence that a range of Dorset residents will have participated in the cultural organisations offer/programme.
3. The offer will be distinctive and form a critical component of the town or Dorset wide cultural provision, that is not duplicated elsewhere
4. There will be a demonstrable impact on the local economy
5. There will be evidence-based community benefits in terms of skills development and/or improved well being
6. There will be a strong track record of inward external investment over the last three years.

How much do you agree or disagree with the criteria above?

- ☐ Strongly disagree
☐ Disagree
☐ Neither agree nor disagree
☐ Agree
☐ Strongly agree
☐ N/A or I'm not sure

Please use this box if you wish to tell us more about your answer

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Voluntary and Community Sector (VCS) Funding Review



Please use the box below to tell us anything else

Would you be happy for us to contact you to either talk more about your answers or to work with us on developing the VCS funding offer in the future? *Please note we may not be able to contact everyone. Your response will be treated confidentially. Your details will be kept in accordance with our [Data Protection Policy](#).*

- ☐ Yes I am happy for you to contact me to discuss my answers
- ☐ Yes I am happy for you to contact me to discuss working with you in the future
- ☐ Yes I am happy for you to contact me for either of these things
- ☐ No

Thank you for taking the time to complete our survey

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Committee: Strategy and Finance

Date: 5 February 2020

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of May, June, July, August and September 2019

Recommendation

Members note the report and approve the attached schedule of payments for May, June, July, August and September 2019 for the sums of £277,882.81, £147,760.23, £211,920.05, £154,135.01 and £175,470.59 respectively

Background

1. Lyme Regis Town Council's Financial Regulations, section 5.2, state:

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imbursement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.'

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of May, June, July, August and September 2019, **appendices 13A to E**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. The May and June payments were previously presented to this committee on 18 December 2019 but were not formally recommended for approval so have been brought back to this meeting.

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5. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.
6. Any recommendations from this committee will be considered by the Full Council on 19 February 2020.

Naomi Cleal
Finance assistant
January 2020

Lyme Regis Town Council
Payments list for May 2019

£277,882.81

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
07/05/2019	HMRC NDDS	April 2019 PAYE NI	D/D	11213.74	0%	-	11,213.74	Staffing
08/05/2019	Marine Theatre	Theatre Loan	CHQ 5721	40000	0%	-	40,000.00	utilities
09/05/2019	ZURICH Municipal	Annual Insurance policy	CHQ 5722	12692.12	0%	-	12,692.12	Office Expenses
10/05/2019	DORSET COUNCIL	Business Rates	D/D	7953	0%	-	7,953.00	Outside Works
10/05/2019	HMRC NDDS	KW - Extra PAYE?	D/D	1446.38	0%	-	1,446.38	Staffing
10/05/2019	HMRC VAT	VAT	D/D	28895.38	0%	-	28,895.38	VAT
14/05/2019	ALLSTAR	Fuel	D/D	811.28	20%	135.21	676.07	Outside Works
15/05/2019	BANKLINE	Bank Charges	BLN	51.6	0%	-	51.60	Office Expenses
21/05/2019	WORLDPAY	Transaction charges	D/D	32.82	0%	-	32.82	Office Expenses
21/05/2019	WORLDPAY	Transaction charges	D/D	83.24	0%	-	83.24	Office Expenses
23/05/2019	DORSET COUNCIL	Wheelie bin hire and collection	D/D	830.38	0%	-	830.38	Outside Works
24/05/2019	SALARY	May 2019 Salary	EBP	36874.43	0%	-	36,874.43	Staffing
28/05/2019	HANSFORD CONSTRUCTION	Glass eye works	CHQ	18827.64	20%	3,137.94	15,689.70	Outside Works
28/05/2019	WEST DORSET DISTRI	Loan repayment	S/O	3125	0%	-	3,125.00	Loan Charges
31/05/2019	HMRC NDDS	May 2019 PAYE NI	D/D	12980.74	0%	-	12,980.74	Staffing
31/05/2019	SALARY	May 2019 Salary	EBP	8831.53	0%	-	8,831.53	Staffing
31/05/2019	SALARY	May 2019 Salary	EBP	29.35	0%	-	29.35	Staffing
31/05/2019	UNPAID ITEM FEE	Bank Charge - Mace storage	CHG	20	0%	-	20.00	Office Expenses
Total				£184,698.63				
LLOYDS BANK								
01/05/2019	H LEAF AND SONS	In house joinery	FPO	1745.39	20%	290.90	1,454.49	Office Expenses
01/05/2019	LR PROPERTY MAN	Rent and service charge 01/04/2019 - 30/06/2019	FPO	1245.17	0%	-	1,245.17	Grants
01/05/2019	KITSON AND TROTMAN	Legal and professional	FPO	8469	20%	1,411.50	7,057.50	Office Expenses
01/05/2019	SOUTH WEST COUNCIL	Annual subscription	FPO	630	20%	105.00	525.00	Office Expenses
01/05/2019	IDA FOR LOCAL GOV	Annual Employer Subscription	FPO	547.2	20%	91.20	456.00	Office Expenses
01/05/2019	JOHN BEER MOTOR	Vehicle Maintenance - transit	FPO	329.77	20%	54.96	274.81	Outside Works
01/05/2019	VALE FIRE SAFTEY	Servicing of fire extinguisher	FPO	158.4	20%	26.40	132.00	Office Expenses
01/05/2019	LYME ONLINE	General advertising	FPO	202	20%	33.67	168.33	Outside Works
01/05/2019	MARTINS EXCAVATION	Removal of shelter from Anning road	FPO	528	20%	88.00	440.00	Office Expenses
01/05/2019	MOTTERAM HR	Hr advice	FPO	65	0%	-	65.00	Outside Works
01/05/2019	MOLE AVON	Payment on account	FPO	466.82	0%	-	466.82	Outside Works
01/05/2019	NW SYSTEMS GROUP	Camera streaming - quarter payment	FPO	309.6	20%	51.60	258.00	Marketing & Tourism
01/05/2019	NEWSQUEST	Digital Marketing	FPO	416.41	20%	69.40	347.01	Office Expenses
01/05/2019	NPOWER	Consolidated electricity - Quarter payment	FPO	2367.14	20%	394.52	1,972.62	Office Expenses

