



John Wright
Town Clerk

Lyme Regis Town Council

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Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 1 February 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
27.01.23

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 30 November 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 30 November 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. Equality and Diversity Policy

To allow members to review the equality and diversity policy

9. Breaches of Financial Regulations

To inform members of breaches in financial regulations from 1 April to 31 December 2022.

10. Budget Performance, 1 April – 30 November 2022

To inform members of performance against budget from 1 April to 30 November 2022 and of the forecast year-end position at 31 March 2023

11. Consideration by Dorset Council of Council Tax Premiums on Second Homes and Empty Properties

To allow members to comment on consideration by Dorset Council of council tax premiums on second homes and empty properties

12. Investments and Cash Holdings

To inform members of our current reserve position

13. List of payments

To inform members of the payments made in the months of November and December 2022

14. Debtors

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

15. 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 14 – Debtors’ Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 30 NOVEMBER 2022

Present

Chairman: Cllr M. Ellis

Councillors: Cllr C. Aldridge, Cllr B. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

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

22/34/SF Public Forum

There were no members of the public present.

22/35/SF Apologies for Absence

Cllr B. Bawden – illness
Cllr J. Broom – illness
Cllr R. Doney – illness
Cllr T. Webb

22/36/SF Minutes

Proposed by Cllr P. May and seconded by Cllr G. Turner, the minutes of the meeting held on 12 October 2022 were **ADOPTED**.

22/37/SF Disclosable Pecuniary Interests

There were none.

22/38/SF Dispensations

There were none.

22/39/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 12 October 2022

Members noted the report.

22/40/SF Update Report

The Oyster and Fish House seating

The town clerk said officers had been notified The Oyster and Fish House intended to withdraw its planning application to Dorset Council (DC) for the outside seating area.

Cllr B. Larcombe said he presumed this would mean the council would not pursue a valuation of the land.

The town clerk said officers would need to have discussions about the removal of the structure because there was no consent for it.

22/41/SF Internal Audit Report, Visit One 2022-23

Cllr M. Ellis asked why it would take until the end of December to obtain and reconcile the car park ticket machine reports as this was a high recommendation.

The finance manager said as the parking machines were new, along with staffing issues, officers had not been able to obtain the required information from the system. She said they were working with the company and doing some training to be able to build the reports and reconcile the card and cash payments, and this would be worked through by the end of the calendar year.

Cllr P. May asked if officers were confident they would be able to access the required information from the company that supplied the machines.

The town clerk said the back-office system was very comprehensive and officers were going through a learning curve but the finance manager was confident they would get there.

Proposed by Cllr D. Sarson and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report and approve the management responses from visit one 2022-23.

22/42/SF Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

The finance manager said this was a continuation of the report agreed at the last meeting of this committee and it included any changes made to charges at that meeting, as well as any known factors that would affect the budget. She said the 2023-24 budget identified a surplus of £227,226 and she was forecasting a year-end cash position of over £1.5million. She outlined the council's available budget for projects if the council was to drop its reserve to £1.2million, £1.1million or £1million.

The finance manager said the objectives had been presented in three categories, with the first priority being mainly asset based, and the second priority being the projects identified through the community consultation process.

Cllr B. Larcombe felt the reserve shouldn't go much higher as the auditor might comment that it was too high.

The town clerk said his personal view was 50% of turnover was adequate because the council was an asset-based organisation and, if necessary, it could sell an asset. He said the auditor would be relaxed about a reserve of £1million.

Cllr B. Larcombe noted £100k had been identified for the harbourmaster's store and the lodge and he asked how that sum was made up. He also asked why there was no figure against the office refurbishment as the council had discussed this project three years ago, but no work had taken place.

The town clerk said officers felt £100k was adequate to undertake the works required but they didn't know until access was given to the store what condition it would be in,

so the figure was a budget estimate. He said a figure had not been identified for the office because the council had not yet agreed the approach it would take to office premises. He said there was no point in putting any amount in the 2023-24 budget because if the council decided to remain in the office, for the proper preparation and procurement of the works, it would have to be the sole project for the following year.

The deputy town clerk said a figure of £350k was identified when the work was first discussed, but a decision was made not to proceed beyond the stage of work at that time, which was the architect coming up with some indicative initial alterations and essential repairs to the office.

Cllr B. Larcombe asked for more details on the £10k budget for employee benefits and the £30k for bursaries.

The support services manager said the employee benefits could include things like an employee assistance programme, gym membership, childcare vouchers and Christmas saving schemes, but the details were yet to be discussed and agreed. At the moment, the £10k had just been allocated in the budget for this purpose.

The finance manager said the council had agreed a budget of £20k at the previous meeting for bursaries for local children for things like football membership or drama club, but this had been increased to £30k to provide support to small start-up businesses. She said the details were yet to be discussed and members were only asked at this stage to agree the budget allocation.

Cllr B. Larcombe asked why the Strawberry Field options appraisal had been put into priority two of the objectives as this was something the council had wanted to progress for many years. He asked if £10k was enough for this work.

Cllr M. Ellis said the projects in priority one were more day-to-day works and those in priority two had come out of the consultation.

Cllr C. Reynolds asked if £38k would be required for CCTV as she understood funding would be provided by the police and the council would only be required to pay 10% of the £63k total.

The town clerk said the Dorset police and crime commissioner had committed to £16.6k but a further £38k was needed to make it work.

Cllr R. Smith asked for clarification over the climate action plan budget as there had been concerns expressed at the Environment Committee that if the allocated £25k was not spent in year, it would be lost.

The town clerk said the normal procedure was if money was not spent in year, it would not roll over to the next year. However, if members wanted to roll the money over, they needed to have a plan of what the money was for. He said the council also needed to clarify the starting date of the total £75k budget; whether it was 2022-23 and therefore it would drop into the first year of a new council administration, or 2021-22 when the decision was made. He added that in the 2021-22, there was draw down on the budget.

The town clerk suggested he met separately with Cllr R. Smith to discuss a plan for how the money could be spent in future years if the council wanted to roll it over and to take a report to the Environment Committee.

Cllr C. Aldridge said the £150k allocated each for a multi-use games area and a children's play area concerned her and she asked for more details. She said not only would there be a cost to implement them but also the cost of maintenance and replacement, so they were not real investments.

Cllr M. Ellis said she saw them as investments in the community as they were projects which were suggested during the public consultation. She said the details would be discussed at a later date.

The town clerk suggested the council made a commitment to do one big project – either the multi-use games area or the children's play area – and then it could also do all the other projects on the priority two list. However, it was clarified members were not being asked to decide between the two projects at this point.

Cllr B. Larcombe raised the issue of urinals as one of the reasons given for not pursuing this was the loss of waste facilities. He asked if the council was allocating any time and resources to managing waste bins so the council could find a way of reducing queues at the toilets.

The town clerk said it was decided at the last meeting of this committee not to take this project forward and although Cllr B. Larcombe had raised it at Full Council, he had got no traction. He confirmed no time or resources were being put into this.

The town clerk asked the members to consider the level of reserve they wanted to set.

Cllr B. Larcombe suggested a reserve of £1.2million due to rising inflation and energy costs.

It was proposed by Cllr B. Larcombe to set the council's reserve at £1.2million.

The town clerk said inflation and rising energy costs had already been factored into the 2023-24 budget. He said there might be some unknowns, but this was the reason for budgeting a surplus of £100k.

Cllr P. May asked if one of the major £150k projects was taken out, if more money could go towards installing solar panels on council buildings as he felt the council should do this urgently and it would provide a payback.

The town clerk said the value of the projects in the three priority lists was more than the council had available, so removing one of the £150k projects would make it possible to carry out all the projects. He said £10k had already allocated for solar panels and the £25k allocated for the climate action plan could also be used for this purpose.

Cllr B. Larcombe asked if it was proposed to do anything with the cadet hut.

The town clerk said officers were proposing to leave it as it was, although it would no longer be used as mess facilities for employees and would only be used for storage.

Going back to the reserve, Cllr M. Ellis said the higher the council set the reserve, less of the priority two and three items could be achieved.

Cllr B. Larcombe withdrew his earlier motion and proposed an alternative.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set the council's reserve at £1million.

Proposed by Cllr B. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the budget for 2023-24, to approve the 2023-24 objectives with the removal of either the multi-use games area or the children's play area to be decided at a later date, and to approve the five-year financial plan 2023-28 and the impact on the council's forecast reserve over that period.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve a precept of £132,779 for 2023-24.

