



John Wright
Town Clerk

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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 8 July 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
03.07.26

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. Apologies

To receive and record apologies and reasons for absence

2. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 6 May 2026

3. 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.

4. Dispensations

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

5. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 6 May 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.

6. Update Report

To update members on matters previously discussed by this committee

7. Strategy and Finance Objectives

To allow members to review progress of the committee's 2025-26 objectives and to confirm the committee's 2026-27 objectives

8. The Annual Review of the Communications/PR Policy and Procedure

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

9. The Annual Review of the Complaints' Policy and Procedure

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

10. Biodiversity Policy – Draft for Consideration

To allow members to consider the draft Biodiversity Policy submitted by Cllr P. May to the Environment Committee and determine whether the proposed biodiversity provisions should be incorporated into the council's existing Environment Policy

11. Preferred Contractor for Architectural and Building Services Work

To consider the extension of the existing arrangements for the preferred contractor for architectural and building services work

12. Budget Performance, 1 April – 31 May 2026

To inform members of performance against budget from 1 April – 31 May 2026 and of the forecast year-end position at 31 March 2027

13. Investments and Cash Holdings

To inform members of the council's current reserve position

14. List of Payments

To inform members of the payments made in the months of April and May 2026

15. 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

16. 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 15 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 6 MAY 2026

Present

Chairman: Cllr P. May

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

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

25/66/SF

Public Forum

R. James

R. James spoke on behalf of the Cobb Traders in relation to agenda item 11, Request from Cobb Traders – Autumn/Winter Parking Scheme. He said understanding customers was critical to any business and as the council's greatest source of income was car parks, it was concerning that past decisions on charges had been based on revenue data, with little or no consideration for average length of stay, transaction amounts or occupancy levels. He said although revenue was rising as a result of increased charges, this could be conceived as a decline in usage. He said extending the charging period at Monmouth Beach to 9pm was disappointing and he wanted to understand the rationale for the decision and have insight into the data which drove it. He said it was standard to charge more during busy times and less when demand is lower. He said there was much focus on how much money may be lost with the introduction of winter discounts but approaching it with a business mindset could generate extra revenue. He said winter parking discounts were common in coastal locations in the south west, usually from 1 November to 31 March, and data from East Devon District Council's (EDDC) winter parking review in July 2025 suggested it increased the level of transactions. In one example, a 50% reduction led to 20% more transactions than the previous year, despite sea wall refurbishments. He said effective promotion of a winter discount should help attract more visitors and the potential to increase the council's revenue, with the marketing expertise and reach available through the Cobb Traders to promote it. He was pleased to hear Dorset Council (DC) was considering the introduction of dynamic pricing to help encourage visitors during off-peak times, also raising revenue and improving parking efficiency. He was also pleased to hear DC had announced a freeze on parking charges in the current financial year, with Charmouth Road car park being discounted to £1.50 per hour and a £9 all-day tariff, all year round. He said the equivalent charge at Monmouth Beach car park was £26 all day. He

believed introducing a winter parking discount, on a trial basis, offered the town council a good opportunity to be more forward-thinking and businesslike and potentially increase revenue. He hoped the council would give this some serious consideration.

G. Symonds

G. Symonds spoke in relation to agenda item 15, List of Payments, which included a payment of £10k for the cleaning of Marine Parade toilets, which he felt was excessive. He also highlighted a payment to Kitson and Trotman for £22k, which he felt was excessive for a one-off payment.

It was clarified that in both cases, a number of invoices had been paid in one payment before the end of the financial year but related to various activities.

25/67/SF Apologies for Absence

Cllr C. Aldridge – holiday
Cllr S. Larcombe

25/68/SF Minutes

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Ellis, the minutes of the meeting held on 18 March 2026 were **ADOPTED**.

25/69/SF Disclosable Pecuniary Interests

There were none.

25/70/SF Dispensations

There were none.

25/71/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 18 March 2026

Members noted the report.