Lyme Regis Town Council
Payments list for May 2019

£277,882.81

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
01/05/2019	ONSURFACE	Signage printing	FPO	522.44		0%	-	522.44	Outside Works
01/05/2019	SIX PAYMENT SERVIC	Transaction fees	FPO	209.02		0%	-	209.02	Outside Works
01/05/2019	SCAFFTAG	Unitags - Health and safety	FPO	151.37		20%	25.23	126.14	Office Expenses
01/05/2019	SSP DIRECT	Road signs	FPO	374.4		20%	62.40	312.00	Office Expenses
01/05/2019	SSE ENTERPRISE	Attend repairs - Lifeboat station	FPO	120.25		0%	-	120.25	grants
01/05/2019	SCREWFIX	Various - work clothes, equipment etc	FPO	989.15		0%	-	989.15	Outside Works
01/05/2019	SOUTH WEST WATER	Water Charges	FPO	1928.78		0%	-	1,928.78	utilities
01/05/2019	TOPSPARKS	Electrical repairs, two visits	FPO	264.74		20%	44.12	220.62	Office Expenses
01/05/2019	UNITY 5	Zatpark set up	FPO	2633.16		0%	-	2,633.16	Outside Works
01/05/2019	STAFF MEMBER	Annual travel expenses	FPO	468.3		20%	78.05	390.25	Outside Works
01/05/2019	TRAVIS PERKINS	Various works equipment	FPO	669.77		20%	111.63	558.14	Outside Works
01/05/2019	CUSTOMER	Beach hut refund	FPO	45		20%	7.50	37.50	Office Expenses
01/05/2019	AXMINSTER GARDEN M	Goods and services throughout January and February	FPO	1497.81		20%	249.64	1,248.18	Outside Works
01/05/2019	ARTHUR FORDHAMS	Materials and keys etc	FPO	177.74		20%	29.62	148.12	Office Expenses
01/05/2019	T BEVISS	Materials for cannon	FPO	30		20%	5.00	25.00	Office Expenses
01/05/2019	BEMROSEMOBILE	Service charge January to March	FPO	207.86		20%	34.64	173.22	Office Expenses
01/05/2019	BUGLARS	Investigate oil leak	FPO	224.55		20%	37.43	187.13	Outside Works
01/05/2019	CLARITY COPIERS	Monthly Copier costs	FPO	346		20%	57.67	288.33	Outside Works
01/05/2019	CARRIER 3PL	Lead generation on 2019 brochure and march fulfilment	FPO	11172.97		20%	1,862.16	9,310.81	Marketing & Tourism
01/05/2019	CREATIVE SOLUTIONS	Printing	FPO	48.77		0%	-	48.77	Grants
01/05/2019	DAMORY	2x Months town bus route	FPO	2000		20%	333.33	1,666.67	Outside Works
01/05/2019	DARKIN MILLER	Internal audit fees	FPO	644.24		20%	107.37	536.87	Office Expenses
01/05/2019	EIBE Play	Replacement parts for equipment	FPO	51.77		20%	8.63	43.14	Outside Works
01/05/2019	EUROFFICE	Stationary	FPO	136.78		0%	-	136.78	Outside Works
01/05/2019	FOWLER	Lift hire	FPO	210.59		20%	35.10	175.49	Office Expenses
01/05/2019	GLEN CLEANING	Contract Cleaning	FPO	1299.46		20%	216.58	1,082.88	Office Expenses
01/05/2019	HITCHCOCK	Psychotherapy	FPO	175		0%	-	175.00	Office Expenses
01/05/2019	D J NEWBERRY	Dolphin disposal	FPO	120		20%	20.00	100.00	Office Expenses
02/05/2019	EBAY	Mobile phones - car park attendants	DEB	559.98		0%	-	559.98	Outside Works
02/05/2019	GLASDON	Benches	FPO	9954.68		20%	1,659.11	8,295.57	Outside Works
02/05/2019	BRID BUILD SUPPLIE	Payment on account	FPO	1940.54		20%	323.42	1,617.12	Outside Works
02/05/2019	STAFF MEMBER	Underpayment of Salary to ex employee	FPO	1347.57		0%	-	1,347.57	Office Expenses
03/05/2019	BLUE LEVEL MEDIA	50% balance of the website development	FPO	3840		20%	640.00	3,200.00	Outside Works
07/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	5		20%	0.83	4.17	utilities
07/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	5		20%	0.83	4.17	utilities
07/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	5		20%	0.83	4.17	utilities
08/05/2019	WOODMEAD HALL	Hire of hall	FPO	27		20%	4.50	22.50	Outside Works
08/05/2019	MARGRET FURBER	Refund of burial charges	FPO	179		0%	-	179.00	Office Expenses

Lyme Regis Town Council
Payments list for May 2019

£277,882.81

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
08/05/2019	SHOWBITZ	LED lights for Garden lighting	FPO	8400		20%	1,400.00	7,000.00	Office Expenses
08/05/2019	COUNTY MEMORIALS	Cleaning of headstone and replacement lettering	FPO	756		20%	126.00	630.00	Office Expenses
08/05/2019	LLOYDS BANK COMMERCIAL	Bank deposit correction	PAY	711.04		0%	-	711.04	Office Expenses
09/05/2019	AMAZON UK	Gardening supplies	DEB	39.99		20%	6.67	33.33	Office Expenses
09/05/2019	EBAY	Monitor stand	DEB	16.9		0%	-	16.90	Office Expenses
09/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	10		20%	1.67	8.33	utilities
09/05/2019	AMAZON UK	Medical tags	DEB	1.94		0%	-	1.94	Office Expenses
09/05/2019	SHOWBITZ	LED lights for Garden lighting	FPO	3270		20%	545.00	2,725.00	Office Expenses
09/05/2019	FOOTPRINT FUTURES	Consultancy fees	FPO	1282.8		0%	-	1,282.80	Office Expenses
09/05/2019	CLUB WIFI	Annual CCTV Support and wifi repairs	FPO	2660.82		20%	443.47	2,217.35	Office Expenses
10/05/2019	VPW Systems	Registration of Domain	DD	154.8		20%	25.80	129.00	Office Expenses
13/05/2019	AMAZON UK	Pressure cleaner	DEB	117.04		20%	19.51	97.53	Office Expenses
13/05/2019	AMAZON UK	Gardening supplies	DEB	13.98		20%	2.33	11.65	Office Expenses
13/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	6		20%	1.00	5.00	utilities
15/05/2019	EE LIMITED	Monthly Sim and phones	DD	96.35		20%	16.06	80.29	utilities
15/05/2019	G4S CASH SOLUTIONS	Cash collection	DD	61.87		20%	10.31	51.56	Office Expenses
16/05/2019	SAGE SOFTWARE	Sage support	DD	271.2		20%	45.20	226.00	Office Expenses
17/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	6		20%	1.00	5.00	utilities
17/05/2019	M G WEBBER	Various plants	FPO	288		20%	48.00	240.00	Office Expenses
17/05/2019	LLOYDS BANK COMMERCIAL	S and D services CCTV Survey	FPO	3960		0%	-	3,960.00	Office Expenses
17/05/2019	MOLE AVON	Various external supplies	FPO	395		20%	65.83	329.17	Office Expenses
17/05/2019	PR DRIVER GATES	Prototype cages for lighting in the gardens	FPO	377		20%	62.83	314.17	Office Expenses
17/05/2019	LGRC ASSOCIATES	Provision for locum Finance Officer	FPO	4074.77		20%	679.13	3,395.64	Office Expenses
17/05/2019	CLARITY COPIERS	Photocopies April	FPO	128.32		20%	21.39	106.93	Office Expenses
17/05/2019	HANSFORD CONSTRUCT	Lift hire	FPO	312		20%	52.00	260.00	Office Expenses
21/05/2019	ARCHANT SOUTH WEST CD 9724	Job advertisement	DEB	402		20%	67.00	335.00	Office Expenses
21/05/2019	WORLDPAY	Transaction fees	DD	188.15		0%	-	188.15	Office Expenses
21/05/2019	WORLDPAY	Transaction fees	DD	37.54		0%	-	37.54	Office Expenses
21/05/2019	WORLDPAY	Transaction fees	DD	23.94		0%	-	23.94	Office Expenses
21/05/2019	WORLDPAY	Transaction fees	DD	10		0%	-	10.00	Office Expenses
21/05/2019	WORLDPAY	Transaction fees	DD	10		0%	-	10.00	Office Expenses
23/05/2019	EBAY	Velvet cushion	DEB	9.45		20%	1.58	7.88	Office Expenses
23/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	6		20%	1.00	5.00	utilities
23/05/2019	EBAY	Ceremonial gloves	DEB	5.99		20%	1.00	4.99	utilities
23/05/2019	VOICE OVER IP LYM001	Broadband and phone April	DD	345.55		20%	57.59	287.96	Office Expenses
24/05/2019	LUKE LAWSON	Monthly website and computer support	FPO	600		0%	-	600.00	Office Expenses
24/05/2019	L R MUSICAL THEATRE	Grant for 2018/19 production	FPO	2000		0%	-	2,000.00	Office Expenses
28/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB	6		20%	1.00	5.00	utilities

