



John Wright
Town Clerk

Lyme Regis Town Council

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Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 13 October 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
08.10.21

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

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

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

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 14 July 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 14 July 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. The Process for Approving the 2022-23 Budget¹ and Five-Year Financial Plan

To outline the process for approving the 2022-23 budget and the five-year financial plan

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

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

10. Budget Performance, 1 April – 31 August 2021

To inform members of performance against budget from 1 April to 31 August 2021

11. Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27

To allow members to consider and the 2022-23 budget, including the precept, and the five-year financial plan 2022-27

12. Review of Precept and Charges

To allow members to determine the precept for 2022-23

To allow members to set charges for 2022-23 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

¹ The 2022-23 budget includes the precept.

To allow members to set charges for 2023-24 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

13. Objectives

To allow members to consider objectives for 2022-23 and beyond

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 months of August and September 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 14 JULY 2021

Present

Chairman: Cllr M. Ellis

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr T. Webb, Cllr S. Williams

Officers: A. Mullins (support services manager), J. Wright (town clerk)

21/01/SF Election of Chairman and Vice-Chairman

It was proposed by Cllr D. Sarson and seconded by Cllr G. Turner that Cllr B. Larcombe is chairman of the Strategy and Finance Committee.

It was proposed by Cllr C. Reynolds and seconded by Cllr K. Ellis that Cllr M. Ellis is chairman of the Strategy and Finance Committee.

Cllr M. Ellis was duly **ELECTED** as chairman.

Cllr J. Broom left the meeting at 7.07pm.

Cllrs B. Bawden and B. Larcombe left the meeting at 7.08pm.

Cllr S. Williams left the meeting at 7.09pm.

It was proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds that Cllr R. Doney is vice-chairman of the Strategy and Finance Committee.

There being no other nominations, Cllr R. Doney was duly **ELECTED**.

21/02/SF Terms of Reference

Proposed by Cllr R. Doney and seconded by Cllr K. Ellis, the terms of reference were **RECEIVED**.

21/03/SF Public Forum

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

21/04/SF Apologies for Absence

There were none.

21/05/SF Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr T. Webb, the minutes of the meeting held on 12 May 2021 were **ADOPTED**.

21/06/SF Disclosable Pecuniary Interests

Cllr M. Ellis declared a pecuniary interest in agenda item 14, List of Payments as it included a payment to the Woodmead Halls, which was her employer.

21/07/SF Dispensations

There were none.

21/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 May 2021

Requests for outside seating

Cllr C. Reynolds asked for an update on the trailer outside Hix's restaurant.

The town clerk said at the time of writing the report, the trailer was not being used but it was now in use. He said the deputy town clerk would be arranging a meeting with the restaurant owner the following week to discuss it. The town clerk said he thought there was a misunderstanding of what the trailer would be used for; there seemed to be a perception that it would be used as an inward facing bar that served people in the restaurant.

Cllr M. Ellis asked that members were updated following the meeting.

Cllr R. Smith asked if the fee charged to the restaurant could be increased because the trailer was being used as an outside bar.

The town clerk said the council could only charge £100 under government legislation to help businesses recover from Covid, but the restaurant owner had expressed an interest in pursuing it after the legislation ended.

Cllr R. Doney asked if the government had given any indication of when the legislation would end.

The town clerk said a letter circulated to local authorities from the Secretary of State for Housing Communities and Local Government stated the legislation would be extended until September 2022. However, there was nothing to confirm this change was going through Parliament, although he believed a letter of intent from a secretary of state was enough to support action being taken.

The town clerk said he intended to write to the local MP to seek clarification.

21/09/SF Update Report

Members noted the report.

21/10/SF The Annual Review of the Fixed Asset Register

Cllr M. Ellis said the road to the fire station wasn't included in the register as there was land along there owned by the council, which the gardeners also hadn't been tending to.

In response to a member question, the town clerk confirmed the lift on Marine Parade was included in the Marine Parade Shelters listing.

Cllr R. Doney asked if the internal auditor had sight of the register.

The town clerk said the internal auditor had sight of the register. He added everything on the register was recorded at its purchase price, which wasn't practical in the real world, but it was the practice in this sector. He clarified this was a rule for all local authorities.

Proposed by Cllr R. Doney and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the fixed asset register.

21/11/SF Cyber Security

The town clerk said officers had discussed cyber security with Lloyds Bank, which felt its firewall was secure and didn't present any issues. He said the council's insurers, Zurich, didn't provide cyber security for this sector, and officers had also spoken to neighbouring town and parish councils who confirmed they did not have cyber security.

Cllr R. Smith asked how much of the council's IT system was provided by DC.

The town clerk said DC provided the almost the entire system. He added that Worldpay, the council's main payment terminal, also believed its system would stand up to a cyber-attack. As such, officers felt the council was adequately protected particularly as other parties would take the weight of a cyber-attack.

Cllr R. Smith asked if DC carried out exercises where they pretended to be attacked and whether there was a means of reporting phishing emails.

The town clerk said staff had been tested with mock phishing emails from DC and he would check whether members would be included in this exercise.

The support services manager said there was an DC email address where all suspected phishing emails could be forwarded to, and she would provide this to members.

Proposed by Cllr D. Sarson and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** not to proceed with cyber security cover.

21/12/SF Investments and Cash Holdings

The town clerk said the council was in a healthy position, with car parking income strong and a prudently projected reserve of almost £1.2 million at the end of the financial year. This meant the council could comfortably begin to release funding for projects. He said the priority projects were the refurbishment of the council offices, c£100k, and the seafront railings, c£70k.

The town clerk said the council was prudent with its budget assumptions and there would be unbudgeted receipts from the sale of chalet and beach huts.

As cases of Covid were rising and with the relaxing of restrictions, Cllr G. Stammers asked how financially resilient the council would be.

The town clerk said 75% of the parking income would be received by the end of the summer and this would put the finances in a strong position. In addition, capital expenditure could be curtailed. He said if the council didn't commit any other funding this year, it could consider paying off the loan for the Marine Parade Shelters; this could be deferred if money was proved to be tight at the end of the year.

Cllr M. Ellis asked if the car parking comparison data could continue to be provided to members.

21/13/SF

Interest

The town clerk said interest rates were incredibly low, currently 0.01%, although this could be increased if money was tied up for longer fixed periods. He said the council's agreed approach to investing its cash was based on a low risk strategy and he was working on the assumption the council would want to continue with this approach.

The town clerk said he could bring a report to members as part of the budget-setting process to consider whether to adopt a different approach.

Members agreed low-risk investment was the right approach at the moment, especially as there may be a requirement to access money quickly.

Cllr R. Doney said the cost of officer time in moving money around would be the same as the savings if the council's cash was moved from an instant access account to a fixed-term deposit account.

Proposed by Cllr R. Doney and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to continue with the council's approach of low risk investments.

21/14/SF

List of Payments

Cllr M. Ellis suggested a review of the mobile phone contracts as there were a lot of handsets issued to staff and there may be better deals available.

Proposed by Cllr G. Stammers and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for May and June 2021 for the sums of £145,728.04 and £135,029.39, respectively

21/15/SF

Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, 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.

21/16/SF Exempt Business

a) Debtors' Report

The town clerk said officers had made progress with commercial tenants, with the help of the loss adjuster, and all but one had either paid or had been given until 31 March 2022 to clear their debt.

The town clerk said good progress had been made on debts related to the chalets and caravans, with the total amount of historic debt down to £14k. He said officers were now focusing on one individual, who the deputy town clerk was in discussion with.

The town clerk praised the assistant finance manager for her work in chasing debts.

Once the chalet and caravan debt was cleared, Cllr M. Ellis said the council needed to be firm with owners and if fees were not paid on time, action would be taken.

Members agreed the staff involved in pursuing debts should be thanked by the council for all their work.

The meeting closed at 7.54pm.

Committee: Strategy and Finance

Date: 13 October 2021

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 14 July 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

21/08/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 May 2021

Requests for outside seating

Without council intervention, trading from the trailer connected to the Hix restaurant ceased. Further discussions will take place with the restaurant owner before the next season.

Members were informed in the briefing on 6 August 2021 that the government had extended the end date for the '£100 pavement licences' until 30 September 2022. This means that all such licences granted by this council, including the 'normal' seafront al fresco licences, will now continue until 30 September 2022. This will impact on the council's finances by around £13k in 2022/23 and will be taken into account when setting the budget for next year.

21/22/SF – Cyber Security

The Dorset Council email address where all suspected phishing emails could be sent was circulated to members on 21 July 2021.

21/14/SF – List of Payments

The finance team has reviewed the mobile phone contracts and concluded the council is getting the best deal with the current provider. Another provider could match the price but it would mean tying into contracts, which would not be feasible for seasonal staff.

John Wright
Town clerk
October 2021

Committee: Strategy and Finance

Date: 13 October 2021

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Bowling club lease

The lease has been signed and sealed.

Survey of accreted land

As reported to the Town Management and Highways Committee on 22 September 2021, the survey has now been undertaken and the plans received in both PDF and Dwg formats. The meeting with Dorset Council referred to above will aim to agree a precise boundary between the various ownerships which can then be plotted onto the survey plan and used for all future leases, etc.

The meeting scheduled to take place between the town clerk, deputy town clerk, Dorset Council's head of service, harbourmaster and surveyor on site in October, when it was intended precise boundaries would be agreed, was cancelled by the DC officers. The meeting has been re-arranged.

