



**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 1 December 2021 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
26.11.21

*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 13 October 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 13 October 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**

There are no updates

**8. Internal Audit Report, Visit One 2021-22**

To inform members of the outcome of the internal auditor's first visit for 2021-22

**9. Governance**

To allow members to consider changes to the way the council manages its business

**10. Bad Debts**

To inform members of monies written off

**11. Broad Feed Chipper**

To allow members to consider an over-budget spend on a broad feed chipper and shredder

**12. 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

**13. Investments and Cash Holdings**

To inform members of the council's current reserve position

**14. List of Payments**

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

## **15. 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*

## **16. 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 15 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 OCTOBER 2021

**Present**

**Chairman:** Cllr M. Ellis

**Councillors:** Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr D. Sarson, Cllr R. Smith, Cllr G. Turner

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

**21/17/SF Public Forum**

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

**21/18/SF Apologies for Absence**

Cllr C. Reynolds – hospital appointment  
Cllr D. Ruffle – illness  
Cllr R. Smith – personal commitments  
Cllr G. Stammers - illness  
Cllr T. Webb – work commitments  
Cllr S. Williams – illness

**21/19/SF Minutes**

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, the minutes of the meeting held on 14 July 2021 were **ADOPTED**.

**21/20/SF Disclosable Pecuniary Interests**

Cllr J. Broom declared a pecuniary interest in agenda item 12, Review of Precept and Charges, specifically Monmouth Beach garages as he rented a garage from the council.

**21/21/SF Dispensations**

There were none.

**21/22/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 14 July 2021**

Members noted the report.

## **21/23/SF Update Report**

### **Public toilets and business rates**

Cllr R. Doney said he understood the Non-Domestic Rating (Public Lavatories) Bill retrospectively applied from 1 April 2020 so the council may be able to make retrospective claims.

The finance manager said he would look into this.

### **Survey of accreted land**

Cllr M. Ellis asked if a new date had been set to meet with Dorset Council (DC) officers.

The town clerk said he had been given some dates in early-November when the DC officers were available and he would firm this up.

## **21/24/SF The Process for Approving the 2022-23 Budget<sup>1</sup> and Five-Year Financial Plan**

The town clerk detailed the process for approving the 2022-23 budget through two cycles of meetings.

Cllr R. Doney asked if members made decisions at this meeting which were then resolved by the Full Council, whether alternative decisions could be made in the next cycle of meetings once officers had modelled up the figures based on the decisions made.

The town clerk said he saw this as an iterative, two-stage process and at this point, members were only asking officers to model up the figures to allow them to approve the budget in the next round of meetings.

## **21/25/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

The town clerk said his statement of internal control gave a holistic view of the organisation, beyond what the internal auditor did. He said the risk register was prepared by officers but it belonged to the council and members could make amendments if they wished.

Cllr B. Larcombe said he felt the ratings given in the risk register were reflective of where the organisation was.

Cllr R. Doney asked what the town clerk felt were the most significant differences between last year's and this year's register.

The town clerk said the main variances were issues surrounding Covid-19, the budget gap at DC, and member relationships.

Cllr B. Bawden said there was a need to identify financial and operational risks related to climate change. Although there was a category for environment, she felt it

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<sup>1</sup> The 2022-23 budget includes the precept.

needed to be more explicit as there was legislation filtering down which meant organisations needed to quantify it better.

The town clerk said without the criteria to quantify the risk against, it was difficult to do this. He said when that guidance was available, it could be considered for next year's risk register.

Members noted the statement of internal control and the town clerk's observations.

Proposed by Cllr B. Larcombe and seconded by Cllr B. Bawden, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the risk management policy and the 2021-22 annual risk assessment.

Proposed by Cllr R. Doney and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2021-22 risk register.

## **21/26/SF Budget Performance, 1 April – 31 August 2021**

The town clerk said it had been a good year so far for the council, officers anticipated the year would continue in this way and the 2021-22 budget surplus would be exceeded. He said a prudent budget had been set based on 2019-20 income and expenditure, i.e. avoiding the impact of Covid-19.

The town clerk said car parking income was expected to be up 25% on budget, along with other areas of activity, particularly amenities. He said this would contribute to a prudent year-end reserve forecast of £1.2million.

The town clerk reminded members money had already been released for some projects and it was now intended to release more for projects including the Guildhall repairs and the seafront railings. He said although officers couldn't make guarantees, based on the money which had come in over the last two months, they believed the council could pay off the loan to DC in this financial year and increase the reserve to £1million.

The finance manager said the current budget position didn't include a payment of £16k from Warner Brothers related to filming in the town, and further income was expected from the sales of several chalets. He said al fresco seating was significantly down on budget due to the government cap of £100 on non-fixed outdoor seating due to Covid-19.

In terms of expenditure, the finance manager said office admin was overspent due to legal fees received this year but relating to 2020-21, and the marketing budget was overspent due to the building of the tourism microsite.

Cllr B. Larcombe said he was keen for the council to pay off the DC loan as soon as possible and there was general agreement with this.

Cllr R. Doney said the current financial performance put the council in a position to be able to make significant decisions. He said the council should make a decision now to fund the projects that had been held off due to Covid-19, pay off the DC loan and increase the reserve to £1million.

Cllr B. Larcombe said the council levied a precept on the townspeople as a tax for the essential needs of the council and if the reserve was grown too fast and too high,

residents would ask why it was necessary to pay a precept. As such, he felt the council needed to be cautious about how much it grew its reserve.

Cllr B. Bawden asked if agreeing to increase the reserve to £1million would tie the council's hands in terms of future projects.

The town clerk said there were projects the council had already given consideration to and it would be worthwhile formally approving they go ahead. He said the issue of the reserve was a change in council policy and he advised the council to carry out the previously identified projects first and then to prioritise the paying off of the loan.

Several members felt it was more important to pay off the loan first.

The town clerk said the council was and would be contractually committed to some of the identified projects and because of the contractual risk, it was prudent to pay for those first and use the balance to pay off the loan.

The finance manager also clarified the £157k balance on the loan was the year-end figure; if the council was to pay off the loan now, it would cost £175k.

Cllr M. Ellis said she didn't see a problem with waiting until the end of the financial year to pay off the loan as this was the date the council had originally targeted.

The town clerk said it didn't necessarily have to be at the end of the financial year because there would be greater certainty about the council's finances before then.

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to formally approve the following projects to be carried out and to aim to pay off the loan from Dorset Council by the end of the financial year:

- Guildhall/office c.£100k
- Railings c.£86k (less DC 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 £40k grant towards this)
- Car park machines c.£30k

## **21/27/SF Budget and Precept 2022-23 and Five-Year Financial Plan 2022-27**

The town clerk said officers had put together a budget based on known changes, such as the increase in National Insurance contributions and the RPI increase on chalet, caravan and beach hut fees, but there were lots of other variables which couldn't be factored in and which members had discretion over in terms of what the council should charge.

The town clerk said the five-year financial plan gave members a sense of what was likely to happen over the next five years and how much the council could spend on things that were beyond the basic running of the council.

The finance manager highlighted the main variances in the 2022-23 budget compared with the current year and advised officers had used the current RPI figure of 4.8%, but the figures might change at the margins because the September RPI was not yet released. The main variances were as follows: advertising income reduced by £7k; National Insurance contributions increased to 15.5%; a 3% increase on staff salaries as discussions were ongoing between national employers and unions; costs, a £11k increase on democratic costs due to member IT; and an increase in utilities mainly due to increasing business rates and rising energy prices. Based on the current figures, the finance manager said a surplus of £330k was forecast each year.

