



**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 4 February 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
30.01.26

*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 15 October 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 15 October 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. Internal Audit Report, Visit One 2025-26**

To inform members of the outcome of the internal auditor's first visit for 2025-26

**10. Budget Performance, 1 April – 31 December 2025**

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

**11. Investments and Cash Holdings**

To inform members of the council's current reserve position

**12. List of Payments**

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

### **13. 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*

### **14. 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 13 – Debtors' Report**

## LYME REGIS TOWN COUNCIL

## STRATEGY AND FINANCE COMMITTEE

## MINUTES OF THE MEETING HELD ON WEDNESDAY 15 OCTOBER 2025

**Present****Chairman:** Cllr P. May**Councillors:** Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner**Officers:** N. Cleal (finance manager), S. King (finance assistant), A. Mullins (assistant town clerk), J. Wright (town clerk)

25/19/SF

**Public Forum****S. Fifield**

S. Fifield spoke in support of the large capital grant application from East Devon All Stars, a newly-formed majorette troupe which aimed to provide a welcoming space for everyone. She said the group was fully inclusive and focused on supporting mental health. Although based in Devon, many of their members went to school in Lyme Regis. She said a lot of their members suffered with mental health issues so they focused on mental health building, with adults who knew how they felt about the challenges they faced. They saw their members grow in ability to become happy, enthusiastic children who were growing in confidence. She said many parents commented on how their children's self-esteem had built up.

**J. Shackleford**

J. Shackleford also spoke in support of East Devon All Stars, of which she was a co-founder and trainer. She said she set up the troupe with four other women who met at Woodroffe School. They had all come from different majorette troupes and decided to set up their own. She said she strived for all members to be happy, to feel safe and have fun. All five co-founders struggled with their mental health and found the group helped with anxiety and confidence. She wanted other people to feel part of the team, find friends and create social benefits. She was proud to be a role model and loved dancing alongside them. She said there was a sense of achievement when they completed a carnival and she wanted others to experience this and have something which helped them to believe in themselves. They continually fundraised to provide equipment for the troupe and used batons for carnivals, which were sometimes dropped, causing more anxiety. They were therefore asking for funding to buy light-up batons so they could be seen in the carnivals and give the members more confidence.

## **F. Cam**

F. Cam, a member of East Devon All Stars, said majorettes was her happy place and she felt free when she was doing it. She said it was where she had fun and she had made lots of new friends.

## **J. Cam**

J. Cam, whose daughter was in East Devon All Stars, said his daughter had been to many different clubs, she had suffered with anxiety, and majorettes was the single biggest thing in her life. He said she performed in front of thousands of people and East Devon All Stars had given her the confidence to do that, which had helped her self-esteem and confidence.

## **S. Norfolk**

S. Norfolk spoke in support of the large capital grant application from Lyme Regis Sea Angling Club on behalf of the juniors' secretary. She said the club consisted of both adults and children with the aim of introducing and developing the fishing skills of children up to 16. This year the committee had increased the number of opportunities to fish and as a result the membership had gone from four to 30 in six months. It was a fully inclusive group with children of all abilities, facing many challenges, aged between four and 16. The members came from different backgrounds, some were disadvantaged, some were struggling socially and some were struggling to make friends. All the adults were DBS checked. She said the kit they were looking to provide would ensure all the members were participating and were on a level playing field, with t-shirts for the summer and hoodies for the winter. She said it would be nice to have them in a uniform so it would give them a sense of belonging and confidence. It would also support safeguarding as it would be easy to lose people in the summer when it is busy. She said the club had done some fundraising itself and would look to purchase the items from local businesses.

**25/20/SF**

### **Apologies for Absence**

Cllr G. Caddy – holiday  
Cllr P. Evans – illness  
Cllr D. Holland – illness  
Cllr A. Wood - illness

**25/21/SF**

### **Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr CG. Stammers, the minutes of the meeting held on 23 July 2025 were **ADOPTED**.

**25/22/SF**

### **Disclosable Pecuniary Interests**

There were none.

**25/23/SF**

### **Dispensations**

There were none.

**25/24/SF      Matters arising from the minutes of the Strategy and Finance Committee meeting held on 23 July 2025**

**Beach replenishment**

The town clerk said he had attended the recent Harbour Consultative Group meeting, when it was confirmed Dorset Council (DC) would be going ahead with a pilot of water injection to undertake harbour dredging in the second week of November. If it didn't work, DC would refer back to the traditional means of dredging. He clarified that this was for harbour dredging, only, not replenishment of the beach.

**25/25/SF      Update Report**

Members noted the report.

*The chairman brought the next item forward on the agenda.*

**25/26/SF      Large Capital Grant Awards**

A member queried whether a grant could be awarded to Sea Change Atlantic as it was fundraising for other organisations.

The assistant town clerk said the large capital grants policy said 'applications will not normally be considered from grant-gifting organisations', which meant applications could be considered if members wished. She said the precedent had been set with the award of a term grant to the Regatta and Carnival Committee, which provided funding to other organisations in the town.

Members had the opportunity to ask questions of the representatives from East Devon All Stars and Lyme Regis Sea Angling Club.

It was proposed by Cllr N. Hampton-Rumbold and seconded by Cllr G. Turner to award a large capital grant of £2,000 to Sea Change Atlantic Limited.

This motion was not carried.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** not to award a large capital grant to Sea Change Atlantic Limited.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £2,000 to Lyme Folk Weekend.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £2,000 to Uplyme and Lyme Regis Cricket Club.

It was proposed by Cllr H. Hampton-Rumbold and seconded by Cllr M. Denney to award a large capital grant of £3,000 to East Devon All Stars.

This motion was not carried.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £2,000 to East Devon All Stars.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award a large capital grant of £1,500 to Lyme Regis Sea Angling Club.

**25/27/SF      Strategy and Finance Objectives**

Members noted the report.

**25/28/SF      The Process for Approving the 2026-27 Budget<sup>1</sup> and Five-Year Financial Plan 2026-31**

Members noted the report.

**25/29/SF      Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

Members discussed the town clerk's assessment that members were still making decisions without thinking through the implications of those decisions. It was suggested that better assessment of projects might help members make better decisions.

The town clerk gave some examples of decisions that had been made in the past. He said updates and reviews of all projects were taken to each committee meeting but officers would also be happy to go through them in more detail outside of committees.

Members were concerned that meetings were not taking place between the mayor, town clerk and the DC ward member. The issues preventing these meetings from taking place and possible solutions were discussed. It was agreed the meetings were important and re-establishing them should be a priority.

A member asked where member relationships and the governance review sat within the council's objectives and how it would be taken forward.

The town clerk said the governance review would start in December but it would look at structural elements, only, and would not pick up behavioural issues.