Public toilets and business rates

It was reported to the last meeting that the Non-Domestic Rating (Public Lavatories) Bill sought to provide 100 per cent business rates relief for standalone public lavatories in England and Wales.

It was also reported a request had been made to Dorset Council (DC) on 29 June 2021 to consider the town council's toilets for rates' relief. On 23 July 2021, DC refunded the rates paid for the Marine Parade toilets in 2021-22, a credit of £2,894.20.

Officers are in the process of appealing the business rates for the Candles on the Cobb toilets with the Valuation Agency. This was submitted on 8 September 2021 and a response is awaited.

John Wright
Town clerk
October 2021

Committee: Strategy and Finance

Date: 13 October 2021

Title: The Process for Approving the 2022-23 Budget² and Five-Year Financial Plan

Purpose of the Report

To outline the process for approving the 2022-23 budget and the five-year financial plan

Recommendation

Members note the report

Background

The overall process

1. This report details the process for approving the 2022-23 budget and the five-year financial plan. The five-year financial plan runs from 1 April 2022 to 31 March 2027.
2. Reports will be presented to members through two committee cycles.
3. The first committee cycle considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, and agrees charges; the first committee cycle formally starts with this meeting of the Strategy and Finance Committee. The recommendations from this committee will be considered by the Full Council on 27 October 2021.
4. Following the first cycle of meetings, officers will calculate the income and expenditure associated with the council's decisions.
5. The second committee cycle starts at Strategy and Finance on 1 December 2021. This meeting considers officers' income and expenditure calculations and firms up the council's 2022-23 budget and five-year financial plan. This includes the council's objectives.
6. The council's 2022-23 budget, five-year financial plan and objectives will be approved by resolution of the Full Council on 15 December 2021. The council's budget identifies the 2022-23 precept.

Reports to this meeting

7. The remainder of this report describes how agenda items 9, 10, 11, 12 and 13 fit together.
8. Agenda item 9 considers risk and internal control. It is included as part of the budget-setting process because issues arising from the report may have budget implications.
9. Agenda item 10 reports on the budget at 31 August 2021 and provides a year-end forecast.

² The 2022-23 budget includes the precept.

10. Agenda item 11 considers the 2022-23 budget, including the precept, and the five-year financial plan 2022-27
11. Agenda item 12 allows members to review charges.
12. Agenda item 13 considers the objectives the council wants to pursue over the next five years.
13. Following the council's decisions on these reports, officers will assess changes in income and expenditure. These will be factored into the 2022-23 budget and five-year financial plan.
14. The revised 2022-23 budget and five-year plan will be considered by the Strategy and Finance Committee on 1 December 2021.
15. On 15 December 2021, the Full Council will consider recommendations from that meeting of the Strategy and Finance Committee and approve the 2022-23 budget, precept, objectives, along with the five-year financial plan.
16. The agreed budget, five-year financial plan and objectives will be incorporated into a revised corporate plan which will be considered by this committee on 2 February 2022.

John Wright
Town clerk
October 2021

Committee: Strategy and Finance

Date: 13 October 2021

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

Purpose of Report

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

Recommendations

- a) Members note the statement of internal control and the observations detailed in paragraphs 13 to 26 of this report
- b) Members approve the risk management policy, appendix 9A and the standard annual risk assessment, appendix 9B
- c) Members review the draft risk register, appendix 9C, and propose amendments to the risk register

Background

1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
2. The external auditor's advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council³.
4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
5. The draft risk assessment on this agenda has been prepared by officers: the council is invited to comment and amend the draft risk assessment.

Statement of internal control

6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect on

³ Accounts and Audit Regulations 2015, regulation 6

the adequacy of its systems and processes and to review what's going well and what's not going so well.

7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Over the last three years, there have been weaknesses around financial controls, timely processing of invoices, bank reconciliations and debt management; these issues have been identified by the internal auditor and are resolved.
12. Overall, I believe the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business.

Control Environment

13. This assesses the integrity, competence and attitude of an organisation. This is assessed as below average.
14. The integrity of the council is good. In particular, previous concerns about breaches in confidentiality have reduced significantly.
15. The individual competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the support services manager and operations manager are CiLCA qualified. In addition, the council has and is supporting employees to gain additional qualifications, e.g., level 4 and 5 qualifications in accountancy and human resources management for the assistant finance manager and support services manager, respectively.
16. Between the election in May 2019 and autumn 2020, there was a positive and constructive atmosphere in the council and very little conflict.
17. Since the beginning of 2021, the behaviour of some councillors, along with associated tension inside and outside the council chamber has become a distraction and has created a negative public perception about the town council. This is despite a commitment from all councillors to accept collective 'rules' about behaviour. Some members do not seem to recognise it is their behaviour that is adversely impacting on other councillors and staff.

18. Generally, along with a preoccupation with detail and history, debate can drift from subject matter. While the council still manages to deliver core policy objectives and business priorities, if the level of tension and division in the council chamber persists, then this could be compromised.
19. The behaviour of some members is adversely affecting the well-being, participation, and decision-making roles of other members.
20. The behaviour of some members is adversely affecting member-officer relations.
21. Members are making decisions without thinking through the implications of those decisions. As a consequence, a significant amount of member and officer time has been spent managing the consequences of those decisions. Members need to remain mindful of the implications of the decisions they make.
22. Similarly, having invested a significant amount of time developing agreed objectives, some members and officers continue to add issues to the 'to do' list. To some extent this is inevitable, but there's a 'tipping point' where new issues begin to push aside agreed objectives, core business activities and reduce the time set aside for responding to unforeseen events. In addition, unplanned expenditure has an adverse impact on the council's budget. Members and officers need to be mindful of not approving new and unbudgeted priorities.
23. Inevitably, the views of 14 independent members will be disparate. Increasingly comments made by some members go against the grain of what the council is trying to achieve and sometimes translate into negative headlines about the council and the town. On occasions, some members appear to want to embarrass the council and its officers.
24. There are officer failings, too. Previous problems with financial control, timely processing of invoices and delays in undertaking bank reconciliations are resolved but problems remain with the timely actioning of objectives and projects. Covid-19 is still a consideration.
25. These observations are beginning to become critical to the well-being of this council and its functionality.
26. To a greater or lesser extent, the observations I have cited in paragraphs 13-26 are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

Risk Assessment

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

policy. The risk register details the mitigation applied to each identified risk. A column has been added to the risk register which comments on the rationale for the proposed changes to the scoring of probability and impact.

30. The most challenging risks faced by the council are:
- The deterioration in relationships between some members and the impact of this on the council
 - An elevation in conflict between personal and council interests, i.e., members acting as advocates of external organisations rather than representing council interests
 - The potential impact of Dorset Council's 2022-23 £36m budget gap on the council and services delivered to the town
 - The age of the council's assets and future investment
 - The council's partnership relationship with LymeForward
 - The council's negative image in the town
 - A re-escalation of Covid-19, including increases in infection, lockdown and budgetary impact

Information and Communication systems and processes

33. This assesses the capture and exchange of relevant information. This works reasonably effectively.
34. Relevant information is captured from: national and local organisations, national and professional bodies, e.g. the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training and information events.
35. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.⁴
36. The new council website has improved public information.
37. The council uses social media to convey information.
38. The council consults with the public on its objectives.
39. The council reviews its public relations and communications' policy annually and has introduced a social media policy. In 2018, the council took a column in Lyme Online to promote its activities.
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Control Activities

40. These are the policies and procedures to manage the council's business.
41. For 2020-21, the council received an unqualified external audit.
43. Control weaknesses around health and safety have strengthened significantly since the appointment of the current operations manager. A health and safety committee meet regularly, a consultant was appointed to review the council's health and safety arrangements and an action plan is in the process of being implemented and reviewed. In addition, a new health and safety policy was approved in May 2018 and is reviewed annually.
44. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds a health and safety qualification.

Monitoring Processes

45. These are the systems that provide and measure the quality of information. Developing information systems, transforming data into information and analysis are expensive and time-consuming activities. The council's systems cover key financial and non-financial activities and complaints.
46. The council produces financial and performance information commensurate to its size. Systems are in place for timely and accurate monthly management accounts, treasury management, bank reconciliation and debtors and systems are in place to capture complaints.
47. Systems are also in place to capture volume and value information on the council's key income generating activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire.

Risk Management Policy

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

What are the main risks the council is exposed to?

49. The draft risk register has been scored by officers and is presented at **appendix 9C**. Some of the highest risks, i.e., those with a score of 15+ are similar to previous years and centre around the financial pressures faced by Dorset Council. In addition, finance related risks are now scored higher due to the continued exposure to Covid-19.
50. Members are asked to consider the risk register and propose amendments.

John Wright
Town clerk
October 2021

Risk Management Policy

Background

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:

17.1 The Council is responsible for putting in place arrangements for the management of risk. The clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2 When considering any new activity the clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Policy

2. For the purpose of this policy, risk is defined as anything that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
 - Political – our ability to deliver local or central government policy
 - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
 - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
 - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
 - Legal – our ability to meet legislative and regulatory requirements
 - Technological – our ability to make the best use of technology and adapt to a changing environment
 - Environmental – our ability to comply with statutory requirements and best practice
 - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
 - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision

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

Review

10. This policy will be reviewed in October 2022.

John Wright
Town clerk
October 2021

Committee: Strategy and Finance

Date: 13 October 2021

Title: Budget Performance, 1 April – 31 August 2021

Purpose of Report

To inform members of performance against budget from 1 April to 31 August 2021

Recommendation

Members note the report

Report

- The budget from 1 April to 31 August 2021 is detailed below.
- The council's cash position at 31 March 2021 was c.£881k. The council's finances are such that more income is received at the beginning of the year financial year than at the end. Expenditure is more evenly spread throughout the year.
- Within the column 'Actual vs Budget', the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).

