



**John Wright**  
Town Clerk

**Lyme Regis Town Council**

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**Strategy and Finance Committee**

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 11 May 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
06.05.22

*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 23 March 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 23 March 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**

To update members on issues previously reported to this committee

**8. Review of Standing Orders**

To allow members to consider and approve proposed changes to the council's standing orders

**9. Financial Regulations**

To allow members to consider the council's revised financial regulations

**10. The Annual Review of the Complaints' Policy and Procedure**

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

**11. The Annual Review of the Fixed Asset Register**

To allow members to review and approve the fixed asset register

**12. A35 Trunk Road**

To inform members of a request from Chideock Parish Council's clerk to attend a meeting with other A35 parishes and communities to discuss common issues regarding the A35 and to formulate a joint response to National Highways

**13. List of payments**

To inform members of the payments made in the months of March and April 2022

**14. Investments and Cash Holdings**

To inform members of our current reserve position

**15. Debtors' Report**

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

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

**16. Exempt Business**

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

**a) Agenda item 15 – Debtors' Report**

**LYME REGIS TOWN COUNCIL**

**STRATEGY AND FINANCE COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 23 MARCH 2022**

**Present**

**Chairman:** Cllr M. Ellis

**Councillors:** Cllr J. Broom, Cllr R. Doney, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr G. Stammers

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

**21/65/SF Public Forum**

**S. Davies**

S. Davies spoke in relation to agenda item 18, Unit 1A Rental Proposal. She said prior to April 2021, she referred to minute number 19/59/TMH when it was agreed to renew the lease of Unit 1A for a seven-year period and it was noted the use by other organisations was low, several members felt it was not advertised well enough and should be improved. She said LymeForward rented the suite of rooms from 1 April 2021 and subsequently asked to review the rental agreement on 18 January and 4 February 2022. S. Davies said on 11 March 2022, they were advised by the deputy town clerk that Lyme Regis Development Trust's (LRDT) board of trustees had not agreed to an extension and had set the final date at 31 May 2022 for LymeForward to vacate the unit, essentially giving them two months to find other accommodation. She said LRDT's board of trustees ran a company with a value of over £1million and LRDT received £50,000 in grant funding over five years from the council. She said a report to the Charity Commission said LRDT served to promote general charitable purposes for the benefit of the community of Lyme Regis and surrounding areas. S. Davies said LymeForward needed to know the reasons given by LRDT to evict them within such a short timeframe and why it had taken such a protracted period to come to this decision. She said it appeared Unit 1A was considered a community resource, the town council fronted the lease, but LRDT had all the say who occupied Unit 1A. She asked what safeguards were in place to manage any serious conflicts of interest in terms of disadvantaging organisations that sought to rent out the premises. S. Davies said the foodbank had never been in more demand; it was dedicated to improving the lives of residents in-and-around Lyme Regis by providing emergency support in times of need. She said there were no other suitable facilities available to them at this short notice and their eviction would have a detrimental impact on the wellbeing of families and children who used the foodbank. She said they were asking for a six-month grace period at the very least, bearing in mind the way in which the matter had been handled by the council and LRDT over the past year.

**21/66/SF Apologies for Absence**

Cllr C. Aldridge – illness

Cllr B. Bawden – fear of intimidation

Cllr B. Larcombe – compassionate absence  
Cllr R. Smith – isolating  
Cllr G. Turner – operation  
Cllr T. Webb – work commitments

**21/67/SF Minutes**

Proposed by Cllr D. Sarson and seconded by Cllr C. Reynolds, the minutes of the meeting held on 2 February 2022 were **ADOPTED**.

**21/68/SF Disclosable Pecuniary Interests**

Cllr G. Stammers declared a pecuniary interest in matters relating to the park and ride as its operation would affect her workplace.

**21/69/SF Dispensations**

There were none.

**21/70/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 2 February 2022**

**CCTV**

Cllr C. Reynolds asked if there had been any progress on installing CCTV as it would probably be held up if planning consent was required.

The town clerk said the operations manager had been approaching premises in the town to determine if cameras could be attached to their buildings because there had been no progress with Dorset Council (DC) in trying to attach cameras to lamp columns, despite raising the matter to director level.

It was noted that if cameras were installed on listed buildings, it was likely planning consent would be required, but the town clerk said the operations manager had been selective in choosing buildings to try and avoid this scenario.

**21/71/SF Update Report**

There was no report.

**21/72/SF The Annual Review of the Communications/PR Policy and Procedure**

Members noted that if a recommendation from the Tourism, Community and Publicity Committee was approved relating to the production of a quarterly newsletter, it would be necessary to amend section 7 of the procedure.

Proposed by Cllr M. Ellis and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure, including changes to section 7 if a recommendation from the Tourism, Community and Publicity Committee relating to the production of a quarterly newsletter is approved by the Full Council.

Cllr R. Doney said he was on an email list for DC and he was sent updates about various issues, such as health and environment. He said as part of the town council's

community engagement, residents could be invited to provide their email address so information could be sent out to them on matters of community interest, such as road closures.

#### **21/73/SF Internal Audit Report, Visit Two 2021-22**

The finance manager explained the audit recommendations and the management responses.

Cllr D. Sarson asked who was renting the cemetery workshop.

Cllr M. Ellis said it was rented by Lyme Regis Pantomime Society and had previously been shared by Lyme Regis Musical Theatre.

Proposed by Cllr C. Reynolds and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report for visit two of 2021-22 and approve the management responses.

#### **21/74/SF Community Governance Review**

The town clerk said the first stage of DC's community governance review had been undertaken and the draft recommendations were published in February 2022, with a deadline of 23 May 2022 for the council to respond to the recommendations.

The town clerk drew to members' attention some of the comments which had been made by the public about this council, although the council's own response had been to request no changes. He said DC had taken on board comments raised and based on comparative information and what various bodies recommended in terms of size of electorate, it was not proposing any changes.

The town clerk said the town council had a policy position and members were now being asked whether they wanted to stick to that position, which was in line with the recommendation from DC, or state an alternative position.

Referring to the comments made by the public as part of the consultation, Cllr M. Ellis said members needed to stop bickering in the council chamber, it had gone too far and everyone needed to respect each other.

Cllr C. Reynolds said the responses all seemed to be very similar and complaints received by the council seemed to always be from the same people. She felt the issues with the council were being raised by a small number of people, not the majority of residents.

Cllr R. Doney said regardless of whether it was a limited number of people, it was damaging the council's reputation and it had to show it was attempting to deal with it.

The town clerk said before Christmas, it was agreed members would spend some time away from the council chamber with a facilitator, but this had been deferred due to the introduction of further Covid restrictions. He said he had started conversations with a facilitator and he had discussed with Cllr G. Stammers, as chairman of the Human Resources Committee, about providing a brief to the facilitator to help the council.

Cllr D. Ruffle said his advice to anyone who thought there was a toxic atmosphere in the council was to come along to a meeting and see for themselves, rather than reading it in the newspaper.

Proposed by Cllr D. Sarson and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to note the changes to Dorset Council's community governance review process and the public response to the first phase of the consultation process; support Dorset Council's draft recommendations relating to Lyme Regis Town Council; and instruct the town clerk to complete the online survey accordingly.

#### **21/75/SF Budget Performance, 1 April – 28 February 2022 and year-end forecast**

The town clerk said this report demonstrated how well the council had done to move from potential financial issues 18 months ago to a very strong financial position currently.

The finance manager said this budget report largely repeated the report which was presented to the last meeting on 2 February 2022; there had been no further unexpected expenditure and the income was following the same pattern, the net product being a forecast surplus of £320k. She said this was after the repayment of the DC loan.

The finance manager said the forecast reserve at the end of the year remained at £1.2million. She drew members' attention to a mistake in the budget figures; the variance on the chalet, beach hut and caravan income should be 28%, not 65% as stated, but the actual figures were correct.

Cllr R. Doney said the council was going to have a healthy surplus against budget this year but it didn't have plans as to why it was collecting that money, and he felt it was wrong if the council didn't have a justifiable reason for building up reserves.

The town clerk said the council had agreed to undertake public consultation this year to inform its future spending priorities. He said the uncertainty of other external factors also suggested the council should hold onto its money for the time being.

The town clerk said by the 2023-24 budget-setting process, there would hopefully be a better understanding of the economic climate and the council could begin to release funding for projects if it was confident to do so.

Cllr M. Ellis said she would like the council to concentrate on spending money on the fabric of its buildings so it didn't cost as much to maintain them because they had been allowed to reach a poor state.

Proposed by Cllr D. Ruffle and seconded by Cllr R. Doney, members agreed to **RECOMMEND TO FULL COUNCIL** to note the performance against budget from 1 April to 28 February 2022 and of the forecast year-end position at 31 March 2022.

#### **21/76/SF Support for Ukraine**

Cllr C. Reynolds said the suggestions from the National Association of Local Councils (NALC) were good but other than making buildings available for donations and signposting information on charities and aid agencies, they didn't actually support Ukraine. She felt the council needed to demonstrate its physical support.

The town clerk said the council was able to provide financial support to organisations as it had the General Power of Competence. He said the council could make a donation to an international or a local organisation which was transporting aid.

Cllr M. Ellis said it might be better to wait until further down the line when the money was needed rather than giving a donation now.

Some members were concerned about giving a donation to an international charity as it was difficult to see exactly where the money was being spent.

Cllr C. Reynolds said it would be good to have the support of members when local donations needed to be sorted and packed for transporting to Ukraine. Several members said they would be happy to help if they were kept informed of when they were needed.

The town clerk said the council could demonstrate its solidarity in various ways; a Ukrainian flag had already been purchased which could be raised on the Guildhall if members agreed, and all the suggestions listed in the NALC briefing could be implemented. He said the big issue for the council to consider was whether to offer any financial aid now or to hold back and reconsider the situation.

Cllr J. Broom felt the council should make a donation now and he suggested the British Red Cross as it had a specialist disaster fund; he suggested £2,500.