Proposed by Cllr M. Denney and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to note the statement of internal control and the associated observations; to approve the risk management policy and the standard annual risk assessment; and to approve the risk register.

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<sup>1</sup> The 2026-27 budget includes the precept.

**25/30/SF      Budget Performance, 1 April – 31 August 2025**

A member asked if the council would be contributing to the Cobb repairs this financial year.

The town clerk said although DC had intimated it would welcome a financial contribution towards the Phase 5 Cobb repairs, there had been no formal request.

A member asked why the overspend on the newsletter enhancement was so significant.

The assistant town clerk said the main reason for the overspend was the problems with distribution of the magazine. However, as it was a new objective, the initial budget was set too low.

**25/31/SF      Budget and Precept 2026-27 and Five-Year Financial Plan 2026-31**

Members were concerned that the five-year financial plan produced a deficit from 2026-27 onwards and asked how this could be turned around.

The finance manager said the council's ability to increase income was restricted primarily to car parking and the precept. She said officers were proposing to bring a report to a future meeting with some ideas to generate income.

Members discussed the potential new budget headings and there was some concern that a fuller debate was needed on some of the more significant items. It was noted the costs associated with the three staffing posts would increase year-on-year due to increases in salaries.

Members discussed the continuation of the magazine and there was some concern about the costs associated with this, including the retention of a communications officer. It was noted that although the communications officer's previous role had been backfilled, this was already budgeted and would therefore not be an additional expense.

The town clerk said the communications officer worked on other communications so it wasn't just limited to the magazine. He said the council was working hard to change perceptions and the magazine was an important vehicle to do this.

There was a suggestion the potential new budget headings were included for a set period, of five years for example, and could then be further reviewed.

The finance manager said members had previously set objectives for a number of years, whereas if they were included in the budget, especially staffing, they would be more difficult to take out further down the line.

A member was concerned about adding more staffing posts to the organisation and felt it should be fully debated.



The town clerk said there were frequent references to staffing costs and felt it would be beneficial to take a report to the Human Resources Committee on staffing levels and costs and the ratio of income to those costs, compared to other councils.

It was proposed by Cllr P. May that bursaries are funded through the grants' budget.

This motion was not seconded.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2026-27 base budget and assumptions; to agree new budget headings for the magazine, communications officer, seafront attendant and permanent project assistant role; to agree the mini golf event, Lyme in Bloom competition, Sporting Lyme, event sponsorship and hospitality are considered as objectives; and to agree bursaries are funded from the grants' budget.

Having added four new budget headings, the finance manager said this would add £111k of expenditure to the budget, increasing the forecast deficit as follows: 2026-27, £127k; 2027-28, £188k; 2028-29, £206k; 2029-30, £216k; 2030-31, £226k.

Proposed by Cllr M. Ellis and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the base five-year financial plan.

25/32/SF

## **Review of Charges**

### **Precept**

Proposed by Cllr M. Denney and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the level of precept for 2026-27.

### **Car parking permits and car parking**

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the Woodmead car park three-day ticket to £50 and increase the weekly ticket to £100 for 2026-27.

It was proposed by Cllr C. Aldridge and seconded by Cllr S. Larcombe to increase car parking charges at Cabanya/Monmouth Beach and Woodmead car parks by 20p per hour for 2026-27.

This motion was not carried.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to increase car parking charges at Cabanya/Monmouth Beach and Woodmead car parks by 10p per hour for 2026-27.

It was proposed by Cllr M. Ellis to increase the holiday accommodation permit to £1,500 for 2026-27.

This motion was not seconded.

Proposed by Cllr M. Denney and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the holiday accommodation permit to £850 for 2026-27.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the residents' permit to £250 and the non-residents' permit to £500 for 2026-27.

Members discussed the suggestion to standardise the car park charging hours across the year and felt the charging hours could be extended at Cabanya/Monmouth Beach but not Woodmead.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the charging hours at Cabanya/Monmouth Beach car park from 6pm to 9pm.

### **Cart Road beach hut hire**

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set Cart Road beach hut hire charges for 2027 as follows:

	<b>Daily Rates 2027</b>	<b>Weekly Rates 2027</b>
January– Easter	£8	
Easter Holiday		£80
April – Spring Holiday	£15	
Spring Holiday		£85
June		£85
2 July – 16 July		£125
23 July- August		£200
September	£18	
October	£11	
November- December	£9	
Christmas and New Year		£110
Winter Season Mid Oct- Mid Feb		£220

Summer Season June-Aug		Remove
Annual		£2,200

### **Alfresco licences**

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold alfresco licences for 2026-27 at £150 per cover and £20 per single chair.

### **Website advertising**

It was noted the website advertising costs had been kept at the same level for the final year of the contract.

### **Bell Cliff advertising**

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the Bell Cliff advertising charge for 2026-27 at £175.

Members considered officers' suggestion to introduce advertising boards at Monmouth Beach car park to help reduce the waiting list and generate additional income.

Proposed by Cllr P. May and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce advertising boards at Monmouth Beach car park at £175.

### **Marine Parade Shelters**

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold Marine Parade Shelters' charges for 2027-28 as follows:

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

<b>Categories</b>	<b>2027-28</b>
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25

Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk
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### Commercial or private hire

Area		2027-28
Langmoor Room	Per room, per hour	£15
Market area	Per day	£150
Performance area/ top of shelters (Commercial)	Per day	£200
Hire of Performance Area for Performance	Per Half	£70
Hire of any section on top of the shelters	Per Day	At the discretion of the town clerk

### Amenities

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set amenities charges for 2026-27 as follows: adult mini golf, £5, child mini golf, £3, table tennis, £3; 50p charge for lost balls.

### Weddings and civil marriages

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set wedding and civil marriage charges for 2027-28 at £500, Monday to Friday, and £600, weekends and bank holidays.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to remove the £50 wedding deposit.

### Penalty charge

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold the penalty charge for 2026-27 at £70, with a reduced charge of £40 if paid within seven working days.

## Cemetery charges

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to hold cemetery charges for 2026-27 as follows:

	Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusi ve right of burial in earthen grave	Exclusi ve right of burial of cremated remains	Installati on of headston e/ footston e/ tablet
<b>2026/27</b>	No Charge	No Charge	£250	£75	£500	£300	£100

Installati on of vase	Addition al inscriptio n on memorial	Scatteri ng ashes on existing graves	Scatteri ng ashes beneath turf of existing graves	Genealo gy searches	Certifi ed copy of entry in burial books	Double interment fee
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to set the charge for use of the cemetery chapel for 2026-27 at £50.

## Memorial benches

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that the price of a memorial bench continues to be governed by the procurement cost.

## Monmouth Beach Garages

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the charge of Monmouth Beach garages for 2026-27 by RPI.

It was noted some of the garages were vacant and these should be advertised to Lyme Regis residents.

