



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 Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 15 October 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
10.10.25

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

Twenty minutes will be made available for public comment and response in relation to items on this agenda

Individuals will be permitted a maximum of three minutes each to address the committee

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 23 July 2025

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly, if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

To note the grant of dispensations made by the town clerk in relation to the business of this meeting

6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 July 2025

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. Strategy and Finance Objectives

To allow members to consider the committee's objectives for 2025-26

9. The Process for Approving the 2026-27 Budget¹ and Five-Year Financial Plan 2026-31

To outline the process for approving the 2026-27 budget and the five-year financial plan 2026-31

10. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

11. Budget Performance, 1 April – 31 August 2025

To inform members of performance against budget from 1 April – 31 August 2025 and of the forecast year-end position at 31 March 2026

12. Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31

To allow members to consider the 2026-27 budget, including the precept, and the five-year financial plan 2026-31

¹ The 2026-27 budget includes the precept.

13. Review of Charges

To allow members to consider the level of precept for 2026-27

To allow members to set charges for 2026-27 for: alfresco licenses; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2027-28 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships.

14. Objectives and Projects 2026-2027

To allow members to consider objectives and projects for 2026-27

15. Large Capital Grant Awards

To allow the council to consider three large capital grant awards totalling £16,700 against a budget of £12,500

16. Investments and Cash Holdings

To inform members of the council's current reserve position

17. List of Payments

To inform members of the payments made in the months of July and August 2025

18. Debtors' Report

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

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

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 18 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 23 JULY 2025

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr P. Evans, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

25/01/SF Election of Chairman and Vice-chairman

It was proposed by Cllr G. Turner and seconded by Cllr M. Ellis that Cllr P. May is chairman of the Strategy and Finance Committee.

Cllr P. May was duly **ELECTED** as chairman.

It was proposed by Cllr C. Reynolds and seconded by Cllr D. Holland that Cllr M. Ellis is vice-chairman of the Strategy and Finance Committee.

Cllr M. Ellis was duly **ELECTED** as vice-chairman.

25/02/SF Terms of Reference

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, the terms of reference were **RECEIVED**.

25/03/SF Public Forum

There were no members of the public present.

25/04/SF Apologies for Absence

Cllr S. Cockerell – holiday
Cllr S. Larcombe – work commitments

25/05/SF Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Aldridge, the minutes of the meeting held on 19 March 2025 were **ADOPTED**.

25/06/SF Disclosable Pecuniary Interests

There were none.

25/07/SF Dispensations

There were none.

25/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 19 March 2025

Beach replenishment

The town clerk said it was still unsure if Dorset Council (DC) would carry out the replenishment, although there was a chance it would happen in the autumn. DC was proposing to use a pressurised system of dredging the harbour, with the beach replenishment as a separate process. This method was cheaper but could disturb marine life and affect water quality.

25/09/SF Update Report

Members noted the report.

25/10/SF Strategy and Finance Objectives

Members noted the report.

25/11/SF The Annual Review of the Communications/PR Policy and Procedure

A member asked for clarification over the arrangements for the council magazine, Lyme Living, as the policy and procedure, which now included a reference to the magazine, wouldn't be reviewed until August 2026, but it wasn't yet agreed if the magazine would continue beyond March 2026.

It was confirmed that if the magazine did not continue, the relevant section could be removed from the policy at the next review.

Proposed by Cllr M. Denney and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amended Communications/PR Policy and Procedure.

25/12/SF Information Policy

Proposed by Cllr A. Wood and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Information Policy.

25/13/SF Budget Performance, 1 April – 30 June 2025

The finance manager said this report was a review of the first quarter and the forecast position at the end of the financial year; so far, the position was positive, with forecasted income up £60k on budget. There had been £15k of unbudgeted

expenditure so far, which was something for members to consider when moving into objective-setting.

It was noted the majority of the unbudgeted expenditure was due to a recommendation from the Tourism, Community and Publicity Committee to approve set-up costs for the post office at the Waffle House.

Cllr G. Stammers declared a pecuniary interest as she worked at another post office branch.

A member asked where the budget for Party in the Park was listed.

The finance manager said as this was part of the council's normal expenses, not an objective, it did not appear as a separate budget line.

Another member had asked for a breakdown of the expenditure for Party in the Park to be provided to the Tourism, Community and Publicity Committee so members could decide if it was value for money.

The town clerk said staff timesheets were now in for July so the final costings could be provided.

25/14/SF Flowbird Update

The finance manager said following IPS's offer to borrow a Flowbird machine to develop the technology, IPS were willing to verbally accept full financial and legal liability for claims but they were not willing to put this in writing. As such, she would not recommend accepting this offer.

Members agreed the offer should not be accepted and indicated they would like the replacement of the Monmouth Beach machines from Flowbird to IPS to be an objective for 2026-27.

The finance manager said there had been no issues with the IPS machines at Woodmead car park, there had been no customer complaints and no discrepancies.

25/15/SF Investments and Cash Holdings

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to note the cash position at the end of June 2025 and to close the NS&I Wilkinson's investment account.

25/16/SF List of Payments

A member asked that the utilities bills were listed by the area or building they related to in future.

Proposed by Cllr G. Turner and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in April, May and June 2025 for the sums of £246,191.87, £355,697.70 and £254,406.16, respectively.

25/17/SF Debtors

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, 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.

25/18/SF Exempt Business

a) Debtors

The finance manager said since writing the report, agreement had been reached with Dorset Council on payment for the accreted land, which was expected soon.

A member asked if the debt related to parking permits was being resolved.

The finance manager said it was not resolved and officers would enter into discussions with the council's solicitor, with the possibility of taking it to the small claims court.

The meeting closed at 7.28pm.

Committee: Strategy and Finance

Date: 15 October 2025

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 July 2025

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

25/08/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 19 March 2025

Beach replenishment

It still appears unlikely that any beach replenishment work will take place during 2025, although the beach profile is being carefully monitored to ensure it remains 'within parameters' to maintain coastal defence and flood protection.

Dorset Council provided a detailed update about the Stage V works and the planned emergency repairs to the last meeting of Full Council. However, a further update is expected to be given to the meeting of the Harbour Group on 9 October and any new information will be reported verbally.

25/11/SF – The Annual Review of the Communications/PR Policy and Procedure

The updated policy and procedure was emailed to members on 18 August 2025 and has been published on the website.

25/12/SF – Information Policy

The updated policy and procedure was emailed to members on 18 August 2025 and has been published on the website.

25/15/SF – Investments and Cash Holdings

The NS&I account was closed on 9 September 2025 as per this committee's decision.

John Wright
Town clerk
October 2025

Committee: Strategy and Finance

Date: 15 October 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Draft Street Trading Policy

To date, no further information has been forthcoming from Dorset Council about either the outcome of its street trading consultation or its plans to make any changes to its existing policies and procedures. Officers wrote to the service manager for licensing and community safety requesting an update. He has indicated that Dorset Council will not make any decisions on the matter until at least December.

Re-tendering of legal services

The agreed transfer of legal services to Porter Dodson took place on 1 September 2025 as planned. Some work will remain with Kitson & Trotman until completion but all new work is now being instructed to Porter Dodson. Initial discussions about that work have taken place and the first instructions have already been issued. For instance, they will deal with the legal work relating to the sale of the former council office and the current sale of a chalet at Monmouth Beach.

Mark Green
Deputy town clerk
October 2025

Committee: Strategy and Finance

Date: 15 October 2025

Title: Strategy and Finance Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives

Recommendation

Members note the report

Background

1. During the 2025-26 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.
2. At the Full Council meeting on 3 April 2025, the objectives were formally assigned to committees.

Report

3. Members can review progress on the objectives at each meeting.
4. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

John Wright
Town clerk
October 2025

APPENDIX 8A

To achieve an unqualified external auditor's letter	JW/NC	S&F	September 2025	<p>The deadline for the external auditor's response is 30 September 2025. The council will have a good understanding of the likelihood of achieving an unqualified external auditor's letter following the final internal auditor's report and the submission of the annual governance and accountability return (AGAR) to the Full Council in June 2025.</p> <p>The AGAR was approved at an extraordinary Full Council meeting on 18 June 2025 and was submitted to the external auditor on 27 June 2025.</p> <p>An unqualified external audit was received on 23 September 2025.</p>
To comply with standing orders and financial regulations	JW	S&F	March 2026	<p>This is an ongoing objective throughout the year.</p> <p>Standing orders were reviewed and approved by the Full Council on 28 May 2025. Financial regulations will be reviewed at the Full Council meeting on 6 August 2025.</p> <p>The review of financial regulations has been deferred to the Full Council meeting on 17 December 2025.</p>
To implement all internal audit recommendations	JW/NC	S&F	March 2026	<p>This is an ongoing objective throughout the year. Internal audit reports are usually considered in quarters three and four.</p>
To retain the general power of competence	JW	S&F	May 2025	<p>This will be considered at the annual meeting of the council on 28 May 2025.</p> <p>This was considered and reaffirmed at the annual meeting of the council on 28 May 2025.</p>
To review policies and procedures on their review dates	AM	S&F	March 2026	<p>This is an ongoing objective throughout the year.</p>
To perform in accordance with the 2025-26 budget	JW/NC	S&F	March 2026	<p>Quarterly budget reports will be submitted to the Strategy and Finance Committee.</p> <p>A budget report is elsewhere on this agenda.</p>
To manage the council's investments	JW/NC	S&F	March 2026	<p>This is an ongoing objective throughout the year. Investments are informed by cash-holdings and cashflow forecasts. Investment decisions are made in consultation with the chairman and vice-chairman of the Strategy and</p>

				<p>Finance Committee.</p> <p>A report is elsewhere on this agenda, informing members of the investments made.</p>
To develop a long-term asset management plan	MG	S&F	<p>August 2025</p> <p>December 2025</p>	Condition survey combined with an investment plan. Started January 2025.
To finalise Transparency Code and GDPR compliance	AM	S&F	<p>August 2025</p> <p>December 2025</p>	This project will be progressed alongside the office move. It will start with digital asset mapping, linked to the asset plan, see above, probably using the newly purchased 'Parish Online' mapping facility'.

Committee: Strategy and Finance

Date: 15 October 2025

Title: The Process for Approving the 2026-27 Budget² and Five-Year Financial Plan 2026-31

Purpose of the Report

To outline the process for approving the 2026-27 budget and the five-year financial plan 2026-31

Recommendation

Members note the report

Background

1. In accordance with paragraph 2.1 of the council's financial regulations, 'Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the following financial year shall be prepared by the RFO³ in the form of a budget to be considered by the council.'
2. In accordance with paragraph 2.2 of the council's financial regulations, 'The council shall review the budget not later than the end of December each year and shall set the precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.'
3. In accordance with paragraph 2.3 of the council's financial regulation, 'The annual budgets shall form the basis of financial control for the ensuing year.'

The overall process

4. This report details the process for approving the 2026-27 budget and the five-year financial plan 2026-31.
5. Reports will be presented to members through two committee cycles.
6. The first committee cycle considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, and agrees charges.
7. Although the first committee cycle formally starts with this meeting of the Strategy and Finance Committee, the cycle of committee meetings leading up to the Strategy and Finance Committee and staff have submitted thoughts on objectives for 2026-27; reference is also made to those proposed objectives that didn't secure funding in 2025-26.

² The 2026-27 budget includes the precept.

³ RFO is the acronym for the responsible financial officer. Although the town clerk is the council's RFO, budget preparation work is undertaken by the finance manager in consultation with the management team.

8. Recommendations from this committee will be considered and approved by the Full Council on 29 October 2025.
9. After the Full Council on 29 October 2025, officers will calculate the income and expenditure decisions which have been approved.
10. The second committee cycle starts at the Strategy and Finance Committee on 3 December 2025. This meeting considers officers' income and expenditure calculations and firms up the council's 2026-27 budget and five-year financial plan, including its objectives, projects and precept.
11. The council's 2026-27 budget, five-year financial plan and objectives will be approved by resolution of the Full Council on 17 December 2025. The council's budget includes the 2026-27 precept.

Reports to this meeting

12. The remainder of this report describes how agenda items 10 to 14 fit together.
13. Agenda item 10 considers risk and internal control. It is included as part of the budget-setting process because issues arising from the report may have budget implications.
14. Agenda item 11 reports on 2025-26 budget performance at 30 September 2025 and provides a year-end forecast.
15. Agenda item 12 considers a first draft of the 2026-27 budget, including the precept, and the five-year financial plan 2026-31. The report identifies estimated cost increases and known income increases, i.e., income increases determined by contractual agreements.
16. Agenda item 13 allows members to review charges, i.e., income which isn't determined by contractual agreements and where the amount charged is at the council's discretion.
17. Agenda item 14 considers the objectives and projects the council wants to pursue over the next five years. Objectives and projects identified for 2026-27 will be firmed up. The detailed cost of objectives and projects for 2027-31 will be estimated and reviewed through subsequent annual budget-setting processes.
18. Following this committee's recommendations to the Full Council on 29 October 2025, along with any amendments to the budget made by the Full Council at that meeting, officers will calculate changes in income and expenditure. These will be factored into a revised draft 2026-27 budget and five-year financial plan.
19. The revised draft 2026-27 budget and five-year plan will be considered by the Strategy and Finance Committee on 3 December 2025.
20. On 17 December 2025, the Full Council will consider recommendations from that meeting of the Strategy and Finance Committee and approve the 2026-27 budget, precept, objectives and projects, along with the five-year financial plan.

What happens after the budget is approved?

21. On 7 January 2026, the Human Resources Committee will incorporate objectives and projects into the town clerk's workplan for 2026-27.
22. The agreed budget, five-year financial plan and objectives will be incorporated into the 2026-31 corporate plan; the corporate plan will be considered by this committee on 4 February 2026 and approved by the Full Council on 18 February 2026.
23. During February and March 2026, alongside the annual staffing appraisal process, objectives and budgets are formally delegated to managers and identified against committees for monitoring during 2026-27.
24. During the first cycle of meetings in the 2026-27 council year, objectives are delegated to committees for performance monitoring.
25. During 2026-27, the Strategy and Finance Committee will receive at least four budget reports.
26. During 2026-27, the Strategy and Finance Committee will receive at least three internal audit reports that consider governance and finance arrangements.
27. The Annual Governance and Accountability Return for 2026-27 will be considered by the Full Council in mid-June 2027 and submitted to the external auditor no later than 30 June 2027.
28. The external auditor's letter which details its assessment of the council's finances and governance arrangements for 2026-27 is received on or before 30 September 2027.
29. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Naomi Cleal
Finance manager
October 2025

Committee: Strategy and Finance

Date: 15 October 2025

Title: Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Purpose of Report

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

Recommendations

- a) Members note the statement of internal control and the observations detailed in paragraphs 12 to 50 of this report
- b) Members approve the risk management policy, appendix 10A and the standard annual risk assessment, appendix 10B
- c) Members review the draft risk register, appendix 10C, and propose amendments to the risk register

Background

- 1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
- 2. The external auditor's advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
- 3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council⁴.
- 4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
- 5. The draft risk assessment on this agenda has been prepared by the town clerk: the council is invited to comment and amend the draft risk assessment.

Statement of internal control

- 6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they

⁴ Accounts and Audit Regulations 2015, regulation 6

are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect on the adequacy of its systems and processes and to review what's going well and what's not going so well.

7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Overall, the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business.

Control Environment

12. This assesses the integrity, competence and attitude of an organisation.
13. The integrity of the council is good; fraud and breaches of confidentiality are not organisational issues.
14. The individual competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the support services manager is CiLCA qualified. In addition, the council has or is supporting employees to gain additional qualifications, e.g., level 3 and 4 qualifications in accountancy.
15. Recently there has been an improvement in the behaviour of members in meetings but tensions between some members remain. Some members do not seem to recognise their behaviour is adversely impacting on other councillors and staff. While the council is effective in delivering its core policy objectives and business priorities, the underlying level of tension and division has the potential to undermine this.
16. A previous preoccupation with detail and history that caused debate to drift from subject matter has reduced significantly.
17. Members are still making decisions without thinking through the implications of those decisions. As a consequence, member and officer time is spent managing the consequences of those decisions. Members need to remain mindful of the

implications of the decisions they make and their cost and practicality of implementation.

18. The historic problem of members and officers identifying projects outside of the budget-setting process has reduced.
19. The views of 14 members will always be disparate. But comments are still made by some members which go against the grain of what the council is trying to achieve and sometimes translate into negative perception.
20. There are officer failings, too. There has been some slippage on council agreed objectives and projects, e.g., the move towards a fully electronic office and the development of an asset investment strategy remains outstanding.
21. These observations and their redress are critical to the well-being of this council, its functionality and public perception.
22. In summary, the extent of these issues has been acknowledged by the council, but some members fail to recognise their contribution to events. Although the council agreed to engage a consultant to help it confront and remedy the issues it faces and development work commenced on 6 August 2025, a resolution was passed by the Full Council to end the project.
23. To a greater or lesser extent, the observations I have cited in paragraphs 13 to 22 are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

Risk Assessment

24. On 9 October 2013, the council adopted a risk management policy which it reviews annually, **appendix 10A**.
25. In addition to the historical risk assessment, **appendix 10B**, that covers financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk.
26. Officers have developed a risk register, **appendix 10C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register details the mitigation applied to each identified risk. A column has been added to the risk register which comments on the rationale for the proposed changes to the scoring of probability and impact.
27. The most challenging risks faced by the council that score 15 or above are:
 - The possibility of Dorset Council withdrawing or amending key services to the town because of financial pressures on its budgets
 - Major land stability issues
 - Flood risk due to structural failure of The Cobb

28. Although recruitment and retention risk is assessed low with a score of six, based on the age and other ambitions of members of the management team, there is a potential risk of two or more managers leaving the organisation within a short space of time is. This could have a significant impact on business continuity and organisational dynamics.