Lyme Regis Town Council
Payments list for May 2019
Total

£277,882.81

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
28/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB		10	20%		1.67	8.33 utilities
28/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB		6	20%		1.00	5.00 utilities
28/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB		6	20%		1.00	5.00 utilities
29/05/2019	GIFFGAFF	Monthly Mobile bundle	DEB		6	20%		1.00	5.00 utilities
Total				£93,148.03					
Petty Cash				£36.15					

Lyme Regis Town Council
Payments list for June 2019

£147,760.23

Total

Date	Supplier	Detail	Payment Type	Amount	Probable VAT Code*	Probable VAT	Probable Net*	Indicative Expenditure Category
NAT WEST BANK								
03/06/2019	SOUTH WEST WATER	Water usage	D/D	9.41	20%	1.57	7.84	utilities
03/06/2019	SOUTH WEST WATER	Water usage	D/D	7.97	0%	-	7.97	utilities
03/06/2019	SOUTH WEST WATER	Water usage	D/D	40.4	0%	-	40.40	utilities
03/06/2019	SOUTH WEST WATER	Water usage	D/D	30.74	0%	-	30.74	utilities
04/06/2019	DORSET COUNCIL	Additional staff for bin collections	D/D	248.32	0%	-	248.32	Outside Works
04/06/2019	STAFF	Staff settlement	CHQ 5724	15300	0%	-	15,300.00	Staffing
06/06/2019	DORSET COUNCIL	Refuse equipment	D/D	370	0%	-	370.00	Outside Works
10/06/2019	DORSET COUNCIL	Business rates	D/D	7953	0%	-	7,953.00	Outside Works
13/06/2019	HMRC NDDS	Additional PAYE	D/D	5621.95	0%	-	5,621.95	Staffing
14/06/2019	ALLSTAR	Monthly Fuel	D/D	909.72	20%	151.62	758.10	Outside Works
17/06/2019	BANKLINE	Bank Charges	BLN	50.8	0%	-	50.80	Office Expenses
19/06/2019	DORSET COUNCIL	Wheelie bin hire and collection	D/D	575.36	0%	-	575.36	Outside Works
20/06/2019	WORLDPAY	Transaction charges	D/D	31.98	0%	-	31.98	Office Expenses
20/06/2019	WORLDPAY	Transaction charges	D/D	58.86	0%	-	58.86	Office Expenses
24/06/2019	SALARY	June Salaries	EBP	34969.9	0%	-	34,969.90	Staffing
25/06/2019	WEST DORSET DISTRI	Loan repayment	S/O	3125	20%	520.83	2,604.17	Office Expenses
28/06/2019	HMRC NDDS	June PAYE NI	D/D	11710.47	0%	-	11,710.47	Staffing
Total				<u>£81,013.88</u>				
LLOYDS BANK								
03/06/2019	DOTTIE KITCHEN	Civic night Deposit	FPO	257	0%	-	257.00	Democratic Reps.
04/06/2019	DVLA VEHICLE TAX	Vehicle Tax	DEB	260	0%	-	260.00	Office Expenses
04/06/2019	GIFFGAFF CD 9724	Monthly Mobile Bundle	DEB	6	20%	1.00	5.00	Office Expenses
05/06/2019	TESCO-STORES	Mayors Allowance	DEB	148.7	0%	-	148.70	Democratic Reps.
07/06/2019	ARCHANT SOUTH WEST	Advertising	DEB	402	20%	67.00	335.00	Office Expenses
07/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
07/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6	20%	1.00	5.00	Utilities
07/06/2019	DOTTIE KITCHEN	Civic night	FPO	538	20%	89.67	448.33	Outside Works
10/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	10	20%	1.67	8.33	Office Expenses
10/06/2019	FOREST AND TREE	To fell holm Oak	FPO	480	0%	-	480.00	Outside Works
10/06/2019	GLASDON	Benches	FPO	5850.1	0%	-	5,850.10	Grants
10/06/2019	GLEN CLEANING	Contract cleaning	FPO	2572.6	20%	428.77	2,143.83	Outside Works
10/06/2019	KELTIC CLOTHING	Staff clothing	FPO	423.6	20%	70.60	353.00	Staffing
10/06/2019	KEELY WINDOWS	Window Cleaning	FPO	67.32	20%	11.22	56.10	Office Expenses

