



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Strategy and Finance Committee

Notice is hereby given of a meeting of the Strategy and Finance Committee to be held to be held on the Zoom video conferencing facility <https://us02web.zoom.us/j/82826863985> on Wednesday 31 March 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
26.03.21

*This is a formal council meeting, where the same standards of behaviour as normal are expected and all members are bound by the code of conduct.*

*This meeting will be 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 you wish to speak, please raise your hand and you will be invited to speak by the chairman, at which point your microphone will be unmuted.*

*Voting will also take place by show of hands and the chairman will indicate the votes have been noted.*

*If members have a pecuniary interest, they will be placed in the 'waiting room' where they cannot hear or participate in discussion and voting.*

*Members of the public can make representations at the beginning of the meeting in the usual way. **To ensure the smooth running of the meeting, members of the public are asked to provide advance notice and details of the issue they intend to raise.***

*If technical issues occur, the meeting may be paused to re-establish a connection. If a technological failure prevents the public from accessing the meeting or the meeting is no longer quorate, the chairman may adjourn the meeting.*

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

## **AGENDA**

### **1. Public Forum**

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

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

### **2. Apologies**

To receive and record apologies and reasons for absence

### **3. Minutes**

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 17 February 2021

### **4. Disclosable Pecuniary Interests**

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

### **5. Dispensations**

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

### **6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 17 February 2021**

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

### **7. Update Report**

To update members on issues previously reported to this committee

### **8. Councillor Code of Conduct**

To allow the members to consider the new model councillor code of conduct published by the Local Government Association and consider changes to the council's existing code

### **9. Community Governance Review**

To inform members of Dorset Council's intent to undertake a Community Governance Review and to determine how the council should organise a response to this review

**10. Review of Insurance Cover**

To allow members to consider the adequacy of the council's insurance cover

**11. Requests for Outside Seating**

To allow members to consider delegating authority to the chairman of the Town Management and Highways Committee in conjunction with officers to deal with temporary outside seating requests in an efficient manner

**12. Request for Funding**

To allow members to consider a funding request from the co-ordinator of Lyme Regis Community Support

**13. Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan**

To determine a mechanism for responding to and approving Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan

**14. Investments and Cash Holdings**

To inform members of the council's current reserve position

**15. List of Payments**

To inform members of the payments made in the month of February 2021

**16. Debtors' Report**

To inform members of outstanding debts and the steps being taken to recover them

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**17. Exempt Business**

*To move that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business in view of the likely disclosure of confidential matters about information relating to an individual, and information relating to the financial or business affairs of any particular person, within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.*

**a) Agenda item 16 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 17 FEBRUARY 2021

**Present**

**Chairman:** Cllr B. Larcombe MBE

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Sarson, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

**Officers:** A. Mullins (support services manager), Mr M. Russell (finance manager), Mr J. Wright (town clerk)

**20/01/SF Public Forum**

**N. Ball**

N. Ball appealed to members to get on with each other and have respect for each other and the public during meetings. He said they were elected to carry out the town's business, not score points, and there was a lot of business to get on with.

N. Ball spoke in relation to agenda item 13, Investments and Cash Holdings and the reference to the roof project at a cost of c.£600k. He asked if this was the final figure or if there was more to pay. He said income of £500 for a market was not enough. He was concerned the council had spent this amount and was now considering re-paying the loan to the former West Dorset District Council (WDDC).

**20/02/SF Apologies for Absence**

Cllr R. Doney  
Cllr D. Ruffle – ill  
Cllr R. Smith – family commitments

**20/03/SF Minutes**

Proposed by Cllr G. Turner and seconded by Cllr J. Broom, the minutes of the meeting held on 18 March 2020 were **ADOPTED**.

**20/04/SF Disclosable Pecuniary Interests**

There were none.

**20/05/SF Dispensations**

There were none.

**20/06/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 March 2020**

**Coronavirus (COVID-19)**

Referring to payments authorised by the town clerk, Cllr M. Ellis was concerned payments to Glen Cleaning for the cleaning of the toilets and fogging were so high. She felt it would have been cheaper for the council to buy its own fogging machine.

Cllr J. Broom confirmed the council had now purchased a fogging machine.

The finance manager said the costs included the normal monthly charge, as well as deep cleans and fogging after the first lockdown.

The town clerk said an attendant was manning the toilets from early morning until the evening, seven days a week, and this was the price the council had to pay for this level of service. He added the members did agree to these arrangements.

**20/07/SF Update Report**

Members noted the report.

**20/08/SF Internal Audit Report, Visits Two and Three 2020-21**

Cllr B. Larcombe said he was surprised the recommendation to finalise outstanding leases had only been given a 'low' grading as he felt the council would attach greater importance to this.

The town clerk clarified this was the auditor's assessment, not the council's assessment. He said it was previously a 'medium', but the auditor was satisfied a meeting was arranged to deal with these issues and downgraded it.

Cllr B. Larcombe asked when the link facility for Sage accounts and Sage payroll would be set up.

The finance manager said as the assistant finance manager dealt with payroll, it required them both to be in the office to work through the system and a tentative date of June had been identified as it was not yet known when they would return to the office.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's reports from visits two and three of 2020-21 and approve the management responses.

**20/09/SF The Annual Review of the Communications/PR Policy and Procedure**

It was pointed out the reference to the administrative officer had to be changed to support services manager in point 3.4, and the numbering jumped from 4 to 6.

The support services manager confirmed a separate social media policy sat alongside this policy and procedure. She also confirmed the council's noticeboards were still being used but currently not as much, due to the coronavirus restrictions.

Proposed by Cllr D. Sarson and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure, with a change of designation in point 3.4 and a correction to the numbering.

#### **20/10/SF Debt Management Policy and Procedure**

The town clerk said the policy and procedure outlined an approach that was firm and fair, it provided guidance to staff about how to deal with debts, and gave others a degree of understanding. He said nothing in the policy and procedure was new and it reflected the approach that had been taken in the past.

The town clerk said although the policy and procedure outlined what would happen in 'normal' times, there were constraints upon the council in terms of debt collection due to Covid-19.

Cllr B. Larcombe asked at which point a debt would be reported to the council, and whether email correspondence was sufficient or a hard copy should also be sent.

The town clerk said debts would be reported to the council before any legal proceedings started, and that officers needed to have the flexibility to correspond by email.

It was pointed out a paragraph about recruitment had been accidentally inserted into the policy and this would be removed.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the debt management policy and debt management procedure, with the deletion of the paragraph referring to recruitment.

#### **20/11/SF Public Works Loan Board**

The finance manager said this was a very different situation to when a loan was discussed at the end of 2020, as this was a way of borrowing to pay off another loan and potentially save the council £31,500 over six years. He emphasised this would not mean the council was borrowing more money; it was intended a loan from the Public Works Loan Board (PWLB) would pay off the loan with the former West Dorset District Council (WDDC) to take advantage of a lower interest rate.

Cllr B. Larcombe asked what the early repayment penalty would be with PWLB as he felt the council would choose to pay off the loan before the six years was up and he wasn't comfortable taking out a loan where the penalty was unknown.

The finance manager said PWLB would not be drawn into a conversation about early repayment costs, although it was likely to be a percentage of the outstanding amount, and it could be paid off after the first year and before the final year.