Information and Communication systems and processes

29. This assesses the capture and exchange of relevant information.
30. Relevant information is captured from: national and local organisations, national and professional bodies, e.g., the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training and information events.
31. Officers meet with Dorset Council's chief executive and senior managers most months and co-ordinate service delivery with other Dorset Council managers, e.g., waste collection, parking, and Visit Dorset.
32. Monthly meetings no longer take place with Dorset Council's ward member. Contact with West Dorset's recently elected MP and the leader of Dorset Council are good.
33. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.
34. The council's finances and objectives are incorporated into a corporate plan which is available to the public and is used to inform the Annual Meeting of Electors.
35. The council website has improved public information.
36. The town council has a microsite on Dorset Council's Visit Dorset website.
37. The council uses Facebook, X and Instagram to convey information.
38. The council periodically consults with the public on its objectives and in 2022 undertook a consultation exercise which generated over 360 responses.
39. The council reviews its public relations and communications' policy annually and has a social media policy.
40. The council has established regular business and community briefings.
41. The council has substituted its quarterly newsletter for a monthly magazine, LymeLiving which is produced 10 times a year.
42. Since 2023, the town council has organised stakeholder events to bring together key organisations in the town. The purpose of these meetings is to gain an understanding

of each other's perspectives, priorities and projects, and to identify opportunities to work together. These events have helped to strengthen the council's collective and bi-lateral relationships.

Control Activities

- 43. These are the policies and procedures to manage the council's business.
- 44. For 2024-25, the council received an unqualified external audit.
- 45. Control weaknesses around health and safety have strengthened significantly. A health and safety committee meets regularly, and an external consultant is appointed annually to audit the council's health and safety arrangements. A comprehensive health and safety policy was approved in May 2018 and is reviewed annually.
- 46. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds an IOSH health and safety qualification and will shortly start a NEBOSH level 3 qualification in occupational health and safety.
- 47. The council undertakes regular external health and safety audits. The council's last health and safety audit took place in autumn 2024; the outcome of the audit focused on the need to introduce dynamic risk assessments.

Monitoring Processes

- 48. These are the systems that provide and measure the quality of information. Developing information systems and transforming data into information and analysis is an expensive and time-consuming activity. The council's systems cover key financial and non-financial activities and complaints.
- 49. The council produces financial and performance information commensurate to its size. Systems are in place for timely and accurate monthly management accounts, treasury management, bank reconciliation and debtors. Systems are in place to capture complaints.
- 50. Systems are also in place to capture volume and value information on the council's key income generating activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire.
- 51. A monitoring system for the council's emissions will be introduced before the end of this financial year

Risk Management Policy

- 52. On 9 October 2013, the council agreed to review its risk management policy in September each year. No policy changes are proposed, **appendix 10A**.
- 53. Members are asked to consider the risk register and propose amendments.

54. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

John Wright
Town clerk
October 2025

Risk Management Policy

Background

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

Policy

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
 - Political – our ability to deliver local or central government policy
 - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
 - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
 - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
 - Legal – our ability to meet legislative and regulatory requirements
 - Technological – our ability to make the best use of technology and adapt to a changing environment
 - Environmental – our ability to comply with statutory requirements and best practice
 - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
 - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision

- Human Resources – staff competence and development, capacity, commitment
 - Operational – service delivery, complaints' management, compliance with performance standards
 - Health & Safety – fire, security, accident prevention, lone working
 - Reputational – issues that adversely affect the council's reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council's Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
 - the probability of a risk occurring will be applied to a three-year timeframe
 - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the management team annually and reported to the council.
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council's Strategy and Finance Committee in autumn each year. The report will highlight risks identified as high. Any actions requiring budget approval will be considered as part for the forthcoming year's budget setting process.

Review

10. This policy will be reviewed in October 2026.

John Wright
Town clerk
October 2025

LYME REGIS TOWN COUNCIL

RISK ASSESSMENT 2026-27

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on Guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion, harbour store and external works' depot. Contents insured. CCTV on all buildings except the Guildhall.
Maintenance of buildings	4	3	12	Buildings currently maintained according to requirement. Annual inspection of electrical and safety equipment. Asset management plan to be developed in 2024-25 2025-26. Monthly inspection of buildings reported to the Health and Safety Committee. Harbour store and cemetery lodge refurbished and a amenities hut built. Council offices moved to new premises. Plans being developed for the external works' depot.
Financial management	3	1	3	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly. Backlogs have been resolved and debt at historic low level.
Banking	5	1	5	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Schedule of all investments and cash holdings reported to council, as well as all loans. Greater proportion of reserves in interest earning accounts and spread across two financial institutions.
Risk of consequential loss of income	4	2	8	Limited insurance cover. Council policy to hold a reserve of 50% of budget income. Policy varied for 2024-25 and 2025-26 to hold the reserve at £1 million. Insurance policy covers loss of income on some commercial assets.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Electronic point of sale system in place has increased accountability. All other monies banked promptly or held overnight in a safe.
Expenditure controlled	4	2	8	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance team and

				submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council. High levels of inflation make expenditure less predictable and reduces control. Most projects delivered close to or on budget. Regular reporting of objectives to committees. Budgeted variances and unbudgeted expenditure reported to council for approval.
Comply with Customs and Excise regulations	4	2	8	Council is a member of CIPFA. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underline annual precept	3	3	9	The town council receives detailed budgets in the late autumn, which helps inform the level of precept. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly. Allowance made for inflationary pressures and known industry indices in preparing annual budgets.
Financial records	3	2	6	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	2	6	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions. Debt management policy. Greater proportion of reserve invested in interest earning accounts.
Risk to third party, property, or individuals	3	2	6	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff. Health and safety plan in place. Monthly inspections of council assets.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	3	3	9	Insurance in place. Health and safety audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6	Membership of various national and regional advisory bodies. Professional legal advice taken when required. Council is a member of SW Councils Support services manager holds level 5 HR qualification and is an associate member of the CIPD, and attends a variety of courses to stay up-to-date with changes in legislation.
Comply with Inland Revenue requirements	3	2	6	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year (plus two) contract and external audit engaged

				annually.
Safety of staff and visitors	3	2	6	Full protective clothing and equipment provided and worn. Monthly personal and protective equipment checks. Lone workers issued with mobile phones and lone working policy in place. Locked door in council office reception. Regular health and safety risk assessment checks of guildhall, particularly before public events. Staff receive appropriate health and safety training.
Ensuring activities are within legal powers	4	2	8	Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary. Advice may be sought from membership bodies, e.g. NALC, South West Councils. External solicitor retained.
Motor vehicles	3	2	6	Insured, taxed and MOT. Weekly pre-use checks. Annual services.
Proper and timely reporting via the minutes	3	1	3	Council meets every seven weeks and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record.
Proper document control	3	4	12	Original leases and legal documents in town council office. Other data storage to comply with Data Protection Act and General Data Protection Regulation. Microfilmed deed storage. Electronic storage of new documentation to be pursued. Further work required to fully comply with Local Government Transparency Code with a target date of Christmas 2024.
Security of data	3	3	9	Back-up of all systems carried out off-site. Adequate cyber security from third parties, e.g. banks.
Continuity cover in the absence of key staff	3	3	9	Continuity training of other staff implemented. Finance assistant in post strengthened ability to comply with financial procedures.
Register of interests maintained. Gifts and hospitality declared.	4	1	4	Register of interests completed. Digital register of interests strengthened compliance and accountability. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.

Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Retaining General Power of Competence	1	1	1	Two CILCA- qualified employees Normally, vacancies are filled through a by-election	Plans to get other employees CILCA qualified
Member-member relationships	4	4-3	46-12	Code of conduct	<p>Relationships between some members remain poor</p> <p>Breaches of the Code of Conduct occur</p> <p>Consultant to be appointed to work with members. Appointment to be made by approved panel on 17 October 2024, with work to start with members in autumn/winter 2024</p> <p>Over the last few months, there have been no significant issues in the council chamber</p> <p>There has been a general improvement in member behaviour.</p> <p>Members decided not to proceed with development work with South West Councils and to incorporate some changes in the governance review.</p>
Competency and understanding	3	2-3	6 9	Training available through DAPTC, SLCC, South West Councils and in-house	External and internal training take-up low among members
Compliance with policies and procedures	4	2	8	Training undertaken. Internal and external audit	Policies and procedures were updated during 2023-24

					Policies and procedures are continually updated when required
Complying with objectives (deviation from)	2	4-3	8 6	<p>Progress on objectives reported to each committee</p> <p>Objectives' compliance is part of the appraisal system</p>	<p>Those projects not delivered in 2023-24 are included in 2024-25, along with the accompanying budget</p> <p>There are some low-level projects from 2023-24 and 2024-25 which are scheduled for completion in 2025-26</p>
Conflict between personal/council interests	4	2 3	8 12	<p>Code of conduct</p> <p>PR/comms policy and procedure</p> <p>Social media policy</p> <p>Declaration of non-pecuniary interests</p>	The boundaries between external interests, personal interests and council business have, on occasions, become blurred
Adhering to the transparency code	2	4	8	<p>Town council website can accommodate requirements of the code</p> <p>Relevant documentation being compiled</p>	<p>Target date of Christmas 2024 for compliance</p> <p>Work is continuing but is low on the list of priorities and the new target date for compliance is 31 December 2025</p>
Data breaches	4	2	8	<p>Information Policy</p> <p>Council is registered with Information Commissioner's Office and reports any breaches</p> <p>Annual data security training</p> <p>Systems have a data retention period</p> <p>Confidential documents are shredded</p> <p>Compliance with GDPR</p>	<p>Data protection training is delivered annually to staff and members</p> <p>There have been no data breaches within the past year</p>

Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Dorset Council – possibility of withdrawal or amendment of key services in the town	4	4	16	<p>Council can identify budgets for some services</p> <p>Monitoring decision-making closely</p> <p>Agency agreements in place</p> <p>Regular monitoring of DC budget</p> <p>The town council holds a reserve</p>	<p>Dorset Council has a budget deficit and an overspend for 2024-25</p> <p>Discussions have re-opened with Dorset Council about asset and service transfers</p> <p>Dorset Council has a published predicted £7.7million overspend for 2025-26, after taking £10.6million from reserves</p>
Adverse relationships with other authorities	3	4	12	<p>Regular meetings with DC officers</p> <p>Meetings with neighbouring local councils</p> <p>Monthly meetings with DC ward member</p>	<p>Number of sensitive issues ongoing with Dorset Council</p> <p>Officers and the mayor have been unable to agree monthly meetings with the DC ward member</p>

Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	3	2	6	<p>Policies and procedures in place</p> <p>Internal audit</p> <p>Regular reports and monitoring</p> <p>External audit</p>	<p>Finance manager and finance assistant established in post</p>
Performing to budget, including income interruption	3	2	6	<p>Regular financial reports</p> <p>Policies and procedures in place</p> <p>All material variations are reported to committees</p>	<p>The council adopts prudent budget assumptions</p> <p>The budget, project spend and forecast is reported to the council four times a year</p> <p>Over and underspends are primarily</p>

					related to projects and are reported to council
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place Cyber security provided by third parties, e.g. banks, on financial transactions Protection from Dorset Council firewall	There have been no incidences of fraud or theft in the past year
Age of assets	4	3 2	12 8	Asset register Fixed asset policy Asset management plan to be developed Council is investing in its assets	Significant investment in assets over last two years, e.g. harbour store, seafront fascia, cemetery lodge, lamppost replacement, gardens' handrails Asset management plan to be developed
Minor fraud or theft	1	3 2	3 2	Internal audit policies and procedures in place Financial and operational policies and procedures contain checks and balances	All external team assets will be logged on the new MyCompliance system Safe key code is only known to managers
Covid-19 or other pandemics	4	1	4	Strong reserves and a strong asset base Working from home and safe working practices	Teams based telephone system improves ability to seamlessly work from home

Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Disaster response	5	1	5	Emergency procedure in place Other organisations are principal responders	Emergency procedure is reviewed annually

Growth and capacity	2	2	4	<p>No plans for additional growth</p> <p>Assets will only be received if their transfer does not incur a significant financial or reputational loss to the council</p> <p>Any growth in capacity will be accompanied by a business case and considered by the council</p>	<p>This may change if Dorset Council is prepared to transfer assets. Assets will only be received if their transfer does not incur a significant financial or reputational loss to the council</p> <p>Discussions are taking place with Dorset Council about the transfer of the cleaning contract for public toilets</p> <p>A proposal has been submitted to Dorset Council for the transfer of assets and services in the town</p> <p>Two new functions have been introduced in the past year – the town bus service and the council magazine. Further events are planned for 2026-27, including Sporting Lyme and Lyme in Bloom</p>
Lack of out-of-hours cover	2	3	6	<p>Alarm systems automatically contact managers</p> <p>One manager on duty for major events</p> <p>Relevant staff are contracted to work weekends, evenings and bank holidays</p>	<p>Good cover but reliant on the goodwill of staff and it tends to be the same staff providing cover</p> <p>Recruitment to the seasonal seafront attendant post was successful for 2024.</p> <p>The seasonal seafront attendant post is proposed as a permanent post in the 2026-27 budget</p>
Business continuity	4	3 2	12 8	<p>Remote back-up</p> <p>Mobile phones</p> <p>Home-working options</p> <p>Experience gained through homeworking</p>	<p>Office project will require alternative working arrangements for several months during the winter period. Business interruption during transitional periods is probable</p> <p>Business interruption during the office move was minimal and all systems are</p>

					working as normal
Security of buildings	2	2	4	CCTV – further system upgrades All major assets are alarmed	New amenities hut, cemetery lodge, harbour store and new offices each have CCTV and alarms. The Guildhall is alarmed. CCTV covers the Marine Parade Shelters and the Jubilee Pavilion is alarmed
Asset management	4	3	12	Asset management plan to be developed in 2024-25 2025-26	Property and project assistant will help to develop an asset management plan
Events on council land	3	2	6	Control plans in place Meetings with events' organisers Local police and fire and rescue are notified of major events Events' policy and procedure in place Template event management plan in place	No major events with issues this year Licence agreement from Dorset Council to allow the town council to manage events on Dorset Council land in Lyme Regis awaited since 2022
Non-continued operation of park and ride	4	2	8	Landowner has planning consent for improved on-site facilities Council underwrites bus operator	The council is seeking a 10-year agreement with the landowner

Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of community engagement and not understanding what the community wants	3	2	6	New ways of engagement, i.e. Lyme Voice Facebook, Instagram and Twitter pages Community engagement strategy in place Three admin and community engagement assistants employed LymeLiving magazine introduced	Lyme Regis Business Group formed in 2023 and engagement is ongoing Lyme Regis Business Group was discontinued in 2025. Efforts to meet with the Cobb Traders have not been successful The launch of LymeLiving has improved community engagement

Social media	3	3 2	9 6	PR/comms policy and procedure Social media policy Code of conduct	The perception is there is less criticism of the council on social media
Adverse publicity	3	3 2	9 6	Press releases Use of town council Facebook, Instagram and X and website PR/comms policy and procedure Social media policy Residents' newsletter to be introduced LymeLiving magazine introduced	The perception is there is less adverse publicity for the council and the LymeLiving magazine offers opportunities for positive publicity

Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Ability to understand and keep up with legislation	4	2 1	8 4	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor Regular meetings with solicitors	The council has switched to a larger multi-disciplinary solicitors' practice which is more capable of giving us a wide range of advice
Inability to defend a criminal or civil action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken	

ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of in-house expertise	2	3 2	6 4	Support packages from various external bodies Contract with Dorset Council Basic in-house expertise	Finance manager administers ICT contracts Officers are familiar and comfortable with the Dorset Council ICT system but recognise limitations, including restricted

					access to software and useful work programmes
Websites and related infrastructure	2	2	4	Working with existing partners, e.g. Visit Dorset, Blue Level Town council website Basic in-house expertise Training available	Retention of data on the ZatPermit system is a live issue and is being resolved Data on the ZatPermit system is automatically deleted after seven years

Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Major land stability issues	5	3	15	Ground monitoring Consultant geotechnical engineer retained Regular geotechnical reports presented to committee	Probability raised due to greater than normal land movement over winter 2023-24 Mitigation work at Monmouth Beach planned for 2025-26 Mitigation work at Monmouth Beach was carried out in 2025-26 but there is a strong likelihood similar work will need to be repeated on a regular basis
Flood risk	4	3 4	12 16	Flood risk warnings provided to officers Flood risk plan Liaison with Environment Agency and Dorset Council engineers Council in a position to act as a first responder	Absence of flood wardens Works planned to take place in 2025/26 by South West Water should reduce the risk of local flooding Delays to repairing the Cobb are an issue and any failure of the structure would cause major flooding. Emergency works to fill voids are planned for.