Lyme Regis Town Council
Payments list for June 2019

£147,760.23

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
10/06/2019	ICCM	Staff training	FPO	275		0%	-	275.00	Outside Works
10/06/2019	LYME ONLINE	General Advertising	FPO	185		0%	-	185.00	Office Expenses
10/06/2019	LR SEA SCHOOL	Grant for three new boats	FPO	4999.99		20%	833.33	4,166.66	Office Expenses
10/06/2019	LR REGATTA CARNIVA	Full page advert in carnival programme	FPO	200		0%	-	200.00	Office Expenses
10/06/2019	LEWIS BROWN	Topographical survey and monitoring	FPO	3756		0%	-	3,756.00	grants
10/06/2019	METRIC APRIL 17	Website Costs	FPO	97.2		0%	-	97.20	Office Expenses
10/06/2019	NEWSQUEST MG	Advertising	FPO	564.94		20%	94.16	470.78	Office Expenses
10/06/2019	NPOWER	Electricity	FPO	125.62		20%	20.94	104.68	Office Expenses
10/06/2019	PITNEY BOWES	Annual contract and postage	FPO	1174.37		0%	-	1,174.37	Outside Works
10/06/2019	STAFF MEMBER	Eye test	FPO	44.5		20%	7.42	37.08	Outside Works
10/06/2019	SOUNDSVIEW	Promotional videos for media campaign	FPO	360		20%	60.00	300.00	Marketing & Tourism
10/06/2019	SW HYGIENE	Annual sanitary disposal and rental	FPO	1823.75		20%	303.96	1,519.79	Office Expenses
10/06/2019	SCREWFIX	Various external supplies	FPO	1476.29		20%	246.05	1,230.24	Outside Works
10/06/2019	SIX PAYMENT SERVIC	Processing fees	FPO	456.05		20%	76.01	380.04	Office Expenses
10/06/2019	SAGE	Sage support	FPO	360		20%	60.00	300.00	Office Expenses
10/06/2019	SOUTH WEST WATER	Water	FPO	303.32		0%	-	303.32	utilities
10/06/2019	TRAVIS PERKINS	Various external supplies	FPO	958.12		20%	159.69	798.43	Outside Works
10/06/2019	URBAN CRAZY	replacement mini golf felt	FPO	186.85		20%	31.14	155.71	Outside Works
10/06/2019	XYLEM WATER SOLUTI	Annual service maintenance	FPO	668.74		20%	111.46	557.28	Outside Works
10/06/2019	AAFENCING	Fencing panels	FPO	1110.48		0%	-	1,110.48	Grants
10/06/2019	I SMITH	Beach Hut Refund	FPO	40.5		20%	6.75	33.75	Chalets & Beach Huts
10/06/2019	KATE SKILLINGS	Beach Hut Refund	FPO	10		0%	-	10.00	Chalets & Beach Huts
10/06/2019	AXMINSTER IRONWORK	Repairs to flagpole	FPO	180		20%	30.00	150.00	Outside Works
10/06/2019	A J SUPPLIES	Cleaning supplies	FPO	144		0%	-	144.00	Outside Works
10/06/2019	ARTHUR FORDHAMS	Various, keys, cleaning supplies etc	FPO	399.99		20%	66.67	333.33	Office Expenses
10/06/2019	AXE SKIP HIRE	Skip hire	FPO	240		20%	40.00	200.00	Office Expenses
10/06/2019	AXMINSTER GARDEN	Goods and services throughout April	FPO	349.88		20%	58.31	291.57	Office Expenses
10/06/2019	BRIDGEWATER & Taunton College	Tree Climbing, Arial course	FPO	1190		0%	-	1,190.00	Staffing
10/06/2019	BUGLARS	Car maintenance and parts	FPO	845.22		20%	140.87	704.35	Outside Works
10/06/2019	BUSEC	Monthly training costs	FPO	225		20%	37.50	187.50	Staffing
10/06/2019	COBB GARAGE	MOT certificate and parts	FPO	165.97		20%	27.66	138.31	Outside Works
10/06/2019	CARRIER 3PL	April brochure fulfilment	FPO	1191.7		20%	198.62	993.08	Marketing & Tourism
10/06/2019	EMPLOYEE	Travel Expenses	FPO	125.06		20%	20.84	104.22	Outside Works
10/06/2019	CAROL WILLIAMS	Monthly Cleaning costs	FPO	403		0%	-	403.00	Outside Works
10/06/2019	CHARD CONCERT BAND	Band performance	FPO	200		20%	33.33	166.67	Marketing & Tourism
10/06/2019	DAPTC	Annual subscription	FPO	847.35		20%	141.23	706.13	Staffing
10/06/2019	FORTRESS SW LTD	Attend fire alarm	FPO	45		20%	7.50	37.50	Outside Works
10/06/2019	WEST DORSET DISTRI	Skatepark expenditure and brochure postage	FPO	2258.27		0%	-	2,258.27	Office Expenses

Lyme Regis Town Council
Payments list for June 2019

£147,760.23

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
10/06/2019	DCC PENSION FUND	Additional Pension payment	FPO	381.13		0%	-	381.13	Staffing
10/06/2019	EUROFFICE	Stationary	FPO	193.36		20%	32.23	161.13	Office Expenses
10/06/2019	EDF	Electricity	FPO	147		5%	7.00	140.00	Office Expenses
10/06/2019	H C LEWIS AND CO	Surfacing repairs	FPO	5220		20%	870.00	4,350.00	Office Expenses
11/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Office Expenses
14/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Office Expenses
14/06/2019	M G WEBBER	Various Flowers	FPO	3270.36		20%	545.06	2,725.30	Outside Works
14/06/2019	DAMORY	Local bus service	FPO	952.4		0%	-	952.40	Office Expenses
14/06/2019	LR JAZZ FESTIVAL	Grant - Jazz fest	FPO	400		0%	-	400.00	Grants
14/06/2019	CAROL WILLIAMS	Monthly Cleaning costs	FPO	397.75		0%	-	397.75	Office Expenses
14/06/2019	XTREME FALCONRY	Bird of Prey Attendance	FPO	380		0%	-	380.00	Outside Works
14/06/2019	BONE BLACK	Repairs to Decorative Painting - Cemetery	FPO	2970		20%	495.00	2,475.00	Outside Works
14/06/2019	ADVENTURE UNDER SA	Grant for local young people challenge	FPO	999		0%	-	999.00	Grants
14/06/2019	HAYLEY KINLAN	Beach hut Refund	FPO	20		0%	-	20.00	Office Expenses
14/06/2019	CUSTOMER	Second beach hut key deposit refund	FPO	20		0%	-	20.00	Office Expenses
17/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Office Expenses
17/06/2019	EBAY	New till for amenity area	DEB	115		0%	-	115.00	Office Expenses
17/06/2019	SAGE SOFTWARE	Sage support	DD	271.2		20%	45.20	226.00	Office Expenses
17/06/2019	VPW Systems	Silver Domains - Website	DD	234		20%	39.00	195.00	Office Expenses
17/06/2019	EE LIMITED	Monthly mobile and sim cards	DD	95.24		20%	15.87	79.37	Utilities
17/06/2019	G4S CASH SOLUTIONS	Cash Collection	DD	77.34		20%	12.89	64.45	Outside Works
20/06/2019	VOICE OVER IP	Broadband & Phone	DD	337.73		20%	56.29	281.44	Office Expenses
20/06/2019	WORLDPAY	Transaction charges	DD	48.44		0%	-	48.44	Office Expenses
20/06/2019	WORLDPAY	Transaction charges	DD	33.71		0%	-	33.71	Office Expenses
20/06/2019	WORLDPAY	Transaction charges	DD	23.94		0%	-	23.94	Office Expenses
20/06/2019	WORLDPAY	Transaction charges	DD	10		0%	-	10.00	Office Expenses
20/06/2019	WORLDPAY	Transaction charges	DD	10		0%	-	10.00	Office Expenses
21/06/2019	VOSPERS	Car parts	FPO	81.89		20%	13.65	68.24	Office Expenses
21/06/2019	TRAVIS PERKINS	Various consolidated invoices	FPO	747.72		20%	124.62	623.10	Outside Works
21/06/2019	PLASTIC FREE LYME	Grant - Lyme go Green	FPO	1038.55		0%	-	1,038.55	Grants
21/06/2019	DCC PENSION FUND	June Pension payments	FPO	8678.29		0%	-	8,678.29	Office Expenses
25/06/2019	EBAY	Mobile handsets	DEB	279.99		20%	46.67	233.33	Office Expenses
25/06/2019	EBAY	Amenity supplies - till rolls	DEB	53.4		20%	8.90	44.50	Office Expenses
25/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Office Expenses
26/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Office Expenses
26/06/2019	TRAVIS PERKINS	External supplies	DEB	127.44		20%	21.24	106.20	Outside Works
27/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	10		20%	1.67	8.33	Office Expenses
27/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Office Expenses