22/43/SF Office Options Appraisal Scoping Report

The deputy town clerk said he wanted to make absolutely certain the options appraisal for the office was what the members expected as this work was going to take a lot of time, and it would inevitably involve outside consultants and expertise, which would cost money. He said he had tried to set out in the report his understanding of what he thought members wanted, which was a report looking at both the existing office and St Michael's Business Centre, but also included commentary on the availability of other premises to rent or buy and other new build options.

The deputy town clerk said he would recommend the report included commentary on new build options because it didn't need to involve a large amount of work, just a quantity surveyor's estimate of what a new build office would cost on either land the council owned or privately owned land.

Cllr B. Larcombe asked if any thought had been given to putting the Guildhall to more use, as the mayor's parlour wasn't used very often, for example. He felt the location of the current office in relation to the Guildhall should be borne in mind as an alternative building could be some distance from the Guildhall.

The deputy town clerk said a door between the office and the Guildhall had previously been considered, although this had received a negative response from the conservation officer. He said there had also been discussions about changing the layout of the building, including an extension, but this had never been tested through the planning process. He agreed one of the issues that needed to be picked up was the proximity of whatever option the council may be considering to the current meeting facilities; however, he didn't feel the Guildhall was a good meeting room, so when looking at other options, members may also want some commentary on other potential meeting venues.

The deputy town clerk said there was also the potential to improve the environmental performance of the current or any other building, although initial discussions indicated solar panels would not be allowed on the roof. However, there was an option to replace the existing slates with photovoltaic slates.

Cllr M. Ellis said there were plans drawn up many years ago to extend Guildhall Cottage.

The deputy town clerk confirmed this and said this would be factored into the report, either for improving the office or a development opportunity as part of the value of the office and the site.

Cllr C. Aldridge said all the staff would not fit in at Unit 1A in St Michael's Business Centre.

The deputy town clerk said if only Unit 1A was available, the council would have to look at different ways of working and more flexible working, possibly more homeworking, because all staff could not be accommodated at the same time. However, he said there was a neighbouring unit available.

Proposed by Cllr G. Turner and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the scope of the requested appraisal of options for the council's office accommodation.

22/44/SF

Warm Café

Cllr C. Reynolds said the request for funding should be made as a community grant, especially as there were other warm cafes being run at the library and at the Talking Café, but they were not requesting funding. She said Lyme Regis Development Trust (LRDT) had offices at the Hub, where the warm café was running, and she found it difficult to agree to any more funding when the council already gave the Hub £10k a year.

Cllr D. Sarson said he was a volunteer at the warm café and the input from volunteers was enormous. He said the warm café was held at a time when the room was unused so it did get very cold. He clarified that the room for the warm café was downstairs, which was separate from the offices and not normally heated.

Cllr R. Smith said he understood the council had a grant-giving process, but people needed to be kept warm now.

Cllr M. Ellis was concerned that awarding the funding would set a precedent and other groups running warm spaces would also request funding. She said this funding was unbudgeted.

Cllr B. Larcombe said £2k was a modest sum and it had been requested at a time of need, but if other groups wanted funding, let them approach the council. He said the Hub was also a central building with good access.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to awarding a grant of £2,000 to assist the provision of a warm café at The Hub.

The meeting closed at 9.38pm.

Committee: Strategy and Finance

Date: 1 February 2023

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 30 November 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

22/41/SF – Internal Audit Report, Visit One 2022-23

It had been hoped officers would be able to obtain and reconcile the car park ticket machine reports by the end of 2022. However, this continues to be progressed and a more realistic target for completion is the end of the 2022-23 financial year.

22/42/SF – Budget and Precept 2023-24 and Five-Year Financial Plan 2023-28

A report will be brought to this committee on 22 March 2023 to allow members to discuss the budget for the climate action plan. This will include a discussion about whether any unspent budget should be rolled over to the next financial year, to clarify the start and end dates of the funding and to consider a plan for how the money will be spent in future.

Dorset Council has been informed of this council's precept for 2023-24.

22/43/SF – Office Options Appraisal Scoping Report

Work is continuing to complete the appraisal report. There is some outstanding external advice, and the intention is to take the report to Full Council on 15 February 2023 if that information is available in time to allow this.

22/44/SF – Warm Café

A letter from the chief executive of Lyme Regis Development Trust thanking the council for its grant of £2,000 for the warm café at The Hub was emailed to members on 3 January 2023.

John Wright
Town clerk
January 2023

Committee: Strategy and Finance

Date: 1 February 2023

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Park and ride

A meeting has taken place with the owners of the existing park and ride field to discuss the possibility of a longer-term arrangement. Although the discussions were extremely positive, it requires the input of additional family members not present at the meeting and a formal response is awaited. A report will be brought to members as soon as there is further clarity.

Asset management strategy

Invitations to quote have been sent to five external valuers and/or surveyors with a deadline for submission of 24 February 2023. It is anticipated the total cost will be within the approved budget of £10k, in which case and in line with Standing Orders and Financial Regulations, the town clerk is able to approve the award of contract. The requested scope of works includes an asset management strategy, an initial five-year action plan (including maintenance and investment) and work to complete the digital mapping of the council's assets and the compilation of other asset information required by the Local Government Transparency Code.

Procurement of legal, geotechnical and building services

In the same way as the council has gone through a process to select preferred 'contractors' for plumbing, electrical and internal audit services, the intention is to seek quotes from suitably qualified contractors/suppliers for legal, geotechnical and building/surveying/architectural services and to bring a report to the next meeting of the committee.

Having a 'preferred' contractor or supplier which has gone through a competitive process satisfies the requirements of best value, audit and Financial Regulations and minimises wasted staff time in obtaining a large number of individual quotes on a case-by-case or project-by-project basis.

It is suggested that any 'preferred' status lasts for no more than three years in the first instance and be subject to review.

John Wright
Town clerk
January 2023

Committee: Strategy and Finance

Date: 1 February 2023

Title: Equality and Diversity Policy

Purpose of the Report

To allow members to review the equality and diversity policy

Recommendation

Members approve the revised equality and diversity policy

Background

1. The council last reviewed its policy on equal opportunities in 2015. At that time, it was noted the Equality Act 2010 had placed specific equality duties on public sector organisations and equality policies generally incorporated diversity considerations. As such, the equal opportunities policy was replaced with an equality and diversity policy.

Report

2. The equality and diversity policy was scheduled for review in 2018, i.e. three years after implementation, but this didn't happen.
3. The policy is at **appendix 8A** and proposed amendments are shown as tracked changes.
4. The changes aim to strengthen the purpose of the policy, to emphasise the council's responsibility for the actions of its employees and members, and to outline how the policy will be implemented in the areas of recruitment and selection, training and development and promotion.
5. To ensure the policy is working effectively, it should be reviewed regularly. It is therefore proposed the policy is reviewed annually. This should also be accompanied by annual equality and diversity training for members and employees. If a discrimination claim is made against the council, it would need to demonstrate an up-to-date equality and diversity policy is in place and that training had been carried out on that policy.
6. The equality and diversity policy is contained within the employee handbook and is provided to members when they join the council.
7. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Adrianne Mullins
Support services manager
January 2023

Committee: Strategy and Finance

Date: 1 February 2023

Title: Breaches of Financial Regulations

Purpose of Report

To inform members of breaches in financial regulations from 1 April to 31 December 2022

Recommendation

Members note the report and approve the management actions proposed to ensure greater compliance with the financial regulations

Report

1. The purpose of financial regulations is to provide the governance framework for managing the council's financial affairs.
2. Occasionally there will be breaches and it is good governance to report to these to members, why they happened and how they were resolved.
3. Attached, **appendix 9A**, is the list of breaches along with comments.
4. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Naomi Cleal
Finance manager
January 2023