## 25/33/SF Objectives and Projects 2026-27

The finance manager said an additional objective had come from the Town Management and Highways Committee for a memorial tree with a budget of £25k.

This has been added to the priority two list as it also offered potential to generate income.

It was proposed by Cllr P. May that any projects in the priority one list that are related to assets are removed from the list and funded from the sale of the former council offices.

This motion was not seconded.

The town clerk advised against making any decisions that relied on the sale of the former council offices at this point; the council needed to have a more strategic overview about how that capital receipt is spent.

Members felt there was too much to consider at this point in the meeting and suggested the discussion be deferred to the Full Council meeting.

The town clerk agreed and said officers could further scrutinise and prioritise the list, taking into account which projects were essential, which would have the biggest impact and which could generate an income.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to defer discussion on the 2026-27 objectives and projects to the Full Council meeting on 29 October 2025.

**25/34/SF Investments and Cash Holdings**

Members noted the report.

**25/35/SF List of Payments**

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in July and August 2025 for the sums of £243,784.84 and £377,882.95, respectively.

**25/36/SF Debtors' Report**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

**25/37/SF Exempt Business**

**a) Debtors' Report**

The finance manager said there had been no progress on the debt related to the accreted land. The council's solicitor was taking a delicate approach at the moment but would take a firmer approach if there were no results within the next few weeks.

*The meeting closed at 9.49pm.*

DRAFT

**Committee:** Strategy and Finance

**Date:** 4 February 2026

**Title:** Matters arising from the minutes of the Strategy and Finance Committee meeting held on 15 October 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**

**25/26/SF – Large Capital Grant Awards**

The five organisations were informed of the council's decision to award large capital grants to four out of the five.

**25/29/SF – Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

The updated Risk Management Policy has been published on the website.

**25/32/SF – Review of Charges**

Dorset Council was informed of the council's 2026-27 precept on 19 December 2025.

John Wright  
Town clerk  
January 2026



**Committee:** Strategy and Finance

**Date:** 4 February 2026

**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**

Dorset Council has yet to decide its response to the public consultation about a new draft street trading policy. This council's concerns about its local application was clearly stated as part of the consultation process and has been reiterated in subsequent meetings.

**Beach replenishment**

It is understood Dorset Council intend to replenish the sandy beach during the period 18 to 23 March 2026, which coincides with a period of very low tides. If this 'window' is missed, the next opportunity is in May.

In the meantime, this council has undertaken temporary measures to mitigate the damage to the sandy beach and the resultant risks to public safety caused by the recent storms.

John Wright  
Town clerk  
January 2026

**Committee:** Strategy and Finance

**Date:** 4 February 2026

**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 11 February 2026.

John Wright  
Town clerk  
January 2026

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> <p>The review of financial regulations has been deferred to the Full Council meeting on 11 February 2026.</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> <p>The internal auditor's report following visit one of 2025-26 is elsewhere on this agenda.</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	This is an ongoing objective throughout the year.
To perform in accordance with the	JW/NC	S&F	March 2026	Quarterly budget reports will be submitted to the Strategy and Finance Committee.

2025-26 budget				A budget performance report is elsewhere on this agenda.
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 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	August 2025	Condition survey combined with an investment plan. Started January 2025.
To finalise Transparency Code and GDPR compliance	AM	S&F	August 2025 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'.</p> <p>The majority of the information the council is required to publish under the Transparency Code is now included on a new page on the website. Some of the headings are yet to be completed but will be published shortly. The new page is <a href="https://www.lymeregistowncouncil.gov.uk/transparency-code">https://www.lymeregistowncouncil.gov.uk/transparency-code</a></p>

**Committee:** Full Council

**Date:** 4 February 2026

**Title:** Internal Audit Report, Visit One 2025-26

### **Purpose of Report**

To inform members of the outcome of the internal auditor's first visit for 2025-26

### **Recommendation**

Members note the internal auditor's report and approve the management responses

### **Background**

1. Internal audit is an important part of the council's governance and managerial framework and, as such, it is important the town clerk takes responsibility for any observations and recommendations arising from the internal auditor's visits.
2. The council's internal auditor is Darkin Miller – Chartered Accountants. The internal auditor's remit is to establish there is proper book-keeping, risk management arrangements, bank reconciliation and year-end procedures, and controls are in place for payments, budgets, income, petty cash, payroll and assets.
3. Darkin Miller was appointed as the council's internal auditor for the financial years 2015/16, 2016/17 and 2017/18 at the Full Council meeting on 22 July 2015. On 13 December 2017 the Full Council appointed Darkin Miller as the council's internal auditor for a further two years, i.e., 2018/19 and 2019/20. The council approved Darkin Miller's appointment for a further three years on 8 January 2020.
4. As agreed at Full Council on the 14 December 2022, Darkin Miller has been engaged from the 1 April 2023 for a further three-year contract with the option to engage for a further two years.
5. The council normally engages Darkin Miller for up to eight days a year; this covers four audit visits which usually last for two days.

### **Report**

6. Darkin Miller's first audit visit for 2025-26 took place over two days on 1 and 3 December 2025. The report identifies nine recommendations: two high, three medium and four low. Darkin Miller's report is attached, **appendix 9A**.

Naomi Cleal  
Finance manager  
January 2026



FINAL

Internal audit report 2025/26

Visit 1 of 3

# LYME REGIS TOWN COUNCIL

Date: 21<sup>st</sup> January 2026Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## **Introduction**

This report contains a note of the audit recommendations made to Lyme Regis Town Council following the carrying out of internal audit testing on site on the 1<sup>st</sup> and 3<sup>rd</sup> December 2025 with later remote work.

The audit work has been carried out in accordance with Appendix 9 of the 'Governance and Accountability for Local Councils: A Practitioners' Guide', as supplemented by the requirements of later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

## **Audit Opinion**

As this audit report is an interim one, no audit opinion is offered at this stage. The report issued after the final visit for 2025/26 (which will be in May or June 2026) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Risk Management
4. Payroll
5. Exemption
6. Transparency
7. Public Rights
8. Publication

## **Audit Recommendations**

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	2
Medium	3
Low	4
Info	0
TOTAL	9

I would like to thank John Wright, Town Clerk; Mark Green, Deputy Town Clerk; Naomi Cleal, Finance Manager; and Adrienne Mullins, Support Service Manager for their assistance during this audit.