Cllr R. Doney said residents had put up with a lot during Covid-19 and when the town re-opened so he wanted the council to consider a payback or reward. He said he felt uncomfortable adding over £300k to the surplus every year unless the council had something sensible to spend it on. As a payback to residents, Cllr R. Doney suggested setting the precept to zero for the coming year, and perhaps the only year, issuing shoppers' parking permits to allow residents to park for free for two hours at any time of the year, or offering a 50% discount on council services to Gateway Card holders. He suggested adding 10p to parking charges to make visitors pay for it.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2022-23 base budget and assumptions and to approve the base five-year financial plan and assumption.

**21/28/SF**

## **Review of Precept and Charges**

### **Precept**

The town clerk said this council's precept was fairly low compared to neighbouring councils. He said the purpose of the precept was to produce a balanced budget. He said although the council made a surplus and didn't technically need to charge a precept, it was used to carry out projects and planned works of a larger nature. He added the council had kept the precept low to support residents and 'taxed' people who visited the town and used its facilities.

Cllr R. Doney said the council needed to work out what individual houses paid in the different bands because when new properties were taken into account the amount each property paid was going down each year.

Cllr M. Ellis said she liked the idea of not charging a precept for a year, as suggested earlier by Cllr R. Doney. She said it would have to be made very clear that it was for one year only and residents should not expect it in future.

Cllr B. Larcombe said the council needed to be mindful of it how it would be perceived by residents if the precept was increased because although putting it up by 10% would only generate an additional £13k, a 10% increase would make the headlines.

The town clerk advised members to be careful about reducing the precept as the government could introduce a precept cap.

Cllr R. Doney said if it was publicised in the right way, the council could make it clear the precept was zero for one year because of the impact of Covid-19 on residents.



He said the council had to do something for the residents and this was something that would be visible and would benefit everyone.

Cllr J. Broom was concerned setting the precept to zero for a year would set expectations and suggested the council should instead give a cheque to every resident.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** not to increase the precept in 2022/23.

### **Cart Road beach huts**

Cllr B. Larcombe said as the town was seeing an extension of the shoulder periods to the main holiday season, the rates for Easter and September should be increased.

Several members felt putting up the prices in the shoulder season would not be sensible as occupancy rates were lower and as prices were so low anyway, the extra income would be negligible.

Cllr R. Doney suggested a 50% discount on all prices for Lyme Regis residents.

Cllr M. Ellis felt all the prices were too low and there was scope to increase them across the board.

The town clerk said 2020 was a difficult year to model future income on because the council had to make a lot of refunds due to Covid-19 and as system had moved to a new charging structure of predominantly daily hire. He suggested a fundamental review next year when there would be more data available to make informed decisions.

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Cart Road beach hut charges for 2023 as follows but to increase the discount for Gateway Card holders to 50%:

	<b>Daily Rates 2023</b>	<b>Weekly Rates 2023</b>
January– Easter	£4	
Easter Holiday		£55
April– Spring Holiday	£10	
Spring Holiday		£60
June		£55
July (before summer hol)		£80
July (start of summer hol)- August		£140
September	£12	
October	£7	
November- December	£5	
Christmas & New Year		£80 (2-week booking)
Winter Season	£170	
Summer Season	£1,100	
Annual	£1,700	

It was clarified the 50% discount would apply to 2023 bookings as charges had already been set for 2022 and bookings had already been taken on the basis of a 10% discount.

### **Alfresco licences**

Members noted the council was tied into the government's flat rate of £100 for removable outside seating until September 2022 and agreed to review the charge for 2023-24.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licence charges for 2022-23, as follows:

	<b>Price 2021/22</b>
Covers	£130
Single Chairs	£12

### **Website advertising**

Members noted introductory charges for the new microsite had already been set and charges for 2022-23 would be considered by the Tourism, Community and Publicity Committee in early-2022.

### **Bell Cliff advertising boards**

Proposed by Cllr R. Doney and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Bell Cliff advertising charges for 2022-23 at £120 inclusive of VAT.

### **Marine Parade Shelters**

Cllr M. Ellis said the council needed to review the prices for commercial rental as they were too low and any charges for the area on top of the shelters should consider the size of the area and its uses.

The town clerk suggested charges for the area on top of the shelters could be reviewed as part of the roof management plan.

Cllr M. Ellis suggested increasing commercial hire of the performance area from £200 to £250 and for further discussion about controlling what should be allowed to trade from there.

Cllr J. Broom suggested an increase to £300 as a way of controlling what traded from there.

The town clerk advised members to be careful about increasing the charges too much because it currently produced a good income for the council and might price people out of the market.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to hold charges for 2023-24 for the Marine Parade Shelters for charities, schools and not-for-profit organisations, to hold charges for commercial or private hire of the Langmoor Room, to hold charges for the performance area for a performance, and to increase charges for private and commercial letting of the market and performance areas, as follows:

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

<b>Categories</b>	<b>2023-24</b>
DT7 postcodes	£15
Within a 10-mile radius of the offices	£20
Outside a 10-mile radius of the offices	£25
National charities (per hour)	£20
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

**Commercial or private hire**

<b>Area</b>		<b>2023-24</b>
Langmoor Room	Per room, per hour	£15
Market area	Per day	£250
Performance area/ top of shelters (Commercial)	Per day	£300
Hire of Performance Area for Performance	Per Half	£60
Hire of any section on top of the shelters	Per Day	To be set as part of roof management plan

**Amenities**

Cllr M. Ellis said as the income from the putting green was only £311, it was costing the council more in maintenance. She said the council needed to put this area to better use and suggested extending the mini golf as a future project.

The town clerk said the council had options for the land and he said members needed to think about what they wanted to do with it over the next year.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold amenities' charges for 2022-23 at: adult mini-golf, £4 and putting, £3; child mini-golf, £2 and putting, £1.50; table tennis, £2 per person, and to increase the discount for Gateway Card holders to 50%.

### **Weddings and civil marriages**

Proposed by Cllr B. Bawden and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to increase charges for weddings and civil marriages in 2023-24 to £400 for Mondays to Fridays and £500 for weekends.

### **Car parking permits**

Members discussed Cllr R. Doney's earlier suggestion of a shoppers' permit for residents to allow them to park in town council car parks for two hours a day at any time of year. He suggested it could be managed with a physical permit that had a clock so enforcement officers could check if someone had stayed for two hours.

Members agreed this was a good way of rewarding residents.

The support services manager said consideration would need to be given as to how this would be managed as the council had now moved away from physical permits and were operating a virtual permit system.

Cllr B. Bawden asked if the council could consider giving parking permits to people who volunteered in the town as organisations were losing volunteers. She said the organisation would pay for a permit and then issue it to their volunteers.

Members were concerned how this would be controlled and it was agreed the idea could be considered in more detail as part of next year's budget-setting process.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold car parking permit charges for 2022-23 as follows:

	<b>2022/23</b>
<b>Residents</b>	£175
<b>Non-residents</b>	£400
<b>Holiday accommodation</b>	£700

### **Car parking**

Members agreed there was scope to increase car parking charges and Cllr M. Ellis suggested increasing the hourly charge at Monmouth and Cabanya from £1.40 to £1.50 to cut down on the number of coins in the machines.

