



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 18 March 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
13.03.26

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 4 February 2026

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 4 February 2026

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. Request from Cobb Traders – Parking Concessions, Free Parking Days and Autumn/Winter Parking Scheme

To present three separate requests from Cobb Traders:

- To extend parking concessions in town council-owned car parks to businesses with a trading address in Lyme Regis
- An additional free parking day in town council-owned car parks on Sunday 13 December to support the Big Christmas Weekend in Lyme Regis
- A discounted autumn/winter parking charge of £2 per day in town council-owned car parks

10. Budget Performance, 1 April – 28 February 2026

To inform members of performance against budget from 1 April 2025 – 28 February 2026 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 January and February 2026

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 4 FEBRUARY 2026

Present

Chairman: Cllr P. May

Councillors: Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr C. Reynolds, Cllr G. Stammers, Cllr G. Turner, Cllr A. Wood

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

25/38/SF Public Forum

N. Ball

N. Ball pointed out to members the council had incurred a fine from HMRC, as outlined in the list of payments. He also pointed out a payment had been made to R. Wellman for Strawberry Field but he believed this was for the park and ride field. He asked for a breakdown of the costs associated with Party in the Park because there were not many people at the event.

Cllr G. Stammers arrived at the meeting at 7.02pm.

N. Ball raised concerns about the cost of the LymeLiving magazine. He said although he enjoyed it, it had good content and was printed well, the postage costs were £7,100, plus wages, printing costs and photography. He had calculated that these costs meant the magazine cost £12.50 per copy or £15 if posted out, an amount you would expect to pay for a hardback book in a bookshop. He asked for his name to be taken off the mailing list because he felt embarrassed to receive it. He said there were still copies left over for recycling at the end of the month. He asked when the council was going to spend money more wisely, as this worried him, especially as the council might have some unbudgeted expenditure which it needed to be prepared for.

25/39/SF Apologies for Absence

Cllr G. Caddy – holiday
Cllr M. Denney – illness
Cllr M. Ellis
Cllr N. Hampton-Rumbold
Cllr D. Holland – prior commitment

25/40/SF Minutes

Proposed by Cllr S. Larcombe and seconded by Cllr P. Evans, the minutes of the meeting held on 15 October 2025 were **ADOPTED**.

25/41/SF Disclosable Pecuniary Interests

There were none.

25/42/SF Dispensations

There were none.

25/43/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 15 October 2025

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

The town clerk said the report on income-generating ideas would be taken to the Full Council on 11 February 2026.

As the charging hours at Monmouth Beach and Cabanya car parks were to be extended until 9pm all year round, a member asked if there would be enforcement officers policing this.

The town clerk said enforcement officers worked until 9pm, particularly in the summer period, providing a combined 94 hours of enforcement per week.

25/44/SF Update Report

Beach replenishment

The town clerk said Dorset Council (DC) still intended to carry out the beach work in March 2026 following the recent storms which had taken away a large amount of sand. He said the project was now referred to as beach recycling, rather than replenishment, as it involved relocating beach material which had naturally shifted in the local area.

25/45/SF Strategy and Finance Committee – Objectives

A member asked why the review of financial regulations had been deferred several times.

The town clerk said the document required a much more significant review than normal due to new legislation and a new guide produced by the National Association of Local Councils, but officers were working on this.

25/46/SF Internal Audit Report, Visit One 2025-26

Members discussed the auditor Darkin-Miller's appointment period, which was a three-year contract, with the option to extend a further two years.

The finance manager said the initial three years had almost expired so a report would be brought to this committee to allow members to consider whether to extend the contract for a further two.

The town clerk said it was considered good practice to periodically change the internal auditor, but it was also beneficial to have an auditor that knows the business. He said it would be members' decision whether to remain with Darkin-Miller or to change auditor.

Proposed by Cllr S. Larcombe and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report for visit one of 2025-26 and approve the management responses.

25/47/SF Budget Performance, 1 April – 31 December 2025

A member asked for more information about the gardens handrails project and asked if there were alternative materials to steel.

The town clerk said it was felt steel was the best product for this use and it offered better longevity. It was anticipated 2026-27 would be the final year of the phased project.

A member asked for more information about the overspend on the magazine, as raised in the public forum.

The assistant town clerk said the expenditure included the salary of the communications officer, who worked on many other projects, such as the Gateway Card, business and community briefings, and social media. The actual production costs were much lower. It was also noted the postage costs were high because for the first three months, a copy had been posted to every property in Lyme Regis, but this had now been scaled back, and there were issues for the first two months with the distribution companies, which meant costs increased. She added that following quotes being obtained, a local photographer had been commissioned to take photographs of events, which often took place during evenings and weekends when staff were not available.

25/48/SF Investments and Cash Holdings

The finance manager said the council's investments would be reviewed again at the start of the next financial year.

25/49/SF List of Payments

As mentioned in the public forum, it was noted the fine from HMRC was the first time it had happened.

The finance manager said the list of payments contained some errors so it would need to be re-presented to the Full Council on 11 February 2026.

25/50/SF Debtors

Proposed by Cllr P. May 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.

25/51/SF Exempt Business

a) Debtors' Report

Members were concerned about the debt relating to the accreted land, noting that the situation had been ongoing for two years. They were supportive of the suggestion to take the debtor to court, if required.

The meeting closed at 7.40pm.

Committee: Strategy and Finance

Date: 18 March 2026

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 4 February 2026

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

25/43/SF – Matters arising from the minutes of the Strategy and Finance Committee meeting held on 15 October 2025

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

A report on income-generating ideas was taken to the Full Council on 11 February 2026 and it was agreed 'to hold an informal, single-purpose briefing session to which all members are invited and at which ideas to increase income and/or reduce operating costs and/or improve operating efficiency can be discussed and considered in more detail before feeding into the budget-setting process for 2027-28'.