	Actual to 31 Aug 2021	Budget to 31 Aug 2021	Actual vs Budget	Variance %	Annual Budget
Income					
Precept	66,389.50	66,389.00	0.50	0%	132,778.00
Car parks	612,924.92	493,831.00	119,093.92	24%	788,671.00
Chalets/Beach huts/Caravans	233,520.38	144,278.33	89,242.05	62%	345,211.00
Concessions	8,228.58	10,083.00	-1,854.42	(18%)	10,083.00
Alfresco Seating	6,900.00	21,200.00	-14,300.00	(67%)	21,200.00
Commercial rents	127,010.05	121,851.00	5,159.05	4%	243,702.00
Marketing	5,583.34	13,600.00	-8,016.66	(59%)	13,600.00
Amenity area	108,868.29	63,013.00	45,855.29	73%	103,300.00
Cemetery	5,171.00	2,791.67	2,379.33	85%	6,700.00
Licenses	4,762.50	5,020.00	-257.50	(5%)	10,040.00
Other	42,280.79	7,312.50	34,968.29	478%	17,550.00
Asset Sales	208.33	-	208.33	0%	-
Investments	43.14	250.00	-206.86	(83%)	600.00
	1,221,890.82	949,619.50	272,271.32	16%	1,693,435.00
Expenditure					
Office administration	51,106.50	42,703.83	8,402.67	20%	74,919.00
Rent	18,085.35	14,120.50	3,964.85	28%	28,241.00
Licenses	0.00	1,041.67	-1,041.67	(100%)	2,500.00
Democratic representation	1,886.35	7,000.00	-5,113.65	(73%)	16,800.00
Outside works	109,142.05	60,909.17	48,232.88	79%	146,182.00
Projects	41,528.55	-	41,528.55	0%	
Grants/SLA	43,839.88	44,569.00	-729.12	(2%)	89,138.00
Utilities	106,526.74	118,338.00	-11,811.26	(10%)	145,200.00
Staffing	321,712.67	308,426.25	13,286.42	4%	740,223.00
Marketing	28,216.32	10,352.08	17,864.24	173%	24,845.00
Other	796.24	-	796.24	0%	-
Loan charges inc interest	15,625.00	15,625.00	0.00	0%	37,500.00
	738,465.65	623,085.50	115,380.15	9%	1,305,548.00
Net Profit/(Loss):	483,425.17	326,534.00	156,891.17		387,887.00

Analysis

4. The main differences in income are:

- a. Car park income up by c.£119k, broken down as follows:
 - i. Car parking charge income is c.£105k over budget
 - ii. Penalty charges are c.£8k over budget
 - iii. Permits are c.£5k over budget; this is unlikely to increase further.

The assumption is car parking income and fines for the remainder of the financial year will continue to be higher than budget.

- b. Chalet park and beach huts' income is up by £89k. This is largely due to the beach hut booking day in October 2020 when c.£51k was received; although money is received in 2020-21, it is accounted for in 2021-22. There is also c.£52k of fees from sales.
- c. Similarly, other income, which includes shelters' bookings at £10k and weddings at £3k were received in 2020-21 and accounted for in 2021-22. C.£11k grant income was received from Dorset Council to cover the cost of the summer security patrol.
- d. Planning has begun for the provision of additional beach huts on Marine Parade. Based on current market conditions, each sale should generate a net profit in excess of £50k.

5. Alfresco seating is down by c.£14k due to the government's introduction of a £100 maximum charge for removable outside seating.

6. The main differences in expenditure are:

- a. Office admin is higher than budget by c.£8k due to the receipt of legal fees relating to 2020-21.
- b. Outside works is over budget by c.£48k and attributable to: additional toilet cleaning during the summer period, c.£16k; repair to vandalised car park machines, c.£2k; roof glass repair, c.£2k; the provision of a container, c.£3k; increased vehicle repairs, c.£3k and; extra seafront bin collections, c.£7k.
- c. Marketing is over budget, c.£17. This is attributable to the cost of a new micro site with Dorset Council, c.£14k, along with the annual management fee, c.£5k.

7. The council's improved financial position, along with the prospect of further improvement during the remainder of the year, means that spending on objectives can be released with confidence.

8. So far this year, c.£41.5k has been spent on council identified objectives, these are included in the expenditure detailed below:

- | | |
|---------------------|----------|
| • Office/Guildhall | c.£18.4k |
| • EV points | c.£3k |
| • Roof (retention) | c.£7.6k |
| • Smart meters | c.£4.3k |
| • Path construction | c.£6.7k |
| • Seafront railings | c.£1.2k |

9. The following includes objectives that have been discussed with members and anticipated additional costs. Officers believe there is funding available for their delivery between now and 31 March 2022:

- Guildhall/office c.£100k
- Railings c.£86k (less Dorset Council contribution, c.£19k)
- Beach hut replacement c.£32k
- Chipper c.£15k
- EV points c.£14k (less grant contribution, c.£10k)
- Roof glass replacement c.£2.6k
- Other legal costs c.£5k
- CCTV c.£10k (assuming we get £40k grant towards this)
- Car park machines c.£30k

Total c.£265.6k

10. With a prudent cash forecast of c.£1.2m at 31 March 2022, the release of these works would leave a reserve of c.£936k. This is c.£90k higher than the budget reserve which was set at 50% of income budget, i.e., c£846k.
11. The prudent cash forecast only includes income received up until 31 August 2021; additional income for the remainder of the year is unknown but is likely to be above budget. The year-end forecast at 31 August 2021, after the cash for projects has been released, is c.£90k; this sum could prudently increase by a further c.£80-£150k, giving a total year-end reserve of c.£1,016k to c.£1,086k. This would allow the council to pay off its loan to Dorset Council, c.£157k and possibly increase its reserve to c.£1m.
12. Any recommendations from this committee will be considered by the Full Council on 27 October 2021.

Mark Russell
Finance manager
October 2021

Committee: Strategy and Finance

Date: 13 October 2021

Title: Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27

Purpose of the Report

To allow members to consider and the 2022-23 budget, including the precept, and the five-year financial plan 2022-27

Recommendation

- a) Members approve the 2022-23 base budget and assumptions.
- b) Members approve the base five-year financial plan and assumptions, **appendix 11A**

Background

1. Each year the council must approve the budget and precept for the following financial year. This report details the budget at 31 August 2021 and provides a year-end forecast. This is extrapolated into a five-year financial plan. The report pays specific reference to the council's reserve. The report creates a base from which members can make decisions. The report:
 - excludes objectives and projects
 - includes officer proposals; members can add to or subtract from these proposals.
 - includes known cost increases
 - includes income increases which are informed by contractual conditions, e.g., leases and licences, recent policy decisions and changing market conditions.
2. The report does not include any changes to the precept or discretionary charges.
3. Officers have adopted a prudent approach to the 2022-23 budget. Known income, only, is included in the budget; speculative income is excluded. All known and reasonably anticipated expenditure is included in the budget.

2021-22 budget

4. The council's budget position at 31 August 2021 is attached, **appendix 11B**. In summary, the council's current income is £1,221,000 and expenditure is £738,000; a surplus of £483,000. The year-end income forecast, based on actual income and expenditure is a surplus of £475,000, **appendix 11B**.

The 2022-23 budget

5. The following summarises the income and expenditure assumptions that inform the 2022-23 budget, **appendix 11A**. Where appropriate, variances from the 2021-22 budget are explained.

Income

6. Car parking charges are based on the 2019-20 budget; 2020-21 and 2021-22 actual income has been affected by COVID-19.
7. Lease and licence conditions link privately-owned chalets, caravans and beach huts site rents to September's retail price index (RPI). The RPI for September 2020 was 1.6%. The RPI for September 2021, although not yet released, is forecast at 4.8%.
8. Concession income reflects the value of concessions let.
9. Alfresco seating is reduced by c.£15k to reflect the government's decision to charge outside seating at no more than £100 to 31 September 2022.
10. Commercial income is increased by £2k to £245k to reflect rental charges.
11. Advertising income is reduced by £7k to £6k; this is informed by reduced demand for advertising space.
12. Income from the amenities area remains at c.£104k.
13. Cemetery income remains at c.£6.7k.
14. Income from licences is increased by £2k to £12k. This reflects the average of the income received in 2018-19, 2019-20 and 2021-22.
15. As a product of the increased amount for the hire of the shelters, other income has increased by £11k.
16. Income from investments has been reduced from £1k to £500 to reflect lower interest rates.