Cllr R. Doney said the enthusiasm the public had shown was tremendous but it did raise the question of Afghan refugees. He said he would support giving financial support to Ukrainian refugees, and he would support more than the £2,500 suggested, but he felt the council should also be putting money into the Afghan refugee campaign, probably through DC.

Cllr M. Ellis said this particular item wasn't on the agenda so it would have to be brought back to another meeting.

The town clerk said a report on the whole issue of financial aid for refugees could be brought to a future meeting.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to give a donation of £2,500 to the British Red Cross for Ukraine, and to show solidarity by approving the following:

- 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.

## **21/77/SF Use of the Jubilee Pavilion**

Cllr M. Ellis asked if there were any bookings for the Jubilee Pavilion in the summer for the Regatta and Carnival and Lifeboat Week.

The town clerk said there were bookings pencilled in but not confirmed; they had not been confirmed because water ingress issues needed to be dealt with. The first event

pencilled in was the Fossil Festival, followed by the Queen's Platinum Jubilee. He said there was a site inspection due to take place the following Wednesday to assess the water ingress problem and it would probably take another couple of months to get a contractor on site. However, he said Garry Sutherland was looking for an extension of six months.

The town clerk said if contractors were not working on the building, he was sure members would give him the authority to authorise an extension, but the nature of the work needed to be understood first. He also reminded members there was a plan to move towards commercial use of the building. The town clerk said he had asked the deputy town clerk to bring this matter back to members because when the decision to let the pavilion commercially was made, it was during Covid-19 when the council was thinking about maximising income and selling assets.

The town clerk said there was a consensus at that time that the Jubilee Pavilion was significantly underused and a recognition that the building was worth a significant amount of income. He said Garry Sutherland might have a proposal about the future use of the building but if that was the case, other organisations should be given the chance to submit proposals to use the building.

Cllr C. Reynolds said as it would take some time to determine exactly what the water ingress issues were and to get quotes from three contractors, probably up to three months, she suggested the pavilion could be let to Garry Sutherland on a month-by-month basis while this work was taking place.

The town clerk agreed if the builders were not in, there was no reason why Garry Sutherland should vacate the pavilion. He said in a couple of weeks' time when there was a better idea of what the problem was, officers would be able to get some quotes and determine a start date for the works. When he had a better understanding of timescales, he could speak to Garry Sutherland about a reasonable extension.

Cllr C. Reynolds asked if there was anywhere else the rowing centre could go.

The town clerk said the only other available buildings were the Langmoor and Lister Rooms, although the council had decided to rent the Lister Room. There was also an issue of size as the enterprise would be less viable with fewer machines in a smaller venue.

The chairman invited Garry Sutherland to speak. He said he would be happy to move the rowing machines aside to accommodate any events using the pavilion.

The town clerk said the main issue was the water ingress work and the future use of the pavilion as he felt members would want to reconsider what they wanted to do with the building, even if it was reaffirming decisions already made.

Cllr G. Stammers asked if after the works were done and the council was happy for Garry Sutherland to use the pavilion for a period of time, would it have to go out to tender if it was let commercially.

Cllr M. Ellis confirmed it would need to go out to tender and would also require a commercial valuation.

The town clerk said when the council had let premises before, it had been keen to ascertain their commercial value. He said there could be an opportunity for the council

to obtain a full commercial rent, or it could decide to use the building for something that benefitted the local community and businesses with a discount on commercial rent. However, he reminded members the council was representing the whole town, not just individual clubs.

Cllr G. Stammers asked if the council could be open to challenge from other organisations if it allowed Garry Sutherland to use the pavilion long-term without offering the opportunity more widely.

The town clerk said there could be other organisations who would like to use the pavilion for another activity and if the council was considering a subsidy to support community interests, the council had to be fair and give others an opportunity.

Cllr C. Reynolds asked how much interest had been shown in the pavilion in the last eight years as she didn't feel there had been any from other organisations.

The town clerk said there would be significant commercial interest in the pavilion; officers knew this because they had done some soft market testing. He said it was a prime location and it was worth a lot of money to the council.

Proposed by Cllr R. Doney and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to allow Garry Sutherland to extend the indoor rowing club's use of the Jubilee Pavilion on a month-by-month basis until work is carried out on the building to resolve water ingress issues and to delegate agreement of any ongoing extensions to the town clerk.

#### **21/78/SF Reinstatement Valuations**

The town clerk said the requirement for the council to obtain current re-instatement valuations for all its major property assets on a 'total loss' basis was a requirement of the insurance market and the council had no choice but to do it. He said the deputy town clerk was in the process of finding someone to do this work.

Cllr M. Ellis asked that officers made sure there was provision and costings for clearance of a site as well as re-building so the council was not underestimating what was required.

#### **21/79/SF Levelling Up**

The town clerk explained the White Paper's policy proposals in terms of devolution moving forward. He said there was a budget of £2.6bn identified for this work but it was all centred around bigger areas of the country and his feeling was Dorset and Lyme Regis wouldn't get much out of it. However, he said he would keep an eye on the agenda as there may be money and resources available to DC which the town council could tap into.

The town clerk said there was another debate the town council needed to have about how local initiatives were driven because in Dorset, they were driven by DC; if government grant money came into Dorset, DC decided how it was going to be spent. He said he felt there needed to be a change in mindset and there was a movement towards the approach adopted by other principal councils, i.e., more money was allocated to towns to spend on local initiatives. However, he said it wasn't in this council's gift to change DC's approach.

**21/80/SF List of Payments**

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 January and February 2022 for the sums of £107,329.53 and £164,606.13, respectively.

**21/81/SF Investments and Cash Holdings**

Cllr D. Sarson asked if officers envisaged any increases in interest rates and whether they were checking the marketplace for competitive rates on its investments.

The town clerk said officers reviewed interest rates on a regular basis. He said the council had a policy of low risk investment and with low risk you got low interest. He said the council could consider adopting a medium risk approach to a proportion of its reserve.

**21/82/SF Unit 1A Rental Proposal**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

**21/83/SF Debtors' Report**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, 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.

**21/84/SF Exempt Business**

**a) Unit 1A Rental Proposal**

Cllr C. Reynolds said two months' notice to vacate Unit 1A was not enough for LymeForward to find other premises in Lyme Regis. She said if the council was happy to agree in principle to an extension, as the council's representative on LRDT, she would be happy to ask the trustees if they would agree to a six-month extension.

The town clerk said he would be happy to talk to the CEO of LRDT as well, but members agreed it should just be an approach from Cllr C. Reynolds to the trustees.

Cllr M. Ellis said it needed to be stressed to LRDT how important the foodbank was at the moment.

Proposed by Cllr R. Doney and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** that the council would be willing to extend LymeForward's occupation of Unit 1A until 30 September 2022 under the existing arrangements and that Cllr C. Reynolds is delegated to negotiate with the trustees of Lyme Regis Development Trust to agree the extension.

**b) Debtors' Report**

The town clerk said officers intended to re-establish their fortnightly meetings to deal with debts because there were now a handful of long-standing debts and it was time the council took a tough stance on them.

*The meeting closed at 8.27pm.*

DRAFT

**Committee:** Strategy and Finance

**Date:** 11 May 2022

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 March 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**

#### **21/72/SF – The Annual Review of the Communications/PR Policy and Procedure**

The updated policy and procedure has been published on the website and issued to members.

#### **21/74/SF – Community Governance Review**

The town clerk has submitted a response to the community governance review in line with the council resolution.

The town clerk has met with the chairman of the Human Resources Committee to agree a brief to engage a facilitator to work with members. It is intended that the session will take place before the summer break.

#### **21/76/SF – Support for Ukraine**

As per the council's resolution, the following have been actioned:

- The Ukrainian flag is flying from the Guildhall
- The lights in the gardens are blue and yellow
- A silence was held before the Full Council meeting on 6 April 2022 and will continue to be done at future Full Council meetings
- A link to the statement from the political leadership of the Council of European Municipalities and Regions has been published on the council website
- A dedicated webpage has been created on the council website to signpost information on charities and aid agencies <https://www.lymeregistowncouncil.gov.uk/ukraine-crisis---signposting-information>
- Council buildings would be available for donation of items but have not yet been required.

## **21/82/SF – Unit 1A Rental Proposal**

Cllr C. Reynolds discussed the proposed extension of LymeForward's occupation of Unit 1A until 30 September 2022 with Lyme Regis Development Trust, who subsequently agreed to extend the deadline until 31 July 2022. The decision was communicated to the director of LymeForward on 31 March 2022.

John Wright  
Town clerk  
May 2022

**Committee:** Strategy and Finance

**Date:** 11 May 2022

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Broad feed chipper**

The chipper and shredder has been delivered.

**Public toilets and business rates**

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

We have received a revised valuation from the Valuation Office Agency, which seems to place a higher rateable value on the Candles on the Cobb Pavilion toilets than was previously the case. The situation is being clarified with Dorset Council.

John Wright  
Town clerk  
May 2022

**Committee:** Full Council

**Date:** 11 May 2022

**Title:** Review of Standing Orders

**Purpose**

To allow members to consider and approve proposed changes to the council's standing orders

**Recommendation**

Members approve the proposed standing orders

**Background**

1. The standing orders detail how the council organises its affairs and functions. It covers procedures during meetings, financial matters not covered in the council's financial regulations, delegation to council officers and other matters. Sections of the standing orders are mandatory.
2. The council's existing standing orders requires, under 5.j. x, annual 'review and adoption of appropriate standing orders and financial regulations': standing orders were last reviewed and adopted by the Full Council on 25 May 2021.

**Report**

3. The council's standing orders are based on a model produced by the National Association of Local Councils (NALC) but with additions and amendments to reflect this council's custom and practice and policy decisions.
4. The only proposed change is to standing order 3q regarding chairmanship of meetings. Currently, standing orders state that if the chairman of the *council* is present at a meeting, they must preside, and if they are absent, the vice-chairman of the *council* must preside. This was taken to also mean the chairman and vice-chairman of committees but standing orders do not explicitly state this. An amendment has been made to make this clear.
5. The proposed standing orders are at **appendix 8A**.
6. Any recommendations from this committee will be considered by the Full Council on 18 May 2022.