Several members felt instead of considering a loan to pay off another loan, the council should be considering paying off the loan to WDDC as there was enough money in the reserves to do this.

The town clerk said although the financial position had strengthened since the first quarter, with a forecast reserve of £620k at the end of the financial year, the council had agreed a cautious approach as it was not known what restrictions there would be on the major income sources. He said the council had agreed through the budget-setting process to build up reserves to 50% of its turnover, i.e. £850k, which was also the substantive policy position, before thinking about releasing any other significant expenditure, including the repayment of any loan.

The town clerk said he would still advise caution, especially during the first quarter of the next financial year, before making any decisions, or else risk releasing funding and then finding the reserves are needed due to further restrictions. For that reason, he strongly recommended not paying off the WDDC loan. He added that paying off the loan would be a change of policy position and reminded members they had already agreed a list of priority projects when funding could be released.

The town clerk said paying off WDDC with a PWLB loan would generate a £31,500 saving for the council and officers had a duty to bring this to members' attention. However, he said the council could wait six months and re-consider this option when the financial situation would hopefully be more stable.

Cllr J. Broom said there was no reason to take out a different loan at this point as he believed by the end of 2021-22 the council would be in a position to pay off the existing loan. He felt more effort should be put into recovering debts.

Several members felt the council should take out a loan with PWLB and repay WDDC to take advantage of the lower interest rate and to give the council time to review its finances when the situation with Covid-19 was more certain.

Cllr G. Stammers agreed it may be sensible to revisit this in six months when the council knew where its reserves were. She was concerned paying the loan off using the reserves would detract from the objectives which had already been agreed.

It was proposed by Cllr M. Ellis and seconded by Cllr B. Bawden to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council.

This motion was not carried.

It was proposed by Cllr B. Larcombe not to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council.

This motion was not seconded

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to defer making a decision on whether to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council until October 2021.

## **20/12/SF Budget Performance, 1 April – 31 January 2021**

The finance manager said the forecast was the same as that presented to the Full Council in January 2021 but some of the actual figures had been updated.

It was clarified this was a deficit on the 2020-21 budget assumption; it didn't mean the council was in debt to the amount identified.

The finance manager confirmed this and said it was based on a traditional financial accounting system of income and expenditure invoiced through the year compared to the budget, not related to cashflow.

## **20/13/SF Investments and Cash Holdings**

The finance manager said the council started the year with £1.2 million in reserves, partly to cover the roof project, at which point, Covid-19 was an unknown and had since cost the council a significant amount of money.

Cllr J. Broom asked if a report could be brought to members in future about what Covid-19 had cost the council, both in terms of lost income and expenditure.

Cllr B. Larcombe asked if that report could also include other unforeseen expenditure through the year.

The town clerk agreed it would be good to do an evaluation of the cost of Covid-19 to the council. He said working practices had changed but some of these were positive and could be implemented more permanently.

## **20/14/SF Rent Reviews**

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

## **20/15/SF Debtors' Report**

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

## 20/16/SF Exempt Business

### a) Rent Reviews

Members agreed it had been a difficult year for businesses and it was uncertain what position they would be in for the coming year. As such, members felt rent reviews should be held off for a further period and Cllr J. Broom suggested until April 2022.

Members also agreed the rent would remain the same in the interim and would not be backdated from April 2022.

However, there was some concern this benefit would not apply to all the council's tenants, as some had undergone a rent review before the pandemic. Members agreed they couldn't re-visit the pre-Covid position.

The town clerk said he was awaiting confirmation from the council's solicitor that by deferring the rent reviews, the council wouldn't undermine its position in relation to future rent reviews.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to defer rent reviews on the council's leasehold tenancies until April 2022 and not to backdate any increase, subject to confirmation from the council's solicitor of the council's position regarding future rent reviews.

### b) Debtors' Report

Members discussed debts related to the caravan and chalet park and agreed a hard line should be taken with those who were not paying.

The town clerk said many of the issues were being resolved but there were some issues officers were not prepared to give way on as it would be a matter of renegotiating the leases. He said owners were conscious of the payment deadline of 31 March 2021 to get their discount.

The town clerk updated members on the work of the loss adjuster and said there would be a more detailed report to Full Council on 3 March 2021.

The town clerk drew members' attention to a significant debt relating to a commercial tenant, although officers had been constrained in pursuing it due to Covid-19 until 31 March 2021. He outlined the process officers would be going through to pursue the debt and members gave their support for this approach.

*The meeting closed at 9pm.*

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 17 February 2021

**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**

**20/09/SF – The Annual Review of the Communications/PR Policy and Procedure**

The website has been updated with the amended policy and procedure.

**20/10/SF – Debt Management Policy and Procedure**

The new policy and procedure has been added to the website.

**20/13/SF – Investments and Cash Holdings**

A report evaluating the cost of Covid-19 to the council will be brought to this committee on 12 May 2021 to enable a report on the full year.

**20/14/SF – Rent Reviews**

Advice has been sought from the council's solicitors and extending the rent review dates does not compromise the leases.

John Wright  
Town clerk  
March 2021

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Power Boat Club Lease**

Amendments to the lease have been finalised and a new plan has been prepared for approval by the power Boat Club. The lease will be ready for engrossment, shortly.

**Bowling Club Lease**

Final amendments to the plan undertaken. The lease will be ready for engrossment, shortly.

John Wright  
Town clerk  
March 2021

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Councillor Code of Conduct

### **Purpose of the Report**

To allow the members to consider the new model councillor code of conduct published by the Local Government Association and consider changes to the council's existing code

### **Recommendation**

Members adopt the model councillor code of conduct from the Local Government Association, with sections from the existing code included as local amendments

### **Background**

1. On 29 June 2016, this committee considered a report on the code of conduct following an auditor recommendation the council should consider strengthening its code.
2. Following a recommendation from this committee, a new councillor code of conduct was approved by the Full Council on 13 July 2016, **appendix 8A**. The current code is based on the National Association of Local Council's (NALC) model.
3. The code has not been reviewed since 2016.

### **Report**

4. The Local Government Association (LGA) published a model councillor code of conduct in December 2020 in association with key partners and after consultation with the sector, **appendix B**. The model is a code for councils to adopt in whole and/or with local amendments.
5. The model code is similar to our existing code in many ways, but there are also many differences, too many to show in tracked changes. Instead, the main differences between the two are outlined below:
  - Introduction – the model code is more generic and references the LGA, whereas our code is more specific to the council and the relevant legislation. It is proposed to keep the existing introduction
  - Nolan Principles – this is a new section and should be included
  - Purpose of code – this is a new section and should be included
  - Application of the code of conduct – this is a new section and should be included

- Standards – these are significantly expanded in the model and should be incorporated. Sections on interests and gifts and hospitality are included elsewhere in our code but should be moved to this section
  - Interests – information about registering interests, participating in a meeting where a member has an interest, and disclosure of interests is included as an appendix and should be incorporated as such
  - Dispensations – practical guidance about how members should apply for a dispensation is in our existing code and should be added into the model
  - Sanctions and voluntary code – sanctions are available if a councillor breaches the code but are not mentioned in the model and should be included. This council also has a voluntary code and reference to this needs to be maintained, unless the council changes its policy position and dispenses with the voluntary code
  - Equality and diversity – our code includes an entire section on equality and diversity and should be included
  - Corruption – this is not in the model and should be included
  - Use of financial resources – this is not in the model and should be included
  - Relationships – this is not in the model and should be included
  - Employment matters – this is not in the model and should be included
  - Appendix C – this is a new section about the Committee on Standards in Public Life and should be included
6. It is suggested the new model code is adopted in its entirety, with the exception of the introduction, and sections from the council's existing code referenced above are added in to further strengthen it.
7. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Adrienne Mullins  
Support services manager  
March 2021

## **Lyme Regis Town Council**

### **Code of Conduct for Members**

#### **Introduction**

Pursuant to section 27 of the Localism Act 2011, Lyme Regis Town Council ('the council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the council.