25/44/SF – Update Report

Beach replenishment

Dorset Council has confirmed beach recycling will take place between 18 and 23 March 2026, weather permitting. The beach will be closed to the public from 16 March 2026 while the fencing is put in place and the plant arrives on site. The fence will be removed within a day or two after the end of the works.

25/49/SF – List of Payments

The December 2025 list of payments were re-presented to and approved by the Full Council on 11 February 2026.

John Wright
Town clerk
March 2026

Committee: Strategy and Finance

Date: 18 March 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 1 April 2026.

John Wright
Town clerk
March 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 1 April 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> <p>The internal auditor carried out visit two of 2025-26 on 5 and 10 March 2026 but the report has not yet been received.</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	AM	S&F	March 2026	<p>This is an ongoing objective throughout the year.</p>

review dates				
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 performance 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 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 https://www.lymeregistowncouncil.gov.uk/transparency-code</p>

Committee: Strategy and Finance

Date: 18 March 2026

Title: Request from Cobb Traders – Parking Concessions, Free Parking Days and Autumn/Winter Parking Scheme

Purpose of Report

To present three separate requests from Cobb Traders:

- To extend parking concessions in town council-owned car parks to businesses with a trading address in Lyme Regis
- An additional free parking day in town council-owned car parks on Sunday 13 December to support the Big Christmas Weekend in Lyme Regis
- A discounted autumn/winter parking charge of £2 per day in town council-owned car parks

Recommendation

Members consider the three separate parking requests from Cobb Traders and advise officers accordingly

Report

Parking concessions for businesses with a trading address in Lyme Regis

1. On 17 December 2025, the Cobb Traders requested that the council considers offering parking concessions to business owners who have a trading address in Lyme Regis but live outside the parish boundary.
2. The group said these people do not qualify for any of the parking concessions offered by Lyme Regis Town Council. This is not the case. The council has a non-residents' parking permit for Woodmead car park, which costs £416.44pa in 2025-26, increasing to £500pa in 2026-27. If the permit was used every day of the year, this would represent a discount of up to £6,450.76 on daily charges. This permit is available to those who work or have a trading address in Lyme Regis.
3. Dorset Council also offers a flexi stay car park permit, ideal for those who park all day to work, which can be used in car parks across the county but in Lyme Regis specifically, at Charmouth Road and Holmbush car parks. The flexi stay permit is £29 a month or £305 for 12 months.
4. Dorset Council also has a car park at the Cobb, specifically for traders with paid-for permits, although the number of available spaces was reduced with the building of the new Dorset Council storage unit.
6. The council's initial approach to any requests for parking concessions or discounts is that they will be considered, providing there is no negative impact on the council's finances.

7. It is difficult to estimate the impact of additional parking concessions for businesses¹ as it is not known how many people would take up the concession and how many days they would use the permit. What we do know is each parking space at Woodmead car park has a value of £1,372.18pa².
8. If members were inclined to support the request in principle, there could be a trial period of one month to assess the impact on income. Members could also consider allocating a set number of business permits to limit the impact on income.
9. Members could also consider whether a new business-specific permit should be introduced, but how would this differ from the existing non-residents' permit? Other considerations include eligibility criteria, e.g. evidence of trading address, number of permits per business, whether the permit should be person/vehicle/business specific. Members should also consider the relationship with holiday accommodation permits, which costs £750 in 2025-26, increasing to £850 in 2026-27. These permits are property-specific, rather than vehicle specific so members should consider if holiday accommodation would be included in the scheme or not.

Free parking on 12 and 13 December

10. On 21 January 2026, the Tourism, Community and Publicity Committee considered the non-charging days in Lyme Regis car parks for 2026. This is a Dorset Council initiative where the town council is asked to nominate non-charging days for Dorset Council car parks in Lyme Regis, which are then extended to the town council-owned Woodmead car park.
11. Following consultation with the Cobb Traders, the group suggested dropping Small Business Saturday on 6 December 2026 and to instead offer free parking on the Saturday of the Big Christmas Weekend (12 December), with an additional free parking day on Sunday 13 December to cover the full weekend.
12. The Cobb Traders said the 2025 event was very successful, with many traders reporting a strong weekend in what is otherwise a relatively quiet month.
13. The Dorset Council rules on non-charging days are very clear in that Small Business Saturday must be included and weekends in December are not allowed, although a week day in December is allowed. This advice was given at the meeting and members chose Christmas Eve as a non-charging day.
14. Since then, the Cobb Traders have contacted Dorset Council directly to ask if 12 and 13 December 2026 would be considered. Cobb Traders have reported that Dorset Council would be willing to allow free parking on those two days. Dorset Council has clarified it would only allow one day instead of Small Business Saturday, not the two days as the Cobb Traders have claimed, providing it is supported by the town council. At its meeting on 4 March 2026, the Tourism, Community and Publicity Committee recommended free parking be implemented on Saturday 12 December 2026, instead of Saturday 5 December 2026.
15. Members are therefore asked to consider the Cobb Traders' request for additional free parking in town council-owned car parks Sunday 13 December 2026 to cover the entire weekend. To

¹ There were more than 700 registered businesses in Lyme Regis in October 2025.