Darlin Miller ~ Chartered Accountants  
**2025/26 INTERNAL AUDIT OF LYME REGIS TOWN COUNCIL**  
**FINAL REPORT VISIT 1 OF 3: 21<sup>st</sup> JANUARY 2026**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.1- Ensure that all payment paperwork is authorised, and amend the April payments total	<p>I checked to see that a sample of payments in the cashbook were supported by invoices, authorised and minuted. I found that all samples were supported by invoice or other and authorised prior to payment. I noted that all payments were noted on payments lists prepared by the Finance Assistant with investments noted on the October S&amp;F investment report. I found that Council had approved the April, May and June payments lists but noted that the April total minuted for approval did not include the value of petty cash payments for the month due to a formula error.</p> <p>I recommend that the April payments total is updated at the next Council meeting.</p>	L	This was re-presented to full council on the 17/12/25.	FM	17/12/2025
2.2 – Ensure Financial Regulations are updated for changes to Procurement legislation	I checked to see that items or services above a de minimis amount had been competitively tendered. I found that the Council has been applying the new regulations for procurement (Procurement Act 2023) which increased the threshold for advertising tenders but that the Financial Regulations have not yet been amended for the change. The Deputy Town Clerk has confirmed that the NALC model financial regulations have been updated.	H	Accepted. Revised Financial regulations in line with the NALC guidance will be presented to full council 11/02/2026	TC	11/02/2026

	I recommend that the Council ensures that its Financial Regulations are updated as soon as possible to follow the model and to ensure that it does not breach its own regulations when complying with the new government requirements for advertising tenders.				
2.3 – Ensure suspension or deviation from the requirements of the Financial Regulations are minuted	<p>I also noted that the Council awarded a contract earlier in the year valued at c£120k following the acquisition of two quotes. The Council's current Financial Regulations require that three tenders are sought for contracts over £60k. The Deputy Town Clerk advised that the Council was limited by both time and technical capacity in order to move about 3k tonnes of slipped material from a constrained site in a way which minimised the impact on business and residents in the town. Whilst the Council's regulations allow it to waive the requirements in the event of an emergency, it is good practice to note the waiver and the reason for it in the related minute.</p> <p>I recommend that the Council ensures that any suspension of or deviation from the Financial Regulations in minuted, along with a note of the reason for the change.</p>	M	Accepted. The circumstances to this to these decisions were exceptional and driven by the need to make an urgent decision.	TC	N/A
3.1 – Amend minutes references, ensure dates covered are clear and publish	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I found no such activity, but did note that:</p> <p><u>Council</u></p> <ul style="list-style-type: none"> <li>- The minutes of 14/05/25 were not shown on the Council website. These were added during the audit.</li> <li>- The minutes of the meeting of 21/05/25 (which was</li> </ul>	L	Accepted. The amendments will be made.	ATC	31/05/2026

approved minutes asap	<p>adjourned after the Mayor making) are contained within the minutes of the meeting 28/05/25. This is not clear from the link.</p> <p>- Minutes reference 25/42/C of the meeting of 06/08/25 has been duplicated in the same meeting.</p> <p>I recommend that amendments are made to minute references as required in order to ensure clarity, that the file name for the May minutes includes all dates covered by the minutes and that all approved minutes are published as soon as possible in line with the ICO's guidance in order to aid transparency.</p>				
7.1 – Clear down suspense account promptly	<p>I checked to see that all payments were correctly coded and suspense accounts promptly cleared. I noted that payments were correctly coded but that there was a 20p credit balance on the suspense account dating from June 2025. This related to an additional 20p being received in a bank deposit.</p> <p>I recommend that any balances on the suspense account are investigated and cleared down promptly in order to ensure that all balance sheet reconciliations and budget monitoring accounts are up to date.</p>	L	We have been actively chasing the balance after an overpayment by Lloyds after a deposit was made, however we have not had a response from our account manager yet. We are continuing to chase the matter.	FM	31/03/2026
7.2 – Recover overdue payment and amend starter processes to reduce risk of fraud and error	<p>I checked to see that salaries paid for a sample month agreed with those approved by the Council. I found that one member of staff had been paid at a higher scale point than the point noted in their contract. The error across the year to date is under £400. The Finance Manager confirmed that starter correspondence confirmed the rate paid, but that this</p>	M	Expecting payment in full by the end of January	FM/ATC	31/01/2026

	<p>confirmation appeared to have been made in error when checked against the contract and the employee's duties. The Finance Manager has calculated the repayment due which will be recovered over the next four months. She also confirmed that she will produce a starter form for line managers to complete in order to ensure that the correct hours and scale point are provided for new employees.</p> <p>I recommend that the monies owed are recovered and form is produced as planned and that the Finance Manager is also provided with sight of the contract so the form can be checked against the agreed employment terms. I further recommend that the Council also considers producing an information sheet for employees which shows the title, scale point, hours and start and end dates for each role undertaken by an employee along with any minuted changes subsequently agreed by Council or during budget-setting. This should help to reduce the risk of fraud and error.</p>				
7.3 – Ensure correction made to underpaid hours and double check payments each month	I checked to see that other payments made to employees were reasonable, properly supported and approved by the Council. I found that 2/3 staff paid to timesheet were paid fewer hours than the number noted on the timesheets for the period, by 6 hours and 20 minutes respectively. The Finance Manager has confirmed that this will be corrected in the December 2025 payroll.	M	Corrections were made in December salary payment.	FM	31/12/2025

	I recommend that the corrections are made and that the hours due per the timesheet are double-checked prior to payment each month in order to ensure that the correct amount is paid.				
7.4 – Split payroll administration to improve cover and improve review	<p>I checked to see that pension contributions had been correctly calculated and paid over. I found that 7/34 staff were on too low an employee contribution rate based on annual salary. The Finance Manager confirmed that it appeared that the review of contribution rates undertaken at the start of the financial year appeared to have used an older pension banding. All of the payroll administration is currently undertaken by one employee which makes it more difficult to identify and correct errors prior to the payroll being paid.</p> <p>I recommend that the payroll administration is split between the Finance Assistant and Finance Manager. This would ensure greater cover in this area in the event of unexpected staff absence and would also allow for a more effective review to be carried out.</p>	H	Accepted. This is something that we have been working towards and training has already commenced.	FM	01/04/2026
7.5 – Amend employee pension contribution rates	<p>The Finance Manager confirmed that the pension rates would be reviewed and corrected.</p> <p>I recommend that this is done as soon as possible in order to ensure that the correct contributions are made.</p>	L	This correction was made in December and will be taken in instalments up until the end of March 2026.	FM	31/03/2026

**Committee:** Strategy and Finance

**Date:** 4 February 2026

**Title:** Budget Performance, 1 April – 31 December 2025

### Purpose of Report

To inform members of performance against budget from 1 April – 31 December 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 December 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 <sup>2</sup>
Church walls	£5,000	£5,000 <sup>3</sup>
Sculpture trail	£6,000	£6,000 <sup>4</sup>
Guildhall repairs	£50,000	£50,000 <sup>5</sup>
Garden paths	£100,000	£80,000 <sup>6</sup>
Cement mixer	£1,000	£799
Office disposal professional fees	£10,000	£10,000
Cadet hut feasibility study	£4,000	£12,500 <sup>7</sup>
Works to the Lynch	£7,000	£7,000
VE day	£1,000	£1,400

<sup>2</sup> £100k agreed over five years starting in years 2023-24. Overspend is due to the prices of steel and complications in the install.