Extreme weather and climate change	5	2	10	Emergency procedure Emergency weather plan for Monmouth Beach chalets South Devon and Dorset Shoreline Management Plan	Probability assessment is short-term
Water quality – Beaches and River Lim	3	3	9	River monitoring group Regular meetings with relevant organisations River Lim monitors regularly test the river and beaches Water quality at Church Cliff Beach is being monitored by EA following designation as a bathing beach	Risk reduced by partnership working, particularly with Environment Agency, South West Water and Dorset Council, with support from the River Lim Action Group The works planned by South West Water in 2025-26 should reduce risks
Air quality	2	2	4	Air quality monitoring information provided by Dorset Council	
Climate change	5	1	5	The council has declared a climate and environmental emergency and has a strategic plan for achieving net zero carbon emissions by 2030 The council has carried out an environmental impact assessment The council has an Environment Policy	The council acknowledges the seriousness of the crisis but most mitigation measures are the responsibility of other strategic bodies. This is a one-year risk register and the probability of the long-term risks are far greater than the score indicated and will be reviewed annually. Council considered declaring a nature emergency to dovetail into Dorset Council's nature emergency but decided not to at the time. Further consideration should be given to this matter

Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
DC	3	4	12	Regular meetings with ward member Regular officer discussions with Dorset Council	Officers are struggling to maintain an effective dialogue with sections of Dorset Council, particularly the place team. The dialogue has improved but there have been no material outcomes from those dialogues so the risk remains the same Officers and the mayor have been unable to agree monthly meetings with the DC ward member
LRDT	4 3	3 4	3 12	Officer attends LRDT property management committee	LRDT has short-term cash-flow issues and has lost its newly-appointed chief executive and chairman. As the council is now occupying a building largely owned by LRDT, this increases our exposure
Business community	3	3 4	9 12	Regular business briefings Gateway Card relaunched Regular meetings with Lyme Regis Business Group	Lyme Regis Business Group appears to have lost focus in the last few months Lyme Regis Business Group was discontinued in 2025. Efforts to meet with the Cobb Traders have not been successful There have been two issues over the past year which have negatively impacted on the council's relationship with the business community

Term grant recipients	2	3	6	Grant agreements Review meetings Reporting arrangements to council committees	All term grants will end on 31 March 2025 and the qualification criteria and allocation of grants and the budget will be reviewed as part of the 2025-26 budget-setting process
Cross-border	3	2	6	Quarterly ward meetings with chairman of Charmouth Parish Council Uplyme Parish Council contributes to the residents' newsletter Gateway scheme extended partially to Uplyme residents	Relationships have not changed with neighbouring councils but more effort needs to be made to maintain contact

Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	4	2	8	Policies and procedures included in staff handbooks and referred to in contracts New policies introduced and included in the handbook	The employee handbook is due for review in 2026
Lack of HR expertise	3	1	3	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association SW Councils appointed as council's Support services manager achieved a level 5 HR qualification	
Morale	3	3 2	9 6	Closing office on Tuesday mornings for regular briefings Full staff team briefings every council cycle Staff social events	The general perception is that moving to the new council offices has improved morale There are individual staffing issues, which is to be expected, but morale is generally good
Retention and recruitment	3	2	6	Investing in training at c.1% of salaries Timely recruitment Annual pay reviews	There is a risk several members of the management team will leave at the same time – succession planning is important

Capacity	3	3 2	9 6	Staff trained to undertake several functions	<p>Team is stable</p> <p>Further sharing of skills and knowledge required</p> <p>Continued vulnerability to unplanned absence in certain roles</p> <p>Limited capacity in a small team.</p>
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Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Relationships with local contractors	4	2	8	Officers work to maintain good working relationships with contractors Contractual controls	<p>Preferred suppliers in place – some due for review</p> <p>The council has switched to a new solicitors' practice</p>
Failure to comply with procurement policies and procedures	3	2	6	Standing orders and financial regulations include sections on procurement	There have been a few minor breaches of financial regulations, which will be reported to the Strategy and Finance Committee on 8 December 2025

Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of expertise	5	2	10	Operations manager holds IOSH health and safety qualification Support from consultants and professional bodies	Operations manager and operations supervisor to complete a NEBOSH level 3 in occupational health and safety

Compliance with systems, policies and procedures	4	2	8	Health and safety policy – reviewed annually Health and safety committee Adhering to systems in place Health and safety audits	New MyCompliance system will improve compliance
Lone working	5	2	10	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company collect cash Mobile phones issued Lone-working policy	

Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Negative council image	3	3	9	Publishing of corporate plan Annual report to electors Social media Website Community engagement plan Residents' newsletter LymeLiving magazine	Administrative and community engagement assistants significantly improved communications and public engagement Journalists occasionally attend council meetings Use of social media has improved
Confidentiality	3	2	6	Code of conduct Information Policy	Data protection training is delivered annually to staff and members There have been no data breaches within the past year

Committee: Strategy and Finance

Date: 15 October 2025

Title: Budget Performance, 1 April – 31 August 2025

Purpose of Report

To inform members of performance against budget from 1 April – 31 August 2025 and of the forecast year-end position at 31 March 2026

Recommendation

Members note the report

Report

1. The budget from 1 April – 31 August 2025 is detailed below.
2. The council's cash position at 31 March 2025 was c.£1.655k. 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 2025-26 budget-setting process:

Expenditure	Budget £	Forecast £
Garden handrails	£10,000	£15,000 ⁵
Church walls	£5,000	£5,000 ⁶
Sculpture trail	£6,000	£6,000 ⁷
Guildhall repairs	£50,000	£50,000 ⁸
Garden paths	£100,000	£80,000 ⁹
Cement mixer	£1,000	£799
Office disposal professional fees	£10,000	£10,000
Cadet hut feasibility study	£4,000	£12,500 ¹⁰

⁵ £100k agreed over five years starting in years 2023-24. Overspend is due to the prices of steel and complications in the install. An update will be taken to the Town Management and Highways Committee on 12 November 25

⁶ Three-year project starting 2023-24 with a total budget of £60k

⁷ Final year of three years agreed

⁸ Implementation of this objective is projected to be deferred to 2026-27

⁹ Tenders have been received and there is a projected saving of £20k

¹⁰ There has been major land movement which has required physical investigation, surveys and trial holes. The budget was originally for a desktop study and will not cover these additional costs.

Works to the Lynch	£7,000	£7,000
VE day	£1,000	£1,000
Continuation of the bursaries	£5,000	£5,000
Youth council	£4,000	£4,000
Landslip work at Monmouth Beach	£120,000	£20,000 ¹¹
Secure room/safe in the new office	£5,000	£5,000
Ride on mower	£15,000	£15,000
Traffic and transport recommendations	£10,000	£10,000
Two additional beach huts – MP	£120,000	£120,000 ¹²
Electric hedge trimmer	£1,400	£1,400
Mini golf event	£2,000	£2,000
Floral competition	£1,000	£1,000
Sporting Lyme	£2,000	£2,000
Noticeboards	£4,000	£4,000
Newsletter enhancement	£40,000	£62,700 ¹³
Tree planting schemes	£5,000	£5,000
Follow up on EPC recommendations	£5,000	£5,000
Hydro study, additional generation feasibility	£3,000	£3,000
Biodiversity projects	£5,000	£5,000
Further investigation into rainwater harvesting	£2,000	£2,000
River Lym improvement projects	£7,000	£7,000
Garden signs	£5,000	£5,000
Total	£315,400	£231,399

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

	Budget £	Forecast £
Unbudgeted expenditure		
Monmouth Beach garage repair	£3,800	£3,800 ¹⁴
Lyme Regis business awards sponsorship	£400	£400 ¹⁵
Waffle House – post office	£10,500	£10,500 ¹⁶
Little Green Change	£375	£375
Total	£15,075	£15,075

6. The budgets for a number of 2023-24 and 2024-25 projects, whether partially complete or incomplete were carried over to be achieved in 2025-26. The total original budget costs are in column A. Where partially complete, the remaining budget has been deferred, which is shown in column B, and the final cost forecast is in column C.

¹¹ Funds for this objective were brought forward into 2024-25 as emergency works were required. Some remaining expenditure has been spent in 2025-26

¹² After selling the new huts, a receipt of £120k is forecast

¹³ This overspend has not yet been reported to members

¹⁴ Agreed at Full Council on 3 April 2025

¹⁵ Agreed at Full Council on 6 August 2025

¹⁶ Agreed at Full Council on 6 August 2025

2023-24 projects	Original Budget	Remainder deferred	Forecast spend
Footpath repairs for the gardens	£100,000	£100,000	£100,000
Church wall repairs	£25,000	£25,000	£25,000 ¹⁷
Strawberry field options appraisal	£10,000	£10,000	£10,000
Multi-use games area	£150,000	£150,000	£100,000
CCTV 2023-25	£86,000		£11,000 ¹⁸
Amenity hut			£4,064 ¹⁹
Beach store			£2,051 ²⁰
Total		£312,155	£252,115
2024-25 projects			
Church walls	£30,000	£30,000	£30,000 ²¹
Guildhall repairs	£50,000	£50,000	£50,000 ²²
Office options	£100,000	£93,305	£183,305 ²³
Induction and development of new administration	£20,000	£15,350	£6,510 ²⁴
West and East store doors	£15,000	£15,000	£5,150 ²⁵
Bell Cliff steps/railings	£25,000	£25,000	£25,000 ²⁶
Candles on the Cobb pavilion	£15,000	£3,000	£3,000
Woodmead car park			£6,263 ²⁷
Cemetery lodge			£27,988 ²⁸
Total		£231,655	£337,217
2024-25 unbudgeted expenditure			
Town bus options	£55,000	£23,925	£23,925
Pedestrian footway Uplyme	£3,000	£3,000	£3,000
iPads for risk assessments	£7,000	£4,125	£4,125
Replacement beach hut 23 MB	£6,000	£6,000	£6,000
Total	£71,000	£37,050	£37,050

¹⁷ Implementation of this objective is projected to be deferred to 2026-27

¹⁸ This is an amalgamation of both the 2023-24 and 2024-25 CCTV projects and the amount to finish the project in 2025-26.

¹⁹ Retention payment

²⁰ Retention payment

²¹ Implementation of this objective is projected to be deferred to 2026-27

²² Implementation of this objective is projected to be deferred to 2026-27

²³ Budget increase from £100k to £190k agreed at Full Council on 19 May 2025

²⁴ Council decided not to continue with the objective

²⁵ Significant underspend

²⁶ Implementation of this objective is projected to be deferred to 2026-27

²⁷ Retention payment

²⁸ The work was stopped, practical completion was not agreed until issues were resolved and building control had issued their completion certificate. Additional income was not expected to be released in 2025-26

7. The year-end income forecast is £2,493,242 and the year-end expenditure forecast is £2,930,408, creating a forecast loss of £437,167.
8. It was resolved by the Full Council on 11 December 2024 to set the council's reserve at £1million to release funds for projects in 2025-26. Officers believe this is a sufficient sum and there is no pressing requirement to increase the reserve to 50% of budgeted income for 2026-27; this sum would be in the region of £1.130m.
9. The closing cash position on 31 March 2025 was £1,665,046; the forecast year-end cash position at 31 March 2026 is £1,227,879.

	Actual to August 25	Budget to August 25	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 26
Income						
Precept	81,627.00	81,627	0	0%	163,254	163,254
Car parks	789,472.04	656,575	132,897	20%	1,103,006	1,300,000
Chalets/day huts/caravans	450,655.86	333,444	117,212	35%	444,592	445,091
Concessions	9,450.00	9,550	-100	(1%)	9,550	9,450
Alfresco seating	30,380.00	26,988	3,392	13%	26,988	30,380
Commercial rents	184,587.93	135,868	48,720	36%	271,735	271,735
Advertising	3,454.79	2,800	655	23%	3,917	3,917
Amenity area	77,146.67	95,612	-18,465	(19%)	128,875	128,875
Cemetery	1,260.00	2,792	-1,532	(55%)	6,700	6,700
Licenses	11,262.50	6,312	4,951	78%	12,623	12,623
Other	31,151.21	20,291	10,860	54%	31,217	81,217
Investments	15,020.35	20,833	-5,813	(28%)	50,000	40,000
	1,685,468.35	1,392,691	292,778	13%	2,252,457	2,493,242
Expenditure						
Office administration	64,474.82	60,245	4,230	7%	104,301	104,301
Rent	16,132.68	9,267	6,866	74%	83,950	83,950
Licensed land	0.00	0	0	0%	3,034	3,034
Democratic representation	3,864.58	15,344	-11,479	(75%)	36,825	36,825
Outside works	135,971.84	155,982	-20,010	(13%)	295,401	303,823
Grants/SLA	60,961.20	43,590	17,371	40%	163,192	163,192
Utilities	216,088.41	194,242	21,846	11%	281,990	281,990
Staffing	483,577.24	452,617	30,961	7%	1,088,365	1,066,365
Marketing	8,143.37	12,082	-3,939	(33%)	28,998	28,998
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	989,214.14	943,368	45,846	2%	2,086,056	2,072,478
Gross Profit/(Loss):	696,254	449,322	246,932		166,400	420,764
Projects 25/26	60,289.89					231,399.00
Unbudgeted expenditure	4,375.75					15,075.00
Deferred items from 23/24 and 24/25	314,045.50					611,456.73
Net Profit/(Loss):						-437,166.63

Analysis

10. Officers have profiled the budget, where possible, to reflect the pattern of income and expenditure throughout the year. The main reasons for the income variations are:
 - Car park income is forecast at c.£1.3m to March 2026. To date, car park income is up 19%; this is mainly a result of exceptional weather leading to higher volume. We have prudently forecast a further £63k of income for March 2026.
 - Chalet, day hut and caravan income is forecast c.£500 over budget due to £5.1k of transfer fee income that is not factored into the budget along with £4.6k of income that is not expected which relates to 18 MB chalet and 23 MB Day hut. There are currently three chalet, caravan or day huts up for sale, so there is potential for more transfer fee income before the end of the financial year, however sales are currently progressing slowly.

- Concession income is forecast £100 under budget due to small changes to arrangements.
- Al fresco income is forecast at c.£3.4k over budget due to the introduction of a new al fresco seating customer.
- Amenity income is forecast below budgeted income to August 2025. Point of sale and connectivity issues have been a factor, along with variable weather. It is forecast that income will remain as budgeted, if good weather continues and with the Halloween event in October.
- Cemetery income is below expected at this point in the year but is variable and driven by volume.
- Income forecast includes an additional £50k set to be received from the sale of beach hut 23 on Monmouth Beach. The money previously expected for View Road access is not expected to be received and therefore has been taken out of the forecast.
- Investment income is forecast £10k below budget, due to reduced interest rates.
- Precept, advertising, commercial rent and licenses income are forecast to remain as budgeted.

11. The main reasons for expenditure variation are:

- Outside works is forecast at c.£8.5k above budget, due to expected overspends on toilet costs, SHEFF/PPE and vehicle fuel and an underspend on signage. A full breakdown was reported to Town Management and Highways on 24 September 2025.
- Staffing is forecast at c.£22k under budget due to the long-term sickness of an employee, which has resulted in a saving, along with a gap in paid work for the cleansing operative position. This does include the increase for the extension of the property and projects assistant.
- Office administration, rent, licensed land, democratic representation, grants, utilities and marketing are forecast to remain as budgeted.
- Projects and unbudgeted expenditure for 2023-25 total £886,586. Variations to these projects are identified in paragraph 4. Regular updates on objectives are being provided to each committee, which includes changes to timescales and budget variances.

12. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Naomi Cleal
Finance manager
October 2025

Committee: Strategy and Finance

Date: 15 October 2025

Title: Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31

Purpose of the Report

To allow members to consider the 2026-27 budget, including the precept, and the five-year financial plan 2026-31

Recommendation

- a) Members approve the 2026-27 base budget and assumptions.
- b) Members approve the base five-year financial plan

Background

1. Each year the council must approve the budget and precept for the following financial year. This report is informed by the 2025-26 budget at 31 August 2025 and provides a year-end forecast. This is extrapolated into a five-year financial plan. The report refers to the council's reserve. The report creates a base from which members can make decisions on discretionary charges for 2025-27; this is the next report on this agenda. This report:
 - excludes objectives and projects
 - allows members to amend assumptions
 - includes known and best-guess cost increases and defaults to the August 2025 consumer price index (CPI) of 3.8% on all other costs
 - includes income increases which are informed by contractual conditions, e.g., leases and licences, recent policy decisions and changing market conditions.
2. The report does not include any changes to the precept or discretionary charges; these are addressed in the next report on the agenda.
3. Officers have adopted a prudent approach to the 2026-27 budget. All known and reasonably anticipated income and expenditure is included in the budget.

2025-26 budget

4. The council's budget position at 31 August 2025 is detailed elsewhere on this agenda; in summary, forecast income is £2,493,242 and expenditure is £2,930,408. The year-end forecast is a loss of £437,166.
5. The council resolved at Full Council on 11 December 2024 to maintain the council's reserve at £1million to release funds for projects in 2025-26. Officers believe this is a sufficient sum and there is no pressing requirement to increase the reserve to 50% of budgeted income for 2026-27; this sum would be in the region of £1.130m.

The 2026-27 budget

6. The following summarises the income and expenditure assumptions that inform the 2026-27 budget, **appendix 12A**. Where appropriate, variances from the 2025-26 budget are explained.