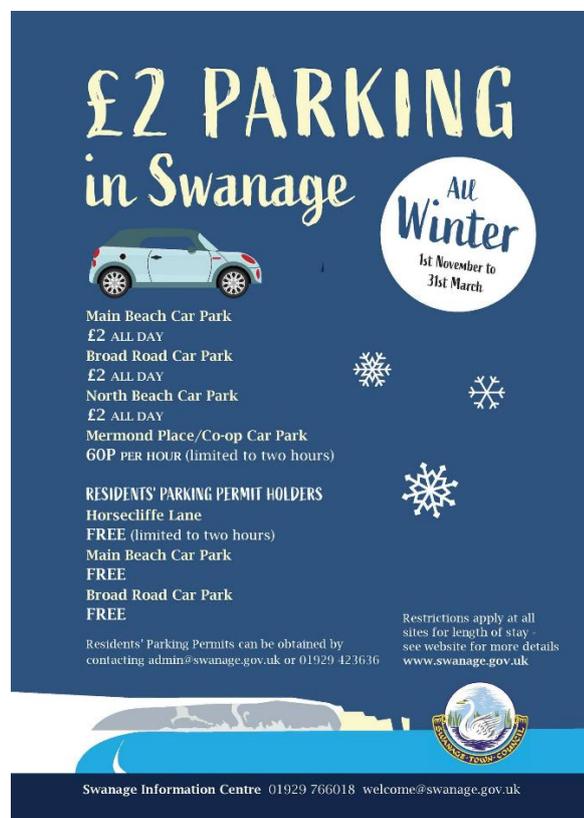
² This is calculated from 2024-25 parking income.

be clear, Dorset Council will not allow this additional day in its own Lyme Regis car parks so this would only extend to Woodmead car park, if agreed.

16. So that members are aware of the potential loss of income, the Big Christmas Weekend on 13 and 14 December 2025 generated income of £3,195.50 across Woodmead and Monmouth Beach car parks (Monmouth Beach, £2,464 and Woodmead, £695.50). Also note that the non-charging days have traditionally been extended to Woodmead, only.

Discounted autumn/winter parking

17. The Cobb Traders have also asked the council to consider an autumn/winter parking scheme, similar to that used by other coastal towns, to encourage off-peak visits during quieter trading months.
18. The Cobb Traders provided an example from Swanage Town Council, which offers £2 all-day winter parking between 1 November and 31 March at several of its car parks, as shown in the promotional poster below, as well as East Devon District Council which offers a 50% discounted winter parking rate, with parking available for under £2 for up to two hours at most of its car parks.



19. Cobb Traders say traders have reported weekdays during December 2025 were particularly quiet, even when weather conditions were clear and sunny. The organisation feels an autumn/winter parking discount could play an important role in encouraging visits during the quieter months and suggest that for Lyme Regis to remain competitive, it is important that comparable incentives are considered.

20. Officers have reviewed parking data for the period 1 November 2024 to 31 March 2025. If a £2 winter parking charge was introduced, the projected loss of income would be £236,361 across both Woodmead and Monmouth Beach car park.
21. If members were inclined to support this initiative, officers would advise a trial in winter 2026-27 to properly assess the impact. Members could also consider a charge other than £2. Officers would also advise applying the trial to Woodmead, only, as it generates less income and would therefore have less financial risk. The projected loss, based on 2025-26 income, would be:
 - Monmouth Beach – £46.7k
 - Woodmead – £14.6k³
22. Members should note any changes in parking charges would require not only a change in signage, but there will also be a legal process to follow to amend the parking places order, both incurring costs.
23. Members should also note that while a £2 charge to park all day may be a reduction in cost for those who wish to park for a longer period, it would also have the effect of increasing the minimum cost for those who only wish to stay for a very short time. At the moment, parking for one hour at Woodmead car park is £1.50 an hour⁴, increasing to £1.60 per hour in 2026-27, therefore a blanket £2 charge would increase this charge.
24. Members should also note that Lyme Regis residents are entitled to free parking in both town council car parks between November and Easter. Therefore, any winter parking discount would be of benefit predominantly to visitors.
25. Members should consider the wider budgetary impacts of reducing car parking income, therefore reducing the council's overall income, in favour of visitors and businesses and how this may be perceived by residents.
26. Members should also note the Cobb Traders have not made the same three parking requests to Dorset Council. Note the business rates are paid directly to Dorset Council, not the town council, therefore the accountable authority for businesses is Dorset Council.
27. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

John Wright
Town clerk
March 2026

³ Based on 2025–26 car park income data.

⁴ From November 2025 to January 2026, only 10% of customers paid for one hour.

Committee: Strategy and Finance

Date: 18 March 2026

Title: Budget Performance, 1 April – 28 February 2026

Purpose of Report

To inform members of performance against budget from 1 April – 28 February 2025 and of the forecast year-end position at 31 March 2026

Recommendation

Members note the report

Report

1. The budget from 1 April – 28 February 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
Works to the Lynch	£7,000	£7,000 ¹¹

⁵ £100k agreed over five years starting in years 2023-24. Overspend is due to the prices of steel and complications in the install.

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.

¹¹ Implementation of this objective is projected to be deferred to 2026-27.

VE day	£1,000	£1,400
Continuation of the bursaries	£5,000	£5,000
Youth council	£4,000	£4,000 ¹²
Landslip work at Monmouth Beach	£120,000	£20,000 ¹³
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 ¹⁴
Electric hedge trimmer	£1,400	£1,400
Mini golf event	£2,000	£1,400
Floral competition	£1,000	£1,000
Sporting Lyme	£2,000	£2,000
Noticeboards	£4,000	£4,000
Newsletter enhancement	£40,000	£48,901 ¹⁵
Tree planting schemes	£5,000	£5,000 ¹⁶
Follow up on EPC recommendations	£5,000	£5,000
Hydro study, additional generation feasibility	£3,000	£0 ¹⁷
Biodiversity projects	£5,000	£5,000 ¹⁸
Further investigation into rainwater harvesting	£2,000	£0 ¹⁹
River Lym improvement projects	£7,000	£7,000
Garden signs	£5,000	£5,000 ²⁰
Total	£435,400	£332,600

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	£3,168 ²¹
Lyme Regis business awards sponsorship	£400	£400 ²²
Waffle House – post office	£10,500	£10,500 ²³
Little Green Change	£375	£375
Contribution to aircon unit – MP shelter shop	£1,500	£1,500 ²⁴
Repayment of outside seating		£100,00 ²⁵

¹² Implementation of this objective is projected to be deferred to 2026-27.