Adrienne Mullins  
Support services manager  
May 2022

**Committee:** Strategy and Finance

**Date:** 11 May 2022

**Title:** Financial Regulations

**Purpose of Report**

To allow members to consider the council's revised financial regulations

**Recommendation**

Members consider and approve the proposed financial regulations, appendix 9A

**Background**

1. The council's financial regulations were last reviewed on 19 May 2021.

**Report**

2. The financial regulations govern the conduct of the financial management of the council.
3. The council's standing orders requires, under 5.j. x, annual 'review and adoption of appropriate standing orders and financial regulations'.
4. The National Association of Local Councils (NALC) produced a revised model of its financial regulations in 2016.
5. Officers have reviewed NALC's model financial regulations and produced a new set of financial regulations that incorporate revisions in legislation and good practice, **appendix 9A**.
6. The following changes to the financial regulations and operating practices are:
  - 6.1. The council considers regular internal audit reports, but a separate review of the effectiveness of internal audit is not undertaken. To strengthen compliance with paragraph 4.9 of the draft financial regulations, a separate review of the effectiveness of internal audit will be undertaken during the budget-setting process
  - 6.2. The current bank mandate for members includes the mayor, deputy mayor, and the chairmen and vice chairman of all committees. Increases in delegation to officers and the move to electronic banking no longer require bank mandates for up to 14 councillors, paragraph 5.1
  - 6.3. Under banking arrangements, paragraph 5.7 amends the examination, verification and certification of invoices to authorised officers, i.e., the town clerk, deputy town clerk, finance manager, operations manager and support services manager. This amendment is consistent with paragraph 6.5 under payment of accounts
  - 6.4. Paragraph 8.6 is amended to reflect the name change from the Department for Communities and Local Government to the Department for Levelling Up, Housing and Communities
  - 6.5. Paragraph 6.6 identifies the finance manager and finance assistant as the officers who examine invoices for arithmetical accuracy. This is amended to finance team to accommodate changes in job designation

- 6.6 In paragraph 8.1, the level of the council's reserve is amended to link to income rather than expenditure and a sentence is added to allow the council to vary the reserve in response to external and internal events
  - 6.7 Paragraph 8.2 is strengthened to address a specific requirement to consider the council's appetite for investment risk, i.e., low, medium or high
  - 6.8 Paragraph 10.4 requires supplier market testing. Officers will conduct a review of the supply of goods and services in 2022-23
  - 6.9 The wording in paragraph 11.1 has been simplified
  - 6.10 Paragraph 11.8 is augmented to include the role of officers in tender evaluation
  - 6.11 Paragraph 15.1 is strengthened to include an annual assessment of insurance requirements and effectiveness. This further strengthens compliance with standing order 5.j. xv, 'Confirmation of arrangements for insurance cover in respect of all insurable risk;'
7. Any recommendations from this committee will be considered by the Full Council on 18 May 2022.

John Wright  
Town clerk  
May 2022

## Financial Regulations – Draft May 2022

### 1. General

- 1.1 These financial regulations govern the conduct of the financial management by the Council and may only be amended or varied by resolution of the council. The council is responsible in law for ensuring that its financial management is adequate and effective and has a sound system of financial control which facilitates the effective exercise of the authority's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities.
- 1.2 The responsible financial officer (RFO) is a statutory office and shall be appointed by the council. The town clerk has been appointed as RFO for this council and these regulations will apply accordingly. The RFO, acting under the policy direction of the council, shall be responsible for the proper administration of the council's financial affairs in accordance with proper practices. He/she shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure the accounting control systems are observed and that the accounting records of the council are maintained and kept up-to-date in accordance with proper practices.
- 1.3 The RFO shall be responsible for the production of financial management information as required by council.
- 1.4 At least once a year, prior to approving the Annual Governance Statement, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.
- 1.6 In these financial regulations, the term 'proper practice' or 'proper practices' refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- 1.7 Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.8 Members of the council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.

### 2. Annual Estimates

- 2.1 Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year shall be prepared by the RFO in the form of a budget to be considered by council. At the same time, the RFO will produce a five-year forecast of income and expenditure.
- 2.2 The council shall review the budget not later than the end of December each year and shall set the precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.3 The annual budgets shall form the basis of financial control for the ensuing year.

### **3. Budgetary Control**

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 3.2 Unless under the circumstances outlined in paragraph 3.4, no expenditure may be incurred which will exceed the amount provided in the revenue budget. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 3.3 The finance manager shall regularly provide the council with a summary of receipts and payments to date along with a forecast for the financial year. The statement will compare expenditure and income against the budget. These statements are to be prepared at least four times a year; as soon as practicable after 30 June, 30 September and 31 December, and as soon as possible after the financial year end at 31 March.
- 3.4 The clerk may incur expenditure on behalf of the council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The clerk shall report the action to the council as soon as practicable thereafter. Should expenditure above this limit be anticipated before authority can be obtained at the next scheduled council meeting, the chairman of the council should convene an extraordinary meeting of the Full Council to seek authority for the expenditure. Where possible, the council will maintain a reserve to cover such eventualities.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year; they should be moved to the council's general reserve, or to a specific reserve in the case of on-going projects.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

### **4. Accounting and Audit**

- 4.1 All accounting procedures and financial records of the council shall be determined by the RFO as required by the Accounts and Audit Regulations 2011 and any subsequent amendments thereto.
- 4.2 On a regular basis, at least once in each quarter, and at each financial year end, the RFO will verify bank reconciliations for all accounts. The RFO will sign the reconciliations and the original bank statements (or similar documents) as evidence of verification.
- 4.3 The RFO shall be responsible for completing the annual financial statements of the council, including the annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the council.
- 4.4 The RFO shall be responsible for completing the accounts of the council contained in the annual governance and accountability return (as supplied by the auditor appointed from time

to time by the Audit Commission) and shall submit the annual governance and accountability return for approval and authorisation by the council within the timescales set by the Accounts and Audit Regulations 2011 as amended, or set by the auditor.

- 4.5 The RFO shall be responsible for ensuring there is an adequate and effective system of internal audit of the council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2011 and any subsequent amendments thereto. Any officer or member of the council shall, if the RFO or internal auditor requires, make available such documents of the council which appear to the RFO or internal auditor to be necessary for the purpose of the internal audit and shall supply the RFO or internal auditor with such information and explanation as the RFO or internal auditor considers necessary for that purpose.
- 4.6 The internal auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The internal auditor, who shall be competent and independent of the operations of the council, shall report to council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. To demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and Statements of Account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the internal or external auditor, unless the correspondence is of a purely administrative nature.
- 4.9 The council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2011 and any subsequent amendments thereto.

## **5. Banking Arrangements and Cheques**

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council and be regularly reviewed for efficiency. **The bank mandate will include the mayor, deputy mayor, chairman and vice chairman of the Strategy and Finance Committee. The bank mandate for members will be amended on election to these offices.**
- 5.2 A schedule of payments made, forming part of the agenda for the meeting shall be prepared by the finance manager. Petty cash reimbursement will be reported as a total when reimbursement 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's offices. If the schedule is in order, it shall be approved by a resolution of the council.
- 5.3 Payments under £10,000 (other than petty cash or debit card as per paragraph 5.6) should normally be paid through online banking using BACS; two authorisers are required to make payments. The authorisers are the town clerk, deputy town clerk, finance manager, operations manager and support services manager. The only exception is where a creditor is unable to provide their banking details.
- 5.4 Payments over £10,000 should be paid by cheque and authorised by two persons: a member and the RFO or two members; email authorisations are acceptable.

- 5.5 Cheques drawn on the bank account shall be signed by two authorised signatories, i.e., members of the council and authorised officers.
- 5.6 The bank debit card can be used for payments up to £1,000, providing two of the authorisers from 5.3 approve payment.
- 5.7 All invoices for payment shall be examined, verified and certified by **the authorised officers** to confirm that the work, goods or services to which each invoice relates has been received, carried out examined and represents expenditure previously approved by the council.
- 5.8 The RFO shall have delegated authority to authorise the payment of items, provided that a list of such payments is submitted to the next appropriate meeting of the council or Strategy and Finance Committee.
- 5.9 In respect of grants, the council will approve expenditure within set limits.
- 5.10 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

## **6. Payments of Accounts**

- 6.1 The council will make safe and efficient arrangements for the making of its payments
- 6.2 All payments shall be effected by BACS, cheque, debit card, direct debit or other order drawn on the council's bankers.
- 6.3 Payments should normally be made against authorised invoices after the receipt of goods and services; the following exceptions apply:
  - 6.3.1 Payments using the debit card (see paragraph 5.6) may be made in advance of the receipt of goods and/or services.
  - 6.3.2 Some new suppliers of goods and/or services may not grant the council credit. If the council still needs to go ahead with the order, payment may be made in advance of receipt of the goods or services using a pro forma invoice. A full invoice must be produced by the supplier and retained by the council after receipt of the goods/services.
  - 6.3.3 Some smaller suppliers may require an advance or deposit to be paid (to allow the purchase of materials, for example). The finance manager must obtain references to minimise the risk of loss to the council, and authorise an advance or deposit. In such event, an invoice from the supplier will be dual authorised in the same manner, and a deposit paid prior to receipt of goods or services.
- 6.4 All payments, where the invoice is not disputed, should be made within payment terms, and earlier if practical and cost effective.
- 6.5 All invoices for payment shall be examined, verified and finally certified for payment by the town clerk, deputy town clerk or finance manager. The officer who placed the order shall certify that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.

- 6.6 The finance team shall examine invoices in relation to arithmetical accuracy and shall post them to the appropriate expenditure heading. They shall take all steps to settle invoices submitted within payment terms.
- 6.7 The finance team may provide petty cash to officers for the purpose of defraying operational and other minor expenses. Vouchers for payments made shall be forwarded to the finance team with a claim for reimbursement: operational floats, for example, in respect of the amenity area may be maintained as necessary. Petty cash should only be used for minor expenditure items and where no other payment method is appropriate.
- 6.8 Payment for other supplies or other obligatory payments such as business rates may be made by variable direct debit provided the instructions are signed by two authorised bank signatories and any payments are reported to council.
- 6.9 No employee or councillor should disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, preferably off-site.
- 6.11 The council, and any members using computers for the council's financial business, shall ensure anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12 Changes to account details for suppliers, which are used for internet banking, may only be changed on written confirmation by the supplier, which may be by email.