APPENDIX 9A

Date	Supplier	Product/service	Amount	Issue	Comments
05/04/2022	Zurich	Insurance	£20,222.57	Payment made without member email permission to pay by BACS instead of cheque. Two officers authorised, including the RFO and two officers authorised the BACS payment.	Final insurance agreement wasn't complete until the deadline leaving limiting time to pay before the policy became void. No time to pay via cheque. Policies to be reviewed throughout the year.
07/10/2022	WillSecure	Security	£10,944	Multiple invoices paid together, without councillor permission to pay by BACS instead of cheque	Oversight, as they were multiple invoices. As staffing issues resolve themselves more regular payment runs will be made to avoid large number of invoices being paid.
13/10/2022	Multiple suppliers	Multiple services	£74,121.36	Payment run input into Lloyd's Bank by the finance assistant after setting up online banking for two further authorisations with Lloyds advise. However, only one authorisation was needed and therefore it was a breach of financial regulations.	Contacted Lloyds to receive advice on correcting the authorisation levels.
26/10/2022	Lyme Online	Advertising	£65.00	Test payment was input into Lloyd's Bank by the finance assistant after further action from Lloyd's Bank, however only one further authorisation was required, therefore it was a breach of financial regulations.	A complaint was made to Lloyd's Bank and a letter was received admitting it was their issue and wrong advice was given. A gift hamper was received and given to charity. FM was able to resolve the issue regarding authorisations

Committee: Strategy and Finance

Date: 1 February 2023

Title: Budget Performance, 1 April – 30 November 2022

Purpose of Report

To inform members of performance against budget from 1 April to 30 November 2022 and of the forecast year-end position at 31 March 2023

Recommendation

Members note the report

Report

1. The budget from 1 April to 30 November 2022 is detailed below.
2. The council's cash position at 31 March 2022 was c.£1.325k. The council's finances are such that more income is received at the beginning of the financial year than at the end. Expenditure is more evenly spread throughout the year.
3. Within the column 'Actual vs Budget', the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).
4. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2022-23 budget-setting process:

	Budget £	Forecast £
Expenditure		
Re-launch the Gateway Card	1,500	1,500
Shoppers' permit	5,000	0,000
Asset management review	10,000	10,000
Lighting columns	80,000	20,000 ¹
Replace mule	15,000	19,800 ²
Replace amenities' hut	25,000	55,000 ³
Enhance bus service	13,000	7,500 ⁴
Jubilee Pavilion water ingress	50,000	60,000 ⁵
Platinum Jubilee	12,000	14,000 ⁶
Environment	25,000	25,000
Replace car park machines	50,000	5,000

¹ Expenditure to be spread over four years.

² Additional expenditure recommended by Town Management and Highways on 22 June 2022 and approved by Full Council on 27 July 2022.

³ Recommended by Town Management and Highways on 4 October 2022 to the Full Council 26 October 2022.

⁴ Any expenditure incurred will be part year, only.

⁵ Possibility of budget increase reported to Town Management and Highways on 4 October 2022 through matters arising

⁶ An additional £8,000 was approved by Full Council on 15 December 2021 as part of the 2022-23 budget. £6k in deposits was paid in the financial year 2021-22.

Office refurbishment	62,000	10,000
Cadet hut replacement	100,000	0,000 ⁷
Chapel roof	10,000	18,000
Total	458,500	245,800

Through the year, some unbudgeted expenditure has been agreed or is in the process of being agreed.

Unbudgeted expenditure	£
Tractor deposit	£20,000 ⁸
Lengthsman vehicle	£24,548 ⁹
Hedge cutter	£14,500 ¹⁰
Ware Cliff Road repairs, immediate	£10,000 ¹¹
Total unbudgeted expenditure	£69,047

5. The year-end income forecast is £2,129,923 and the year-end expenditure forecast is £1,845,917, creating a forecast surplus of £284,006.
6. The closing cash position on 31 March 2022 was £1,326,569, so the forecast surplus of £284,006 will be transferred into the reserve; the forecast year-end cash position at 31 March 2023 is £1,610,575

⁷ Project on hold, officers believe the cadet hut should be used for storage only and mess facilities provided at the new amenities hut, harbourmaster's store and cemetery lodge. These are part of the project proposals for 2023-24.

⁸ Recommended by Town Management and Highways on 4 October 2022 to the Full Council 26 October 2022.

⁹ Recommended by Town Management and Highways on 4 October 2022 to the Full Council 26 October 2022.

¹⁰ Recommended by Town Management and Highways on 22 June 2022 and approved by Full Council 27 July 2022.

¹¹ Unbudgeted expenditure to be notified to council.

	Actual to 31 Dec 22	Budget to Dec 22	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 23
Income						
Precept	132,779.00	132,778.00	1.00	0%	132,778.00	132,778.00
Car parks	929,170.93	753,466.00	175,704.93	23%	867,650.00	1,036,875.93
Chalets/Beach huts/Caravans	377,884.50	339,632.00	38,252.50	11%	363,380.39	381,630.39
Concessions	10,000.00	8,500.00	1,500.00	18%	8,500.00	10,000.00
Alfresco Seating	18,100.00	6,500.00	11,600.00	178%	6,500.00	18,100.00
Commercial rents	176,937.30	185,201.25	-8,263.95	(4%)	246,935.00	258,935.00
Advertising	2,550.00	6,000.00	-3,450.00	(58%)	6,000.00	2,550.00
Amenity area	119,375.20	90,480.00	28,895.20	32%	104,000.00	132,895.20
Cemetery	7,277.17	5,025.00	2,252.17	45%	6,700.00	9,510.50
Licenses	4,950.00	9,217.50	-4,267.50	(46%)	12,290.00	17,290.00
Other	67,958.41	21,412.50	46,545.91	217%	28,550.00	127,958.41
Asset Sales	0.00	-	0.00	0%	0.00	0.00
Investments	1,050.23	75.00	975.23	1300%	100.00	1400.31
	1,848,032.74	1,558,287.25	289,745.49	16%	1,783,383.39	2,129,923.74
Expenditure						
Office administration	80,868.22	70,134.66	10,733.56	15%	86,586.00	81,157.63
Rent	35,561.25	21,937.50	13,623.75	62%	29,250.00	62,407.76
Licensed Land	2,119.41	1,875.00	244.41	13%	2,500.00	2,119.41
Democratic representation	3,584.22	21,150.00	-17,565.78	(83%)	28,200.00	28,200.00
Outside works	193,384.99	151,020.00	42,364.99	28%	201,360.00	243,724.99
Grants/SLA	63,229.82	-	63,229.82	0%	89,400.00	89,400.00
Utilities	175,935.68	67,050.00	108,885.68	162%	141,850.00	187,992.93
Staffing	604,733.64	129,792.75	474,940.89	366%	796,398.00	816,398.00
Marketing	14,956.62	597,298.50	-582,341.88	(97%)	18,850.00	19,669.12
Misc	0.00	14,137.50	-14,137.50	(100%)	0.00	0.00
Loan charges inc interest	0.00	-	0.00	0%	0.00	0.00
	1,174,373.85	1,074,395.91	99,977.94	7%	1,394,394.00	1,531,069.84
Gross Profit/(Loss):	673,658.89	483,891.34	189,767.55		388,989.39	598,853.90
Projects	67,876.90	-	67,876.90	0%	458,500.00	245,800.00
Unbudgeted expenditure	39,047.50				0.00	69,047.50
Net Profit/(Loss):						284,006.40

Analysis

7. The main reasons for the income variations are:

- car park income is forecast at £1,036,875 on 31 March 2023. This is an increase of £169,225 on budget and is due to an increase in volume. The forecast includes an actual 23% increase in car park income up until 31 December 2022 and a prudent forecast income to budget from 1 January 2023 to 31 March 2023.
- chalet, caravan and beach hut income is forecast higher than budget to allow for a £7k transfer fee following the sale of a beach hut. The forecast at 31 March 2023 has been adjusted by £11k for increased beach hut hire.
- concession income is £1,500 above budget due to the introduction of two new fitness and exercise concessions, a new arts and crafts' operator, a new hair braiding operator and increased income from the non-motorised water sports' concessions.
- the government outside seating initiative has restricted alfresco income. Eligible invoices for 2022-23 have now been issued. In addition, an invoicing anomaly has been discovered and rectified; this increases income by £11,660.
- advertising income is below budget due to a fall in demand.
- the £28.5k increase in amenity area income is driven by increased volume.

- licence income is forecast £5k above budget at 31 March 2023. This is to accommodate the re-evaluation and backdating of balcony income at The Oyster and Fish House
- the position at 31 December 2022 includes advance payments for shelters bookings and weddings. The forecast at 31 March 2023 includes: CIL grant c.£3.5k, two insurance claims for damage to the Guildhall, c.£2.5k and c.£2k, c.£60k for access to View Road, and £20k from the summer demand fund which is administered by Dorset Council. Income forecast includes an additional £60k set to be received for View Road access, however it could fall into the start of the next financial year due to current delays.