Lyme Regis Town Council
Payments list for June 2019
Total

£147,760.23

Date	Supplier	Detail	Payment Type	Amount	Probable Code *	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
28/06/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB		6	20%	1.00	5.00	Office Expenses
		Total		<u>£66,681.36</u>					
		Petty Cash		<u>£64.99</u>					

Lyme Regis Town Council
Payments list for July 2019

£211,920.05

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01/07/2019	PENNON WATER SRVCS	Water Usage	D/D	38.9		20%	6.48	32.42	utilities
03/07/2019	DORSET COUNCIL	Traffic Monitoring for Sidmouth Road	D/D	300		0%	-	300.00	utilities
08/07/2019	EDFENERGY CUST PLC	Electricity	D/D	299.48		5%	14.26	285.22	Utilities
10/07/2019	DORSET COUNCIL	Rates	D/D	7953		0%	-	7,953.00	Outside Works
10/07/2019	LYME REGIS BOWLING CLUB	Advertising in brochure	CHQ 5726	40		0%	-	40.00	Marketing
15/07/2019	ALLSTAR	Monthly Fuel costs	D/D	748.52		20%	124.75	623.77	Outside Works
15/07/2019	BANKLINE	Bank Charges	BLN	50.8		0%	-	50.80	Office Expenses
16/07/2019	OVERTON	Replace Surface Rake	CHQ 5727	60840		20%	10,140.00	50,700.00	Outside Works
19/07/2019	WORLDPAY	Transaction Charges	D/D	30.42		0%	-	30.42	Office Expenses
19/07/2019	WORLDPAY	Transaction Charges	D/D	56.05		0%	-	56.05	Office Expenses
23/07/2019	DORSET COUNCIL	Bin Hire	D/D	625.94		0%	-	625.94	Outside Works
24/07/2019	SALARY	July Salaries	EBP	36532.44		0%	-	36,532.44	Staffing
25/07/2019	WEST DORSET DISTRI	Loan Repayment	S/O	3125		0%	-	3,125.00	Loan Charges
30/07/2019	HMRC NDDS	July PAYE and NI	D/D	12055.64		0%	-	12,055.64	Staffing
Total				£122,696.19					

LLOYDS BANK

01/07/2019	TOOLSTODAY	Safety Helmet	DEB	125		20%	20.83	104.17	Office Expenses
01/07/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Utilities
02/07/2019	SECUREPRODUCTS	Health and safety products	DEB	4.99		20%	0.83	4.16	Office Expenses
03/07/2019	ARCHANT SOUTH WEST	Job Advertisement	DEB	420.3		0%	-	420.30	Staffing
03/07/2019	VPWSYSTEMSUK	Website costs	DD	360		20%	60.00	300.00	Marketing & Tourism
03/07/2019	GRENKELEASING	Copier Costs	DD	313.2		20%	52.20	261.00	Office Expenses
04/07/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Utilities
08/07/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Utilities
08/07/2019	EBAY	Radio equipment	DEB	37.66		20%	6.28	31.38	Office Expenses
08/07/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		0%	-	6.00	Utilities
09/07/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	10		0%	-	10.00	Utilities
10/07/2019	WEST DORSET DISTRI	Guide Postage March	FPO	31.02		20%	5.17	25.85	Office Expenses
10/07/2019	METRIC APRIL 17	Remove Old Machine & New machine	FPO	798		20%	133.00	665.00	Outside Works
10/07/2019	CUSTOMER	Cancelled Shelters Hire	FPO	75		20%	12.50	62.50	Office Expenses
10/07/2019	CUSTOMER	Change of dates on Shelters	FPO	75		0%	-	75.00	Office Expenses
10/07/2019	CUSTOMER	Overpayment on Beach Hut	FPO	12		0%	-	12.00	Office Expenses
10/07/2019	AXMINSTER GARDEN M	Goods & Services for May	FPO	1246.19		20%	207.70	1,038.49	Outside Works
10/07/2019	AXMINSTER TOOLS	Tools for Exterior Works Team	FPO	12.79		20%	2.13	10.66	Outside Works
10/07/2019	ARTHUR FORDHAMS	Cleaning Products	FPO	124.75		0%	-	124.75	Office Expenses