## **7. Payment of Salaries**

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the current rules of PAYE and National Insurance. Salaries shall be as agreed by council. Progression through the salary scales is delegated to the town clerk, with the exception of the town clerk, deputy town clerk, operations manager, finance manager and support services manager, where progression through the salary scale is on the recommendation of the Human Resources Committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available council meeting.
- 7.3 Payment to employees of net salary and to the appropriate creditor of the statutory and discretionary reductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- 7.3.1 by any councillor who can demonstrate a need to know
  - 7.3.2 by the internal auditor
  - 7.3.3 by the external auditor

7.3.4 by any person authorised under the Audit Commission Act 1998, or any superseding legislation.

7.4 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure only payments due for the period have actually been paid.

7.5 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by the council.

## 8. Treasury Management

8.1 Lyme Regis Town Council aims to hold a minimum reserve of 50% of budgeted income. With the approval of the council, this reserve can be varied in response to external and internal events, e.g., major programmed expenditure, financial uncertainty. In addition to this reserve, the council also holds surplus funds as a result of the timing of income and expenditure. It is important that such funds are invested prudently with regard to the council's fiduciary responsibility to local council taxpayers the priority for security and the liquidity of investments.

8.2 The council will undertake a review of its investments and loans as part of the budget-setting process and determine its appetite for investment risk, i.e., low, medium or high. This approach may be varied by the council from time to time as circumstances dictate. The strategy will be a public document as defined by the Freedom of Information Act 2000.

8.3 All the town council's investments will be specified investments, i.e., they are:

8.3.1 Made in sterling

8.3.2 Short term; investments will not normally exceed 12 months.

8.3.3 Made with a recognised and reputable financial institution.

8.4 All investments will be at the discretion of the RFO and will be reported to the Strategy and Finance Committee at each meeting.

## 8.5 Risk Management

### 8.5.1 Liquidity risk management

The council will ensure it has adequate cash resources, overdraft or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives.

### 8.5.2 Legal and regulatory risk management

The council will ensure all of its treasury management activities comply with its statutory powers and regulatory requirements. The council recognises future legislative or regulatory changes may impact on its treasury activities and, so far as it is reasonably able to do so, will seek to minimise the risk of these impacting adversely.

### 8.5.3 Fraud, error and corruption, and contingency management

The council will ensure that it has identified those circumstances that may expose it to the risk of loss through fraud, error, corruption or other eventualities in its treasury management dealings. Accordingly, it will employ suitable systems and procedures, and will maintain effective contingency management arrangements.

## 8.6 External borrowing

If the council wishes to borrow funds it should consider whether approval is required from the **Department for Levelling Up, Housing and Communities**. All investments and borrowings will be reported to the Strategy and Finance Committee at each meeting.

8.7 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy. All investments of money under the control of the council shall be in the name of the council.

## 9. Income

9.1 The collection of all sums due to the council shall be effected by the finance team and shall be the responsibility of and under the supervision of the finance manager.

9.2 The council will review all fees and charges annually, as part of the budget-setting process.

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

9.4 All sums received on behalf of the council shall be banked intact as directed by the finance team. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the finance team considers necessary.

9.5 Personal cheques shall not be cashed out of money held on behalf of the council.

9.6 The finance team shall promptly complete any VAT return that is required.

9.7 Where any significant sums of cash are regularly received by the council, the finance team shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.8 The origin of each receipt shall be entered on the paying-in slip.

## 10. Orders for Works, Goods and Services

10.1 An official order shall be issued for all goods over £1,000, and for all services over £2,000.

10.2 All members and officers are responsible for obtaining value for money at all times, including achieving the best terms available in respect of each transaction. For all items over the purchase order threshold (see paragraph 10.1), this will usually be by obtaining three or more written quotations or estimates from appropriate suppliers, subject to any provisions in Regulation 11 (1) below, with the exception of preferred suppliers (see paragraph 10.3).

10.3 A level playing field should be given to all suppliers approached, and once the quotes have been received and evaluated, no new quotes from outside the process should be considered, except in exceptional circumstances. Any such circumstances should be reported to members. Once quotes have been received, consideration should be given to going back to suppliers to request best and final quotes; this opportunity should be given to all suppliers who

provided quotes. Sensitive commercial information should not be shared with potential suppliers.

- 10.4 For regular purchase items, such as staff clothing, plants, and building supplies, the council may enter into a preferred supplier relationship, following suitable market testing. This should streamline the procurement process and provide the council with the opportunity to secure discounts. Any such agreement will be for a period of up to three years and will be notified to the council.
- 10.5 Officers shall verify the lawful nature of any proposed purchase before the issue of any order.
- 10.6 A member may not issue an official order or make or imply any contract on behalf of the council.

## **11. Contracts**

- 11.1. **Every contract shall comply with these financial regulations, except in an emergency or where contracts relate to items 11.1.1 to 11.1.5:**
  - 11.1.1 For the supply of gas, electricity, water, sewerage and telephone services, no purchase order is required, but the requirement to obtain value for money remains as per paragraph 10.2
  - 11.1.2 For specialist services or equipment such as are provided by solicitors, accountants, surveyors and planning consultants, no purchase order is required, but the requirement to obtain value for money remains as per paragraph 10.2
  - 11.1.3 For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant where no other supplier can reasonably provide the service
  - 11.1.3 For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council
  - 11.1.4 For additional audit work of the external auditor up to an estimated value of £1,000 (in excess of this sum the RFO shall act after consultation with the chairman or vice-chairman of council)
  - 11.1.5 For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- 11.2 Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1 the clerk shall invite tenders from at least three firms.
- 11.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, the reason shall be embodied in a recommendation to the council.
- 11.4 Such invitation to tender shall state the general nature of the intended contract and the clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the clerk either by email or post. All tenders will remain unopened until the prescribed date for opening tenders for that contract.
- 11.5 All sealed tenders shall be opened, after the stated closing date and time, by the proper officer and at least one member of the council.

- 11.6 The council's tender documents will state that the price submitted by the successful contractor or consultant will be made public. However, prices submitted for component parts of tenders will not be made public.
- 11.7 Tender prices submitted by unsuccessful organisations will not be released into the public domain.
- 11.8 If less than three tenders are received for contracts above £60,000 or if all the tenders are identical, the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works. **Tenders are evaluated by officers and appointment recommendations are made to the appropriate meeting of the council or committee.**
- 11.11 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is likely to be valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
- 11.12 The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
- 11.13 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.14 The thresholds for the award of contracts are:
- 11.14.1 Less than £10,000 – town clerk, and in their absence deputy town clerk
  - 11.14.2 Between £10,000 and £ 60,000 – town clerk, and in their absence deputy town clerk, and reported to the Strategy and Finance Committee
  - 11.14.3 More than £60,000 – reported to the Strategy and Finance Committee for consideration and recommendation to the Full Council for resolution
- 11.15 Any invitation to tender issued under this regulation shall refer to the terms of the Bribery Act 2010.

## **12. Payments Under Contracts for Building or Other Construction Works**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the finance team upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the finance team shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the council.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder and Find a Tender websites to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

<sup>2</sup> Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£189,330)

b) For public works contracts 5,225,000 Euros (£4,733,252)

These new thresholds are applicable from 1 January 2020.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### **13. Stores and Equipment**

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery notes must be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 Officers shall be responsible for periodic checks of stocks and stores, at least annually.

### **14. Assets, Properties and Estates**

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry certificates of properties owned by the council. The RFO shall ensure a record is maintained of all properties owned by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with the Accounts and Audit Regulations 1996 as amended.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, except where the estimated value of any one item of tangible moveable property does not exceed £1,000.

14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually and reported with the council's annual return.

14.4 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any consents required by law. In each case, a written report shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5 No real property (interests in land) shall be purchased or acquired without the authority of the Full Council. In each case, a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants), together with a proper business case (including an adequate level of consultation with the electorate).

14.6 Subject only to the limit set in Regulation 14.2, no tangible moveable property shall be purchased or acquired without the authority of the Full Council. In each case, a written report shall be provided to council with a full business case.

## **15. Insurance**

- 15.1 Based on the annual risk assessment (per Regulation 17) and **a review of insurance requirements**, the finance team shall effect all insurances. Officers will negotiate all claims on the council's insurers.
- 15.2 The finance team to be promptly notified by officers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The finance team shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4 The finance manager shall be notified of any loss or damage or of any event likely to lead to a claim and shall report any significant items to council at the next available meeting.
- 15.5 All appropriate members and employees of the council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council.

## **16. Charities**

- 16.1 Where the council is sole trustee of a charitable body, the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **17. Risk Management**

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. Revision and Suspension of Financial Regulations**

- 18.1 It shall be the duty of the council to review the Financial Regulations of the authority annually. The clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of the council.

## **19. Review**

19.1 This document will be reviewed in May 2023 or sooner if there are changes in legislation or best practice.

**Implementation date:** 19 May 2022

**Review Date:** May 2023

DRAFT

**Committee:** Strategy and Finance

**Date:** 11 May 2022

**Title:** The Annual Review of the Complaints' Policy and Procedure

**Purpose of Report**

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

**Recommendation**

- a) Members approve the amended complaints' policy and procedure
- b) Members note the volume and nature of complaints received since March 2021

**Background**

1. Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
2. The policy and procedure are attached, **appendices 10A and 10B.**
3. A new section has been added into the policy to outline how complaints against members of staff will be dealt with. This is at section 4 and is shown in red.
4. The only other amendment is a minor change to section 2.2 to include all the managers in the list of those who can deal with complaints and changes to the implementation and review dates.
5. Paragraph 2.3 of the policy states a report on the volume and nature of complaints will be presented alongside the annual policy review.
6. Since March 2021 when the complaints' policy and procedure was last reviewed, 52 complaints were received about town council operations. Where complaints concerned other organisations, complainants were directly referred to those organisations.
7. The complaints made to Lyme Regis Town Council were:

Dogs	14
Anti-social behaviour	7
Covid-related	1
Seagulls	3
Webcams	1
Toilets	4
Rubbish	5
BBQs and beach fires	3
Trees	1
Maintenance	2

Gardening	2
Mini golf	1
Street lights	1
Motorbikes	1
Parking	3
Accessibility	1
Staff	1
Data breach	1
<b>Total</b>	<b>52</b>

8. Any recommendations from this committee will be considered by the Full Council on 18 May 2022.

Adrienne Mullins  
Support services manager  
May 2022

## Complaints Policy

### 1. Introduction

- 1.1 Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 1.2 This policy sets out the rationale for a complaints' policy and provides a definition of what qualifies as a complaint and what doesn't qualify as a complaint. The process for administering complaints is detailed separately in a procedure.