Expenditure

17. The forecast staffing budget for 2022-23 is £783k, an increase of £33k on 2021-22. The 2022-23 budget assumes a national pay increase of 2% in 2021-22 and a further salary increase of 3% in 2022-23. The budget also includes a National Insurance increase from 13.8% to 15.5% and some staff movement through their pay grade. The training budget is increased to £10k, following a reduction of 50% in 2021-22; this reduction was for one year only. The budget assumes all employees are in the Local Government Pension Scheme.
18. Office administrative costs are increased by £12k to £86k. This is largely due to increased cleaning costs of c.£8k.
19. Rents are increased by £1k to £29k to reflect RPI increases.
20. Licensed land refers to the skatepark which is leased from Dorset Council.
21. Democratic costs increase by £11k to allow for the annual cost of member IT.
22. The outside works' budget reflects base expenditure, only and is based on the average of actual spend in 2019-20, 2020-21 and 2021-22. This increases the budget by c.£40k. The increase includes: inflation at 4.8%, c.£9k; additional car parking credit card costs, c.£8k which reflects an overall increase in car parking of 25% and a greater proportion of payments made by card;

increased refuse collection costs due to higher tourist volumes, c.£13k and; an increase of c.£2k for vehicle maintenance which reflects the increased age of the fleet.

23. The marketing budget is reduced by £5k to £19k; the 2020-21 included the setup cost of the town map and trail which accounts for the majority of this reduction.
24. Utilities' expenditure is increased by £43k to £188k. This budget includes a business rates' increase of £50k, following a revaluation of the council's car parks and a 30% increase, c.£4k, in energy charges. Water rates are reduced to reflect additional consumption due to a burst pipe in 2021-22.
25. The council loan is with Dorset Council. It has a 20-year term and was taken out in 2011. Members will consider the repayment of this loan in 2021-22. If this is agreed, there is an annual saving of £37k from 2022-23 onwards; this is reflected in the budget assumptions.

The five-year financial plan

26. The five-year financial plan, **appendix 11A**, is informed by the council's routine income and expenditure. The five-year plan doesn't include any known or predicted changes to income or expenditure.
27. This level of projected spend and the continued impact of COVID-19 means the council must be more prudent in approving in-year expenditure. It should also seek opportunities to generate additional income.

The council's reserve

28. The five-year plan also quantifies the impact of the council's annual spend on the council's reserve.
29. The council's reserve at 31 March 2022 is prudently forecast to be c.£966k, after the objectives and projects identified in the budget performance report, agenda item 10, have been completed. The year-end forecast reserve is c.£120k higher than the budget reserve, which was set at 50% of turnover, i.e., c.£846k (50% of £1.692k).
30. Officers recommend the reserve for 2022-23 is increased to £1m to give the council greater capacity to respond to asset investment and unforeseen events.
31. At the last meeting of this committee, the town clerk undertook to bring a report to members as part of the budget-setting process to consider whether to adopt a different approach to investment.
32. The council's current policy to investment is low risk. The return on the council's investments could be improved by adopting a medium or high-risk investment strategy to increase the return.
33. In summary, the council's five-year financial plan creates a surplus each year. Based on prudent assumptions, these are:

	In year
2022-23	£289k
2023-24	£337k
2024-25	£338k
2025-26	£338k
2026-27	£338k

34. These sums could increase by a further c.£80-£150k if car parking income continues at its current level and/or is increased. In addition, the council is likely to receive income from the sale of beach huts, chalets and caravans.
35. Any recommendations from this committee will be considered by the Full Council on the 27 October 2021.

Mark Russell
Finance manager
October 2021

APPENDIX 11A

Income	2022-23	2023-24	2024-25	2025-26	2026-27
Precept Total	132,778.80	132,778.80	132,778.80	132,778.80	132,778.80
Car Park Total	839,150.00	839,150.00	839,150.00	839,150.00	839,150.00
Chalet & Caravan Total	349,912.28	349,912.28	349,912.28	349,912.28	349,912.28
Concession Total	8,500.00	8,500.00	8,500.00	8,500.00	8,500.00
Alfresco Licenses Total	6,500.00	21,200.00	21,200.00	21,200.00	21,200.00
Commercial Rent Total	245,465.00	245,465.00	245,465.00	245,465.00	245,465.00
Advertising Total	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Amenities Total	104,000.00	104,000.00	104,000.00	104,000.00	104,000.00
Cemetry Total	6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total	12,290.00	12,290.00	12,290.00	12,290.00	12,290.00
Other Total	28,550.00	28,550.00	28,550.00	28,550.00	28,550.00
Interest Total	100.00	100.00	100.00	100.00	100.00
TOTAL	1,739,946.08	1,754,646.08	1,754,646.08	1,754,646.08	1,754,646.08
Expenditure					
Outside Works Total	186,360.00	186,360.00	186,360.00	186,360.00	186,360.00
Roof Works					
Democratic Rep Total	28,200.00	28,200.00	28,200.00	28,200.00	28,200.00
Rents Total	29,250.00	29,250.00	29,250.00	29,250.00	29,250.00
Licenced Land Total	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
Office Admin Total	86,476.00	87,576.00	86,476.00	86,476.00	86,476.00
Staffing Total	783,344.00	783,344.00	783,344.00	783,344.00	783,344.00
Marketing Total	18,850.00	18,850.00	18,850.00	18,850.00	18,850.00
Utilities Total	191,850.00	191,850.00	191,850.00	191,850.00	191,850.00
Grants Total	89,400.00	89,400.00	89,400.00	89,400.00	89,400.00
Loans Total	-	-	-	-	-
TOTAL	1,416,230.00	1,417,330.00	1,416,230.00	1,416,230.00	1,416,230.00
Reserve Inc/(Dec)	323,716.08	337,316.08	338,416.08	338,416.08	338,416.08
	1,289,716.08	1,627,032.16	1,965,448.24	2,303,864.32	2,642,280.40

APPENDIX 11B

	Total to 31 Aug 21	Budget to Aug 21	Actual vs Budget	Variance %	Forecast
Income					
Precept	66,389.50	66,389.00	0.50	0%	132778
Car parks	612,924.92	493,831.00	119,093.92	24%	945,924.92
Chalets/Beach huts/Caravans	233,520.38	144,278.33	89,242.05	62%	400,520.38
Concessions	8,228.58	10,083.00	-1,854.42	(18%)	8228
Alfresco Seating	6,900.00	21,200.00	-14,300.00	(67%)	6900
Commercial rents	127,010.05	121,851.00	5,159.05	4%	243702
Marketing	5,583.34	13,600.00	-8,016.66	(59%)	5,583.34
Amenity area	108,868.29	63,013.00	45,855.29	73%	150,000.00
Cemetery	5,171.00	2,791.67	2,379.33	85%	12410.4
Licenses	4,762.50	5,020.00	-257.50	(5%)	9,782.5
Other	42,280.79	7,312.50	34,968.29	478%	52,280.79
Asset Sales	208.33	-	208.33	0%	208.33
Investments	43.14	250.00	-206.86	(83%)	103.536
	1,221,890.82	949,619.50	272271.32	16%	1,968,422.20
Expenditure					
Office administration	51,106.50	42,703.83	8,402.67	20%	82055.6
Rent	18,085.35	14,120.50	3,964.85	28%	28680
Licenses	0.00	1,041.67	-1,041.67	(100%)	2500
Democratic representation	1,886.35	7,000.00	-5,113.65	(73%)	4527.24
Outside works	109,142.05	60,909.17	48,232.88	79%	261940.92
Projects	41,528.55	-	41,528.55	0%	41528
Grants/SLA	43,839.88	44,569.00	-729.12	(2%)	90000
Utilities	106,526.74	118,338.00	-11,811.26	(10%)	130000
Staffing	321,712.67	308,426.25	13,286.42	4%	772110.408
Marketing	28,216.32	10,352.08	17,864.24	173%	40419.168
Other	796.24	-	796.24	0%	1910.976
Loan charges inc interest	15,625.00	15,625.00	0.00	0%	37500
	738,465.65	623,085.50	115380.15	9%	1,493,172.31
Net Profit/(Loss):	483,425.17	326,534.00	156,891.17		475,249.88

Committee: Strategy and Finance

Date: 13 October 2021

Title: Review of Precept and Charges

Purpose of Report

To allow members to determine the precept for 2022-23

To allow members to set charges for 2022-23 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2023-24 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

Recommendation

- a) Members set the precept for 2022-23
- b) Members set charges for 2022-23 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges, memorial benches; and Monmouth Beach garages
- c) Members set charges for 2023-24 for Cart Road beach hut hire; the hire of Marine Parade Shelters; and weddings and civil partnerships

Background

1. The RPI for August 2021 was 4.8% and CPI was 3.2%.
2. Values are rounded up and include VAT, where applicable.

Precept 2022-23

3. The precept for 2021-22 is £132,779.
4. For information, the council tax charge for Band D properties in Lyme Regis is £64.41 in 2021-22. This is between 50% and 75% lower than neighbouring towns in Dorset, for example:
 - Charmouth £125.64
 - Weymouth £185.69
 - Bridport £242.76
5. Members may wish to consider an increase in the precept. For information, a 5% increase would raise precept income by c.£7k to £139,418; the council tax charge for a Band D property would increase by £3 to £67.63.
6. A 10% increase would raise precept income by c.£13k to £146,056; the council tax charge for a Band D property would increase by £6 to £70.85.

7. A 15% increase would raise precept income by c.£20k to £152,695; the council tax charge for a Band D property would increase by £10 to £74.07.