Cllr B. Larcombe suggested increasing the hourly charge at Woodmead from £1 to £1.20.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges for 2022-23 as follows:

	<b>2022/23</b>
<b>Cabanya</b>	1.50 per hour
<b>Monmouth Beach</b>	1.50 per hour
<b>Woodmead</b>	1.10 per hour
<b>Woodmead three-day ticket</b>	£30
<b>Woodmead weekly ticket</b>	£60

### Penalty charge

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the car parking penalty charge for 2022-23 at £60, with a reduced fee of £40 if paid within seven working days.

### Cemetery

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the cemetery charges for 2022-23, as follows, with double fees applying to non-parishioners:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
No Charge	No Charge	£225.00	£50.00	£455.00	£276.00	£90.00
Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£45/£60	£30.00	£20.00	£20.00	£25.00	Not Offered	No Extra Charge

### Memorial benches

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** that the charge for memorial benches for 2022-23 is based on the procurement cost at the time.

### Monmouth Beach garages

*Cllr J. Broom left the meeting at 9.34pm in line with his declaration of pecuniary interests.*

*Cllr B. Larcombe left the meeting at 9.34pm.*

It was noted the garages were in high demand and the charge had remained the same for four years.

Cllr M. Ellis suggested increasing the charge from £1,040 to £1,100.

Proposed by Cllr R. Doney and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the charge for Monmouth Beach garages for 2022-23 to £1,250.

*Cllrs J. Broom and B. Larcombe returned to the meeting at 9.36pm.*

*The meeting was adjourned for a break at 9.36pm.*

*The meeting resumed at 9.41pm.*

**21/29/SF**

## **Objectives**

Cllr B. Larcombe asked if the replacement of the cadet hut would be necessary once the Monmouth Beach store was returned to the council.

Cllr J. Broom said it would still have to be replaced, and sooner rather than later. Cllr D. Sarson said the impression he got from the gardeners while doing a staff meet and greet was they were reluctant to go into the cadet hut due to subsidence and asbestos.

The town clerk said it was also planned to replace the amenities' hut, which would include rest facilities for the outside staff, in which case, the cadet hut could just be used for storage for a few years.

The town clerk said members had some scope to identify objectives as income was expected to significantly exceed what had been budgeted for over the next five years.

Cllr R. Doney said the only identified objective which directly impacted residents was an enhanced town bus service and he felt the council needed to think of things to invest in the town for the benefit of residents and visitors.

Cllr M. Ellis agreed and said it was essential the council consulted with residents on what projects they wanted the council to pursue.

Cllr B. Larcombe agreed with public consultation but felt the council needed to give a steer on the kinds of projects it was looking at so it wouldn't become a wish list.

The town clerk said members needed to think about how to sensibly invest the council's money and do something that made a difference and provided more facilities for people who lived in Lyme Regis all year round. He suggested the members spent quality time before the budget-setting process next year considering how they wanted to invest in community assets and projects.

Cllr J. Broom said the council needed to start seriously considering what it could do with Strawberry Field.

Cllr M. Ellis was concerned about the replacement of council vehicles with electric vehicles; she said she understood the council had a policy to do this but buying non-electric vehicles would cost half the price.

Cllr B. Larcombe asked why the council didn't consider leasing vehicles. He said if there were questions over electric vehicles, leasing would buy the council some time.

The town clerk said the council had leased in the past and the current position was to purchase vehicles. He suggested the council should keep its vehicles until they were too expensive to maintain and rely on the operations manager and operations supervisor's judgement as to when this was.

The town clerk suggested the council should stick to objectives identified for this year, carry out some light public consultation on those objectives, and formulate a detailed investment plan which would be subject to comprehensive public engagement ahead of next year's budget-setting process.

Cllr B. Larcombe asked for clarification about the suggestion to employ a part-time officer to undertake community engagement work; he asked if this would be for a one-off engagement exercise on objectives or a full-time post. He said he couldn't sign up to the growth in commitment of a new post.

The town clerk said the council needed to better understand what the community wanted and he got the impression LymeForward was moving away from community engagement to concentrate on project delivery. He said if the council wanted to plug the gap in community engagement at a strategic level, he would suggest a permanent post starting from 1 April 2022.

The town clerk said if members decided at a later date not to introduce this post, it was better to have it included in the budget and take it out, rather than to not include it in the budget and have to find the funding later on.

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** that:

- the council's objectives for 2022-23 should focus on asset maintenance and should include: lighting columns renewal, asset management review, replacement cadet hut, replacement amenities' hut, chapel roof repairs, and an enhanced town bus service
- light public consultation is carried out on these objectives before the next Strategy and Finance Committee meeting on 1 December 2021
- it may be necessary to replace a council vehicle in 2022-23 but the approach is to run vehicles into the ground until the market for electric vehicles is more favourable
- a budget of £50,000 is approved to undertake repairs to address water ingress at the Jubilee Pavilion
- a budget of £10,000 is approved to employ a part-time officer to undertake community engagement work
- an additional budget of £12,000 is approved to fund the Queen's Platinum Jubilee celebrations in June 2022, i.e. a total of £20,000
- an investment plan is formulated during 2022 and is subject to comprehensive public engagement before the 2023-24 budget-setting process.

**21/30/SF Investments and Cash Holdings**

Members noted the report.

**21/31/SF List of Payments**

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for August and September 2021 for the sums of £184,821.95 and £141,759.96, respectively.

**21/32/SF Debtors' Report**

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

**21/33/SF Exempt Business**

**a) Debtors' Report**

The finance manager said chalet, caravan and beach hut invoices were issued the previous day and had gone out on time.

The finance manager said all commercial tenants were sticking to their payment plans.

Members agreed a firm approach was needed with all debtors.

*The meeting closed at 10.20pm.*



**Committee:** Strategy and Finance

**Date:** 1 December 2021

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 13 October 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**

#### **21/23/SF – Update Report**

##### **Public toilets and business rates**

The finance manager looked into whether the council could make a retrospective claim for business rates from 1 April 2020. We have now received business rates' relief for both 2020-21 and 2021-22 at £2,894.20 in each year.

Officers are still pursuing the business rates appeal for the Candles on the Cobb toilets with the Valuation Agency. This was submitted on 8 September 2021 and last chased up on 25 October 2021.

##### **Survey of accreted land**

A meeting took place with officers from Dorset Council on 27 October 2021. This covered a variety of land and property related issues at Monmouth Beach, including the land survey and the use of the accreted land. It is hoped an agreed boundary will be finalised shortly. In addition, this council's solicitor has been instructed to serve notice in respect of the store building and valuation advice is being obtained for the renewal of the held over 'trailer park' lease and for the use of the accreted land insofar as it goes beyond the use or area permitted in the historic lease with The Crown.