Lyme Regis Town Council
Payments list for July 2019

£211,920.05

Total

Date	Supplier	Detail	Payment Type	Amount	Probable Code*	VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
10/07/2019	A.S SECURITY ALARM	New Alarm System for Office	FPO	486		0%	-	486.00	Office Expenses
10/07/2019	AXMINSTER IRONWORK	Repairs to Flagpole	FPO	180		20%	30.00	150.00	Outside Works
10/07/2019	AXE SKIP HIRE	Skip Hire	FPO	720		20%	120.00	600.00	Outside Works
10/07/2019	AX LY CANCER SUPP	Grant for Supporting	FPO	500		0%	-	500.00	Grants
10/07/2019	STAFF	Travel Expenses	FPO	14.18		20%	2.36	11.82	Outside Works
10/07/2019	BUSEC	Staff Training	FPO	225		20%	37.50	187.50	Staffing
10/07/2019	BURTLE SILVER BAND	Performance on Marine Parade	FPO	175		20%	29.17	145.83	Office Expenses
10/07/2019	CARRIER 3PL	May Fulfilment	FPO	3183.83		20%	530.64	2,653.19	Marketing & Tourism
10/07/2019	C K COMMUNICATIONS	Hand Radio	FPO	250.8		20%	41.80	209.00	Office Expenses
10/07/2019	CAROL WILLIAMS	Office Cleaning	FPO	322.75		20%	53.79	268.96	Office Expenses
10/07/2019	CLARITY COPIERS	Photocopying	FPO	457.86		20%	76.31	381.55	Office Expenses
10/07/2019	CASTERBRIDGE SURV	Survey Works at offices	FPO	2995		0%	-	2,995.00	Office Expenses
10/07/2019	CLEANING SUP 4U	Cleaning Supplies	FPO	1470.41		20%	245.07	1,225.34	Outside Works
10/07/2019	COBB GARAGE	Parts for Works Vehicle	FPO	424.86		20%	70.81	354.05	Outside Works
10/07/2019	DAMORY	Local bus route	FPO	2000		0%	-	2,000.00	Grants
10/07/2019	BUGLARS	Battery	FPO	76.18		20%	12.70	63.48	Outside Works
10/07/2019	BLACKDOWN SAMBA	June Performance	FPO	175		0%	-	175.00	Marketing & Tourism
10/07/2019	RH ADVERTISING	Summer Digital Campaign	FPO	5856		20%	976.00	4,880.00	Marketing & Tourism
10/07/2019	SIX PAYMENT SERVIC	Transaction Charges	FPO	384.84		0%	-	384.84	Outside Works
10/07/2019	TRADE UK	Provisions for Outdoor Staff	FPO	929.7		20%	154.95	774.75	Office Expenses
10/07/2019	SAGE 6	Bespoke Consultancy Call	FPO	559.99		20%	93.33	466.66	Office Expenses
10/07/2019	STAINLESS DESIGN	Toilets work	FPO	4430.4		20%	738.40	3,692.00	Outside Works
10/07/2019	SOUTH WEST WATER	Water Bill	FPO	401.57		0%	-	401.57	utilities
10/07/2019	STONECRAFT STAINED	Restore Chapel Window	FPO	1668		20%	278.00	1,390.00	Outside Works
10/07/2019	SKINNER CONSTRUCT	Retention - Marine Parade	FPO	4337.54		20%	722.92	3,614.62	Outside Works
10/07/2019	THORNE SECURITY	New Safe keys	FPO	330		20%	55.00	275.00	Outside Works
10/07/2019	TOPSPARKS	Electrical Works	FPO	308.26		20%	51.38	256.88	Outside Works
10/07/2019	TRAVIS PERKINS	Hardware	FPO	126.87		20%	21.15	105.73	Outside Works
10/07/2019	THOMPSONS SOLICITO	Legal Services	FPO	1200		20%	200.00	1,000.00	Office Expenses
10/07/2019	UPLYME CRICKET	Grant	FPO	2000		0%	-	2,000.00	Grants
10/07/2019	VIRIDOR	Compost 10 tonnes	FPO	886.32		20%	147.72	738.60	Outside Works
10/07/2019	M G WEBBER	Planted Tubs & Hanging Baskets	FPO	1363.2		20%	227.20	1,136.00	Outside Works
10/07/2019	ZURICH	Insurance	FPO	117.4		0%	-	117.40	Office Expenses

Lyme Regis Town Council
Payments list for August 2019

£154,135.01

Total

Date	Supplier	Detail	Payment Type	Amount	Code*	Probable VAT	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
27/08/2019	WEST DORSET DISTRI	Loan repayment	S/O	3125		20%	520.83	2,604.17	Loan Charges
22/08/2019	SALARY	August salaries	EBP	36773.16		0%	-	36,773.16	Staffing
20/08/2019	WORLDPAY	Transaction charges	D/D	36.78		0%	-	36.78	Office Expenses
20/08/2019	WORLDPAY	Transaction charges	D/D	106.91		20%	17.82	89.09	Outside Works
19/08/2019	DORSET COUNCIL	Bin hire	D/D	802.92		0%	-	802.92	Outside Works
15/08/2019	LR XMAS LIGHTS NEW	Christmas lights bank closure	EBP	9712.21		0%	-	9,712.21	Transfer
15/08/2019	BANKLINE	Bank Charges	BLN	51.2		0%	-	51.20	Office Expenses
14/08/2019	ALLSTAR	Monthly fuel costs	D/D	718.96		20%	119.83	599.13	Outside Works
12/08/2019	DORSET COUNCIL	Rates	D/D	7953		0%	-	7,953.00	Outside Works
12/08/2019	HMRC VAT	August PAYE and NI	D/D	25948.47		0%	-	25,948.47	VAT
01/08/2019	PENNON WATER SRVCS	Water usage	D/D	1532.08		0%	-	1,532.08	Utilities
Total				£86,760.69					
LLOYDS BANK									
30/08/2019	AMAZON UK	Supplies for outside staff	DEB	1041.72		20%	173.62	868.10	Office Expenses
29/08/2019	GIFFGAFF.COM	Monthly mobile bundle	DEB	6		20%	1.00	5.00	Utilities
28/08/2019	GIFFGAFF.COM	Monthly mobile bundle	DEB	6		20%	1.00	5.00	Utilities
27/08/2019	GIFFGAFF.COM	Monthly mobile bundle	DEB	10		20%	1.67	8.33	Utilities
27/08/2019	GIFFGAFF.COM	Monthly mobile bundle	DEB	6		20%	1.00	5.00	Utilities
27/08/2019	GIFFGAFF.COM	Monthly mobile bundle	DEB	6		20%	1.00	5.00	Utilities
27/08/2019	FIRST4MAGNETS	Stationary	DEB	14.08		0%	-	14.08	Office Expenses
23/08/2019	BRID BUILD SUPPLIE	Electric cable	DEB	106.21		20%	17.70	88.51	Outside Works
23/08/2019	GIFFGAFF.COM	Monthly Mobile Bundle	DEB	6		20%	1.00	5.00	Utilities
23/08/2019	EBAY	Two wheelchairs	DEB	329.98		20%	55.00	274.98	Office Expenses
23/08/2019	STAFF	Travel expenses	FPO	26.1		0%	-	26.10	Staffing
23/08/2019	CUSTOMER	Shelter hire refund	FPO	20		0%	-	20.00	Beach Hut
23/08/2019	IMAGIN	ID badges for new members and staff	FPO	85.44		20%	14.24	71.20	Office Expenses
23/08/2019	GROVES NURSERIES	Planting	FPO	575.92		20%	95.99	479.93	Outside Works
23/08/2019	CUSTOMER	Shelter hire refund	FPO	75		0%	-	75.00	Beach Hut
23/08/2019	BUSEC	Staff training	FPO	225		20%	37.50	187.50	Office Expenses
23/08/2019	DCC PENSION FUND	Pension expenses	FPO	8778.81		20%	1,463.14	7,315.68	Office Expenses
23/08/2019	LRDT	Grant	FPO	2500		0%	-	2,500.00	Grants
23/08/2019	CUSTOMER	Beach hut key deposit refund	FPO	20		0%	-	20.00	Beach Hut
23/08/2019	LRDT PROPERTY M	Service charge	FPO	1276.92		20%	212.82	1,064.10	Rents
23/08/2019	STAFF	Travel expenses	FPO	76.73		0%	-	76.73	Office Expenses
23/08/2019	STAFF	Travel expenses	FPO	21.6		0%	-	21.60	Office Expenses
23/08/2019	TRAVIS PERKINS	External works supplies	FPO	304.41		20%	50.74	253.68	Outside Works