Income

7. Car parking charges are based on the 2025-26 budget.
8. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for August 2025 is 4.6%, remaining the same from July; officers have assumed a budget increase of 4.4% with inflation predicted to drop. The budget has increased by c.£29.7k from c.£444k to c.£474k.
9. Concession income reflects the value of concessions let. This figure has reduced by £100 from 2025-26 due to a reduction in price for one concession.
10. Al fresco seating is decreased by c.£280 to reflect changes made in 2025-26 to current al fresco licences.
11. Commercial income remains at c.£271.7k. There are some rent reviews due to take place in 2025-26, these are not expected to bring in any additional income.
12. Advertising income has increased from £3.9k to £5.2k as all 24 Bell Cliff advertising boards are currently in operation.
13. Income from the amenities area is based on the 2025-26 budget.
14. Cemetery income remains at c.£6.7k.
15. Income from licences remains at £12.6k. However, there are several licences due for review in 2026 which might attract further income. We will look to introduce a new charging structure in 2026-27 when the feasibility study has been completed at the cadet hut site, which might release additional space for car parking licences.
16. Other income is decreased by c.£12k to reflect a significant drop in bookings in the shelter area and a slight increase in wedding bookings.
17. Interest received is decreased by c.£10k as interest rates decrease slightly.

Expenditure

18. The outside works' budget reflects base expenditure, only, and has increased by c.£76.3k from £295,401 to £371,695. The headings within the budget are disproportionately affected by high levels of inflation and therefore have been increased by 5% for supplies and CPI for the remaining budget. An additional c.£59.7k of expenditure has been added for increased toilet cleaning costs. This is based on the current temporary contract prices. A separate report will be brought to the Full Council on 29 October 2025 for members to consider further options for toilet cleaning. A new budget heading has been included for the running costs of the town bus, with £5k allocated, and an additional c.£4.2k has been added to the fuel budget for the town bus and the increased costs of bio-diesel fuel costs, which has been estimated at 15% more

expensive than ordinary diesel. A new budget heading has been introduced as a contingency fund; this is not additional to the budget total, as funds have been drawn in from other budget headings. The infrastructure budget has been reduced by £2.5k.

19. Democratic costs increase by c.£1.3k. All costs are increased by CPI at 3.6% apart from members' allowance, which is determined by Dorset Council and has been estimated at 4%. The budget assumes all members will take their allowance.
20. Rent costs are increased by c.£5.8k. This relates to increased unit costs and service charges at St Michael's Business Centre.
21. Licenced land refers to the skatepark which is leased from Dorset Council. The licence fee is increased by RPI, 4.4%. This has increased the budget from c.£3k to £3.2k.
22. Office administrative costs have increased by c.£11.7k from c.£104.3k to £115.9k; insurance costs have decreased by c.£2k since migrating to Clear Councils. Dorset Council ICT costs have increased by c.£10k. A new budget line of £2.5k has been introduced for the introduction of Sage HR; this will include shift scheduling, online payslips, timesheets and will be connected to payroll. This cost may reduce. All other headings are increased by CPI, 3.6%.
23. Staffing costs have increased by c.£34.3k for 2025-26 from c.£1,117m to c.£1,151m. The 2025-26 budget assumes a national pay increase of 3.8%. Staff training and welfare and staff clothing have been increased by RPI. The staffing budget assumes all employees are in the Local Government Pension Scheme. Note, the triennial valuation of the pension scheme is set for 2025²⁹.
24. The marketing budget has increased from £28.9k to £31.1k. New contract terms are being agreed with Visit Dorset and the increase is expected to be c.£2k. CPI is added to the cost of bands and general advertising.
25. Utilities' expenditure has increased by c.£60k from c.£282k to c.£342k. This is largely due to an increase to our business rates' costs of £65k; we expect there might be some further potential increases as revaluations are carried out. Business rates have increased by £135k since 2023-24. The move to a Teams-based phone system, which is part of our current ICT contract, has decreased the budget by c.£4.8k. We are in the second of a three-year electricity supplier contract for the majority of our meters, which ends in 2027. The remaining electricity and gas contracts have just been fixed for two years, therefore all the contracts will end in 2027.
26. Grants' expenditure has increased from c.£163.1k to c.£163.4k due to the annual RPI increase in the lifeguard contract.

The five-year financial plan

27. The five-year financial plan, **appendix 12A**, is informed by the council's routine income and expenditure. The five-year plan includes known changes to income and expenditure but excludes unknown changes, such as inflation and discretionary changes.

²⁹ This process started on the 31 March 2025 and will take approximately 12 months to finalise

28. Inflation and project spend means the council must be more prudent in approving in-year expenditure. It should also seek opportunities to generate additional income.

The council's reserve

29. The five-year plan also quantifies the impact of the council's annual spend on its reserve.
30. The council's reserve at 31 March 2026 is prudently forecast at £1.228m, after the objectives and projects identified in the budget performance report, agenda item 11, have been completed.
31. The council's policy was to hold its reserve at 50% of budgeted income. A decision was made during the budget-setting process to set the reserve at £1million to release funds for projects within 2025-26. The council can review this level of reserve. If the council reverts to its policy position, the reserve required is £1,130m, i.e., 50% of 2026-27 budget income of £2,261m.
32. In summary, the council's five-year financial plan creates a deficit from 2026-27 onwards; these figures do not include any changes in income or expenditure, see below:

	In year
2026-27	-£16
2027-28	-£77k
2028-29	-£95k
2029-30	-£105k
2030-31	-£115k

33. These sums could increase if car parking income continues to perform well and income from the sale of beach huts, chalets and caravans perform at historic levels.

Potential new budget headings

34. Officers have compiled a list of objectives that members may wish to consider becoming new budget headings. This will in effect extend the budgeted deficit and amount available to spend on further objectives, which are detailed elsewhere in the agenda.

Magazine	21,000.00	21,000.00	21,000.00	21,000.00	21,000.00
Communications officer	38,282.24	38,282.24	38,282.24	38,282.24	38,282.24
Seafront attendant	5,851.82	5,851.82	5,851.82	5,851.82	5,851.82
Permanent project assistant role	46,167.63	46,167.63	46,167.63	46,167.63	46,167.63
Mini golf event	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Flower comp	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Sporting Lyme	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Event sponsorship	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Hospitality	500.00	500.00	500.00	500.00	500.00
Bursaries	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	122,801.69	121,801.69	121,801.69	121,801.69	121,801.69

35. Enhancement of the newsletter, e.g. LymeLiving, is a current objective for 2025-26. These costs are made up of £21k in running costs and c.£38.3k for a communications officer working 35 hours per week, totalling £53.3k. This is an increase of c.£13.3k from the 2025-26 budget, which was set at £40k with a forecast overspend of c.£22.7k. Members may wish to consider

whether this is a permanent budget line, an objective for 2026-27, or to revert back to a quarterly newsletter; in which case, the latter option would require £4k to go back into the marketing budget to cover the costs.

36. The seasonal seafront attendant post is not currently factored into the salaries' budget. Members may wish to consider making it a permanent position; if agreed, this will increase the salaries' budget by c.£5.9k.
37. Members of the Human Resources Committee agreed in principle on 17 September 2025 to make the role of property and projects assistant permanent. If agreed by Full Council on 29 October 2025, it will increase the salaries' budget by c.£46k.
38. Mini golf events is an existing objective for 2025-26; a Halloween event is planned in October 2025. Officers would like to extend this to other holidays and make it an annual event. The first year would incur £2k for the initial startup costs, that will reduce to £1k in the following years.
39. The Lyme in Bloom flower competition is an existing objective for 2025-26, which will take place in May 2026. Although some of the expenditure will fall in 2025-26, additional expenditure will be required in 2026-27. Members may wish to consider making this an annual event, in which case, this will increase the marketing budget by £1k.
40. Sporting Lyme is an existing objective for 2025-26 which will take place in May- September 2026. Although some of the expenditure will fall in 2025-26, additional expenditure will be required in 2026-27. Members may wish to consider making this annual event, in which case, this will increase the marketing budget by £2k.
41. The council was approached to sponsor the Lyme Regis business awards in 2025-26; Full Council resolved this as unbudgeted expenditure. Members may wish to consider adding £1k per annum as a new budget line to the grants' expenditure for any future event sponsorship.
42. Members may wish to consider a small amount for hospitality. This will increase the office administration budget by £500.
43. Bursaries have proven to be popular over the last three years that it has been an objective, helping many local children gain access to various extracurricular activities; this would increase the grants budget by £5k.
44. Any recommendations from this committee will be considered by the Full Council on the 29 October 2025.

Naomi Cleal
Finance manager
October 2025

APPENDIX 12A

Income		2026-27	2027-28	2028-29	2029-30	2030-31
Precept Total		163,254.00	163,254.00	163,254.00	163,254.00	163,254.00
Car Park Total		1,103,006.35	1,103,006.35	1,103,006.35	1,103,006.35	1,103,006.35
Chalet & Caravan Total		474,361.70	474,361.70	474,361.70	474,361.70	474,361.70
Concession Total		9,450.00	9,450.00	9,450.00	9,450.00	9,450.00
Alfresco Licenses Total		26,780.00	26,780.00	26,780.00	26,780.00	26,780.00
Commercial Rent Total		271,735.00	271,735.00	271,735.00	271,735.00	271,735.00
Advertising Total		5,200.00	5,200.00	5,200.00	5,200.00	5,200.00
Amenities Total		128,875.00	128,875.00	128,875.00	128,875.00	128,875.00
Cemetery Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total		19,050.00	19,050.00	19,050.00	19,050.00	19,050.00
Interest Total		40,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		2,261,035.05	2,231,035.05	2,231,035.05	2,231,035.05	2,231,035.05
Expenditure						
Outside Works Total		371,694.77	377,142.85	392,797.95	398,667.95	404,761.00
Democratic Rep Total		38,194.74	38,241.13	38,241.13	38,241.13	38,241.13
Rents Total		59,816.00	59,816.00	59,816.00	59,816.00	59,816.00
Licensed Land Total		3,167.51	3,167.51	3,167.51	3,167.51	3,167.51
Office Admin Total		115,952.37	119,889.26	121,500.11	124,422.43	127,449.89
Staffing Total		1,151,431.67	1,169,517.77	1,169,517.77	1,169,517.77	1,169,517.77
Marketing Total		31,220.72	34,225.52	34,225.52	34,225.52	34,225.52
Utilities Total		342,119.54	342,119.54	342,119.54	342,119.54	342,119.54
Grants Total		163,393.68	163,921.09	164,745.30	165,676.66	166,729.10
Loans Total		-	-	-	-	-
TOTAL		2,276,991.01	2,308,040.67	2,326,130.83	2,335,854.51	2,346,027.45
Reserve Inc/(Dec)		- 15,955.96	- 77,005.62	- 95,095.78	- 104,819.46	- 114,992.41

Committee: Strategy and Finance

Date: 15 October 2025

Title: Review of Charges

Purpose of Report

To allow members to consider the level of precept for 2026-27

To allow members to set charges for 2026-27 for: alfresco licenses; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2027-28 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships.

Recommendation

- a) Members consider the level of precept for 2026-27
- b) Members set charges for 2026-27 for: alfresco licenses; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges, memorial benches; and Monmouth Beach garages
- c) Members set charges for 2027-28 for Cart Road beach hut hire; the hire of Marine Parade Shelters; and weddings and civil partnerships

Background

1. The Retail Price Index (RPI) for August 2025 was 4.6% and Consumer Price Index (CPI) was 3.8%.
2. Values are rounded up and include VAT, where applicable.
3. Some of the charges come with proposals to help guide members on some of the more complex fees.

Precept 2023-24

4. The precept for 2025-26 is £163,254.
5. For information, in 2025-26 the council tax charge for a Band D property in Lyme Regis is £68.82. This is significantly lower than neighbouring towns in Dorset, for example:
 - Charmouth £124.15
 - Weymouth £199.70
 - Bridport £204.44
 - Sturminster Newton £272.90
 - Gillingham £255.68

Cart Road beach hut hire

6. The beach hut hire charges generate an income of c.£84k per annum.
7. The prices for 2026 were agreed last year and the council now needs to set charges for 2027.
8. Officers suggest based off demand that the summer packages are removed and replaced with two annual packages, bringing it up to nine annuals, and two more winter packages, bringing it up to 19. In previous years, annual and winter packages are very popular, with customers only purchasing summer packages when annuals are no longer available. The two winter packages will open two more huts for daily and weekly hire throughout the summer and shoulder months.
9. For Christmas/New Year 2026-27, a two-weekly booking period operates from 19 December 2026 until 1 January 2027.
10. Charges for previous years are shown in the table below, along with proposed prices for 2026-27:

	Daily Rates 2024	Weekly Rates 2024	Daily Rates 2025	Weekly Rates 2025	Daily Rates 2026	Weekly Rates 2026	Proposed Daily Rates 2027	Proposed Weekly Rates 2027
January–Easter	£5		£6		£7		£8	
Easter Holiday		£60		£70		£75		£80
April – Spring Holiday	£12		£13		£14		£15	
Spring Holiday		£65		£75		£80		£85
June		£60		£70		£75		£85
2 July – 16 July		£90		£100		£105		£125
23 July–August		£160		£180		£190		£200
September	£14		£16		£17		£18	
October	£8		£9		£10		£11	
November–December	£6		£7		£8		£9	
Christmas and New Year		£90 (2 weekly booking)		£100 (2 week booking)		£105		£110

Winter Season Mid Oct- Mid Feb		£185		£200		£210		£220
Summer Season June-Aug		£1,200		£1,300		£1,365		Remove
Annual		£1,850		£2,000		£2,100		£2,200

11. Officer assessment of 2025 is that demand is extremely high; the huts have been fully booked from May to the end of September and other key points in the year such as the Easter holidays.
12. Officers believe the rates are similar to rates in surrounding areas and suggest a 5% increase rounded up. Larger increases have been made to June and July due to popularity and good weather.

Alfresco licences

13. Charges remained at £130 for covers and £12 for single chairs between 2019-20 and 2023-24 and were then increased to £143 and £20 respectively in 2024-25. The following table shows historical charges, as well as proposed charges for 2026-27. Officers do not suggest altering these charges:

	Price 2024-25	Price 2025-26	Proposed 2026-27
Covers	£143	£150	£150
Single Chairs	£20	£20	£20

Website advertising

14. Website costs get agreed outside of the normal review of charges to fit in with Visit Dorset's timetable as they sell the advertising on our behalf and the charging structure set must be relative to theirs.
15. Visit Dorset proposed to keep the charges the same for the final year of the contract. The charges from 1 April 2025 are as follows:
 - Free landing page on Visit Lyme Regis website
 - Enhanced for Things to Do or Accommodation businesses – £305 including VAT
 - Enhanced for Food & Drink / Shopping / Transport – £175 including VAT

The rates if advertising on both websites with an enhanced listing would attract a further discount of 20%:

 - Enhanced joint listing for Things to Do or Accommodation businesses – £568 or 10% off each Visit Dorset/Visit Lyme Regis level if choosing different levels
 - Enhanced for Food & Drink/Shopping/Transport – £325

Bell Cliff advertising

16. In 2018-19 the charges were increased to £110 for the first time since 2014, inclusive of VAT. The charge was increased to £120, inclusive of VAT in 2021-22 and has remained the same since, until they were increased to £150 for 2024-25 and again in 2025-26 to £175.

	Price 2018-19	Price 2021-24	Price 2024-25	Price 2025-26	Proposed 2026-27
Bell Cliff Advertising	£110	£120	£150	£175	£175

17. Members may wish to consider extending the advertisement boards to Monmouth Beach car park. The waiting list has currently got 20 local businesses on it and spaces rarely become available.

Marine Parade Shelters

18. The council has already agreed prices for 2026-27 and now needs to set prices for 2027-28. Charges are set a year in advance because of the volume of bookings taken in advance.
19. Charges for 2023-24 and 2024-25 were changed in year in response to complaints about price increases. Members changed the prices for 2024-25 and set them at £150 for the market area and £200 for the performance area.
20. Demand has reduced significantly in the last year with the income decreasing from £30,796 in 2023-24 to £4,358 in 2024-25. The demand is forecast to remain low throughout 2025-26. Officers would suggest there is no increase for 2027-28.

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

Categories	2024-25	2025-26	2026-27
DT7 postcodes	£15	£20	£20
Within a 10-mile radius of the offices	£20	£25	£25
Outside a 10-mile radius of the offices	£25	£30	£30
National charities (per hour)	£20	£25	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

Commercial or private hire

Area		2024-25	2025-26	2026-27
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Langmoor Room	Per room, per hour	£15	£15	£15
Market area	Per day	£150*	£150*	£150
Performance area/ top of shelters (Commercial)	Per day	£200*	£200*	£200
Hire of Performance Area for Performance	Per Half	£60	£70	£70
Hire of any section on top of the shelters	Per Day	To be set as part of the roof management plan	At the discretion of the town clerk	At the discretion of the town clerk

Amenities

21. The mini-golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half-term; for the remainder of the year, it is open at weekends, only.
22. The current charges are: adult mini-golf, £4.50, child mini-golf, £2.50, table tennis, £2.50 per person. These prices were increased in 2024-25. Officers propose that charges are increased as follows: adult mini golf, £5, child mini golf, £3, and table tennis, £3. It is proposed that a 50p charge for lost balls is implemented.
23. Pre-booked groups of 10 or more are given a 25% discount and Gateway Card holders are given a 50% discount.