### 2. The Rationale

- 2.1 The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse affect on the council's reputation. The approach adopted in this policy and attached procedure is about complaint rectification, resolution and learning.
- 2.2. An effective complaints' management system can make good any mistakes and misunderstandings and help to maintain and build relationships with those with whom we work. Towards this end, the town clerk will provide members with an annual report that identifies the number and type of complaints received. The policy objectives are to:
  - 2.2.1 Provide a fair complaints' procedure which is clear and easy to use
  - 2.2.2 Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint
  - 2.2.3 Make sure that everyone in the council knows what to do if a complaint is received
  - 2.2.4 Make sure complaints are investigated fairly and in a timely way
  - 2.2.5 Make sure that complaints are, wherever possible, resolved and that relationships are repaired
  - 2.2.6 Gather and use information to help us improve what we do.
- 2.3 To achieve this last policy objective an annual report will be presented to the council on the volume and nature of complaints. The report will be presented alongside the annual review of this policy.

### 3. The Definition

- 3.1 For the purpose of this policy, a complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
  - 3.1.1 We have done something wrong
  - 3.1.2 We have not done something we should have done
  - 3.1.3 We have not treated someone in a professional or civil manner
  - 3.1.4 We have not achieved a standard that we have set for ourselves.

### 4. Complaints that are Excluded

- 4.1. This policy excludes certain types of complaints:

- 4.1.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
- 4.1.2 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
- 4.1.3 If it is a year or more since the complainant became aware of the issue
- 4.1.4 A previous or similar complaint has been made and considered
- 4.1.5 It is a persistent or vexatious complaint with no grounds
- 4.1.6 The complaint is being made to cause disruption or annoyance.

## **5. Review**

- 5.1 This policy will be reviewed in May 2023 or sooner if there are changes in legislation or best practice.

### **Supporting Procedure**

This policy is supported by a complaints' procedure.

**Implementation date:** 18 May 2022

**Review Date:** May 2023

John Wright  
Town clerk  
May 2022

## Complaints Procedure

### 1. Introduction

- 1.1 This procedure should be read in conjunction with the council's complaints' policy. The emphasis in this policy is on rectification and resolution, and this is reflected within this procedure.
- 1.2 The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.
- 1.3 The council defines a complaint in its complaints' policy as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
  - 1.3.1 We have done something wrong
  - 1.3.2. We have not done something we should have done
  - 1.3.3. We have not treated someone in a professional or civil manner
  - 1.3.4. We have not achieved a standard that we have set for ourselves.
- 1.4. The complaints' policy excludes certain types of complaints:
  - 1.4.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
  - 1.4.2 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
  - 1.4.3 If it is a year or more since the complainant became aware of the issue
  - 1.4.4 A previous or similar complaint has been made and considered
  - 1.4.5 It is a persistent or vexatious complaint with no grounds
  - 1.4.6 The complaint is being made to cause disruption or annoyance.
- 1.5 Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

### 2. The Procedure

- 2.1 Complaints should normally be addressed to the town clerk.
- 2.2 The town clerk will decide who should consider and respond to the complaint: this will normally be the deputy town clerk, the operations manager, **finance manager, support services manager** or the town clerk.
- 2.3 If the complaint is specifically about the town clerk, the complaint should be addressed to the Mayor. The Mayor will decide how the complaint should be investigated.
- 2.4 Acknowledgement of all complaints will take place within three working days.
- 2.5 The town clerk will also appoint a member of staff, who has no involvement in the complaint, to contact the complainant to clarify the precise nature of the complaint, to establish what the complainant wants the council to do to, and to discuss the process and timescale for resolution. This member of staff will not be involved in investigating or responding to the complaint: their role is to act as the complainant's 'friend'.

- 2.6 If the complaint is about council policy which is being considered, the complainant will be advised that they should raise their concerns during the public forum of the relevant council committee meeting where the issue is under consideration.
- 2.7 If the complaint is about existing council policy or the absence of a policy, the complainant will be advised that they should raise the matter during the public forum of a Full Council meeting where any issues can be raised, regardless of whether or not it is on the agenda.
- 2.8 If a policy decision has already been made by the council, the complainant will be informed that the issue will not be re-opened for six months from the decision date unless there are exceptional grounds.
- 2.9 If the complaint is about any other aspect of council's business or service they will normally receive a response from the investigating officer within 10 working days.

### **3. Appeal**

- 3.1 A complainant has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members which will be constituted from the Mayor and committee chairmen.
- 3.2 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 3.3 If it isn't possible to respond within 10 working days, the complainant will be written to explaining why a response can't be provided and will be given a revised timescale.

### **4. Complaints against council employees**

- 4.1 The process will follow the same as 2.1, 2.2, 2.3, 2.4 and 2.5
- 4.2 The complainant will normally receive an acknowledgement from the investigating officer within 5 working days.
- 4.3 An investigation will take place, which may involve meetings with the complainant, the employee complained against and anyone else with information relevant to the complaint. The investigating officer will inform the complainant and the employee complained against of the outcome of the investigation.
- 4.3 A complainant and the employee complained against has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members.
- 4.4 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 4.5 If it isn't possible to consider the appeal within 20 working days or to inform the complainant of the decision within 10 working days, the complainant will be written to explaining why there has been a delay and they will be given a revised timescale.

## **5. Review**

- 5.1 This procedure will be reviewed in May 2023 or sooner if there are changes in legislation or best practice.

### **Supporting Policy**

This policy is supported by a complaints' procedure.

**Implementation date:** 18 May 2022

**Review Date:** May 2023

John Wright  
Town clerk  
May 2022

DRAFT

**Committee:** Strategy and Finance

**Date:** 11 May 2022

**Title:** The Annual Review of the Fixed Asset Register

**Purpose of the Report**

To allow members to review and approve the fixed asset register

**Recommendation**

Members review and approve the fixed asset register

**Background**

1. Standing order 5.j. identifies the business that should be conducted during the council year, which includes a 'Review of inventory of land and other assets including buildings and office equipment'.
2. An up-to-date fixed asset register is also a requirement for the annual return.
3. The starting point for the 2022/23 review of the fixed asset register, **appendix 11A**, is the previous year's register. Items in the register are generally held at cost and only revalued as necessary. This is in accordance with current practitioner guidance and is supported by the council's appointed internal auditor. In other words, the figures contained in the register are not 'open market value' or replacement or rebuild costs and are not, therefore, the same as figures included in the insurance schedule. The figures are not depreciated; again, this is in accordance with current practitioner guidance.
4. The fixed asset register and the council's insurance policy may not necessarily list all of the same properties. For instance, a solely 'land' asset may be included in the former and be attributed a value but may not be explicitly and individually identified in the latter because the insurance 'risk' is primarily one of public or employee liability.
5. The council's policy on the treatment of its fixed assets, which reflects the content of paragraph 3, was considered by this committee on 20 January 2016 and approved by resolution of the Full Council on 3 February 2016.
6. Within this policy is a de minimus amount of £1,000; items below this sum have been removed from the register.
7. Any recommendations from this committee will be considered by the Full Council on 18 May 2022.

Naomi Cleal  
Finance manager  
May 2022

APPENDIX 11A

<b>LYME REGIS TOWN COUNCIL</b>							
<b>SUMMARY OF FIXED ASSETS 31 MARCH 2022</b>							
	<b>Date Added</b>	<b>2020/21</b>		<b>31/03/2021</b>	<b>2021-22</b>		<b>31/03/2022</b>
		<b>Additions</b>	<b>Disposal</b>		<b>Additions</b>	<b>Disposal</b>	
<u>Land and Buildings</u>							
Guildhall & shop				312,439			312,439
Cadet hut				49,989			49,989
Swim Restaurant (formerly known as By the Bay)				393,674			393,674
Guildhall Cottage/TIC				243,702			243,702
Amusement Arcade				337,434			337,434
Marine Parade Toilets				86,501			86,501
Cemetary Mortuary/Workshop				71,235			71,235
Chapel (formerly known as Cemetary store)				156,220			156,220
Theatre Store/Workshop				38,587			38,587
Ice Cream Parlour/Kitchenette				28,743			28,743
Harbourmaster Store				37,965			37,965
Langmoor Pavilion - Gazebo				11,871			11,871
Parade Shelters				1,998,642			1,998,642
Antique Craft Centre				231,206			231,206
Candles on the Cobb Pavilion and Toilets				42,108			42,108
Mini Golf Hut				9,616			9,616
Bowling Club & Pavilion				146,039			146,039
Garages-Monmouth Beach				49,989			49,989
				-			
		<b>£ -</b>	<b>£ -</b>	<b>£ 4,245,960</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 4,245,960</b>
<u>Land Only</u>							
Marine Parade Huts				87,750			87,750
Bowling Green Chalets				234,000			234,000
Ware Cliff Chalets/Caravans				360,000			360,000
Monmouth Beach Caravans/Chalets				448,500			448,500
Cabanya Car Park				185,820			185,820
Woodmead Car Park				356,685			356,685
Monmouth Beach Car Park				575,250			575,250
WDDC Boat/Trailer Park				92,625			92,625
LR Power Boat Club & Car Park				71,175			71,175
LR Bowling Club Car Park				58,500			58,500
		<b>£ -</b>	<b>£ -</b>	<b>£ 2,470,305</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 2,470,305</b>
		<b>£ -</b>	<b>£ -</b>	<b>£ 6,716,265</b>	<b>£ -</b>	<b>£ -</b>	<b>£ 6,716,265</b>