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£154,135.01

Total

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23/08/2019	TRADE UK	Hardware	FPO	1506.57		20%	251.10	1,255.48	Outside works
23/08/2019	GLEN CLEANING NEW	Contract cleaning	FPO	7457.27		20%	1,242.88	6,214.39	Outside works
22/08/2019	WWW.AAT-ORG.UK	Membership renewal	DEB	99		0%	-	99.00	Staffing
22/08/2019	AMAZON UK	Glasses for Guildhall	DEB	19.99		20%	3.33	16.66	Office Expenses
22/08/2019	VPWSYSTEMSUK	Website Costs	DD	54		20%	9.00	45.00	Marketing & Tourism
21/08/2019	AED LOCATOR LTD	Tag monitoring service	FPO	58.8		20%	9.80	49.00	Office Expenses
21/08/2019	TRACEY POXON	Office cleaning	FPO	577		20%	96.17	480.83	Office expenses
21/08/2019	LR FOOTBALL CLUB	Hire of football club for Mayor Making	FPO	130		0%	-	130.00	Office expenses
21/08/2019	STAFF	Travel expenses	FPO	22.5		0%	-	22.50	Office expenses
21/08/2019	STAFF	Travel expenses	FPO	62.59		0%	-	62.59	Office expenses
21/08/2019	SSP DIRECT	Signage	FPO	193.11		20%	32.19	160.93	Office expenses
21/08/2019	ANDREW TOLLETT	Fence removal -Park and Ride	FPO	380		0%	-	380.00	Outside Works
21/08/2019	PHOENIX LIGHTING	Lighting Works	FPO	200.4		20%	33.40	167.00	Outside works
21/08/2019	FIRE PROTECTION	Emergency wheelchair	FPO	321.48		20%	53.58	267.90	Office Expenses
21/08/2019	ECOM6	Web payment	FPO	432		20%	72.00	360.00	Office expenses
21/08/2019	TOPSPARKS	Electrical works	FPO	4862.5		20%	810.42	4,052.08	Outside works
21/08/2019	FOOTPRINT FUTURES	Training	FPO	1150		20%	191.67	958.33	Office expenses
21/08/2019	DCC PENSION FUND	Pensions	FPO	8877.96		0%	-	8,877.96	Staffing
21/08/2019	CUSTOMER	Refund of beach hut	FPO	120		0%	-	120.00	Income other
20/08/2019	VOICE OVER IP LYM001	Phone charges	DD	331.04		0%	-	331.04	office expenses
20/08/2019	WORLDPAY	Transaction charges	DD	77.71		0%	-	77.71	Office Expenses
20/08/2019	WORLDPAY	Transaction charges	DD	61.66		0%	-	61.66	Office Expenses
20/08/2019	WORLDPAY	Transaction charges	DD	23.94		0%	-	23.94	Office expenses
19/08/2019	GIFFGAFF.COM	Monthly mobile bundle	DEB	6		20%	1.00	5.00	Utilities
16/08/2019	EBAY	Amenity equipment	DEB	299.97		20%	50.00	249.98	Office Expenses
16/08/2019	TP LYME REGIS	Hardware	DEB	54.75		20%	9.13	45.63	Outside works
16/08/2019	TRAVIS PERKINS	Hardware	DEB	49.53		20%	8.26	41.28	Outside works
16/08/2019	SAGE SOFTWARE LTD	Software use	DD	271.2		20%	45.20	226.00	Office expenses
16/08/2019	WORLDPAY	Transaction charges	DD	4		0%	-	4.00	Office Expenses
15/08/2019	BRIDPORT BUILDING	External works supplies	DEB	42.59		20%	7.10	35.49	Outside works

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Payments list for September 2019

£175,470.59

Total

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NAT WEST BANK								
02/09/2019	South West Water	Water Usage	D/D	57.75	0%	-	57.75	utilities
02/09/2019	South West Water	Water Usage	D/D	13.40	0%	-	13.40	utilities
02/09/2019	South West Water	Water Usage	D/D	1,229.20	0%	-	1,229.20	utilities
02/09/2019	South West Water	Water Usage	D/D	92.95	0%	-	92.95	utilities
02/09/2019	South West Water	Water Usage	D/D	919.01	0%	-	919.01	utilities
02/09/2019	South West Water	Water Usage	D/D	39.97	0%	-	39.97	utilities
02/09/2019	South West Water	Water Usage	D/D	90.27	0%	-	90.27	utilities
02/09/2019	South West Water	Water Usage	D/D	31.53	0%	-	31.53	utilities
02/09/2019	South West Water	Water Usage	D/D	55.88	0%	-	55.88	utilities
02/09/2019	POWLEY C	Strawberry Fields lease	S/O	50.00	0%	-	50.00	Office Expenses
05/09/2019	HMRC NDDS	September PAYE and NI	D/D	12,183.01	0%	-	12,183.01	Staffing
10/09/2019	DORSET COUNCIL	Business Rates	D/D	7,953.00	0%	-	7,953.00	Outside Works
16/09/2019	ALLSTAR	Monthly Fuel Costs	D/D	1,237.20	20%	206.20	1,031.00	Outside Works
16/09/2019	BANKLINE	Bank Charges	BLN	51.20	0%	-	51.20	Office Expenses
19/09/2019	DORSET COUNCIL	Wheelie Bin Hire and collection	D/D	734.47	0%	-	734.47	Outside Works
19/09/2019	WORLDPAY	Transaction Charges	D/D	51.90	0%	-	51.90	Office Expenses
20/09/2019	WORLDPAY	Transaction Charges	D/D	28.86	0%	-	28.86	Office Expenses
25/09/2019	WEST DORSET DISTRI	Loan repayment	S/O	3,125.00	0%	-	3,125.00	Office Expenses
25/09/2019	SALARY	September Salaries	EBP	37,855.25	0%	-	37,855.25	Staffing
				<u>£65,799.85</u>				
LLOYDS BANK								
04/09/2019	TESCO-STORES	Refreshments for lights switch on	DEB	90.64	20%	15.11	75.53	Office Expenses
04/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	20%	1.00	5.00	Utilities
05/09/2019	ZURICH LRTC	Insurance	FPO	52.35	0%	-	52.35	Office Expenses
05/09/2019	COUNCILLOR	Mayoral allowance	FPO	290	0%	-	290.00	Office Expenses
05/09/2019	PR DRIVER GATES	Hardware	FPO	4480	20%	746.67	3,733.33	Outside works
05/09/2019	WEED IT & SOD IT	Replacing Hedging	FPO	114.1	20%	19.02	95.08	Outside works
05/09/2019	LUKE LAWSON	Website maintenance	FPO	900	0%	-	900.00	Marketing & Tourism
05/09/2019	LRDT	Grant	FPO	999	0%	-	999.00	Grants
05/09/2019	KITSON AND TROTMAN	Legal Expenses	FPO	1200	20%	200.00	1,000.00	Office Expenses
05/09/2019	JOHN BEER MOTOR	Repairs to Vehicle	FPO	5383.77	20%	897.30	4,486.48	Office Expenses
05/09/2019	CUSTOMER	Refund On Shelters	FPO	120	0%	-	120.00	Shelters
05/09/2019	CUSTOMER	Beach Hut Refund	FPO	120	0%	-	120.00	Beach Hut
05/09/2019	BLACKDOWNHILLS	Payment for Performance	FPO	150	0%	-	150.00	Marketing & Tourism