8. The main reasons for expenditure variation are:

- rent is forecast over budget by £33k due to unbudgeted park and ride costs, for 2021-22 and 2022-23
- outside works is forecast to be over budget by c.£42k at 31 March 2023. This includes additional toilet cleans, c.£10k and seafront security, c.£11k; most of this expenditure is offset by £20k summer demand grant funding from Dorset Council. In addition, services and goods have been subject to high levels of inflation since 1 April 2022.
- utilities expenditure is £46k over budget due to £12k being incorrectly charged to the council's account; this has been fully recovered. The remainder is due to increased consumption, falling out of contract, and contract amendments.
- the pay award of £1,925 per employee creates a potential overspend of c.£20k on the salaries budget (the budget assumes a pay increase of 3%).
- projects for 2022-23 total £458,500. Variations to these projects are identified in paragraph 4.

9. Any recommendations from this committee will be considered by the Full Council on 15 February 2023.

Naomi Cleal
Finance manager
January 2023

Committee: Strategy and Finance

Date: 1 February 2023

Title: Consideration by Dorset Council of Council Tax Premiums on Second Homes and Empty Properties

Purpose of the Report

To allow members to comment on consideration by Dorset Council of council tax premiums on second homes and empty properties

Recommendation

Members comment on the consideration by Dorset Council of council tax premiums on second homes and empty properties having regard to the information in this report

Background

1. Dorset Council has deferred an internal report on council tax premiums on second homes and empty properties to allow more time for consideration of the matter.
2. A press release, issued on 23 January 2023, sets out their revised timetable, which concludes with consideration by Full Council on 30 March 2023.
3. Any changes will be introduced from April 2024 at the earliest.
4. The press release makes it clear that Dorset Council wants to hear 'as many different opinions as possible before we make such an important decision' and comments are invited.
5. The Government's planned Levelling up and Regeneration Bill will, if enacted, enable billing authorities to introduce a 100% council tax premium ('double council tax') on second homes.
6. The Bill also enables billing authorities to introduce a premium where a dwelling has been empty for a year or more.
7. As drafted, it requires billing authorities to make a decision a full year in advance of introducing any premium i.e., a decision to introduce a premium on 1 April 2024 requires any decision to be made by 1 April 2023 at the latest.
8. For that timescale to be achieved, the Bill itself must also have received Royal Assent before 1 April 2023.
9. According to Dorset Council's press release, there are 5,722 second homes registered in their area, and they estimate that a 100% premium on second homes could raise up to £9.5m of additional council tax revenue each year. A similar premium on empty homes could bring in an additional £0.5m each year.
10. A more detailed report on the subject was considered by Dorset Council's Cabinet on 23 January 2023, and a copy of that report is attached as **appendix 11A**.

11. Dorset Council will next consider the matter at a meeting of its Place and Resources Overview Committee on 6 February 2023, where the bulk of the public debate is expected to take place. If the town council wants to express a view on the proposals, it would make sense to do so prior to that meeting.

Report

12. From the information contained in the report to Dorset Council's Cabinet, it would appear that the officer recommendations are, with effect from 1 April 2024:
 1. To charge a 100% premium for dwellings occupied 'periodically'
 2. To charge a 100% premium for properties which have been 'empty and unfurnished' for a period of between one and five years.
13. As the Dorset Council report explains, there is no official planning definition of a 'second home', but the 'Levelling Up' Bill refers to 'dwellings occupied periodically'. Dorset Council appear to favour a definition contained in the government's English Housing Survey; 'a second home is defined as a privately-owned habitable accommodation that is not occupied by anyone as their main residence. It may be occupied occasionally, for example as a holiday home or when working away from the household's main home'.
14. The recommendation appears to be justified by:
 1. An ability to raise additional revenue
 2. As a means of acknowledging the impact second and empty homes can have on some communities
 3. The possible incentive provided, particularly in the case of empty homes, for owners to bring those properties back into use at the earliest opportunity
15. The report notes that it will be for Dorset Council to establish the best use of any additional revenue generated by the proposed measures at the time, and there are no suggestions contained in the report as to likely priorities.
16. Lyme Regis contains about 1,800 dwellings in total, of which around 25% are second or holiday homes. This amounts to roughly 450 dwellings, or about 8% of the Dorset total.
17. Whilst high numbers of second and empty homes can undoubtedly have adverse impacts in terms of local access to local housing and community cohesion, for instance, it is far from clear in the Dorset Council report how the recommended measures would specifically address those and other issues. On the other hand, homes which are occasionally occupied can also reduce the overall burden on local services and may reduce carbon emissions, at the local level at least.
18. In the case of a community like Lyme Regis, which has a range of factors combining to impact on house prices, availability and affordability, it is not clear how the proposed measures would provide any meaningful benefit.
19. In Lyme, the attractive coastal location and the lack of new development opportunities mean that the housing supply is desirable, limited and finite. As a result, average house prices are amongst the highest in Dorset, averaging between £470k and over £600k depending on the source and types of properties included in the data set.

20. In addition, local wages are lower than national, regional or county averages, and jobs are typically part-time and/or seasonal. This combination of factors means that housing affordability for local people on local wages is exceptionally poor and very unlikely to be improved by the measures being considered by Dorset Council.
21. A commitment on the part of Dorset Council to spend any additional revenue on providing genuinely affordable housing for local residents might have some impact, but the sums involved would not go far in meeting identified need. For instance, recent enquiries of Magna identified there are currently 82 individuals or families on the housing register for people requiring accommodation in Lyme and with a connection to the town.
22. Moreover, the definition of second homes apparently favoured by Dorset Council would appear to include properties like the chalets on the town council-owned site at Monmouth Beach. This seems very difficult to justify when those properties:
 1. Are the subject of a temporary planning permission.
 2. Are the subject of legal occupational restrictions (8 or 10 months per year) which would preclude them ever becoming 'normal' lower-cost homes.
 3. Are largely constructed in such a way as to preclude high levels of energy efficiency or full-time winter occupation.
 4. Are predominantly of a size and layout completely unsuited to normal, long-term 'family' occupation.
 5. Are of a type and tenure which means that mortgages are not available from normal lending sources.
23. Any application of the suggested premium to these (or other similar) properties would seem to serve no useful housing-related purpose, would undoubtedly cause issues for the town council as site owner and manager and would probably accelerate the trend towards commercial sub-letting and business registration.
24. In Lyme Regis, a 'Band A' council tax charge is currently just under £1,500 p.a. A double charge for a typical chalet would increase the total cost of site occupation (rent and council tax) by about 30%. This is a significantly higher level of increase than that which triggered the last major management 'hiatus' in 2016/17.
25. The officer view is that the Dorset Council proposals in respect of empty properties are not unreasonable and that every reasonable measure to bring such properties back into beneficial occupation should be supported.
26. However, the measures proposed in respect of second homes are very unlikely to have any meaningful impact on housing prices, availability or affordability in communities like Lyme Regis. In such locations, only the additional provision of genuinely affordable housing for local people will meet the current levels of need.
27. If Dorset Council is minded to introduce the proposed premium on second homes, then it should prioritise the expenditure of any additional revenue generated on measures to directly benefit housing affordability and availability for local people. Given the high proportion of the Dorset total of second homes located in Lyme Regis, it would also seem reasonable that Lyme should benefit from its fair share of any additional expenditure.
28. Moreover, it should refine its definition of a 'second home' to exclude properties, like the wooden chalets on the town council-owned site at Monmouth Beach, which through size, type, tenure, construction or site or other restrictions are incapable of making any contribution to the available local housing stock.

29. Any recommendations from this committee will be considered retrospectively by Full Council on 15 February 2023. Any comments from this committee will be passed directly to Dorset Council in time for consideration at its meeting on 6 February 2023.

Mark Green
Deputy town clerk
January 2023

Cabinet

23 January 2023

Council tax premiums on second homes and empty properties

For Recommendation to Council

Portfolio Holder: Cllr Peter Wharf, Deputy Leader

Local Councillor(s): All

Executive Director: A Dunn, Executive Director, Corporate Development

Report Author: Steven Ford/Katie Hale

Title: Corporate Director – Climate and Ecological Sustainability/Head of Revenue and Benefits

Tel: 01305 225484

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Report Status: Public

Brief Summary:

The Levelling Up and Regeneration Bill has an avowed aim to reverse geographical disparities between different parts of the UK. The Bill is wide-ranging, including provisions for more widespread devolution across England, changes to local planning and enhancing the ability of local authorities to take forward regeneration schemes. Additionally, the Bill will create a legal duty upon which the government must report on a number of missions for levelling up the country¹.