¹³ Funds for this objective were brought forward into 2024-25 as emergency works were required. Some remaining expenditure has been spent in 2025-26.

¹⁴ Implementation of this objective is projected to be deferred to 2026-27.

¹⁵ A detailed breakdown of the overspend was taken to the Tourism, Community and Publicity Committee on 4 March 2026.

¹⁶ Implementation of this objective is projected to be deferred to 2026-27.

¹⁷ A survey was previously completed that concluded it would not be feasible to proceed with the hydro study.

¹⁸ Implementation of this objective is projected to be deferred to 2026-27.

¹⁹ 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.

²⁰ Implementation of this objective is projected to be deferred to 2026-27.

²¹ Agreed at Full Council on 3 April 2025.

²² Agreed at Full Council on 6 August 2025.

²³ Agreed at Full Council on 18 August 2025.

²⁴ Agreed at Full Council on 29 October 2025.

²⁵ Agreed at extraordinary Full Council on 11 March 2026.

Total **£16,575** **£115,943**

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.

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 ²⁶
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 ²⁷
Amenity hut			£4,064 ²⁸
Beach store			£2,051 ²⁹
Total		£312,155	£242,115
 2024-25 projects			
Church walls	£30,000	£30,000	£30,000 ³⁰
Guildhall repairs	£50,000	£50,000	£50,000 ³¹
Office options	£100,000	£93,305	£193,725 ³²
Induction and development of new administration	£20,000	£15,350	£6,510 ³³
West and East store doors	£15,000	£15,000	£5,150 ³⁴
Bell Cliff steps/railings	£25,000	£25,000	£25,000 ³⁵
Candles on the Cobb Pavilion	£15,000	£3,000	£3,000
Woodmead car park			£6,263 ³⁶
Cemetery lodge			£27,988 ³⁷
Total		£231,655	£348,200
 2024-25 unbudgeted expenditure			

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

²⁷ This is an amalgamation of both the 2023-24 and 2024-25 CCTV projects and the amount to finish the project in 2025-26.

²⁸ Retention payment.

²⁹ Retention payment.

³⁰ Implementation of this objective is projected to be deferred to 2026-27.

³¹ Implementation of this objective is projected to be deferred to 2026-27.

³² Budget increase from £100k to £190k agreed at Full Council on 19 May 2025.

³³ Council decided not to continue with the objective.

³⁴ Significant underspend.

³⁵ Implementation of this objective is projected to be deferred to 2026-27.

³⁶ Retention payment.

³⁷ 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.

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
Total	£71,000	£37,050	£22,125

7. The year-end income forecast is £2,681,058 and the year-end expenditure forecast is £3,160,819, creating a forecast loss of £479,761.

8. The closing cash position on 31 March 2025 was £1,665,046; the forecast year-end cash position at 31 March 2026 is £1,185,285.

	Actual to February 26	Budget to February 26	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 26
Income						
Precept	163,254.00	163,254	0	0%	163,254	163,254
Car parks	1,285,341.51	960,629	324,712	34%	1,103,006	1,330,000
Chalets/day huts/caravans	515,067.01	444,592	70,475	16%	444,592	515,567
Concessions	9,450.00	9,550	-100	(1%)	9,550	9,450
Alfresco seating	30,380.00	26,988	3,392	13%	26,988	0
Commercial rents	260,239.88	203,801	56,439	28%	271,735	271,735
Advertising	3,454.79	3,200	255	8%	3,917	3,455
Amenity area	119,966.90	119,825	142	0%	128,875	121,967
Cemetery	4,000.00	5,025	-1,025	(20%)	6,700	4,500
Licenses	11,674.92	9,467	2,208	23%	12,623	12,623
Other	210,378.97	26,534	183,845	693%	31,217	210,479
Investments	37,028.03	37,500	-472	(1%)	50,000	38,028
	2,650,236.01	2,010,366	639,870	28%	2,252,457	2,681,058
Expenditure						
Office administration	90,025.79	84,297	5,728	7%	104,301	135,026
Rent	70,124.07	41,325	28,799	70%	83,950	70,124
Licensed land	2,119.41	3,034	-915	(30%)	3,034	2,119
Democratic representation	11,328.97	27,619	-16,290	(59%)	36,825	15,000
Outside works	250,670.34	240,517	10,154	4%	295,401	331,367
Grants/SLA	111,597.16	64,840	46,757	72%	163,192	163,192
Utilities	269,359.10	249,894	19,465	8%	281,990	281,990
Staffing	1,041,495.63	814,710	226,786	28%	1,088,365	1,081,678
Marketing	18,803.24	21,748	-2,945	(14%)	28,998	19,339
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	1,865,523.71	1,547,984	317,539	15%	2,086,056	2,099,836
Gross Profit/(Loss):	784,712	462,381	322,331		166,400	581,222
Projects 25/26	224,951.65					332,599.52
Unbudgeted expenditure	24,600.83					115,943.00
Deferred items from 23/24 and 24/25	348,220.55					612,440.13
Net Profit/(Loss):						-479,760.89