Cart Road beach hut hire

8. The council made significant changes to the way beach huts were booked from October 2019. As well as an online booking system on the town council website, there has been a move away from weekly hire to predominantly daily hire, offering more flexibility and availability to hirers. However, during the busiest periods, such as school holidays, there continues to be a minimum booking period of a week.
9. The prices for 2022 were agreed last year and the council now needs to set charges for 2023.
10. Annual, summer and winter packages continue to be offered for 2022-23, as well as priority booking arrangements for Lyme Regis residents. Lyme residents are eligible for a 10% discount if they hold a Gateway Card.
11. For Christmas/New Year 2022-23, a two-weekly booking period operates from 24 December 2022 until 6 January 2023.
12. Charges for previous years are shown in the table below:

	Weekly Rates 2019	Weekly Rates 2020	Daily Rates 2021	Weekly Rates 2021	Daily Rates 2022	Weekly Rates 2022
January– Easter	£10	£10	£3		£4	
Easter Holiday	£45	£45		£50		£55
April – Spring Holiday	£25	£35	£9		£10	
Spring Holiday	£50	£50		£55		£60
June	£45	£45		£50		£55
2 July – 16 July						£80
23 July- August	£120	£120		£130		£140
September	£45	£45	£11		£12	
October	£25	£25	£6		£7	
November- December	£16	£16	£4		£5	
Christmas and New Year	£35	£40	£40	£80 (only 2 weekly booking)		£80 (only 2 weekly booking)
Winter Season	£150	£155	£160			£170
Summer Season	£950	£950	£1,000			£1,100
Annual	£1,500	£1,500	£1,600			£1,700

13. Occupancy data would normally be provided, however, 2020 and 2021 data is limited due to COVID-19 restrictions and a disproportionately high number of refunds. Officer assessment of

demand is it has significantly exceeded previous years; every weekend has been fully booked up until 2 and 3 October 2021. This suggests charges could be increased.

14. When the booking system was introduced in October 2019, the council introduced daily charges for low season and retained weekly charges for high season.
15. The income from daily charges is generally higher, on a pro-rata basis, than the income from the weekly charges.
16. Members may wish to consider whether daily charge and weekly charges should be amended.

Alfresco licences

17. The following table shows historical charges:

	Price 2012 – 2016/17	Price 2017/18	Price 2018/19	Price 2019/20	Price 2020/21	Price 2021/22
Businesses						
Covers	£120	£125	£125	£130	£130	£130
Single Chairs	£10	£10	£10	£12	£12	£12

18. In 2020-21, due to COVID-19 there was a government requirement to charge a flat rate of £100 per business for outside seating; this charge is irrespective of the number of covers. This requirement is set to expire in September 2022⁵. Officers propose no change in the cover charge from October 2022 onwards, given that the businesses are unlikely to significantly benefit from this date.
19. The government required flat charge does not apply to seating areas which have fixed furnishings. Members may wish to consider amending these charges.

Website advertising

20. It was resolved by Full Council on 28 July 2021 to set introductory charges for the new visit Dorset website as follows

Bronze	£90
Silver	£120
Gold	£200

21. Charges for 2022-23 need to be considered by the Tourism, Community and Publicity Committee on 19 January 2022.

Bell Cliff advertising

22. Since their introduction between 2014-15 and 2017-18, advertising charges were £100, inclusive of VAT. In 2018-19 they were increased to £110, inclusive of VAT. The charge was increased to £120, inclusive of VAT in 2021-22.

⁵ The government has launched a consultation on these temporary measures.

Marine Parade Shelters

23. In 2017-18, the categories for charging for shelters' hire were fundamentally changed, so only prices from this point are shown. The council has already agreed prices for 2022-23, and now needs to set prices for 2023-24. Charges are set a year in advance because of the volume of bookings taken in advance.

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

Categories	2017/18	2018/19	2019/20	2020/21	2022/23
DT7 postcodes	£10	£10	£10	£15	£15
Within a 10-mile radius of the offices	£15	£15	£15	£20	£20
Outside a 10-mile radius of the offices	£20	£20	£20	£25	£25
National charities (per hour)	£15	£15	£15	£20	£20
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

Commercial or private hire

Area		2017/18	2018/19	2019/20	2020/21	2022/23
Langmoor Room	Per room, per hour	£15	£15	£15	£15	£15
Market area	Per day	£100	£100	£100	£125	£150
Performance area/ top of shelters (Commercial)	Per day	£150	£150	£150	£175	£200
Hire pf Performance Area for Performance	Per Half	£60	£60	£60		£60
Hire of any section on top of the shelters	Per Day	£100	£100	£100		£200

Amenities

24. The mini-golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half-term; for the remainder of the year it is open at weekends, only. The putting green was re-opened in June 2017.
25. The current charges are: adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person. These prices were increased in 2021-22. For information, putting income to 30 September 2021 was £311.

26. Pre-booked groups of 10 or more and Gateway Card holders are given a 25% discount.

Weddings and civil marriages

27. Weddings and civil marriages are booked some time in advance. Prices have already been agreed for 2022-23, and now need to be set for 2023-24. Historic charges are shown in the following table:

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Monday-Friday	£300	£300	£300	£300	£300	£300
Weekends	£400	£400	£400	£400	£400	£400

28. Despite competition from other wedding venues in the town, the number of bookings has remained static over the last few years. As the charge has remained the same for the past six years, members may wish to consider amending the charges for 2023-24.

Car parking permits

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

30. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.

31. A weekly ticket at Woodmead is currently £50.

32. The prices agreed since 2017-18 are shown in the following table:

	2017/18	2018/19	2019/20	2020/21	2021/22
Residents	£175	£175	£175	£175	£175
Non-residents	£300	£300	£325	£335	£400
Holiday accommodation	£550	£550	£650	£670	£700

33. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually.

34. Dorset Council has set parking permit prices as follows: pop and shop, £78; live work and play, £260. These charges are significantly lower than this council's parking permit charges.

35. The increased level of charge for holiday accommodation introduced for the current year has generated some adverse comments. Therefore, it is recommended these are unchanged.

Car Parking

36. Car park charges at Cabanya and Monmouth Beach car parks were increased in 2016-17 and again in 2019-20. The hourly charge for Woodmead car park has remained at £1 since 2016-17 but there have been changes to the charge for three-day and weekly permits.

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Cabanya	1.20	1.20	1.20	1.40	1.40	1.40
Monmouth Beach	1.20	1.20	1.20	1.40	1.40	1.40

Woodmead	1 hour	1.00	1.00	1.00	1.00	1.00	1.00
	3-day ticket		20.00	20.00	25.00	25.00	£25
	Weekly ticket	30.00	40.00	40.00	50.00	50.00	£50

37. The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half-term, outside of which they are 8am to 6pm.
38. The table below details the increased revenue if the council increases car parking charges by 10p, 20p and 30p.

	2021/22 Budget £	10p Increase £	20p Increase £	30p Increase £
Woodmead Halls	200,000	20,000	40,000	60,000
Monmouth Beach	540,000	38,500	77,000	£116,000

39. For information, Dorset Council's hourly charges are:

Hour	Dorset Council	Woodmead	Monmouth Beach
1	£2.00	£1.00	£1.40
2	£3.00	£2.00	£2.80
3	£4.00	£3.00	£4.20
4	£5.00	£4.00	£5.60

40. Dorset Council's daily charge at Holmbush and Charmouth Road car parks is £8, rising to £10 in 2022.

Penalty Charge

41. The level of penalty charge has remained unaltered at £60 for at least 10 years, as has the reduced fee of £40 if the penalty is paid within seven working days. These charges are broadly comparable with other councils, some of whom offer a further reduction, often no more than £20, if the penalty is paid immediately, e.g., within 24 hours. Dorset Council has a differential penalty charge depending on the offence committed.
42. This council's income from penalty charges has increased year-on-year for the last three years, despite the charges remaining the same. i.e., income in 2018-19, £15,482; 2019-20, £19,929 and 2020-21, £26,472.

Cemetery Charges

43. All the charging elements were examined in some detail in 2016 and there has been no change in charges since 2018-19. The current charges are:

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/footstone/tablet
2017/18	No charge	No charge	£170.00	£40.00	£245.00	£90.00	£90.00
2018/19	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
2019/20	No charge	No charge	£225.00	£50.00	£455.00	£276.00	£90.00
2020/21	No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
2021/22	No Charge	No Charge	£225	£50	£455	£276	£90

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£45/£60	No charge	Not allowed	Not allowed	No charge	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not offered	No extra charge
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge
£45/£60	£30	£20	£20	£25	Not Offered	No Extra Charge

44. Double fees apply to non-parishioners, although as agreed by the Full Council on 3 March 2021, any non-parishioners wishing to be buried in the town cemetery must have a proven family connection or origins in Lyme Regis.
45. The level of charges is lower than average, and this is often commented on, particularly by those purchasing a grave. At current burial levels, there remains space in the cemetery, for 20-25 years. In 10-15 years' time, the council will have to consider the acquisition of additional land for interment; this will come at a cost.

Site Licences

46. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to September's RPI. The announcement is due on 20 October 2021; the RPI rate for August 2021 was 4.8%.

Memorial Benches

47. The purchase price for memorial benches is governed by procurement cost. The 2020-21 cost was £700.
48. Officers propose this system remains unchanged for 2022-23.
49. Under VAT rules, the council is able to reclaim VAT on the purchase, but do not have to pay VAT on the sale.