This report sets out the implications for a key element of the Bill; the proposed changes to allow councils to place a council tax premium on second homes and permit a 100% premium on empty properties at an earlier one year commencement point as opposed to the current two-year commencement point, with a number of recommendations on next steps. The aim of this draft legislation is primarily aimed to allow councils to raise additional revenue and to acknowledge

¹ [Levelling Up and Regeneration: further information - GOV.UK \(www.gov.uk\)](https://www.gov.uk/levelling-up-and-regeneration)

the impact that second (referenced as 'dwellings occupied periodically' in the Bill) and empty homes can have on some communities. If the Bill receives royal assent, these options will become available to billing authorities with effect from 1 April 2024 at the earliest.

Through the Bill it is the government's intention to:

- reduce the minimum period for the implementation of a council tax premium for empty premises from two years to one year; and
- allow councils to introduce a council tax premium of up to 100% in respect of dwellings occupied periodically.

As a billing authority, Dorset Council must adopt policies for the application of discretionary council tax premiums across the whole of the council area. There are a number of premiums already in place, having been approved by the council in previous years.

At a meeting on 20th February 2019 the shadow Dorset Council agreed that for second homes no discretionary council tax discount be awarded and that in the case of dwellings which have been unoccupied and unfurnished for at least two years, a premium of 100% (meaning the council tax is doubled). Current premiums charged for properties that remain unoccupied and empty (substantially unfurnished for over 2 years) are:

From 1 April 2019, Dorset Council charge a 100% premium (meaning the Council Tax is doubled) on properties that have remained unoccupied and unfurnished for more than 2 years.

From 1 April 2020, a premium of 200% may apply to a property that has been unoccupied and unfurnished for a period between 5 and 10 years.

From 1 April 2021, a premium of 300% may apply to a property that has been unoccupied and unfurnished for a period over 10 years.

The government has confirmed that billing authorities that wish to adopt any council tax flexibilities arising from the Levelling Up and Regeneration Bill are required to make a council resolution confirming their requirements at least 12 months prior to the financial year in which the changes will come into effect. For Dorset Council to be able to utilise (from the year commencing 1 April 2024) the council tax flexibilities set out in the Bill two things must happen:

- (i) the Bill will need to be enacted before the end of March 2023 and

- (ii) the Full Council will need to meet after the Bill has been acted and before 1 April 2023.

There is a risk that the Bill might not be enacted before the end of March but early recommendations from the Cabinet will allow the Full Council to make timely decisions if and when Royal Assent is attained.

Recommendation:

Members of the Cabinet to recommend to Full Council the approval of the following additional council tax premiums be applied from 1 April 2024, or as soon as possible thereafter, subject to the required legislation being in place. That approval is given to:

1. 100% premium for dwellings occupied periodically;
2. 100% premium for properties which have been empty and unfurnished for a period of between 1 (previously 2) and 5 years

Reason for Recommendation:

The Levelling Up and Regeneration Bill has an avowed aim to reverse geographical disparities between different parts of the UK. The Bill is wide-ranging, including provisions for more widespread devolution across England, changes to local planning and enhancing the ability of local authorities to take forward regeneration schemes. Additionally, the Bill will create a legal duty upon which the government must report on a number of missions for levelling up the country².

The Bill is currently at the report stage of parliament. The government has confirmed that billing authorities wishing to adopt any changes arising from the Bill are required to make a council resolution confirming their requirements at least 12 months prior to the financial year in which the changes will come into effect; meaning that the Bill will need to obtain royal assent before the end of March 2023 in order to adopt the changes for the year commencing 1 April 2024.

The proposed changes to legislation to allow councils to apply a council tax premium on second and empty homes is primarily aimed at allowing councils to raise additional revenue and to acknowledge the impact that second and empty homes can have on some communities, with a view that especially in the case of empty properties this would incentivise property owners to bring those properties back into use at the earliest opportunity.

² [Levelling Up and Regeneration: further information - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

There is no official planning definition of a second home, but the government's English Housing Survey³ does provide a logical definition, which is that: '*a second home is defined as a privately-owned habitable accommodation that is not occupied by anyone as their main residence. It may be occupied occasionally, for example as a holiday home or when working away from the household's main home.*' As aforementioned, the terminology that is used in the Bill refers to 'dwellings occupied periodically'.

From a Dorset perspective, this Bill once it has secured royal assent could have significant positive financial implications. Based on the latest figures (November 2022), Dorset has 5,722 second homes. If this was extrapolated into a revenue uplift, it would equate to around £10m, but from a fiscal budgeting perspective, the advice would be to expect a downward shift, based on owners changing use, selling or other changes to circumstances. As such, our prudent planning assumption is in the range between £8m and £9.5m for potential additional revenue. However, this will be updated once the legislation is passed.

It will be for the council at the time to establish the best use of this additional taxation income when setting future revenue budgets.

A growing number of local authorities across England are now making decisions in support of adopting the council tax premiums on second homes and empty properties, including a number in the Southwest. Within this context, it is important to recognise that the Levelling Up and Regeneration Bill contains enabling elements to go beyond the council tax premiums on second homes and empty properties. How councils embrace additional freedoms and flexibilities that come through legislation, especially when pertaining to more financial discretionary powers, could influence future discussions on substantive issues such as devolution.

1. Financial Implications

1.1. Initial high-level analysis suggests that the application of a 100% premium on second homes could generate around £10m in additional council tax revenue. However, as highlighted in the report, it would be prudent to assume a lower figure in a range between £8-9.5m given a range of factors that may impact on collection rates. However, this assessment will be updated once the legislation is passed.

1.2. Initial high-level analysis suggests that the potential adoption to commence a 100% premium on empty homes from the early one-year duration rather

³ https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/6719/2075342.pdf

than the existing two-year point could generate around £1.1m in additional council tax revenue. However, there is considerable increased scope for reasonable challenge which we estimate could see a reduction to this revenue yield factored in with normal collection rate expectations meaning that an actual increased revenue of between £500,000 to £600,00 is more reflective.

- 1.3. It is important to note that, given the uncertainty around the timings for royal assent of the Bill into law, that no provision has been made to factor the potential revenue into the medium-term financial planning assumptions.

2. **Environmental Implications**

The environmental implications of this recommendation have been considered, and there are no implications of the proposed course of action that would act against the strategic ambitions of the Climate and Ecological strategy and action plan.

3. **Well-being and Health Implications**

- 3.1. There is a potential positive impact on resident's wellbeing if under-utilised or empty properties are made available for occupation.

4. **Other Implications**

- 4.1. The recommendations set out within the report are subject to the Levelling Up and Regeneration Bill receiving royal assent.

5. **Risk Assessment**

- 5.1. Having considered the risks associated with this decision; the level of risk has been identified as:

Current Risk: Medium

Residual Risk: Low

- 5.2. There is a risk that the implementation of a second homes premium may encourage council tax "avoidance" through people seeking to transfer their properties to business rates as holiday lets. This risk should be reduced with the government also bringing in a requirement for people to evidence to the Valuation Office Agency that alongside having their property available for let for at least 20 weeks in a year, it must also have been actually let for at least 70 days. It is the Valuation Office that make the decision if a property (hereditament) is entered and remains on the Council Tax list or the Business Rates list.

5.3. There is a risk that the legislation may be delayed, making it more challenging to build in future financial assumptions within the context of the medium-term financial plan.

6. **Equalities Impact Assessment**

There are no specific equalities issues that have emerged from the potential implementation of this policy, although subject to adoption there will be additional revenue for Dorset Council to invest into services for the residents of Dorset.

7. **Appendices**

N/A

8. **Background Papers**

N/A

Committee: Full Council

Date: 1 February 2023

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 cash holding at the beginning of the financial year was c.£1.326k.

Report

3. The council's cash holding at 31 December 2023 was c.£1.771m, **appendix 12A**.
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. 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.
6. Officers are investigating options for investments; the report will go directly to Full Council on 15 February 2023.