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.£1.33m to March 2026. To date, car park income is up 13%; this is mainly a result of exceptional weather leading to higher volume. We have forecast a further £44.5k of income for March 2026.
- Chalet, day hut and caravan income is forecast c.£70.5k over budget due to c.£21.4k in increased beach hut hire, £39.1k in unbudgeted transfer fees, c.£4.1k in unbudgeted subletting fees and c.£10.5k in additional water recharges. Due to the

issues with water meters, 2024 and 2025 water invoices were issued in the same financial year. £4.6k of income, which relates to 18 Monmouth Beach chalet and 23 Monmouth Beach day hut, is not expected to be received. 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 zero. As noted elsewhere on the report, a decision was made at an extraordinary Full Council meeting on 11 March 2026 to reimburse the income for outside seating up to a figure of £100k, dating back to April 2012.
- Advertisement income is forecast at £460 under budget due to reduced interest.
- Amenity income is forecast c.£6.9k below budgeted income. Point of sale and connectivity issues have been a factor, along with variable weather.
- Cemetery income is forecast c.£2.2k 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 £11.9k below budget, due to reduced interest rates.
- Precept, commercial rent and licenses income are forecast to remain as budgeted.

10. The main reasons for expenditure variation are:

- Office administration is forecast c.£30.7k over budget largely due to increased 2024-25 IT costs, which are invoiced in arrears. Previously, IT costs for councillors and office staff have been invoiced separately, however this year they have been combined; this is reflected as a saving in democratic representation and an added expense in office administration, of c.£13.2k. Overall, this represents a c.£17.9k increase against the overall IT budget. Officers have received an indication of costs for 2025-26, which are estimated at c.£33,8k. Officers will explore alternative options to ensure value for money is still being achieved.
- Rent is forecast at c.£13.8k under budget due to the £30k bus subsidy allocation for 2025-26 not being required, following the introduction of the town bus initiative. There have been higher levels of expenditure than budgeted for St Micheal's Business Centre rent, c.£10.7k and the park and ride services, c.£5.5k.
- Licensed land is forecast c.£900 under budget due to the absence of a RPI increase.
- Democratic representation is forecast at c.£21.8k under budget due to councillor IT costs being consolidated with office IT and are therefore recorded within the office

administration budget. Additional savings have resulted from the absence of election costs, reduced councillor travel and training and only a partial take-up of councillor allowances.

- Outside works is forecast at c.£35.9k above budget, due to expected overspends on toilet costs of c.£50k. There have been some small savings in other sub-headings, reducing the overall overspend by £14.1k. The progress of the cleaning function was reported as an update to the Town Management and Highways Committee on 25 February 2026.
- Staffing is forecast at c.£6.7k under budget due to the long-term sickness of an employee, along with a gap in paid work for the cleansing operative position, c.£22k, which has resulted in a saving. Additionally, there is an overspend of c.£15.3k for the communications officer role. This represents 40% of the expenditure for this role; the remaining 60% relates to the magazine project costs and therefore is shown under that budget heading.
- Marketing is forecast c.£9.6k under budget due to savings of c.£3k on the resident's event, c.£1.4k on band concerts, c.£1.5k on general advertising and £4k on newsletter costs following the introduction of the council's 2025-26 magazine objective.
- Grants and utilities are forecast to remain as budgeted.
- Projects and unbudgeted expenditure for 2023-25 total £1,060,983. 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 1 April 2026.

Naomi Cleal
Finance manager
March 2026

Committee: Strategy and Finance

Date: 18 March 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 February 2026

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 February 2026 was c.£1,814,227m, **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, with a further £40k of interest forecast for 2025-26.
5. Two sets of investments, totalling £200k, with NatWest are due to mature in April 2026.
6. It was reported to this committee that the current investment with The Charity Bank, maturing on the 18 March 2026, will be re-invested on an annual fix.
7. Officers will continue to review treasury management at the beginning of the new financial year to determine the best investment options and liaise with the chairman and vice-chairman of the Strategy and Finance Committee.
8. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Naomi Cleal
Finance manager
March 2026

<u>Lyme Regis Town Council</u>				
<u>Bank Balances</u>				
<u>28-Feb-26</u>				
		£	Access	
NatWest- General		1,000	Instant	
NatWest Liquidity Manager 0.95%		406,313	Instant	
Natwest Fixed 24 - 2.72%		100,000	29/07/2026	
Natwest Fixed 23 - 2.72%		100,000	29/07/2026	
Natwest Fixed 22 - 2.99%		200,000	29/01/2027	
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	
Lloyds - Current		11,011	Instant	
Llloyds - Liquidity Manager (0.8%)		195,904	Instant	
Charity Bank - 4.51%		100,000	01/08/2025	
Charity Bank - 4.26%		200,000	18/03/2026	*Agreed to be re-invested
TOTAL		<u>1,814,227</u>		

Committee: Strategy and Finance

Date: 18 March 2026

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of January and February 2026.

Recommendation

Members note the report and approve the attached schedule of payments in January and February 2026 for the sums of £217,790.10 and £348,865.07, respectively.