<u>Vehicles &amp; Equipment</u>						
Piaggio Pick-up WA09 EOJ				-		
Tractor HF09EDP				26,495		26,495
Kawasaki Mule HF14FNK				10,995		10,995
Ford Transit 350 RWD Double Cab HK16MTO				20,603		20,603
Ford Transit Courier FH16FFU				7,699		7,699
Guildhall inventory				21,421		21,421
Tool Inventory				13,177		13,177
Civic Regalia				123,956		123,956
Play Equipment - Henry's Way				17,851		17,851
Office Furniture				4,080		4,080
Car Park Machines-Woodmead				- 0		- 0
Car Park Machines-Cabanya				-		-
3 * Ticket machines - Jan 16				15,090	10060	5,030
6 * Ticket machines - Apr 16				32,112	16056	16,056
Disabled Lift - Guildhall				56,761		56,761
Honda Mower				1,226		1,226
Heating System				16,598		16,598
Computers systems				-		-
2017 Computers 4* Surface Pro + 6 * Desktops + Monitors				3,960		3,960
CCTV Equipment				21,240		21,240
Fencing Anning Road				8,185		8,185
Seating Guildhall				1,095		1,095
Trailer				1,473		1,473
Fork carrier				2,195		2,195
Mini golf equipment				1,595		1,595
Webcam - Cobb				2,849		2,849
Webcam - Marine Theatre				1,013		1,013
Beach cleaning machine		36789		-		-
BMX Track		2808		-		-
Honda Mower UM616				1,460		1,460
Gates playing field				15,308		15,308
Water Bowser				1,942		1,942
Water Meters				12,185		12,185
Youth Shelter				5,295		5,295
Storm Shooter				-		-
Sarp SLM 5360 HXA 16/6/11				1,058		1,058
Beach hut chairs				4,312		4,312
Shelters counter				3,815		3,815
Shelters AV system				8,603		8,603





**Committee:** Strategy and Finance

**Date:** 11 May 2022

**Title:** A35 Trunk Road

**Purpose of the Report**

To inform members of a request from Chideock Parish Council's clerk to attend a meeting with other A35 parishes and communities to discuss common issues regarding the A35 and to formulate a joint response to National Highways

**Recommendation**

Members consider the request and, if attendance is agreed, identify a member to attend an A35 meeting

**Background**

1. On 18 April 2022, the town clerk received a request from Chideock Parish Council to attend a meeting with other A35 parishes and communities to discuss common issues regarding the A35 and to formulate a joint response to National Highways, **appendix 12A**.
2. **Appendix 12B** is a copy of the 1999 A35 Communities initiative report along with an update document, **appendix 12C**.
3. Members are asked to consider this request and nominate a member to attend.
4. Any recommendations from this committee will be considered by the Full Council on 18 May 2022.

John Wright  
Town clerk  
May 2022

**From:** Chideock Parish Clerk <[chideock@dorset-aptc.gov.uk](mailto:chideock@dorset-aptc.gov.uk)>

**Sent:** 18 April 2022 13:19

**To:** Geoff Barrett <[askerswellclerk@gmail.com](mailto:askerswellclerk@gmail.com)>; [clerk@bothenhamptonwalditchparishcouncil.com](mailto:clerk@bothenhamptonwalditchparishcouncil.com); Will Austin (Bridport TC) <[Will.Austin@bridport-tc.gov.uk](mailto:Will.Austin@bridport-tc.gov.uk)>; Charmouth Parish Council <[clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)>; [charvalley@dorset-aptc.gov.uk](mailto:charvalley@dorset-aptc.gov.uk); [littoncheney@dorset-aptc.gov.uk](mailto:littoncheney@dorset-aptc.gov.uk); Michele Harding <[loders@dorset-aptc.gov.uk](mailto:loders@dorset-aptc.gov.uk)>; Lyme Regis Town Council Town Clerk <[townclerk@lymeregistowncouncil.gov.uk](mailto:townclerk@lymeregistowncouncil.gov.uk)>; James Biss <[clerk@shiptongorge.org.uk](mailto:clerk@shiptongorge.org.uk)>; [clerk@axminstertowncouncil.gov.uk](mailto:clerk@axminstertowncouncil.gov.uk); [michael@millhousemelbourn.co.uk](mailto:michael@millhousemelbourn.co.uk); [colytonpc@tiscali.co.uk](mailto:colytonpc@tiscali.co.uk); [hello@dalwoodparish.co.uk](mailto:hello@dalwoodparish.co.uk); [towncouncil@honiton.gov.uk](mailto:towncouncil@honiton.gov.uk); [kilmingtonparishclerk@aol.com](mailto:kilmingtonparishclerk@aol.com); Parish Clerk <[krlb@dorset-aptc.gov.uk](mailto:krlb@dorset-aptc.gov.uk)>; [musburyparishclerk@gmail.com](mailto:musburyparishclerk@gmail.com); [offwellparishclerk@aol.co.uk](mailto:offwellparishclerk@aol.co.uk); Symondsburry Parish Council <[symondsburry@dorset-aptc.gov.uk](mailto:symondsburry@dorset-aptc.gov.uk)>; Uplyme Parish Council <[clerk@uplymeparishcouncil.org](mailto:clerk@uplymeparishcouncil.org)>; [clerk@widworthy.eastdevon.gov.uk](mailto:clerk@widworthy.eastdevon.gov.uk); [clerk@winterbourneabbassteepleton-pc.gov.uk](mailto:clerk@winterbourneabbassteepleton-pc.gov.uk); [clerk@winterbornestmartin-pc.gov.uk](mailto:clerk@winterbornestmartin-pc.gov.uk); [shutetheclerk@gmail.com](mailto:shutetheclerk@gmail.com)

**Subject:** A35 Communities Initiative

Dear Clerk

In February 2020 Chideock Parish Council wrote to parishes / communities that are, like Chideock, impacted by the A35 Trunk Road and suggested that a meeting be arranged. However, COVID-19 prevented this being taken forward.

I have attached the 1999 A35 Communities Initiative report plus an update document from 2000.

As you will see, very little in the way of improvements has happened since then.

In 2013 Bridport Town Council initiated quarterly meetings between Sir Oliver Letwin (MP for West Dorset to 2019), Highways England (as was), Connect Balfour Beaty, Dorset Highways, and local parishes. Chris Loder, MP for West Dorset, has stopped these in favour of an "A-Road Task Force" which does not directly involve Parish and Town Councils but is open to Ward Councillors.

Chideock Parish Council would like to arrange a meeting with other A35 parishes and communities to discuss common issues regarding the A35 (e.g., speed, volume of traffic both cars and HGVs, air pollution, pedestrian safety) and to formulate a joint approach to National Highways.

Please will you present this request at your next meeting and let me know the outcome.

I look forward to hearing from you.

Sal Robinson  
Chideock Parish Clerk

**Committee:** Strategy and Finance

**Date:** 11 May 2022

**Title:** List of Payments

### **Purpose of Report**

To inform members of the payments made in the months of March and April 2022

### **Recommendation**

Members note the report and approve the attached schedule of payments March and April 2022 for the sums of £490,491.13 and £113,963.77, 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-imburement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order it shall be approved by a resolution of the council.'

### **Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months March and April 2022 **appendices 13A and B**. Unless stated to the contrary, payments are for the provision of monthly or one-off goods/services.
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Naomi Cleal  
Finance manager  
May 2022

## APPENDIX 13A

<u>Lyme Regis Town Council</u>									
<u>Payments list for March 2022</u>									
						<u>490,491.13</u>			
<u>Total</u>									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>									
01-Mar	DC RATES	Rates	Monthly	DD	9,508.14	0%	-	9,508.14	Utilities
03-Mar	DORSET COUNCIL	Democratic representation	One-off	DD	3,215.04	0%	-	3,215.04	Democratic represent
07-Mar	HMRC VAT	February PAYE and NI	Monthly	DD	11,808.57	0%	-	11,808.57	Staffing
14-Mar	ALLSTAR	Fuel	Monthly	DD	524.93	20%	87.49	437.44	Outside Works
15-Mar	BANKLINE	Bank charges	Monthly	BLN	54.20	0%	-	54.20	Office Expenses
16-Mar	DWP	Bin collection	Monthly	DD	1,125.60	0%	-	1,125.60	Outside Works
18-Mar	WORLDPAY	Transaction charges	Monthly	DD	24.66	0%	-	24.66	Office Expenses
21-Mar	WORLDPAY	Transaction charges	Monthly	DD	15.14	0%	-	15.14	Office Expenses
25-Mar	SALARIES	March Salaries	Monthly	EBP	42,230.54	0%	-	42,230.54	Staffing
25-Mar	DORSET COUNCIL LOAN	Loan repayment	Monthly	SO	3,125.00	0%	-	3,125.00	Loans
31-Mar	HMRC PAYE	March PAYE and NI	Monthly	DD	16,377.54	0%	-	16,377.54	Staffing
					<u>Total</u>				
					<u>88,009.36</u>				
<b>LLOYDS BANK</b>									
01-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
01-Mar	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
03-Mar	SQUARE	March fees	Monthly	DEB	20.00	20%	3.33	16.67	Outside Works
04-Mar	STAFF	Travel Expenses	One-off	DEB	95.75	0%	-	95.75	Staffing
04-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
07-Mar	AMAZON	Office supplies	One-off	DEB	43.75	20%	7.29	36.46	Office Expenses
07-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
07-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
07-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
08-Mar	SLICK EVENTS LTD	BBC Big Band - deposit	One-off	FPO	2,055.00	20%	342.50	1,712.50	Office Expenses
08-Mar	MAXOLOGY	New website set up	One-off	FPO	1,800.00	20%	300.00	1,500.00	Marketing & Tourism
08-Mar	UPLYME CRICKET CLUB	Grant payment	One-off	FPO	1,000.00	0%	-	1,000.00	Grants
08-Mar	UNITY 5	Zatpark transaction fees	Monthly	DD	489.48	20%	81.58	407.90	Utilities
08-Mar	LR COMMUNITY GROUP	Grant payment	One-off	FPO	16.20	0%	-	16.20	Grants
08-Mar	MR AND MRS COOKE	Electricity recharge	Annually	FPO	11.47	0%	-	11.47	Utilities
09-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
10-Mar	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
10-Mar	BARCLAYCARD	Transaction charges	Monthly	DD	10.13	0%	-	10.13	Office Expenses
11-Mar	FOOTPRINT	CCTV Consultancy	One-off	FPO	750.00	20%	125.00	625.00	Office Expenses
11-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
14-Mar	LRDT	Term Grant payment	Quarterly	FPO	2,500.00	0%	-	2,500.00	Grants
14-Mar	B SHARP	Term Grant payment	Quarterly	FPO	1,250.00	0%	-	1,250.00	Grants
14-Mar	BRIDPORT CAB	Term Grant payment	Quarterly	FPO	1,125.00	0%	-	1,125.00	Grants
14-Mar	AXE RING AND RIDE	Term Grant payment	Quarterly	FPO	375.00	0%	-	375.00	Grants
14-Mar	SOUTHERN ELECRITC	Electric charges	Quarterly	DD	41.43	5%	1.97	39.46	Utilities
14-Mar	PAYZONE	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
14-Mar	PAYZONE	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
14-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
14-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	4,379.05	0%	-	4,379.05	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	2,244.21	0%	-	2,244.21	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	1,106.51	0%	-	1,106.51	Utilities
15-Mar	G4S CASH SOLUTIONS	Cash collections	Monthly	DD	449.06	20%	74.84	374.22	Outside Works
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	298.49	0%	-	298.49	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	139.09	0%	-	139.09	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	129.86	0%	-	129.86	Utilities