Naomi Cleal
Finance manager
January 2023

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Dec-22</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.01%		122,503	Instant
NatWest Special Interest Bearing Account 0.01%		473	Instant
Lloyds - Current		11,000	Instant
Lloyds - Liquidity Manager (0.01%)		1,635,470	Instant
Wilkinson Legacy 0.8%		538	One month
TOTAL		<u>1,770,984</u>	

Committee: Strategy and Finance

Date: 1 February 2023

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of November and December 2022

Recommendation

Members note the report and approve the attached schedule of payments November 2022 for the sum of £376,666.20 and £129,377.99, 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 month of November and December 2022 **appendices 13A and B.**
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.

Shanie Cox
Finance assistant
January 2022

APPENDIX 13A

Lyme Regis Town Council									
Payments list for November 2022									
						376,666.20			
Total									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Nov	HMRC NDDS	October Tax and NI	Monthly	DD	12943.09	0%	-	12,943.09	Staffing
01-Nov	DORSET COUNCIL	Rates	Monthly	DD	8105	0%	-	8,105.00	Outside Works
04-Nov	DORSET COUNCIL	Microsite	One-off	DD	8334	0%	-	8,334.00	Outside Works
14-Nov	ALLSTAR	Fuel	Monthly	DD	630.53	20%	105.09	525.44	Outside Works
15-Nov	BANKLINE	Bank charges	Monthly	BLN	57.6	0%	-	57.60	Office Expenses
17-Nov	HMRC	Vat	Quarterly	CHP	161024.23	0%	-	161,024.23	VAT
18-Nov	WORLDPAY	Transaction fees	Monthly	DD	31.14	0%	-	31.14	Office Expenses
21-Nov	DORSET COUNCIL	Waste collection	Monthly	DD	2033.79	0%	-	2,033.79	Outside Works
21-Nov	WORLDPAY	Transaction fees	Monthly	DD	427.09	0%	-	427.09	Staffing
24-Nov	SALARIES	November salaries	Monthly	EBP	56924.69	0%	-	56,924.69	Staffing
24-Nov	SALARY	November salaries	Monthly	EBP	302.42	0%	-	302.42	Staffing
29-Nov	HMRC NDDS	November Tax and NI	Monthly	DD	24105.68	0%	-	24,105.68	Staffing
					Total				
					274,919.26				
LLOYDS BANK									
01-Nov	INVESTEC	Franking Machine Lease	Quarterly	DD	174	20%	29.00	145.00	Office Expenses
01-Nov	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
03-Nov	UPLYME FILLING STATION	Fuel	One-off	DEB	33.66	20%	5.61	28.05	Outside Works
03-Nov	SQUARE	Team plus	Monthly	DEB	20	20%	3.33	16.67	Outside Works
03-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
04-Nov	BUGLARS	Hedgecutter	One-off	FPO	17400	20%	2,900.00	14,500.00	Outside Works
04-Nov	CRICKMAY STARK	Jubilee Pavillion and Antique centre professional fees	One-off	FPO	4167.06	20%	694.51	3,472.55	Office Expenses
04-Nov	PFK LITTLEJOHN	AGAR External Review	One-off	FPO	2880	20%	480.00	2,400.00	Outside Works
04-Nov	DAMORY	Bus Service	Monthly	FPO	2443.84	0%	-	2,443.84	Rents
04-Nov	DORSET COUNCIL	Skatepark Lease	Annually	FPO	2119.41	0%	-	2,119.41	Outside Works
04-Nov	TOPSPARKS	Plumbing Works	One-off	FPO	2067.35	20%	344.56	1,722.79	Outside Works
04-Nov	GLEN CLEANING	Cleaning Contract	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works
04-Nov	FLOWBIRD	Transaction Fees	Monthly	FPO	1152.04	20%	192.01	960.03	Outside Works
04-Nov	SCUTUM WEST	Fire alarm service and upgrade	Annually	FPO	724.8	0%	-	724.80	Outside Works
04-Nov	MINI GOLF LTD	Mini Golf Supplies	One-off	FPO	607.8	20%	101.30	506.50	Outside Works
04-Nov	PLAY INSPECTION CO	Staff Course	One-off	FPO	428	20%	71.33	356.67	Outside Works
04-Nov	ACUITY TRAINING	Staff Excel Training	One-off	FPO	330	20%	55.00	275.00	Office Expenses
04-Nov	MOLE AVON	External Supplies	One-off	FPO	328.47	20%	54.75	273.73	Outside Works
04-Nov	SCREWFIX	External Supplies	One-off	FPO	277.1	20%	46.18	230.92	Outside Works
04-Nov	TRAVIS PERKINS	External Supplies	One-off	FPO	145.46	0%	-	145.46	Outside Works
04-Nov	STAFF	Expenses	One-off	FPO	134.26	0%	-	134.26	Staffing
04-Nov	WH DARBY	Regalia Ribbons	One-off	FPO	127.5	20%	21.25	106.25	Outside Works
04-Nov	COBB GARAGE	Vehicle Repairs	One-off	FPO	109.49	20%	18.25	91.24	Outside Works
04-Nov	PEST CONTROL	Pest control	One-off	FPO	95	0%	-	95.00	Outside Works
04-Nov	ARTHUR FORDHAMS	External Supplies	One-off	FPO	76.76	20%	12.79	63.97	Outside Works
04-Nov	DAPTC	Staff Training	One-off	FPO	70	20%	11.67	58.33	Staffing
04-Nov	WOODMEAD HALL	Hall Hire	One-off	FPO	40.5	0%	-	40.50	Outside Works
07-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Nov	UNITY 5	Zatpark usage	Monthly	DD	504.24	20%	84.04	420.20	Utilities
09-Nov	UNITY 5	Zatpermits	Monthly	DD	271.2	20%	45.20	226.00	Utilities
09-Nov	AMAZON	Drain plugs and first aid supplies	One-off	DEB	121.52	20%	20.25	101.27	Office Expenses
09-Nov	UPLYME FILLING STATION	Fuel	Monthly	DEB	61.76	20%	10.29	51.47	Outside Works
09-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Nov	MOTACHASE	Lenghtsman Vehicle Deposit	One-off	FPO	9500	20%	1,583.33	7,916.67	Outside Works
09-Nov	SLCC ENTERPRISES	Staff Training	One-off	FPO	42	20%	7.00	35.00	Staffing