25/72/SF Update Report

Members noted the report.

25/73/SF Request from Cobb Traders – Autumn/Winter Parking Scheme

The chairman brought this item forward on the agenda.

The finance manager said if members were minded to support a discounted winter parking, it could provide an opportunity for collaboration with the business community, as most of the evidence suggested discounted parking alone didn't bring

in many more visitors, but collaboration with local businesses to also provide discounts would draw people in. She reminded members that the council had budgeted the car park income for 2026-27 so she wouldn't advise taking too much of a risk on this, but suggested a trial in February 2027. She said income at Woodmead car park was around £9k in February, so reducing parking charges by 50% would risk around £4.5k income. Running a trial would then allow the council to gather some data, with a view to entering into a more formal arrangement the following year.

Members agreed a trial would be a sensible option and stressed the importance of working in partnership with local businesses, via Cobb Traders, to give visitors a reason to use the cheaper parking. It was suggested local businesses could offer their own discounts and special offers and this be advertised as a collaborative initiative between the council and Cobb Traders.

However, members were also mindful of the potential impact on the council's finances and the desire to support the local economy while also maintaining its projects, asset investment and grants to local organisations.

An all-day charge of £5 was suggested, but it was noted this would penalise those who only wished to stay for an hour or two.

The town clerk suggested visitors could be charged the normal hourly rate for up to three hours, and thereafter the charge would be capped, creating a maximum charge of £6, with options for paying for only one or two hours. He said support from the Cobb Traders by offering promotions and discounts would be important to draw people in, as without it, it could mean a net loss to the council.

A member asked if Cobb Traders had also asked DC to reduce parking charges.

The chairman allowed T. Mayers from Cobb Traders to speak, who said DC was willing to talk to them and Cobb Traders had suggested parking discounts at Holmbush car park, as well as Charmouth Road car park.

Members noted the concerns about the council's decision to extend the charging hours at Monmouth Beach car park from 6pm to 9pm. The finance manager confirmed data relating to this period could be extracted, so members could review the decision in future.

The finance manager reminded members the parking machines in Woodmead and Monmouth Beach were different, and although officers could amend the tariffs on the machines at Woodmead car park, they couldn't do the same for the Monmouth Beach machines so this would incur a charge.

The town clerk wanted members to understand the potential implications of introducing parking discounts; he said based on historic data, if a £6 cap was applied in all car parks between November and March, it would put £70k of income at risk. He reminded members a significant part of the council's income came from car parks, unlike DC or EDDC where a much smaller proportion came from car parking.

Therefore, anything that affected the town council's parking income would have a much greater impact on its budget.

Members agreed that any trial should be applied to both Monmouth Beach and Woodmead car parks and favoured a trial in February 2027, with a £6 cap after the third hour.

The town clerk confirmed this would mean potential income loss of up to c.£12k, which could be mitigated by initiatives from the Cobb Traders which might increase the number of vehicles parking.

Proposed by Cllr N. Hampton-Rumbold and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to introduce a parking discount trial at Woodmead and Monmouth Beach car parks in February 2027, where parking is paid at the normal hourly rate for the first two hours, and then capped after the third hour, with a maximum £6 charge, recognising that the potential loss of income would be up to c.£12k, and to work with Cobb Traders on an initiative to attract visitors with other local discounts and to work collaboratively on promoting this.

25/74/SF Strategy and Finance Committee - Objectives

Members noted the report.

25/75/SF Renewal of Insurance Provision for 2026-2028

The finance manager confirmed officers were happy with the current providers, Clear Councils, and they had built up a good relationship with them in the first year.

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to authorise the town clerk to enter into a negotiated insurance agreement with Clear Councils from 1 April 2026.

25/76/SF Breaches of Financial Regulations

The finance manager said breaches of financial regulations happened occasionally and it was good governance to report them to the council. She said the breaches totalled just over £3k but clarified that it wasn't the case that the payments shouldn't have been made; they were all authorised in some way before the payments were made.