<sup>3</sup> Three-year project starting 2023-24 with a total budget of £60k.

<sup>4</sup> Final year of three years agreed.

<sup>5</sup> Implementation of this objective is projected to be deferred to 2026-27. Tender return date is 13 February 2026.

<sup>6</sup> Tenders have been received and there is a projected saving of £20k.

<sup>7</sup> 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.

Continuation of the bursaries	£5,000	£5,000
Youth council	£4,000	£4,000 <sup>8</sup>
Landslip work at Monmouth Beach	£120,000	£20,000 <sup>9</sup>
Secure room/safe in the new office	£5,000	£5,000
Ride on mower	£15,000	£15,200
Traffic and transport recommendations	£10,000	£10,000
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	£65,200 <sup>10</sup>
Tree planting schemes	£5,000	£5,000
Follow up on EPC recommendations	£5,000	£5,000
Hydro study, additional generation feasibility	£3,000	£0 <sup>11</sup>
Biodiversity projects	£5,000	£5,000
Further investigation into rainwater harvesting	£2,000	£0 <sup>12</sup>
River Lym improvement projects	£7,000	£7,000
Garden signs	£5,000	£5,000
<b>Total</b>	<b>£435,400</b>	<b>£348,899</b>

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

	<b>Budget £</b>	<b>Forecast £</b>
<b>Unbudgeted expenditure</b>		
Monmouth Beach garage repair	£3,800	£3,200 <sup>13</sup>
Lyme Regis business awards sponsorship	£400	£400 <sup>14</sup>
Waffle House – post office	£10,500	£10,500 <sup>15</sup>
Little Green Change	£375	£375
Contribution to aircon unit – MP shelter shop	£1,500	£1,500 <sup>16</sup>
<b>Total</b>	<b>£16,575</b>	<b>£15,975</b>

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

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<sup>8</sup> Implementation of this objective is projected to be deferred to 2026-27.

<sup>9</sup> Funds for this objective were brought forward into 2024-25 as emergency works were required. Some remaining expenditure has been spent in 2025-26.

<sup>10</sup> A detailed breakdown of the overspend will be taken to the Tourism, Community and Publicity Committee on 4 March 2026.

<sup>11</sup> A survey was previously completed that concluded it would not be feasible to proceed with the hydro study.

<sup>12</sup> At this time there are no further opportunities on council buildings to install rain harvesters, however, should opportunities arise in the future this will be revisited.

<sup>13</sup> Agreed at Full Council on 3 April 2025.

<sup>14</sup> Agreed at Full Council on 6 August 2025.

<sup>15</sup> Agreed at Full Council on 18 August 2025.

<sup>16</sup> Agreed at Full Council on 29 October 2025.

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.

<b>2023-24 projects</b>	<b>Original Budget</b>	<b>Remainder deferred</b>	<b>Forecast spend</b>
Footpath repairs for the gardens	£100,000	£100,000	£100,000
Church wall repairs	£25,000	£25,000	£25,000 <sup>17</sup>
Strawberry field options appraisal	£10,000	£10,000	£10,000
Multi-use games area	£150,000	£150,000	£90,000
CCTV 2023-25	£86,000		£11,000 <sup>18</sup>
Amenity hut			£4,064 <sup>19</sup>
Beach store			£2,051 <sup>20</sup>
<b>Total</b>		<b>£312,155</b>	<b>£242,115</b>
<b>2024-25 projects</b>			
Church walls	£30,000	£30,000	£30,000 <sup>21</sup>
Guildhall repairs	£50,000	£50,000	£50,000 <sup>22</sup>
Office options	£100,000	£93,305	£193,725 <sup>23</sup>
Induction and development of new administration	£20,000	£15,350	£6,510 <sup>24</sup>
West and East store doors	£15,000	£15,000	£5,150 <sup>25</sup>
Bell Cliff steps/railings	£25,000	£25,000	£25,000 <sup>26</sup>
Candles on the Cobb Pavilion	£15,000	£3,000	£3,000
Woodmead car park			£6,263 <sup>27</sup>
Cemetery lodge			£27,988 <sup>28</sup>
<b>Total</b>		<b>£231,655</b>	<b>£348,200</b>
<b>2024-25 unbudgeted expenditure</b>			
Town bus options	£55,000	£23,925	£10,000
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

<sup>17</sup> Implementation of this objective is projected to be deferred to 2026-27.

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

<sup>19</sup> Retention payment.

<sup>20</sup> Retention payment.

<sup>21</sup> Implementation of this objective is projected to be deferred to 2026-27.

<sup>22</sup> Implementation of this objective is projected to be deferred to 2026-27.

<sup>23</sup> Budget increase from £100k to £190k agreed at Full Council on 19 May 2025.

<sup>24</sup> Council decided not to continue with the objective.

<sup>25</sup> Significant underspend.

<sup>26</sup> Implementation of this objective is projected to be deferred to 2026-27.

<sup>27</sup> Retention payment.

<sup>28</sup> 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.



**Total****£71,000****£37,050****£22,125**

7. The year-end income forecast is £2,634,086 and the year-end expenditure forecast is £3,049,791, creating a forecast loss of £415,706.
8. The closing cash position on 31 March 2025 was £1,665,046; the forecast year-end cash position at 31 March 2026 is £1,233,384.