This Code of Conduct is based on the 10 general principles of public life: selflessness, honesty/integrity, objectivity, accountability, openness, leadership, personal judgement, respect for others, duty to uphold the law and stewardship. See appendix A for further details.

In accordance with section 28 of the Localism Act 2011, the code must be viewed as a whole to be consistent with the principles set out in appendix A.

This code cannot cover every eventuality. Its purpose is to identify the standards expected of members. It does not replace the general requirements in law.

#### **Definitions**

For the purposes of this code, a 'co-opted member' is a person who is not a member of the council but who is either a member of any committee or sub-committee of the council, or a member of, and represents the council on any joint committee or joint sub-committee of the council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this code, a 'meeting' is a meeting of the council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this code, and unless otherwise expressed, a reference to a member of the council includes a co-opted member of the council.

For the purposes of the code, the 'website' is the town council's website.

#### **1. Standards for Behaviour and Member Obligations**

- 1.1. He/she shall behave in such a way that a reasonable person would regard as respectful in compliance with the law on equality and diversity.
- 1.2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- 1.3. He/she shall act solely in the public interest and shall not seek to improperly confer an advantage or disadvantage on any person.

- 1.4. He/she shall use the resources of the council in accordance with its requirements.
- 1.5. He/she shall not disclose information which is confidential without the consent of a person authorised to give it, or a legal requirement to do so, or a need arising from a member seeking professional advice, and without the disclosure being reasonable, in the public interest and in good faith.
- 1.6. He/she shall prepare for and attend meetings, training sessions and other events.
- 1.7. He/she shall represent the town council on occasion.
- 1.8. He/she shall promote and support high standards of conduct and not act in a way which could reasonably be regarded as bringing their office or the council into disrepute.
- 1.9. He/she shall not attempt to compromise the impartiality of those who work for, or on behalf of the council.
- 1.10. He/she shall have regard to the Code of Recommended Practice on Local Authority Publicity, issued under section 4 of the Local Government Act 1986.
- 1.11. He/she shall be as open as possible about their decisions and actions and the decisions and actions of the council, having regard to any relevant advice from the town clerk as responsible finance officer and proper officer, and they must give reasons for all decisions as required by the law.
- 1.12. He/she shall act in the best interests of the council and have regard to any potential conflict.

## **2. Registration of Members' Disclosable Pecuniary Interests**

- 2.1. Within 28 days of this code being adopted by the council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with West Dorset District Council's (WDDC) monitoring officer any disclosable pecuniary interests which fall within the categories set out in appendix B.
- 2.2. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the WDDC monitoring officer any disclosable pecuniary interests in appendix B.
- 2.3. A member shall register with the WDDC monitoring officer any change to or new disclosable pecuniary interests in appendix B within 28 days of becoming aware of it.
- 2.4. A member need only declare the existence but not the details of any interest which the WDDC monitoring officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.
- 2.5. The WDDC monitoring officer must establish and maintain a register of disclosable pecuniary interests of members and co-opted members of the council, but the proper officer of the council will also hold this information, to be available for inspection at all reasonable hours and published on the website. The proper officer is responsible for keeping the register of disclosable pecuniary interests up-to-date.

- 2.6 The council protocol is for members to inform the proper officer of their disclosable pecuniary interests and any changes to existing interests, and this information will be passed on to the WDDC monitoring officer on members' behalf.
- 2.7 Members have a disclosable pecuniary interest if it is of a description as set out in appendix B, and if it is either:
- 2.7.1 A member's interest
  - 2.7.2 An interest of a member's spouse or partner
  - 2.7.3 A person with whom a member is living with as husband and wife
  - 2.7.4 A person with whom a member is living with as civil partners
- 2.8 If members or any of the above people have a disclosable pecuniary interest as set out in appendix B, they must register them and failure to do so can lead to criminal proceedings against them.

### **3. Declaration of Disclosable Pecuniary Interests at Meetings**

- 3.1. As outlined in standing order 1.w, where a matter arises at a meeting which relates to an interest in appendix B, the member shall not participate in a discussion or vote on the matter. He/she only has to verbally declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the monitoring officer of it. The member will then leave the meeting while a discussion and any voting on the matter relevant to their interest takes place.
- 3.2. Where a matter arises at a meeting which relates to an interest in appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the monitoring officer, the member shall disclose that he/she has an interest but not the nature of it.
- 3.3. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest in appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

### **4. Dispensations**

- 4.1. On a written request made to the council's proper officer, the council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in as outlined in appendix B if the council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the council's area to allow the member to take part; or it is otherwise appropriate to grant a dispensation.
- 4.2 Dispensations can be requested and may be granted by the proper officer up to 12 noon on the day of the meeting that the request relates to, except in special circumstances at the town clerk's discretion.

### **5. Declaration of Non-Pecuniary Interests**

- 5.1 It is important that members must avoid accepting any gifts, hospitality (other than official hospitality such as civic receptions and working lunches), material benefits or services that would, or might reasonably appear to, place them under an improper obligation.
- 5.2 The town clerk will establish and maintain a register of non-pecuniary interests, to be available for inspection at all reasonable hours and available on the website.
- 5.3 Members must record in a public register any gift or hospitality with an estimated value in excess of £50, which they have received in their capacity as a member of the council.
- 5.4 The register must include the date of receipt of the gift or hospitality, the name of the donor, and the reason or nature of the gift or hospitality.
- 5.5 When hospitality has to be declined, those making the offer should be courteously but firmly informed of the procedures and standards operating within the town council.
- 5.6 Members should not accept significant personal gifts from contractors or outside suppliers, although members may keep insignificant items of token value such as pens, calendars, and diaries, up to a maximum value of £10.
- 5.7 When receiving authorised hospitality, members should be particularly sensitive as to its timing in relation to decisions which the town council may be taking affecting those providing the hospitality.
- 5.8 Acceptance by members of hospitality through attendance at relevant conferences and courses is acceptable where it is clear that the hospitality is corporate rather than personal, and where the town clerk gives consent in advance and where any purchasing decisions are not compromised. Where visits to inspect equipment or other merchandise are required, members should ensure that the town council meets the cost of such visits so as to avoid jeopardising the integrity of subsequent purchasing decisions.
- 5.9 Members must also declare and record in a public register membership or a position of general control and/or management in the following bodies:
  - 5.9.1 Bodies to which they have been appointed as a representative of Lyme Regis Town Council
  - 5.9.2 Public authorities or bodies exercising functions of a public nature
  - 5.9.3 Companies, industrial and provident societies, charities or bodies directed to charitable purposes
  - 5.9.4 Bodies whose principal purposes include the influence of public opinion or policy
  - 5.9.5 Trade unions or professional associations
- 5.10 Members are expected to notify the proper officer within 28 days of any receipt of a gift or hospitality, or of becoming aware of any other non-pecuniary interests, so that this can be entered into the register.