Weddings and civil marriages

24. Weddings and civil marriages are booked some time in advance. Prices have already been agreed for 2026-27 and now need to be set for 2027-28. Historic charges are shown in the following table, as well as proposed charges for 2027-28:

	2023-24	2024-25	2025-26	2026-27	Proposed 2027-28
Monday-Friday	£400	£400	£450	£475	£500
Weekends/BHs	£500	£500	£550	£575	£600

25. The investment put into marketing the weddings has significantly increased bookings. There are plans for Lyme Regis Town Council's first wedding fair in January 2026.
26. It was resolved at Full Council on 17 June 2024 to introduce wedding packages. The charges were set for 2024-25. These prices include VAT.
 - Chair covers – £2 each
 - Chair sashes – £1 each

- LED candles – £5
- Fairy lights – £5
- Table centrepiece – £10
- Table runner – £2

27. An all inclusive package (chair covers, chair sashes, LED candles, fairy lights, table centrepiece, table runner, beach hut) is £99.
28. The packages have proven to be very popular with the majority of customers choosing to purchase the whole package instead of individual items. Officers suggest moving from individual items to just the one charge for individual items. We have seen a rise in wedding bookings from 25 in 2024 to 49 in 2025.
29. Officers propose that the package is increased from £99 to £149.
30. Officers recommend removing the £50 wedding deposit. In the past year there has been no damage to items, and the weddings are staffed by stewards. This would significantly reduce administrative burden.

Car parking permits

31. Parking permits are for Woodmead car park, only, and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.
32. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
33. A weekly ticket at Woodmead is currently £80.
34. The prices agreed since 2022-23 are shown in the following table, as well as proposed prices for 2026-27:

	2022-23	2023-24	2024-25	2025-26	Proposed 2026-27
Residents	£175	£175	£200	£225	£250
Non-residents	£400	£400	£450	£475	£500
Holiday accommodation	£700	£700	£750	£750	£775

35. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually. In addition, in 2023 we introduced the residents' parking clock which entitles residents to two hours free parking in any of our car parks at any time of the day.
36. In October 2024 the members made the decision to no longer offer a non- residents' parking permit due to the decreasing numbers of permits being issued and the value of this permit when compared with a Dorset Council permit.
37. Members re-introduced the non-residents' parking permits at a cost of £475, pro-rata from 14 May 2025.

38. To park in Woodmead car park annually at the standard hourly rate, it would cost a total of £6,303.
39. Dorset Council has introduced the 'Flexi stay' parking permit for Dorset residents, or persons working within Dorset, which gives unlimited parking in the majority of Dorset Council long stay car parks and two hours in some short stay car parks. It is available to buy monthly for £29 or £305 for 12 months, limited to one registered vehicle per permit.

Car Parking

40. Car park charges were last increased at Cabanya, Monmouth Beach and Woodmead in 2024-25.

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Cabanya	£1.40	£1.40	£1.50	£1.60	£1.90	£1.90
Monmouth Beach	£1.40	£1.40	£1.50	£1.60	£1.90	£1.90
Woodmead						
1 hour	£1.00	£1.00	£1.10	£1.20	£1.50	£1.50
3-day ticket	£25	£25	£30	£35	£45	£45
Weekly ticket	£50	£50	£60	£65	£80	£80

41. The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half-term, outside of which they are 8am to 6pm.
42. Members might want to consider standardising the charging hours to 8am to 9pm all year round. This would bring in further income and ease administration but would incur a one-off charge for changing software and altering signage.
43. On average, to park for three days in Woodmead if you paid by the hour, it would cost £52 and £121 to park for a week.
44. The table below details the increased revenue the council could receive if the council increases car parking charges by 10p, 20p, 30p and 40p.

	2025-26 Budget	10p Increase	20p Increase	30p Increase	40p Increase
Woodmead Halls	£300,000	£20,000	£40,000	£60,000	£80,000
Monmouth Beach/Cabanya	£732,767	£38,566	£77,133	£115,700	£154,267
Total	£1,032,767	£58,566	£117,133	£175,700	£234,267

45. For information, Dorset Council's current charges are:

Charmouth Road	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
	£0.80	£1.50	£2.30	£3.30	£5.30	£9

Holmbush	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
Winter	£0.80	£1.50	£2.30	£3.30	£5.30	£9
Summer	£1.50	£3.00	£4.50	£6.00	£7.50	£15

46. Dorset Council agreed to a trial reduction of charges in selected Dorset Council car parks from 1 July until 31 October 2024, Charmouth Road car park being one of the chosen car parks. At the end of the trial (31 October 2024), the charges will remain the same but revert to the usual off-peak rate in line with the seasonal tariff change in other Dorset Council car parks.
47. The reduction in car parking charges showed a noticeable decrease in vacant spaces during the trial. This indicated the new rates were more attractive to the visitors in the town.

Penalty Charge

48. The level of penalty charge remained unaltered at £60, or £40 if paid within seven working days for at least 10 years. For 2025-26, this was increased to £70 with a reduced fee of £40 if the penalty is paid within seven working days.
49. These charges are broadly comparable with other councils, some of whom offer a further reduction, often no more than £20, if the penalty is paid immediately, e.g., within 24 hours. Officers are continuing discussions with Unity 5 to see whether this is an option we can offer.
50. Dorset Council charges £50, with a reduced fee of 50% when paid within 14 days, with additional charges added for late payments.
51. This council's income from penalty charges has increased year-on-year for the last four years, despite the charges remaining the same. i.e., £29,238 in 2021-22, £28,123 in 2022-23, £34,148 in 2023-24 and £37,488 in 2024-25.

Cemetery Charges

52. All the charging elements were examined in some detail in 2016 and charges remained the same between 2018-19 and 2024-25. The charges were increased 2025-26. The current charges are shown below, with proposed charges for 2026-27 in red:

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/ footstone/ tablet
2025/26	No Charge	No Charge	£250	£75	£500	£300	£100
Proposed 2026/27	No Charge	No Charge	£250	£75	£500	£300	£100

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

53. Double fees apply to non-parishioners, although as agreed by the Full Council on 3 March 2021, any non-parishioners wishing to be buried in the town cemetery must have a proven family connection or origins in Lyme Regis.
54. The level of charges is lower than average, and this is often commented on, particularly by those purchasing a grave. At current burial levels, there remains space in the cemetery for 20-25 years. In 10-15 years' time, the council will have to consider the acquisition of additional land for interment; this will come at a cost.
55. The cemetery chapel is occasionally used for funeral services. It is very small and fits around 20 people. A fee has not formally been set for use of the chapel so nominal amount to cover staff time and power has been charged. As this is a fee, it should be formally set and reviewed by members each year. Officers would suggest a fee of £50.

Site Licences

56. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to September's RPI. The announcement is due on 22 October 2025; the RPI rate for August 2023 was 4.6%.

Memorial Benches

57. The purchase price for memorial benches is governed by procurement cost. The 2020-21 cost was £700 and the cost for 2022-23 was £1,194. The price for the benches in 2025-26 is £1,038.
58. Officers propose this system remains unchanged for 2025-26.

59. Under VAT rules, the council is able to reclaim VAT on the purchase, but do not have to pay VAT on the sale.

Monmouth Beach Garages

60. The council currently has five garages it lets out annually to residents. The charge was set at £1,040 excl VAT in 2017, the charge was increased to £1,250 for 2022-23, increased to £1,375 for 2022-23 and increased to £1,500 for 2024-25.
61. In 2025-26 garage rent increased by RPI to £1,550 and it is proposed to increase the charge by RPI again for 2026-27.
62. Five garages are currently let out and there isn't a waiting list. A previous council resolution restricted their use to Lyme Regis residents, only. Members could consider whether they would like to offer the garages to customers with property in the area or to expand the catchment area.
63. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Naomi Cleal
Finance manager
October 2025

Shanie King
Finance assistant
October 2025

Committee: Strategy and Finance

Date: 15 October 2025

Title: Objectives and Projects 2026-2027

Purpose of report

To allow members to consider objectives and projects for 2026-27

Recommendation

- a) Members consider objectives and projects for 2026-27
- b) Members review the preferred level of reserve for 2026-27 and the council's general policy to maintain a reserve at not less than 50% of turnover, but temporarily reduced to £1m for 2023-26 to enable the delivery of additional objectives
- c) Members note objectives for 2027-28 and beyond

Background

1. This year, each committee has been asked to identify its objectives for consideration through the budget-setting process. In addition, officers have consulted with staff to obtain suggestions.
2. Officers have attempted to prioritise these as 1, 2 or 3, with the former comprising mainly operational issues. The total cost of priority 1 items is £124.5k and the total cost of all items on all three lists is £440k.
3. Officers have also forecast objectives that require attention for 2027-28 onwards.

Priority One

1	Previously committed	Garden handrails	10,000.00
1	Committed	Red arrows	10,000.00
1	Officer lead	Line marking WM and MB	15,000.00
1	Officer lead	Electric tools	15,000.00
1	Officer lead	Cemetery drive	12,000.00
1	Officer lead	Repairs to Lister room - The terrace	6,000.00
1	Officer lead	Replacement fence Woodmead/View Road	15,000.00
1	Officer lead	Further works to pavilion roof	5,000.00
1	Officer lead	Beach replenishment contribution	15,000.00
1	Officer lead	Youth council	4,000.00
1	Officer lead	Sculpture trail	3,000.00
1	Officer lead	Bins store on MP - planters on top	7,500.00
1	External	Bin store repairs MP + Broad street car park	2,000.00
1	Officer lead	Works to the Lynch	5,000.00
		Priority 1 total	124,500.00

4. It is noted that one of these objectives is a multi-year commitment, in which case only the element of spend planned for 2026-27 is shown. The 'garden handrails' is one year of a five-year project to replace all handrails within the gardens, ending in 2027-28.
5. Members approved an application was made to bring The Red Arrows to Lyme Regis and to underwrite the project up to a sum of £10k from the 2026-27 budget objectives.

Priority Two

2	Additional budget required	Car park machines - MB	17,500.00
2	Officer lead	New shelter tables and chairs	10,000.00
2	Officer lead	Beach weddings	1,500.00
2	Priority 2 - 24/25	Employee benefits	10,000.00
2	Officer lead	Children's area - Langmoor gardens	50,000.00
2	Officer lead	Replacement woodland walkway	25,000.00
2	Officer lead	Opening up the guildhall to the public	2,000.00
2	Officer lead	New webcam pavilion and Cobb	6,000.00
2	Officer lead	Replacement electric litter wagon	15,000.00
2	Business case	Woodroffe school sports facilities	30,000.00
		Priority 2 total	167,000.00

6. Several of these objectives have been considered by council and have subsequently been proposed to be taken forward for 2026-27 objective-setting or for further investigation; replacement car park machines at Monmouth Beach, beach weddings, an additional webcam, Woodroffe School sports facilities and Langmoor Gardens children's area.
7. Employee benefits have been put forward for objective setting for several years. Officers have sought more details and quotes for potential benefits which could include private medical cover, death in service cover or medical cash plans which range from c.£2k to c.£15k per annum for all employees, depending on the level of cover.
8. The new shelters chairs and tables will also serve the beach weddings, as well as providing replacement for the current ageing equipment, therefore beach weddings can't be agreed without the tables and chairs.

Priority Three

3	Previously committed -Additional budget	Guildhall works	50,000.00
3	Committee lead - TCP	New videos for the website	10,000.00
3	Officer lead	Further investment in town bus shelters with RTI	30,000.00
3	Officer lead	New guildhall chairs	5,000.00
3	Committee lead - Environment	Biodiversity of the gardens	15,000.00
3	Committee lead - Environment	Metered electric supply in the gardens	10,000.00
3	Officer lead	Digital gateway card	5,000.00
3	Officer lead	LRTC app	10,000.00
3	Officer lead	Snack/drink fridge at the amenities	5,000.00
3	Officer lead	Picnic benches	3,500.00
3	Officer lead	Fencing - cemetery	5,000.00
		Priority 3 total	148,500.00

9. Several of these objectives have been considered by council and have subsequently been proposed to be taken forward for 2026-27 objective-setting by members; new videos for the website and biodiversity of the gardens.

10. Guildhall works were previously committed but can be deferred to 2027-28. The works are related to preventing water ingress and removing unsuitable modern materials and replacing with more sympathetic traditional materials; although the works do need to be done and the building is Grade II Listed, the situation has existed for some years and a delay of one year is not considered critical.

2027/28 onwards

Officer lead	Electric tools	22,500.00
Previously committed	Gardens handrails	20,000.00
Officer lead	Park and ride investment - Pay to park	20,000.00
Officer lead	Strawberry Fields more detailed feasibility study	25,000.00
Officer lead	Jane Austen Gardens	150,000.00
Officer lead	Waste storage facilities on seafront/town centre	75,000.00
Officer lead	Cobb Gate car park railings contribution	10,000.00
Officer lead	Langmoor room lift	Cost to follow
Committee lead - TMH	Review of seafront signage	10,000.00
ENVIROMENT	Electric signage for car parks - Out of town	25,000.00
Officer lead	Electric vans - Tipper and pick up	Cost to follow
Committee lead - Enviror	Reverse vending machines	15,000.00
	Total	322,500.00

11. Officers have identified a list of major projects that need to be factored into the objective-setting in subsequent years. Some of these objectives could be funded through the sale of the old office building.

Officer lead	Resurfacing the car parks WM	200,000.00
Officer lead	Tarmac MP	250,000.00
Officer lead	Redevelopment cadet hut site	150,000.00
Officer lead	Strawberry fields	Cost to follow
Officer lead	Consider enhancement of amenity area	Cost to follow
Discussion	Mini golf enhancement	Cost to follow
	Total	600,000.00

12. Each committee has been asked to consider its objectives for consideration through the budget-setting process, which appear in the lists. However, members still have the opportunity to add further suggestions at this meeting. Members also have the discretion to remove objectives from the list if they do not wish to proceed in any future years.

Report

Budget availability

13. Officers forecast a reserve of £1.228m at 31 March 2026.

14. The budget surplus for 2026-27 depends on the discretionary charges approved by members and potential new budget headings; if there are no increases to charges, there will be a deficit of £16k.
15. The amount of money available to spend in 2026-27 is also determined by the level of surplus members approve; the council's policy is to hold a minimum reserve of 50% of budgeted income. It was resolved at Full Council on 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24 and continued into 2024-25 and 2025-26 to release funds for further objectives. Officers believe this is a sufficient sum and there is no pressing requirement to increase the reserve to 50% of budgeted income for 2026-27; this sum would be in the region of £1.130m.
16. If the council's forecast year-end position on 31 March 2026 remains at £1.228m, and if no changes are made to the 2026-27 budget, already a deficit of £16k, with no objectives and with no significant changes to charges, then it will leave £212k to be released for funding 2026-27 objectives.
17. Officers always attempt to budget prudently, particularly with regards to car parking income, and to not build in any assumptions about income which is not guaranteed, such as from the sale of chalet, day hut and beach hut sites, or from filming on council-owned land, for instance. This means that the amount available could increase and more objectives could be released for completion before the end of the current financial year.
18. There will be the potential to generate further income throughout 2025-26 from the sale of the council offices; anywhere in the region of £250k to £750k, which means more funds could be released for further objectives.
19. Members are asked to agree the appropriate level of reserve for 2026-27. Based on that consideration, members are then asked to consider and agree objectives and projects for 2026-27. Members are also asked to note objectives for 2027-28 and beyond.
20. The views of members are sought on how best to proceed in the current situation.
21. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Naomi Cleal
Finance manager
October 2025

Committee: Strategy and Finance

Date: 15 October 2025

Title: Large Capital Grant Awards

Purpose of the Report

To allow the council to consider three large capital grant awards totalling £16,700 against a budget of £12,500

Recommendation

Members consider the report and applications for large capital grants

Background

1. On 27 November 2024, the Strategy and Finance Committee considered a report on the five-year allocation and distribution of grant funding to local organisations, including the introduction of a large grants' category and an accompanying policy and procedure.
2. Following a recommendation from the Strategy and Finance Committee, on 11 December 2024 the Full Council resolved:

‘an annual allocation of £25,000 to large capital grants’ and ‘a large capital grants’ policy and procedure’.
3. A budget of £12,500 is allocated twice a year in the spring and autumn.
4. For ease of reference, the policy and procedure is attached, **appendix 15A**.

Report

5. A public notice was issued in on 15 September 2025 inviting applications for large capital grants; applications of £1,000 to £12,500 were sought with a closing date of midday on Monday 6 October 2025.
6. Three applications were received (in alphabetical order):
 - East Devon All Stars
 - Lyme Folk Weekend
 - Lyme Regis Sea Angling Club
 - Sea Change Atlantic Limited
 - Uplyme and Lyme Regis Cricket Club
7. In each instance, qualifying documentation was submitted.

East Devon All Stars

8. The application is to fund display batons for all members of East Devon All Stars, a majorette troupe. The application is for £1,400; the total project cost is £9,000. **See appendix 15B.**

Lyme Folk Weekend

9. The application is to fund a PA system, stage management and sound engineering for the outdoor stage during Lyme Folk Weekend. The application is for £2,200; the total project cost is £4,400. **See appendix 15C.**

Lyme Regis Sea Angling Club

10. The application is to provide more angling equipment for the expanding juniors' group. The application is for £1,500; the total project cost is £3,375.58. **See appendix 15D.**

Sea Change Atlantic Limited

11. The application is to fund safety equipment, a life-saving water marker, dried food and internet access for the Sea Change Atlantic challenge. The application is for £5,000; the total project costs is £100,000. **See appendix 15E.**

Uplyme and Lyme Regis Cricket Club

12. The application is to fund the replacement of the existing outfield mower. The application is for £4,000; the total project cost is £8,795. **See appendix 15F.**
13. Grant applicants have been invited to the meeting to give a short presentation.