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of January and February 2026 **appendices 12A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.
5. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Shanie King
Finance assistant
March 2026

APPENDIX 12A

		<u>Lyme Regis Town Council</u>									
		<u>Payments list for January 2026</u>									
		<u>Total</u>				<u>217,790.10</u>					
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category		
NAT WEST BANK											
02-Jan	DORSET COUNCIL	Rates for Monmouth beach	Monthly	DD	5920	0%	-	5,920.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for Woodmead halls	Monthly	DD	3353	0%	-	3,353.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for Cabanya car park	Monthly	DD	1830	0%	-	1,830.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for beach hut site MP	Monthly	DD	1193	0%	-	1,193.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for Jubilee pavilion and Langmoor rooms	Monthly	DD	1102	0%	-	1,102.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for 6 St Michaels business centre	Monthly	DD	455	0%	-	455.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for Unit 1 St Michaels business centre	Monthly	DD	405	0%	-	405.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for TIC	Monthly	DD	383	0%	-	383.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for 1st floor guildhall	Monthly	DD	365	0%	-	365.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for guildhall cottage	Monthly	DD	308	0%	-	308.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for workshop	Monthly	DD	295	0%	-	295.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for cemetery	Monthly	DD	287	0%	-	287.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for MB caravan site	Monthly	DD	254	0%	-	254.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for Harbour master store and MB	Monthly	DD	202	0%	-	202.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for 5 St Michaels business centre	Monthly	DD	183	0%	-	183.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for 1A St Michaels business centre	Monthly	DD	173	0%	-	173.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for park and ride Charmouth	Monthly	DD	144	0%	-	144.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for candles on the cobb pavilion	Monthly	DD	28	0%	-	28.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for store adjacent the kiosk	Monthly	DD	11	0%	-	11.00	Utilities		
02-Jan	DORSET COUNCIL	Rates for parking space 1A St Michaels	Monthly	DD	10	0%	-	10.00	Utilities		
09-Jan	SALARIES	Staff salaries correction 2026	One off	EBP	128.19	0%	-	128.19	Staffing		
15-Jan	BANKLINE	Bank charges - December 2025	Monthly	BLN	41.95	0%	-	41.95	Office Expenses		
20-Jan	WORLDPAY	Transaction charges	Monthly	DD	30.89	0%	-	30.89	Office Expenses		
21-Jan	EDF	Electricity charges- Footway lighting November	Monthly	DD	274.96	0%	-	274.96	Utilities		
21-Jan	EDF	Electricity charges- Footway lighting October	Monthly	DD	250.32	0%	-	250.32	Utilities		
21-Jan	EDF	Electricity charges- Footway lighting September	Monthly	DD	211.98	0%	-	211.98	Utilities		
21-Jan	WORLDPAY	Transaction charges	Monthly	DD	24.66	0%	-	24.66	Office Expenses		
23-Jan	EDF	Electricity charges- Footway lighting December	Monthly	DD	308.77	0%	-	308.77	Utilities		
23-Jan	SALARIES	Staff salaries- January 2026	Monthly	EBP	49654.06	0%	-	49,654.06	Staffing		
29-Jan	HMRC NDDS	Tax and NI contributions- January 2026	Monthly	DD	19682.94	0%	-	19,682.94	Staffing		
					<u>87509.72</u>						
LLOYDS BANK											
02-Jan	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	2,525.50	0%	-	19,682.94	Utilities		
02-Jan	INVESTEC	Photocopier rental charge	Quarterly	DD	357.11	20%	59.52	297.59	Office Expenses		
02-Jan	NW SYSTEMS GROUP	Camera streaming and data usage	Quarterly	DD	104.4	20%	17.40	87.00	Marketing & Tourism		
02-Jan	SOUTHERN ELECTRIC	Electricity charges - Old office final bill	One off	DD	37.88	5%	1.80	36.08	Utilities		
02-Jan	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses		
05-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities		
05-Jan	LYME REGIS WAFFLEHOUSE	Term grants	Quarterly	FPO	3750	0%	-	3,750.00	Grants		
05-Jan	LR FOODBANK	Term grants	Quarterly	FPO	3000	0%	-	3,000.00	Grants		
05-Jan	BOAT BUILDING ACADEMY	Term grants	Quarterly	FPO	2500	0%	-	2,500.00	Grants		
05-Jan	B SHARP	Term grants	Quarterly	FPO	1750	0%	-	1,750.00	Grants		
05-Jan	LR REGATTA CARNIVAL	Term grants	Quarterly	FPO	1625	0%	-	1,625.00	Grants		
05-Jan	LRDT	Term grants	Quarterly	FPO	1500	0%	-	1,500.00	Grants		
05-Jan	LR FOSSIL	Term grants	Quarterly	FPO	1500	0%	-	1,500.00	Grants		
05-Jan	BRIDPORT CAB	Term grants	Quarterly	FPO	1375	0%	-	1,375.00	Grants		
05-Jan	TOWN MILL	Term grants	Quarterly	FPO	1250	0%	-	1,250.00	Grants		
05-Jan	LR XMAS LIGHTS	Term grants	Quarterly	FPO	1000	0%	-	1,000.00	Grants		
05-Jan	TURN LYME GREEN	Term grants	Quarterly	FPO	738	0%	-	738.00	Grants		