5.11 Where a matter arises at a meeting which relates to a non-pecuniary interest, the member will be permitted to participate in a discussion and vote on the matter.

## **6. Sanctions**

6.1 Any breach of this code should be subject to the process as set out at West Dorset District Council. Currently, any breach should be referred to West Dorset District Council's (WDDC) monitoring officer. The monitoring officer, in conjunction with WDDC's chief executive or nominated director will make a decision about whether a complaint should be investigated or not. If the complaint relates to a pecuniary interest, then the complaint will be referred immediately to the police.

6.2 If a complaint is investigated, the investigation is undertaken by WDDC's monitoring officer who submits his report to WDDC's chief executive or nominated director for a decision.

6.3 If WDDC's chief executive or nominated director's assessment is that a breach of the Lyme Regis Town Council code has occurred, the case will be referred back to the town council to decide whether any sanction should be imposed against the councillor concerned.

6.4 The sanctions available to the council are limited. They are:

6.4.1 Censure

6.4.2 Apology

6.4.3 Training

6.4.4 Reprimand

6.5 There are no legal sanctions that the council can impose on a member who breaches the Code of Conduct. However, members can voluntarily agree to accept sanctions determined by the council, which are assessed as commensurate with any breach of the code. The voluntary sanctions, which can be imposed in addition to those outlined in paragraph 6.4, individually or in any combination, are:

6.5.1 Restriction for a period not exceeding six months of that member's access to the premises of the authority of that member's use of the resources of the authority, provided that those restrictions are reasonable and proportionate to the nature of the breach, and do not unduly restrict the person's ability to perform the functions of a member

6.5.2 Partial suspension of that member for a period not exceeding six months

6.5.3 Suspension of that member for a period not exceeding six months

6.5.4 That the member submits a written apology in a specified form

6.5.5 That the member undertakes such training as the council specifies

6.5.6 That the member participates in such conciliation as the council specifies

- 6.5.7 Partial suspension of the member for a period not exceeding six months or until such time as the member submits a written apology in a form specified by the council
  - 6.5.8 Partial suspension of the member for a period not exceeding six months or until such time as the member has undertaken such training or has participated in such conciliation as the council specifies
  - 6.5.9 Suspension of the member for a period not exceeding six months or until such time as the member has submitted a written apology in a form specified by the council
  - 6.5.10 Suspension of the member for a period not exceeding six months or until such time as the member has undertaken such training or has participated in such conciliation as the council specifies
- 6.6 The council may direct that the sanction imposed, or a combination of sanctions, shall commence on such date, within a period of six months after the imposition of that sanction, as the committee specifies.
  - 6.7 The sanctions to be imposed upon a member will be considered by the council's Human Resources Committee and recommended to the Full Council for resolution. Any sanctions will not take effect until a resolution of the Full Council has been made. Any sanctions resolved by the council will be published on the website.
  - 6.8 If a member has a complaint about another member, they should discuss the matter in the first instance with the mayor. If a member considers that the behaviour of another member is such that it requires further investigation, he/she can then refer the matter to WDDC's monitoring officer.

## **7. Equality and Diversity**

- 7.1 The council promotes fairness and equality for all, operating with professionalism, integrity and openness. Throughout its policies and practice, the council aims to make sure it does not knowingly create an unfair disadvantage for anyone, directly or indirectly. Members are expected to uphold this principle.
- 7.2 Members should ensure that policies relating to equality issues as agreed by the council are complied with in addition to the requirements of the law.
- 7.3 All members of the local community, customers and other employees have a right to be treated with fairness and equality.
- 7.4 Members should ensure that no person or group of people receiving services from, or applying for employment or contracts with the council, will be treated less favourably than any other person or group of people because of their gender, sexual orientation, marital or civil partnership status, race, colour, ethnic or national origin, nationality, religion or belief, political beliefs, disability, age, class, responsibility for dependents, part time or shift workers, unrelated criminal offences, or any other matter which causes a person to be treated with injustice.

## **8. Corruption**

- 8.1 Members must be aware that it is a serious criminal offence for them corruptly to receive or be given any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity. If an allegation is made it is for the member to demonstrate that any such rewards have not been corruptly obtained.
- 8.2 Members should report to the town clerk any corrupt offer that is made to them.
- 8.3 Members have a duty to raise any issues where they have reason to believe fraud or corruption of any kind is involved. The member or officer should also notify the town clerk who will then advise on notification to any regulatory agency such as the police or external audit in appropriate cases.

## **9. Use of Financial Resources**

- 9.1 Members must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money for the council, the local community, and any public or charitable funds, and to avoid legal challenge to the council.

## **10. Disclosure of Information, Confidentiality and Data Protection**

- 10.1 It is generally accepted that open government is best. The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. The town council will generally wish to be open about other types of information too.
- 10.2 However, members should not disclose personal or financial information about any other person, which they obtain in the course of their duties to the town council, other than in the course of those duties.
- 10.3 Members should respect the confidentiality of reports which are marked 'Exempt' or 'Confidential', and of any other information which they receive under either an expressed or implied obligation of confidence.
- 10.4 Members should not use any information obtained in the course of their duties for personal gain or benefit. Nor should they pass it on to others who might use it in such a way.
- 10.5 If a member becomes aware of any deficiencies in service delivery or procedures or improprieties that breach this code, they should bring it to the attention of the town clerk. If they feel unable to discuss or refer the matter to the town clerk, a member can discuss the issue with the chairman of the Human Resources Committee or deploy the council's Whistle-Blowing Policy.

## **11. Relationships**

### 11.1 Staff

11.1.1 Mutual respect between employees and elected members is essential to good local government.

### 11.2 The Local Community and Service Users

11.2.1 Members should always remember their responsibilities to the community they serve and should conduct themselves in a courteous, efficient and impartial manner to all groups and individuals within that community.

### 11.3 Contractors

11.3.1 All relationships of a business or private nature with external contractors, or potential contractors, should be made known in writing to the town clerk. Orders and contracts must be awarded on merit and in accordance with the town council's Standing Orders and Financial Regulations, normally by fair competition against other tenderers. No special favour in the tendering process should be shown to businesses run by, for example, friends, partners or relatives. No part of the local community should be discriminated against.

11.3.2 Members who have previously had or currently have a relationship in a private or domestic capacity with a contractor should declare that relationship in writing to the town clerk.

### 11.4 Media

11.4.1 All members must comply with the requirements of the Local Government Act 1986 which prohibits councils from publishing any material which seems designed to affect public support for a political party.

11.4.2 Matters surrounding council publicity and relationships with the media are dealt with in the PR/Communications Policy and Procedure.

## **12. Appointment and other Employment Matters**

12.1 Members involved in appointments should ensure that these are made on the basis of merit. It is unlawful for a member to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. To avoid any possible accusation of bias, members should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.

12.2 Similarly, members should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, or with whom they have a close personal relationship outside work.