Monmouth Beach Garages

50. The council currently has seven garages it lets out annually to residents⁶. The charge is £1,040 excl VAT. This charge has remained unchanged since 2017 and members may wish to consider amending this.

Mark Russell
Finance manager
October 2021

⁶ There are eight garages in total but the council has agreed to retain one garage for storage.

Committee: Strategy and Finance

Date: 13 October 2021

Title: Objectives

Purpose of Report

To allow members to consider objectives for 2022-23 and beyond

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 18 March 2020, the Strategy and Finance Committee agreed capital projects should be suspended unless a contractual commitment had been entered. Since then, the council has adopted a cautious approach toward the release of funds for objectives and projects.

Report

2. The base budget for 2021-22, along with decisions on the precept and charges created a reserve of c.£850,000 and a surplus of c.£400,000 at 31 March 2022.
3. The council's financial performance to 31 August 2021 and its year-end forecast are significantly above budget and this means monies for a significant number of objectives can be released in 2021-22 for completion before 31 March 2022.
5. Objectives were considered by the Full Council 25 November 2020 and augmented at the members' awayday 24 July 2021. The full list of considered objectives is detailed below; projects that can be financed in 2021-22, see agenda item 10, are struck through in red:

Guildhall and office repairs	100,000
Seafront railings	86,000⁷
Beach hut replacement	32,000
Chipper replacement	15,000
EV points	14,000⁸
Replacement car parking machines	30,000
Dorset Council loan repayment	157,500
CCTV	10,000
Lighting columns renewal	80,000
Asset management review	10,000
Replacement cadet hut	100,000
Amenities' hut replacement	25,000
Mule replacement	15,000
Transit replacement	15,000
Courier van replacement	15,000

⁷ Dorset Council's contribution to this project is £19,000. The total cost to the council is £67,000

⁸ There is a £10,000 grant contribution to this project. The total cost to the council is £2,000

Tractor replacement	60,000 ⁹
Chapel roof repairs	10,000
Lengthsman's van replacement	20,000
Enhanced town bus service	13,000

6. In addition, officers recommend a budget of £50,000 is approved to undertake repairs to address water ingress at the Jubilee Pavilion (these repairs are required before the pavilion can be let commercially), a budget of £10,000 is approved to employ a part-time officer to undertake community engagement work, and an additional budget of £12,000 is approved to fund the Queen's Platinum Jubilee celebrations in June 2022¹⁰.
7. The total cost of these objectives and projects is £435,000. The total budget surplus over the next five years is forecast at £1,640,000; this allows significant scope for members to add further objectives. The level of funding available allows the council to consider embarking on one or more significant projects during the remaining life of this council.
8. Members are asked to consider existing and future objectives and projects and indicate to officers the priority they wish to attach to them.
9. Finally, the committee should consider how it engages with the electorate in determining objectives; in the past, consultation events have been held. To engage the electorate, the council could consider using Lyme Voice and seek opinion through its website, social media and its newspaper column. Any consultation would need to take place between now and the next cycle of meetings.
10. Any recommendations from this committee will be considered by the Full Council on 27 October 2021.

John Wright
Town clerk
October 2021

⁹ The council's policy is to replace its fleet with electric vehicles. The estimate cost of an electric tractor is £100,000, significantly above the cost of a replacement diesel tractor, c £60,000. For this reason, the council may want to consider delaying the tractor's replacement until such time as the price of electric tractors significantly reduces. This is likely to increase repair costs.

¹⁰ The 2022-23 base budget already includes an allocation of £8,000.

Committee: Strategy and Finance

Date: 13 October 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.£881k.
2. During the last financial year, the council had 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

3. The council's cash holding at 30 September 2021 is c.£1.539k, **appendix 14A**.
4. 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.
5. Officers have advised that the cash holding should be at least 50% of turnover. The current projected reserve for the year ending March 2022 is c.£1.179m, which is c.£330k greater than the minimum 'target' figure of £850k (50% of £1.7m).
6. 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 department has been successful in debt collection, retrieving some older debts that had not been included in the assumptions.
7. Any interest rates are low and therefore negligible as to any future interest the council may receive.

Naomi Cleal
Assistant finance manager
October 2021

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>30-Sep-21</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		49,387	Instant
NatWest Special Interest Bearing Account 0.01%		30,472	Instant
Lloyds - Current		11,012	Instant
Lloyds - Liquidity Manager (0.01%)		1,447,260	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,539,668</u>	
<u>Loans to Lyme Regis Town Council</u>			
West Dorset District Council			
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	
	Mar-22	157,499	
Public Works Loan Board		NIL	
Total		157,499	

Committee: Strategy and Finance

Date: 13 October 2021

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of August and September 2021

Recommendation

Members note the report and approve the attached schedule of payments for August and September 2021 for the sums of £184,821.95 and £141,759.96, respectively

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months August and September **appendices 15A and B**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal
Assistant finance manager
October 2021

APPENDIX 15A

<u>Lyme Regis Town Council</u>									
<u>Payments list for August 2021</u>									
					£184,821.95				
<u>Total</u>									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
02-Aug	DC RATES	Rates	Monthly	DD	8128	0%	-	8,128.00	Utilities
04-Aug	SALARY	July salaries	Monthly	EBP	51.94	0%	-	51.94	Staffing
11-Aug	HMRC VAT	VAT	Quarterly	DD	78397.69	0%	-	78,397.69	VAT
16-Aug	ALLSTAR	Fuel	Monthly	DD	1072.12	20%	178.69	893.43	Outside Works
16-Aug	BANKLINE	Bank charges	Monthly	BLN	52	0%	-	52.00	Office Expenses
18-Aug	DWP	Waste collection	Monthly	DD	2659.3	0%	-	2,659.30	Outside Works
19-Aug	WORLDPAY	Transaction fees	Monthly	DD	200.28	0%	-	200.28	Office Expenses
23-Aug	WORLDPAY	Transaction fees	Monthly	DD	25.26	0%	-	25.26	Office Expenses
24-Aug	SALARY	August salary	Monthly	EBP	39518.45	0%	-	39,518.45	Staffing
25-Aug	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Loans
25-Aug	SALARY	August salary	Monthly	EBP	43.2	0%	-	43.20	Staffing
27-Aug	HMRC PAYE	August PAYE and NI	Monthly	DD	-12953.99	0%	-	-12,953.99	Staffing
				Total	£120,319.25				
LLOYDS BANK									
02-Aug	SOUTHERN ELECRITC	Electric	Quarterly	DD	379.49	5%	18.07	361.42	Utilities
02-Aug	INVESTEC	Franking machine rental	Quarterly	DD	174	20%	29.00	145.00	Office Expenses
02-Aug	SOUTHERN ELECRITC	Electric	Quarterly	DD	24.97	5%	1.19	23.78	Utilities
02-Aug	ZOOM	Software subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
03-Aug	RNLI	Lifeguard services 2021	Annual	FPO	5067.06	20%	844.51	4,222.55	Grants
03-Aug	SP4	Beach security	Weekly	FPO	4636.8	20%	772.80	3,864.00	Outside Works
03-Aug	GLEN CLEANING	Cleaning and additional cleans July	Monthly	FPO	4538.38	20%	756.40	3,781.98	Outside Works
03-Aug	METRIC	Multiple invs - repairs, maintenance and hosting	Mixed	FPO	2800.7	20%	466.78	2,333.92	Outside Works
03-Aug	NAGELS	Car park machine printing paper	One-off	FPO	2058	20%	343.00	1,715.00	Outside Works
03-Aug	HOLMES & BLACKMORE	Chalet park water check and repairs	One-off	FPO	1955.03	0%	-	1,955.03	Outside Works
03-Aug	AXE SKIP HIRE	Skip hire	One-off	FPO	1824	20%	304.00	1,520.00	Outside Works
03-Aug	BUGLARS	Multiple invs - repairs on two vehicles	One-off	FPO	1661.27	20%	276.88	1,384.39	Outside Works
03-Aug	EIBE	Play equipment parts	One-off	FPO	1370.33	20%	228.39	1,141.94	Outside Works
03-Aug	A.S SECURITY ALARM	Alarm contract renewal and minor changes	Annually	FPO	1280.4	20%	213.40	1,067.00	Outside Works
03-Aug	TRAVIS PERKINS	External works supplies	One-off	FPO	1152.58	20%	192.10	960.48	Outside Works
03-Aug	DAMORY	71 bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents
03-Aug	SIX PAYMENT	Transaction charges	Monthly	FPO	827.71	0%	-	827.71	Office Expenses
03-Aug	AXMINSTER GARDEN M	Gardening equipment repairs	One-off	FPO	688.2	20%	114.70	573.50	Outside Works
03-Aug	ARTHUR FORDHAMS	Various external supplies	One-off	FPO	574.04	20%	95.67	478.37	Outside Works
03-Aug	SCREWFIX	External works supplies	One-off	FPO	535.48	20%	89.25	446.23	Outside Works
03-Aug	CREATIVE SOLUTIONS	Various signage	One-off	FPO	521.58	20%	86.93	434.65	Outside Works
03-Aug	FERNHILL HOTEL	Hire of sun room and lunch for guests	One-off	FPO	485	20%	80.83	404.17	Office Expenses
03-Aug	WORKWEAR EXPRESS	Staff clothing	One-off	FPO	437.84	20%	72.97	364.87	Staffing
03-Aug	LUKE LAWSON	Website monitoring	Monthly	FPO	300	0%	-	300.00	Marketing & Touri
03-Aug	BLAMPHAYNE SAWMILL	Wood for beach huts	One-off	FPO	263.87	20%	43.98	219.89	Outside Works
03-Aug	OVERTON	Beach cleaning equipment	One-off	FPO	220.74	20%	36.79	183.95	Outside Works
03-Aug	GARETH TAYLOR	Electrical work	One-off	FPO	135	0%	-	135.00	Outside Works
03-Aug	MOLE AVON	External works supplies	One-off	FPO	133.03	20%	22.17	110.86	Outside Works
03-Aug	ECOM6	June transaction charges	Monthly	FPO	106.5	20%	17.75	88.75	Office Expenses
03-Aug	A J SUPPLIES	Cleaning supplies	One-off	FPO	98.4	20%	16.40	82.00	Outside Works
03-Aug	WESTCRETE CONCRETE	Concrete	One-off	FPO	66.72	20%	11.12	55.60	Outside Works
03-Aug	LYME ONLINE	Column July	Monthly	FPO	65	0%	-	65.00	Marketing & Touri
03-Aug	STAFF	Reimbursement for office expenses	One-off	FPO	49.66	0%	-	49.66	Staffing
04-Aug	LR GIG CLUB	Grant	One-off	FPO	985	0%	-	985.00	Grants
04-Aug	CANCER SUPPORT	Grant	One-off	FPO	280	0%	-	280.00	Grants
04-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