A member said given the number of transactions the council did, to only have six minor issues was a good achievement.

Proposed by Cllr M. Ellis and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to note the report and approve the management actions proposed to ensure greater compliance with the Financial Regulations.

Cllr C. Reynolds and Cllr M. Ellis left the meeting at 8.07pm.

25/77/SF Potential Fire Station Closures' Consultation

A member said although Lyme Regis fire station was not under threat of closure, the potential closure of Charmouth fire station would put more strain on Lyme Regis and other surrounding stations.

Cllr M. Ellis returned to the meeting at 8.09pm.

Cllrs A. Wood, P. Evans and M. Ellis agreed to formulate the council's response to the consultation.

Proposed by A. Wood and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate a response to Dorset & Wiltshire Fire and Rescue Authority's consultation on the closure of fire stations to the town clerk, in consultation with Cllrs A. Wood, P. Evans and M. Ellis.

25/78/SF Civic Reception

Proposed by Cllr M. Ellis and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve unbudgeted expenditure of £600 for a civic reception for the RNLI on 2 May 2026.

25/79/SF Investments and Cash Holdings

A member asked if the amounts took into account payments made relating to outside seating.

The finance manager confirmed that they did, apart from one payment for £900 which had fallen into the current financial year.

It was noted two investments had matured in April 2026 so officers would be making further investments.

25/80/SF List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr N. Hampton-Rumbold, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in March 2026 for the sum of £381,067.96.

25/81/SF Strawberry Fields Budget for Valuation and Appraisal Work

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

25/82/SF Cyber Security Training

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

25/83/SF Debtors' Report

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

25/84/SF Debt Written off Between 1 April 2025 and 31 March 2026

Proposed by Cllr M. Ellis and seconded by Cllr P. May, 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.

25/85/SF Exempt Business

a) Strawberry Fields Budget for Valuation and Appraisal Work

It was noted that any valuation and appraisal work would be carried out at the council's expense, but the landowner could undertake their own, separate appraisal.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the use of the existing approved £10k budget for an options appraisal at Strawberry Fields for obtaining detailed valuation and development appraisal advice relating to the potential allocation of the site in the emerging Dorset Local Plan for housing purposes.

b) Cyber Security Training

Members noted the importance of completing cyber security training.

The finance manager said if the council suffered a cyber attack and training was not up-to-date, this would affect the council's insurance.

c) Debtors' Report

Members noted the report.

d) Debt Written off Between 1 April 2025 and 31 March 2026

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, members agreed to **RECOMMEND TO FULL COUNCIL** to note the debts of less than £250 written off between 1 April 2025 and 31 March 2026, as authorised by the town clerk as RFO and reported retrospectively to the council.

The meeting closed at 8.30pm.

Committee: Strategy and Finance

Date: 8 July 2026

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 6 May 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

25/75/SF – Renewal of Insurance Provision for 2026-2028

The council has entered into a negotiated insurance agreement with Clear Councils from 1 April 2026, as per the committee recommendation.

25/77/SF – Potential Fire Station Closures' Consultation

A response was submitted to the consultation on behalf of the council by the town clerk in consultation with the delegated members, primarily objecting to the closure of the Charmouth station.

Dorset and Wiltshire Fire and Rescue has since agreed all eight stations under threat of closure, including Charmouth, will remain open and a service modernisation programme will be implemented, subject to a council tax precept rise for fire services and provided there are no other reductions in funding.

25/78/SF – Civic Reception

The actual expenditure for the civic reception was £542.81, within the £600 approved unbudgeted expenditure.

25/81/SF – Strawberry Fields Budget for Valuation and Appraisal Work

The town clerk and deputy clerk have met with the agent acting on behalf of the landowner and initial discussions took place about the next steps and the potential basis of valuation and development, should the site be formally allocated in the final adopted version of the Local Plan.

The agent subsequently wrote on 31 June 2026 setting out his further comments arising from the meeting.