## **Appendix A**

### **The 10 General Principles of Public Life**

#### **1. Selflessness**

Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

#### **2. Honesty and Integrity**

Members should not place themselves on situations where their honesty and integrity may be in question, should not behave improperly, and should on all occasions avoid the appearance of such behaviour.

#### **3. Objectivity**

Member should make decision on merit, including when making appointments awarding contracts, or recommending individuals for rewards or benefits.

#### **4. Accountability**

Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

#### **5. Openness**

Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

#### **6. Personal Judgement**

Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

#### **7. Respect for Others**

Members should promote equality by not discriminating unlawfully, for example against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

#### **8. Duty to Uphold the Law**

Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

#### **9. Stewardship**

Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

## **10. Leadership**

Members should promote and support these principles by leadership and by example, and should always act in a way that secures or preserves public confidence.

## Appendix B

Interests described in the table below.

<b>Subject</b>	<b>Description</b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities** of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities** exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*'director' includes a member of the committee of management of an industrial and provident society.

\*\*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



## **Local Government Association**

### **Model Councillor Code of Conduct 2020**

#### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area; taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

## **Introduction**

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

## **Definitions**

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **2. Bullying, harassment and discrimination**

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

**As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. Confidentiality and access to information**

**As a councillor:**

#### **4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it; ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

#### **4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

#### **4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

**As a councillor:**

### **5.1 I do not bring my role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

### **7.1 I do not misuse council resources.**

### **7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

**As a Councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. Interests**

**As a councillor:**

**9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority .

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

**As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

**"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

### Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

## Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

8. Where a matter arises at a meeting which **affects** – a.  
your own financial interest or well-being;  
b. a financial interest or well-being of a relative, close associate; or  
c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:  
a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;  
b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<b>Land and Property</b>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<b>Licenses</b>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<b>Corporate tenancies</b>	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
<b>Securities</b>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registrable Interests**

<p>You have a personal interest in any business of your authority where it relates to or is likely to affect:</p> <ul style="list-style-type: none"> <li>a) any body of which you are in general control or management and to which you are nominated or appointed by your authority</li> <li>b) any body <ul style="list-style-type: none"> <li>(i) exercising functions of a public nature</li> <li>(ii) any body directed to charitable purposes or</li> <li>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</li> </ul> </li> </ul>
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## Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

**Best practice 8:** An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

***The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.***

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Community Governance Review

### **Purpose of Report**

To inform members of Dorset Council's intent to undertake a Community Governance Review and to determine how the council should organise a response to this review

### **Recommendation**

Members note the report and instruct the town clerk

### **Background**

1. Since 2014, the town council has received two reports involving community governance.
2. On 23 July 2014, the Strategy and Policy Committee considered the reduction of councillors from 14 to 12. A motion to propose this was considered but not carried.
3. On 14 December 2016, the Full Council considered the same issue and agreed not to take any further action.

### **Report**

4. Dorset Council is required to undertake a review of governance arrangements of all parishes every 10-15 years.
5. Any review must be completed within 12 months of publishing the terms of reference for the review.
6. Details of the review, including a time timetable are attached, **appendix 9A**.
7. Towns and parishes will be put on notice that Dorset Council intends to formally start a community governance review in July 2021 when the review's terms of reference are published.
8. The main considerations are:
  - the need to secure that community governance reflects the identities and interests of the community and is effective and convenient
  - the impact of community governance arrangements on community cohesion and the size of population and boundaries within the parish
  - the impact of electorate size of future development within the next five years.
9. The expectation from Dorset Council is there will be a discussion with the parish and any neighbouring parishes about any proposals submitted.
10. Any changes approved will take effect in May 2024 to coincide with the next scheduled elections.

11. To consider this further, a working group could be established to determine and oversee engagement with the parish and to draft a submission to Dorset Council. The submission to Dorset Council would be approved by Full Council.
12. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

John Wright  
Town clerk  
March 2021

**From:** CGR <[CGR@dorsetcc.gov.uk](mailto:CGR@dorsetcc.gov.uk)>  
**Sent:** 22 February 2021 17:21  
**Subject:** Dorset Council Community Governance Review

Dear Clerks

### Introduction

During the last few months, the Council has received a number of queries from parish councils asking how they can change their governance arrangements, all of which can be considered as part of a Community Governance Review (CGR).

The areas that CGRs cover are:

- Creating, merging, altering or abolishing parishes (grouping or de-grouping parishes)
- Increasing or decreasing the number of Councillors
- Creating ward boundaries or changing existing Warding arrangements
- Changes to Parish names
- Correcting minor boundary anomalies.
- Changing a parish council into a parish meeting

### The Process

The responsibility of undertaking CGRs falls to the principal council (Dorset Council in this case) and can be triggered in a number of ways including a request from a parish, a community petition or, as in this case, at the principal council's volition. As a principal council, we are required to undertake a review of governance arrangements of all parishes every 10-15 years, and as a number of tentative enquiries have been made, now seems the right time to carry out a council-wide review. The various predecessor councils had undertaken reviews but, for some, this was many years ago so now seems the right time to undertake this piece of work.

The legislation that covers CGRs requires any Review to be completed within 12 months of Dorset Council publishing its Terms of Reference which is the document that sets the process running. It's a very tight timescale so we wanted to put you on notice that we propose to "formally" start this piece of work in July this year. Please note, any changes to governance arrangements agreed as part of the Review cannot take effect until the next scheduled elections in May 2024.

The process that Dorset Council will follow will be:

- Publication of Terms of reference that sets out what will be covered – in this case it will be a review of all parishes that sit within the Dorset Council area (July 2021).
- Public consultation for 12 weeks seeking proposals/initial submissions.(5 August to 28 October 2021)
- Consideration of consultation responses and preparation of draft recommendations. (to be agreed at Full Council - December 2021)
- Public consultation on draft recommendations. (20 December 2021 – 28 February 2022)
- Consideration of further responses and then publication of final recommendations. (to be agreed at Full Council – April 2022)

### Considerations

When preparing any submissions, we recommend that you take into account the considerations that Dorset Council will need to apply that are set out in the LGBCE Guidance - a link to the Guidance can be found [here](#). The considerations include:

- The need to secure that community governance within the area under review:
  - reflects the identities and interests of the community in that area.

- is effective and convenient.
- The impact of community governance arrangements on community cohesion and the size, population and boundaries of a local community or parish.
- The impact on electorate size of future development within the next 5 years.

We will be able to assist by providing street lists with elector numbers and we will also be able to provide figures for projected future developments. We are currently looking at options for mapping facilities and will advise in due course if we are able to provide any assistance with this.

Any changes will be set out in a Reorganisation Order – the Order will include a detailed map of any boundary changes with any changes taking effect at the next scheduled elections ie May 2024.

Obviously, if your parish is content that the governance arrangements are working well then you do not need to make any submission.

**What we are recommending to Parishes prior to the formal start of the process:**

Whilst the process will not start formally until July, we recommend that parish councils start talking with their parish at an early stage. Whilst the 12 week consultation period may sound like a long time, this will pass very quickly.

It is important that any submissions you make to the Council must achieve electoral equality – ie each Councillor will represent roughly the same number of electors.

If parishes are proposing changes, we will ask that you provide information about how this will ensure community cohesion eg what are the links within the community that leads you to recommend that certain areas should be linked together eg in the same ward or parish.

