



**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 22 March 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
17.03.23

*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 1 February 2023

**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 1 February 2023**

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 Arrangements with other Local Authorities, Not-For-Profit Bodies, and Businesses**

To review the arrangements Lyme Regis Town Council has with other local authorities, not-for-profit bodies, and businesses

**9. Draft Corporate Plan 2023-28**

To present the Corporate Plan 2023-28

**10. Climate Action Plan Budget**

To allow members to consider carrying over £10,543 of the funding allocated to carry out the council's climate action plan from 2022-23 budget to 2023-24

**11. Market and Performance Areas' Hire Charges for Traders**

To allow members to review the market and performance areas' hire charges for traders

**12. Bowling Club Parking Permits**

To allow members to review the arrangements with Lyme Regis Bowling Club to provide parking permits during the club's annual tournament

**13. Hair Braiding and Henna Tattooing Concession**

To allow members to consider re-assigning the hair braiding and henna tattooing concession to a new name

**14. List of Payments**

To inform members of the payments made in the month of January and February 2023

**15. Investments and Cash Holdings**

To inform members of our current reserve position

**16. Office Options Appraisal Report**

To allow members to consider options for and agree a preferred option for the council's office accommodation and to instruct any further actions

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

**17. Park and Ride 2023 and Outturn 2022**

To allow members to consider and approve the arrangements for the 2023 park and ride service and to receive information about the outturn for the 2022 service

*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*

**18. Debtors**

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*

**19. 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 7 – Update Report**

**b) Agenda item 16 – Office Options Appraisal Report**

**c) Agenda item 17 – Park and Ride 2023 and Outturn 2022**

**d) Agenda item 18 – Debtors' Report**

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 1 FEBRUARY 2023

**Present**

**Chairman:** Cllr M. Ellis

**Councillors:** Cllr C. Aldridge, Cllr B. Bawden, Cllr R. Doney, 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)

**22/45/SF Public Forum**

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

**22/46/SF Apologies for Absence**

Cllr R. Smith – family commitment

**22/47/SF Minutes**

Proposed by Cllr D. Sarson and seconded by Cllr P. May, the minutes of the meeting held on 30 November 2022 were **ADOPTED**.

**22/48/SF Disclosable Pecuniary Interests**

Cllr C. Reynolds asked if Cllr B. Larcombe had a pecuniary interest in agenda item 11, Consideration by Dorset Council of Council Tax Premiums on Second Homes and Empty Properties, as he had a second home in Lyme Regis.

Cllr B. Larcombe said he did have another property in another part of the country but he didn't regard it as any more of a conflict of interest than members personally voting for the precept, car park charges or residents' parking permits, from which they could directly benefit.

The town clerk said if it was a universal benefit for all members, they were allowed to participate because a decision couldn't be made if all members were debarred from the discussion. He said if an interest was beyond a universal benefit, there was a pecuniary interest argument. However, he said any decision belonged to the member concerned.

Cllr M. Ellis reiterated it was down to the individual member to declare any pecuniary interests but if anyone had any issues with this, it needed to be taken up in the correct way.

**22/49/SF      Dispensations**

There were none.

**22/50/SF      Matters arising from the minutes of the Strategy and Finance Committee meeting held on 30 November 2022**

Members noted the report.

**22/51/SF      Update Report**

Cllr D. Sarson asked if there was an update on the Charmouth Road park and ride following discussions with the landowner.

The town clerk said the deputy town clerk had met with a representative of the family and it was a positive meeting, so the deputy town clerk hoped to take a report to the Full Council meeting on 15 February 2023.

**22/52/SF      Equality and Diversity Policy**

Cllr C. Reynolds said she believed the council would be in breach of its own policy by not having a mobile hoist to use alongside the beach wheelchairs.

The support services manager said the council had no obligation to provide a hoist and there were practical issues which meant it wasn't feasible to have one.

Cllr B. Larcombe said under the Equality Act, people were asked to take reasonable action and use reasonable judgement to accommodate equality and diversity but sometimes things were beyond resources or reasonable intent.

The support services manager said the equality and diversity policy would be reviewed annually going forward as there was case law which indicated every three years was not sufficient. She said members would also be offered training on the policy annually and staff would receive training annually.

Proposed by Cllr P. May and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the revised equality and diversity policy.

**22/53/SF      Breaches of Financial Regulations**

The finance manager said there was no requirement to report breaches of financial regulations to members but she wanted to be transparent about any errors and how they had been resolved. She said staffing issues had led to some of the breaches.

Cllr P. May said the most frequent problem seemed to be where BACS payments were made and asked if any procedures could be amended to address this.

Although a procedure was already in place which meant any BACS payments had to be authorised in the bank by two managers, the town clerk said officers intended to bring proposals to members to improve this.

**22/54/SF**

## **Budget Performance, 1 April – 30 November 2022**

The finance manager said in October 2022 a surplus of £226k was reported and this was now at £284k.

Cllr D. Sarson asked why the marketing expenditure was almost £600k over budget.

The finance manager said this was a formula error on the spreadsheet and it didn't affect the overall total. She said marketing expenditure was actually £15k against a budget of £18.5k.

Cllr B. Larcombe noted there were a number of unbudgeted items and he asked why they were not included in the budget.

The town clerk said it was all unexpected expenditure; the tractor would be replaced in 2023-24 but the deposit had to be paid in 2022-23, the lengthsmen vehicle broke down and had to be replaced immediately, and the Ware Cliff road collapsed so emergency repairs had to be carried out.

Cllr B. Bawden noted the income from amenities was considerably up on budget and asked if this was normal. She also asked why the replacement of car park machines had cost £5k compared to the £50k budget.

The town clerk said the amenities area had always generated a significant income. He said the budget had been based on pre-Covid levels because officers always made prudent assumptions.

The town clerk said a budget was set to replace the car parking machines but the majority was spent in the previous financial year and there was now a programme of replacing one machine a year.

**22/56/SF**

## **Consideration by Dorset Council of Council Tax Premiums on Second Homes and Empty Properties**

The support services manager read out a letter from A. Schaefer, of Cloverdale Court, a warden controlled, retirement development. He said the property was classed as a second home but they planned to retire to Lyme Regis permanently, however if council tax premiums were applied, they would have no option but to sell. He said the flat was not bought for property or investment, it was not sublet and couldn't be used as holiday accommodation, the purchase of the property was age restricted to a minimum age of 55, the service fees were over £4,000 per year, maintenance was carried out by local tradespeople, and the current council tax was paid fully with no discounts. A Schaefer said he believed any council tax premiums should not be made retrospectively and perhaps applied to new builds, and retirement or age restricted properties should be exempt. Although he sympathised with local people who were unable to buy or rent affordable homes in the town, he said the introduction of council tax premiums would unfairly punish and discriminate second homeowners.

Cllr M. Ellis said clarity was needed on how the proposal would benefit Lyme Regis and whether homes that were rented out as holiday accommodation would be classed as second homes or whether they would pay business rates. However, as some holiday lets didn't pay business rates, she said this was something Dorset Council (DC) would need to look at.

Cllr B. Bawden said DC was keen to have an open debate but it was a complicated issue; as such, she had set out the timetable of meetings when this issue was to be discussed and when the public needed to submit questions and statements. She felt the town council needed to encourage people to continue to write to DC or attend the relevant meetings.

Cllr B. Larcombe said there would be difficulty in Dorset in administering council tax premiums as it wasn't straightforward.