	Actual to December 25	Budget to December 25	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 26
<b>Income</b>						
Precept	163,254.00	163,254	0	0%	163,254	163,254
Car parks	1,184,217.88	960,629	223,589	23%	1,103,006	1,300,000
Chalets/day huts/caravans	478,062.32	444,592	33,471	8%	444,592	475,962
Concessions	9,450.00	9,550	-100	(1%)	9,550	9,450
Alfresco seating	30,380.00	26,988	3,392	13%	26,988	28,880
Commercial rents	237,025.38	203,801	33,224	16%	271,735	271,735
Advertising	3,454.79	3,200	255	8%	3,917	3,917
Amenity area	115,333.14	119,825	-4,492	(4%)	128,875	124,333
Cemetery	3,145.00	5,025	-1,880	(37%)	6,700	5,145
Licenses	11,450.00	9,467	1,983	21%	12,623	12,623
Other	209,787.07	26,534	183,253	691%	31,217	210,787
Investments	23,628.32	37,500	-13,872	(37%)	50,000	28,000
	<b>2,469,187.90</b>	<b>2,010,366</b>	<b>458,822</b>	<b>20%</b>	<b>2,252,457</b>	<b>2,634,086</b>
<b>Expenditure</b>						
Office administration	88,632.15	84,297	4,335	5%	104,301	104,301
Rent	70,124.07	41,325	28,799	70%	83,950	83,950
Licensed land	2,119.41	3,034	-915	(30%)	3,034	3,034
Democratic representation	10,574.89	27,619	-17,044	(62%)	36,825	36,825
Outside works	232,829.51	240,517	-7,687	(3%)	295,401	303,823
Grants/SLA	92,627.14	64,840	27,787	43%	163,192	163,192
Utilities	258,364.74	249,894	8,471	3%	281,990	281,990
Staffing	870,915.66	814,710	56,206	7%	1,088,365	1,066,365
Marketing	16,085.23	21,748	-5,663	(26%)	28,998	28,998
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	<b>1,642,272.80</b>	<b>1,547,984</b>	<b>94,288</b>	<b>5%</b>	<b>2,086,056</b>	<b>2,072,478</b>
<b>Gross Profit/(Loss):</b>	<b>826,915</b>	<b>462,381</b>	<b>364,534</b>		<b>166,400</b>	<b>561,608</b>
Projects 25/26	74,132.16					348,899.00
Unbudgeted expenditure	23,817.50					15,975.00
Deferred items from 23/24 and 24/25	362,862.24					612,440.13
<b>Net Profit/(Loss):</b>						<b>-415,705.71</b>

**Analysis**

9. 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 forecast a further £116k of income for January to March 2026.
  - Chalet, day hut and caravan income is forecast c.£31.4k over budget due to c.£20.5k in increased beach hut hire, £11.1k in transfer fees, c.£4.2k in additional subletting fees and c.£2k in additional water recharges. £4.6k of income is not expected to be received which relates to 18 Monmouth Beach chalet and 23 Monmouth Beach day hut. 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.£1.9k over budget due to the introduction of a new al fresco seating customer.
- Amenity income is forecast c.£4.5k below budgeted income. Point of sale and connectivity issues have been a factor, along with variable weather.
- Cemetery income is forecast c.£1.5k below budgeted income; it is variable income that is driven by volume.
- Income is forecast at £210k; this includes c.£120k from the sale of 47 and 48 Marine Parade beach huts, an additional £45k received from the sale of 23 Monmouth Beach day hut, increased wedding income of £8.3k and a community infrastructure levy payment of £3.4k. The money previously expected for View Road access is not expected to be received and therefore has been omitted from the forecast.
- Investment income is forecast at £22k below budget, due to reduced interest rates. New investments have been made, which are detailed elsewhere on this agenda.
- Precept, advertising, commercial rent and licenses income are forecast to remain as budgeted.

10. 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 the Town Management and Highways Committee 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.
- 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 £977,314. 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.

11. Any recommendations from this committee will be considered by the Full Council on 11 February 2026.

Naomi Cleal  
Finance manager  
January 2026

**Committee:** Strategy and Finance

**Date:** 4 February 2026

**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 December 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 December 2025 was c.£1,725,257m, **appendix 11A**.
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. Two sets of investments, totalling £200k, with NatWest matured within January 2026 and a further £200k with The Charity Bank is set to mature on 18 March 2026.
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 28 January 2026 a number of investments to increase the return.
7. It was decided to invest £600k with NatWest and The Charity Bank; £400k with NatWest, over annual and six-monthly fixes and £200k with The Charity Bank when the current investment matures on 18 March 2026. Funds have been successfully moved into time-limited deposits with NatWest and funds will be re-invested with The Charity Bank on 19 March 2026. The rates on these investments range from 2.71% to 3.56%.
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 11 February 2026.

Naomi Cleal  
Finance manager  
January 2026

<b><u>Lyme Regis Town Council</u></b>					
<b><u>Bank Balances</u></b>					
<b><u>31-Dec-25</u></b>					
		<b>£</b>	<b>Access</b>		
<b>NatWest- General</b>		1,000	Instant		
NatWest Liquidity Manager 0.95%		54,782	Instant		
Natwest Fixed 21 - 3.28%		200,000	08/10/2026		
Natwest Fixed 20 - 3.02%		100,000	08/04/2026		
Natwest Fixed 19 - 3.02%		100,000	08/04/2026		
Natwest Fixed 18 - 3.07%		100,000	08/01/2026		
Natwest Fixed 17 - 3.07%		100,000	08/01/2026		
<b>Lloyds - Current</b>		11,014	Instant		
Lloyds - Liquidity Manager (0.8%)		758,461	Instant		
<b>Charity Bank - 4.51%</b>		100,000	01/08/2025		
<b>Charity Bank - 4.26%</b>		200,000	18/03/2026	re-invest in March	
<b>TOTAL</b>		<b><u>1,725,257</u></b>			

**Committee:** Strategy and Finance

**Date:** 4 February 2026

**Title:** List of Payments

### **Purpose of Report**

To inform members of the payments made in the month of December 2025

### **Recommendation**

Members note the report and approve the attached schedule of payments in December 2025 for the sum of £203,634.74

### **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 month of December 2025, **appendix 12A**.
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  
January 2026

## APPENDIX 12A

		Lyme Regis Town Council							
		Payments list for December 2025							
		Total			203,634.74				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	5920	0%	-	5,920.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	3353	0%	-	3,353.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	1830	0%	-	1,830.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	1193	0%	-	1,193.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	1102	0%	-	1,102.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	455	0%	-	455.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	405	0%	-	405.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	383	0%	-	383.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	365	0%	-	365.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	308	0%	-	308.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	295	0%	-	295.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	287	0%	-	287.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	254	0%	-	254.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	202	0%	-	202.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	183	0%	-	183.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	173	0%	-	173.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	144	0%	-	144.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	28	0%	-	28.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	11	0%	-	11.00	Utilities
01-Dec	DORSET COUNCIL	Rates	Monthly	DD	10	0%	-	10.00	Utilities
03-Dec	HMRC NDDS	Tax and NI contributions- December	Monthly	DD	148.68	0%	-	148.68	Staffing
15-Dec	BANKLINE	Bank charges	Monthly	BLN	45.1	0%	-	45.10	Office Expenses
18-Dec	WORLDPAY	Transaction charges	Monthly	DD	25.02	0%	-	25.02	Office Expenses
19-Dec	SALARIES	Staff salaries-December	Monthly	EBP	48263.24	0%	-	48,263.24	Staffing
19-Dec	WORLDPAY	Transaction charges	Monthly	DD	18.72	0%	-	18.72	Office Expenses
30-Dec	HMRC NDDS	Tax and NI contributions- December	Monthly	DD	19094.74	0%	-	19,094.74	Staffing
					84,496.50		-	84,496.50	
LLOYDS BANK									
01-Dec	ALLSTAR	Fuel usage	Monthly	DD	139.04	20%	23.17	115.87	Outside Works
01-Dec	EPOS	Mini golf till point system charge	Monthly	DEB	58.8	20%	9.80	49.00	Outside Works
01-Dec	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
01-Dec	PARTY PEEPS	Party in the park entertainment deposit	One off	FPO	419.4	20%	69.90	349.50	Marketing & Tourism
02-Dec	DVLA	Vehicle tax	Annually	DEB	345	0%	-	345.00	Outside Works
03-Dec	IOUTLET	Town clerk mobile phone	One off	DEB	182.48	20%	30.41	152.07	Office Expenses
03-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Dec	YU ENERGY	Electricity charges- Shelters	Monthly	DD	1025.57	20%	170.93	854.64	Utilities
08-Dec	PITNEY BOWES	Magazine postage	Monthly	DD	710.5	0%	-	710.50	Projects
08-Dec	YU ENERGY	Electricity charges- WM car park	Monthly	DD	390.11	20%	65.02	325.09	Utilities