If parishes are seeking a change to the boundaries of the parish, we suggest that they start talking to the other parishes affected. Decisions are much more straight forward if there is community agreement.

I would ask that queries are kept to a minimum between March and 11 May as the Team will be busy administering the Police and Crime Commission election, and a number of parish by-elections and Neighbourhood Plan referenda, but will be happy to help outside of this period. If, in the unlikely event that the May election should be postponed, I will write to you all again with a revised timetable once we are in a position to produce this.

If you have any queries in respect of the proposal, please do not hesitate to contact the Team at the [cgr@dorsetcouncil.gov.uk](mailto:cgr@dorsetcouncil.gov.uk) address.

Kind regards

Jacqui

**Jacqui Andrews**  
**Service Manager, Democratic & Electoral Services**  
**Legal and Democratic Services**

**Dorset Council**

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Review of Insurance Cover

### **Purpose of Report**

To allow members to consider the adequacy of the council's insurance cover

### **Recommendation**

Members note the report

### **Background**

1. Standing order 5.j.xv requires the, 'Review and confirmation of arrangements for insurance cover in respect of all insured risks'.

### **Level of cover**

2. The council's policy includes the following cover:
  - assets – at current value
  - public liability – up to £15,000,000
  - employers' liability – up to £10,000,000
  - libel and slander – up to £250,000
  - a fidelity guarantee – up to £2,000,000
  - personal accident – up to £2,000,000 per incident and up to £500,000 for any one person
  - business interruption – up to £100,000
4. The policy also includes motor legal expenses and uninsured loss up to £100,000 per incident.
5. The finance manager and deputy town clerk believe the range and level of cover is adequate for the town council.
6. The cost for our insurance for 2021-22 is £19,532.61, including insurance premium tax, which is not recoverable. This premium is set for three years, on the basis we make no large claims

### **Claims' history**

7. Since April 2018, there have been six claims totalling c.£47k. The most significant was due to an uneven surface, and cost £29k.
8. The historic claims do not warrant a change of insurance cover, but have contributed to a high premium. Officers have sought another quote, but this came in at c.£21k and a further £3k for motor cover.

### **The operating environment**

9. There are no material changes in the operating environment which require the council to amend its insurance cover.

## **Internal audit recommendations**

10. There are no internal audit recommendations which affect the council's insurance cover.

## **Risk review**

11. Officers are considering the need for cyber security within the council's insurance policy but there is some uncertainty among other councils if this is required. However, officers believe a lot of this cover is provided with third party suppliers, such as Dorset Council as they provide our IT, and the banks themselves. Officers are waiting to speak to other councils who are also looking into this. It is also possible that our current insurer will not cover such a risk, as there appears to be no reasonable way to define it.

Mark Russell  
Finance manager  
March 2021

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Requests for Outside Seating

### **Purpose of Report**

To allow members to consider delegating authority to the chairman of the Town Management and Highways Committee in conjunction with officers to deal with temporary outside seating requests in an efficient manner

### **Recommendation**

Members delegate the authority to the chairman of the Town Management and Highways Committee in conjunction with officers to organise the details of allowing further outside seating licences during the temporary legislated period, currently until 30 September 2022

### **Background**

1. The council has received several requests recently for outside seating, in addition to the existing provision, for businesses that need to socially distance their customers and in support of economic initiatives to get the national economy moving.
2. The Business and Planning Act, 22 July 2020, introduced a new temporary pavement licence as part of the government's Covid-19 Recovery Plan. This licence can be applied for by food and drink businesses. If the licence is granted, businesses such as pubs, restaurants and cafes can place removable furniture on the pavement adjacent to their premises for people to sit at to consume food and drink. The temporary licence provision initially applied until 30 September 2021 but more recently the legislation has extended its provision until 30 September 2022.

### **Report**

3. The legislation allows a maximum charge of £100 for this provision. Officers would apply the full £100 charge for any requests and define the amount and location of tables and chairs in the temporary licence in consultation with the chairman of the Town Management and Highways Committee.
4. Members should note that these licences are temporary until the end of the legislation period and at that time business owners must remove any outside seating licenced under this arrangement or enter a new agreement with the council for the provision. Any requests to continue with the temporary outside seating beyond the period would be brought back to a future committee for discussion and resolution.
5. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

Matt Adamson-Drage  
Operations manager  
March 2021

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Request for Funding

**Purpose of Report**

To allow members to consider a funding request from the co-ordinator of Lyme Regis Community Support

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. Lyme Regis Community Support (LRCS) was established during the early onset of Covid-19; its purpose is to support vulnerable people in Lyme Regis.
2. LRCS received grant funding from Dorset Community Foundation and this has been largely spent. LRCS intends to continue its support work and register as a charitable incorporated organisation.
3. LRCS requires financial support and has requested £1,000 from the town council, **appendix 12A**.<sup>1</sup>
4. There is no provision for this expenditure and a budget variation is required.
5. Any recommendations from this committee will be considered by the Full Council on 14 April 2021.

John Wright  
Town clerk  
March 2021

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<sup>1</sup> LRCS requested funding support from the town council in spring 2020. Funding support was approved up to £1,000 but wasn't drawn down because a grant from Dorset Community Foundation was awarded.

LRCS has made an application for a £1,000 community grant. The application is to purchase tablets and laptops and provide tuition to older people online. This application will be considered by the extraordinary Full Council on 7 April 2021.

Cheryl L.Reynolds  
Co-Ordinator  
Lyme Regis Community Support  
Willowdown  
6 Manor Avenue  
LYME REGIS  
Dorset DT7 3AU  
Telephone: 01297 443814  
Email: [cherylreynolds1947@gmsail.com](mailto:cherylreynolds1947@gmsail.com)

Lyme Regis Town Council,  
Guildhall Cottage,  
Church Street,  
LYME REGIS,  
Dorset. DT7

22<sup>nd</sup> March 2021

Dear Councillors,

I am writing for some help to carry on Lyme Regis Community Support.  
We are in the process of trying to change this group into a CIO a Charitable Incorporated Organisation but it is quite complicated and taking longer than I hoped.

We would like to carry this project forward even after Covid, whenever that may be and to do this we need money for running costs. People are always ill, partners die, people are often disabled both physically and mentally and in need of help without the added problems the virus brings. There are many young people who need help as well. This project has been so rewarding in many ways and my volunteers and I would really appreciate your help to enable us to continue this work.

We have used almost the £2,300 we were granted by Dorset Community Foundation and to continue we need some help. I would be extremely grateful for £1,000 to continue with our much needed work.

Kindest Regards

Cheryl

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan

**Purpose of Report**

To determine a mechanism for responding to and approving Dorset and Wiltshire Fire and Rescue Authority – Consultation of Draft Community Safety Plan

**Recommendation**

Members consider the report and instruct the town clerk

**Background and Report**

1. Dorset and Wiltshire Fire and Rescue is consulting on its draft community safety plan. **Appendix 13A** is a letter from Cllr Rebecca Knox, chairman of the fire and rescue authority, and Ben Ansell, chief fire officer.
2. The plan runs to 66 pages and is available on Dorset and Wiltshire Fire and Rescue’s website along with an accompanying video: <https://www.dwfire.org.uk/about-us/who-we-are/draft-community-safety-plan-2021-24-consultation/>
3. The draft plan is too long to summarise and without reviewing the plan, it isn’t possible to respond to the consultation. There are three principal questions to respond to: how useful is the video? how clear is the plan in setting direction? and is there anything missing from the plan?
4. The consultation is open from 17 February until 13 May 2021.
5. If the council wants to submit a response, the town clerk proposes that a small group of members meet to draft a response and submit it to the Full Council for approval in May 2021.
6. Any recommendation from this committee will be considered by the Full Council on 14 April 2021.