Adrianne Mullins
Assistant town clerk
October 2025

Policy and Procedure

Large Capital Grants

1. Purpose

- 1.1 The large capital grants' fund provides grants of up to £12,500 for capital projects that help and support the community.

2. Funding

- 2.1 For the financial years 2025-26, 2026-27, 2027-28, 2028-29 and 2029-30, the council has set aside £25,000 per annum to support local organisations with capital funding from the large grants' budget.
- 2.2 The total amount available annually, i.e. £25,000, will remain the same in each of the years outlined above and will not be increased for inflation.
- 2.3 Applications for grant funding can be made in April and October each year; on each occasion, £12,500 is available. Grant funding awards will be made at the following Full Council meetings.
- 2.4 Applications for funding must exceed £1,000 and can be no greater than £12,500.

3. Application and selection criteria

- 3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.
- 3.2 Applications will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.
- 3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.
- 3.4 Applications will not normally be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals, except in exceptional circumstances.
- 3.5 Any organisation in receipt of a term grant from the council cannot apply for a large capital grant.

4. How much money can be applied for?

- 4.1 Applications for funding must exceed £1,000 and can be no greater than £12,500.
- 4.2 Projects require 50% match funding of the total project cost.

5. What can the grant be used for?

- 5.1 The grant can be used for the one-off purchase of materials and equipment, or the one-off provision of a service that makes Lyme Regis a better place to live, work and play.

6. What can't the grant be used for?

- 6.1 Any costs not directly associated with the project.
- 6.2 Retrospective funding, i.e. money already spent.
- 6.3 Paying off debts already incurred.
- 6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

7. Other

- 7.1 Groups and organisations applying for a community fund grant must:
 - 7.1.1 comply with this policy and procedure.
 - 7.1.2 complete an 'end of project' report.
 - 7.1.3 spend their grant money within the financial year it has been allocated.
- 7.2 Groups and organisations applying for a large capital grant must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies
- 7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.
- 7.4 Applications for large capital grants can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications and the requirements of other applicants.

8. Application Process

- 8.1 The application must:
 - 8.1.1 state the main activities of the organisation
 - 8.1.2 provide details of the project
 - 8.1.3 explain who will benefit from the grant and how
 - 8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.
 - 8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding

8.1.6 demonstrate how the organisation will inform others that it has received funding from the council

8.1.7 the availability of large capital grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

9. Supporting evidence

9.1 Applicants must provide:

9.1.1 full project costs, e.g. quotes, invoices, other grants

9.1.2 copies of their governing document or constitution

9.1.3 an application signed by two of the organisation's officers.

9.1.4 details of the organisation's current financial status, i.e., copies of most recent bank statements/passbook, its previous year's annual accounts,

9.1.5 copies of its business plan, medium-term financial plan and corporate plan

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

10. Selection process

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of

10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.

10.3 Decisions on grant funding will normally be made by the Full Council in May and November each year.

10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

11. Reporting process

- 11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:
 - 11.1.1 explain how successful the project was
 - 11.1.2 explain who benefited from the grant and how many people it helped.
- 11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.
- 11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

12. Timetable

- 12.1 The annual timetable is:
 - 12.1.1 end-February and end-August – the large capital grants' fund opens for applications.
 - 12.1.2 mid-April and mid-September– deadline for applications.
 - 12.1.3 May and October – members consider and approve large capital grant funding bids
 - 12.1.5 end-April and end-October the following year – organisations provide feedback to the council on what the large capital grant has achieved.

13. Publicity

- 13.1 Organisations awarded grants must agree a publicity strategy with officers to advertise the council's financial support.

Implementation date: 11 December 2024

Review date: December 2028

John Wright
Town clerk
December 2024



LYME REGIS TOWN COUNCIL

LARGE CAPITAL GRANTS APPLICATION FORM 2025

Please read the accompanying guidelines before completing this form

1. Name of organisation EAST DEVON ALL STARS
2. Name of person submitting the application MISS SANDRA FIFIELD
 Position held in organisation TREASURER
 Contact address [REDACTED]
[REDACTED]
[REDACTED]
 Telephone [REDACTED]
 Email [REDACTED]
3. What are the main activities in which your organisation is involved?
EDAS is a new unique majorette troupe offering a powerful holistic way for children and young adults to express emotions and feelings through the medium of pom pom and baton twirling dance to aid mental health and well-being, and foster social connection.
4. Please provide details of the project you require funding for
We are fully inclusive and believe in promoting diversity, equality and equity. We provide all our members with equipment they need to undertake our activity free of charge.
5. Who will benefit from the project and how?
Although based in EAST Devon, we are on the Dorset border and many of our members live in Lyme Regis or go to school in Lyme Regis. All children and adults will benefit from this project through creating social bonds, feeling connected, developing a sense of community and belonging.
6. Will a disadvantaged group benefit from the funding? If so, how?
Yes - We support those suffering with mental health issues, disability and financial hardship by providing a safe welcoming space and providing all equipment free of charge.

7. How would you intend to inform people you have received funding from the council?

Through our social media pages on Facebook and Instagram, word of mouth, our banners displayed in carnivals and displays

8. Total anticipated cost of project £ 9,000

9. Amount of grant sought from Lyme Regis Town Council to fund display batons for all members £ 4,000

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable

Date	Organisation	Amount sought	Granted?
29-9-25	EAST DEVON PLACES 2 GO	£1,000	✓

11. Please provide details of your organisation's fundraising events held in the last two years

Our organisation was established in January 2025. Since then we have held fun days, monthly quizzes, baton twirls, bingo, and attended numerous events with a game and tombola stall

12. Please tick to show you have included the following required information:


- a) Full project costs ☒
b) Copies of your governing information or constitution, if available ☒
c) Details of the organisation's financial status ☒

13. Please tick if any other supporting information has been attached ☐

14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding ☒

This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature 
Print name SANDRA FIFIELD
Position TREASURER

Signature 
Print name Jess Shackelford
Position Chair

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than midday on Monday 6 October 2025. All applications will be acknowledged.



LYME REGIS TOWN COUNCIL

LARGE CAPITAL GRANTS APPLICATION FORM 2025

Please read the accompanying guidelines before completing this form

1. Name of organisation Lyme Folk Weekend

2. Name of person submitting the application Jeremy Hayes
 Position held in organisation Director
 Contact address _____

 Telephone _____
 Email _____

3. What are the main activities in which your organisation is involved?
Organising the annual folk festival in Lyme Regis

4. Please provide details of the project you require funding for
Free outdoor stage providing music and other entertainment on the seafront.
The event will be taking place over the weekend of Friday August 28 to Monday August 31 2026.

5. Who will benefit from the project and how?
The project will provide free entertainment to local residents as well as visitors.
It is also aimed at providing a professional-standard stage to promote and encourage local amateur performers, giving them a platform and audience they would not normally find.

6. Will a disadvantaged group benefit from the funding? If so, how?
The project particularly welcomes contributions from young and elderly people, as well as community choirs and other charitable organisations in the local area.

7. How would you intend to inform people you have received funding from the council?

We would include this information and the council logo in all our official communications, including our website, Facebook page and email list, plus any press releases and advertising.

8. Total anticipated cost of project £ 4,400

9. Amount of grant sought from Lyme Regis Town Council £ 2,200

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable

Date	Organisation	Amount sought	Granted?
	N/A		

11. Please provide details of your organisation's fundraising events held in the last two years

We raise funds every year during the folk festival through fees from a small number of food and other traders and collecting donations from the general public.

12. Please tick to show you have included the following required information:

- a) Full project costs ☒
- b) Copies of your governing information or constitution, if available ☒
- c) Details of the organisation's financial status ☒

13. Please tick if any other supporting information has been attached ☒

14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding ☒

This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature	<u>[Signature]</u>	Signature	<u>[Signature]</u>
Print name	<u>Jeremy Hayes</u>	Print name	<u>Joanne Hayes</u>
Position	<u>Director</u>	Position	<u>Director</u>

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than **midday on Monday 6 October 2025. All applications will be acknowledged.**



LYME REGIS TOWN COUNCIL

LARGE CAPITAL GRANTS APPLICATION FORM 2025

Please read the accompanying guidelines before completing this form

1. Name of organisation: Lyme Regis Sea Angling Club (LRSAC)

2. Name of person submitting the application: Mark Norfolk

Position held in organisation: Juniors' Secretary

Contact address:

Telephone:

Email:

3. What are the main activities in which your organisation is involved?

We are a not-for-profit sea angling club based in Lyme Regis. We teach and mentor those interested in sea fishing, irrespective of age or ability. The junior section of the club teaches and mentors children under the age of 16 who have an interest in fishing. We hold monthly sea fishing sessions in Lyme Regis for under 16's of all abilities and a range of backgrounds. These sessions teach the juniors how to use the equipment, how to catch fish, how to handle them once caught and how to release the fish they catch to ensure the fish survive and thrive.

4. Please provide details of the project you require funding for.

The funding is required to provide more equipment (fishing rods, reels, line, fishing rigs, leads and line) for the expanding juniors group. Over the past 6 months, the Lyme Regis Sea Angling Club junior section has become one of the largest junior fishing groups in the UK and we are continuing to expand, currently having 30 junior members. Due to this ongoing expansion, funding is required to allow us to provide additional equipment (rods, reels, fishing rigs). We aim to increase the pride and sense of belonging in being part of a team by supplying LRSAC branded t-shirts and hoodies. Having standard clothing will also support us in ensuring the safety of the juniors when they are fishing as they will be more-easily identifiable when fishing in areas in which the general public are also present.

5. Who will benefit from the project and how?

All junior members will benefit from this funding. As well as creating a sense of belonging, providing equipment to those juniors whose families may not be able to afford it removes any apparent financial disadvantage and ensures they can participate and compete on a level playing field. This ensures we are an all-inclusive, supportive club whose focus is on developing confidence in their abilities, ensuring the children learn/develop a range of skills and are able to interact with each other with no prejudice in their ability or background.

6. Will a disadvantaged group benefit from the funding? If so, how?

We are a very open and inclusive club and welcome children of all abilities and from financially disadvantaged families. We have children who struggle to socialise and have a formal diagnosis of autism and ADHD. This funding will allow us to encourage these and others with such challenges to participate, to develop confidence and to feel fully-included in the group without the need to purchase equipment.

7. How would you intend to inform people you have received funding from the council?

We will use our Facebook page (<https://www.facebook.com/lymefishing/>) and website ([Lyme Regis Sea Angling Club | fishing | Lyme Regis, UK](#)) to formally recognise any funding we receive from the council.

8. Total anticipated cost of project £ 3,375.58
9. Amount of grant sought from Lyme Regis Town Council £1,500

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable

Date	Organisation	Amount sought	Granted?

11. Please provide details of your organisation's fundraising events held in the last two years

Senior members of the club sell their spare equipment to raise funds for the juniors, we have a collection box located in the Tackle Box in Lyme Regis for members of the public to make donations to the junior section of the club. We also hold a raffle at the annual presentation evening to raise funds for the junior section of the club.

12. Please tick to show you have included the following required information:

- a) Full project costs ☒
- b) Copies of your governing information or constitution, if available ☒
- c) Details of the organisation's financial status ☒

13. Please tick if any other supporting information has been attached ☒

14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding ☒

This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature *M Norfolk* Signature *S Norfolk*
Print name Mark Norfolk _____ Print name Sue Norfolk _____
Position Juniors' Secretary _____ Position LRSAC Treasurer

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than midday on Monday 6 October 2025. All applications will be acknowledged.



LYME REGIS TOWN COUNCIL

LARGE CAPITAL GRANTS APPLICATION FORM 2025

Please read the accompanying guidelines before completing this form

1. Name of organisation Sea Change Atlantic Limited

2. Name of person submitting the application Richard Blackmore
 Position held in organisation Director and Rower
 Contact address _____

 Telephone _____
 Email _____

3. What are the main activities in which your organisation is involved?
Training with Lyme Regis rowing club and with County rowers to enable me to row the Atlantic in 2027.
Attending Axminster and Lyme Regis Cancer Support open evenings and charity events.
Presenting at Parkinson's UK Head Office and local events.
Showcasing our Atlantic rowing boat along our beautiful Jurassic Coast Line as we commence our
sea trials as well as other South West Harbours.

4. Please provide details of the project you require funding for
In January 2027 myself, Adam who is partially sighted, Maddie and Simon will be rowing 3200 miles
across the Atlantic to raise funds for Axminster and Lyme Cancer Support and Parkinson's Uk
as a non-profit quest.
We have purchased the boat and now require funding to train, buy safety equipment and an
essential life saving water maker, dried food and internet access.

5. Who will benefit from the project and how?
Local school children, power monkeys adventure scouts, sea school and the local community.
Engaging with young people in the preperation phase, before during and after our mega-marathon row
through presentations, visiting with the boat, radio shows, local news articles and community lead events
Local businesses as we will promoting them and Lyme Regis through advertising on the boat
and social media. Together we succeed.

6. Will a disadvantaged group benefit from the funding? If so, how?
To ignite the power of belief that any young person can do anything. Diversity is celebrated,
tolerance is promoted and everyone is respected, appreciated and valued.

7. How would you intend to inform people you have received funding from the council?

Website - seachangeatlantic.com, instagram, facebook, linkedin, X social media

Newsletter from both charities, local newspapers and radio broadcasts, Dorset Life

School visits, shows and presentations.

8. Total anticipated cost of project £ 100,000.00

9. Amount of grant sought from Lyme Regis Town Council £ 5,000.00

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable

Date	Organisation	Amount sought	Granted?

11. Please provide details of your organisation's fundraising events held in the last two years

Lyme Regis Carnival 2025

Brislington County Show

Crowdfunding

12. Please tick to show you have included the following required information:

- a) Full project costs ☒
- b) Copies of your governing information or constitution, if available ☐
- c) Details of the organisation's financial status ☐

13. Please tick if any other supporting information has been attached ☒

14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding ☒

This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature	_____	Signature	_____
Print name	Richard Blackmore	Print name	Adam Benjamin
Position	Director	Position	Director

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than **midday on Monday 6 October 2025. All applications will be acknowledged.**



LYME REGIS TOWN COUNCIL

LARGE CAPITAL GRANTS APPLICATION FORM 2025

Please read the accompanying guidelines before completing this form

1. Name of organisation UPLYME & LYME REGIS. CRICKET CLUB.
2. Name of person submitting the application MR. PEREN WELLMAN
 Position held in organisation SECRETARY.
 Contact address [REDACTED]
[REDACTED]
[REDACTED]
 Telephone [REDACTED]
 Email [REDACTED]
3. What are the main activities in which your organisation is involved?
UPLRCC PROVIDE CRICKET FOR THE WHOLE COMMUNITY OF BOTH UPLYME & LYME REGIS. PLUS SURROUNDING AREAS. WE HAVE A JUNIOR SECTION RANGING FROM 5-14 YEAR OLDS. (AROUND 70 CHILDREN) ALSO A LEAGUE SATURDAY SIDE WITH ALSO A CASUALS SUNDAY XI, A UPLYME/TIMBOT TEAM PLAY ON HOLIDAY EVENINGS AND WE HAVE JUST STARTED A WOMENS SECTION.
4. Please provide details of the project you require funding for
THE PROJECT WE REQUIRE FUNDING FOR IS TO PROVIDE FUNDS TO REPLACE OUR EXISTING OUTFIELD MOWER, THIS IS DESPERATELY NEEDED AS OUR CURRENT MOWER IS ON ITS LAST LEGS AND NEEDS REPLACING.
5. Who will benefit from the project and how?
THE WHOLE CLUB AND THE COMMUNITY WILL BENEFIT FROM A NEW MOWER AS IT IS ESSENTIAL THAT THE FIELD IS CUT SO CRICKET CAN BE PROVIDED FOR ALL THE DIFFERENT AGE GROUPS. THE COMMUNITY OF UPLYME & LYME REGIS ALSO BENEFIT AS VARIOUS ORGANISATIONS AND THE GENERAL PUBLIC ALSO USE THE FIELD.
6. Will a disadvantaged group benefit from the funding? If so, how?
ANY DISADVANTAGED GROUP CAN USE THE FIELD, SO THEY WOULD BENEFIT FROM HAVING A NICELY CUT OUTFIELD.

7. How would you intend to inform people you have received funding from the council?

U3ARCC WILL INFORM PEOPLE THROUGH: THE CLUB WEBSITE, VARIOUS SOCIAL MEDIA (INCLUDING FACEBOOK, TWITTER, WHATAPP) & A NOTICE ON THE CLUB NOTICE BOARD.

8. Total anticipated cost of project £ 8,795.

9. Amount of grant sought from Lyme Regis Town Council £ 4,000.

10. Please give details of applications made to other grant-making bodies in respect of this project, if applicable

Date	Organisation	Amount sought	Granted?