08-Dec	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	293.58	20%	48.93	244.65	Utilities
08-Dec	YU ENERGY	Electricity charges- Harbourmaster stores	Monthly	DD	238.23	20%	39.71	198.53	Utilities
08-Dec	YU ENERGY	Electricity charges- MB car park	Monthly	DD	205.89	20%	34.32	171.58	Utilities
08-Dec	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	132.06	20%	22.01	110.05	Utilities
08-Dec	YU ENERGY	Electricity charges- Workshop	Monthly	DD	130.65	20%	21.78	108.88	Utilities
08-Dec	YU ENERGY	Electricity charges- Sweet shop	Monthly	DD	69.08	20%	11.51	57.57	Utilities
08-Dec	YU ENERGY	Electricity charges- Bathing office	Monthly	DD	56.6	20%	9.43	47.17	Utilities
08-Dec	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	56.08	20%	9.35	46.73	Utilities
08-Dec	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	54.25	20%	9.04	45.21	Utilities
08-Dec	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	51.64	20%	8.61	43.03	Utilities
08-Dec	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	51.18	20%	8.53	42.65	Utilities
08-Dec	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	50.1	20%	8.35	41.75	Utilities
08-Dec	YU ENERGY	Electricity charges- Old office	Monthly	DD	37.21	20%	6.20	31.01	Utilities
08-Dec	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	33.26	20%	5.54	27.72	Utilities
08-Dec	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	29.03	20%	4.84	24.19	Utilities
08-Dec	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	17.19	20%	2.87	14.33	Utilities
08-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
09-Dec	WATCO	External supplies	One off	DEB	236.46	20%	39.41	197.05	Outside Works
09-Dec	SAFETY SIGNS	Road closed signs	One off	DEB	178.56	20%	29.76	148.80	Outside Works
09-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Dec	YU ENERGY	Gas charges- Guildhall cottage	Monthly	DD	67.19	20%	11.20	55.99	Utilities
10-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	26.66	0%	-	26.66	Outside Works
10-Dec	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Dec	TESCO	Bus volunteer gifts	One off	DEB	93.75	0%	-	93.75	Democratic represent
11-Dec	MARINE THEATRE	Large capital grant	One off	FPO	6412.88	0%	-	6,412.88	Grants
11-Dec	DORSET CLEANING SERVICES	Seafront toilet cleaning	Monthly	FPO	4166.4	20%	694.40	3,472.00	Outside Works
11-Dec	DWP	Waste collection	Monthly	FPO	2309.84	0%	-	2,309.84	Outside Works
11-Dec	ADP	Magazine printing	Monthly	FPO	1590	0%	-	1,590.00	Projects
11-Dec	LYME REGIS TOWN BAND	Band performances	One off	FPO	1000	0%	-	1,000.00	Marketing & Tourism
11-Dec	ST MICHAELS SCHOOL	Bursary payment	One off	FPO	1000	0%	-	1,000.00	Projects
11-Dec	FLOWBIRD	Transaction charges- October	Monthly	FPO	896.51	20%	149.42	747.09	Outside Works
11-Dec	NEWSQUEST	Job advertisement- Admin assistant	One off	FPO	690	20%	115.00	575.00	Staffing
11-Dec	STAFF	Travel expenses	One off	FPO	553	0%	-	553.00	Staffing
11-Dec	LITTLE GREEN CHANGE	Community grant	One off	FPO	500	0%	-	500.00	Grants
11-Dec	G & A COMMERCIALS	Vehicle repairs	One off	FPO	409.54	20%	68.26	341.28	Outside Works
11-Dec	AXE SKIP HIRE	Skip hire	One off	FPO	384	20%	64.00	320.00	Outside Works
11-Dec	AUK HYGIENE	External supplies	One off	FPO	362.92	20%	60.49	302.43	Outside Works
11-Dec	CLARITY COPIERS	Copier usage	Monthly	FPO	318.55	20%	53.09	265.46	Office Expenses
11-Dec	EUROFFICE	Office stationary and confectionary	One off	FPO	316.08	20%	52.68	263.40	Office Expenses
11-Dec	DAPTC	Staff training	One off	FPO	225	0%	-	225.00	Staffing
11-Dec	IPS	Transaction charges	Monthly	FPO	154.8	20%	25.80	129.00	Outside Works
11-Dec	ICCM	Corporate membership	Annually	FPO	105	0%	-	105.00	Office Expenses
11-Dec	TRAVIS PERKINS	External supplies	One off	FPO	102.16	20%	17.03	85.13	Outside Works
11-Dec	YELLOWBOX	Staff uniform	One off	FPO	54.96	20%	9.16	45.80	Staffing
11-Dec	MOLE AVON	External supplies	One off	FPO	22.05	20%	3.68	18.38	Outside Works
11-Dec	MAILCHIMP	Email marketing service	Monthly	FPO	17.7	20%	2.95	14.75	Office Expenses
11-Dec	EBAY	Office wall planner	One off	FPO	9.38	20%	1.56	7.82	Office Expenses
11-Dec	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
12-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Outside Works
12-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Outside Works
15-Dec	SOUTH WEST WATER	Water charges- Holiday chalets	Quarterly	DD	1623.64	0%	-	1,623.64	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Bowling green chalets	Quarterly	DD	953.03	0%	-	953.03	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Candles on the cobb	Quarterly	DD	499.41	0%	-	499.41	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	484.68	0%	-	484.68	Utilities
15-Dec	AIB	Transaction charges	Monthly	DD	345.67	0%	-	345.67	Outside Works
15-Dec	ALLSTAR	Fuel usage	Bi-Monthly	DD	194.27	20%	32.38	161.89	Outside Works
15-Dec	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	181.14	0%	-	181.14	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	123.55	0%	-	123.55	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Trough	Quarterly	DD	99.17	0%	-	99.17	Utilities