10-Nov	BARCLAYCARD	Transaction Fees	Monthly	DD	27.48	0%	-	27.48	Office Expenses
10-Nov	BARCLAYCARD	Transaction Fees	Monthly	DD	19.02	0%	-	19.02	Office Expenses
10-Nov	AMAZON	Carpet cleaner and solution	One-off	DEB	154.75	20%	25.79	128.96	Office Expenses
10-Nov	UPLYME FILLING STATION	Fuel	One-off	DEB	145.89	20%	24.32	121.58	Outside Works
11-Nov	QUADIEN	Franking Machine Top up	One-off	DD	10	20%	1.67	8.33	Office Expenses
11-Nov	MAILCHIMP	Subscription	Monthly	DEB	11.71	20%	1.95	9.76	Office Expenses
11-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
14-Nov	TAKEPAYMENTS	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Nov	TAKEPAYMENTS	Transaction Fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Nov	PBSL GROUP LTD	Guttering	One-off	DEB	222.62	20%	37.10	185.52	Outside Works
14-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Nov	AIBMS	Card collection charges October	Monthly	DD	590.82	20%	98.47	492.35	Office Expenses
15-Nov	EE	Mobile Bundle	Monthly	DD	68.52	20%	11.42	57.10	Utilities
15-Nov	SAFETY SIGNS	Traffic signs	One-off	DEB	545.58	20%	90.93	454.65	Outside Works
16-Nov	SAGE	Software support	Monthly	DD	305.76	20%	50.96	254.80	Office Expenses
16-Nov	SURVEY MONKEY	Subscription	Annually	DEB	320	20%	53.33	266.67	Office Expenses
17-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Nov	EDF ENERGY	Utilities	Monthly	DD	71.87	5%	3.42	68.45	Utilities
18-Nov	WORLDPAY	Transaction Fees	Monthly	DD	23.94	20%	3.99	19.95	Office Expenses
18-Nov	UPLYME FILLING STATION	Fuel	One-off	DEB	183.33	20%	30.56	152.78	Outside Works
21-Nov	SOUTHERN ELEC	Electricity Usage	Monthly	DD	2267.58	20%	377.93	1,889.65	Utilities
21-Nov	WORLDPAY	Transaction Fees	Monthly	DD	57	0%	-	57.00	Office Expenses
21-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
22-Nov	ICO	Data Protection Subscription	Annually	DD	35	0%	-	35.00	Office Expenses
22-Nov	DC PENSION FUND	Pension contributions	Monthly	FPO	15277.43	0%	-	15,277.43	Staffing
23-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Nov	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Nov	MARINE THEATRE	Grant	One-off	FPO	5500	0%	-	5,500.00	Grants
24-Nov	ROUND BRITAIN ERIB	Sponsorship	One off	FPO	5000	20%	833.33	4,166.67	Office Expenses
24-Nov	THE DRAWING OFFICE	Planning application drawings	One-off	FPO	3287.2	20%	547.87	2,739.33	Outside Works
24-Nov	MARTIN DIPLOCK	Lister room viewings & rental	One-off	FPO	3000	20%	500.00	2,500.00	Office Expenses
24-Nov	LRDT PROPERTY	Unit 1A rent	Monthly	FPO	1632.42	20%	272.07	1,360.35	Office Expenses
24-Nov	ABA GROUND CARE	Vehicle Hire	One-off	FPO	1320	20%	220.00	1,100.00	Outside Works
24-Nov	FLOWBIRD	Transaction Fees	Monthly	FPO	1152.04	20%	192.01	960.03	Outside Works
24-Nov	DARKIN MILLER	Audit visits	Quarterly	FPO	859.45	20%	143.24	716.21	Office Expenses
24-Nov	JURASSIC COAST TRUST	Fossil Warden Contribution	Annually	FPO	850	20%	141.67	708.33	Office Expenses
24-Nov	CHAPMAN GEOTECHNIC	Ground Marker Monitoring	One-off	FPO	825	20%	137.50	687.50	Outside Works
24-Nov	ACORN HEALTH AND SAFETY	Health and safety audit	Annually	FPO	750	20%	125.00	625.00	Outside Works
24-Nov	AXMINSTER GARDEN M	Vehicle repairs	One-off	FPO	676.82	20%	112.80	564.02	Outside Works
24-Nov	LR LIFEBOAT	Town Bunting	One-off	FPO	675	0%	-	675.00	Outside Works
24-Nov	JADE SECURITY	Cash Collection	Monthly	FPO	641.18	20%	106.86	534.32	Outside Works
24-Nov	LR TOWN BAND	Band performance	One-off	FPO	513	0%	-	513.00	Grants
24-Nov	SCREWFIX	External supplies	One-off	FPO	505.91	20%	84.32	421.59	Outside Works
24-Nov	GROVES NURSERIES	Gardening supplies	One-off	FPO	482.17	20%	80.36	401.81	Outside Works
24-Nov	G AND A COMMERCIAL	Vehicle Repairs	One-off	FPO	444.08	20%	74.01	370.07	Outside Works
24-Nov	TAYLA MAID	Office cleaning	Monthly	FPO	420	0%	-	420.00	Office Expenses
24-Nov	OVER 70'S CLUB	Grant	One-off	FPO	400	0%	-	400.00	Grants
24-Nov	FOWLER	Platform Hire	One-off	FPO	343.2	20%	57.20	286.00	Outside Works
24-Nov	EIBE	Play Equipment	One-off	FPO	255.6	20%	42.60	213.00	Outside Works
24-Nov	ERICS KNOBS AND LOCKS	Disabled toilet lock	One-off	FPO	248.4	20%	41.40	207.00	Outside Works
24-Nov	M G WEBBER	External supplies	One-off	FPO	241.2	20%	40.20	201.00	Outside Works
24-Nov	ADVANTAGE DIGITAL	Gateway cards	One-off	FPO	223.2	20%	37.20	186.00	Office Expenses
24-Nov	POD POINT	Transaction fee	One-off	FPO	215.82	20%	35.97	179.85	Outside Works
24-Nov	HEDGEHOGS R US	Hedgehog Highways	One-off	FPO	157.5	0%	-	157.50	Outside Works
24-Nov	CLARITY COPIERS	Copier usage	Monthly	FPO	145.32	20%	24.22	121.10	Office Expenses
24-Nov	MOLE AVON	External supplies	One-off	FPO	137.76	20%	22.96	114.80	Outside Works
24-Nov	SIX PAYMENT	Transaction Fees	One-off	FPO	129.17	20%	21.53	107.64	Office Expenses
24-Nov	STAFF	Expenses	One-off	FPO	111.05	20%	18.51	92.54	Office Expenses
24-Nov	KELTIC CLOTHING	Staff Uniform	One-off	FPO	105.48	0%	-	105.48	Staffing
24-Nov	ECOM6	Transaction Fees	Monthly	FPO	98.4	20%	16.40	82.00	Office Expenses

APPENDIX 13B

		<u>Lyme Regis Town Council</u>								
		<u>Payments list for December 2022</u>			<u>129,377.99</u>					
		<u>Total</u>								
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
NAT WEST BANK										
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	8105	0%	-	8,105.00	Outside Works	
14-Dec	ALLSTAR	Fuel	Monthly	DD	25.08	20%	4.18	20.90	Outside Works	
15-Dec	BANKLINE	Bank charges	Monthly	BLN	71.3	0%	-	71.30	Office Expenses	
15-Dec	SALARIES	Salaries adjustment	Monthly	EBP	138.24	0%	-	138.24	Staffing	
20-Dec	DORSET COUNCIL	Waste collection	Monthly	DD	1943.3	0%	-	1,943.30	Outside Works	
20-Dec	WORLDPAY	Transaction Fees	Monthly	DD	90.51	0%	-	90.51	Office Expenses	
20-Dec	WORLDPAY	Transaction Fees	Monthly	DD	25.14	0%	-	25.14	Office Expenses	
21-Dec	HMRC PAYE	Paye adjustment	One off	DD	90.99	0%	-	90.99	Staffing	
21-Dec	SALARIES	December Salaries	Monthly	EPB	38886.69	0%	-	38,886.69	Staffing	
23-Dec	HMRC PAYE	December NI and Paye	Monthly	DD	12879.02	0%	-	12,879.02	Staffing	
30-Dec	NATWEST	Bank charges	One off	CHG	12	0%	-	12.00	Office Expenses	
				Total	62,267.27					
LLOYDS BANK										
01-Dec	ZOOM	Subscription	DEB	Monthly	11.99	0%	-	11.99	Office Expenses	
05-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	20	20%	3.33	16.67	Utilities	
05-Dec	SQUARE	Subscription	DEB	Monthly	20	20%	3.33	16.67	Outside Works	
05-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	6	20%	1.00	5.00	Utilities	
05-Dec	MOTOCHASE	Lengthsmans Vehicle	FPO	One off	14499	20%	2,416.50	12,082.50	Outside Works	
07-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	20	20%	3.33	16.67	Utilities	
07-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	6	20%	1.00	5.00	Utilities	
07-Dec	TURN LYME GREEN	Grant	FPO	One off	1000	0%	-	1,000.00	Grants	
07-Dec	PORTAL PLANQUEST	CCTV Planning	FPO	One off	149.2	0%	-	149.20	Outside Works	
07-Dec	LR REGATTA CARNIVAL	Christmas Tree	FPO	One off	15	0%	-	15.00	Marketing & Tourism	
08-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	20	20%	3.33	16.67	Utilities	
08-Dec	UNITY 5	Transaction Charges	FPO	Monthly	507.12	20%	84.52	422.60	Utilities	
09-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	10	20%	1.67	8.33	Utilities	
12-Dec	SOUTHERN ELECTRIC	Utilities	DD	Quarterly	322.89	5%	15.38	307.51	Utilities	
12-Dec	BARCLAYCARD	Transaction Charges	DD	Monthly	20.09	0%	-	20.09	Office Expenses	
12-Dec	BARCLAYCARD	Transaction Charges	DD	Monthly	15.76	0%	-	15.76	Office Expenses	
12-Dec	MAILCHIMP	Subscription	DD	Monthly	10.87	20%	1.81	9.06	Office Expenses	
12-Dec	TAKEPAYMENTS	Transaction Charges	DD	Monthly	6	20%	1.00	5.00	Office Expenses	
12-Dec	TAKEPAYMENTS	Transaction Charges	DD	Monthly	6	20%	1.00	5.00	Office Expenses	
12-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	6	20%	1.00	5.00	Utilities	
12-Dec	UNITY 5	Zatpermit	FPO	Monthly	248.4	20%	41.40	207.00	Utilities	
12-Dec	CUSTOMER	Refund for overpayment on Alfresco Seating	FPO	One off	100	0%	-	100.00	Refunds	
12-Dec	CUSTOMER	Refund for a Beach Hut	FPO	One off	70	0%	-	70.00	Refunds	
12-Dec	CUSTOMER	Refund for overpayment on a Beach Hut	FPO	One off	61.2	0%	-	61.20	Refunds	
12-Dec	CUSTOMER	Refund on a Beach Hut	FPO	One off	60	0%	-	60.00	Refunds	
12-Dec	CUSTOMER	Refund on a Beach Hut	FPO	One off	55	0%	-	55.00	Refunds	
12-Dec	CUSTOMER	Refund for PCN	FPO	One off	40	0%	-	40.00	Refunds	
12-Dec	CUSTOMER	Refund for overpayment on Day Hut	FPO	One off	33.7	0%	-	33.70	Refunds	
12-Dec	CUSTOMER	Refund for parking	FPO	One off	30	0%	-	30.00	Refunds	
14-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	6	20%	1.00	5.00	Utilities	
14-Dec	ALLSTAR	Fuel	FPO	One off	95.97	20%	16.00	79.98	Outside Works	
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	969.63	0%	-	969.63	Utilities	
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	297.82	0%	-	297.82	Utilities	
15-Dec	AIB	Transaction Charges	DD	Monthly	293.41	0%	-	293.41	Outside Works	
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	241.52	0%	-	241.52	Utilities	