The town clerk said there was a possibility a lot of second homeowners could begin to rent out their properties if they had to pay council tax premiums. He said the irony was, this would make them eligible for business rates but they could be under the threshold for paying business rates. He said broadly speaking, he felt most people would support DC's position on empty homes but he felt more information and definition was needed on what constituted a second home.

The town clerk felt it was also reasonable to ask DC what it would do with the additional income; would it contribute to wider budgets or would there be a benefit for Lyme Regis.

Cllr G. Stammers said if the £9.5million generated was ring-fenced for building homes, even if they were not in Lyme Regis but close by, this would be of benefit.

Cllr B. Bawden asked in light of the letter read out, whether the council should support retirement properties being exempt from the council tax premium.

Members felt any proposals should apply equally to everyone.

Cllr B. Larcombe said even if second homes were brought back into use as a result of the council tax premium, many of those properties wouldn't be within the reach of young people to buy. He said the answer was building more affordable housing.

Cllr B. Bawden said a lot of DC members, across the political divide, were calling on the council to be more proactive in building and buying homes for genuinely affordable social housing. She said the council's response to the proposals could include a suggestion that if it went ahead, the income should be ring-fenced for DC to provide social affordable housing.

The town clerk said if DC made the decision to implement council tax premiums, the detail needed to be considered further and there was unlikely to be enough time before DC's final decision to do this.

Members agreed the council couldn't provide a comment at this stage as more details were needed.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to advise Dorset Council that the town council would like to opportunity to properly comment on the consideration of council tax premiums on second homes and empty properties but more information was required about the definition of second homes, how it would benefit Lyme Regis and whether the money raised would come back to the locality, but to support the empty homes policy.

It was agreed a copy of the draft minutes of this meeting would be provided to Cllr B. Bawden before DC's Place and Resources Overview Committee on 6 February 2023 so she could feed back the council's views.

## **22/57/SF Investments and Cash Holdings**

Cllr D. Sarson asked if any progress had been made in investigating higher interest rates for a portion of the funds held in the Lloyds Liquidity Manager account.

The town clerk said officers were working on this and would bring a report to the Full Council.

Cllr B. Bawden asked if officers were using any environment, social and governance (ESG) criteria in evaluating where to invest the council's funds as this was part of the climate and environmental emergency declaration.

The town clerk said officers were looking at low risk investment and high street banks and building societies. He said members could have the discussion about ethical and green criteria but officers were trying to secure the best interest rates. He said he didn't know if officers knew enough of the criteria but they could try to find out.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** that the council continues its approach to investments along the lines the town clerk has outlined and that a further report is taken to the Full Council meeting on 15 February 2023.

## **22/58/SF List of Payments**

Cllr B. Larcombe asked why the professional fees were so high in relation to the Jubilee Pavilion and Antiques and Craft Centre.

The town clerk said it included surveys and drawings but he would check with the deputy town clerk what was specifically included.

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the attached schedule of payments November 2022 for the sum of £376,666.20 and £129,377.99, respectively.

## **22/59/SF Debtors**

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, 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.

**22/60/SF Exempt Business**

**a) Debtors**

The finance manager said since the report was written, the total debt had reduced by just under £12k, made up mainly of chalet debt.

Members agreed it was commendable that debt had been brought down to its current level.

*The meeting closed at 8.11pm.*

DRAFT

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 1 February 2023

### **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**

#### **22/52/SF – Equality and Diversity Policy**

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

#### **22/53/SF – Breaches of Financial Regulations**

It was intended to bring a report to this meeting to allow members to consider proposals to improve BACS payments. However, the annual review of the Financial Regulations will be brought to this committee on 10 May 2023 and proposals to include BACS payments will be incorporated into the review.

#### **22/56/SF – Consideration by Dorset Council of Council Tax Premiums on Second Homes and Empty Properties**

Dorset Council (DC) has, to date, given unanimous support to the introduction of a 100% council tax premium on second homes and empty properties. Their final decision will be taken on 30 March 2023. If approved and provided the legislation is enacted by 31 March 2023, the premium will apply from 1 April 2024. If not, the introduction will be delayed.

The issue of properties with restricted occupation periods and those which, for other reasons, are unable to add to the local stock of available and affordable housing should the current owners decide to sell has been specifically debated. There seems absolute clarity that the premium will apply equally to all dwellings which are not permanently occupied as a main residence. This will include all the chalets at Monmouth Beach, for instance.

Based on feedback to date, it seems that many chalet owners may decide to apply to have their properties 'business rated' instead, provided the qualifying criteria are met.

This may well introduce site management issues for the town council in due course.

There was some discussion at DC Cabinet Committee about how any additional income should be spent. Whilst there was some discussion about a proportion of it being spent on measures to support the delivery of additional affordable housing, there was no clarity and no commitment.

## **22/57/SF – Investments and Cash Holdings**

A detailed report was taken to the Full Council meeting on 15 February 2023 to allow members to review the council's investments.

## **22/58/SF – List of Payments**

The fees for the Antiques and Craft Centre relate partly to new leaks through the front wall and the professional advice about appropriate remedial measures but, primarily, to ongoing work to trace the cause of the roof leak and to negotiate remedial measures with the main and roofing contractors. This has involved significant time and effort. We are now confident that the cause of the leak has been found and the roofing contractor will remedy as soon as there is a sufficient period of dry weather. Because this matter was identified as a latent defect within the required period and because the roof is covered by warranty, we will be looking to recover all professional costs associated with this defect from the contractor. We still hold a small retention on the project and this may be sufficient to cover those costs if no further works are required.

With regards to the Jubilee Pavilion, the fees include the cost of specialist building contractor, Ellis, attending site and producing a detailed report about the nature of the defects and their suggested remedy.

John Wright  
Town clerk  
March 2023

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Outside seating at The Kiosk**

*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*

John Wright  
Town clerk  
March 2023

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** Review of Arrangements with other Local Authorities, Not-For-Profit Bodies, and Businesses

### **Purpose of Report**

To review the arrangements Lyme Regis Town Council has with other local authorities, not-for-profit bodies, and businesses

### **Recommendation**

Members note the report

### **Background**

1. Standing order 5.j.xi requires a 'Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses. The reviews should be undertaken each year either by the Full Council or following consideration and recommendation from the relevant committee.

### **Report**

#### **Dorset Council**

#### **Loan**

2. At the end of 2021-22, the town council cleared an outstanding loan of £157,500 to Dorset Council; the loan was to fund the refurbishment of The Shelters.
3. The council has the following relationships with Dorset Council:

#### **The Tripartite Agreement**

4. The Tripartite Agreement was originally between West Dorset District Council (WDDC), Dorset County Council (DCC) and the town council; it was entered into in April 2011. The agreement details management and maintenance responsibilities for Bell Cliff public open space, Marine Parade, Cart Road, Cobb Gate Beach, Front Beach and sand bar, and the beach compound opposite the Harbour Inn.
5. In 2020, the status of this agreement and the town council's right to determine the level of cover charges on Marine Parade was challenged in the county court. The claim that Marine Parade was a highway and, as such, cover charges should reflect administrative and enforcement costs of permitting outside seating, only, was unsuccessful.
6. In 2021-22, the town council renewed a section of the seafront railings. Under the conditions of the tripartite agreement Dorset Council contributed 27% of the cost.