John Wright
Town clerk
July 2026

Committee: Strategy and Finance

Date: 8 July 2026

Title: Update Report

Purpose of the Report

To update members on matters previously discussed by this committee.

Recommendation

Members note the report.

Report

Devolution of Assets and Services

Further to the report to Full Council on 10 September 2025, a formal expression of interest in the transfer of Dorset Council-owned assets and the local delivery of some services currently delivered by Dorset Council was submitted on 3 December 2025.

A copy of that submission has previously been provided to members and was agreed followed a meeting with the members comprising the working group agreed at the 10 September 2025 meeting.

The expression of interest committed neither council to anything, but provided a more formal basis for discussions which had been ongoing for many months.

In the first instance, the discussions are centred around two things:

1. The transfer and local management of all Dorset Council-owned toilets in return for assets or an income stream which leaves this council in a 'no worse off' position.
2. The transfer of responsibility for the day-to-day management of Theatre Square and part of the Church Cliff walkway/sea defence to enable its use for a local market and other suitable events

The discussions with Dorset Council on both issues have progressed well and the town clerk and deputy have held regular meetings with a three-person team established by Dorset Council to progress the matter from their side.

Discussions have been constructive and positive, although the rate of progress has been impacted by third party interests, such as those of The Crown and South West Water in the case of the Church Cliff Walkway and Theatre Square.

It is anticipated that a more detailed report will be brought to members for consideration during the September cycle of meetings.

John Wright
Town clerk
July 2026

Committee: Strategy and Finance

Date: 8 July 2026

Title: Strategy and Finance Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives and to confirm the committee's 2026-27 objectives

Recommendation

Members note the report

Report

1. This is an opportunity for members to sign off the 2025-26 objectives and to confirm the committee's 2026-27 objectives.
2. Members can review progress on the objectives at each meeting. Updates are provided in yellow.
3. This committee's 2025-26 and 2026-27 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 7A**. Updates are highlighted in yellow.
4. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

John Wright
Town clerk
July 2026

APPENDIX 7A

To achieve an unqualified external auditor's letter	N/A	JW/NC	September 2026	
To comply with standing orders and financial regulations	N/A	JW	March 2027	This is an ongoing objective throughout the year.
To implement all internal audit recommendations	N/A	JW/NC	March 2027	This is an ongoing objective throughout the year. Internal audit reports are usually considered in quarters three and four.
To retain the general power of competence	N/A	JW	May 2026	This was considered and reaffirmed at the annual meeting of the council on 27 May 2026.
To review policies and procedures on their review dates	N/A	AM	March 2027	This is an ongoing objective throughout the year.
To perform in accordance with the 2026-27 budget	N/A	JW/NC	March 2027	Quarterly budget reports will be submitted to the Strategy and Finance Committee.
To manage the council's investments	N/A	JW/NC	March 2027	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.
To develop a long-term asset management plan	N/A	MG	August 2026	
To finalise Transparency Code and GDPR compliance	N/A	AM	December 2026	There is still some information to be added to the website to comply with the Transparency Code.
Progress digital office: document storage, planning tool, digital asset mapping S&F	N/A	JW	March 2027	

Continue to explore asset and property transfers from Dorset Council	N/A	JW/MG	March 2027	
Track requirements from the devolution bill and Dorset Council's approach to devolution	N/A	JW	March 2027	
Beach replenishment contribution	15	MG	March 2027	Dorset Council has not yet requested a contribution to beach replenishment.