John Wright  
Town clerk  
March 2021

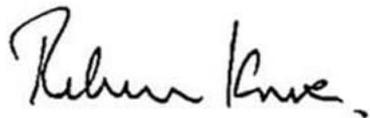
**Dorset & Wiltshire Fire and Rescue Authority - Consultation of draft Community Safety Plan 2021-24**

We are consulting on our draft Community Safety Plan, which sets out the key challenges and risks facing us over the coming years. With future financial uncertainty, the plan details what we intend to carry on doing and what we intend to review and do differently, in order to continue to provide a high level of service to our communities.

Working with others is central to how we deliver our services, and this will continue to be at the heart of everything we do. For that reason, we invite you to [visit our website](#) to view our draft plan and the accompanying video, which provides a short overview.

The consultation period runs from 17 February until 13 May 2021 and we would welcome your feedback, through a short set of questions on our website. If you wish to raise anything specific, or require any further assistance in accessing the information, please email us directly at [consultation@dwfire.org.uk](mailto:consultation@dwfire.org.uk).

Kind regards



Cllr Rebecca Knox

Chair of the Fire and Rescue Authority



Ben Ansell

Chief Fire Officer

**Committee:** Strategy and Finance

**Date:** 31 March 2021

**Title:** Investments and Cash Holdings

### **Purpose of Report**

To inform members of the council's current reserve position

### **Recommendation**

Members consider the report and instruct the town clerk on any measures they wish to introduce to increase the potential reserve position

### **Background**

1. The council's reserve at the beginning of the financial year was c.£1.2m.
2. The council had increased its overall reserve to cover a large project worth c£600k.
3. During the year, it was necessary to remove c.£160k from a high interest account, for which there was a six-month withdrawal clause, to cover potential losses at the beginning of the Covid-19 pandemic.

### **Report**

4. The council's cash holding as at 28 February 2021 was c.£822k, **appendix 14A**.
5. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
6. The council took advantage of the government's job retention scheme where possible and to-date has been able to recover c.£47k.
7. The council ceased any planned objectives it was not contracted to fulfil.
8. Officers have recently closed the two Santander accounts. They were not providing any interest over and above the council's other accounts, and the bank had put a block on one of the accounts as no transactions were being carried out; this included no interest being added. The council had not been notified.
9. Officers have advised that the cash holding should be at least 50% of turnover, i.e. £850k (50% of £1.7m). The current projected reserve for year ending March 2021 is c.£800k.
10. The reserve is improved on previous assumptions for a number of reasons; officers have always adopted a prudent approach in any financial model, and the finance team has been successful in debt collection, managing to retrieve some older debts that had not been included in the assumptions.
11. Officers now expect to be able to release finances for planned projects and objectives early in the new financial year, as it is expected the reserve will be over the recommended 50% of turnover (c.£850k).

12. Any interest rates are low and therefore negligible as to any future interest the council may receive.

Mark Russell  
Finance manager  
February 2021

<b><u>Lyme Regis Town Council</u></b>				
<b><u>Bank Balances</u></b>				
<b><u>31-Jan-21</u></b>				
			<b>£</b>	<b>Access</b>
	<b>NatWest- General</b>		1,000	Instant
	NatWest Liquidity Manager 0.1%		13,583	Instant
	NatWest Special Interest Bearing Account 0.5%		73,469	Instant
	<b>Lloyds - Current</b>		11,016	Instant
	Lloyds - Liquidity Manager (0.01%)		723,135	Instant
	<b>Santander 0.65%</b>		CLOSED	
	<b>Santander 0.40%</b>		CLOSED	
	<b>Wilkinson Legacy 0.8%</b>		538	One month
	<b>TOTAL</b>		<b>822,741</b>	
<b>Loans to Lyme Regis Town Council</b>				
<b>West Dorset District Council</b>				
	Marine Parade Shelters	Apr-14	397,499	Approx 3%
		Mar-18	277,500	
		Mar-19	247,500	
		Mar-20	217,500	
		Mar-21	187,499	
	Public Works Loan Board		NIL	
	<b>Total</b>		<b>187,499</b>	

**Committee:** Full Council

**Date:** 31 March 2021

**Title:** List of Payments

### **Purpose of Report**

To inform members of the payments made in the month of February 2021

### **Recommendation**

Members note the report and approve the attached schedule of payments for February 2021 for the sum of £102,724.57.

### **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-imburement 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 month of February 2021, **appendix 15A**. As requested, the list now states if a payment is monthly, quarterly, annually or a one-off.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal  
Assistant finance manager  
March 2021

**APPENDIX 15A**

<u>Lyme Regis Town Council</u>									
<u>Payments list for February 2021</u>									
<u>Total</u>									
<b>Date</b>	<b>Supplier</b>	<b>Detail</b>		<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
<b>NAT WEST BANK</b>									
02-Feb	HMRC	HMRC PAYE and NI January	Monthly	EBP	12096.55	0%	-	12,096.55	Staffing
10-Feb	HMRC VAT	VAT	Quarterly	DD	13277.83	0%	-	13,277.83	VAT
10-Feb	DC RATES	Rates	Monthly	DD	8313	0%	-	8,313.00	Utilities
15-Feb	ALLSTAR	Fuel	Monthly	DD	318.38	20%	53.06	265.32	Outside Works
15-Feb	BANKLINE	Bank charges	Monthly	BLN	59.5	0%	-	59.50	Office Expenses
18-Feb	WORLDPAY	Transaction fees	Monthly	DD	24.06	0%	-	24.06	Office Expenses
19-Feb	DWP	Bin collections	Monthly	DD	1011	0%	-	1,011.00	Outside Works
19-Feb	WORLDPAY	Transaction fees	Monthly	DD	35.26	0%	-	35.26	Office Expenses
25-Feb	SALARY	February salaries	Monthly	EBP	33568.98	0%	-	33,568.98	Staffing
25-Feb	DORSET COUNCIL	WDDC Loan	Monthly	SO	3125	0%	-	3,125.00	Loans
26-Feb	BANKLINE	Unpaid Item Fee, later refunded	One-off	CHG	12	0%	-	12.00	Office Expenses
					Total	<u>£71,841.56</u>			
<b>LLOYDS BANK</b>									
01-Feb	INVESTEC	Rental of franking machine	Quarterly	DD	174	20%	29.00	145.00	Office Expenses
01-Feb	AMAZON	External supplies	One-off	DEB	108.77	20%	18.13	90.64	Outside Works
01-Feb	AMAZON	Back support	One-off	DEB	22.97	20%	3.83	19.14	Staffing
01-Feb	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
04-Feb	GLEN CLEANING	December and January cleans plus consumables	Multiple	FPO	3939.5	20%	656.58	3,282.92	Outside Works
04-Feb	ERICS KNOBS	Various keys and padlocks	One-off	FPO	1720	20%	286.67	1,433.33	Outside Works
04-Feb	METRIC	Maintenance charge and monthly hosting costs	Multiple	FPO	1220.4	20%	203.40	1,017.00	Outside Works
04-Feb	SCREWFIX	Various external supplies	One-off	FPO	836.3	20%	139.38	696.92	Outside Works
04-Feb	ACCUNLINE	Line marking at Bowling club	One-off	FPO	720	20%	120.00	600.00	Outside Works
04-Feb	WOODHORT SHARPHAM	Mushroom compost	One-off	FPO	661.68	20%	110.28	551.40	Outside Works
04-Feb	UNITY 5	Zebra penalty ticket printer	One-off	FPO	502.2	20%	83.70	418.50	Outside Works
04-Feb	TRAVIS PERKINS	Various external supplies	One-off	FPO	480.5	20%	80.08	400.42	Outside Works
04-Feb	BUGLARS	Vehicle front tyres and bulb	One-off	FPO	380.87	20%	63.48	317.39	Outside Works
04-Feb	CREATIVE SOLUTIONS	Various signs and white board	One	FPO	357.11	20%	59.52	297.59	Office Expenses
04-Feb	LUKE LAWSON	Monitoring of Lymeregis.org	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism
04-Feb	TOPSPARKS	Electrical work at the chalet park	One-off	FPO	270	20%	45.00	225.00	Outside Works
04-Feb	SSG TRAINING	Face fit testing for two staff members	Three yearly	FPO	228	20%	38.00	190.00	Staffing