#### **Beach Management**

7. Beyond the mean high-water line, the town council owns Monmouth Beach and the sandy beach. Under the Tripartite Agreement, the town council manages other beaches on behalf

of Dorset Council. However, the precise nature of the town council's management responsibilities is not clearly defined in the tripartite agreement.

8. As part of its sea defence undertaking, Dorset Council dredges the harbour and reprofiles the Front Beach in spring each year.

### **The Boat Park and accreted land**

9. The town council leases a hard-standing area and a section of accreted land to Dorset Council for boat storage; the lease is held over from 2015. Dorset Council has illegally occupied town council-owned land beyond the lease agreement and charged others for its use; this land is a Site of Special Scientific Interest (SSSI). The town council is negotiating with Natural England to formalise boat storage on this land. If successful, the town council will enter into a new lease agreement with Dorset Council.

### **Enforcement**

10. The town council enforces Public Space Protection Orders (PSPO) on behalf of Dorset Council. The PSPOs relate to dogs, litter and seagulls.

### **Business rates**

11. The town council pays business rates to Dorset Council on: Monmouth Beach car park; Cabanya car park; Woodmead car park and premises; caravan park and premises; workshop and premises; St Michael's community offices<sup>1</sup>; Cart Road beach huts; Jubilee Pavilion; kiosk store and premises; kiosk and premises; Guildhall Cottage offices and premises; cemetery and premises; Guildhall first floor and premises; Charmouth Road park and ride; and Candles on the Cobb Pavilion.
12. From 2021-22, public toilets are exempt from business rates.
13. In 2022-23, business rates totalled £97,194 pa.
14. A revaluation of business rates has recently been undertaken and the town council's business rates are likely to increase significantly over the next three years; the majority of the council's assets see no material change but the business rates for the council's car parks are estimated to increase from £61,548 to c.£122,000.

### **Charmouth Road car park**

15. In 2015, the town council entered in to a 20-year lease with WDDC for the use of an area of land in Charmouth Road car park as a skatepark. The initial lease rent was £2,000pa, this has increased annually in line with the retail price index.

### **Transport**

16. Although there is not a direct relationship, the town council operates its town bus service alongside the award of Dorset Council's schools' bus service contract. The current local schools' contract operator, Damory, runs Lyme Regis town bus service Monday to Friday between the times the school bus service is not operating.

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<sup>1</sup> Liability for business rate is currently being discussed with Lyme Regis Development Trust

## **Elections**

17. From 2019 onwards, the town council has been responsible for election costs. There is an annual budget of £2,500 for by-election costs.

## **The precept**

18. Dorset Council collects the precept on behalf of the town council.

## **Planning**

19. The town council is a statutory consultee in the planning process.

## **ICT**

20. In September 2016, the town council entered into a three-year agreement with Dorset County Council to provide hardware, software, and technical support; data storage and backup; software licensing for all networked computers; broadband connection; and internet security. The agreement has been extended and currently costs c.£7,000 pa.
21. In 2021, the town council entered into a separate agreement with Dorset Council to provide laptops and IT support to members. The cost of this agreement is c.£11,000 per annum.

## **Highways**

22. Dorset Council is the highways' authority for Lyme Regis, but some of Dorset Council's functions have been delegated to the town council in an agency agreement. Functions include verge maintenance, highway licences, and A boards.

## **Anning Road Playing Field**

### **The Lynch**

23. The ownership of the Lynch remains undetermined, but the town council has and will continue to work with Dorset Council on maintenance of the structure.

## **Dorset Waste Services**

24. Regular discussions, including an annual seafront planning meeting, take place with Dorset Waste. The town council buys in additional services to supplement the 'normal' services provided by Dorset Waste. The town council also manages the activities of its cleansing operative and seafront attendant to dovetail into the services provided by Dorset Waste.

## **Not-For-Profit bodies and business**

25. The town council operates a park and ride service from a site off Charmouth Road. The council make an annual payment for use of the land and contract with First Bus to run a scheduled service. To ensure the service's operation, the town council has agreed to underwrite First Bus's losses. In 2022, Lyme Regis Town Council, in conjunction with Charmouth Parish Council, agreed to trial the extension of the park and ride service to Charmouth.
26. The town council has five-year grant-funding relationships with five not-for-profit bodies: The Hub, Axe Valley and West Dorset Ring and Ride, Lyme Arts Community Trust (Marine Theatre), Bridport and District Citizens Advice, B Sharp. The town council has a three-year

grant-funding relationship with The Philpot Museum. Regular performance reports on each organisation are presented to the Tourism, Community and Publicity Committee. The funding principally supports the organisations' revenue costs.

27. The town council also provides annual capital grants, typically £500–1,000, to local organisations. Each year there are 15-20 beneficiaries.
28. The town council has over 150 assets. Relationships with businesses and individuals are governed by leases, licences, or concessions.
29. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright  
Town clerk  
March 2023

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** Draft Corporate Plan 2023-28

**Purpose of Report**

To present the Corporate Plan 2023-28

**Recommendation**

Members approve the Corporate Plan 2023-28, appendix 9A

**Background**

1. The Corporate Plan 2023-28 is attached, **appendix 9A**.
2. The Corporate Plan reviews the council's performance against its objectives and details the issues the council will address.
3. The corporate plan will be posted on the town council's website and social media, made available to the public at the town council's office and presented to the annual town meeting of electors on 21 April 2023.

John Wright  
Town clerk  
March 2023

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** Climate Action Plan Budget

**Purpose of report**

To allow members to consider carrying over £10,543 of the funding allocated to carry out the council’s climate action plan from 2022-23 budget to 2023-24

**Recommendation**

Members consider the report and instruct the town clerk

**Background**

1. At the Strategy and Finance Committee meeting on 1 December 2021, it was recommended ‘to commit £75,000 over the remaining life of the council, i.e. £25,000 per year, to carry out a climate action plan’. This recommendation was approved by the Full Council on 15 December 2021.
2. 2022-23 is the first year of a three-year budget allocation of £25,000 per annum.
3. In normal circumstances, if a budget isn’t fully spent the balance goes back into the council’s bank account.
4. However, if there are clear plans to spend the balance, the council can carry over the remaining balance into the next financial year. This is done by setting up a dedicated reserve against identified spend.

**Report**

5. A total of £14,457 of the budget has been spent or allocated; £10,543 remains. This year’s actual and committed expenditure is detailed below:

	<b>£</b>
Energy champion training	2,000
River Lym Action Group	75
Two thermal cameras	670
eRib grant	5,000
River Lym Action Goup	5,200
Dorset Climate Action Network, The Big Hedge project	1,512
<b>Total</b>	<b>14,457</b>

6. This leaves an underspend of £10,543 for 2022-23.
7. Discussions with the chairman of the Environment Committee have identified the installation of solar panels on the new amenities hut as an earmarked project for c.£10,000; installation of the amenities hut was planned for 2022-23 but is now deferred to 2023-24.
8. The time period to which the funding relates also requires clarification. The council’s resolution agreed £75,000 over the remaining life of the council, i.e. £25,000 per year. However, at that

point there were only two years left of this council administration but the funding assumed three years.