15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	220.12	0%	-	220.12	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	196.46	0%	-	196.46	Utilities
15-Dec	SOUTHERN ELECTRIC	Electricity	DD	Quarterly	173.46	5%	8.26	165.20	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	166.26	0%	-	166.26	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	127.87	0%	-	127.87	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	88.02	0%	-	88.02	Utilities
15-Dec	EE LIMITED	Mobile Bundle	DD	Monthly	68.52	20%	11.42	57.10	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	46.59	0%	-	46.59	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	26.16	0%	-	26.16	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	17.01	0%	-	17.01	Utilities
15-Dec	PENNON WATER SRVCS	Water	DD	Quarterly	14.07	0%	-	14.07	Utilities
15-Dec	QUADIANT	Franking machine top up	DEB	One off	300	0%	-	300.00	Office Expenses
16-Dec	SOUTHERN ELECTRIC	Electricity	DD	Quarterly	3206.86	5%	152.71	3,054.15	Utilities
16-Dec	SAGE SOFTWARE LTD	Subscription	DD	Monthly	330	20%	55.00	275.00	Office Expenses
16-Dec	SOUTHERN ELECTRIC	Electricity	DD	Quarterly	258.48	5%	12.31	246.17	Utilities
16-Dec	AMAZON	Office Supplies	DEB	One off	98.27	20%	16.38	81.89	Office Expenses
16-Dec	DC PENSION FUND	Staff Pension	FPO	Monthly	10251.96	0%	-	10,251.96	Staffing
19-Dec	EDF ENERGY	Electricity	DD	Monthly	555.78	5%	26.47	529.31	Utilities
19-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	8	20%	1.33	6.67	Utilities
19-Dec	GIFFGAFF	Mobile Bundle	DEB	Monthly	6	20%	1.00	5.00	Utilities
19-Dec	HANDSFORD CONSTRUCT	Resurfacing works	FPO	One off	7848	20%	1,308.00	6,540.00	Outside Works
19-Dec	GLEN CLEANING	Cleaning contract	FPO	Monthly	3052.45	20%	508.74	2,543.71	Outside Works
19-Dec	WOODHORT SHARPHAM	Outdoor Supplies	FPO	One off	2358.72	20%	393.12	1,965.60	Outside Works
19-Dec	FLOWBIRD	Transaction Charges	FPO	Monthly	1370.41	20%	228.40	1,142.01	Outside Works
19-Dec	DAMORY	Bus Service	FPO	Monthly	1282.17	0%	-	1,282.17	Rents
19-Dec	FOOTEPRINTS	CCTV Planning	FPO	One off	1200	20%	200.00	1,000.00	Office Expenses
19-Dec	SSG TRAINING	Staff Manual Handling Training	FPO	One off	750	20%	125.00	625.00	Office Expenses
19-Dec	CHAPMAN GEOTECHNIC	Survey Work	FPO	One off	600	20%	100.00	500.00	Outside Works
19-Dec	JADE SECURITY	Cash Collection	FPO	Monthly	539.99	20%	90.00	449.99	Outside Works
19-Dec	THE FISHING COLLEGE	Electricity used for webcams	FPO	Annually	440.76	20%	73.46	367.30	Outside Works
19-Dec	MOLE AVON	External Supplies	FPO	One off	411.76	20%	68.63	343.13	Outside Works
19-Dec	TAYLA MAID	Office cleaning	FPO	Monthly	405	0%	-	405.00	Office Expenses
19-Dec	BUGLARS	Vehicle Repair	FPO	One off	382.99	20%	63.83	319.16	Outside Works
19-Dec	JWS	Gate fobs	FPO	One off	344.4	20%	57.40	287.00	Outside Works
19-Dec	FOWLER	Platform Hire	FPO	One off	343.2	20%	57.20	286.00	Outside Works
19-Dec	G & A COMMERCIALS	Vehicle Repair	FPO	One off	330.83	20%	55.14	275.69	Outside Works
19-Dec	AXE SKIP HIRE	Skip Hire	FPO	Monthly	330	20%	55.00	275.00	Outside Works
19-Dec	S & D SERVICES	CCTV Survey	FPO	One off	264	20%	44.00	220.00	Outside Works
19-Dec	SOUTH WEST WATER	Water	FPO	Quarterly	262.8	0%	-	262.80	Utilities
19-Dec	DHS LTD	Occupational Health Appointment	FPO	One off	260	20%	43.33	216.67	Office Expenses
19-Dec	TRAVIS PERKINS	External Supplies	FPO	One off	250.82	20%	41.80	209.02	Outside Works
19-Dec	EUROFFICE	Office Supplies - stationary	FPO	One off	249.81	20%	41.64	208.18	Office Expenses
19-Dec	TOPSPARKS	Plumbing works	FPO	One off	168.59	20%	28.10	140.49	Outside Works
19-Dec	CLARITY COPIERS	Copier Usage	FPO	Monthly	113.67	20%	18.95	94.73	Office Expenses
19-Dec	SCREWFIX	External Supplies	FPO	One off	110.57	20%	18.43	92.14	Outside Works
19-Dec	ECOM6	Transaction Charges	FPO	Monthly	86.8	20%	14.47	72.33	Office Expenses
19-Dec	LYME ONLINE	Advertisement	FPO	Monthly	65	0%	-	65.00	Marketing & Tourism
19-Dec	STAFF	Expenses	FPO	One off	60.87	0%	-	60.87	Staffing
19-Dec	COASTLINE CREATIVE	Renewal for Town map	FPO	Annually	60	20%	10.00	50.00	Office Expenses
19-Dec	SIX PAYMENT	Transaction Charges	FPO	Monthly	52.56	0%	-	52.56	Office Expenses
19-Dec	METRIC	Hosting costs	FPO	Monthly	43.2	20%	7.20	36.00	Outside Works
19-Dec	STAFF	Expenses	FPO	One off	40.1	0%	-	40.10	Staffing
19-Dec	DAPTC	Staff Training	FPO	One off	30	0%	-	30.00	Office Expenses
19-Dec	STAFF	Expenses	FPO	One off	24.75	0%	-	24.75	Staffing
19-Dec	STAFF	Expenses	FPO	One off	22.5	0%	-	22.50	Staffing
19-Dec	SW HYGIENE	Yellow bag service	FPO	Monthly	19.08	20%	3.18	15.90	Outside Works
19-Dec	STAFF	Expenses	FPO	One off	10.96	0%	-	10.96	Staffing
20-Dec	WORLDPAY	Transaction Charges	DD	Monthly	57.17	0%	-	57.17	Office Expenses
20-Dec	WORLDPAY	Transaction Charges	DD	Monthly	23.94	0%	-	23.94	Office Expenses
22-Dec	EDF	Gas	DD	Monthly	215.12	0%	-	215.12	Utilities