John Wright  
Town clerk  
November 2021

**Committee:** Strategy and Finance

**Date:** 1 December 2021

**Title:** Internal Audit Report, Visit One 2021-22

**Purpose of Report**

To inform members of the outcome of the internal auditor's first visit for 2021-22

**Recommendation**

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

**Background**

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditors for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015.
4. Following a recommendation from this committee, on 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e. 2018/19 and 2019/20. On 8 January 2020, the council approved Darkin Miller's appointment for a further three years.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

**Report**

6. Darkin Miller's first audit visit for 2021-22 took place over two days on 2 and 12 November 2021. The visits and draft report required further clarification and consideration, hence the delay in presenting Darkin Miller's final report to council, **appendix 8A**. The report contains six recommendations: three medium and three low, with one for information only.
7. The length of time since Darkin Miller's visits means the majority of the internal auditor's recommendations are now complete.
8. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

John Wright  
Town clerk  
November 2021

**DARKIN MILLER ~ CHARTERED ACCOUNTANTS**

Accountancy ~ Internal Audit ~ Taxation

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FINAL

Internal audit report 2021/22

Visit 1 of 3

# LYME REGIS TOWN COUNCIL

Date: 25<sup>th</sup> November 2021

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 2<sup>nd</sup> and 12<sup>th</sup> November 2021.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of the 2018/19 and 2020/21 AGARs.

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

## Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2021/22 (which will be in May or June 2022) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Risk Management
4. Petty Cash
5. Payroll
6. Exemption
7. Transparency (confirmed n/a)
8. Public Rights
9. Publication

## Audit Recommendations

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

Recommendations are graded as follows:

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

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

Rating	Number
High	0
Medium	3
Low	3
Info	1
TOTAL	7

I would like to thank John Wright – Town Clerk, Mark Russell – Finance Manager, and Adrienne Mullins – Administrative Officer for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2021/22 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL**  
**FINAL REPORT VISIT 1 OF 3: 25<sup>th</sup> NOVEMBER 2021**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (L/M/H)	Management Response	Resp. Officer	Due Date
2.1 – Update supplier contact details	<p>I checked to see that payments in the cashbook were supported by invoices, authorised and minuted. I found that all samples were supported by invoices and authorised, and that payments had been approved for 17/28 samples (with 7/28 on payments lists to be approved, and 4/28 due to be placed on a list currently being compiled).</p> <p>I did note that two sample invoices were addressed to members of staff that do not work at the Council any more.</p> <p>I recommend that the suppliers' contact names are updated in order to ensure that suppliers only deal with current staff.</p>	L	Noted. Suppliers have been informed of personnel changes but often default to a historic contact.	FM/ AFM	31 <sup>st</sup> Mar 22
3.1 – Amend errors in minutes and ensure all approved minutes signed	<p>I reviewed the minutes of the Council to see if there had been any unusual financial activity. I found no such activity, but noted the following:  <u>Council</u></p> <ol style="list-style-type: none"> <li>1. Minutes 07/10/20 are not on file or signed.</li> <li>2. Only half of the minutes of the meeting of 03/03/21 have been signed. None of the later Council minutes have been signed.</li> <li>3. Minute references 21/38/C and 21/39/C have been duplicated</li> <li>4. The minutes of the Council meeting of</li> </ol>	M	Noted. Officers will remind members of the importance of the timely signing off minutes. Appropriate corrections will be made to the minutes.	SSM	31 <sup>st</sup> Mar 22

	<p>08/09/21 do not have a complete note of the date on the footer.</p> <p><u>Town Management and Highways</u></p> <p>1. The first 3 minute references for the meeting on 16/06/21 all have an 'HR' suffix.</p> <p><u>Planning</u></p> <p>1. Planning minutes from 30/09/20 are unsigned</p> <p>I recommend that the minutes of the Council meeting of 07/10/20 are placed on file, that corrections are made where appropriate, and that all approved Council and Committee meeting minutes are signed at the earliest opportunity, in order to ensure that an agreed record of Council business and decisions is held.</p>				
<p>6.1 – Amend petty cash summary to clearly split out and code cash receipts and cash expenditure</p>	<p>I checked to see that petty cash reimbursement is carried out regularly. I found that the Council has started to use cash receipts to top-up petty cash (which is not uncommon where all of the banks in a Town have been closed), initially following problems with the prompt collection of car park ticket machine cash which meant that the Council had to empty the related coin box themselves. Coins were used to replenish the Amenities float, with the equivalent in notes being transferred across to the Council's petty cash tin. Whilst the receipts are separately shown on the petty cash summary for the month, receipts are not separately split out from expenditure. This could lead to net expenditure being posted to the</p>	<p>Info</p>	<p>Noted</p>		

	<p>finance system at the month end (rather than gross income and gross expenditure).</p> <p>I noted that only the Operations Manager has the ability to empty the coin boxes.</p> <p>I recommend that the petty cash summary is amended to show income and expenditure in separate columns, to show the nominal codes for the total of each type of income and expenditure for the month, and to show the total cash income and expenditure for the month (with the latter reflected in the relevant payments list to the Council). This was actioned during the audit.</p>				
6.2 – Attach receipts for cash income paid into petty cash	<p>Evidence has not been attached to the petty cash summary for all of the cash receipts that have been taken into petty cash. Where deposits have been received in relation to keys or fobs and the customer has chosen not to take the Council issued receipt, the receipt has been attached to the petty cash summary, but where the customer takes the receipt nothing is attached (although a note of the customer, date and amount is recorded which should enable the income to be traced back to the receipt book). For coins taken from the car park ticket machine coin boxes, the amount and date has been evidenced for some receipts by a handwritten receipt signed by the Operations Manager.</p>	L	<p>Agreed</p> <p>Key and fob deposits are minimal, and a pragmatic approach was adopted because of a lack of banking facilities.</p>	FM/ AFM	31 <sup>st</sup> Dec 21



	I recommend that receipts are attached for all cash income paid into the petty cash tin, and that Council officers check if a receipt could be printed from the car park ticket machine when the coin box is emptied, in order to evidence the amount of cash withdrawn.				
6.3 – Check value of car park cash income back to car park income reconciliations	I further recommend that the value of coins removed from the car park ticket machine coin boxes is checked as part of the reconciliation of car park income per the ticket machines, to cash banked by G4S. This will ensure that there is no discrepancy between the value of coins removed and the value shown as received into petty cash.	M	<p>Officers adopted a pragmatic approach to cash handling. Due to collection problems with G4S.</p> <p>The machine generates a ticket, for which G4S reconcile to when they have banked the Money and any difference is noted on the discrepancy report. Officers now have the ability as of 23<sup>rd</sup> Nov 21 to run a report to show how much cash was in the machine at the point of emptying.</p> <p>The discrepancy report provided by G4S shows any cash discrepancy; any discrepancies are investigated on receipt of this report.</p>		23 <sup>rd</sup> Nov 2021
6.4 – Report omitted petty cash payment to Council	I checked to see that petty cash expenditure is reported to Council. I found that the amount reported for July 2021 (as approved at the 08/09/21 Council meeting) was £4.45 less than	L	Agreed	AFM	1 <sup>st</sup> Dec

	<p>the total petty cash expenditure for the month, as one of the two payments had been omitted in error.</p> <p>I recommend that this amount is added to the next petty cash payments total reported to Council (to ensure that all PC expenditure has been reported for the year).</p>				
7.1 – Check net pay agrees to final payroll report	<p>I checked to see that the correct amount of net pay had been made to the correct employee. I found that, for the sample month, 3 changes were made to the payroll after it had been run, paid, and posted to the finance system. Two of the changes were corrected through the accounts and a small amount of net pay paid in error was recovered. The third change, a 20p reduction in net pay, has not been corrected.</p> <p>I recommend that the net wages posted to Sage each month are checked to the final net pay report from Sage payroll in order to ensure that the correct amount of net pay has been taken to the control account, in order to then be able to confirm that the bank payment made agrees to the amount due for that month; and that any necessary amendments are made.</p>	M	Agreed	FM	31 <sup>st</sup> Dec 21

**Committee:** Strategy and Finance

**Date:** 1 December 2021

**Title:** Governance

### **Purpose of Report**

To allow members to consider changes to the way the council manages its business

### **Recommendation**

Members consider the report and instruct the town clerk accordingly

### **Background**

1. On 23 June 2021, the Full Council resolved:

‘to further discuss the committee structure at the end of 2021, with a meeting included in the calendar for that specific purpose, with a view to any changes being implemented in the 2022-23 council year.’