9. Members are therefore asked to consider allocating the final year's funding to the first year of the new administration, i.e. 2024-25.
10. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright  
Town clerk  
March 2023

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** Market and Performance Areas' Hire Charges for Traders

**Purpose of Report**

To allow members to review the market and performance areas' hire charges for traders

**Recommendation**

Members consider the hire charges for traders' use of the market and performance areas and instruct the town clerk

**Background**

1. At the Full Council meeting on 15 February 2023, D. Bowstead, L. Pritchard and C. Firth spoke in the public forum about the recent increases in hire charges for the market and performance areas at the Marine Parade Shelters and the adverse impact these increases would have on their businesses.
2. Letters submitted by P. Chapman and J. Rose on the same issue were also read out during the public forum. For ease of reference, the relevant minute extract is attached, **appendix 11A**.
3. One of the external funding conditions for the shelters' regeneration was the provision of a market area.
4. Most trading events take place in the market area. When the market area is booked and the performance area is available, events are booked in the performance area.

**Hire charges**

5. The council reviews hire charges for the market and performance areas during its annual budget-setting process which takes place in the autumn each year. The hire charges for the market and performance areas are not agreed for the following financial year but for the financial year ahead of that, i.e., the charges for 2017/18 were set in autumn of 2015. The rationale: there is demand for advance bookings and the areas can be booked up to 15 months in advance at a known price.
6. In determining hire charges for the market and performance areas, the council considers the economic climate, demand for the locations, and the impact of its hire prices on other traders in the town.
7. The daily hire charges since 2017-18 are detailed below:

	<b>Market area</b>	<b>Performance area</b>
	<b>£</b>	<b>£</b>
2017/18	100	150
2018/19	100	150
2019/20	100	150
2020/21	125	175
2021/22	125	175

2022/23	150	200
2023/24	250	300
2024/25	300	300

### The recent trading environment

8. Following the relaxation of Covid-19 restrictions in May 2020, the demand for hiring the market and performance area spiked; outdoor venues were sought after, and the weather was good.
9. A proxy indicator of demand for the market and performance areas is the combined annual income received by the council from their hire of these areas, see below:

	£
2017/18	8,282
2018/19	13,158
2019/20	10,862
2020/21	22,009
2021/22	19,002
2022/23	20,879

10. Although income was only slightly less in 2021/22 and 2022/23, this is masked, in part, by a 20% increase in the daily hire charge for the market area between 2021/22 and 2022/23.
11. Demand for market and performance area hire began to fall off in 2022/23. Partway through the year, the outdoor farmers' market informed the council it couldn't afford the £25 per day rent increase.
12. So far, there are no 2023/4 bookings for either the market or performance areas; normally by March most of the bookings for these areas have been made. The reason stated by the council's regular hirers is the increase in hire charges: the market area hire charge has increase by £100 per day (66.67%) over the last year; the performance area has also increase £100 per day (50%) over the last year.
13. For comparison, over the last few years high street rents in Lyme Regis have remained static. High street rents across the country have fared less well and, in some locations, have reduced by c.50%.
14. High street rents have been adversely affected by competition from retail parks and the move to online shopping which was accelerated by Covid-19.
15. The current cost of living crisis is likely to reduce discretionary spend which will place further pressure on a significant number of traders.
16. Considering these factors, members could consider reducing hire charges to their 2022/23 levels, i.e., £150 for the market area and £200 for the performance area, or below.
17. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright  
Town clerk  
March 2023

## **D. Bowstead**

D. Bowstead spoke in relation to increases in the hire charges for the Marine Parade Shelters. He said after being informed of the rent increase for 2023-24, they met with the town clerk who explained the decision had been made based on the influx of bookings for the shelters during the pandemic and that the daily rental costs were deemed to be too cheap. He said this spike in bookings was seriously inflated by the fact that all events, shows, festivals and many markets were cancelled, alongside which, there was no foreign travel, staycations became the norm and this hugely boosted footfall to tourist destinations. D. Bowstead said 2023 was a very different story; there was currently an unprecedented cost of living crisis, where many businesses were failing due to vast increases in energy, fuel, interest rates, industrial action, etc. He said commercial traders in the shelters were the only entity to be facing rent increases from the council and they questioned the dramatic increase. He said in January 2022, they were informed by the council all traders in the shelters would need to submit business proposals for approval. He said they submitted a proposal and as part of this process, met with the member of staff who was responsible for shelters' bookings at the time. He said the member of staff explained this would not only be for 2022-23, but ongoing, there would be no changes to the terms and conditions and upon acceptance, traders would be treated as concessions. D. Bowstead said once approved, due to the year-on-year rising cost of frames and mounts, they chose to take out a sizeable business loan, storage unit and lease a van for three years. He said they paid £10,320 for all booked dates in 2022 and having already paid over £30,000 in shelters' bookings to the council, it was of great relief to believe they had a consistent way forward with bookings and fees. He said they invested heavily in materials so they could fix their prices for customers. However, he said they were not aware that three months prior to this, it had already been decided to increase the shelters' prices for the 2023-24 season from £150 to £250 per day, making future trading at Lyme Regis impossible. D. Bowstead said although their business meant everything to them, their influence at Lyme Regis was not purely commercial. He said all the photography was original, showcasing Lyme Regis and the Jurassic Coast. He said this naturally made them an unofficial tourist information point, helping people, through their photography, with their holiday plans, local information and logistics, something they took great pleasure in. He said people visited their gallery for many different reasons and they had an infinite number of stories they could share based on people's memories relating to the places they displayed in their photography. He said because Lyme Regis was seen as a quintessential seaside destination, they felt traders not only enhanced the promenade, they supported it and he appealed to the council not to remove that positive influence, but to embrace it. D. Bowstead said if this unfair and unaffordable rent increase was to be implemented, they and so many others believed it would serve as another penalty to tourists and locals. He said not only would this decision remove yet another attraction from the promenade, the harsh reality is it would also signal the end of their business. He implored the council to reconsider its decision.

## **L. Pritchard**

L. Pritchard also spoke in relation to hire charges in the Marine Parade Shelters and said she had concerns for her business, Mad Woman From the Hills. She said the council's proposed 66% increase was unaffordable, unfair and unsustainable for her small business and related more to festival prices as opposed to day trading. She said her business provided her sole income and the council's decision equated to whether she could continue trading or not. She said she found this very unsettling for her future and this year was set to be hard enough anyway. L. Pritchard said she had been in business for 10 years and last year decided to develop her own exclusive range of homewares based on her trading in Lyme Regis, with artwork commissioned from a local artist. She said she made a huge financial commitment in her products and to Lyme Regis. She said after four years of trading on Marine Parade, it was

obvious the traders were an added attraction and a good boost for tourism. Being represented by the National Market Traders Federation, she asked the following questions: how a figure of £250 was reached; what it was based on; what profit would be earned from it; where the revenue from commercial traders would be spent; what the cost to the council was per day to allow a commercial trader in the shelters; and where the council proposed to regain the funds that traders had previously paid. L. Pritchard said she believed two of the traders, herself included, had jointly paid around £40-50,000 over the last four years, which was not an insignificant amount of revenue. She said the council had the perfect platform to allow small businesses to trade and flourish at a fair and reasonable cost in what would otherwise be a blank and uninspiring seating area. She respectfully asked the council to rescind its decision and liaise with the National Market Traders Federation, who could provide the council with free-of-charge guidance to assist in a compromise for all parties. L. Pritchard said regretfully, without a change in decision, the council was pricing the traders out and businesses would probably close. She said currently she would not be making any future bookings until a reasonable solution could be agreed and she hoped this would be the case.