04-Feb	PURPLE CLEANING	January cleaning	Monthly	FPO	218	20%	36.33	181.67	Office Expenses
04-Feb	AXMINSTER IRONWORK	Gate catch and repairs to barrier	One-off	FPO	198	20%	33.00	165.00	Outside Works
04-Feb	SIX PAYMENT	Processing fees	Monthly	FPO	192.24	0%	-	192.24	Office Expenses
04-Feb	NEWSQUEST	Community grant advertising	One-off	FPO	186.84	20%	31.14	155.70	Office Expenses
04-Feb	EUROFFICE	Stationary	One-off	FPO	173.47	20%	28.91	144.56	Office Expenses
04-Feb	COBB GARAGE	New vehicle tyre	One-off	FPO	108.9	20%	18.15	90.75	Outside Works
04-Feb	MOLE AVON	Various gardening supplies	One-off	FPO	100.99	20%	16.83	84.16	Outside Works
04-Feb	ECOM6	December 20 transaction fees	Monthly	FPO	85.66	20%	14.28	71.38	Office Expenses
04-Feb	ARTHUR FORDHAMS	General hardware	One-off	FPO	77.36	20%	12.89	64.47	Outside Works
04-Feb	LIFT SAFE	Electric charger for vehicle	One-off	FPO	68.56	20%	11.43	57.13	Outside Works
04-Feb	A.S SECURITY ALARM	Repair of office alarm	One-off	FPO	57	20%	9.50	47.50	Outside Works
04-Feb	SOUTHERN ELECRITC	Electric	Monthly	DD	52.25	5%	2.49	49.76	Utilities
04-Feb	LYME ONLINE	Quarter page advertising	One-off	FPO	30	0%	-	30.00	Marketing & Tourism
04-Feb	Lifestyle at Home	LED lightbulbs	One-off	DEB	25.95	20%	4.33	21.63	Outside Works
04-Feb	AXMINSTER GARDEN	Spare blade, gardening supplies	One-off	FPO	9.88	20%	1.65	8.23	Outside Works
04-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
05-Feb	LR COMMUNITY GROUP	Grant	One-off	FPO	750	0%	-	750.00	Grants
08-Feb	SOUTHERN ELECRITC	Electric	Monthly	DD	22.92	5%	1.09	21.83	Utilities
08-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Feb	TOWN MILL TRUST	Grant	One-off	FPO	500	0%	-	500.00	Grants
10-Feb	SIX PAYMENT	May Inv	Monthly	FPO	104.33	0%	-	104.33	Office Expenses
10-Feb	LR COMMUNITY GROUP	Grant	One-off	FPO	30	0%	-	30.00	Grants
10-Feb	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Office Expenses
10-Feb	BARCLAYCARD	Transaction fees	Monthly	DD	10	0%	-	10.00	Office Expenses
11-Feb	SOUTHERN ELECRITC	Electric	Monthly	DD	524.88	5%	24.99	499.89	Utilities
11-Feb	EDF ENERGY	Electric	Quarterly	DD	103	5%	4.90	98.10	Utilities
11-Feb	SOUTHERN ELECRITC	Electric	Monthly	DD	73.1	5%	3.48	69.62	Utilities
11-Feb	LR COMMUNITY GROUP	Grant	One-off	FPI	23.62	0%	-	23.62	Grants
11-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Feb	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Feb	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Feb	G4S CASH SOLUTIONS	Cash collection fees	Monthly	DD	708.3	20%	118.05	590.25	Outside Works
15-Feb	AQUA TEC	Beach hut paint	One-off	FPO	262	20%	43.67	218.33	Outside Works
15-Feb	SOUTH WEST WATER	Water - mixed	Monthly	DD	173.75	0%	-	173.75	utilities
15-Feb	EE LIMITED	SIM cards and phones	Monthly	DD	110.71	20%	18.45	92.26	Utilities
15-Feb	SOUTH WEST WATER	Water	Monthly	DD	14.47	0%	-	14.47	utilities
16-Feb	SAGE SOFTWARE LTD	Subscription	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
16-Feb	LR COMMUNITY GROUP	Grant	One-off	FPO	41	0%	-	41.00	Grants

17-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Feb	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
18-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
19-Feb	Worldpay	Transaction fees	Monthly	DD	46.48	0%	-	46.48	Office Expenses
19-Feb	Worldpay	Transaction fees	Monthly	DD	39	0%	-	39.00	Office Expenses
19-Feb	Worldpay	Transaction fees	Monthly	DD	10	0%	-	10.00	Office Expenses
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Feb	Worldpay	Transaction fees	Monthly	DD	0.11	0%	-	0.11	Office Expenses
22-Feb	IP OFFICE	February calls and charges	Monthly	DD	401.7	20%	66.95	334.75	Office Expenses
22-Feb	EDF	Unmetered supply - car park	Quarterly?	DD	116.36	0%	-	116.36	Utilities
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Feb	DC PENSION FUND	February pension contributions	Monthly	FPO	9456.74	0%	-	9,456.74	Staffing
25-Feb	DC PENSION FUND	CAY pension payment	Annual	FPO	3401.05	0%	-	3,401.05	Staffing
25-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
				Total				<u>£30,883.01</u>	
				Petty Cash				<u>£0.00</u>	
	<b>Expenditure category totals</b>								
	Outside Works				£13,786.54				
	Democratic representation				£0.00				
	Rents				£0.00				
	Licensed land				£0.00				
	Office Expenses				£2,477.85				
	Staffing				£58,774.29				
	Marketing & Tourism				£330.00				
	Utilities				£9,608.44				
	Grants				£1,344.62				
	Loans				£3,125.00				
	VAT				£13,277.83				
	Refunds				£0.00				
	<b>Total</b>				<b>£102,724.57</b>				