2. Following consideration of the ‘Calendar of Meetings’ at the Full Council on 28 July 2021, members resolved:

‘to approve the calendar of meetings for the remainder of the 2021-22 council year, with the removal of the extraordinary Full Council meeting on 8 December 2021, to arrange an alternative informal meeting to discuss governance arrangements on a date to-be-confirmed.....’

3. The purpose of the extraordinary Full Council on 8 December 2021 was to consider the committee structure.

### **Report**

4. On 2 November 2021, the chairman and vice-chairman of this committee met with the town clerk to consider the arrangements for an informal meeting along with the issues it should consider.

5. Informed by previous council decisions to retain the existing governance structure, the meeting concluded there was little merit in reviewing the council’s committee system.

6. However, the meeting recognised this administration has two and a half years to run and felt there were improvements the council could make to the way it conducts its business. These include:

- being clearer about what it wants to achieve, i.e., having a clearly stated purpose
- having clear objectives, themes, and values
- consulting and engaging with others on what we do
- strengthening the ownership of objectives by chairmen and committees
- reviewing delegation to officers.

7. If the council successfully addresses these issues, it would be readily able to explain to others its purpose and key objectives and would have 'touch stones' in place to guide future decisions.
8. How the council considers and develops its strategic approach needs to be worked through by members; buy-in and ownership are required. To achieve this, we are proposing an 'awayday' in January 2022, followed by a report to this committee 2 February 2022. To support this event, a facilitator is proposed.
9. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Cllr Michaela Ellis  
Chairman, Strategy and Finance  
November 2021

Cllr Richard Doney  
Vice-chairman, Strategy and Finance

**Committee:** Strategy and Finance

**Date:** 1 December 2021

**Title:** Bad Debts

**Purpose of Report**

To inform members of monies written off

**Recommendation**

Members note the report

**Background**

1. Section 9.3 of the council's financial regulations<sup>2</sup> require officers to inform members of any monies written off retrospectively, both debtors and creditors, up to a value of £250.

**Report**

2. Officers have written off a value of £12.40 up to 31 October 2021.
3. These values are made up of customer invoices, 85p; supplier invoice, £6.30; and a supplier credit, £17.85.
4. The company that owed us £17.85 (excl VAT) has gone into liquidation, and as a result the council have no chance to recover this. Under VAT rules the council is able to recover the VAT; £3.57, and as such will be recovered in the next VAT return. This is an automatic process.
5. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Mark Russell  
Finance manager  
November 2021

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<sup>2</sup> Any sums found to be irrecoverable and any bad debts shall be reported to the council. The RFO shall have delegated authority to write off sums, both debtors and creditors, of less than £250, which should be reported to the council retrospectively.

**Committee:** Strategy and Finance

**Date:** 1 December 2021

**Title:** Broad Feed Chipper

### **Purpose of Report**

To allow members to consider an over-budget spend on a broad feed chipper and shredder

### **Recommendation**

Members approve purchasing a fossil-fuel broad feed chipper and shredder and approve the additional expenditure over the approved budget

### **Background**

1. This committee approved a budget of £15,000 for a chipper at the previous meeting on 13 October 2021. This was for a direct replacement of the current ageing top-fed pull-along appliance.

### **Report**

2. After further investigation and refining the specification required by the outside works team, officers have concluded that a self-powered towable broad feed chipper *and shredder* is required. This will allow the gardening team to not only chip up to six-inch diameter branches but shred all additional green waste as well. This will help reduce the number of trips moving green waste up to Strawberry Field and significantly reduce the number of bonfires we require each year. It is intended to be used on a daily basis.
3. The Eliet Mega Prof six-inch broad feed chipper *and shredder* is designed to cope with a variety of green waste and prunings as well as tree branches and is diesel powered. It is **£24,845.24** +VAT. This model was launched in 2017 and is sub-750kg. It comes with the Eco-Eye system which minimises fuel consumption and ensures low emissions and noise – the machine moves into idle when not in use. The gardening team had a demo of this model over the summer and were extremely impressed – this is their favoured option.
4. The Timberwolf 230HB diesel six-inch broad feed chipper is **£23,250** +VAT. This machine is not designed to shred other garden waste, it is only a chipper. It is Stage V emissions compliant and is Europe's best-selling sub-750kg chipper.
5. Environmental options include the only all-electric chipper on the market or a power take off (PTO) option.
  - a. Linddana TP Chippers are currently the only manufacturer making a fully electric chipper. This will only chip and not shred. The TP175 mobile ZE comes in at **£30,900** + VAT. It has a run time of just four hours and takes seven hours to fully charge. It has a 7" diameter feed.
  - b. A chipper with Power Take Off (PTO) for towing behind the council's tractor. Once the council purchases an electric tractor this would be an environmentally friendly option. However, they are not the most practical as PTO chippers towed behind a tractor

require a second vehicle to chip into, if moving the chippings to other locations. This option has not been priced due to impracticality and the lack of an electric tractor.

Due to the lack, but one, of electric chipper options on the market at present, and none having the required capability (chip and shred), it is recommended to purchase a fossil fuel chipper on the understanding that to meet our net zero target of 2030 the council will replace this chipper with a non-fossil fuel burning version by 2030.

6. Hiring any of these chippers would cost circa £400 a week and therefore the purchase of a chipper represents better value for money for longer term use.
7. Members may view the manufacturers' brochures at the office and they will be available at the meeting.
8. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Matt Adamson-Drage  
Operations manager  
November 2021

**Committee:** Full Council

**Date:** 1 December 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

### **Background**

1. Each year the council must approve the budget and precept for the following financial year. The report details the budget at 31 October 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 and precept. 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 October 2021 is attached, **appendix 12A**. In summary, the council's current income is £1,768,000 and expenditure is £981,000; a surplus of £787,000. The year-end income forecast, based on actual income and expenditure is a surplus of £507,000, **appendix 12A**.

### **The 2022-23 budget**

5. The following summarises the income and expenditure assumptions that inform the 2022-23 budget, **appendix 12B**. Where appropriate, variances from the 2021-22 budget are explained.

### **Income**

6. Car parking charges allow for the agreed 10p increase but 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 is 4.9%.
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 until 31 September 2022.
10. Commercial income is increased by £2k to £246k to reflect rental charges. There are several rent reviews due during the 2022/23 financial year.
11. Advertising income is reduced by £7k to £6k; this is informed by reduced demand for advertising space on the website.
12. Income from the amenities area remains at c.£104k.
13. Cemetery income remains at c.£6.7k.
14. Income from licences, e.g. vehicle access, 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 hire of the shelters, 'other' income has increased by £11k.
16. Income from investments has been reduced from £600 to £100 to reflect lower interest rates.