Committee: Strategy and Finance

Date: 8 July 2026

Title: The Annual Review of the Communications/PR Policy and Procedure

Purpose of Report

To allow members to undertake the annual review of the Communications/PR Policy and Procedure, in accordance with standing order 5.j.xix

Recommendation

Members approve the amended Communications/PR Policy and Procedure

Background

1. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011.
2. Standing order 5.j.xix requires that during the course of the council year, either the Full Council or the relevant committee establishes or reviews the council's policy for dealing with the press/media.
3. The policy and procedure are attached, **appendices 8A and B**.
4. The proposed changes are as follows:
 - Removal of section 3.6 – in reality, official statements are almost always provided by email, and an official document bearing the council's masthead is not required. The officer's title and contact details are provided in the email signature and the email is dated.
 - Section 4.6 – included a reference to the council magazine
 - The implementation and review dates.
5. Deletions are struck through on the attached documents and additions are shown in red.
6. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Adrianne Mullins
Assistant town clerk
July 2026

Policy

Communications and Public Relations

Purpose

To define the roles and responsibilities within Lyme Regis Town Council for working with the press and media.

To support good internal and external communications.

To help ensure the town council operates and communicates information in a transparent and open manner.

To help ensure the town council provides the public and press with accurate and timely information, communicated in a professional manner.

To help achieve effective two-way communications between the council and the local, regional and national press to promote and enhance the reputation of both the council and the town of Lyme Regis.

To help ensure the town council's image and reputation are communicated in a cohesive, consistent and positive manner.

Policy

For the purpose of this policy, external communications define four main mediums:

1. Printed materials – E.g. newsletters, posters
2. Electronic materials – E.g. email, website, social media
3. Media relations – E.g. press releases, media enquiries, press statements
4. Public relations – E.g. events, council meetings

All communications' activity should reflect the principles of confidentiality, Data Protection, General Data Protection Regulation, Freedom of Information, and copyright, and the Code of Recommended Practice on Local Authority Publicity 2011, with reference to the Local Government Acts 1986 and 1988.

This policy is also supported by the town council's standing orders and code of conduct.

Supporting Procedure

This policy is supported by a Communications and PR Procedure.

Implementation date: July 2026

Review Date: July 2027

Adrianne Mullins
Assistant town clerk
July 2026

DRAFT

Communications and PR Procedure

1. Introduction

- 1.1 This procedure supports the Communications and PR Policy and should be read in conjunction with this policy.
- 1.2 This procedure should also be read in conjunction with the town council's standing orders and code of conduct. Standing order 22.a. states: 'Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media'.
- 1.3 The town council recognises its responsibility to help communicate accurate and timely information to the press and public in a professional manner. Proper co-ordination will ensure that messages put out by the council are consistent and accurate.
- 1.4 The council is accountable to the local community for its actions and this can only be achieved through effective two-way communication.
- 1.5 The purpose of the town council's Communications and PR Policy and Procedure is to ensure its members and staff effectively communicate this information to promote the openness and transparency of the council.
- 1.6 The town council also recognises the distinction between communication from 'the town council', and communication from individuals as 'councillors'.
- 1.7 Communication of information may be viewed in four main mediums; print, electronic, media relations, and public relations. However, communication with the press and public takes place every day on a very basic level, i.e. desk enquiries, speaking to residents in the street.
- 1.8 The town council respects freedom of speech and this procedure is not intended to restrain this.
- 1.9 Local councils and their representatives are governed by national legislation and codes of practice. The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. Communications activity must adhere to the Code of Recommended Practice on Local Authority Publicity 2011, which provides guidance on the content, style, distribution and cost of local authority publicity. This code is statutory guidance and therefore councils must have regard to it and follow its provisions. Copies of these documents are available for inspection in the council office.
- 1.10 All publicity will be produced in line with the council's equality and diversity guidelines.

2. Handling General Requests

- 2.1 All staff and councillors are responsible for communicating basic and routine information to the press and public in relation to their specific job duties or role within the council and its committees.

- 2.2 Requests for information outside of the remit of an individual's responsibilities should be referred to the relevant member of staff or councillor.