### **P. Chapman (read out by L. Pritchard)**

P. Chapman also spoke in relation to hire charges in the Marine Parade Shelters. He said for the last two years he had been fortunate enough to trade alongside Curb Culture Clothing in the shelters selling a large range of handmade wooden craft. He said as a full-time market trader, the rent charged at the time was the highest daily rate he paid but being quite local and appreciating the quality of the facilities provided, he always enjoyed his work at Lyme Regis. He said it was therefore of concern that he had been informed of the proposed price increase for this year. P. Chapman said with the significant increase in the price of stock and associated costs, he would be left in the unfortunate position of being unable to trade in Lyme Regis this year. He said as a full-time market trader for over 25 years, he was confident the council would find the same concerns from other traders. He asked the council to reconsider its current policy relating to payment and look to a more affordable price, perhaps with an even larger reduction if the council still expected full payment to be made in advance. P. Chapman said he had spoken to the National Market Traders Federation, which he was a member of, and was seeking their advice. He said while he fully understood councils were expected to maximise all income streams, it would be a great shame to be unable to carry on trading at Lyme Regis. He said when the weather was fine it was a pleasant place to work and he felt all the traders last year provided a professional and high quality service that was appreciated by visitors. He hoped everyone could come to a suitable compromise so he and his fellow traders could continue to enjoy trading in Lyme Regis.

### **J. Rose (read out by an officer)**

J. Rose also spoke in relation to hire charges in the Marine Parade Shelters. She said she visited Lyme Regis recently to buy two photographs from Jurassic Coast Photography and her daughter who was visiting also bought one. She said they were framed to their choosing, on site within half an hour. She said it was a fantastic service and the traders were lovely people. She said they were so impressed and asked when they would be back. She said they had seen them there before and had decided to buy a couple of their photos for their new house, and had gone back to do purely that, then stayed on in Lyme and had a lovely day. J. Rose said they were dismayed to learn Jurassic Coast Photography might have to end their connection with Lyme because the council was charging them so much for the pitch and they could no longer afford to exhibit their photos. She said this was short-sighted and things like this greatly enhanced the place and brought people in. She said it was a wonderful attraction and asked why the council would do such a ridiculous thing. She said she was incensed at the small mindedness of the council's decision. J. Rose said the council, like most other councils, needed to see the bigger picture, otherwise they would cause the demise of towns and small businesses who could no longer afford the rates. She said empty brought in no revenue and felt

these kinds of enterprises needed support from councils and then the councils would also reap the benefits.

### **C.Firth**

C. Firth also spoke in relation to hire charges in the Marine Parade Shelters. She said it seemed a lot of the issues were similar to the issues with the Oyster and Fish House and by increasing the rent so much, the council was prohibiting small businesses from being able to use the town and trade. She said she had her own business and a lot of market rents were unaffordable and as a resident she would like to be able to go to the seafront and sell to local people. She said if the rent was increased so much, it would only be established businesses that had a huge sum of money and were already profitable that would be able to afford it. C. Firth said the council was prohibiting small businesses and younger people who may want to try something from giving it a go. She said it would be short-sighted to stop that from happening.

**Committee:** Strategy and Finance

**Date:** 1 February 2023

**Title:** Bowling Club Parking Permits

**Purpose of the Report**

To allow members to review the arrangements with Lyme Regis Bowling Club to provide parking permits during the club's annual tournament

**Recommendation**

Members review the arrangements with Lyme Regis Bowling Club to provide parking permits during the club's annual tournament

**Background**

1. Lyme Regis Bowling Club holds its annual tournament in June each year. The event will be held this year from Saturday 17 to Friday 23 June.
2. An arrangement is in place with the bowling club for the council to provide 12 parking permits to people attending the tournament to use at Cabanya and Monmouth Beach car parks. The permit does not guarantee them a parking space but it does provide them with a significant discount.
3. It is not sure when this arrangement was put in place as it pre-dates any current employees, nor is it clear if any members are aware of this arrangement. The number of permits and the cost of the permit have not been reviewed within the last 10 years, at least.

**Report**

4. The permits are £25 each. Each parking space is worth up to £145 a week, so each permit holder is receiving a £120 discount. With 12 permits issued, this is a total subsidy of £1,440.
5. Members are asked to consider if they wish to continue offering permits to visiting bowlers and if so, to also consider the cost of the permit and number of permits issued.
6. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins  
Support services manager  
March 2023

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** Hair Braiding and Henna Tattooing Concession

**Purpose of the Report**

To allow members to consider re-assigning the hair braiding and henna tattooing concession to a new name

**Recommendation**

Members consider re-assigning the hair braiding and henna tattooing concession to a new name

**Background**

1. Beach and seafront concessions are considered annually by the Tourism, Community and Publicity Committee.
2. The hair braiding and henna tattooing concession was awarded to Bridie Appleby Gunnill in January 2022 to operate from 2022 to 2024.

**Report**

3. Bridie has contacted the council to say she can no longer operate the concession due to health issues. However, one of her employees, Tia Shoemark, would like to continue running the concession.
4. The concession still has two years to run and rather than re-advertise it, officers would be happy to re-assign the concession to Tia Shoemark.
5. Although Tia Shoemark intends to run the concession on exactly the same basis, the operations manager would approve any equipment she intends to use, such as a gazebo or storage box, as is normal practice for any concession. She would also need to produce a copy of her public liability insurance.
6. This report has been brought to this committee instead of the Tourism, Community and Publicity Committee with the agreement of both chairmen because if agreed, she would like to start operating during the Easter holidays.
7. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins  
Support services manager  
January 2023

**Committee:** Strategy and Finance

**Date:** 22 March 2023

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the month of January and February 2023

**Recommendation**

Members note the report and approve the attached schedule of payments in January 2023 for the sum of £99,819.24 and February 2023 £141,748.31, 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-imbursed 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 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 of January and February 2023 **appendices 14A 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.
5. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Shanie Cox  
Finance assistant  
March 2023