## **Expenditure**

17. Forecast staffing budget for 2022-23 is £796k, an increase of £42k 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 budget also includes £10k for a part-time community engagement employee. 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 the 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 and the cost is expected to be £2,600.
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.£55k. The increase includes: inflation at 4.9%, 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; the ongoing refurbishment of the gardens, c.£15k; 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 budget included the set-up cost of the town map and trail which accounts for the majority of this reduction.
24. Utilities' expenditure is reduced by c£4k to £142k. following increase 30%, c.£4k, increase in energy charges. Water rates, however are reduced by £9k to reflect additional consumption due to a burst pipe in 2021-22. This budget includes a business rates' increase of £50k, following a revaluation of the council's car parks for the financial year 2023-24 onwards
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.

## Objectives

26. Objectives were considered by Full Council 25 November 2020 and augmented at the members' awayday 24 July 2021. It was agreed by this committee on 13 October 2021 there would be light public consultation regarding the council's objectives for 2022-23 and a more comprehensive consultation for the budget-setting process next year.

27. Projects being financed in 2021-22 are:

Guildhall and office repairs	100,000
Seafront railings	86,000 <sup>3</sup>
Beach hut replacement	32,000 <sup>4</sup>
Chipper replacement	15,000 <sup>5</sup>
EV Points	14,000 <sup>6</sup>
Replacement car parking machines	30,000
Dorset Council Loan repayment	157,500
CCTV	10,000 <sup>7</sup>
	<b>444,500</b>

28. Also agreed at the last meeting were objectives for 2022-23, as follows:

Lighting columns renewal	80,000
Asset management review	10,000
Replacement cadet hut	100,000
Amenities' hut replacement	25,000
Mule replacement	15,000 <sup>8</sup>
Chapel roof repairs	10,000
Enhanced town bus service	13,000
Platinum Jubilee	12,000
Jubilee Pavilion (water ingress)	50,000
Residents' shoppers' permit	5,000
	<b>320,000</b>

<sup>3</sup> Dorset Council's contribution to this project is £19,000. The total cost to the council is £67,000

<sup>4</sup> Actual cost is expected at c.£43k

<sup>5</sup> Officers have identified a chipper at £26k, which is £11k overbudget

<sup>6</sup> There is a £10,000 grant contribution to this project. The total cost to the council is £4,000

<sup>7</sup> It is expected the cost to the council will be c£13k. Officers have assumed a £40k grant towards this

<sup>8</sup> There is a business case for replacing this vehicle in 2022-23

29. As per the council's instruction, light public consultation was carried out on the proposed 2022-23 council objectives. The public were asked for their views via the website, email and social media; the response was low, as follows:
- Two responses about streetlights – the respondents were referred to Dorset Council
  - One response about making better use of seafront buildings for local clubs and societies
  - One response questioning whether it was necessary to enhance the town bus service as it was a frequent service and perhaps under-used
30. Since the previous meeting, the Tourism, Community and Publicity Committee agreed to relaunch the Gateway Card in 2022-23. This is estimated to cost £1,500 and would take the cost of objectives in 2022-23 to **£321,500**.
31. The list of objectives will reduce the surplus to £68,500 in 2022-23.

### **The five-year financial plan**

32. The five-year financial plan, **appendix 12B**, 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.
33. 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**

34. The five-year plan also quantifies the impact of the council's annual spend on the council's reserve.
35. The council's position at the end of 2021-22 is prudently projected to be c.£966k, after those objectives and projects identified have been completed. This is c.£120k higher than budget reserve which was set at 50% of turnover, i.e., c.£846k (50% of £1.692k).
36. The council's policy is to hold a reserve of a minimum of 50% of turnover.
37. The reserve on 1 April 2022 is prudently estimated at £966k, and officers recommend that it is increased to £1m to give the council greater capacity to respond to asset investment and unforeseen events.
38. In summary, the council's five-year financial plan creates a surplus each year. Based on prudent assumptions, these are:

	In Year
2022-23	£388k
2023-24	£343k
2024-25	£344k
2025-26	£344k
2025-26	£344k

39. These sums could prudently increase by a further c.£80-£150k if car parking income continues at its current level and/or is increased and allowance made for unknown asset sales are included.

40. Any recommendations from this committee will be considered by the Full Council on 15 December 2021.

Mark Russell  
Finance manager  
November 2021

## APPENDIX 12A

	Actual to 31 Oct 21	Budget to 31 Oct 21	Actual vs Budget	Variance %	Annual Budget	Forecast
<b>Income</b>						
Precept	132,779.00	132,778.00	1.00	0%	132,778.00	132,778.00
Car parks	833,165.73	637,471.00	195,694.73	31%	788,671.00	981,165.73
Chalets/Beach huts/Caravans	407,361.67	320,378.67	86,983.00	27%	345,211.00	422,361.67
Concessions	8,228.58	10,083.00	-1,854.42	(18%)	10,083.00	8,228.00
Alfresco Seating	6,900.00	21,200.00	-14,300.00	(67%)	21,200.00	6,900.00
Commercial rents	157,741.22	182,776.50	-25,035.28	(14%)	243,702.00	218,666.22
Marketing	5,583.34	13,600.00	-8,016.66	(59%)	13,600.00	5,583.34
Amenity area	137,616.57	82,640.00	54,976.57	67%	103,300.00	157,616.57
Cemetery	7,466.00	3,908.33	3,557.67	91%	6,700.00	10,257.00
Licenses	4,762.50	7,530.00	-2,767.50	(37%)	10,040.00	7,272.5
Other	66,425.22	10,237.50	56,187.72	549%	17,550.00	73,737.22
Asset Sales	208.33	-	208.33	0%	0.00	208.33
Investments	54.38	300.00	-245.62	(82%)	600.00	93.22
	<b>1,768,292.54</b>	<b>1,422,903.00</b>	<b>345389.54</b>	<b>20%</b>	<b>1,693,435.00</b>	<b>2,024,867.80</b>
<b>Expenditure</b>						
Office administration	59,250.58	51,694.11	7,556.47	15%	74,919.00	80,858.14
Rent	22,954.04	21,180.75	1,773.29	8%	28,241.00	30,014.04
Licenses	0.00	1,458.33	-1,458.33	(100%)	2,500.00	2,500.00
Democratic representation	2,573.72	9,800.00	-7,226.28	(74%)	16,800.00	4,412.09
Outside works	162,211.62	85,272.83	76,938.79	90%	146,182.00	278,077.06
Projects	48,689.05	-	48,689.05	0%		46,349.00
Grants/SLA	66,835.01	66,853.50	-18.49	(0%)	89,138.00	90,000.00
Utilities	111,459.64	125,598.00	-14,138.36	(11%)	145,200.00	130,000.00
Staffing	450,783.14	437,487.59	13,295.55	3%	749,979.00	772,771.10
Marketing	33,478.45	14,492.92	18,985.53	131%	24,845.00	43,463.06
Other	796.24	-	796.24	0%	0.00	1,364.98
Loan charges inc interest	21,875.00	21,875.00	0.00	0%	37,500.00	37,500.00
	<b>980,906.49</b>	<b>835,713.03</b>	<b>145193.46</b>	<b>11%</b>	<b>1,315,304.00</b>	<b>1,517,309.47</b>
<b>Net Profit/(Loss):</b>	<b>787,386.05</b>	<b>587,189.97</b>	<b>200,196.08</b>		<b>378,131.00</b>	<b>507,558.33</b>



**Committee:** Strategy and Finance

**Date:** 1 December 2021

**Title:** Investments and Cash Holdings

### **Purpose of Report**

To inform members of our 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 31 October 2021 was c.£1.725m, **appendix 13A**.
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.£1.261m, which is c.£411k 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  
Finance manager designate  
November 2021

<b><u>Lyme Regis Town Council</u></b>			
<b><u>Bank Balances</u></b>			
<b><u>31-Oct-21</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 0.01%		71,599	Instant
NatWest Special Interest Bearing Account 0.01%		30,471	Instant
<b>Lloyds - Current</b>		11,000	Instant
Lloyds - Liquidity Manager (0.01%)		1,611,499	Instant
<b>Wilkinson Legacy 0.8%</b>		538	One month
<b>TOTAL</b>		<b><u>1,726,107</u></b>	
<b>Loans to Lyme Regis Town Council</b>			
<b>West Dorset District Council</b>			
Marine Parade Shelters	Apr-14	397,499	Approx 3%
	Mar-18	277,500	
	Mar-19	247,500	
	Mar-20	217,500	
	Mar-21	187,499	
	Mar-22	157,499	
Public Works Loan Board		NIL	
<b>Total</b>		<b>157,499</b>	



**Committee:** Strategy and Finance

**Date:** 1 December 2021

**Title:** List of Payments

### **Purpose of Report**

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

### **Recommendation**

Members note the report and approve the attached schedule of payments October 2021 for the sum of £133,348.59

### **Background**

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

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

### **Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months October, **appendix 14A**. 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  
Finance manager designate  
December 2021

## APPENDIX 14A

		<u>Lyme Regis Town Council</u>								
		<u>Payments list for October 2021</u>			<u>£133,348.59</u>					
		<u>Total</u>								
<u>Date</u>	<u>Supplier</u>	<u>Detail</u>	<u>Frequency</u>	<u>Payment Type</u>	<u>Amount</u>	<u>Probable VAT Code*</u>	<u>Probable VAT*</u>	<u>Probable Net*</u>	<u>Indicative Expenditure Category</u>	
<b>NAT WEST BANK</b>										
01-Oct	DC RATES	Rates	Monthly	DD	8128	0%	-	8,128.00	Utilities	
14-Oct	ALLSTAR	Fuel	Monthly	DD	749.81	20%	124.97	624.84	Outside Works	
15-Oct	BANKLINE	Bank charges	Monthly	BLN	57.6	0%	-	57.60	Office Expenses	
18-Oct	DWP	Waste collection	Monthly	DD	2357.8	0%	-	2,357.80	Outside Works	
19-Oct	WORLDPAY	Transaction charges	Monthly	DD	48.07	0%	-	48.07	Office Expenses	
20-Oct	WORLDPAY	Transaction charges	Monthly	DD	25.86	0%	-	25.86	Office Expenses	
22-Oct	SALARY	October salaries	Monthly	EBP	37030.94	0%	-	37,030.94	Staffing	
22-Oct	EDF	Electric	Quarterly	DD	345.11	0%	-	345.11	Utilities	
25-Oct	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Loans	
27-Oct	HMRC	October NI and PAYE	Monthly	DD	11938.54	0%	-	11,938.54	Staffing	
					Total			<u>£63,806.73</u>		
<b>LLOYDS BANK</b>										
01-Oct	EBAY	Stationary	One-off	DEB	23.59	20%	3.93	19.66	Office Expenses	
01-Oct	ZOOM	Subscription fees	Monthly	DEB	11.99	0%	-	11.99	Office Expenses	
01-Oct	EBAY	Stationary	One-off	DEB	10.41	20%	1.74	8.68	Office Expenses	
01-Oct	LR COMMUNITY GROUP	Grant	One-off	FPO	8.6	0%	-	8.60	Grants	
04-Oct	RTM	Line painting	One-off	FPO	5964	20%	994.00	4,970.00	Outside Works	
04-Oct	WOODMEAD HALL	Apr to Sept	Quarterly	FPO	4970	0%	-	4,970.00	Grants	
04-Oct	GLEN CLEANING	Toilet cleaning	Monthly	FPO	4585.9	20%	764.32	3,821.58	Outside Works	
04-Oct	GLOBAL MSC	CCTV	One-off	FPO	2628	20%	438.00	2,190.00	Outside Works	
04-Oct	PKF Littlejohn	Annual Audit	Annual	FPO	2400	20%	400.00	2,000.00	Office Expenses	
04-Oct	LRDT PROPERTY M	Rents	Quarterly	FPO	1632.42	20%	272.07	1,360.35	Rents	
04-Oct	KITSON AND TROTMAN	Legal fees	Quarterly	FPO	1417.5	20%	236.25	1,181.25	Office Expenses	
04-Oct	GLASDON	Bin	One-off	FPO	1371.52	20%	228.59	1,142.93	Outside Works	
04-Oct	DAMORY	Local bus route	Monthly	FPO	1166.67	0%	-	1,166.67	Rents	
04-Oct	METRIC	Car park maintenance contract	Quarterly	FPO	1082.4	20%	180.40	902.00	Outside Works	
04-Oct	SCREWFIX	External supplies	Monthly	FPO	1068.1	20%	178.02	890.08	Outside Works	
04-Oct	SP4	Security	Monthly	FPO	1008	20%	168.00	840.00	Outside Works	
04-Oct	AXE SKIP HIRE	Skip hire	Monthly	FPO	612	20%	102.00	510.00	Outside Works	
04-Oct	SMITH OF DERBY	Clock repair	Annual	FPO	601.2	20%	100.20	501.00	Outside Works	
04-Oct	TRAVIS PERKINS	External supplies	Monthly	FPO	572.42	20%	95.40	477.02	Outside Works	
04-Oct	NOMIX ENVIRO	External supplies	One-off	FPO	519.12	20%	86.52	432.60	Outside Works	
04-Oct	PURPLE CLEANING	Monthly cleaning	Monthly	FPO	378	20%	63.00	315.00	Office Expenses	
04-Oct	KELTIC CLOTHING	Staff clothing	One-off	FPO	333.54	0%	-	333.54	Staffing	
04-Oct	SURVEYMONKEY	Subscription charges	Annual	DEB	320	20%	53.33	266.67	Office Expenses	
04-Oct	STAFF	Travel	One-off	FPO	318.6	0%	-	318.60	Office Expenses	
04-Oct	NW SYSTEMS	CCTV	Quarterly	FPO	309.6	20%	51.60	258.00	Office Expenses	
04-Oct	LUKE LAWSON	Monitoring of website	Monthly	FPO	300	0%	-	300.00	Marketing & Tourism	
04-Oct	DORSET HEALTHCARE	Health check-up	One-off	FPO	283	0%	-	283.00	Staffing	
04-Oct	EUROFFICE	Stationary	One-off	FPO	223.27	20%	37.21	186.06	Office Expenses	
04-Oct	SW HYGIENE	Sanitary disposal	Annual	FPO	208.87	20%	34.81	174.06	Outside Works	
04-Oct	CREATIVE SOLUTIONS	Signage	One-off	FPO	204.68	20%	34.11	170.57	Office Expenses	
04-Oct	CK COMMUNICATION	2 way radio	One-off	FPO	198	20%	33.00	165.00	Outside Works	
04-Oct	TOPSPARKS	External supplies	Monthly	FPO	167.74	20%	27.96	139.78	Outside Works	
04-Oct	WESSEX LIFT CO	Lift Service	Monthly	FPO	144	20%	24.00	120.00	Outside Works	
04-Oct	MOLE AVON	External supplies	Monthly	FPO	134.9	20%	22.48	112.42	Outside Works	
04-Oct	ECOM6	August charge	Monthly	FPO	99.8	20%	16.63	83.17	Office Expenses	
04-Oct	ARTHUR FORDHAMS	External supplies	Monthly	FPO	85.04	20%	14.17	70.87	Outside Works	
04-Oct	LYME ONLINE	Staff advertisement	Monthly	FPO	65	0%	-	65.00	Marketing & Tourism	
04-Oct	LR COMMUNITY GROUP	Grant	One-off	FPO	56.7	0%	-	56.70	Grants	

04-Oct	BLAMPHAYNE SAWMILL	External supplies	One-off	FPO	52.73	20%	8.79	43.94	Outside Works
04-Oct	WESTCRETE	External supplies	One-off	FPO	44.74	20%	7.46	37.28	Outside Works
04-Oct	CLARITY COPIERS	August charge	Monthly	FPO	34.15	20%	5.69	28.46	Office Expenses
04-Oct	BUGLARS	Tractor repair	One-off	FPO	31.81	20%	5.30	26.51	Outside Works
04-Oct	SQUARE	October charge	Monthly	DEB	20	0%	-	20.00	Outside Works
04-Oct	CUSTOMER	Refund	One-off	FPO	18	20%	3.00	15.00	Refunds
04-Oct	GUILD OF MACE BEAR	Annual subscription	Annual	FPO	10	0%	-	10.00	Democratic Representa
04-Oct	EBAY	Earphones	One-off	DEB	6.42	20%	1.07	5.35	Office Expenses
04-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
05-Oct	GRENKELEASING LIM	Photocopier	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
06-Oct	ONE DIRECT	Headphone adapters	One-off	DEB	20.3	20%	3.38	16.92	Office Expenses
06-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Oct	UNITY 5	September charges	Monthly	DD	527.28	20%	87.88	439.40	Utilities
11-Oct	BLUE LEVEL MEDIA	Website development	Monthly	FPO	5610	20%	935.00	4,675.00	Marketing & Tourism
11-Oct	DAMORY	Bus Route	Monthly	FPO	1125	0%	-	1,125.00	Rents
11-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	376.74	5%	17.94	358.80	Utilities
11-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	164.98	5%	7.86	157.12	Utilities
11-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	116.35	5%	5.54	110.81	Utilities
11-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	78.05	5%	3.72	74.33	Utilities
11-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	39.92	0%	-	39.92	Office Expenses
11-Oct	CUSTOMER	Key deposit	One-off	FPO	20	0%	-	20.00	Refunds
11-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	18.67	5%	0.89	17.78	Utilities
11-Oct	FENTIC	Wheelchair brake	One-off	DEB	17.99	20%	3.00	14.99	Outside Works
11-Oct	BARCLAYCARD	Transaction charges	Monthly	DD	16.99	0%	-	16.99	Office Expenses
11-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	3.25	5%	0.15	3.10	Utilities
11-Oct	SOUTHERN ELECTRIC	Electric	Monthly	DD	0.34	5%	0.02	0.32	Utilities
12-Oct	LR MUSEUM	Grant	Quarterly	FPO	7000	0%	-	7,000.00	Grants
12-Oct	MARINE THEATRE	Grant	Quarterly	FPO	5500	0%	-	5,500.00	Grants
12-Oct	LRDT PROPERTY M	Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
12-Oct	LYME FORWARD	Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
12-Oct	B SHARP	Grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
12-Oct	BRIDPORT CAB	Grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants
12-Oct	AXE RING AND RIDE	Grant	Quarterly	FPO	375	0%	-	375.00	Grants
12-Oct	EBAY	Stationary	One-off	DEB	5.58	20%	0.93	4.65	Office Expenses
13-Oct	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Oct	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Oct	SOUTH WEST WATER	Water	Quarterly	DD	2278.61	0%	-	2,278.61	Utilities
15-Oct	SOUTH WEST WATER	Water	Quarterly	DD	326.73	0%	-	326.73	Utilities
15-Oct	SOUTH WEST WATER	Water	Quarterly	DD	165.32	0%	-	165.32	Utilities
15-Oct	SOUTH WEST WATER	Water	Quarterly	DD	116.05	0%	-	116.05	Utilities
15-Oct	EE LIMITED	Mobiles and SIMs	Monthly	DD	113.69	20%	18.95	94.74	Utilities
15-Oct	SOUTH WEST WATER	Water	Quarterly	DD	49.8	0%	-	49.80	Utilities
15-Oct	SOUTH WEST WATER	Water	Quarterly	DD	37.81	0%	-	37.81	Utilities
15-Oct	SOUTH WEST WATER	Water	Quarterly	DD	37.81	0%	-	37.81	Utilities
18-Oct	SAGE SOFTWARE LTD	Subscription charges	Monthly	DD	284.4	20%	47.40	237.00	Office Expenses
18-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Oct	WORLDPAY	Transaction charges	Monthly	DD	45.93	0%	-	45.93	Office Expenses
19-Oct	WORLDPAY	Transaction charges	Monthly	DD	39	0%	-	39.00	Office Expenses
19-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Oct	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Oct	NEC	Parking	One-off	DEB	12	20%	2.00	10.00	Staffing
21-Oct	IP OFFICE	Phone contract	Monthly	DD	344.94	20%	57.49	287.45	Office Expenses
21-Oct	CUSTOMER	Parking fine refund	One-off	FPO	40	0%	-	40.00	Refunds

22-Oct	EDF ENERGY	Electric	Quarterly	DD	131.11	5%	6.24	124.87	Utilities
25-Oct	VPW SYSTEMS	Web Hosting	Annual	DD	24	20%	4.00	20.00	Marketing & Tourism
25-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
25-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Oct	HAND STATIONS	Lateral flow tests	One-off	DEB	355.13	20%	59.19	295.94	Office Expenses
29-Oct	HENCHMAN	Adjustable ladder	One-off	DEB	299	20%	49.83	249.17	Office Expenses
29-Oct	SOUTHERN ELECRITC	Electricity	Quarterly	DD	138.6	5%	6.60	132.00	Utilities
29-Oct	BLINDS	Blind for TIC	One-off	DEB	47.34	20%	7.89	39.45	Office Expenses
29-Oct	GIFFGAFF	Mobile phone bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
29-Oct	EBAY	Stationary	One-off	DEB	4.99	20%	0.83	4.16	Office Expenses
				Total	<u>£69,473.27</u>				
				Petty Cash	<u>£64.14</u>				
				Petty Cash	£4.45		Missed from July 21		
	<b>Expenditure category totals</b>								
	Outside Works	£24,226.09							
	Democratic representation	£10.00							
	Rents	£3,924.09							
	Licensed land	£0.00							
	Office Expenses	£7,742.20							
	Staffing	£49,598.02							
	Marketing & Tourism	£5,999.00							
	Utilities	£13,292.30							
	Grants	£25,285.30							
	Loans	£3,125.00							
	VAT	£0.00							
	Refunds	£78.00							
	Petty Cash	£68.59							
	<b>Total</b>	<b>£133,348.59</b>							