15-Mar	EE LIMITED	Mobiles and SIMS	Monthly	DD	111.38	20%	18.56	92.82	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	99.00	0%	-	99.00	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	90.55	0%	-	90.55	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	81.75	0%	-	81.75	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	81.50	0%	-	81.50	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	67.95	0%	-	67.95	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	38.81	0%	-	38.81	Utilities
15-Mar	AIBMS	Car Park card transaction charges	Monthly	DD	20.00	0%	-	20.00	Outside Works
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	12.70	0%	-	12.70	Utilities
15-Mar	SOUTH WEST WATER	Water supply	Quarterly	DD	10.85	0%	-	10.85	Utilities
16-Mar	SAGE SOFTWARE LTD	Software support	Monthly	DD	305.76	20%	50.96	254.80	Office Expenses
17-Mar	POULTONS	Supply and erect new Beach Huts	One-off	FPO	40,306.56	20%	6,717.76	33,588.80	Outside Works
17-Mar	AXMINSTER GARDEN M	Chipper and equipment servicing	One-off	FPO	27,454.78	20%	4,575.80	22,878.98	Outside Works
17-Mar	WOODMEAD HALL	Toilet access	Quarterly	FPO	4,970.00	0%	-	4,970.00	Outside Works
17-Mar	SCREWFIX	External supplies	One-off	FPO	2,451.35	20%	408.56	2,042.79	Outside Works
17-Mar	DAMORY	Bus route	Monthly	FPO	2,333.34	0%	-	2,333.34	Rents
17-Mar	COBB GARAGE	Vehicle Maintenance	One-off	FPO	2,100.66	20%	350.11	1,750.55	Outside Works
17-Mar	DAVID WEBB ENGINEERING	service, repairs and tyres	One-off	FPO	1,854.60	20%	309.10	1,545.50	Outside Works
17-Mar	CLUB WIFI	WIFI Network Provision	Annually	FPO	1,806.00	20%	301.00	1,505.00	Outside Works
17-Mar	MARTINS EXCAVATION	Strawberry Field excavation	One-off	FPO	1,732.50	20%	288.75	1,443.75	Outside Works
17-Mar	CLEANING 4U	Black Sack Purchase	One-off	FPO	1,664.00	20%	277.33	1,386.67	Outside Works
17-Mar	LRDT PROPERTY M	Unit 1a Rent - Quarter 1 2022	Quarterly	FPO	1,632.42	20%	272.07	1,360.35	Rents
17-Mar	GLEN CLEANING	Contract Cleaning	Monthly	FPO	1,406.38	20%	234.40	1,171.98	Outside Works
17-Mar	WOODHORT SHARPHAM	Compost	One-off	FPO	1,179.36	20%	196.56	982.80	Outside Works
17-Mar	SOUTH WEST SPECIALIST CLEANING	Office & Guildhall Cleaning	Monthly	FPO	1,134.00	20%	189.00	945.00	Office Expenses
17-Mar	FOWLER	Equipment Hire	One-off	FPO	1075.92	20%	179.32	896.60	Outside Works
17-Mar	ST MICHAEL'S CHURCH	Grant payment	One-off	FPO	1000.00	0%	-	1,000.00	Grants
17-Mar	RADIOPRO	5 radios	One-off	FPO	974.88	20%	162.48	812.40	Outside Works
17-Mar	VALE FIRE SAFETY	Fire Safety risk assessment	Biennial	FPO	960.00	20%	160.00	800.00	Outside Works
17-Mar	DARKIN MILLER	Internal Audit	One-off	FPO	894.84	20%	149.14	745.70	Office Expenses
17-Mar	MOLE AVON	External supplies	One-off	FPO	856.11	20%	142.69	713.43	Outside Works
17-Mar	PCRM CONS	Consultancy - Lister & Langmoor footpaths	One-off	FPO	810.00	20%	135.00	675.00	Office Expenses
17-Mar	LUKE LAWSON	Webcam monitoring service - 2 months	monthly	FPO	720.00	0%	-	720.00	Marketing & Tourism
17-Mar	EUROFFICE	External supplies	One-off	FPO	705.77	20%	117.63	588.14	Office Expenses
17-Mar	TRAVIS PERKINS	External supplies	One-off	FPO	656.49	20%	109.42	547.08	Outside Works
17-Mar	ARCHANT	Staff Vacancy Advertising	One-off	FPO	458.88	20%	76.48	382.40	Office Expenses
17-Mar	ARTHUR FORDHAMS	External supplies	One-off	FPO	399.76	20%	66.63	333.13	Outside Works
17-Mar	LIFT SAFE	External supplies	One-off	FPO	387.62	20%	64.60	323.02	Outside Works
17-Mar	RECOAIR	Air conditioning service	Annually	FPO	384.00	20%	64.00	320.00	Outside Works
17-Mar	ERICS KNOBS	Locks	One-off	FPO	361.5	20%	60.25	301.25	Outside Works
17-Mar	AXE SKIP HIRE	Skip hire	One-off	FPO	306	20%	51.00	255.00	Outside Works
17-Mar	CREATIVE SOLUTIONS	Printing	One-off	FPO	286.84	20%	47.81	239.03	Office Expenses
17-Mar	DORSET HEALTHCARE	Occupational health	One-off	FPO	283	0%	-	283.00	Office Expenses
17-Mar	BRUNEL ENGRAVING	Plaque	One-off	FPO	272.52	20%	45.42	227.10	Outside Works
17-Mar	LYME ONLINE	Job advertisement and news column	One-off	FPO	240	0%	-	240.00	Marketing & Tourism
17-Mar	WESTCRETE	Concrete	One-off	FPO	219.94	20%	36.66	183.28	Outside Works
17-Mar	CLARITY COPIERS	February copier costs	Monthly	FPO	218.81	20%	36.47	182.34	Office Expenses
17-Mar	CENTRAL SOUTHERN	CSL router - Anning RD playing field	Annually	FPO	216	20%	36.00	180.00	Office Expenses
17-Mar	METRIC	Web hosting car park machines	Monthly	FPO	194.4	20%	32.40	162.00	Outside Works
17-Mar	FIRE SAFETY CENTRE	Replacement lock	One-off	FPO	190.8	20%	31.80	159.00	Outside Works
17-Mar	ECOM6	January and February transaction charges	Monthly	FPO	169.48	20%	28.25	141.23	Office Expenses
17-Mar	SOUTH WEST WATER	Water supply		FPO	168.04	0%	-	168.04	Utilities
17-Mar	URBAN AND RURAL	Plants	One-off	FPO	156	20%	26.00	130.00	Outside Works
17-Mar	SW HYGIENE	Waste collection	Monthly	FPO	150	20%	25.00	125.00	Outside Works
17-Mar	C K COMMUNICATIONS	Annual rental of 2 radios	One-off	FPO	144	20%	24.00	120.00	Outside Works
17-Mar	FORTRESS SW LTD	Fire alarm maintenance	Annually	FPO	144	20%	24.00	120.00	Outside Works
17-Mar	WESSEX LIFT CO	Service of Liberty lift	Biannually	FPO	144	20%	24.00	120.00	Outside Works
17-Mar	A.S SECURITY ALARM	Alarm repairs	One-off	FPO	111	20%	18.50	92.50	Outside Works
17-Mar	TOTAL PLUMBING	Plumbing parts	One-off	FPO	107.34	20%	17.89	89.45	Outside Works
17-Mar	FEDEX	Shipping	One-off	FPO	86.16	0%	-	86.16	Office Expenses