15-Dec	EE LIMITED	Mobile bundle	Monthly	DD	81.66	20%	13.61	68.05	Utilities
15-Dec	TAKEPAYMENTS	Transaction charges	Monthly	DD	58.8	20%	9.80	49.00	Outside Works
15-Dec	SOUTH WEST WATER	Water charges- Boat area MB	Quarterly	DD	19.3	0%	-	19.30	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Langmoor Gardens	Quarterly	DD	17.41	0%	-	17.41	Utilities
15-Dec	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	8.75	0%	-	8.75	Utilities
15-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
15-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
16-Dec	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	466.2	20%	77.70	388.50	Office Expenses
17-Dec	EDF ENERGY	Gas bill- Guildhall cottage	Quarterly	DD	24.62	5%	1.17	23.45	Utilities
17-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
18-Dec	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
19-Dec	WORLDPAY	Transaction charges	Monthly	DD	72	0%	-	72.00	Office Expenses
19-Dec	FIRST BUS	Park and ride costs	Annually	FPO	20589	0%	-	20,589.00	Rents
19-Dec	DC PENSION FUND	Pension contributions- December	Monthly	FPO	15540.45	0%	-	15,540.45	Staffing
19-Dec	21ST CENTURY	AV System	One off	FPO	12894	20%	2,149.00	10,745.00	Projects
19-Dec	WELLMAN R	Rent of strawberry fields	Annually	FPO	12407.5	0%	-	12,407.50	Outside Works
19-Dec	FORTNAM SMITH & BANWELL	Commission for beach hut sales	One off	FPO	4320	20%	720.00	3,600.00	Office Expenses
19-Dec	DORSET CLEANING SERVICES	Seafront toilet cleaning	Bi weekly	FPO	4166.4	20%	694.40	3,472.00	Outside Works
19-Dec	HOLMES & BLACKMORE	Works on caravan and chalet park	One off	FPO	2069.53	0%	-	2,069.53	Outside Works
19-Dec	Gordon Ellis & co	External supplies	One off	FPO	1775.86	20%	295.98	1,479.88	Outside Works
19-Dec	JURASSIC COAST PHOTO	Contribution to air conditioning	One off	FPO	1500	0%	-	1,500.00	Unbudgeted expendit
19-Dec	PENNYS	Compost	One off	FPO	1402.2	20%	233.70	1,168.50	Outside Works
19-Dec	MAX REDWOOD	Event coverage	One off	FPO	1086.67	0%	-	1,086.67	Projects
19-Dec	SPEAK CARBON	Carbon literacy training	One off	FPO	900	20%	150.00	750.00	Staffing
19-Dec	NEWSQUEST	Job advertisement- Property and projects assistant	One off	FPO	690	20%	115.00	575.00	Staffing
19-Dec	B CLEANING	Office cleaning	Monthly	FPO	646.5	0%	-	646.50	Office Expenses
19-Dec	JADE SECURITY	Cash collection	Monthly	FPO	626.87	20%	104.48	522.39	Outside Works
19-Dec	FLOWBIRD	Transaction charges- November	Monthly	FPO	497.77	20%	82.96	414.81	Outside Works
19-Dec	LITTLE GREEN CHANGE	Christmas give and take event	One off	FPO	375	0%	-	375.00	Unbudgeted expendit
19-Dec	YELLOWBOX	Staff uniform	One off	FPO	227.58	20%	37.93	189.65	Staffing
19-Dec	IEP	Pest control	Monthly	FPO	220	0%	-	220.00	Outside Works
19-Dec	DJ NEWBERRY	Animal removal	One off	FPO	180	0%	-	180.00	Outside Works
19-Dec	TOPSPARKS	Electrical works	One off	FPO	166.56	20%	27.76	138.80	Outside Works
19-Dec	WESTCRETE	Concrete for outside works	One off	FPO	144.33	20%	24.06	120.28	Outside Works
19-Dec	ADVANTAGE DIGITAL PRINT	Mayoral Christmas cards	One off	FPO	84	20%	14.00	70.00	Democratic represent
19-Dec	ADVANTAGE DIGITAL PRINT	Magazine reprint	One off	FPO	40	20%	6.67	33.33	Projects
19-Dec	ARTHUR FORDHAMS	External supplies	One off	FPO	105.06	20%	17.51	87.55	Outside Works
19-Dec	STAFF	Travel expenses	One off	FPO	84.2	0%	-	84.20	Staffing
19-Dec	ECOM6	Transaction charges	Monthly	FPO	83.58	20%	13.93	69.65	Outside Works
19-Dec	AUK HYGIENE	Hand soap	One off	FPO	23.72	20%	3.95	19.77	Outside Works
19-Dec	TRAVIS PERKINS	External supplies	One off	FPO	20.05	20%	3.34	16.71	Outside Works
19-Dec	PODPOINT	Admin charges	Monthly	FPO	18.98	20%	3.16	15.82	Outside Works
19-Dec	LR REGATTA	Christmas tree	One off	FPO	18	0%	-	18.00	Office Expenses
19-Dec	DORSET COUNCIL	DBS charges	One off	FPO	14.5	0%	-	14.50	Projects
19-Dec	EUROFFICE	Office refreshments	One off	FPO	8.14	20%	1.36	6.78	Office Expenses
19-Dec	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
19-Dec	GIFFGAFF	Mobile bundle	Monthly	FPO	6	20%	1.00	5.00	Utilities
22-Dec	SOUTH WEST WATER	Water charges- Seafront toilets	Monthly	DD	1080	0%	-	1,080.00	Utilities
22-Dec	EE TOPUP	Mobile bundle- mini golf top up	One off	DEB	15	20%	2.50	12.50	Utilities
22-Dec	SCREWFIX	External supplies	One off	FPO	646.4	20%	107.73	538.67	Outside Works
23-Dec	GIFFGAFF	Mobile bundle	Monthly	DD	6	20%	1.00	5.00	Utilities
23-Dec	AMAZON	Office stationary	One off	DEB	46.38	20%	7.73	38.65	Office Expenses
23-Dec	SOUTH WEST WATER	Water charges- Harbourmaster store	Quarterly	FPO	88.61	0%	-	88.61	Utilities
29-Dec	ALLSTAR	Fuel usage	Bi-Monthly	DD	78.93	20%	13.16	65.78	Outside Works
29-Dec	HMRC	VAT fine	One off	DEB	80.66	0%	-	80.66	Office Expenses
29-Dec	STARLINK	Office internet	Monthly	DEB	75	20%	12.50	62.50	Office Expenses
29-Dec	EPOS	Mini golf till system charge	Monthly	DEB	58.8	20%	9.80	49.00	Outside Works
29-Dec	CANVA	Graphics design platform	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
29-Dec	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

[illegible]