11. Please provide details of your organisation's fundraising events held in the last two years

CHARITY MATCH V LIFEBOAT XI
RAFFLES AT CLUB HOME GAMES + SCRATCHCARDS, 100 CLUB
SPORT AUCTION AT CLUB DINNER, BBQ'S + SOCIAL NIGHTS, QUIZ NIGHTS

12. Please tick to show you have included the following required information:

- a) Full project costs
b) Copies of your governing information or constitution, if available
c) Details of the organisation's financial status



13. Please tick if any other supporting information has been attached



14. Please tick to confirm your organisations adheres to all relevant legislation and procedures, e.g. health and safety, risk assessments, safeguarding



This form must be signed by two of the organisation's officers (e-signatures accepted)

Signature [Redacted]
Print name DEREK WELLMAN
Position SECRETARY

Signature [Redacted]
Print name NICK PRICE
Position TREASURER

Completed application forms and supporting documentation should be returned to Adrienne Mullins, support services manager, preferably by email to adrienne.mullins@lymeregistowncouncil.gov.uk or hard copies to Lyme Regis Town Council, Guildhall Cottage, Church Street, Lyme Regis, Dorset, DT7 3BS, no later than **midday on Monday 6 October 2025**. All applications will be acknowledged.

Committee: Strategy and Finance

Date: 15 October 2025

Title: Investments and Cash Holdings

Purpose of Report

To inform members of the council's current reserve position

Recommendation

Members note the cash position at the end of September 2025

Background

1. The council's cash holding at the beginning of the financial year was c.£1.655k.

Report

2. The council's cash holding at September 2025 was c.£1.963,512m, **appendix 16A**.
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.

Treasury Management

4. The council was very successful in 2024-25 with its treasury management, receiving c.£70k in interest.
5. Three sets of investments, totalling £300k, with NatWest and The Charity Bank matured at the end of August 2025.
6. Officers have reviewed treasury management over the past quarter to determine the best investment options and agreed with the chairman and vice-chairman of this committee on 6 October 2025 a number of investments to increase the return.
7. It was decided to invest £600,000 with NatWest in various amounts, over various fix durations; funds have been successfully moved into time-limited deposits with NatWest. The rates on these investments range from 3.28% to 3.07%. A further £100k was agreed to be deposited with The Charity Bank on an annual fix with an interest rate of 3.67%. The application has been sent off; once received it should take five working days to set up the account.
8. Officers will continue to review treasury management over the next quarter to determine the best investment options and liaise with the chairman and vice-chairman of the Strategy and Finance Committee

9. Any recommendations from this committee will be considered by the Full Council on 29 October 2025.

Naomi Cleal
Finance manager
October 2025

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31/09/2025</u>			
	£	Access	
NatWest- General	1,000	Instant	
NatWest Liquidity Manager 1.11%	219,524	Instant	
Natwest Fixed 15 - 3.57%	100,000	24/02/2026	
Natwest Fixed 16 - 3.57%	200,000	24/02/2026	
Lloyds - Current	11,966	Instant	
Llloyds - Liquidity Manager (1.1%)	1,231,022	Instant	
Charity Bank - 4.51%	*100,000	01/08/2025	
Charity Bank - 4.26%	200,000	18/03/2026	
TOTAL	<u>1,963,512</u>		

*The funds are in a holding account with The Charity Bank until a the application for re-investment has been approved

Committee: Strategy and Finance

Date: 15 October 2025

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of July and August 2025

Recommendation

Members note the report and approve the attached schedule of payments in July and August 2025 for the sums of £243,784.84 and £377,882.95, respectively.

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of July and August 2025 **appendices 17A 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 King
Finance assistant
October 2025

APPENDIX 17A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for July 2025</u>							
		<u>Total</u>			<u>243,784.84</u>				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	5920	0%	-	5,920.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	3353	0%	-	3,353.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	1830	0%	-	1,830.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	1193	0%	-	1,193.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	1102	0%	-	1,102.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	383	0%	-	383.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	295	0%	-	295.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	287	0%	-	287.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	254	0%	-	254.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	202	0%	-	202.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	173	0%	-	173.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	144	0%	-	144.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	28	0%	-	28.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	11	0%	-	11.00	Utilities
01-Jul	DORSET COUNCIL	Rates	Monthly	DD	10	0%	-	10.00	Utilities
14-Jul	WORLDPAY	Transaction fees	Monthly	DD	26.46	0%	-	26.46	Office Expenses
15-Jul	BANKLINE	Bank charges	Monthly	BLN	48.5	0%	-	48.50	Office Expenses
21-Jul	WORLDPAY	Transaction fees	Monthly	DD	153.3	0%	-	153.30	Office Expenses
21-Jul	WORLDPAY	Transaction fees	Monthly	DD	25.62	0%	-	25.62	Office Expenses
22-Jul	EDF ENERGY	Electricity charges- Unmetered supply ticket machine	Monthly	DD	574.15	5%	27.34	546.81	Utilities
25-Jul	SALARIES	Staff salaries-July 25	Monthly	EBP	56262.29	0%	-	56,262.29	Staffing
31-Jul	HMRC NDDS	Tax and NI contributions- July 25	Monthly	DD	20461.84	0%	-	20,461.84	Staffing
					<u>92737.16</u>				
LOYDS BANK									
01-Jul	INVESTEC	Franking machine rental	Quarterly	DD	357.11	20%	59.52	297.59	Office Expenses
01-Jul	CIPD	Staff subscription to professional body	Annually	DD	191	0%	-	191.00	Staffing
01-Jul	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
01-Jul	TV LICENCE	TV licence	Annually	FPO	174.5	0%	-	174.50	Office Expenses
01-Jul	LR LESIURE	Term Grant	Quarterly	FPO	4000	0%	-	4,000.00	Grants
01-Jul	LR FOODBANK	Term Grant	Quarterly	FPO	3000	0%	-	3,000.00	Grants
01-Jul	BOAT BUILDING	Term Grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
01-Jul	B SHARP	Term Grant	Quarterly	FPO	1750	0%	-	1,750.00	Grants
01-Jul	LR REGATTA	Term Grant	Quarterly	FPO	1625	0%	-	1,625.00	Grants
01-Jul	LR FOSSIL	Term Grant	Quarterly	FPO	1500	0%	-	1,500.00	Grants
01-Jul	LRDT	Term Grant	Quarterly	FPO	1500	0%	-	1,500.00	Grants
01-Jul	BRIDPORT CAB	Term Grant	Quarterly	FPO	1375	0%	-	1,375.00	Grants
01-Jul	TOWN MILL	Term Grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
01-Jul	LR XMAS LIGHTS	Term Grant	Quarterly	FPO	1000	0%	-	1,000.00	Grants
01-Jul	TURN LYME GREEN	Term Grant	Quarterly	FPO	738	0%	-	738.00	Grants
01-Jul	LR VISITOR	Term Grant	Quarterly	FPO	500	0%	-	500.00	Grants
01-Jul	LR TOWN BAND	Term Grant	Quarterly	FPO	500	0%	-	500.00	Grants
01-Jul	CUSTOMER	Refund for holiday accommodation permit	One off	FPO	358.56	0%	-	358.56	Refunds
01-Jul	CUSTOMER	Refund for beach hut booking	One off	FPO	182	0%	-	182.00	Refunds
01-Jul	CUSTOMER	Refund for beach hut booking	One off	FPO	70	0%	-	70.00	Refunds
01-Jul	CUSTOMER	Refund for wedding extras	One off	FPO	50	0%	-	50.00	Refunds
01-Jul	CUSTOMER	Refund for wedding extras	One off	FPO	50	0%	-	50.00	Refunds
01-Jul	CUSTOMER	Refund for wedding extras	One off	FPO	50	0%	-	50.00	Refunds
02-Jul	SQUARE	Team plus till point system- Amenities	Monthly	DEB	20	0%	-	20.00	Outside Works
02-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
02-Jul	HC LEWIS CONTRACTORS	MB car park works	Monthly	FPI	10884	20%	1,814.00	9,070.00	Projects

03-Jul	GRENKELEASING LIM	Photocopier rental	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
03-Jul	NW SYSTEMS	Camera streaming	Quarterly	DD	104.4	20%	17.40	87.00	Outside Works
03-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
04-Jul	SAFE.CO.UK	New office key safe	One off	DEB	95.82	20%	15.97	79.85	Projects
04-Jul	SOUTH WEST COUNCIL	Induction and development with new administration	One off	FPO	5776.8	20%	962.80	4,814.00	Projects
04-Jul	ST MICHAELS CHURCH	Large capital grant	One off	FPO	4638.6	0%	-	4,638.60	Grants
04-Jul	BEAVER FLOORING	Flooring in Langmoor room	One off	FPO	3602.4	20%	600.40	3,002.00	Outside Works
04-Jul	WORKPLACE	Meeting room chairs	One off	FPO	3463.2	20%	577.20	2,886.00	Projects
04-Jul	DORSET COUNCIL	Bin collection -June 25	Monthly	FPO	2809.02	0%	-	2,809.02	Outside Works
04-Jul	DORSET COUNCIL	DBS checks- Bus	One off	FPO	116	0%	-		Projects
04-Jul	FLOWBIRD	Transaction charges- May & June 25	One off	FPO	2535.52	20%	422.59	2,112.93	Outside Works
04-Jul	M G WEBBER	Hanging baskets and planters	One off	FPO	2454	20%	409.00	2,045.00	Outside Works
04-Jul	ADP	Magazine printing	Monthly	FPO	2188	0%	-	2,188.00	Projects
04-Jul	TOPSPARKS	Electrical works- pat testing, street lights and ticket machine work	One off	FPO	1933.23	20%	322.21	1,611.03	Outside Works
04-Jul	CREATIVE SOLUTIONS	Office signs and window vinyl	One off	FPO	1590	20%	265.00	1,325.00	Office Expenses
04-Jul	G & A COMMERCIALS	Vehicle maintenance	One off	FPO	1482.6	20%	247.10	1,235.50	Outside Works
04-Jul	WOODHORT SHARPHAM	Bulk bag mushroom compost and manure	One off	FPO	1409.4	20%	234.90	1,174.50	Outside Works
04-Jul	SPORTY STARS	Children's entertainment- Residents event	One off	FPO	1080	20%	180.00	900.00	Marketing & Tourism
04-Jul	TUDOR	External supplies	One off	FPO	975.17	20%	162.53	812.64	Outside Works
04-Jul	BOSTON SEEDS	Wild seed	One off	FPO	851	20%	141.83	709.17	Projects
04-Jul	IPS	Transaction fees- May & June 25	Monthly	FPO	830.76	20%	138.46	692.30	Outside Works
04-Jul	B CLEANING	Office cleaning	Monthly	FPO	804	0%	-	804.00	Office Expenses
04-Jul	JADE SECURITY	Cash collection	Monthly	FPO	788.04	20%	131.34	656.70	Outside Works
04-Jul	AXMINSTER GARDEN M	Goods and services April/May 25	Monthly	FPO	721.81	20%	120.30	601.51	Outside Works
04-Jul	VALE FIRE SAFTEY	Fire equipment- new office	One off	FPO	697.2	20%	116.20	581.00	Projects
04-Jul	NEWSQUEST	Cleansing operative job advert	One off	FPO	689.17	20%	114.86	574.31	Staffing
04-Jul	TRAVIS PERKINS	External supplies	One off	FPO	658.02	20%	109.67	548.35	Outside Works
04-Jul	FILMBANK	Cinema rental- Party in the park	One off	FPO	600	20%	100.00	500.00	Marketing & Tourism
04-Jul	SPEEDY ASSET	Generators- Party in the park	One off	FPO	552.96	20%	92.16	460.80	Marketing & Tourism
04-Jul	RIVER LYM ACTION	Grant	One off	FPO	538.8	0%	-	538.80	Grants
04-Jul	DARKIN MILLER	Internal auditor	One off	FPO	520.14	20%	86.69	433.45	Office Expenses
04-Jul	IEP	Pest control	Monthly	FPO	480	0%	-	480.00	Outside Works
04-Jul	ZORO	Hand cleaner- Marine parade toilets	One off	FPO	469.9	20%	78.32	391.58	Outside Works
04-Jul	CASTERBRIDGE	Survey work- Kingsway/Cemetery	One off	FPO	390	20%	65.00	325.00	Outside Works
04-Jul	LR SEA SCHOOL	Bursary for term fees	One off	FPO	375	0%	-	375.00	Projects
04-Jul	STAFF	Travel expenses	One off	FPO	373.38	0%	-	373.38	Staffing
04-Jul	MANUTAN	Lockers- cemetery lodge	One off	FPO	372.3	20%	62.05	310.25	Projects
04-Jul	SCREWFIX	External supplies	One off	FPO	360.56	20%	60.09	300.47	Outside Works
04-Jul	AUK HYGIENE	Hoover and grit bin	One off	FPO	321.07	20%	53.51	267.56	Outside Works
04-Jul	COBB GARAGE	Vehicle maintenance	One off	FPO	196.06	20%	32.68	163.38	Outside Works
04-Jul	ECOM 6	Payment services	Monthly	FPO	182.56	20%	30.43	152.13	Outside Works
04-Jul	WESSEX LIFT	Lift service	Annually	FPO	180	20%	30.00	150.00	Outside Works
04-Jul	ARTHUR FORDHAMS	External supplies	One off	FPO	146.57	20%	24.43	122.14	Outside Works
04-Jul	CLARITY COPIERS	Copier usage	Monthly	FPO	126.76	20%	21.13	105.63	Office Expenses
04-Jul	EUROFFICE	Stationary	One off	FPO	126.12	20%	21.02	105.10	Office Expenses
04-Jul	ASH PROCESS	Debtor track and trace	One off	FPO	102	20%	17.00	85.00	Office Expenses
04-Jul	SOUTH WEST WATER	Water charges- Harbourmaster store	Quarterly	FPO	82.45	0%	-	82.45	Utilities
04-Jul	MOLE AVON	External supplies	One off	FPO	71.94	20%	11.99	59.95	Outside Works
04-Jul	SW HYGIENE	Yellow bag disposal	Monthly	FPO	62.26	20%	10.38	51.88	Outside Works
04-Jul	STAFF	Travel expenses	One off	FPO	40.22	0%	-	40.22	Staffing
04-Jul	STAFF	Travel expenses	One off	FPO	11.56	0%	-	11.56	Staffing
04-Jul	BUGLARS	External supplies	One off	FPO	0.38	20%	0.06	0.32	Outside Works
07-Jul	PITNEY BOWES	Postage charges	One off	DD	202.51	0%	-	202.51	Office Expenses
07-Jul	AMAZON	Mobile phone	One off	DEB	16.49	20%	2.75	13.74	Office Expenses
07-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
07-Jul	LR SKATE PARK	Skate park refund	One off	FPO	3033.05	0%	-	3,033.05	Projects
07-Jul	TOTAL PLUMBING	External supplies	One off	FPO	216	20%	36.00	180.00	Outside Works
07-Jul	EIBE	Play equipment replacement part	One off	FPO	153.6	20%	25.60	128.00	Outside Works
07-Jul	JAWES	Party in the park- Band performance	One off	FPO	125	0%	-	125.00	Marketing & Tourism
07-Jul	SW HYGIENE	Yellow bag disposal	Monthly	FPO	6	20%	1.00	5.00	Outside Works