06-Aug	AMAZON	External works supplies	One-off	DEB	158.44	20%	26.41	132.03	Outside Works
06-Aug	CUSTOMER	Car park refund	One-off	FPO	8.4	0%	-	8.40	Refunds
06-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Aug	WESTERN POWER	Installation of a new supply	One-off	FPO	3470.52	20%	578.42	2,892.10	Outside Works
09-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Aug	BARCLAYCARD	Transaction charges	Monthly	DD	44.29	0%	-	44.29	Office Expenses
10-Aug	BARCLAYCARD	Transaction charges	Monthly	DD	17.47	0%	-	17.47	Office Expenses
11-Aug	GOCARDLESS	July Zatpark Charges	Monthly	DD	516.24	0%	-	516.24	Office Expenses
11-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Aug	SLCC	GDPR course	One-off	FPO	36	0%	-	36.00	Staffing
13-Aug	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Aug	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
16-Aug	SOUTH WEST WATER	Water	Monthly	DD	2381.04	0%	-	2,381.04	Utilities
16-Aug	G4S CASH SOLUTIONS	June cash collection	Monthly	DD	1560.74	20%	260.12	1,300.62	Outside Works
16-Aug	UNITY 5	Zatpermit subscription	Annually	DD	1200	20%	200.00	1,000.00	Utilities
16-Aug	SAGE SOFTWARE LTD	Software support	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
16-Aug	EE LIMITED	Phone and SIM card	Monthly	DD	119.12	20%	19.85	99.27	Utilities
16-Aug	SOUTH WEST WATER	Water	Quarterly	DD	66.53	0%	-	66.53	Utilities
16-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Aug	SQUARE	Team plus	Monthly	DEB	10.32	20%	1.72	8.60	Outside Works
17-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Aug	CHRISTMAS LIGHTS	Grant	Annually	FPO	4000	0%	-	4,000.00	Grants
19-Aug	WORLDPAY	Transaction charges	Monthly	DD	187.28	0%	-	187.28	Office Expenses
19-Aug	UNITY 5	Zatpark administration top-up	One-off	DEB	100	20%	16.67	83.33	Office Expenses
19-Aug	WORLDPAY	Transaction charges	Monthly	DD	45.59	0%	-	45.59	Office Expenses
19-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Aug	OFFICEFURNITURE	Office furniture	One-off	DEB	136.8	20%	22.80	114.00	Office Expenses
23-Aug	IP OFFICE	July calls and installation of new socket	Mixed	DD	569.24	20%	94.87	474.37	Office Expenses
23-Aug	PITCHCARE	Stem injection kits	One-off	DEB	533.4	20%	88.90	444.50	Outside Works
23-Aug	PILOT BOAT	Councillor celebration	One-off	DEB	154.25	0%	-	154.25	Office Expenses
23-Aug	EDF ENERGY	Unmetered supply - car park	Quarterly	DD	132.08	5%	6.29	125.79	Utilities
23-Aug	SOUTHERN ELECRITC	Electric	Quarterly	DD	130.68	5%	6.22	124.46	Utilities
23-Aug	LR COMMUNITY GROUP	Grant	One-off	FPO	63.54	0%	-	63.54	Grants
23-Aug	VPW SYSTEMS	Website costs	One-off	DD	54	20%	9.00	45.00	Marketing & Touri
23-Aug	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
23-Aug	EBAY	External supplies	One-off	DEB	13.94	20%	2.32	11.62	Outside Works
23-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Aug	DC PENSION FUND	August Pension contributions	Monthly	BP	10524.43	0%	-	10,524.43	Staffing
25-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
26-Aug	CUSTOMER	Parking refund	One-off	FPO	8.4	0%	-	8.40	Refunds
27-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
31-Aug	SOUTH WEST SURVEYS	Boundary survey	One-off	FPO	871.36	20%	145.23	726.13	Office Expenses
31-Aug	KITSON AND TROTMAN	Final filing fee - Power Boat Lease	One-off	FPO	50	20%	8.33	41.67	Office Expenses
31-Aug	CUSTOMER	Shelter hire refund	One-off	FPO	20	0%	-	20.00	Refunds
31-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
31-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
31-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
				Total	<u>£64,476.21</u>				
				Petty Cash	<u>£26.49</u>				
	Expenditure category totals								
	Outside Works	£35,993.33							
	Democratic representation	£0.00							
	Rents	£1,125.00							
	Licensed land	£0.00							
	Office Expenses	£4,895.60							
	Staffing	£37,707.53							
	Marketing & Tourism	£419.00							
	Utilities	£12,699.91							
	Grants	£10,395.60							
	Loans	£3,125.00							
	VAT	£78,397.69							
	Refunds	£36.80							
	Petty Cash	£26.49							
	Total	£184,821.95							

APPENDIX 15B

		<u>Lyme Regis Town Council</u>								
		<u>Payments list for September 2021</u>			<u>£141,759.96</u>					
		<u>Total</u>								
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
NAT WEST BANK										
01-Sep	DC RATES	Rates	Monthly	DD	8128	0%	-	8,128.00	Utilities	
01-Sep	C POWLEY	Rent of strawberry fields	Annually	SO	50	0%	-	50.00	Licensed land	
08-Sep	SALARY	Salary advance	Monthly	EBP	175	0%	-	175.00	Staffing	
14-Sep	ALLSTAR	Fuel	Monthly	DD	992.35	20%	165.39	826.96	Outside Works	
15-Sep	BANKLINE	Bank charges	Monthly	BLN	61.1	0%	-	61.10	Office Expenses	
17-Sep	DWP	Bin collection	Monthly	DD	2841.4	0%	-	2,841.40	Outside Works	
20-Sep	Worldpay	Transaction charges	Monthly	DD	25.02	0%	-	25.02	Office Expenses	
21-Sep	Worldpay	Transaction charges	Monthly	DD	59.65	0%	-	59.65	Office Expenses	
24-Sep	SALARY	September Salaries	Monthly	EBP	40229.43	0%	-	40,229.43	Staffing	
27-Sep	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Loans	
30-Sep	HMRC PAYE	September PAYE and NI	Monthly	DD	13099.46	0%	-	13,099.46	Staffing	
30-Sep	HMRC PAYE	September PAYE and NI	Monthly	DD	6.8	0%	-	6.80	Staffing	
				Total	<u>£68,793.21</u>					
LLOYDS BANK										
01-Sep	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses	
03-Sep	SQUARE	October fees	Monthly	DEB	20	20%	3.33	16.67	Office Expenses	
06-Sep	HARRIS BROTHERS	Roof retention 50%	One-off	FPO	9152.27	20%	1,525.38	7,626.89	Outside works	
06-Sep	HC LEWIS CONTRACTORS	Reconstruction of long entry path	One-off	FPO	8143.2	20%	1,357.20	6,786.00	Outside Works	
06-Sep	SHM COMMUNICAION	Smart water meters	One-off	FPO	5196	20%	866.00	4,330.00	Outside Works	
06-Sep	GLEN CLEANING	Sept cleaning. July and Aug Consumables	Monthly	FPO	4592.38	20%	765.40	3,826.98	Outside Works	
06-Sep	LYME ARTS DEVELOPM	Sculpture trail	One-off	FPO	3180	0%	-	3,180.00	Office Expenses	
06-Sep	CROSSLEY	Seafront risk assessment	One-off	FPO	2724	20%	454.00	2,270.00	Office Expenses	
06-Sep	SP4	Beach patrol - Aug	Monthly	FPO	2016	20%	336.00	1,680.00	Outside Works	
06-Sep	WILDE	Glass panel replacement	One-off	FPO	1601.863	20%	266.98	1,334.89	Outside Works	
06-Sep	NPOWER	Electricity final bill	One-off	FPO	1500	5%	71.43	1,428.57	Utilities	
06-Sep	TOPSPARKS	Various electrical works	One-off	FPO	1194.44	20%	199.07	995.37	Outside Works	
06-Sep	DAMORY	Bus route	Monthly	FPO	1125	0%	-	1,125.00	Rents	
06-Sep	CREATIVE SOLUTIONS	Various signage	One-off	FPO	1035.62	20%	172.60	863.02	Office Expenses	
06-Sep	G CROOK	Top soil	One-off	FPO	884.64	20%	147.44	737.20	Outside Works	
06-Sep	SIX PAYMENT	July Charges	Monthly	FPO	881.21	0%	-	881.21	Office Expenses	
06-Sep	PCRM CONS	Crack monitoring - Bowling club wall	One-off	FPO	732.96	20%	122.16	610.80	Office Expenses	
06-Sep	SCREWFIX	External supplies	One-off	FPO	637.24	20%	106.21	531.03	Outside Works	
06-Sep	AA SIGNS	Park and ride signs	One-off	FPO	631.2	20%	105.20	526.00	Outside Works	
06-Sep	VIKING	Toner	One-off	FPO	580.32	20%	96.72	483.60	Office Expenses	
06-Sep	TRAVIS PERKINS	External supplies	One-off	FPO	520.99	20%	86.83	434.16	Outside Works	
06-Sep	FOWLER	Swivel dumper hire	One-off	FPO	466.8	20%	77.80	389.00	Outside Works	
06-Sep	ALLIANZ	Lift inspection fees	Annually	FPO	384.84	20%	64.14	320.70	Outside Works	
06-Sep	FORTRESS SW LTD	Alarm monitoring and maintenance	Annually	FPO	313.37	20%	52.23	261.14	Outside Works	
06-Sep	WATCO	External supplies	One-off	FPO	306.06	20%	51.01	255.05	Outside Works	
06-Sep	LUKE LAWSON	Website monitoring	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism	
06-Sep	PURPLE CLEANING	Cleaning	Monthly	FPO	279	20%	46.50	232.50	Office Expenses	
06-Sep	EUROFFICE	Stationary	One-off	FPO	267.48	20%	44.58	222.90	Office Expenses	
06-Sep	GROVES NURSERIES	Mix of flowers and plants	One-off	FPO	206.84	20%	34.47	172.37	Outside Works	
06-Sep	MC PRODUCTS	Staff clothing	One-off	FPO	191.98	20%	32.00	159.98	Staffing	
06-Sep	ARTHUR FORDHAMS	External supplies	One-off	FPO	160.33	20%	26.72	133.61	Outside Works	
06-Sep	CLARITY COPIERS	July printing	Monthly	FPO	158.99	20%	26.50	132.49	Office Expenses	
06-Sep	JWS	Fob reader for chalet gate	One-off	FPO	152.4	20%	25.40	127.00	Outside Works	
06-Sep	HELPING HANDS	Litter picker	One-off	FPO	132.72	20%	22.12	110.60	Outside Works	
06-Sep	GEOFF LOKER	Examination of climbing equipment	Bi-annual	FPO	130	0%	-	130.00	Outside Works	
06-Sep	ECOM6	July Charges	Monthly	FPO	105.04	20%	17.51	87.53	Office Expenses	