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06/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	6	20%	1.00	5.00	Utilities
09/09/2019	GIFFGAFF	Monthly Mobile	DEB	10	10	20%	1.67	8.33	Utilities
09/09/2019	ZURICH	Insurance	FPO	96.98	96.98	0%	-	96.98	Office Expenses
09/09/2019	TOWERS & SANDERS	Scaffolding	FPO	748.44	748.44	20%	124.74	623.70	Outside works
09/09/2019	TAKE ONE MEDIA	Holiday Guide	FPO	453.6	453.6	20%	75.60	378.00	Marketing & Tourism
09/09/2019	ST MICHAEL'S SCHOOL	Grant	FPO	1699.38	1699.38	0%	-	1,699.38	Grants
09/09/2019	SOUTH WEST COUNCIL	Equality and Diversity Training	FPO	978.6	978.6	20%	163.10	815.50	Office Expenses
09/09/2019	SMITH OF DERBY	Clock Update	FPO	1497.6	1497.6	20%	249.60	1,248.00	Outside Works
09/09/2019	SHOWBITZ	Lighting In Langmoor Gardens	FPO	2875.74	2875.74	20%	479.29	2,396.45	Outside works
09/09/2019	SGG SERVICES	Manual Handling Course	FPO	1188	1188	0%	-	1,188.00	Office Expenses
09/09/2019	RNLI LIFEBOATS	Lifeguard services	FPO	4870.3	4870.3	0%	-	4,870.30	Grants
09/09/2019	PCRM Consultancy	CCTV Survey and Monmouth Beach	FPO	5543.4	5543.4	20%	923.90	4,619.50	Office Expenses
09/09/2019	OVERTON	External works supplies	FPO	23.48	23.48	20%	3.91	19.57	Outside works
09/09/2019	LYME FORWARD	Grant	FPO	3750	3750	0%	-	3,750.00	Grants
09/09/2019	LAVAT CONSULTING	Tax advise	FPO	3598.8	3598.8	20%	599.80	2,999.00	Office Expenses
09/09/2019	LANDMARK PT	Marine Parade consultancy	FPO	675	675	20%	112.50	562.50	Office Expenses
09/09/2019	HOLMES & BLACKMORE	Work on chalets	FPO	1890.78	1890.78	0%	-	1,890.78	Outside Works
09/09/2019	GREENBARNES	New noticeboard Boards	FPO	2245.25	2245.25	20%	374.21	1,871.04	Office Expenses
09/09/2019	FOOTEPRINTS	Printing	FPO	127.98	127.98	20%	21.33	106.65	Office Expenses
09/09/2019	CHARD CONCERT BAND	Payment for June Performance	FPO	200	200	0%	-	200.00	Office Expenses
09/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	6	20%	1.00	5.00	Utilities
10/09/2019	BARCLAYCARD	Transaction fees	DD	43.25	43.25	0%	-	43.25	Office Expenses
10/09/2019	BARCLAYCARD	Transaction fees	DD	15.76	15.76	0%	-	15.76	Office Expenses
11/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	6	20%	1.00	5.00	Utilities
12/09/2019	GEE TEE BULB COMPA	Plants	DEB	197.99	197.99	20%	33.00	164.99	Outside works
12/09/2019	RAWLINS PAINTS	Anti-Slip Paint	DEB	104.04	104.04	20%	17.34	86.70	Outside works
12/09/2019	MEADOWMANIA	Seed for Planting	DEB	89.75	89.75	20%	14.96	74.79	Outside works
13/09/2019	G4S CASH SOLUTIONS	Cash collection	DD	1485.9	1485.9	20%	247.65	1,238.25	Outside Works
16/09/2019	ZURICH LRTC	Insurance	FPO	86.89	86.89	0%	-	86.89	Office Expenses
16/09/2019	WILDE	Glass Panels on Marine Parade	FPO	8338.24	8338.24	20%	1,389.71	6,948.53	Outside Works
16/09/2019	DORSET COUNCIL	Licensing	FPO	70	70	0%	-	70.00	Outside Works
16/09/2019	DORSET COUNCIL	Cash collection April - June	FPO	3916.8	3916.8	0%	-	3,916.80	Outside Works
16/09/2019	VOSPERS	Vehicle Maintenance	FPO	61.34	61.34	20%	10.22	51.12	Outside Works
16/09/2019	UNITY 5	Zatpark system usage	FPO	386.76	386.76	20%	64.46	322.30	Utilities
16/09/2019	TRAVIS PERKINS	External works supplies	FPO	1925.5	1925.5	20%	320.92	1,604.58	Outside Works
16/09/2019	TOPSPARKS	Electrical Works	FPO	112.79	112.79	20%	18.80	93.99	Outside works
16/09/2019	SSP DIRECT	Signage	FPO	148.32	148.32	20%	24.72	123.60	Outside works
16/09/2019	LYMELIGHT	Lighting In Langmoor Gardens	FPO	5807.6	5807.6	0%	-	5,807.60	Outside works

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25/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	6	20%	1.00	5.00	Utilities
25/09/2019	LIFT SAFE	Electric Vehicle	CHQ	14700	14700	20%	2,450.00	12,250.00	Outside works
26/09/2019	CUSTOMER	Refund of shelter hire	FPO	200	200	0%	-	200.00	Beach Hut
27/09/2019	AMAZON UK	Stationary	DEB	37.65	37.65	20%	6.28	31.38	Office Expenses
27/09/2019	GIFFGAFF	Monthly Mobile	DEB	10	10	20%	1.67	8.33	Utilities
27/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	6	20%	1.00	5.00	Utilities
30/09/2019	PAYZONE UK	Zatpark one off fee	DD	42	42	0%	-	42.00	Office Expenses
30/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	6	20%	1.00	5.00	Office Expenses
30/09/2019	PROTECGARDE	Weed Control Fabric	DEB	479.94	479.94	20%	79.99	399.95	Outside works
30/09/2019	VISTAPRINT	Business Cards	DEB	31.18	31.18	20%	5.20	25.98	Office Expenses
30/09/2019	PTC TOOLS	External Works supplies	DEB	14.97	14.97	20%	2.50	12.48	Outside works
30/09/2019	GIFFGAFF	Monthly Mobile	DEB	6	6	20%	1.00	5.00	Utilities
30/09/2019	EBAY	Cleaning supplies	DEB	1.99	1.99	20%	0.33	1.66	Office Expenses

£109,628.94

Petty Cash

£41.80