3. Responding to media enquiries

- 3.1 The town council respects the media's role in delivering information to the public and responses will be given in recognition of deadlines, which are crucial to effective media relations.
- 3.2 The media are crucially important in conveying information to the community, so the council must maintain positive, constructive media relations.
- 3.3 The media work on behalf of the local community to hold the council to account for its policies and actions, and it is therefore important that they have access to officers and members and to background information to help them in this role.
- 3.4 Requests for interviews, information or photographs from the media should be referred initially to the assistant town clerk, or in their absence, to the deputy town clerk.
- 3.5 Any response will be collated in conjunction with the town clerk, deputy town clerk, or operations manager. Where possible, responses will be given by committee chairmen, or in their absence, vice-chairmen. All responses will be signed off by the town clerk, or in their absence, the deputy town clerk.
- ~~3.6 Official statements from the town council must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.~~
- 3.7 Statements made must reflect the minuted opinion of the council, where applicable.
- 3.8 Councillors may be approached directly by the media and can provide responses, making it clear that the views given are their own and not necessarily those of the council. Members should not claim to be commenting on behalf of the town council.
- 3.9 The town council recognises that councillors have private lives and may be approached by the media in relation to their roles outside of the council. In this instance, members must make it clear they are not commenting as an elected councillor or on behalf of the town council.
- 3.10 Requests to take photographs of councillors or staff in relation to council business must be agreed by the individual and in the case of staff, by their line manager.
- 3.11 There is no out-of-hours media relations service, although councillors can be contacted outside of normal office hours as their contact details are available in the public domain. In extreme circumstances, the town clerk is listed as the contact in the council's emergency procedure and will liaise with the media if necessary.
- 3.12 The council should not pass comment on anonymous allegations or allegations about individual councillors or staff.

- 3.13 The council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.
- 3.14 Members and staff must alert the town clerk as soon as a potentially positive or negative issue which may attract media interest becomes known. They should not wait until contact is made by the media.

4. Issuing news releases

- 4.1 As well as responding to media requests, the town council will pro-actively issue news releases and distribute them to the relevant media.
- 4.2 Press releases must be issued on a document bearing the council's masthead, an appropriate title, dated, and with details of who to contact for further information.
- 4.3 Press releases are non-party political and wherever possible will include a quote from a councillor.
- 4.4 Releases will not publicise the activities of individual councillors or persuade the general public to hold a particular view.
- 4.5 Photographs may be issued with the news releases and captions must be included in the release. If photographs include councillors or staff, point 3.10 will apply.
- 4.6 Press releases will be sent by email to the relevant media, displayed on the town council website, on the council's social media pages, **in the council magazine**, and if applicable on the tourism website.
- 4.7 The assistant town clerk will be responsible for developing news releases in conjunction with the relevant councillor or staff member. Any other officer or members may draft a press release, but they must be issued through the council office in line with points 4.2 to 4.6, and in agreement with the town clerk, or in their absence the deputy town clerk.
- 4.8 Letters to the editor of a newspaper do not qualify as press releases and caution is advised when submitting a letter of this kind. It may be appropriate for the council to submit a letter on occasions, such as correcting factual errors. These letters should be factual and brief.
- 4.9 Other ways to correct inaccurate reporting about the council include issuing a separate news release, a conversation with the journalist concerned, a personal letter to the editor, or legal advice.
- 4.10 Officers and members have a responsibility to identify newsworthy items and seek opportunities where it may be beneficial to issue a press release.
- 4.11 Although not common practice within this council, councillor press releases may be issued. These are personal releases and are written and issued by the councillor responsible. This type of release may or may not be political and should not include the name of any officer, use the council masthead or crest, or the council telephone number, address, or email as a point of

contact. It would be beneficial for copies of intended releases to be provided to the town clerk in advance of their release to the press.

5. Media attendance at council meetings

- 5.1 Local media outlets will be provided on request with the agendas, reports and minutes of meetings, prior to them taking place, as required by the Local Government Act 1972.
- 5.2 The press will be provided with reasonable facilities, i.e. seating and a desk, at meetings or part of a meeting at which they are entitled to be present, as outlined in standing order 3.o.
- 5.3 The photographing, recording, broadcasting or transmitting the proceedings of meetings by the media is outlined in standing order 3.m and 3.n.

6. