



John Wright
Town Clerk

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

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 23 March 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
18.03.22

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 2 February 2022

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 2 February 2022

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. The Annual Review of the Communications/PR Policy and Procedure

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

9. Internal Audit Report, Visit Two 2021-22

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

10. Community Governance Review

To inform members of amendments to Dorset Council's community governance review process, to inform members of the public response to the first phase of the consultation process, and to allow members to comment on Dorset Council's draft recommendations for Lyme Regis

11. Budget Performance, 1 April – 28 February 2022 and year-end forecast

To inform members of performance against budget from 1 April to 28 February 2022 and of the forecast year-end position at 31 March 2022

12. Support for Ukraine

To inform members about the measures the council could take in response to the invasion of Ukraine and to allow members to consider what support measures it wants to adopt

13. Use of the Jubilee Pavilion

To allow members to consider a request from Garry Sutherland to extend the indoor rowing club's use of the Jubilee Pavilion until 30 September 2022

14. Re-Instatement Valuations

To inform members of the intention to update the re-instatement valuations of the council's major assets in response to a request from the council's insurer

15. Levelling Up

To brief members on the government's levelling Up White Paper

16. List of Payments

To inform members of the payments made in the months of January and February 2022

17. Investments and Cash Holdings

To inform members of the council's current reserve position

18. Unit 1A Rental Proposal

To consider a request from LymeForward to extend their occupation of Unit 1A, St Michael's Business Centre for a further period of one or two years

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

19. 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

20. 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 18 – Unit 1A Rental Proposal

b) Agenda item 19 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 2 FEBRUARY 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr J. Broom, Cllr R. Doney, Cllr B. Larcombe, Cllr C. Reynolds, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

21/50/SF Public Forum

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

21/51/SF Apologies for Absence

Cllr B. Bawden – illness
Cllr D. Ruffle – illness
Cllr T. Webb – work commitments

21/52/SF Minutes

Cllr C. Aldridge said she was at the previous meeting but was not on the list of those present.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Turner, the minutes of the meeting held on 1 December 2021, with the above amendment, were **ADOPTED**.

21/53/SF Disclosable Pecuniary Interests

Cllr R. Smith asked if he would be able to vote on agenda item 10, Electric Vehicle Charging Structure, as he owned an electric vehicle.

Cllr M. Ellis said it was Cllr R. Smith's decision.

Cllr G. Stammers declared a pecuniary interest in agenda item 14, Park and Ride 2022, as the AA signs directing people to the site would take vehicles away from Uplyme where she worked. As such, she would leave the room for the item.

21/54/SF Dispensations

There were none.

Shoppers' permits

Cllr B. Larcombe said some members were concerned about how the shoppers' parking permits would work and he asked for more details.

Cllr R. Doney said in the winter, residents had free parking in town council car parks at any time and in the summer, residents had free shopping hours at Woodmead from 8am to 10am and 4pm to 6pm, plus free parking in all town council car parks after 6pm. He said the scheme that would replace it would allow residents to park in any town council car park for two hours at any time of the day, as well as free parking after 6pm, rather than being restricted to the two hours in the morning and evening. He said he had talked it through in detail with the support services manager and enforcement officer and they felt they could make the permit system work.

Cllr B. Larcombe asked what the estimated cost was of allowing residents to have two free hours of parking in the height of the summer.

Cllr M. Ellis said the council didn't know what the cost would be but she saw it as giving something back to the residents who gave over the town to visitors in the summer and that was of far more value than anything else.

It was clarified that the permit would only allow residents to park for free for two hours a day and they would not be allowed to return.

Cllr R. Doney said a lot of residents tended to avoid the centre of town in the day so he couldn't imagine it would be a significant cost.

Cllr C. Aldridge asked if the council was actually taking away potential parking as instead of having two two-hour slots, there was now only one two-hour window.

Cllr R. Doney confirmed this was the case but said it offered residents more flexibility.

CCTV

Cllr D. Sarson asked if the £40,000 grant had been confirmed from the Office of the Police and Crime Commissioner (OPCC) to help pay for the CCTV.

The town clerk said there had been a commitment from the police and crime commissioner for the funding and the scheme had been discussed with Dorset Council (DC) but around two months ago, DC's lighting contractor said the council couldn't put cameras on any of the lampposts. He said officers had a meeting to try and resolve this on 19 February 2022 and he had escalated the issue to director level at DC.

Cllr J. Broom said apparently the lampposts were not strong enough so it was up to the council if it took the risk or it might have to put separate columns up.

Cllr M. Ellis asked that members were updated on developments via the briefing.

21/56/SF Update Report

Members noted the report.

21/57/SF Budget Performance, 1 April – 30 November 2021 and year-end forecast

The finance manager said this was a good news report and drew members' attention to the year-end forecast. She said it was different from previous reports because it was now close to the end of the financial year and actual and anticipated income and expenditure had been included in the year-end forecast.

The finance manager said the spreadsheet showed a surplus of £333,787 after all project work agreed in December 2021 had been accounted for and this surplus would be added to the cash position at 31 March 2021, leaving the council with a reserve of just over £1.2million.

Cllr B. Larcombe said the financial picture was one the council should have a degree of confidence in and it indicated there was no need to sell any beach huts. He urged the council not to repeat this in future unless it was absolutely essential.

Cllr M. Ellis said the decision to sell the huts was taken when the financial situation was uncertain due to Covid-19 and the income had effectively paid for the replacement huts.

Cllr B. Larcombe said the fact the council would be debt-free was a remarkable achievement. He pointed out the overspend in outside works was £128,000 but the report didn't account for the full amount and asked where the remaining overspend had happened.

The town clerk said there had been small amounts spent here and there. He said he and Cllr B. Larcombe had talked separately about the outside works' budget and felt the council needed to gain a proper understanding of expenditure, including the possibility of delegating budgets to committees. For next year, the town clerk felt it would be a good idea for the supervision of this budget to be delegated to the Town Management and Highways Committee to create additional scrutiny.

The town clerk said he and the finance manager would be approaching the budget in a different way next year, with more emphasis placed on profiled income and expenditure. He said they would be focusing on the external works' budget and if the conclusion was it needed to be increased, that would be presented to members.

Cllr M. Ellis said councillors were also guilty of overspending and they needed to be more careful about sticking to budgets.

Cllr J. Broom agreed and said there needed to be more budget headings so there was a more detailed understanding of where the money was being spent.

21/58/SF Membership Packages for Tourism Microsite

Cllr C. Reynolds said she had met with the Visit Dorset team and made it very clear the council had to give local businesses the best possible deal with advertising. She felt they had come up with a fair assessment of what people should pay and the costs were reasonable.

Proposed by Cllr B. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the membership package prices for the tourism microsite for 2022-23 as follows, with a 70/30 split in Visit Dorset's favour:

Accommodation or Things to do (Attraction or Activity)

Level	Bronze	Silver	Gold	Platinum
Lyme Regis Annual rate	£110	£175	£290	£530
Combined package same level 20% percentage discount	20% £58 = £232 or 10% off each level if different levels requested	20% £82 = £328 or 10% off each level if different levels requested	20% £134 = £536 or 10% off each level if different levels requested	20% £242 = £968 or 10% off each level if different levels requested

Shopping, Food & Drink, Transport (possibly featured event in future)

	Bronze	Silver	Gold	Gold+
Lyme Regis	£50	£80	£160	Price dependent on location of highlight
Combined package 20% percentage discount	20% £24 = £96 or 10% off each level if different levels requested	20% £38 = £152 or 10% off each level if different levels requested	20% £76 = £304 or 10% off each level if different levels requested	NA

21/59/SF Electric Vehicle Charging Structure

Cllr R. Smith said the council was currently charging 25p per kWh but the electricity was costing the council 15p, so it was making 10p. He suggested the council could use the system to encourage Lyme Regis residents to take up electric vehicles by allowing them to pay the amount the council pays for electricity, i.e. 15p.

Cllr R. Smith said Pod Point had a 'white list' of vehicles and vehicles on that list didn't get charged anything. He suggested while the numbers taking up electric vehicle charging remained low, Lyme Regis residents who were on the residents' parking scheme could be on the white list to get free charging. He said people with a charger on their driveway wouldn't use it but those living in the town would and if the council found the scheme was getting out of hand or it was being taken advantage of, it could be withdrawn. He saw this as an interim benefit.

Other members were generally not in agreement with giving free charging to residents as they felt everyone should pay to charge their vehicles. It was pointed out if a resident had a parking permit, they would be able to park for free and pay for the electricity, only.

Cllr B. Larcombe asked how vehicle charging would be policed if a vehicle was fully charged but it was left in the space all day.

Cllr M. Ellis said it could only be policed if both the electricity and the space were charged for. However, she felt even if the car was fully charged, if the space had been paid for all day, it should be allowed to remain in the space.

Cllr R. Smith said remaining in a space after a vehicle was charged would be frowned upon by other owners as it blocked a space.

Cllr J. Broom said if a car was charged and it stayed in a space, it should be issued with a fixed penalty notice regardless of whether it had paid for the whole day.

However, the town clerk advised members to keep it simple and said how difficult it would be for visitors to have found a space on a busy day, to then have to move their vehicle and find another space.

Members also agreed it would make things difficult for the enforcement officers to determine how long the vehicle had been fully charged for before issuing a fixed penalty notice.

Cllr B. Larcombe suggested the electric vehicle bays could have a premium rate to discourage people from leaving their vehicles there after they are charged.

The town clerk said this would complicate matters in terms of the parking orders and the charges on the parking machines and app.

Proposed by Cllr J. Broom and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that the following charges should apply in all town council electric vehicle charging parking bays:

- Pay to park at the normal rate in the parking bay
- Pay for the electricity used to charge the vehicle at cost, plus 10p per kWh.

21/60/SF

Investments and Cash Holdings

The finance manager said the forecast reserve of £1.2million was £371k greater than the target reserve.

Cllr B. Larcombe said he didn't see any issue with letting the reserve go beyond the target because the council had things to be mindful of, such as the impact of Covid and rising inflation. He asked if officers needed a recommendation from members to allow the reserve to go beyond the target.

The town clerk said a recommendation wasn't necessary as the message from members to 'bank it, don't spend it', was clear.

21/61/SF

List of Payments

Cllr M. Ellis said she was concerned about two payments to repair sculptures on the sculpture trail as she didn't feel it was down to the council to pay for this. She asked for a separate report so members could consider it further.

Cllr J. Broom said he was also concerned and asked if the council was allowed to insure other people's property.

The town clerk said the council made a decision to insure the sculptures and they were included on its insurance policy. He said officers had made a commercial decision to pay for the damage to the sculptures rather than claim on the council's insurance. He added that the council had accepted liability for the sculptures and needed to consider whether it wanted to continue accepting responsibility for those assets.

Cllr B. Larcombe asked what the payment to Poultons was for.

The finance manager said it was a 30% deposit for the new beach huts.

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments for November and December 2021 for the sum of £221,575.04 and £141,291.16, respectively.

21/62/SF Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, 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.

21/63/SF Park and Ride 2022

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, 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.

21/64/SF Exempt Business

a) Debtors' Report

The finance manager said there was a continued reduction in debt and since the report had been written, several payments had been received.

Cllr M. Ellis asked that members received a report by the end of March on outstanding beach hut, chalet and caravan debt because the council had agreed it was going to take a tough stance on this.

Cllr G. Stammers left the meeting at 8.02pm in line with her pecuniary interests.

b) Park and Ride 2022

The town clerk said some discussions had taken place with Charmouth Parish Council and one of the three main holiday parks about whether they would be interested in getting involved in the service and helping to pay for it. He said this would be at no additional risk or cost to the council and it was a good example of a town and parish council working together to deliver services.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to:

a) to approve the appointment of First Group as the operator for the 2022 park and ride service and subject to recommendation e) below, it operates to the indicative timetable and frequency provided by the operator, at a cost for three buses of £1,045 per day and incorporating the fare tariff set out below:

- Adult single - £2
- Adult return - £3.50
- Child single - £1.50
- Child return - £2.50
- Group (up to 5 people) - £8.00
- Concessionary passes accepted

b) Members approve the operation of the 2022 park and ride service on the following dates:

Lyme Regis

- 9 April to 24 April inclusive (every day, including weekdays) to cover Easter and school half-term
- 30 April to 2 May to cover Fossil Festival and bank holiday
- 28 May to 5 June inclusive (every day, including weekdays) to cover school half term and Queen's Platinum Jubilee
- All other June and July **weekends** from 11/12 June to 16/17 July inclusive
- 23 July to 4 September inclusive, i.e., the entire school holiday period (every day, including weekdays)
- Weekend of 11/12 September to cover Food Rocks (provisional date)

Charmouth (subject to recommendation e))

- As for Lyme Regis with the exception of the Food Rocks weekend

c) Members approve the deployment of the same AA advanced signage as used in 2021 at an estimated total cost of approximately £800 + VAT.

d) Members approve the renewal of the licence for the use of the privately- owned park and ride site at Charmouth Road at an annual licence fee for 2022 of £9,545.90.

e) Subject to it being at no cost to this council, members authorise the town clerk, in consultation with the chairman of this committee and the chairman of the Town Management and Highways Committee, to agree the precise basis of any agreement with Charmouth Parish Council about the running of a third bus to that town or to any private holiday parks en route and wishing to be served by the park and ride service

The meeting closed at 8.09pm.

Committee: Strategy and Finance

Date: 23 March 2022

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 2 February 2022

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

21/55/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 1 December 2021

CCTV

The vast majority of Dorset Council's lampposts are unable to accommodate the CCTV cameras so the operations manager has started to work on an alternative plan to put cameras on alternative buildings in the proposed locations: top of Broad Street, Cobb Gate square, Monmouth Beach car park, skatepark, and the seafront/roof. Locating some of these cameras will involve listed building planning consent.

21/58/SF – Membership Packages for Tourism Microsite

The agreed rates have been incorporated into the membership rate cards to issue to businesses. There is a link to the rate cards on both the microsite and Visit Dorset <https://www.visit-dorset.com/industry/working-with-us/lyme-regis-website/>. The Visit Dorset team has been receiving enquiries and are speaking with businesses about becoming members. They will be able to update us on memberships from May onwards when payments start coming in.

21/59/SF – Electric Vehicle Charging Structure

The cost of parking is displayed on signs at the car parks as normal and the cost to charge a vehicle is available on the app when the vehicle owner charges their vehicle. It is not practical to display the charging costs on signs at the car park as the costs will fluctuate.

21/61/SF – List of Payments

A report on the sculpture trail will go to the next Tourism, Community and Publicity Committee meeting on 27 April 2022 to allow members to consider issues around insurance and repairs.

21/63/SF – Park and Ride 2022

The location and design of the advanced signs has been agreed with the AA and by all the relevant highway authorities. First is in the process of registering the service with the Traffic Commissioners and a full timetable has been drawn up and will allow an 'all-day' ticket so that a ticket purchased in any particular location can be used on any park and ride bus operated between Lyme Regis and Charmouth on the day of purchase.

John Wright
Town clerk
March 2022

Committee: Strategy and Finance

Date: 23 March 2022

Title: The Annual Review of the Communications/PR Policy and Procedure

Purpose of Report

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

Recommendation

Members approve the amended Communications/PR Policy and Procedure

Background

1. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011.
2. Standing order 5.j.xix requires that during the course of the council year, either the Full Council or the relevant committee establishes or reviews the council's policy for dealing with the press/media.
3. The policy and procedure are attached, **appendices 8A and 8B**.
4. Amendments recommended by officers are shown in red in the documents and are as follows:
 - Reference to the General Data Protection Regulation in the policy
 - It may be necessary to amend section 7 of the procedure if a recommendation from the Tourism, Community and Publicity Committee is approved by the Full Council. The recommendation is:

‘to produce a quarterly newsletter to be delivered to every home instead of the monthly newspaper column; to nominate Cllr D. Ruffle and Cllr C. Reynolds, plus one other member to be identified at the Full Council meeting, to sit on a working group to help develop both the newsletter and co-ordinate its delivery; and to agree to provide items of interest to the working group which may be included in the newsletter’
 - Changes to the implementation and review dates
5. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

Adrianne Mullins
Support services manager
March 2022

Policy

Communications and Public Relations

Purpose

To define the roles and responsibilities within Lyme Regis Town Council for working with the press and media.

To support good internal and external communications.

To help ensure the town council operates and communicates information in a transparent and open manner.

To help ensure that the town council provides the public and press with accurate and timely information, communicated in a professional manner.

To help achieve effective two-way communications between the council and the local, regional and national press to promote and enhance the reputation of both the council and the town of Lyme Regis.

To help ensure the town council's image and reputation are communicated in a cohesive, consistent and positive manner.

Policy

For the purpose of this policy, external communications define four main mediums:

1. Printed materials – E.g. newsletters, posters
2. Electronic materials – E.g. email, website, social media
3. Media relations – E.g. press releases, media enquiries, press statements
4. Public relations – E.g. events, council meetings

All communications' activity should reflect the principles of confidentiality, Data Protection, **General Data Protection Regulation**, Freedom of Information, and copyright, and the Code of Recommended Practice on Local Authority Publicity 2011, with reference to the Local Government Acts 1986 and 1988.

This policy is also supported by the town council's standing orders and code of conduct.

Supporting Procedure

This policy is supported by a Communications and PR Procedure.

Implementation date: 6 April 2022

Review Date: April 2022

Adrianne Mullins
Support services manager
April 2022

Communications and PR Procedure

1. Introduction

- 1.1 This procedure supports the Communications and PR Policy and should be read in conjunction with this policy.
- 1.2 This procedure should also be read in conjunction with the town council's standing orders and code of conduct. Standing order 22.a. states: 'Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media'.
- 1.3 The town council recognises its responsibility to help communicate accurate and timely information to the press and public in a professional manner. Proper co-ordination will ensure that messages put out by the council are consistent and accurate.
- 1.4 The council is accountable to the local community for its actions and this can only be achieved through effective two-way communication.
- 1.5 The purpose of the town council's Communications and PR Policy and Procedure is to ensure its members and staff effectively communicate this information to promote the openness and transparency of the council.
- 1.6 The town council also recognises the distinction between communication from 'the town council', and communication from individuals as 'councillors'.
- 1.7 Communication of information may be viewed in four main mediums; print, electronic, media relations, and public relations. However, communication with the press and public takes place every day on a very basic level, i.e. desk enquiries, speaking to residents in the street.
- 1.8 The town council respects freedom of speech and this procedure is not intended to restrain this.
- 1.9 Local councils and their representatives are governed by national legislation and codes of practice. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011, which provides guidance on the content, style, distribution and cost of local authority publicity. This code is statutory guidance and therefore councils must have regard to it and follow its provisions. Copies of these documents are available for inspection in the council office.
- 1.10 All publicity will be produced in line with the council's equality and diversity guidelines.

2. Handling General Requests

- 2.1 All staff and councillors are responsible for communicating basic and routine information to the press and public in relation to their specific job duties or role within the council and its committees.
- 2.2 Requests for information outside of the remit of an individual's responsibilities should be referred to the relevant member of staff or councillor.

3. Responding to media enquiries

- 3.1 The town council respects the media's role in delivering information to the public and responses will be given in recognition of deadlines, which are crucial to effective media relations.
- 3.2 The media are crucially important in conveying information to the community, so the council must maintain positive, constructive media relations.
- 3.3 The media work on behalf of the local community to hold the council to account for its policies and actions, and it is therefore important that they have access to officers and members and to background information to help them in this role.
- 3.4 Requests for interviews, information or photographs from the media should be referred initially to the support services manager, or in their absence, to the deputy town clerk.
- 3.5 Any response will be collated in conjunction with the town clerk, deputy town clerk, or operations manager. Where possible, responses will be given by committee chairmen, or in their absence, vice-chairmen. All responses will be signed off by the town clerk, or in their absence, the deputy town clerk.
- 3.6 Official statements from the town council must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 3.7 Statements made must reflect the minuted opinion of the council, where applicable.
- 3.8 Councillors may be approached directly by the media and can provide responses, making it clear that the views given are their own and not necessarily those of the council. Members should not claim to be commenting on behalf of the town council.
- 3.9 The town council recognises that councillors have private lives and may be approached by the media in relation to their roles outside of the council. In this instance, members must make it clear they are not commenting as an elected councillor or on behalf of the town council.
- 3.10 Requests to take photographs of councillors or staff in relation to council business must be agreed by the individual and in the case of staff, by their line manager.
- 3.11 There is no out-of-hours media relations service, although councillors can be contacted outside of normal office hours as their contact details are available in the public domain. In extreme circumstances, the town clerk is listed as the contact in the council's emergency procedure and will liaise with the media if necessary.
- 3.12 The council should not pass comment on anonymous allegations or allegations about individual councillors or staff.
- 3.13 The council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
- 3.14 Members and staff must alert the town clerk as soon as a potentially positive or negative issue which may attract media interest becomes known. They should not wait until contact is made by the media.

4. Issuing news releases

- 4.1 As well as responding to media requests, the town council will pro-actively issue news releases and distribute them to the relevant media.
- 4.2 Press releases must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 4.3 Press releases are non-party political and wherever possible will include a quote from a councillor.
- 4.4 Releases will not publicise the activities of individual councillors or persuade the general public to hold a particular view.
- 4.5 Photographs may be issued with the news releases and captions must be included in the release. If photographs include councillors or staff, point 3.10 will apply.
- 4.6 Press releases will be sent by email to the relevant media, displayed on the town council website, on the council's noticeboards, on the council's social media pages, and if applicable on the tourism website.
- 4.7 The support services manager will be responsible for developing news releases in conjunction with the relevant councillor or staff member. Any other officer or members may draft a press release, but they must be issued through the council office in line with points 4.2 to 4.6, and in agreement with the town clerk, or in their absence the deputy town clerk.
- 4.8 Letters to the editor of a newspaper do not qualify as press releases and caution is advised when submitting a letter of this kind. It may be appropriate for the council to submit a letter on occasions, such as correcting factual errors. These letters should be factual and brief.
- 4.9 Other ways to correct inaccurate reporting about the council include issuing a separate news release, a conversation with the journalist concerned, a personal letter to the editor, or legal advice.
- 4.10 Officers and members have a responsibility to identify newsworthy items and seek opportunities where it may be beneficial to issue a press release.
- 4.11 Although not common practice within this council, councillor press releases may be issued. These are personal releases and are written and issued by the councillor responsible. This type of release may or may not be political and should not include the name of any officer, use the council masthead or crest, or the council telephone number, address, or email as a point of contact. It would be beneficial for copies of intended releases to be provided to the town clerk in advance of their release to the press.

5. Media attendance at council meetings

- 5.1 Local media outlets will be provided on request with the agendas, reports and minutes of meetings, prior to them taking place, as required by the Local Government Act 1972.
- 5.2 The press will be provided with reasonable facilities, i.e. seating and a desk, at meetings or part of a meeting at which they are entitled to be present, as outlined in standing order 3.o.
- 5.3 The photographing, recording, broadcasting or transmitting the proceedings of meetings by the media is outlined in standing order 3.m and 3.n.

6. Council website

- 6.1 The council website should provide an informative online resource for residents and visitors, giving information about the council, the town, councillors and staff, services provided by the council, the local community, news, links to useful websites, minutes and agendas, and a search facility.
- 6.2 Information on the website should be accurate and kept up-to-date.
- 6.3 Press releases and council notices should be displayed in the news section of the website.

7. Council column

- 7.1 The council will produce a monthly news column for the local press, providing residents with interesting and informative news about the council, its staff and members, and community issues that are linked to the council.
- 7.2 The column will be produced by the support services manager, or in their absence, the deputy town clerk. Ideas for inclusion in the newsletter can be submitted by councillors, staff, and members of the community.
- 7.3 Items to be included in the column will be discussed and agreed through the publicity meetings attended by the town clerk, support services manager and delegated members. The group will also discuss other press and publicity matters.

8. Council noticeboards

- 8.1 Priority is given on the council's noticeboards to official council documents, such as agendas, public notices, election information, and legal issues affecting the council.
- 8.2 Where possible, the council will display posters and information for community related issues.

9. Publicity in Election Periods

- 9.1 In the period between the notice of an election and the election itself, the council is subject to rules which impact on how it can communicate with the public.
- 9.2 During this period, council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual members or groups of members. This ensures that no individual councillor gains an unfair advantage by appearing in official publicity.
- 9.3 In these circumstances, where a quote is required, the relevant officer may be quoted.

Implementation date: 6 April 2022

Review Date: April 2023

Adrianne Mullins
Support services manager
April 2022

Committee: Strategy and Finance Committee

Date: 23 March 2022

Title: Internal Audit Report, Visit Two 2021-22

Purpose of Report

To inform members of the outcome of the internal auditor's second 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 second audit visit for 2021-22 took place on 1 and 4 February 2022, **appendix 9A**. The report contains four recommendations: one high, two medium and one low.
7. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright
Town clerk
March 2022

DARKIN MILLER ~ CHARTERED ACCOUNTANTS

Accountancy ~ Internal Audit ~ Taxation



FINAL

Internal audit report 2021/22

Visit 2 of 3

LYME REGIS TOWN COUNCIL

Date: 8th March 2022

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

Introduction

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 1st and 4th February 2022.

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. Risk Management
2. Budgetary Control
3. Income
4. Bank Reconciliation

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	1
Medium	2
Low	1
Info	0
TOTAL	4

I would like to thank John Wright – Town Clerk, Naomi Cleal – Finance Manager, Mark Green – Deputy Town Clerk, Adrienne Mullins – Administrative Officer, and Matt Adamson-Drage, Operations Manager, for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2021/22 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL
FINAL REPORT VISIT 2 OF 3: 8th MARCH 2022

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
5.1 – Credit chalet transfer fee if raised in wrong year	<p>I checked to see that a sample of income was properly recorded and promptly banked. I found that the income was properly recorded, and 19/24 samples had been promptly banked. 2 samples have not yet been paid (one relating to a site license, for which no issues with payment are anticipated, the second to a chalet transfer fee raised in advance of the transfer taking place). 3 samples were paid late, 2 of which were paid by instalments and cleared after 70 days, a third of which was paid after 120 days (this relates to a tenant who is in dispute with the Council, but all funds have now been received).</p> <p>The Finance Manager has noted that she may raise a credit note against the transfer fee relating to the chalet which has not yet been transferred, as the income is currently showing in the Council's accounts (and has been accounted for on its VAT return) but may end up in the wrong accounting period.</p> <p>I recommend that the credit note is raised if the transfer is not expected to happen before the financial year end, and that future transfer fee invoices are only raised once completion is imminent.</p>	L	The second transfer fee of £30,000 was paid on the 09/02/2022 so in the correct financial year. Resolved.	FM	N/A

<p>5.2 – Car park income monthly reconciliation</p>	<p>I checked a sample of income streams to confirm that all income was collected and that correct prices were charged. I found that there is not currently a reconciliation carried out between the car park ticket machine back office systems (operated by Metric) and the cash collection figures (declared by G4S) and card collection figures (declared by Six payment services). I compared cash income for 01/07/21 - 07/07/21 and found that G4S's figure was £1.6k higher than the figure shown by Metric for the same period. The G4S figure agrees to the amount banked and is shown in the Council's accounts. It is likely that this is a timing difference but, without regular reconciliation of the reports, it is not possible to track timing differences or to identify potential fraud or error.</p> <p>I also found a £23.20 difference as between the card payment income declared by Six for the month, and the figure recorded by Metric. Again, the higher figure was banked and is shown in the Council's bank accounts.</p> <p>I found that the JustPark pay by phone reports show small differences (under £10) on both the gross amount due and transaction fees payable, and a larger difference on the analysis of income between Woodmead and Monmouth Beach/Cabanya. It is not clear why these differences have arisen. The amount posted to the Council's accounts does not agree to the declared JustPark figures.</p>	<p>H</p>	<p>We have started a new contract with a new cash collection, Pivotal, company at the beginning of March. Going forward from the new financial year amounts received will be cross referenced with the back-office facility and will be assessed, taking into account timing differences and materiality.</p>	<p>FM/AFM</p>	<p>04/22</p>
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	I recommend that a reconciliation of car park income is carried out each month in order to ensure that car park income received agrees to that declared by the ticket machines (for cash and card income) and to that declared by JustPark (for pay by phone income), as allowing for timing differences.				
5.3 – Scan tender submissions to ensure copies retained	<p>I checked two beach concessions to confirm that the correct amount was being charged. I found that the original tender submissions for both concessions could not be located as they were only held in hard copy. The Administrative Officer was able to locate a confirmation letter in relation to one concession which noted the amount to be charged (and which agreed to the amount charged for 21/22) but there was no additional correspondence in relation to the other concession. I noted that the charges were consistent with the income for 2019/20 (pre-covid).</p> <p>I recommend that future tender submissions are scanned and saved centrally to improve the audit trail.</p>	M	We are in the process of going digital with copies of concession paperwork	FM/SSM	04/22
5.4 – Written agreement for Cemetery Workshop rent	<p>I found that there was no agreement in place relating to the Cemetery Workshop rent. I noted that the amount charged is slightly higher than the amount charged in previous years.</p> <p>I recommend that a written agreement is put in place to ensure that the annual rent and other terms and conditions are clear.</p>	M	There will be an exchange of letters to confirm the agreement	DTC	04/22

Committee: Strategy and Finance

Date: 23 March 2022

Title: Community Governance Review

Purpose of Report

To inform members of amendments to Dorset Council's community governance review process, to inform members of the public response to the first phase of the consultation process, and to allow members to comment on Dorset Council's draft recommendations for Lyme Regis

Recommendation

- a) Members note the changes to Dorset Council's community governance review process and the public response to the first phase of the consultation process
- b) Members respond to Dorset Council's draft recommendations detailed in paragraphs 10 and 13 of this report, and in the online survey, appendix 10B

Background

1. Dorset Council is required to undertake a review of governance arrangements of all parishes every 10-15 years. The purpose of a community governance review is to:
 - create, merge, alter or abolish parishes
 - increase or decrease the number of councillors
 - create ward boundaries or change existing ward arrangements
 - change parish names
 - correct minor boundary anomalies
 - change a parish council into a parish meeting.
2. In spring 2021, towns and parishes were put on notice that Dorset Council intended to formally start a community governance review in July 2021 when its terms of reference would be published.

The process

3. Dorset Council's initial process and timetable was:
 - July 2021 - publication of terms of reference setting out what would be covered, i.e., a review of all parishes within the Dorset Council area
 - 5 August to 28 October 2021 – first phase of public consultation seeking proposals and initial submissions
 - December 2021 – consideration of consultation responses and preparation of draft recommendations for Full Council
 - 20 December 2021-28 February 2022 – public consultation on those draft recommendations

- April 2022 – consideration of further responses by Full Council and publication of final recommendations
 - May 2024 – implementation of the Reorganisation Order to coincide with Dorset Council area elections.
4. On 14 December 2021, Dorset Council's Full Council agreed a revised timetable for its community governance review:
- 14 February 2022 – following the first phase of consultation, draft recommendation to Dorset Council
 - 28 February to 23 May 2022 – second stage of consultation to allow parish councils, electors and other interested persons or bodies to make alternative proposals to the draft recommendations approved by the Full Council
 - 14 July 2022 – the Full Council will consider the review's final recommendations which will then form the basis of a new Dorset Council (Parish Areas and Electoral Arrangements) Order
 - May 2024 – the order is implemented.

Lyme Regis Town Council's policy position

5. Members considered Dorset Council's community governance review at the Strategy and Finance Committee on 31 March 2021 and made the following recommendation to Full Council:
- 'a report is taken to the Strategy and Finance Committee to consider reducing the number of members on the council as part of Dorset Council's community governance review'.
6. This recommendation was approved by the Full Council on 22 April 2021.
7. On 12 May 2021, a report was submitted to the Strategy and Finance Committee on reducing the number of town council members. At that meeting, 'members agreed there was no requirement to reduce the number of members on the council.'
8. Dorset Council were subsequently notified there were no proposed changes in response to its community governance review.

Report

9. On 7 February 2022, the town clerk received a 108-page report on town and parish council responses to Dorset Council's community governance review; these responses complete the first phase of the consultation process and represent the recommendations for public consultation. The 14 responses that refer to Lyme Regis are attached, **appendix 10A**; the 14 responses include the town council's response.
10. On 15 February 2022, the public responses were considered by Dorset Council's Full Council. In the report, recommendation 27 referred to Lyme Regis, 'Dorset Council's draft recommendation is to make no change to the current governance arrangements'.
11. This recommendation was approved by resolution of Dorset Council.

12. In making its decision and based on the evidence available, Dorset Council, on balance, considered a community governance change would:

- 'Not help to better reflect the local identities and interests of the community;
- Not help to secure a more effective and convenient governance of the area.'

13. The following is an extract from the community governance report to Dorset Council on 15 February 2022:

'Through the consultation and survey the Council received 13 individual representation from local residents expressing concern about the effectiveness of the Town Council and the number of councillors. S.94 of the Local Government and Public Involvement in Health Act 2007 says that if a parish has more than 1000 electors then the Review must recommend that the parish should have a council. The parish of Lyme Regis is predicted to have an electorate of 3,080 electors in 2026 and therefore a parish council must be in place.

'Dorset Council considered the recommendations of NALC which indicates a recommended council size of 10-11 councillor for the electorate of Lyme Regis. The Town Council currently has 14 councillors. In May 2019 and in a by-election in August 2019, the seats were filled by election, rather than co-option.

'The Town Council have not sought any changes as part of the Review.'

14. The town council now has the opportunity to comment on Dorset Council's recommendations through an online survey, **appendix 10B**.

15. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright
Town clerk
March 2022

APPENDIX 10A

Lyme Regis	<p>Refer to previous comments on selection criteria for council members. Needs a major review to improve the calibre of council members and how councillors are selected. Other than a profile stating what each candidate may or may not have achieved.</p> <p>Commensurate with the qualifications and genuine experience councillors bring to the role. A far more rigorous selection procedures for councillors. Not solely based on what prospective councillors report/state on their profiles to be elected. Leaves too much scope for manipulation of votes (withstanding vote numbers of 130+) for council membership and election. Dorset should be able to raise the bar and standard of councillor.</p>	
Lyme Regis Town Council Response	No changes sought.	
Lyme Regis		<p>Possibly add one more Councillor. I don't necessarily think the number should change but I think the council needs help from a more experienced parish or Dorset council itself. Some members of the council clearly don't understand their role and hence there has been a lot of unacceptable behaviour. An independent person needs to be appointed to the council to appear at meetings and give all councillors training as to what their role is and how to conduct themselves at meetings. So maybe you need to add one more?</p>
Lyme Regis	Mayors should be elected by the public not councillors.	I don't see the value of so many councillors nor am I clear on what they actually do.
Lyme Regis		<p>Reduce the number of councillors down to 10 or 12. I think it would make it a more effective council. Also it would mean that seats would be contested as sometimes there have not been enough candidates or very few.</p>

Lyme Regis	<p>I do not believe the current council has the best interests of the town at heart. Apart from a couple of green councillors, the rest seem to have their own agenda and usually not necessarily for the good of the town. The PSPO's seem to be used to deter anyone who lives in Lyme to enjoy the town and anyone who dares to visit. They must have spent more in signage telling everyone what they cannot do in the town more than anything else. I think the town would be better served by a regional council.</p> <p>Lyme Regis Town Council is a laughing stock. From racist comments, arguments, bullying and walkouts during council meetings to banning any kind of fun in the town, ignoring the people of Lyme, denying the visitors to the town their say, and going along with certain members self serving ideas, I believe it is time for Lyme Regis Town Council to be abolished as they no longer represent the best interests of the town.</p>	0 - None.
Lyme Regis	Please read the recent newspaper minutes on the last few meetings of Lyme Regis Town council and you will see something needs to be done.	I don't necessarily think the number should change but I think the council needs help from a more experienced parish or Dorset council itself. Some members of the council clearly don't understand their role and hence there has been a lot of unacceptable behaviour. An independent person needs to be appointed to the council to appear at meetings and give all councillors training as to what their role is and how to conduct themselves at meetings. So maybe you need to add one more?
Lyme Regis	Sort out Lyme Regis Town Council as at the moment it is a disgrace.	None as they are not working for the town.
Lyme Regis	<p>Abolishing the Lyme Regis Town Council would save taxpayers money which could instead be used by Dorset Council to enhance other sectors of the community. The behaviour of the Lyme Regis Town Council has deteriorated to petty arguments and quarrels that are recorded for anyone to listen to and has been highlighted in the local paper, this town council is an embarrassment to the town.</p> <p>I see no reason why Lyme Regis cannot be governed by Dorset Council.</p>	There are 12 councillors, Dorset Council should take over the running of Lyme Regis and the councillors should be reduced to zero.
Lyme Regis	<p>Awful council who are bullying and harrasing other councillors, belittling residents. Using power for their own agendas and not for the good of the town. Wasting taxpayers money on ridiculous schemes like Lyme Forward. Misuse of public funds, simply read the newspapers or Lyme Online for all the reasons.</p> <p>The council should be abolished for the good of the town.</p>	20: What is the name of the Council concerned? Silly question - both are wrong. Change to 0.

	You need to read Lyme Online, the horrid reports in the news stories and letters from residents, this week there were 4 letters of complaints about the conduct of the council. We need the Lyme Regis Town Council to be abolished.	
Lyme Regis	It would be far more efficient, money saving, professional and convenient to abolish this town council and instead be under one centralised council e.g. Dorset Council. Abolish Lyme Regis Town Council.	Reduce to zero and give control to Dorset Council.
Lyme Regis	Ongoing bullying of other councillors, voting for personal gain with little regard to the community. The abolishment of the Lyme Regis Town Council would save taxpayers money and the scandalous behaviour that has blighted far to many council meetings. Replace Lyme Regis Town Council with Dorset Council. Remove the Lyme Regis Town Council and replace with Dorset Council. Close the Lyme Regis Town Council. The behaviour of the councillors is an embarrassment, remove the Lyme Regis Town Council. Read any of the recent reports by Lyme Online and you will be shocked at the behaviour, bullying and conduct of the councillors. Here is the latest story and resignation https://lyme-online.co.uk/blogs/damning-indictment-of-council-behaviour .	
Lyme Regis	Lyme Regis Town Council and their appalling behaviour at a series of council meetings is putting the organisation into disrepute. Mounting evidence of bullying as reported by the local media is shocking. It's time to abolish this council and bring Lyme Regis under the rule of Dorset Council. Abolish Lyme Regis Town Council. Lyme Regis Town needs proper guidance under Dorset Council, I am keen to see the Lyme Regis Town Council abolished.	Reduce to zero - replace with Dorset Council.
Lyme Regis	Questions have been asked over money allocation. Queries over quotes and monies spent for glass balustrades. Penalisation towards various sectors of the community. Many councillors on council for self gain with lack of regard for residents. Inappropriate comments and bullying during council meetings. Ignoring residents complaints. The Lyme Regis parish town council should be removed.	Replaced with the Dorset County Council - West Dorset. No members, abolish this parish council.

	<p>Many residents are unhappy with the behaviour of the town council, poor money management, racist comments from one of the councillors which gives a bad representation of the town. News stories are here https://lyme-online.co.uk/digital-edition/lymeonline-digital-edition-october-15-2021.</p>	
Maiden Newton and Frome Vauchurch	<p>We are effectively one village in two parishes. Maiden Newton PC owns land in Frome Vauchurch: the Multi Use Play Area (MUGA), the Rock Pit Walkers' Car Park, the Youth and Community Centre. Maiden Newton School and Rectory are in Frome Vauchurch. Frome Vauchurch parishioners use Maiden Newton allotments. In the past, Frome Vauchurch residents have been members of, sometimes Chaired, Maiden Newton PC. If we have a Neighbourhood Plan it would have to involve both parishes but currently Frome Vauchurch has only a Parish Meeting which would make it difficult.</p> <p>Maiden Newton Parish Council/ Frome Vauchurch Parish Meeting should be changed to: Maiden Newton and Frome Vauchurch Parish Council.</p> <p>The current Parish Council and Parish Meeting should merge to become one Parish Council. Although currently smaller in population than Maiden Newton, the parish of Frome Vauchurch has important history so the name shouldn't be lost.</p> <p>Maiden Newton and Frome Vauchurch parishes should become Maiden Newton and Frome Vauchurch Parish Council.</p> <p>We are effectively one village, the villagers using facilities in both parishes and Maiden Newton PC owns land for services in Frome Vauchurch. A joint Parish Council would enable Frome Vauchurch parishioners to vote.</p> <p>Election of Parish Councillors for the combined parish.</p> <p>This survey has had very little publicity and was very difficult to find. Could this be improved if you want more responses.</p>	<p>Currently Maiden Newton PC has 7 councillors and Frome Vauchurch none. The number for the combined parish could be increased to 10 to reflect the increased population and area.</p>
Frome Vauchurch	<p>Parish should be abolished and/or merged into Maiden Newton parish. (Map ref 260)</p> <p>The southern boundary of Maiden Newton parish is on the C28 road and to get into Maiden Newton the road goes though Frome Vauchurch then back across the M/N boundary again. Frome Vauchurch does not hold any accounts or monies. They are not able to purchase anything and a steep hill on the C28 (Greenford Lane) is not gritted therefore causing accidents each winter. Maiden Newton parish council refuse to spend any monies on gritting this hill and Frome Vauchurch has no money. A stalemate where no one is taking responsibility.</p>	<p>Name of Parish: Maiden Newton and Frome Vauchurch.</p> <p>See accompanying document 33.</p>



Dorset Council Community Governance Review

About you

Your name

Your email address or contact details

Do you represent an organisation/group?

- ☐ Yes
☐ No

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Dorset Council Community Governance Review

Note: There are 53 separate recommendations open for comments. In the following section you need to select which Parish or recommendation number (Rec 1-53) you wish to comment on. Where multiple parishes are potentially affected they are listed in brackets. You can choose to comment on one recommendation or several. They are listed alphabetically and by recommendation number.

The [full recommendations are available in a document here](#) and the individual sections are available when commenting on an individual proposal.

Which recommendation(s) do you wish to comment on? Choose all that apply.

- ☐ **Arne** (Rec 1)
- ☐ **Bere Regis** (Rec 2)
- ☐ **Blandford Forum** (affecting Blandford Forum, Blandford St Mary, Bryanston, Pimperne, Tarrant Monkton, Tarrant Launceston, Langton Long) (Rec 3)
- ☐ **Bridport** (affecting Bridport, Allington, Symondsbury, Bothenhampton and Walditch, Bradpole, Burton Bradstock) (Rec 4)
- ☐ **Broadmayne and West Knighton** (affecting Broadmayne, West Knighton) (Rec 5)
- ☐ **Cerne Valley** (affecting Cerne Abbas, Godmanstone, Nether Cerne, Up Cerne) (Rec 6)
- ☐ **Char Valley** (affecting Chideock, Charmouth, Stanton St Gabriel, Whitchurch Canonieorum, Wootton Fitzpaine, Catherston Leweston) (Rec 7)
- ☐ **Charminster** (Rec 8)
- ☐ **Charmouth** (Rec 9)
- ☐ **Chesil Bank** (affecting Abbotsbury, Fleet, Langton Herring, Portesham) (Rec 10)
- ☐ **Chetnole and Stockwood** (affecting Chetnole, Stockwood) (Rec 11)
- ☐ **Chickerell** (also see Weymouth – Recommendation No.47) (Rec 12)
- ☐ **Chideock** (Chideock, Symondsbury, (also see Char Valley – Recommendation No. 7) (Rec 13)
- ☐ **Colehill and Holt** (affecting Colehill, Holt) (Rec 14)
- ☐ **Compton Abbas** (affecting Compton Abbas, Melbury Abbas, Fontmell Magna) (Rec 15)
- ☐ **Corfe Mullen** (Rec 16)
- ☐ **Dorchester** (Rec 17)
- ☐ **Evershot** (affecting Evershot, Holywell, Melbury Bubb, Frome St Quintin) (Rec18)
- ☐ **Frome Valley** (affecting Cattistock, Chilfrome, Frome St Quintin) (Rec 19)
- ☐ **Gillingham** (affecting Gillingham, East Stour) (Rec 20)
- ☐ **Highstoy** (affecting Batcombe, Hermitage, Hilfield) (Rec 21)
- ☐ **Hilton** (affecting Hilton, Ansty, Stoke Wake, Melcombe Horsey, Melcombe Bingham) (Rec 22)
- ☐ **Iwerne Courtney and Steepleton** (affecting Iwerne Courtney, Steepleton) (Rec 23)

Dorset Council Community Governance Review

Recommendation 27: Lyme Regis

Based upon the evidence currently available, Dorset Council, on balance, considers that a community governance change would:

- NOT help to better reflect the local identities and interests of the community;
- NOT help to secure a more effective and convenient governance of the area.

Through the consultation survey the Council received 13 individual representation from local residents expressing concern about the effectiveness of the Town Council and the number of councillors. S.94 of The Local Government and Public Involvement in Health Act 2007 says that if a parish has more than 1000 electors then the Review must recommend that the parish should have a council. The parish of Lyme Regis is predicted to have an electorate of 3,080 electors in 2026 and therefore a parish council must be in place.

Dorset Council considered the recommendations of NALC which indicates a recommended council size of 10-11 councillors for the electorate of Lyme Regis. The Town Council currently has 14 councillors. In May 2019 and in a by-election in August 2019, the seats were filled by election, rather than co-option.

The Town Council have not sought any changes as part of the Review.

Recommendation: Dorset Council's draft recommendation is to make no change to the current governance arrangements

Lyme Regis Recommendation: Dorset Council's draft recommendation is to make no change to the current governance arrangements Do you?

- ☐ Support recommendation
- ☐ Support with observations
- ☐ Oppose

Comments

Note: If you wish to submit an alternative proposal you can do so at the end (including providing maps/documents).

Dorset Council Community Governance Review

Alternative Proposal

If you wish to submit an alternative proposal to the recommendations, you can do that next. Please select the recommendation you wish provide an alternative for. Note: you can only respond on one recommendation here but can repeat the consultation if you would like to provide alternatives for more than one area.

Do you wish to submit an alternative proposal

- ☐ Yes
- ☐ No

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Dorset Council Community Governance Review

Any other comments

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Dorset Council Community Governance Review

About you

We collect diversity information, not only to ensure any changes do not unfairly impact on specific sectors of the community, but also to try to make sure our consultation responses come from a representative sample of local residents. We would appreciate if you can complete the following details.

Which age group do you belong to?

- ☐ Under 18
- ☐ 18 - 24
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ 65 or over
- ☐ Prefer not to say

What is your gender?

- ☐ Male
- ☐ Female
- ☐ Prefer to self describe
- ☐ Prefer not to say

The Equality Act 2010 describes a person as disabled if they have a longstanding physical or mental condition that has lasted, or is likely to last 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS for example) are considered to be disabled from the point that they are diagnosed.

Do you consider yourself to be disabled as set out in the Equality Act 2010?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

Committee: Strategy and Finance

Date: 23 March 2022

Title: Budget Performance, 1 April – 28 February 2022 and year-end forecast

Purpose of Report

To inform members of performance against budget from 1 April to 28 February 2022 and of the forecast year-end position at 31 March 2022

Recommendation

Members note the report

Report

1. The budget from 1 April to 28 February 2022 is detailed below.
2. 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 financial year than at the end. Expenditure is more evenly spread throughout the year.
3. 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).
4. This report focuses on the forecast for 31 March 2022; we are now close to the end of the financial year and can confidently extrapolate trends and predict with a high level of confidence income and expenditure for the remainder of the financial year.
5. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2022-23 budget-setting process:

	£
Income	
Sale of beach huts	122,467
Expenditure	
Seafront railings	92,000
Beach hut replacement	40,305
Chipper replacement	24,945
Guildhall window works	40,000
DC loan repayment	157,500
Car parking machine replacement	25,200
Total expenditure	379,950

6. The year-end income forecast is £2,220,710 and the year-end expenditure forecast is £1,899,745, creating a forecast surplus of £320,964.

7. The closing cash position on 31 March 2021 was £881,000, so the forecast surplus of £320,964 will be transferred into the reserve; the forecast year-end cash position at 31 March 2022 is £1,201,964.

	Actual to 28 Feb 22	Budget to 28 Feb 22	Actual vs Budget	Variance %	Annual Budget	Forecast from February 22
Income						
Precept	132,779.00	132,778.00	1.00	0%	132,778.00	132,779.00
Car parks	969,250.61	743,311.00	225,939.61	30%	788,671.00	1,047,754.61
Chalets/Beach huts/Caravans	434,117.93	337,045.33	219,540.09	65%	345,211.00	438,284.60
Concessions	8,228.58	10,083.00	-1,854.42	(18%)	10,083.00	8,228.58
Alfresco Seating	6,900.00	21,200.00	-14,300.00	(67%)	21,200.00	6,900.00
Commercial rents	199,011.60	244,452.00	-45,440.40	(19%)	244,452.00	207,952.00
Advertising	5,625.00	13,600.00	-7,975.00	(59%)	13,600.00	5,625.00
Amenity area	146,374.46	97,102.00	49,272.46	51%	103,300.00	159,681.23
Cemetery	10,807.00	6,141.67	4,665.33	76%	6,700.00	11,365.33
Licenses	4,950.00	10,040.00	-5,090.00	(51%)	10,040.00	5,450.00
Other	72,420.37	16,087.50	56,332.87	350%	17,550.00	73,882.87
Asset Sales	122,675.82	-	208.33	0%	0.00	122,675.82
Investments	120.27	550.00	-429.73	(78%)	600.00	131.20
	2,113,260.64	1,632,390.50	480,870.14	28%	1,694,185.00	2,220,710.25
Expenditure						
Office administration	84,072.14	69,674.67	14,397.47	21%	74,919.00	89,078.70
Rent	28,981.07	28,241.00	740.07	3%	28,241.00	30,147.74
Licensed Land	2,119.41	2,291.67	-172.26	(8%)	2,500.00	2,119.41
Democratic representation	6,502.54	15,400.00	-8,897.46	(58%)	16,800.00	18,093.68
Outside works	220,706.53	134,000.17	86,706.36	65%	146,182.00	258,252.03
Projects	72,734.20	-	72,734.20	0%		432,684.20
Grants/SLA	94,078.23	89,138.00	4,940.23	6%	89,138.00	99,328.23
Utilities	135,755.39	140,844.00	-5,088.61	(4%)	145,200.00	140,111.39
Staffing	690,729.42	687,480.49	3,248.93	0%	749,979.00	753,227.65
Marketing	36,764.39	22,774.58	13,989.81	61%	24,845.00	38,333.88
Misc	796.24	-	796.24	0%	0.00	868.63
Loan charges inc interest	34,375.00	34,375.00	0.00	0%	37,500.00	37,500.00
	1,407,614.56	1,224,219.58	183,394.98	14%	1,315,304.00	1,899,745.53
Net Profit/(Loss):	705,646.08	408,170.92	297,475.16		378,881.00	320,964.72

Analysis

8. The main reasons for the income variations are:
- car park income forecast at £1,047,754 on 31 March 2022. This is an increase of £259,083 on budget and is due to an increase in volume. The increase in volume is c.40% during the 'shoulder' and winter seasons
 - chalet, caravan and beach hut income is up by £93,073. This is largely made up from chalet sales' income
 - concession income is below budget because trading was not possible for some concession holders during early 2021-22 due to Covid restrictions
 - alfresco seating is down by c.£14k due to the government's introduction of a £100 maximum charge for removable outside seating. This maximum charge is in place until 30 September 2022

- commercial rent is forecast to be £36,500 down due to the Jubilee Pavilion and Lister Room not being let, i.e., the anticipated income from commercial lettings was included in the 2021-22 budget
- advertising income is below budget due to the transition from the tourism website to Dorset Council's microsite, i.e., uncertainty about the live date meant the council was unable to raise invoices
- the increase in amenity area income is driven by increased volume
- the increase in cemetery income is driven by increased volume
- the increase in other income includes shelters' bookings at c.£10k and weddings at c.£3k for 2020-21 which were accounted for in 2021-22, a grant of c.£11k received through Dorset Council to cover the cost of the summer security patrol, EV charging point grants of c.£8K and c.£5K, and £19,000 from Dorset Council to cover its contribution towards the renewal of a section of the seafront railings.

9. The main reasons for expenditure variation are:

- office admin expenditure is higher than budget by c.£14k, principally due to the receipt and payment of legal fees for 2020-21 in 2021-22 for c.£9K, and c.£6.5k of deposits paid for the Jubilee big band performance in 2021-22
- rent is above budget because 2020-21 expenditure of £5k for the park and ride field is included in 2021-22
- outside works is over budget by c.£112k and is attributable to a high volume of additional activities, including additional toilet cleaning during the summer period, c.£16k; works to the ground floor of the council's offices, c.£6k; repairs to vandalised car park machines, c.£2k; roof glass repair, c.£2k; the provision of a storage container, c.£5k; increased vehicle repairs, c.£10k; additional car park charges associated with additional volumes, c.£4k; water leaks at the chalet and caravan park, c.£2.5k; white lining at Monmouth Beach and Woodmead car parks, c.£6k; c.£8k for EV charging points off set with grants; and extra seafront bin collections, c.£15k.
- projects for completion in 2021-22 totalling £379,950 were approved for release during the 2022-23 budget-setting process, see paragraph 5
- the development of the tourism microsite and its licence costs, £19k.

10. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

Naomi Cleal
Finance manager
January 2022

Committee: Strategy and Finance

Date: 23 March 2022

Title: Support for Ukraine

Purpose of Report

To inform members about the measures the council could take in response to the invasion of Ukraine and to allow members to consider what support measures it wants to adopt

Recommendation

Members consider the report and instruct the town clerk

Background

1. The Russian invasion of Ukraine has already devastated regions of the country. It has caused significant loss of life, a shortage of food and essential supplies, large-scale destruction of the country's infrastructure and economy, and a refugee crisis. On 14 March 2022, the United Nations estimated 3,220,000 refugees had fled Ukraine and a further 1,850,000 people were internally displaced.
2. Offers of support are being made by the western world at national and individual levels. The town clerk has been approached by members asking how the council can support this crisis.

Report

3. On 14 March 2022, the National Association of Local Councils (NALC) issued a general briefing on Ukraine, **appendix 12A**.
4. The briefing note details the actions of others which the council might want to consider adopting, including:
 - flying the Ukrainian flag
 - lighting up buildings in blue and yellow
 - holding vigils or moments of silence including at council meetings
 - passing motions and statements of support and solidarity
 - making council and community buildings available for donation of items
 - signposting information on charities and aid agencies.
5. In anticipation of the council's support for flying the Ukrainian flag, officers have arranged purchase.
6. Officers have arranged for the lights in Langmoor and Lister Gardens to be changed to the Ukraine's national colours, blue and yellow. This image will be included on our website and social media accounts with the statement, 'We Stand With Ukraine'; by email, members have already indicated approval for this.
7. The council's website and social media accounts have been linked to Dorset Council's website; Dorset Council's website has information about national and local initiatives, along with details of charity and aid organisations supporting Ukraine.

8. As well as a local statement of support for Ukraine, the council could express solidarity by signing up to the statement from the political leadership of the Council of European Municipalities and Regions (CEMR), **appendix 12B**.
9. The council could also allow free use of its facilities to those who are supporting Ukraine.
10. The NALC briefing note confirmed councils that hold the general power of competence, which this council does, can make a donation to a charity operating overseas.
11. The briefing note identifies the key national charities and aid agencies as the Disasters Emergency Committee and the British Red Cross.
12. If the council so chooses, it can support other charities and aid organisations, and can assist local organisations who are providing assistance to Ukraine.
13. Attached, **appendix 12C** is an email from Cllr Rob Smith who has other suggestions that members may wish to consider.
14. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright
Town clerk
March 2022



t: 020 7637 1865
e: nalc@nalc.gov.uk

w: www.nalc.gov.uk
a: 109 Great Russell Street,
London WC1B 3LD

14 MARCH 2022

GENERAL BRIEFING1-22 | UKRAINE

The National Association of Local Councils (NALC) has joined the Local Government Association (LGA) in endorsing a statement from the political leadership of the Council of European Municipalities and Regions (CEMR), which strongly condemns the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine.

We are in continuing contact with the LGA and government, flagging up the role of local (parish and town) councils and encouraging principal councils to ensure they are liaising with county associations and local councils on local support.

It is pleasing to note that our sector again has stepped up to the plate and is showing solidarity and support through flying the Ukrainian flag and lighting up buildings with its colours, holdings vigils or moments of silence including at council meetings, passing motions and statements of support and solidarity, making council and community buildings available for donations of items, organising donations of items including to their twin towns, signposting to information on charities and aid agencies, and making a financial donation themselves.

The minister for refugees, Lord Carrington, has met with NALC's chair, Cllr Keith Stevens, to discuss the Ukraine Local Sponsorship Scheme and Keith has flagged up the potential for the sector to provide support.

What can councils do?

Councils and councillors should consider expressing solidarity through [signing up](#) to the statement from the political leadership of the CEMR.

Councils can fly flags from public buildings in line with the government [guidance](#) on flag flying.

Councils can use social media such as Twitter, Facebook etc to express their support for Ukraine, though as ever councils should consider what you post and how it might be perceived including by local Russian residents.

Councils with the general power of competence (GPC) are able to make a donation to a charity operating overseas. Those councils without GPC cannot as they are restricted by section 137(3) of the Local Government Act 1972. Councils

should always check the legitimacy of organisations being supported. The key national charities and aid agencies are the [Disasters Emergency Committee](#) and the [British Red Cross](#).

Councils may be able to help other local organisations who themselves are able to make donations.

Other Issues

This is a difficult time for everyone, especially for many people with links to Ukraine or Russia. Some communities with Ukrainian or Russian residents might be facing particular challenges or tensions too.

We can expect a number of refugees to be offered support in the UK and again we will be discussing with LGA and the government how local councils can help. Councils without the GPC can use section 137 (3) to fund local charities providing assistance to Ukrainian refugees. We would remind you of NALC's general advice on powers contained in Legal Topic Note 31.

Whilst it is unclear how the current crisis will develop councils should ensure they are cyber prepared against any potential risks and that they are aware of their disaster and emergency plans and considering updating them.

To help our engagement with the LGA and the government, please do let us know what you are doing and if you have any questions or further issues you would like us to consider, please email policycomms@nalc.gov.uk

European local and regional governments stand in support and solidarity with their peers in Ukraine.

The full statement:

We, local and regional leaders across Europe, strongly condemn the multiple attacks and violations of the territorial integrity and sovereignty of Ukraine. We express our full support and solidarity to the Ukrainian people and our peers in local and regional government. We will not accept that our European values and integrity be attacked again by the Russian Federation after the violation of Georgian territories by Russia in 2008. We are firmly opposed to the dismemberment of a free and democratic state in Europe.

The escalation of violence, repeated bombings and attacks on Ukrainian cities and territories are a serious threat to the preservation of peace and democracy across Europe. We call on the Federation of Russia to cease its attack, to leave the national territory of Ukraine, to respect all international treaties and fundamental principles of international law and to recognise the full sovereignty of Ukraine over all its territories, including Donbas and Crimea.

Firmly convinced of local democracy and city diplomacy, based on the values of peace that unite our municipalities across Europe since 1951, we stand by the Ukrainian municipalities, cities, hromadas, districts, raions and their representative associations. They are in the front line to protect the population and provide basic services to offer them good quality living conditions and daily survival. The destruction of infrastructure by the belligerents jeopardises the efficient and safe maintenance of basic public services provided by Ukrainian local and regional governments to their citizens.

As European local and regional governments, representing 60 national associations across 40 European countries, including Ukraine, we will continue to work to support them in their efforts. Not only are we ready to support our peers in the country with the materials and expertise they may need in the days and weeks to come. Municipalities and regions will probably have to face soon the human consequences of such a tragedy for Europe, probably resulting in a flow of humanitarian refugees. Coordination with our national governments will be essential.

As the European section of UCLG, let us hope that city diplomacy will soon unite us all again!

From: LRTC Cllr Rob Smith <LRTCCLlrRob.Smith@lymeregistowncouncil.gov.uk>
Sent: Wednesday, 16 March 2022, 13:23
To: Brian Larcombe Adrienne Mullins <Adrianne.Mullins@lymeregistowncouncil.gov.uk>
Cc: John Wright <John.Wright@lymeregistowncouncil.gov.uk>
Subject: RE: Council's Approach to Ukraine Crisis

Hi All,

Just also to add, any refugees coming to Lyme would find it difficult to access medical services other than our first-line medical centre. The nearest major hospitals are Exeter, Taunton, Yeovil and Dorchester – all a long way away. I'm not sure the council can do much about it – but it's something to bear in mind if we do receive refugees.

I think it's unlikely anyone in the holiday business could forego much of their accommodation for refugees – though I hope that some with a lot of space might be able to make some available. I would expect any refugees to be mostly housed in private residences – so the both the refugees and hosts would require support – for which Dorset Council would be the principal provider.

Best Regards

Rob

From: LRTC Cllr Rob Smith <LRTCCLlrRob.Smith@lymeregistowncouncil.gov.uk>
Sent: Tuesday, March 15, 2022 9:28:13 PM
To: Adrienne Mullins <Adrianne.Mullins@lymeregistowncouncil.gov.uk>
Cc: John Wright <John.Wright@lymeregistowncouncil.gov.uk>; 'Brian Larcombe' <>
Subject: RE: Council's Approach to Ukraine Crisis

Hi Adrienne,

Yes, I agree that S&F would be a good approach, since it's probably going to involve some finance.

Unfortunately I won't be able to make it to S&F. Please send my apologies.

However, I would be grateful if the following thoughts could be fed into the planning of the S&F agenda. This is all dependent on how many refugees we receive. With our large, empty housing stock it could be quite a few – or it could be none. However, it would be good to think these things through ahead of time.

1. I feel the councillors might appreciate the chance to discuss if any direct financial aid should be given to Ukraine support charities – perhaps matching the Sea Scout's efforts, or perhaps a direct donation to DEC or Unicef, or those delivering supplies. (Can supplies not be bought in Europe?)

I would anticipate that a number of Lyme residents will house Ukrainian refugees. I expect these to be mostly women and children, since the men are staying in Ukraine to fight. I feel members might like to discuss:

2. What support community organisation will need? Will the CAB need additional funding/hours to support refugees or those housing them
3. Are there any meeting spaces that the council has that could be set aside for a Ukrainian get-together or perhaps language teaching space. Because Lyme's transport bus routes are infrequent and very expensive, it will be difficult for refugees to access services such as language lessons. It is a long trek to Exeter, especially for a single parent. If we can provide a space where language services can be provided in Lyme, this would be a real help.

4. We might also like to consider whether we can offer any employment to refugees – whether that is employment in LRTC, or perhaps a space where they can start a small enterprise. Being unemployed will hardly be conducive to good mental health.
5. To further support mental health, could we also *discuss* with local clubs and societies whether they would be willing to let some join, so that they can become part of village life?

It was about 10 years ago that I worked with a Ukrainian colleague, who used to tell me that Putin was a psychopath and would invade Ukraine. I now have a Russian colleague, who left the country with his wife and children because he could see there was no future there. I am also aware that as lovely as Lyme is, it's a tough place to be a refugee, compared to a city, due to the limited employment opportunities and poor transport connections.

Since Lyme is fiercely democratic (perhaps too fiercely at times), it is important to support Ukraine to stick it to those who would undermine democracy.

Many thanks

Rob

Committee: Full Council

Date: 23 March 2022

Title: Use of the Jubilee Pavilion

Purpose of Report

To allow members to consider a request from Garry Sutherland to extend the indoor rowing club's use of the Jubilee Pavilion until 30 September 2022

Recommendation

Members consider the report and instruct the town clerk

Background

1. On 27 October 2021, the Full Council considered a request from Lyme Regis Gig Club to use the Jubilee Pavilion. The Full Council resolved:

 'to allow Lyme Regis Gig Club to use the Jubilee Pavilion for three months until 31 March 2022, excluding the period when it will be used for a Christmas event.'
2. On 2 December 2021, the town clerk received a message from the gig club's chairman declining the council's offer to use the Jubilee Pavilion.
3. On 8 December 2021, an email was received from the gig club's chairman supporting a proposal from Garry Sutherland to use the Jubilee Pavilion for a 90-day get fit subscription model for local people. An email from Garry Sutherland was also received which detailed his proposal.
4. On 15 December 2021, the council considered Garry Sutherland's proposal and resolved to approve the request from Garry Sutherland to use the Jubilee Pavilion for a '90 day get fit subscription model for local people' on the following terms:
 - the agreement is up until 31 March 2022
 - a charge of £200 per month is payable to cover costs
 - public liability insurance of £5million is held
 - the arrangement is confirmed by an exchange of letters.

Report

5. At the request of the chairman of Lyme Regis Gig Club, on 23 February 2022 the town clerk visited the Jubilee Pavilion. The town clerk was asked about the possibility of extending the indoor rowing club's use of the Jubilee Pavilion until 30 September 2022.
6. The town clerk re-iterated the council's resolution and said any extension of the operation beyond 31 March 2022 was a decision that would have to be made by the council. The town clerk added, if proposed works to resolve water ingress were delayed, subject to any other commitments to use the Jubilee Pavilion, he could grant a short-term extension.

7. On 8 and 15 March 2022, the town clerk received emails from Garry Sutherland requesting an extension of the indoor rowing club's use of the Jubilee Pavilion until 30 September 2022, **appendix 13A**.
8. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright
Town clerk
March 2022

From: Garry Sutherland
Sent: 15 March 2022 11:07
To: Lyme Regis Town Council Town Clerk <townclerk@lymerregistowncouncil.gov.uk>
Subject: Re: Jubilee Pavillion Indoor Rowing Centre

John,

I would like to extend through to the 30th September.

Garry

On Mon, 14 Mar 2022 at 08:40, John Wright <townclerk@lymerregistowncouncil.gov.uk> wrote:
Gary

If you are seeking an extension, a decision of the council is required. The request needs to be made to the council, not individual members.

Could you give me a proposed date and I'll draft a report for the strategy and finance committee 23 March 2022. To meet the agenda dispatch deadline, I need a response by 5.00pm Wednesday March.

John

From: Garry Sutherland
Sent: 08 March 2022 15:50
To: John Wright <townclerk@lymerregistowncouncil.gov.uk>
Cc: Brian Larcombe <brianlarcombe@hotmail.co.uk>; LRTC Cllr Brian Larcombe <lrtccllr.brian.larcombe@lymerregistowncouncil.gov.uk>; Mark Green <deputytc@lymerregistowncouncil.gov.uk>; Adrianne Mullins <admin@lymerregistowncouncil.gov.uk>
Subject: Re: Jubilee Pavillion Indoor Rowing Centre

John

Thank you for your reply. I would like to extend my current arrangement if I may. So, If there is a delay in starting building works I would be delighted to accept a short-term extension. I would have a lot of disgruntled users if I were to close at the end of March.

I didn't start this project to enrich myself. I started it because Indoor rowing is something I am passionate about and I have seen the benefits it brings to peoples lives in terms of self esteem, health and wellbeing. To date I have over 60 participants in the challenge league and others that come along and row just to exercise. I understand that there may be other calls on the use of the Pavilion and am content to either share the space and or vacate as required.

As I want to keep costs to a minimum and therefore affordable, I will not be pursuing a commercial lease as I don't believe rowing would generate sufficient revenues for that to be viable. I only seek to offer an alternative, low cost way to improve the health of our local community.

If a short-term extension requires the approval of the council then I will write separately to the individual councillors to explain my position.

Thank you for all of your support.

Garry

Committee: Strategy and Finance

Date: 23 March 2022

Title: Re-Instatement Valuations

Purpose of Report

To inform members of the intention to update the re-instatement valuations of the council's major assets in response to a request from the council's insurer

Recommendation

Members note the intention to update the re-instatement valuations of the council's major assets in response to a request from the council's insurer

Background

1. The council's insurance is provided by Zurich and is due for renewal on 31 March 2022.

Report

2. As part of the renewal process, Zurich has stipulated that the council must obtain current re-instatement valuations for all of its major property assets. These must be on a 'total loss' basis.
3. Cover will remain unaffected whilst the valuations are undertaken, but there is a possibility that the council's renewal premium of about £21k may be adjusted mid-term if the valuations change significantly.
4. Quotes to undertake the work are being obtained from three suitably qualified surveyors and the valuations will be undertaken as soon as possible.
5. If the work does result in a change to the quoted renewal premium then this will be reported to members in due course.
6. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

Mark Green
Deputy town clerk
March 2022

Committee: Strategy and Finance

Date: 23 March 2022

Title: Levelling Up

Purpose of the report

To brief members on the government's levelling Up White Paper

Recommendation

Members note the report

Report

1. On 2 February 2022, the government launched its policy paper, Levelling Up in the UK¹:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1052706/Levelling_Up_WP_HRES.pdf .

2. The paper includes:
 - details of a new devolution framework
 - the establishment of a new independent data body
 - a new Levelling Up Advisory Council
 - details of 12 new missions

The devolution framework

3. The devolution framework extends beyond metropolitan areas to every area of England that wants one. However, the report focuses on devolution at a metropolitan and/or county level and gives the greatest powers to single institutions with a directly elected mayor. This includes encouraging integration with Local Enterprise Partnerships.
4. The devolution framework is underpinned by four principles: effective leadership, sensible geography, flexibility and appropriate accountability.
5. Alongside the White Paper the government published the pre-launch guidance for the UK Shared Prosperity Fund (UKSPF); a £2.6 billion allocation up to March 2022¹ allocated to places and informed by Local Investment Plans.

The 12 National Missions

6. The 12 missions cover four broad areas: boosting productivity and living standards by growing the private sector; spreading opportunities and improving public services; restoring a sense of community, local pride, and belonging and empowering local leaders and communities. These are particularly aimed at locations where there is already a weakness or deficit. The 12 missions are:

¹ White Papers are issued by the Government as statements of policy, and often set out proposals for legislative changes, which may be debated before a Bill is introduced. Some White Papers may invite comments.

1. By 2030, pay, employment and productivity will have risen in every area of the UK, with each containing a global competitive city, with the gap between the top performing and other areas closing
2. By 2030, domestic public investment in research and development outside the Greater South East will increase at least 40 per cent and at least one third over the Spending Review period, with that additional government funding seeking to leverage at least twice as much private sector investment over the long term to stimulate innovation and productivity growth.
3. By 2030, local public transport connectivity across the country will be significantly closer to the standards of London, with improved services, simpler fares and integrated ticketing.
4. By 2030, the UK population will have nationwide gigabit-capable broadband and 4G coverage, with 5G coverage for the majority of the population.
5. By 2030, the number of primary school children achieving the expected standard in reading, writing and maths will have significantly increased. In England, this will mean 90 per cent of children will achieve the expected standard, and the percentage of children meeting the standard in the worst performing areas will have increased by over a third.
6. By 2030, the number of people successfully completing high-quality skills training will have significantly increased in every area of the UK. In England, this will lead to 200,000 more people successfully completing high-quality skills training annually, driven by 80,000 more people completing courses in the lowest skilled areas.
7. By 2030, the gap in Healthy Life Expectancy, (HLE) between local areas where it is highest and lowest will have narrowed, and by 2035 HLE will rise by 5 years
8. By 2030, well-being will have improved in every area of the UK, with the gap between top performing and other areas closing.
9. By 2030, pride in place, such as people's satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.
10. By 2030, renters will have a secure path to ownership with the number of first-time buyers increasing in all areas; and the government's ambition is for the number of non-decent rented homes to have fallen by 50% with the biggest improvements in the lowest performing areas.
11. By 2030, homicide, serious violence, and neighbourhood crime will have fallen, focussed on the worst affected areas.
12. By 2030, every part of England that wants one will have a devolution deal with powers at or approaching the highest level of devolution and a simplified, long-term funding settlement.

Supporting the 12 missions

7. The government is establishing an Independent Data Body in England focused on data, transparency, and robust evidence. The aim, to empower citizens, input into service design,

strengthen local leaders' knowledge, share best practice, increase central government understanding and enable sector support to be better tailored.

8. The White Paper also introduces a new Levelling Up Cabinet Committee, new Levelling Up directors to join up policy at a local level, Levelling Up in cross-departmental working and a Levelling Up Advisory Council.
9. What the Levelling Up agenda means for Lyme Regis isn't clear but what is clear is the government is responding to commonly held views about regional inequality and lack of opportunity, along with presenting proposals to rationalise and simplify governance and investment. In a cynical mood one might suggest this is rhetoric-laden and doesn't provide financial backing to support transformation but at a practical level this is an agenda the council should stay close to and continually seek out opportunities that can benefit Lyme Regis.
10. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

John Wright
Town clerk
March 2022

Committee: Full Council

Date: 23 March 2022

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of January and February 2022

Recommendation

Members note the report and approve the attached schedule of payments for January and February 2022 for the sum of £107,329.53 and £164,606.13, respectively

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months January and February **appendices 16A 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.

Kerry Weekley
Administrative Assistant
March 2022

APPENDIX 16A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for January 2022</u>			<u>£107,329.53</u>				
		<u>Total</u>							
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
04-Jan	DORSET COUNCIL	Rates	Monthly	DD	8107	0%	-	8,107.00	Outside Works
06-Jan	HMRC PAYE	VAT	Monthly	DD	11903.45	0%	-	11,903.45	Staffing
14-Jan	ALLSTAR	Fuel	Monthly	DD	482.22	20%	80.37	401.85	Outside Works
17-Jan	BANKLINE	Bank charges	Monthly	BLN	52.5	0%	-	52.50	Office Expenses
19-Jan	WORLDPAY	Transaction Fees	Monthly	DD	18.33	0%	-	18.33	Office Expenses
20-Jan	DWP	Waste collection	Monthly	DD	1133.6	0%	-	1,133.60	Outside Works
24-Jan	SALARIES	January salaries	Monthly	EBP	35428.45	0%	-	35,428.45	Staffing
25-Jan	SAFE CUSTODY HOLD	Charges	Annually	CHG	65	0%	-	65.00	Office Expenses
25-Jan	DORSET COUNCIL LOAN	Loan Repayment	Monthly	SO	3125	0%	-	3,125.00	Office Expenses
28-Jan	HMRC PAYE	January PAYE and NI	Quarterly	DD	12030.23	0%			Staffing
				Total	<u>£72,345.78</u>				
LLOYDS BANK									
04-Jan	SQUARE	Square teams Fees	Monthly	DEB	20	20%	3.33	16.67	Outside Works
04-Jan	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
04-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Jan	GRENKELEASING LIM	Lease contract 3070	Annually	DD	313.2	20%	52.20	261.00	Office Expenses
06-Jan	GRENKELEASING LIM	Lease contract 3071	Annually	DD	306	20%	51.00	255.00	Office Expenses
06-Jan	GRENKELEASING LIM	Copier protection 3070	Annually	DD	106.8	20%	17.80	89.00	Office Expenses
06-Jan	GRENKELEASING LIM	Copier protection 3071	Annually	DD	106.8	20%	17.80	89.00	Office Expenses
06-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Jan	LYME REGIS FOOTBALL CLUB	Grant payment	One-off	FPO	13236	0%	-	13,236.00	Grants
07-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Jan	UNITY 5	December charges	Monthly	DD	490.44	20%	81.74	408.70	Utilities
10-Jan	SOUTHERN ELECRITC	Electric	Quarterly	DD	344.36	5%	16.40	327.96	Utilities
10-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	15.9	0%	-	15.90	Office Expenses
10-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
10-Jan	AMAZON	Office supplies	One-off	DEB	211.07	20%	35.18	175.89	Office Expenses
10-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Jan	HILLSIDE COMMERCE	Covid testing kits	One-off	FPO	2400	20%	400.00	2,000.00	Office Expenses
11-Jan	BRUNEL ENGRAVING	Brass Plaques	One-off	FPO	460.44	20%	76.74	383.70	Outside Works
11-Jan	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
13-Jan	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Jan	PAYZONE	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Jan	NALC	Staff Training	One-off	DEB	77.86	20%	12.98	64.88	Office Expenses
14-Jan	G4S CASH SOLUTIONS	Cash collection	Monthly	DD	147.32	20%	24.55	122.77	Outside Works
14-Jan	EDF ENERGY	Electric charges	Monthly	DD	103	5%	4.90	98.10	Utilities
14-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Jan	K KNIGHT	Travel expenses	One-off	FPO	121.5	0%	-	121.50	Office Expenses
14-Jan	FIREDEPOT	Outdoor supplies	One-off	FPO	60.05	20%	10.01	50.04	Outside Works
14-Jan	C TAYLOR	Travel expenses	One-off	FPO	51.3	0%	-	51.30	Office Expenses
17-Jan	SOUTH WEST WATER	Water charges	Quarterly	DD	1586.3	0%	-	1,586.30	Utilities
17-Jan	SAGE SOFTWARE LTD	Software support	Monthly	DD	288.36	20%	48.06	240.30	Office Expenses
17-Jan	EE LIMITED	Mobile bundle	Monthly	DD	111.38	20%	18.56	92.82	Utilities
17-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Jan	TRAVIS PERKINS	External supplies	Monthly	FPO	206.98	20%	34.50	172.48	Outside Works
19-Jan	WORLDPAY	Transaction charges	Monthly	DD	45.93	0%	-	45.93	Office Expenses
19-Jan	WORLDPAY	Transaction charges	Monthly	DD	39	0%	-	39.00	Office Expenses
19-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities

[illegible]

APPENDIX 16B

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for February 2022</u>			<u>£164,606.13</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-Feb	DC RATES	Rates	Monthly	DD	8107	0%	-	8,107.00	Utilities
07-Feb	EDF ENERGY	Electric charges	Quarterly	DD	523.77	5%	24.94	498.83	Utilities
10-Feb	HMRC VAT	Vat	Monthly	DD	49865.58	0%	-	49,865.58	VAT
11-Feb	WORLDPAY	Transaction charges	Monthly	DD	24.3	0%	-	24.30	Office Expenses
14-Feb	ALLSTAR	Fuel	Monthly	DD	735.65	20%	122.61	613.04	Outside Works
15-Feb	BANKLINE	Bank charges	Monthly	BLN	51.7	0%	-	51.70	Office Expenses
18-Feb	DWP	Bin collection	Monthly	DD	1137.8	0%	-	1,137.80	Outside Works
18-Feb	WORLDPAY	Transaction charges	Monthly	DD	24.3	0%	-	24.30	Office Expenses
21-Feb	WORLDPAY	Transaction charges	Monthly	DD	29.09	0%	-	29.09	Office Expenses
24-Feb	SALARIES	February Salaries	Monthly	EBP	35411.69	0%	-	35,411.69	Staffing
25-Feb	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3125	0%	-	3,125.00	Office Expenses
				Total	£99,035.88				
LLOYDS BANK									
01-Feb	INVESTEC	Franking machine rental	Quarterly	DD	174	20%	29.00	145.00	Office Expenses
01-Feb	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
02-Feb	PLUMB ARENA	Water meters	One-off	DEB	192	2000%	182.86	9.14	Outside Works
03-Feb	SQUARE	March fees	Monthly	DEB	20	20%	3.33	16.67	Outside Works
03-Feb	TOPSPARKS	lighting	One-off	FPO	6454.18	20%	1,075.70	5,378.48	Outside Works
03-Feb	MARINE THEATRE	Grant payment	One-off	FPO	5500	0%	-	5,500.00	Grants
03-Feb	GROVES NURSERIES	Outdoor supplies	Monthly	FPO	3724.41	20%	620.74	3,103.68	Outside Works
03-Feb	TAUNTON FABRICATIONS	Glass panels Marine Parade	One-off	FPO	3627.6	20%	604.60	3,023.00	Outside Works
03-Feb	ENERVEO LTD	Remove and install column in gardens	One-off	FPO	2242.91	20%	373.82	1,869.09	Outside Works
03-Feb	GLEN CLEANING	Cleaning toilets	Monthly	FPO	2009.98	20%	335.00	1,674.98	Outside Works
03-Feb	SOUTH WEST SPECIALIST CLEANIN	Office cleaning Dec & Jan	Monthly	FPO	1650	20%	275.00	1,375.00	Office Expenses
03-Feb	WOODHORT SHARPHAM	Garden supplies	One-off	FPO	1179.36	20%	196.56	982.80	Outside Works
03-Feb	DAMORY	Town bus	Monthly	FPO	1166.67	0%	-	1,166.67	Rents
03-Feb	URBAN AND RURAL	Garden supplies	One-off	FPO	928.8	20%	154.80	774.00	Outside Works
03-Feb	BLUE LEVEL MEDIA	Website support	One-off	FPO	900	20%	150.00	750.00	Marketing & Touris
03-Feb	JURASSIC COAST TRUST	Fossil Warden Apr21-Mar22	Yearly	FPO	800	0%	-	800.00	Office Expenses
03-Feb	CREATIVE SOLUTIONS	Various signage	One-off	FPO	799.43	20%	133.24	666.19	Office Expenses
03-Feb	LUKE LAWSON	Website Monitoring Dec & Jan	Monthly	FPO	720	20%	120.00	600.00	Office Expenses
03-Feb	TRADE UK	Outdoor supplies	Monthly	FPO	671	20%	111.83	559.17	Outside Works
03-Feb	CLARITY COPIERS	Photocopying & card fitting	Monthly plus Or	FPO	540.33	20%	90.06	450.28	Office Expenses
03-Feb	ARCHANT	Job advertising	One-off	FPO	525.02	20%	87.50	437.52	Office Expenses
03-Feb	TURN LYME GREEN	Grant payment	Quarterly	FPO	500	0%	-	500.00	Grants
03-Feb	BUGLARS	Works to outside vehicle	One-off	FPO	475.65	20%	79.28	396.38	Outside Works
03-Feb	FOWLER	Platform hire	One-off	FPO	419.52	20%	69.92	349.60	Outside Works
03-Feb	NW SYSTEMS GROUP	CCTV Jan-Mar	Quarterly	FPO	309.6	20%	51.60	258.00	Marketing & Touris
03-Feb	KELTIC CLOTHING	Staff clothing	One-off	FPO	240.9	0%	-	240.90	Staffing
03-Feb	LYME ONLINE	Advertising	Monthly	FPO	230	0%	-	230.00	Marketing & Touris
03-Feb	LOVE LYME REGIS	Use of web cam	Annually	FPO	225	0%	-	225.00	Office Expenses
03-Feb	EDF ENERGY	Electric charges	Monthly	FPO	223.51	5%	10.64	212.87	Utilities
03-Feb	MOLE AVON	Outdoor supplies	One-off	FPO	221.83	20%	36.97	184.86	Outside Works
03-Feb	LR BAPTIST	Use of Pine hall	One-off	FPO	210	0%	-	210.00	Office Expenses
03-Feb	ARTHUR FORDHAMS	Outdoor supplies	One-off	FPO	208.91	20%	34.82	174.09	Outside Works
03-Feb	METRIC	Car park Maintenance	Monthly	FPO	194.4	20%	32.40	162.00	Outside Works
03-Feb	JOHN BEER MOTOR	Vehicle repairs	Monthly	FPO	174.91	20%	29.15	145.76	Outside Works
03-Feb	SHAW & SONS	Office supplies	One-off	FPO	169.2	20%	28.20	141.00	Office Expenses
03-Feb	ECOM6	Services in car parks	Monthly	FPO	168.28	20%	28.05	140.23	Office Expenses

03-Feb	MARTINS EXCAVATION	External supplies	One-off	FPO	72	20%	12.00	60.00	Outside Works
03-Feb	VIRGILS WINDOWS	Christmas trees	Annually	FPO	70	0%	-	70.00	Outside Works
03-Feb	RURAL MARKET TOWN	Subscription	Quarterly	FPO	44	20%	7.33	36.67	Office Expenses
03-Feb	SW HYGIENE	Yellow bag service	Jan & Feb	FPO	42	20%	7.00	35.00	Outside Works
03-Feb	KEELY WINDOWS	Window supply	One-off	FPO	21.6	20%	3.60	18.00	Outside Works
03-Feb	LR REGATTA CARNIVAL	Christmas tree festival	Annually	FPO	15	0%	-	15.00	Marketing & Touris
03-Feb	GUILD OF MACE BEAR	Subscription	Annually	FPO	10	0%	-	10.00	Democratic Repres
04-Feb	EDF ENERGY	Electric charges	Monthly	DD	173.62	5%	8.27	165.35	Utilities
04-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
04-Feb	JOHN BODDY AGE	BBC big band	One -off	FPO	6000	20%	1,000.00	5,000.00	Office Expenses
07-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	162.07	0%	-	162.07	Utilities
07-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	132.96	0%	-	132.96	Utilities
07-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	105.55	0%	-	105.55	Utilities
07-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	62.9	0%	-	62.90	Utilities
07-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	60.51	0%	-	60.51	Utilities
07-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	42.38	0%	-	42.38	Utilities
07-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Feb	UNITY 5	Zatpark transaction fees	Monthly	DD	496.32	20%	82.72	413.60	Utilities
08-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Feb	CUSTOMER	Shelters refund	One-off	FPO	312.5	0%	-	312.50	Office Expenses
09-Feb	CUSTOMER	Beach hut refund	One-off	FPO	76	0%	-	76.00	Office Expenses
09-Feb	CUSTOMER	Beach hut refund	One-off	FPO	12	0%	-	12.00	Office Expenses
09-Feb	CUSTOMER	Beach hut refund	One-off	FPO	8	0%	-	8.00	Office Expenses
09-Feb	CUSTOMER	Beach hut refund	One-off	FPO	4	0%	-	4.00	Office Expenses
10-Feb	BARCLAYCARD	Transaction charges	Monthly	DD	16.26	0%	-	16.26	Office Expenses
10-Feb	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
10-Feb	DC PENSION FUND	Pension	Monthly	FPO	3413	0%	-	3,413.00	Staffing
11-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	206.35	0%	-	206.35	Utilities
11-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	162.38	0%	-	162.38	Utilities
11-Feb	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
11-Feb	SP FLOORSAVER	Outdoor supplies	One-off	DEB	413.4	20%	68.90	344.50	Outside Works
11-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Feb	G4S CASH SOLUTIONS	Cash collections	Monthly	DD	441.72	20%	73.62	368.10	Outside Works
15-Feb	EE LIMITED	Mobile bundle	Monthly	DD	113.11	20%	18.85	94.26	Utilities
15-Feb	AIBMS	Back office services for new parking m	Monthly	Out	20	0%	-	20.00	Outside Works
15-Feb	TAKE PAYMENT	Transaction charges March	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Feb	TAKE PAYMENT	Transaction charges March	Monthly	DD	6	20%	1.00	5.00	Office Expenses
15-Feb	CHERYL REYNOLDS	Grant payment	One-off	FPO	1000	0%	-	1,000.00	Office Expenses
16-Feb	SAGE SOFTWARE LTD	Software support	Monthly	DD	288.36	20%	48.06	240.30	Office Expenses
16-Feb	TRAVIS PERKINS	External supplies	Monthly	FPO	1354.17	20%	225.70	1,128.48	Outside Works
17-Feb	NALC	Training course	One-off	DEB	38.93	20%	6.49	32.44	Office Expenses
17-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Feb	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
18-Feb	AMAZON	External supplies	Monthly	DEB	300.84	20%	50.14	250.70	Outside Works
21-Feb	IP OFFICE	Phone contract	Monthly	DD	437.11	20%	72.85	364.26	Office Expenses
21-Feb	SOUTHERN ELECTRIC	Electric charges	Quarterly	DD	146.64	0%	-	146.64	Utilities
21-Feb	WORLDPAY	Transaction charges	Monthly	DD	57	0%	-	57.00	Office Expenses
21-Feb	WORLDPAY	Transaction charges	Monthly	DD	45.93	0%	-	45.93	Office Expenses
21-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Feb	EDF ENERGY	Electric charges	Monthly	DD	247.14	5%	11.77	235.37	Utilities
22-Feb	DC PENSION FUND	Staff pension	Monthly	FPO	10509.46	0%	-	10,509.46	Staffing
23-Feb	SLCC	Staff Training	One-off	DEB	42	0%	-	42.00	Office Expenses
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

[illegible]

Committee: Strategy and Finance

Date: 23 March 2022

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 28 February 2022 was c.£1.518m, **appendix 17A**.
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 budgeted turnover. The current projected reserve for the year ending March 2022 is c.£1.202m, which is c.£352k 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.
8. Any recommendations from this committee will be considered by the Full Council on 6 April 2022.

Naomi Cleal
Finance manager
March 2022

<u>Bank Balances</u>			
<u>28-Feb-22</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		9,666	Instant
NatWest Special Interest Bearing Account 0.01%		10,472	Instant
Lloyds - Current		11,006	Instant
Lloyds - Liquidity Manager (0.01%)		1,485,519	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,518,201</u>	
Loans to Lyme Regis Town Council			
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	