05-Jan	LR TOWN BAND	Term grants	Quarterly	FPO	500	0%	-	500.00	Grants
05-Jan	LR VISITOR	Term grants	Quarterly	FPO	500	0%	-	500.00	Grants
05-Jan	CUSTOMER	Refund for beach hut hire	One off	FPO	90	0%	-	90.00	Refunds
05-Jan	CUSTOMER	Refund for Langmoor room booking	One off	FPO	7	0%	-	7.00	Refunds
06-Jan	GRENKELEASING LIM	Photocopier lease	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
06-Jan	GRENKELEASING LIM	Equipment protection	Annually	DD	89	20%	14.83	74.17	Office Expenses
06-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Jan	YU ENERGY	Electricity charges- Shelters	Monthly	DD	1327.62	20%	221.27	1,106.35	Utilities
08-Jan	YU ENERGY	Electricity charges- Harbourstore	Monthly	DD	444.84	20%	74.14	370.70	Utilities
08-Jan	YU ENERGY	Electricity charges- WM car park	Monthly	DD	322.93	20%	53.82	269.11	Utilities
08-Jan	YU ENERGY	Electricity charges- MB car park	Monthly	DD	221.49	20%	36.92	184.58	Utilities
08-Jan	YU ENERGY	Electricity charges- Workshop	Monthly	DD	208.02	20%	34.67	173.35	Utilities
08-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	122.45	20%	20.41	102.04	Utilities
08-Jan	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	120.61	20%	20.10	100.51	Utilities
08-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	87.68	20%	14.61	73.07	Utilities
08-Jan	YU ENERGY	Electricity charges- Bathing office	Monthly	DD	75.39	20%	12.57	62.83	Utilities
08-Jan	YU ENERGY	Electricity charges- Playing field	Monthly	DD	59.98	20%	10.00	49.98	Utilities
08-Jan	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	58.12	20%	9.69	48.43	Utilities
08-Jan	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	57.07	20%	9.51	47.56	Utilities
08-Jan	YU ENERGY	Electricity charges- Old office	Monthly	DD	38.84	20%	6.47	32.37	Utilities
08-Jan	YU ENERGY	Electricity charges- Old office	Monthly	DD	33.26	20%	5.54	27.72	Utilities
08-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	30.23	20%	5.04	25.19	Utilities
08-Jan	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	23.6	20%	3.93	19.67	Utilities
08-Jan	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	17.73	20%	2.96	14.78	Utilities
09-Jan	YU ENERGY	Electricity charges- Mini golf	Monthly	DD	604.09	20%	100.68	503.41	Utilities
09-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Jan	YU ENERGY	Gas charges- Guildhall cottage	Monthly	DD	279.38	20%	46.56	232.82	Utilities
12-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	25.6	0%	-	25.60	Outside Works
12-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
12-Jan	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Jan	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Jan	MAILCHIMP	Email marketing service	Monthly	DEB	17.56	20%	2.93	14.63	Office Expenses
12-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Jan	KEY WHIZZ	Replacement vehicle key	One off	FPO	540	20%	90.00	450.00	Outside Works
14-Jan	ALLSTAR	Fuel bill	Bi-monthly	DD	87.93	20%	14.66	73.28	Outside Works
14-Jan	AMAZON	Enforcement footwear	One off	DEB	45.04	20%	7.51	37.53	Staffing
14-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
14-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Jan	SOUTH WEST WATER	Water charges- MB chalets	Quarterly	DD	1088.17	0%	-	1,088.17	Utilities
15-Jan	SOUTH WEST WATER	Water charges- Mini golf	Quarterly	DD	158.23	0%	-	158.23	Utilities
15-Jan	EE LIMITED	Mobile bundle	Monthly	DD	83.24	20%	13.87	69.37	Utilities
15-Jan	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	69.87	0%	-	69.87	Utilities
15-Jan	AMAZON	Telescopic cleaning pole	One off	DEB	155.04	20%	25.84	129.20	Outside Works
16-Jan	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	466.2	20%	77.70	388.50	Office Expenses
16-Jan	AIB	Transaction charges	Monthly	DD	418.44	0%	-	418.44	Outside Works
16-Jan	PAM WELLBEING	Workplace wellbeing subscription	Annually	FPO	1373.9	20%	228.98	1,144.92	Staffing
19-Jan	EE LIMITED	Mini golf mobile bundle	Monthly	DEB	30	20%	5.00	25.00	Utilities
19-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
19-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Jan	UNITY 5	Zatpark charges	Monthly	DD	514.56	20%	85.76	428.80	Outside Works
20-Jan	WORLDPAY	Transaction charges	Monthly	DD	72	0%	-	72.00	Office Expenses
20-Jan	CUSTOMER	Refund for double beach hut booking	One off	FPO	342	0%	-	342.00	Refunds
20-Jan	CUSTOMER	Refund for double beach hut booking	One off	FPO	84	0%	-	84.00	Refunds
20-Jan	CUSTOMER	Refund for beach hut booking	One off	FPO	82	0%	-	82.00	Refunds
20-Jan	CUSTOMER	Refund for wedding hire deposit	One off	FPO	50	0%	-	50.00	Refunds
20-Jan	CUSTOMER	Refund for PCN charge	One off	FPO	40	0%	-	40.00	Refunds
20-Jan	CUSTOMER	Refund for beach hut booking	One off	FPO	14	0%	-	14.00	Refunds
21-Jan	UNITY 5	Zatpermit annual usage licence	Annually	DD	1200	20%	200.00	1,000.00	Outside Works