## APPENDIX 14A

		<b>Lyme Regis Town Council</b>								
		<b>Payments list for January 2023</b>				<b>99,819.24</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>										
03-Jan	DORSET COUNCIL	Rates	Monthly	DD	8084	0%	-	8,084.00	Outside Works	
06-Jan	SALARIES	Salaries Adjustment	Monthly	EBP	300	0%	-	300.00	Staffing	
16-Jan	BANKLINE	Bank Charges	Monthly	BLN	56	0%	-	56.00	Office Expenses	
16-Jan	ALLSTAR	Fuel	Monthly	DD	25.08	20%	4.18	20.90	Outside Works	
18-Jan	DORSET COUNCIL	Waste Collection	Monthly	DD	2079.3	0%	-	2,079.30	Outside Works	
19-Jan	WORLDPAY	Transaction Fees	Monthly	DD	15.02	0%	-	15.02	Office Expenses	
23-Jan	WORLDPAY	Transaction Fees	Monthly	DD	24.42	0%	-	24.42	Office Expenses	
24-Jan	SAFE CUSTODY HOLD	Safe Charges	Annually	CHG	65	0%	-	65.00	Office Expenses	
24-Jan	EDF ENERGY	Gas	Monthly	DD	571.65	5%	27.22	544.43	Utilities	
24-Jan	SALARIES	January Salaries	Monthly	EBP	39422.45	0%	-	39,422.45	Staffing	
								-	-	
					<b>Total</b>	<b>50,642.92</b>				
<b>LLOYDS BANK</b>										
03-Jan	SQUARE	Team plus subscription	Monthly	DEB	20	20%	3.33	16.67	Outside Works	
03-Jan	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses	
03-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
05-Jan	GRENKELEASING LIM	Photocopier Rental	Quarterly	DD	313.2	20%	52.20	261.00	Office Expenses	
05-Jan	GRENKELEASING LIM	Photocopier Rental	Quarterly	DD	306	20%	51.00	255.00	Office Expenses	
05-Jan	GRENKELEASING LIM	Equipment Protection Cover	Annually	DD	106.8	20%	17.80	89.00	Office Expenses	
05-Jan	GRENKELEASING LIM	Equipment Protection Cover	Annually	DD	106.8	20%	17.80	89.00	Office Expenses	
05-Jan	<a href="http://www.ukcust">WWW.UKCUST</a>	Vehicle seat covers	One-off	DEB	114.95	20%	19.16	95.79	Outside Works	
06-Jan	ZATPARK	Zatpark Top-up	One-off	DEB	100	0%	-	100.00	Office Expenses	
09-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities	
09-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
10-Jan	UNITY 5	Transaction Charges	Monthly	DD	502.32	20%	83.72	418.60	Utilities	
10-Jan	BARCLAYCARD	Transaction Charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses	
10-Jan	BARCLAYCARD	Transaction Charges	Monthly	DD	14.75	0%	-	14.75	Office Expenses	
11-Jan	MAILCHIMP	Subscription for business bulletin	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses	
11-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
11-Jan	COMMUNICORP	Clerks and councils subscription	Annually	FPO	110	20%	18.33	91.67	Office Expenses	
12-Jan	TAKEPAYMENTS	Transaction Charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses	
12-Jan	TAKEPAYMENTS	Transaction Charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses	
12-Jan	IOSH	Institute of Safety and Health Membership	Annually	DEB	140	20%	23.33	116.67	Office Expenses	
12-Jan	HEALTH AND CARE	Health and safety products	One-off	DEB	54.99	20%	9.17	45.83	Office Expenses	
16-Jan	PENNON WATER SRVCS	Water Charges	Quarterly	DD	5610.18	0%	-	5,610.18	Utilities	
16-Jan	SOUTHERN ELECTRIC	Electricity Charges	Monthly	DD	517.21	5%	24.63	492.58	Utilities	
16-Jan	SAGE SOFTWARE LTD	Software subscription	Monthly	DD	330	20%	55.00	275.00	Office Expenses	
16-Jan	ALLSTAR	Fuel Bill	Monthly	DD	164.31	20%	27.39	136.93	Outside Works	
16-Jan	PENNON WATER SRVCS	Water Charges	Quarterly	DD	116	0%	-	116.00	Utilities	
16-Jan	EE LIMITED	Mobile Bundle	Monthly	DD	68.52	20%	11.42	57.10	Utilities	
16-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
17-Jan	AIB	Transaction Charges	Monthly	DD	240.27	0%	-	240.27	Outside Works	
17-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
19-Jan	WORLDPAY	Transaction Charges	Monthly	DD	57	0%	-	57.00	Office Expenses	
19-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities	
20-Jan	EDF ENERGY	Gas	Monthly	DD	1009.36	5%	48.06	961.30	Utilities	
23-Jan	WORLDPAY	Transaction Charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses	
23-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	

23-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jan	MARINE THEATRE	Grant	One-off	FPO	5500	0%	-	5,500.00	Grants
23-Jan	AXMINSTER GARDEN M	Machine Maintenance	One-off	FPO	3021.57	20%	503.60	2,517.98	Outside Works
23-Jan	HC LEWIS CONTRACTORS	Pathway Work	One-off	FPO	1579.2	20%	263.20	1,316.00	Outside Works
23-Jan	GLEN CLEANING	Cleaning Contract	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works
23-Jan	DAMORY	Bus Service	Monthly	FPO	1282.17	0%	-	1,282.17	Rents
23-Jan	STANTON GARAGE DOORS	Cadet Hut door repair	One-off	FPO	1104	20%	184.00	920.00	Outside Works
23-Jan	ABA GROUND CARE	Vehicle Hire	One-off	FPO	990	20%	165.00	825.00	Outside Works
23-Jan	TOPSPARKS	Electricity repairs	One-off	FPO	955.75	20%	159.29	796.46	Outside Works
23-Jan	RAC	Breakdown cover	Annually	FPO	660.57	20%	110.10	550.48	Outside Works
23-Jan	JADE SECURITY	Cash Collections	Monthly	FPO	620.16	20%	103.36	516.80	Outside Works
23-Jan	LR PROPERTY MAN	Retainer Fee Property 1A	Quarterly	FPO	612	0%	-	612.00	Grants
23-Jan	SHOWBITZ	Electrical Parts - garden lights	One-off	FPO	593.25	20%	98.88	494.38	Outside Works
23-Jan	METRIC	Hosting Costs	Monthly	FPO	583.2	20%	97.20	486.00	Outside Works
23-Jan	NEWSQUEST	Job Advertisement	One-off	FPO	577.5	20%	96.25	481.25	Office Expenses
23-Jan	LR BOWLS CLUB	Grant	One-off	FPO	500	0%	-	500.00	Grants
23-Jan	AXMINSTER IRONWORK	Barrier Repair	One-off	FPO	468	20%	78.00	390.00	Outside Works
23-Jan	WEST COUNTRY LAND SURVERY	Gardens Survey	One-off	FPO	462	20%	77.00	385.00	Outside Works
23-Jan	FLOWBIRD	Transaction Charges	Monthly	FPO	409.54	20%	68.26	341.28	Outside Works
23-Jan	TRAVIS PERKINS	External Supplies	One-off	FPO	405.61	20%	67.60	338.01	Outside Works
23-Jan	CREATIVE SOLUTIONS	Signage	One-off	FPO	204.67	20%	34.11	170.56	Outside Works
23-Jan	TRADE UK	External Supplies	One-off	FPO	200.79	20%	33.47	167.33	Outside Works
23-Jan	PEST CONTROL	Pest Control	One-off	FPO	190	20%	31.67	158.33	Outside Works
23-Jan	ARTHUR FORDHAMS	External Supplies	One-off	FPO	159.74	20%	26.62	133.12	Outside Works
23-Jan	A.S SECURITY ALARM	Guildhall alarm repair	One-off	FPO	138	20%	23.00	115.00	Outside Works
23-Jan	PROGREEN	Weed Control	One-off	FPO	122.1	20%	20.35	101.75	Outside Works
23-Jan	LYME ONLINE	Advertisement	Monthly	FPO	120	0%	-	120.00	Marketing & Tourism
23-Jan	CLARITY COPIERS	Photocopier costs	Monthly	FPO	115.64	20%	19.27	96.37	Office Expenses
23-Jan	NW SYSTEMS GROUP	Camera Streaming	Monthly	FPO	104.4	20%	17.40	87.00	Marketing & Tourism
23-Jan	SW HYGIENE	Yellow Bag Service	Monthly	FPO	101.76	20%	16.96	84.80	Office Expenses
23-Jan	MOLE AVON	PPE	One-off	FPO	86.27	20%	14.38	71.89	Outside Works
23-Jan	ECOM6	Transaction Charges	Monthly	FPO	83.44	20%	13.91	69.53	Office Expenses
23-Jan	COBB GARAGE	Vehicle Repairs	One-off	FPO	72.68	20%	12.11	60.57	Outside Works
23-Jan	GROVES NURSERIES	Garden Tools	One-off	FPO	71.98	20%	12.00	59.98	Outside Works
23-Jan	SIX PAYMENT	Transaction Charges	Monthly	FPO	53.42	0%	-	53.42	Office Expenses
23-Jan	VIRGILS WINDOWS	Christmas Tree	One-off	FPO	35	0%	-	35.00	Outside Works
23-Jan	LIFT SAFE	Lift Handle	One-off	FPO	26.45	20%	4.41	22.04	Outside Works
23-Jan	STAFF	Expenses	One-off	FPO	25	0%	-	25.00	Staffing
24-Jan	EDF ENERGY	Gas	Monthly	DD	226.56	5%	10.79	215.77	Utilities
24-Jan	PLANNING	CCTV Project planning	One-off	DEB	149.2	20%	24.87	124.33	Outside Works
26-Jan	SOUTHERN ELECTRIC	Electricity Charges	Monthly	DD	541.76	5%	25.80	515.96	Utilities
26-Jan	SOUTHERN ELECTRIC	Electricity Charges	Monthly	DD	420.31	5%	20.01	400.30	Utilities
26-Jan	SOUTHERN ELECTRIC	Electricity Charges	Monthly	DD	309.28	5%	14.73	294.55	Utilities
26-Jan	SOUTHERN ELECTRIC	Electricity Charges	Monthly	DD	59.13	5%	2.82	56.31	Utilities
27-Jan	AMAZON	External clothing	One-off	DEB	11.95	20%	1.99	9.96	Outside Works
27-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jan	SOUTHERN ELECTRIC	Electricity	Monthly	DD	2078.87	5%	98.99	1,979.88	Utilities
30-Jan	ALLSTAR	Fuel	biweekly	DD	320.87	20%	53.48	267.39	Outside Works
30-Jan	ARGOS	Beach Hut Chairs	One-off	DEB	120	20%	20.00	100.00	Office Expenses
30-Jan	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
30-Jan	CUSTOMER	Refund for Beach Hut	One-off	FPO	140	0%	-	140.00	Refunds
30-Jan	CUSTOMER	Refund for parking	One-off	FPO	7.5	0%	-	7.50	Refunds
30-Jan	CUSTOMER	Refund for parking	One-off	FPO	4.5	0%	-	4.50	Refunds
31-Jan	IP OFFICE	Phone Charges	Monthly	DD	459.04	20%	76.51	382.53	Office Expenses
31-Jan	DC PENSION FUND	January Pension Contributions	Monthly	FPO	10402.48	0%	-	10,402.48	Staffing
				Total	49,170.12				
				Petty Cash	6.20				