06-Sep	A.S SECURITY ALARM	PA button installation	One-off	FPO	90	20%	15.00	75.00	Outside Works
06-Sep	COBB GARAGE	New tyre	One-off	FPO	89.4	20%	14.90	74.50	Outside Works
06-Sep	EVERGREEN RENEWABL	Boiler service	Annually	FPO	84	20%	14.00	70.00	Outside Works
06-Sep	UKTT	Amenity equipment	One-off	FPO	76.2	20%	12.70	63.50	Outside Works
06-Sep	WESTCRETE CONCRETE	Concrete	One-off	FPO	73.08	20%	12.18	60.90	Outside Works
06-Sep	LYME ONLINE	October advertising	Monthly	FPO	65	0%	-	65.00	Marketing & Tourism
06-Sep	URBAN CRAZY	Amenity supplies	One-off	FPO	46.03	20%	7.67	38.36	Outside Works
06-Sep	MOLE AVON	Gardening supplies	One-off	FPO	34.98	20%	5.83	29.15	Outside Works
06-Sep	DAPTC	Councillor training	One-off	FPO	30	0%	-	30.00	Office Expenses
06-Sep	STAFF	Travel expenses	One-off	FPO	17.64	0%	-	17.64	Staffing
06-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Sep	NALC	Councillor training	One-off	DEB	38.93	20%	6.49	32.44	Office Expenses
07-Sep	CUSTOMER	Car park refund	One-off	FPO	11	0%	-	11.00	Refunds
07-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Sep	Unity 5	August charges	Monthly	DD	538.8	20%	89.80	449.00	Office Expenses
09-Sep	DENNY SHOP	Ramps	One-off	DEB	52.99	20%	8.83	44.16	Outside works
09-Sep	SHOWCOMMS	Radio adaptors	One-off	DEB	32.16	20%	5.36	26.80	Outside Works
09-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Sep	BARCLAYCARD	Transaction fees	Monthly	DD	41.58	0%	-	41.58	Office Expenses
10-Sep	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Office Expenses
13-Sep	CUSTOMER	Beach hut refund	One-off	FPO	11	0%	-	11.00	Refunds
13-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Sep	ALEXANDRAS	Staff Clothing	One-off	FPO	96.77	20%	16.13	80.64	Staffing
14-Sep	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Sep	PAYZONE	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Sep	KOMPLAN	Play tower with roof	One-off	FPO	2435.4	20%	405.90	2,029.50	Outside Works
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	1166.5	0%	-	1,166.50	Utilities
15-Sep	G4S CASH SOLUTIONS	July collection charges	Monthly	DD	765.65	20%	127.61	638.04	Outside Works
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	722.85	0%	-	722.85	Utilities
15-Sep	EE LIMITED	SIM cards	Quarterly	DD	113.11	20%	18.85	94.26	Utilities
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	83.27	0%	-	83.27	Utilities
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	68.45	0%	-	68.45	Utilities
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	66.47	0%	-	66.47	Utilities
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	49.46	0%	-	49.46	Utilities
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	48.95	0%	-	48.95	Utilities
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	13.43	0%	-	13.43	Utilities
15-Sep	SOUTH WEST WATER	Water	Quarterly	DD	10.85	0%	-	10.85	Utilities
15-Sep	CUSTOMER	Car park refund	One-off	FPO	4	0%	-	4.00	Refunds
16-Sep	SAGE SOFTWARE LTD	Software support	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
16-Sep	AAT	Subscription	Annually	DEB	105	0%	-	105.00	Office Expenses
16-Sep	VPW SYSTEMS	Registration of website domain	Biennial	DD	14.1	20%	2.35	11.75	Marketing & Tourism
16-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Sep	LR COMMUNITY GROUP	Grant	One-off	FPO	29.83	0%	-	29.83	Grants
17-Sep	LR COMMUNITY GROUP	Grant	One-off	FPO	15	0%	-	15.00	Grants
17-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	1658.86	5%	78.99	1,579.87	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	633.14	5%	30.15	602.99	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	374.79	5%	17.85	356.94	Utilities
20-Sep	IP OFFICE	August Call charges	Monthly	DD	346	20%	57.67	288.33	Office Expenses
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	238.46	5%	11.36	227.10	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	234.06	5%	11.15	222.91	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	158.3	5%	7.54	150.76	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	143.99	5%	6.86	137.13	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	114.12	5%	5.43	108.69	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	111.03	5%	5.29	105.74	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	102.46	5%	4.88	97.58	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	93.91	5%	4.47	89.44	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	52.66	5%	2.51	50.15	Utilities

20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	43.72	5%	2.08	41.64	Utilities
20-Sep	SOUTHERN ELECRITC	Electric	Quarterly	DD	43.38	5%	2.07	41.31	Utilities
20-Sep	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
20-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
20-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
21-Sep	WORLDPAY	Transaction fees	Monthly	DD	45.93	0%	-	45.93	Office Expenses
21-Sep	WORLDPAY	Transaction fees	Monthly	DD	39	0%	-	39.00	Office Expenses
22-Sep	EDF ENERGY	Electric	Quarterly	DD	132.08	5%	6.29	125.79	Utilities
23-Sep	DC PENSION FUND	September pension contributions	Monthly	FPO	10565.85	0%	-	10,565.85	Staffing
23-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Sep	LOCAL GOVERNMENT L&D ACADAMY	Minute taking training	One-off	DEB	70.8	0%	-	70.80	Staffing
24-Sep	INSULA	External supplies	One-off	DEB	62.4	20%	10.40	52.00	Outside Works
27-Sep	AMAZON	External supplies	One-off	DEB	116.55	20%	19.43	97.13	Outside Works
27-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Sep	EBAY	Key tags	One-off	DEB	5.78	20%	0.96	4.82	Office Expenses
				Total	<u>£72,920.42</u>				
				Petty Cash	<u>£46.33</u>				
	Expenditure category totals								
	Outside Works				£44,616.17				
	Democratic representation				£0.00				
	Rents				£1,125.00				
	Licensed land				£50.00				
	Office Expenses				£11,649.50				
	Staffing				£64,453.73				
	Marketing & Tourism				£379.10				
	Utilities				£16,244.30				
	Grants				£44.83				
	Loans				£3,125.00				
	VAT				£0.00				
	Refunds				£26.00				
	Petty Cash				£46.33				
	Total				£141,759.96				