Lyme Regis Town Council										
Payments list for February 2026										
Total										
						348,865.07				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
NAT WEST BANK										
02-Feb	DORSET COUNCIL	Rates- Monmouth Beach	Monthly	DD	5920	0%	-	5,920.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Woodmead hall	Monthly	DD	3353	0%	-	3,353.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Cabanya car park	Monthly	DD	1830	0%	-	1,830.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Beach hut site MP	Monthly	DD	1193	0%	-	1,193.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Jubilee pavillion and langmoor rooms	Monthly	DD	1102	0%	-	1,102.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Unit 1 St Michaels Business Centre	Monthly	DD	455	0%	-	455.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Unit 6 St Michaels Business Centre	Monthly	DD	405	0%	-	405.00	Utilities	
02-Feb	DORSET COUNCIL	Rates - TIC	Monthly	DD	383	0%	-	383.00	Utilities	
02-Feb	DORSET COUNCIL	Rates-1st floor Guildhall	Monthly	DD	365	0%	-	365.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Guildhall cottage	Monthly	DD	308	0%	-	308.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Workshop	Monthly	DD	295	0%	-	295.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Cemetery	Monthly	DD	287	0%	-	287.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Caravan site MB	Monthly	DD	254	0%	-	254.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Harbour master store	Monthly	DD	202	0%	-	202.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- 5 St Michaels business centre	Monthly	DD	183	0%	-	183.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- 1A St Michaels business centre	Monthly	DD	173	0%	-	173.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Park and ride	Monthly	DD	144	0%	-	144.00	Utilities	
02-Feb	DORSET COUNCIL	Rates- Candles on the cobb	Monthly	DD	28	0%	-	28.00	Utilities	
02-Feb	DORSET COUNCIL	Rates - Parking space & 1A St Michaels	Monthly	DD	10	0%	-	10.00	Utilities	
11-Feb	HMRC VAT	VAT payment - Oct-Dec 2025	Quarterly	DD	76716.62	0%	-	76,716.62	VAT	
16-Feb	BANKLINE	Bank charges	Monthly	BLN	45.35	0%	-	45.35	Office Expenses	
17-Feb	SALARIES	Staff salaries correction- January 2026	One off	EBP	16.54	0%	-	16.54	Staffing	
19-Feb	WORLDPAY	Transaction charges	Monthly	DD	42.49	0%	-	42.49	Office Expenses	
19-Feb	WORLDPAY	Transaction charges	Monthly	DD	24.9	0%	-	24.90	Office Expenses	
23-Feb	EDF ENERGY	Electricity charges- Footway lighting	Monthly	DD	334.26	5%	15.92	318.34	Utilities	
24-Feb	HMRC NDDS	Tax and NI correction February 2026	One off	DD	4	0%	-	4.00	Staffing	
24-Feb	SALARIES	Staff salaries- February 2026	Monthly	EBP	48812.07	0%	-	48,812.07	Staffing	
27-Feb	PAID REFERRAL FEE	Bank charges	One off	CHG	20	0%	-	20.00	Office Expenses	
					142906.23			142,906.23		
LLOYDS BANK										
02-Feb	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	1445.5	0%	-	1,445.50	Utilities	
02-Feb	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses	
03-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
04-Feb	ABA GROUND CARE	Mulching mower	One off	FPO	18240	20%	3,040.00	15,200.00	Projects	
04-Feb	TRAINLINE	Staff travel expenses	One off	FPO	242.51	0%	-	242.51	Office Expenses	
04-Feb	TRAINLINE	Staff travel expenses	One off	FPO	242.51	0%	-	242.51	Office Expenses	
04-Feb	STAFF	Staff health expenses	One off	FPO	25	0%	-	25.00	Staffing	
06-Feb	AMAZON	Office stationary	One off	DEB	26.94	20%	4.49	22.45	Office Expenses	
06-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
09-Feb	YU ENERGY	Electricity charges- Shelters	Monthly	DD	1292.03	20%	215.34	1,076.69	Utilities	
09-Feb	YU ENERGY	Electricity charges- Cobb road	Monthly	DD	554.23	20%	92.37	461.86	Utilities	
09-Feb	YU ENERGY	Electricity charges- Harbour master store	Monthly	DD	469.69	20%	78.28	391.41	Utilities	
09-Feb	YU ENERGY	Electricity charges- WM car park	Monthly	DD	369.08	20%	61.51	307.57	Utilities	
09-Feb	YU ENERGY	Electricity charges- MB car park	Monthly	DD	226.51	20%	37.75	188.76	Utilities	
09-Feb	YU ENERGY	Electricity charges- Workshop	Monthly	DD	192.14	20%	32.02	160.12	Utilities	
09-Feb	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	126.29	20%	21.05	105.24	Utilities	
09-Feb	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	102.73	20%	17.12	85.61	Utilities	
09-Feb	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	76.52	20%	12.75	63.77	Utilities	
09-Feb	YU ENERGY	Electricity charges- Playing field	Monthly	DD	73.74	20%	12.29	61.45	Utilities	
09-Feb	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	66.46	20%	11.08	55.38	Utilities	
09-Feb	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	62.58	20%	10.43	52.15	Utilities	
09-Feb	YU ENERGY	Electricity charges- Bathing office	Monthly	DD	55.66	20%	9.28	46.38	Utilities	
09-Feb	YU ENERGY	Electricity charges-Guildhall cottage/TIC	Monthly	DD	39.57	20%	6.60	32.98	Utilities	
09-Feb	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	35.22	20%	5.87	29.35	Utilities	
09-Feb	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	30.46	20%	5.08	25.38	Utilities	
09-Feb	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	21.17	20%	3.53	17.64	Utilities	
09-Feb	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	17.79	20%	2.97	14.83	Utilities	
09-Feb	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	17.4	20%	2.90	14.50	Utilities	
09-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities	
09-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
10-Feb	PITNEY BOWES	Postage top up- Magazine	One off	DD	871	0%	-	871.00	Projects	
10-Feb	YU ENERGY	Gas charges- Guildhall cottage	Monthly	DD	600.65	20%	100.11	500.54	Utilities	
10-Feb	UNITY 5	Zatpark charges	Monthly	DD	517.67	20%	86.28	431.39	Outside Works	
10-Feb	BARCLAYCARD	Transaction charges	Monthly	DD	31.62	0%	-	31.62	Outside Works	
10-Feb	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works	
10-Feb	CUSTOMER	Refund for full burial plot	One off	FPO	80	0%	-	80.00	Refunds	
11-Feb	MAILCHIMP	Email marketing service- bundle upgrade	Monthly	DEB	39.96	20%	6.66	33.30	Office Expenses	
11-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
11-Feb	MAX REDWOOD	Event photography	One off	FPO	2488.01	0%	-	2,488.01	Projects	