**APPENDIX 14B**

		<b>Lyme Regis Town Council</b>							
		<b>Payments list for February 2023</b>			<b>141,748.31</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-Feb	DORSET COUNCIL	Rates	Monthly	DD	8084	0%	-	13,557.83	Outside Works
07-Feb	HMRC NDDS	Tax and NI January	Monthly	DD	13557.83	0%	-	35,596.68	Staffing
10-Feb	HMRC VAT	Vat	Quarterly	DD	35596.68	0%	-	25.08	VAT
14-Feb	ALLSTAR	Fuel	Monthly	DD	25.08	20%	9.40	47.00	Outside Works
15-Feb	BANKLINE	Bank Charges	Monthly	DD	56.4	0%	-	1,994.30	Office Expenses
20-Feb	DORSET COUNCIL	Waste Collection	Monthly	DD	1994.3	0%	-	26.10	Outside Works
20-Feb	WORLDPAY	Transaction Fees	Monthly	DD	26.1	0%	-	112.10	Office Expenses
21-Feb	WORLDPAY	Transaction Fees	Monthly	DD	112.1	0%	-	41,285.47	Office Expenses
24-Feb	SALARIES	February Salaries	Monthly	EBP	41285.47	0%			Staffing
				<b>Total</b>	<b>100,737.96</b>				
<b>LLOYDS BANK</b>									
01-Feb	QUADIANT	Franking machine rental	Quarterly	DD	300	0%	-	300.00	Office Expenses
01-Feb	INVESTEC ASSET FIN	Printer Rental	Quarterly	DD	174	0%	-	174.00	Office Expenses
01-Feb	ZOOM	Subscription	Monthly	DEB	11.99	0%	-	11.99	Office Expenses
02-Feb	ARGOS	Mobile phones for new starters	One-off	DEB	49.98	20%	8.33	41.65	Office Expenses
03-Feb	CARTRIDGE PEOPLE	Stationary	One-off	DEB	30.93	20%	5.16	25.78	Office Expenses
03-Feb	SQUARE	Subscription	Monthly	DEB	20	20%	3.33	16.67	Outside Works
03-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
06-Feb	SOUTHERN ELECTRIC	Electricity	Quarterly	DD	554.96	20%	92.49	462.47	Utilities
06-Feb	SOUTHERN ELECTRIC	Electricity	Quarterly	DD	162.1	0%	-	162.10	Utilities
06-Feb	SOUTHERN ELECTRIC	Electricity	Quarterly	DD	92.28	5%	4.39	87.89	Utilities
06-Feb	SOUTHERN ELECTRIC	Electricity	Quarterly	DD	73.39	5%	3.49	69.90	Utilities
07-Feb	ARGOS	Beach Hut Chairs	One-off	DEB	360	20%	60.00	300.00	Office Expenses
07-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	710.68	20%	118.45	592.23	Utilities
08-Feb	UNITY 5	Transaction Charges	Monthly	DD	495.12	20%	82.52	412.60	Office Expenses
08-Feb	YU ENERGY	Electricity	Monthly	DD	402.37	20%	67.06	335.31	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	383.88	20%	63.98	319.90	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	348.89	20%	58.15	290.74	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	258.63	20%	43.11	215.53	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	257.63	20%	42.94	214.69	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	228.86	20%	38.14	190.72	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	105.82	20%	17.64	88.18	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	68.95	20%	11.49	57.46	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	29.47	20%	4.91	24.56	Utilities
08-Feb	YU ENERGY	Electricity	Monthly	DD	13.22	20%	2.20	11.02	Utilities
08-Feb	STAFF	Mayors Allowance	One-off	FPO	1000	0%	-	1,000.00	Office Expenses
09-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Feb	BARCLAYCARD	Transaction Charges	Monthly	DD	15.76	0%	-	15.76	Office Expenses
10-Feb	BARCLAYCARD	Transaction Charges	Monthly	DD	13.26	0%	-	13.26	Office Expenses
13-Feb	SOUTHERN ELECTRIC	Electricity	Quarterly	DD	731.91	5%	34.85	697.06	Utilities
13-Feb	YU ENERGY	Electricity	Monthly	DD	194.41	20%	32.40	162.01	Utilities
13-Feb	TAKEPAYMENTS	Transaction Charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Feb	TAKEPAYMENTS	Transaction Charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
13-Feb	MAILCHIMP	Subscription for business bulletin	Monthly	DEB	13.01	20%	2.17	10.84	Office Expenses
13-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