17-Mar	STAFF	Travel expenses	One-off	FPO	83.7	0%	-	83.70	Staffing
17-Mar	BUGLARS	Vehicle repair	One-off	FPO	81.95	20%	13.66	68.29	Outside Works
17-Mar	WORKWEAR EXPRESS	Staff uniform	One-off	FPO	73.77	20%	12.30	61.48	Staffing
17-Mar	VIKING	Stationary	One-off	FPO	70.42	20%	11.74	58.68	Office Expenses
17-Mar	CARRAPITT PLANTS	deposit on plants	One-off	FPO	63.6	20%	10.60	53.00	Outside Works
17-Mar	COASTLINE CREATIVE	Domain hosting discoverlymeregis.co.uk	Annually	FPO	60	20%	10.00	50.00	Office Expenses
17-Mar	URBAN CRAZY	Mini golf equipment	One-off	FPO	58.62	20%	9.77	48.85	Outside Works
17-Mar	STAFF	Expenses	One-off	FPO	44.5	0%	-	44.50	Staffing
17-Mar	STAFF	Expenses	One-off	FPO	44.5	0%	-	44.50	Staffing
17-Mar	STAFF	Travel expenses	One-off	FPO	20.25	0%	-	20.25	Staffing
17-Mar	IMAGIN	Staff badges	One-off	FPO	19.32	20%	3.22	16.10	Office Expenses
17-Mar	STAFF	Travel expenses	One-off	FPO	7.3	0%	-	7.30	Staffing
18-Mar	EDF ENERGY	Electric supply	Quarterly	DD	407.59	5%	19.41	388.18	Utilities
18-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	92.63	0%	-	92.63	Utilities
21-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	607.72	0%	-	607.72	Utilities
21-Mar	IP OFFICE	March calls and April service charge	Monthly	DD	437.75	20%	72.96	364.79	Office Expenses
21-Mar	MAILING ROOM	Maintenance charge	Annually	DD	417.06	20%	69.51	347.55	Office Expenses
21-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	299.17	0%	-	299.17	Utilities
21-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	96.39	0%	-	96.39	Utilities
21-Mar	WORLDPAY	Transaction charges	Monthly	DD	57	0%	-	57.00	Office Expenses
21-Mar	WORLDPAY	Transaction charges	Monthly	DD	45.93	0%	-	45.93	Office Expenses
21-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	43.81	0%	-	43.81	Utilities
21-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	28.15	0%	-	28.15	Utilities
21-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Mar	EDF ENERGY	Electric supply	Monthly	DD	18.25	5%	0.87	17.38	Utilities
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	138.7	0%	-	138.70	Utilities
24-Mar	DC PENSION FUND	March pension contributions	Monthly	FPO	12373.73	0%	-	12,373.73	Staffing
25-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	1049.05	0%	-	1,049.05	Utilities
25-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	393.13	0%	-	393.13	Utilities
25-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	229.3	0%	-	229.30	Utilities
25-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	87.23	0%	-	87.23	Utilities
25-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
25-Mar	SAS SHELTERS	Parking machines shelters	One-off	FPO	14580	20%	2,430.00	12,150.00	Outside Works
25-Mar	SUTTLE PURBECK STONE	Rockery stone	One-off	FPO	5351.76	20%	891.96	4,459.80	Outside Works
28-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	54.43	0%	-	54.43	Utilities
28-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	29.8	0%	-	29.80	Utilities
28-Mar	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	28.91	0%	-	28.91	Utilities
28-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Mar	DORSET COUNCIL LOAN	Repayment of the DC loan	One-off	FPO	157499.94	0%	-	157,499.94	Office Expenses
28-Mar	CUSTOMER	Beach hut refund	One-off	FPO	140	0%	-	140.00	Refunds
28-Mar	CUSTOMER	Key deposit refund	One-off	FPO	20	0%	-	20.00	Refunds
28-Mar	CUSTOMER	Key deposit refund	One-off	FPO	20	0%	-	20.00	Refunds
28-Mar	CUSTOMER	Beach hut refund	One-off	FPO	15	0%	-	15.00	Refunds
28-Mar	CUSTOMER	Car park refund	One-off	FPO	11.2	0%	-	11.20	Refunds
28-Mar	CUSTOMER	Beach hut refund	One-off	FPO	10	0%	-	10.00	Refunds
29-Mar	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Mar	FLOWBIRD	New car park machines	One-off	FPO	25092	20%	4,182.00	20,910.00	Outside Works
30-Mar	SIX PAYMENT	Multiple invoice for transaction fees	Monthly	FPO	3805.62	0%	-	3,805.62	Office Expenses
30-Mar	FORTHAM	Legal fees for the sale of new day huts	One-off	FPO	3000	20%	500.00	2,500.00	Office Expenses
30-Mar	C N RICHARDS	Building a retaining wall	One-off	FPO	2376	20%	396.00	1,980.00	Outside Works
30-Mar	METRIC	Car park machine hosting	Quarterly	FPO	1157	20%	192.83	964.17	Outside Works
30-Mar	GLEN CLEANING	Cleaning	Monthly	FPO	1127.04	20%	187.84	939.20	Outside Works
30-Mar	PCRM CONS	Consultancy - Oriel window	One-off	FPO	1080	20%	180.00	900.00	Office Expenses



## APPENDIX 13B

<b>Lyme Regis Town Council</b>									
<b>Payments list for April 2022</b>									
<b>£113,963.77</b>									
<b>Total</b>									
<b>Date</b>	<b>Supplier</b>	<b>Detail</b>	<b>Frequency</b>	<b>Payment Type</b>	<b>Amount</b>	<b>Probable VAT Code*</b>	<b>Probable VAT*</b>	<b>Probable Net*</b>	<b>Indicative Expenditure Category</b>
<b>NAT WEST BANK</b>									
01-Apr	DORSET COUNCIL	Rates	Monthly	DD	8102.06	0%	-	8,102.06	Outside Works
07-Apr	DORSET COUNCIL	IT support 2021/2022	Monthly	DD	7464	0%	-	7,464.00	Outside Works
14-Apr	ALL STAR	Fuel	Monthly	DD	722.27	20%	120.38	601.89	Outside Works
19-Apr	DORSET COUNCIL	Parking spaces used in railings works	Monthly	DD	240	20%	40.00	200.00	Outside Works
19-Apr	BANKLINE	Bank Charges	Monthly	BLN	58.6	0%	-	58.60	Office Expenses
20-Apr	DWP	Waste collection	Monthly	DD	1121.4	0%	-	1,121.40	Outside Works
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	198.16	0%	-	198.16	Office Expenses
21-Apr	WORLDPAY	Transaction charges	Monthly	DD	28.74	0%	-	28.74	Office Expenses
22-Apr	SALARIES	April 2022 salary	Monthly	EBP	34612.98	0%	-	34,612.98	Staffing
22-Apr	EDF ENERGY	Electric	Monthly	DD	642.58	5%	30.60	611.98	Utilities
28-Apr	HMRC PAYE	PAYE and NI April 2022	Monthly	DD	12492.96	0%	-	12,492.96	Staffing
<b>Total</b>					<b>£65,683.75</b>				
<b>LLOYDS BANK</b>									
01-Apr	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	241.55	0%	-	241.55	Utilities
01-Apr	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
04-Apr	SOUTHERN ELECTRIC	Electric supply	Monthly	DD	1269.56	0%	-	1,269.56	Utilities
04-Apr	SQUARE	Team plus	Monthly	DEB	20	20%	3.33	16.67	Outside Works
04-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
05-Apr	ZURICH	Insurance premium	Annual	FPO	20222.57	0%	-	20,222.57	Office Expenses
05-Apr	GRENKELEASING LIM	Copier contract	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses
05-Apr	GRENKELEASING LIM	Copier contract	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
05-Apr	MAILING ROOM	Postal rate change	One-off	DD	203.94	20%	33.99	169.95	Office Expenses
06-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Apr	SOUTHERN ELECTRIC	Electric supply	Quarterly	DD	1439.61	0%	-	1,439.61	Utilities
07-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Apr	JOHN BODDY AGE	Deposit for The BBC big band	One-off	FPO	3000	20%	500.00	2,500.00	Office Expenses
08-Apr	HCT TURF	Turf	One-off	FPO	1734.6	20%	289.10	1,445.50	Outside Works
08-Apr	UNITY 5	Transaction and usage charges	Monthly	DD	489.48	20%	81.58	407.90	Utilities
11-Apr	SOUTHERN ELECTRIC	Electric supply	Monthly	DD	94.92	0%	-	94.92	Utilities
11-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	63.93	0%	-	63.93	Office Expenses
11-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Apr	G4S CASH SOLUTIONS	Cash collection	Monthly	DD	284.9	20%	47.48	237.42	Outside Works
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	AIB	Car park card transaction charges	Monthly	DD	236.08	0%	-	236.08	Outside Works
19-Apr	DIRECTSHOPFITTING	Office equipment	One-off	DEB	191.19	20%	31.87	159.33	Office Expenses
19-Apr	EDF	Electric supply	Quarterly	DD	146.15	0%	-	146.15	Utilities
19-Apr	EE LIMITED	Mobile and SIM cards	Monthly	DD	121.64	20%	20.27	101.37	Utilities
19-Apr	SOUTH WEST WATER	Water supply standing charge	biannually	DD	37.1	0%	-	37.10	Utilities
19-Apr	SOUTH WEST WATER	Water supply standing charge	biannually	DD	37.1	0%	-	37.10	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Apr	SAGE SOFTWARE LTD	Software support	Monthly	DD	305.76	20%	50.96	254.80	Office Expenses
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	57.06	0%	-	57.06	Office Expenses
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	45.93	0%	-	45.93	Office Expenses



**Committee:** Strategy and Finance

**Date:** 11 May 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 31 March 2022 was c.£1.325m, **appendix 14A**.
4. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
5. Officers have advised that the cash holding should be at least 50% of budgeted income. The council's cash holding at 31 March 2022 is c.£1.325m, which is c.£475k greater than the minimum 'target' figure of £850K (50% of £1.7m).
6. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model and the finance department has been successful in debt collection, retrieving some older debts that had not been included in the assumptions.
7. Any interest rates are low and therefore negligible as to any future interest the council may receive.

Naomi Cleal  
Finance manager  
May 2022

<b><u>Lyme Regis Town Council</u></b>			
<b><u>Bank Balances</u></b>			
<b><u>11-May-22</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 0.01%		23,734	Instant
NatWest Special Interest Bearing Account 0.01%		473	Instant
<b>Lloyds - Current</b>		15,413	Instant
Lloyds - Liquidity Manager (0.01%)		1,284,609	Instant
<b>Wilkinson Legacy 0.8%</b>		538	One month
<b>TOTAL</b>		<b><u>1,325,766</u></b>	