08-Jul	PITNEY BOWES	Magazine postage	One off	DD	2550	0%	-	2,550.00	Projects
08-Jul	YU ENERGY	Electricity charges- WM car park	Monthly	DD	399.29	20%	66.55	332.74	Utilities
08-Jul	YU ENERGY	Electricity charges- Marine parade toilets	Monthly	DD	149.94	20%	24.99	124.95	Utilities
08-Jul	YU ENERGY	Electricity charges - MB car park	Monthly	DD	115.56	20%	19.26	96.30	Utilities
08-Jul	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	114.67	20%	19.11	95.56	Utilities
08-Jul	YU ENERGY	Electricity charges - Sweet shop	Monthly	DD	63.78	20%	10.63	53.15	Utilities
08-Jul	YU ENERGY	Electricity charges- TIC old office	Monthly	DD	52.86	20%	8.81	44.05	Utilities
08-Jul	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	49.44	20%	8.24	41.20	Utilities
08-Jul	YU ENERGY	Electricity charges- Marine parade wall socket	Monthly	DD	43.53	20%	7.26	36.28	Utilities
08-Jul	YU ENERGY	Electricity charges- Workshop	Monthly	DD	42.76	20%	7.13	35.63	Utilities
08-Jul	YU ENERGY	Electricity charges- Playing field	Monthly	DD	40.28	20%	6.71	33.57	Utilities
08-Jul	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	37.26	20%	6.21	31.05	Utilities
08-Jul	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	33.92	20%	5.65	28.27	Utilities
08-Jul	YU ENERGY	Electricity charges- Council office	Monthly	DD	6.47	20%	1.08	5.39	Utilities
09-Jul	UNITY 5	Zatpark monthly charge	Monthly	DD	527.64	20%	87.94	439.70	Outside Works
09-Jul	YU ENERGY	Electricity charges- Harbour store	Monthly	DD	135.88	20%	22.65	113.23	Utilities
09-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Jul	BARCLAYCARD	Transaction charges	Monthly	DD	63.87	0%	-	63.87	Outside Works
10-Jul	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Jul	MAILCHIMP	Email marketing service	Monthly	DEB	17.34	20%	2.89	14.45	Office Expenses
11-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Jul	POULTONS	Two new beach huts and one replacement	One off	FPO	4478.88	20%	746.48	3,732.40	Projects
14-Jul	ALLSTAR	Fuel usage	Bi-monthly	DD	553.03	20%	92.17	460.86	Outside Works
14-Jul	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
14-Jul	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jul	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
14-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
14-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Jul	AIB	Transaction charges	Monthly	DD	920.35	0%	-	920.35	Outside Works
15-Jul	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	110.61	0%	-	110.61	Utilities
15-Jul	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Jul	SOUTH WEST WATER	Water charges- Former scout hut	Quarterly	DD	41.56	0%	-	41.56	Utilities
15-Jul	SOUTH WEST WATER	Water charges- Trough	Quarterly	DD	30.24	0%	-	30.24	Utilities
16-Jul	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	425.4	20%	70.90	354.50	Office Expenses
16-Jul	PITNEY BOWES	Postage charges	One off	DD	57.92	0%	-	57.92	Office Expenses
16-Jul	EDF ENERGY	Gas charges- Old office	Monthly	DD	11.14	5%	0.53	10.61	Utilities
16-Jul	WAITROSE	Office opening refreshments	One off	DEB	157.15	0%	-	157.15	Office Expenses
17-Jul	PITNEY BOWES	Postage	One off	DD	100	0%	-	100.00	Office Expenses
17-Jul	AMAZON	New office kitchenware	One off	DEB	129.5	20%	21.58	107.92	Projects
18-Jul	BACKMARKET	Mobile handset	One off	DEB	218.99	0%	-	218.99	Office Expenses
18-Jul	EE LIMITED	Mini golf tablet top up	One off	DEB	15	20%	2.50	12.50	Utilities
21-Jul	WORLDPAY	Transaction charges	Monthly	DD	72	0%	-	72.00	Office Expenses
21-Jul	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
21-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
21-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
21-Jul	CLEANING 4U	Black refuse sacks	One off	FPO	2034	20%	339.00	1,695.00	Outside Works
22-Jul	EDF ENERGY	Electricity charges- Pay and display machine	Monthly	DD	226.93	5%	10.81	216.12	Utilities
22-Jul	SOUTH WEST WATER	Water charges - Marine parade toilets	Monthly	DD	195	0%	-	195.00	Utilities
23-Jul	BISHOP SPORT AND LEISURE	Golf balls	One off	DEB	63.54	20%	10.59	52.95	Outside Works
23-Jul	AMAZON	Office stationary	One off	DEB	33.08	20%	5.51	27.57	Office Expenses
23-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Jul	DC PENSION FUND	Pension contributions - July 25	Monthly	FPO	15845.16	0%	-	15,845.16	Staffing
24-Jul	G CROOK	Topsoil- Anning road playing field- multiple invoices	One off	FPO	6390.12	20%	1,065.02	5,325.10	Projects
24-Jul	WRENCON	Mini golf retention fee	One off	FPO	4876.24	20%	812.71	4,063.53	Projects
24-Jul	MARTINS EXCAVATION	Topsoil on Anning road playing fields	One off	FPO	3786	20%	631.00	3,155.00	Projects
24-Jul	EUROFFICE	Meeting room tables	One off	FPO	3671.89	20%	611.98	3,059.91	Projects
24-Jul	A.S SECURITY ALARM	Renewal of maintenance contract and beach store cameras	One off	FPO	2654.33	20%	442.39	2,211.94	Outside Works
24-Jul	EIBE	Playground equipment replacement part	One off	FPO	1960.98	20%	326.83	1,634.15	Outside Works
24-Jul	TUDOR	External supplies	One off	FPO	1339.67	20%	223.28	1,116.39	Outside Works

24-Jul	CREATIVE SOLUTIONS	Window film- Office building	One off	FPO	1134.24	20%	189.04	945.20	Projects
24-Jul	UPLYME CRICKET CLUB	Grant	One off	FPO	1000	0%	-	1,000.00	Grants
24-Jul	CHAPMAN GEOTECHNIC	Ground monitoring works	One off	FPO	900	20%	150.00	750.00	Outside Works
24-Jul	TRAVIS PERKINS	External supplies	One off	FPO	662.84	20%	110.47	552.37	Outside Works
24-Jul	JADE SECURITY	Cash collection	Monthly	FPO	652.21	20%	108.70	543.51	Outside Works
24-Jul	SLCC	Professional body membership	Annually	FPO	420	0%	-	420.00	Staffing
24-Jul	ARTHUR FORDHAMS	External supplies	One off	FPO	241.28	20%	40.21	201.07	Outside Works
24-Jul	BAGWELLS	Work to the office lights	One off	FPO	237.6	20%	39.60	198.00	Projects
24-Jul	IEP	Pest control	Monthly	FPO	220	0%	-	220.00	Outside Works
24-Jul	PRINTED 4 U	Enamel LRTC badges	One off	FPO	192	20%	32.00	160.00	Office Expenses
24-Jul	STAFF	Travel expenses	One off	FPO	166.85	0%	-	166.85	Staffing
24-Jul	AUK HYGIENE	Black sacks	One off	FPO	133.14	20%	22.19	110.95	Outside Works
24-Jul	SW HYGIENE	Yellow bag disposal	Monthly	FPO	113.76	20%	18.96	94.80	Outside Works
24-Jul	KINGBURY BAND	Band performance	One off	FPO	100	0%	-	100.00	Office Expenses
24-Jul	IAN TAYLOR	Band performance	One off	FPO	100	0%	-	100.00	Office Expenses
24-Jul	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	56.25	20%	9.38	46.88	Outside Works
24-Jul	SPEEDY ASSET	Generator collection charge	One off	FPO	18	20%	3.00	15.00	Projects
24-Jul	DORSET COUNCIL	DBS checks	One off	FPO	14.5	0%	-	14.50	Projects
24-Jul	KEELY WINDOWS	Window repair	One off	FPO	5.52	20%	0.92	4.60	Outside Works
25-Jul	STARLINK	Office internet fee	Monthly	DEB	75	20%	12.50	62.50	Office Expenses
28-Jul	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
28-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
28-Jul	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Jul	CUSTOMER	Refund for site fees over payment	One off	FPO	751.86	0%	-	751.86	Refunds
28-Jul	CUSTOMER	Refund for BH cancellation	One off	FPO	360	0%	-	360.00	Refunds
28-Jul	CUSTOMER	Refund for BH cancellation	One off	FPO	180	0%	-	180.00	Refunds
28-Jul	CUSTOMER	Refund for BH booking	One off	FPO	162	0%	-	162.00	Refunds
28-Jul	CUSTOMER	Refund for wedding deposit	One off	FPO	50	0%	-	50.00	Refunds
28-Jul	CUSTOMER	Refund for wedding deposit	One off	FPO	50	0%	-	50.00	Refunds
28-Jul	CUSTOMER	Refund for barrier key	One off	FPO	20	0%	-	20.00	Refunds
28-Jul	CUSTOMER	Refund spare BH key	One off	FPO	20	0%	-	20.00	Refunds
28-Jul	CUSTOMER	Refund for parking in Monmouth beach	One off	FPO	5.7	0%	-	5.70	Refunds
29-Jul	ALLSTAR	Fuel usage	Bi-monthly	DD	533.01	20%	88.84	444.18	Outside Works
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Jul	GIFFGAFF	Mobile bundle- Tablet	Monthly						

APPENDIX 17B

		Lyme Regis Town Council							
		Payments list for August 2025							
		Total			377,882.95				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	5920	0%	-	5,920.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	3353	0%	-	3,353.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	1830	0%	-	1,830.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	1193	0%	-	1,193.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	1102	0%	-	1,102.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	383	0%	-	383.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	295	0%	-	295.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	287	0%	-	287.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	254	0%	-	254.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	202	0%	-	202.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	173	0%	-	173.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	144	0%	-	144.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	28	0%	-	28.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	11	0%	-	11.00	Utilities
01-Aug	DORSET COUNCIL	Rates	Monthly	DD	10	0%	-	10.00	Utilities
12-Aug	HMRC VAT	VAT payment	Quarterly	DD	126441.16	0%	-	126,441.16	VAT
15-Aug	BANKLINE	Bank charges	Monthly	BLN	46	0%	-	46.00	Office Expenses
19-Aug	WORLDPAY	Transaction fees	Monthly	DD	142.41	0%	-	142.41	Office Expenses
20-Aug	WORLDPAY	Transaction fees	Monthly	DD	26.94	0%	-	26.94	Office Expenses
22-Aug	SALARIES	Staff salaries August 25	Monthly	EBP	64638.43	0%	-	64,638.43	Staffing
					206479.94				
LLOYDS BANK									
01-Aug	LUMINATI	Magazine poster frames	One off	DEB	129.12	20%	21.52	107.60	Projects
01-Aug	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
04-Aug	SQUARE	Team plus till point system- Amenities	Monthly	DEB	20	0%	-	20.00	Outside Works
04-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
04-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
05-Aug	PITNEY BOWES	Magazine postage	One off	DD	1150	0%	-	1,150.00	Projects
06-Aug	AMAZON	Bus carnival decorations	One off	DEB	29.57	20%	4.93	24.64	Office Expenses
06-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
07-Aug	SOVEREIGN	Supply and install of MUGA equipment	One off	FPO	82964.62	20%	13,827.44	69,137.18	Projects
07-Aug	MINSTER BUILDING	Cemetery lodge works	One off	FPO	7187.51	20%	1,197.92	5,989.59	Projects
07-Aug	ESAFE	Office safe	One off	FPO	4602.28	20%	767.05	3,835.23	Projects
07-Aug	GREENBARNES	Noticeboard for office	One off	FPO	1868.24	20%	311.37	1,556.87	Projects
07-Aug	B CLEANING	Office cleaning	Monthly	FPO	1107.5	0%	-	1,107.50	Office Expenses
07-Aug	CLEAR INSURANCE	Insurance addition- St Michaels	One off	FPO	240.42	0%	-	240.42	Office Expenses
07-Aug	CREATIVE SOLUTIONS	Cemetery post-box signage	One off	FPO	159.9	20%	26.65	133.25	Outside Works
07-Aug	SCREWFIX	External supplies	One off	FPO	65.94	20%	10.99	54.95	Outside Works
07-Aug	YELLOWBOX	Staff clothing	One off	FPO	51.91	20%	8.65	43.26	Staffing
08-Aug	YU ENERGY	Electricity charges- WM car park	Monthly	DD	588.31	20%	98.05	490.26	Utilities
08-Aug	YU ENERGY	Electricity charges- MB car park	Monthly	DD	504.66	20%	84.11	420.55	Utilities
08-Aug	YU ENERGY	Electricity charges- Marine parade toilets	Monthly	DD	166.94	20%	27.82	139.12	Utilities
08-Aug	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	108.69	20%	18.12	90.58	Utilities
08-Aug	YU ENERGY	Electricity charges- Sweet shop	Monthly	DD	66.06	20%	11.01	55.05	Utilities
08-Aug	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	54.39	20%	9.07	45.33	Utilities
08-Aug	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	44.79	20%	7.47	37.33	Utilities
08-Aug	YU ENERGY	Electricity charges- Marine parade shelters socket	Monthly	DD	43.61	20%	7.27	36.34	Utilities
08-Aug	YU ENERGY	Electricity charges- Workshop	Monthly	DD	40.99	20%	6.83	34.16	Utilities
08-Aug	YU ENERGY	Electricity charges-Guildhall	Monthly	DD	38.62	20%	6.44	32.18	Utilities
08-Aug	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	35.67	20%	5.95	29.73	Utilities

08-Aug	YU ENERGY	Electricity charges- TIC	Monthly	DD	30.63	20%	5.11	25.53	Utilities
08-Aug	YU ENERGY	Electricity charges- Office	Monthly	DD	6.68	20%	1.11	5.57	Utilities
11-Aug	UNITY 5	Zatpark charges	Monthly	DD	524.76	20%	87.46	437.30	Outside Works
11-Aug	YU ENERGY	Electricity charges- Harbour store	Monthly	DD	139.39	20%	23.23	116.16	Utilities
11-Aug	BARCLAYCARD	Transaction charges	Monthly	DD	52.96	0%	-	52.96	Outside Works
11-Aug	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-Aug	UKTRACING	Debtor track and trace	One off	DEB	36	20%	6.00	30.00	Office Expenses
11-Aug	MAILCHIMP	Email marketing service	Monthly	DEB	17.53	20%	2.92	14.61	Office Expenses
11-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Aug	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Aug	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Aug	PAPERTURN	Online page turning software- Magazine	One off	DEB	285.04	20%	47.51	237.53	Projects
13-Aug	AMAZON	Civic day supplies	One off	DEB	116.6	20%	19.43	97.17	Democratic represent
13-Aug	SQUARE	New card reader- Amenities hut	One off	DEB	22.8	0%	-	22.80	Outside Works
13-Aug	CUSTOMER	Wedding extras refund	One off	FPO	50	0%	-	50.00	Refunds
14-Aug	ALLSTAR	Fuel usage	Bi-Monthly	DD	293.03	20%	48.84	244.19	Outside Works
14-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
14-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Aug	AIB	Transaction fees	Monthly	DD	1136.32	0%	-	1,136.32	Outside Works
15-Aug	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Aug	AMAZON	Wildflower seeds- Civic day	One off	DEB	21.99	20%	3.67	18.33	Democratic represent
18-Aug	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	459.6	20%	76.60	383.00	Office Expenses
19-Aug	WORLDPAY	Transaction fees	Monthly	DD	72	0%	-	72.00	Office Expenses
19-Aug	EDF ENERGY	Gas charges- Old Office	Monthly	DD	10.82	5%	0.52	10.30	Utilities
19-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Aug	ALLIANZ	Renewal of lift inspection service	Annually	FPO	518.38	20%	86.40	431.98	Outside Works
20-Aug	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
21-Aug	EE LIMITED	Data top up- Amenities	One off	DEB	15	20%	2.50	12.50	Utilities
22-Aug	EDF ENERGY	Electricity charges- Pay and display machine	Monthly	DD	311.1	5%	14.81	296.29	Utilities
22-Aug	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	195	0%	-	195.00	Utilities
22-Aug	VPW SYSTEMS	Office email domain	Annually	DD	59.4	20%	9.90	49.50	Marketing & Tourism
22-Aug	DC PENSION FUND	Pension contribution - Aug 25	Monthly	FPO	18766.89	0%	-	18,766.89	Staffing
22-Aug	DORSET CLEANING SERVICES	Seafront toilet cleaning	Monthly	FPO	12386.4	20%	2,064.40	10,322.00	Outside Works
22-Aug	BAGWELLS	New office additional works	One off	FPO	4465.13	20%	744.19	3,720.94	Projects
22-Aug	FLOWBIRD	Multiple invoices- Transaction charges & stub tickets	One off	FPO	4389.19	20%	731.53	3,657.66	Outside Works
22-Aug	BUGLARS	Tractor maintenance	One off	FPO	3896.85	20%	649.48	3,247.38	Outside Works
22-Aug	DWP	Bin collection- July 25	Monthly	FPO	2915.58	0%	-	2,915.58	Outside Works
22-Aug	ADP	Magazine printing	Monthly	FPO	1789	0%	-	1,789.00	Projects
22-Aug	AUK HYGIENE	External supplies	One off	FPO	1740.63	20%	290.11	1,450.53	Outside Works
22-Aug	SPEAK CARBON	Carbon literacy training	One off	FPO	1181.4	20%	196.90	984.50	Staffing
22-Aug	JADE SECURITY	Cash collection	Monthly	FPO	1017.72	20%	169.62	848.10	Outside Works
22-Aug	ZORO	Seafront toilet handwash	One off	FPO	999.8	20%	166.63	833.17	Outside Works
22-Aug	JAMES WILLIAM STAR	Fossil warden	Annually	FPO	850	0%	-	850.00	Grants
22-Aug	MORLEY GLASS	Langmoor room blinds	One off	FPO	781.2	20%	130.20	651.00	Outside Works
22-Aug	AXE SKIP HIRE	Skip hire	One off	FPO	768	20%	128.00	640.00	Outside Works
22-Aug	TCM	HR coach and mediator course	One off	FPO	714	20%	119.00	595.00	Staffing
22-Aug	DSD MOBILE TYRES	Vehicle repairs	One off	FPO	560.4	20%	93.40	467.00	Outside Works
22-Aug	B CLEANING	Office cleaning	Monthly	FPO	513	20%	85.50	427.50	Office Expenses
22-Aug	MARKETING WEST	Business awards sponsorship	One off	FPO	480	20%	80.00	400.00	Unbudgeted Expendit
22-Aug	IPS	Transaction charges	Monthly	FPO	475.68	20%	79.28	396.40	Outside Works
22-Aug	CLARITY COPIERS	Copier usage	Monthly	FPO	453.22	20%	75.54	377.68	Office Expenses
22-Aug	TRAVIS PERKINS	External supplies	One off	FPO	395.94	20%	65.99	329.95	Outside Works
22-Aug	TOPSPARKS	Electrical works	One off	FPO	361.92	20%	60.32	301.60	Outside Works
22-Aug	RED KITE	Mini bus step addition	One off	FPO	360	20%	60.00	300.00	Projects
22-Aug	ACORN POWELL	Beach shower button replacements	One off	FPO	360	20%	60.00	300.00	Outside Works
22-Aug	B SHARP	Bursary payment	One off	FPO	348.5	0%	-	348.50	Projects
22-Aug	LR SKATEPARK	Community grant	One off	FPO	331	0%	-	331.00	Grants

John A. Galt.