13-Feb	GLEN CLEANING	Cleaning	Monthly	FPO	1517.47	20%	252.91	1,264.56	Outside Works
13-Feb	DAMORY	Bus Service	Monthly	FPO	1282.17	0%	-	1,282.17	Rents
13-Feb	WOODHORT SHARPHAM	Gardening Supplies	One-off	FPO	1179.36	20%	196.56	982.80	Outside Works
13-Feb	LR PANTOMINE	Grant	One off	FPO	1000	20%	166.67	833.33	Grants
13-Feb	SEB COPE	CCTV Planning	One-off	FPO	920	20%	153.33	766.67	Office Expenses
13-Feb	AXMINSTER GARDEN M	Machinery Maintenance	One-off	FPO	796.96	20%	132.83	664.13	Outside Works
13-Feb	TRAVIS PERKINS	External Supplies	One off	FPO	708.74	20%	118.12	590.62	Outside Works
13-Feb	JWS	Cadet Hut door repair	One-off	FPO	672	20%	112.00	560.00	Outside Works
13-Feb	METRIC	Hosting Costs	Monthly	FPO	568.8	20%	94.80	474.00	Outside Works
13-Feb	GOOD DIRECTIONS	Memorial Plaque	One-off	FPO	552	20%	92.00	460.00	Outside Works
13-Feb	JADE SECURITY	Cash Collection	Monthly	FPO	538.78	20%	89.80	448.98	Outside Works
13-Feb	FLOWBIRD	Hosting costs	Monthly	FPO	470.99	20%	78.50	392.49	Outside Works
13-Feb	TOR LUXUARY TOILET	Toilet Hire	One-off	FPO	450	20%	75.00	375.00	Marketing & Tourism
13-Feb	RECOAIR	Annual maintenance of air conditioning	Annually	FPO	432	20%	72.00	360.00	Outside Works
13-Feb	PHOENIX BRASS BAND	Band Performance	One-off	FPO	350	0%	-	350.00	Marketing & Tourism
13-Feb	EUROFFICE	Stationary	One-off	FPO	304.76	20%	50.79	253.97	Office Expenses
13-Feb	ORBIS ECOLOGY	Building assessment	One-off	FPO	300	20%	50.00	250.00	Outside Works
13-Feb	SCREWFIX	External Supplies	One-off	FPO	287.44	20%	47.91	239.53	Outside Works
13-Feb	KELLY WOOD	Office Cleaner	Monthly	FPO	180	0%	-	180.00	Office Expenses
13-Feb	JASON HANNELL	Office Cleaner	Monthly	FPO	180	0%	-	180.00	Office Expenses
13-Feb	LYME ONLINE	Advertisement	Monthly	FPO	173	20%	28.83	144.17	Marketing & Tourism
13-Feb	D G SEYMOUR	Drain Inspection	One-off	FPO	150	20%	25.00	125.00	Outside Works
13-Feb	STAFF	Expenses	One-off	FPO	100.25	0%	-	100.25	Staffing
13-Feb	ECOM6	Payment Services	Monthly	FPO	82.64	20%	13.77	68.87	Office Expenses
13-Feb	ADVANTAGE DIGITAL PRINT	ID Badges for new starters	One-off	FPO	74.4	20%	12.40	62.00	Marketing & Tourism
13-Feb	POD POINT	Admin Fee	Quarterly	FPO	71.86	20%	11.98	59.88	Office Expenses
13-Feb	ERICS KNOBS	Heavy Duty Padlock	One-off	FPO	60	20%	10.00	50.00	Outside Works
13-Feb	SIX PAYMENT	Transaction Fees	Monthly	FPO	58.39	0%	-	58.39	Office Expenses
13-Feb	DAPTC	Staff Training	One-off	FPO	35	20%	5.83	29.17	Office Expenses
13-Feb	COBB GARAGE	Vehicle Repairs	One-off	FPO	34.01	20%	5.67	28.34	Outside Works
14-Feb	ALLSTAR	Fuel Usage	Monthly	DD	292.28	20%	48.71	243.57	Outside Works
14-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Feb	SOUTH WEST WATER	Water	Monthly	DD	5610.18	0%	-	5,610.18	Utilities
15-Feb	AIB	Transaction Charges	Monthly	DD	309.7	20%	51.62	258.08	Outside Works
15-Feb	EE LIMITED	Phone Charges	Monthly	DD	68.52	20%	11.42	57.10	Utilities
15-Feb	COMPLETE CONSTRUCTION	External Materials	One-off	DEB	42.9	20%	7.15	35.75	Outside Works
16-Feb	SAGE	Software subscription	Monthly	DD	330	20%	55.00	275.00	Office Expenses
17-Feb	EDF ENERGY	Gas	Monthly	DD	829.72	5%	39.51	790.21	Utilities
17-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Feb	WORLDPAY	Transaction Charges	Monthly	DD	23.94	20%	3.99	19.95	Outside Works
20-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Feb	WORLDPAY	Transaction Charges	Monthly	DD	57	0%	-	57.00	Office Expenses
21-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
22-Feb	EDF ENERGY	Gas	Monthly	DD	226.7	5%	10.80	215.90	Utilities
22-Feb	FR JONES AND SON	Safety Gear for new starters	One-off	DEB	101.71	20%	16.95	84.76	Outside Works
23-Feb	AMAZON	External clothing	One-off	DEB	64.79	20%	10.80	53.99	Office Expenses
23-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Feb	DC PENSION FUND	February pension contributions	Monthly	FPO	11487.96	0%	-	11,487.96	Staffing
27-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Feb	CUSTOMER	Refund for beach hut booking	One-off	FPO	246	0%	-	246.00	Refunds
27-Feb	CUSTOMER	Refund for spare key	One-off	FPO	20	0%	-	20.00	Refunds
27-Feb	CUSTOMER	Refund for spare key	One-off	FPO	20	0%	-	20.00	Refunds
27-Feb	CUSTOMER	Refund for spare key	One-off	FPO	20	0%	-	20.00	Refunds
27-Feb	CUSTOMER	Refund for spare key	One-off	FPO	20	0%	-	20.00	Refunds
27-Feb	CUSTOMER	Refund for beach hut booking	One-off	FPO	18	0%	-	18.00	Refunds
27-Feb	CUSTOMER	Refund for beach hut booking	One-off	FPO	10	0%	-	10.00	Refunds
28-Feb	IP OFFICE	Phone Charges	Monthly	DD	459.43	20%	76.57	382.86	Office Expenses
28-Feb	GIFFGAFF	Mobile Bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities



**Committee:** Full Council

**Date:** 22 March 2023

**Title:** Investments and Cash Holdings

**Purpose of Report**

To inform members of our current reserve position

**Recommendation**

Members note the cash position at the end of February 2023

**Background**

1. The council's cash holding at the beginning of the financial year was c.£1.326k.

**Report**

2. The council's cash holding at 28 February 2023 was c.£1.755m, **appendix 15A**.
3. 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.
4. 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.
5. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Naomi Cleal  
Finance manager  
March 2023

<b><u>Lyme Regis Town Council</u></b>			
<b><u>Bank Balances</u></b>			
<b><u>28-Feb-23</u></b>			
		<b>£</b>	<b>Access</b>
<b>NatWest- General</b>		1,000	Instant
NatWest Liquidity Manager 1%		53,486	Instant
NatWest Special Interest Bearing Account 1%		474	Instant
<b>Lloyds - Current</b>		11,012	Instant
Lloyds - Liquidty Manager (0.7%)		1,689,000	Instant
<b>Wilkinson Legacy 0.8%</b>		538	One month
<b>TOTAL</b>		<b><u>1,755,510</u></b>	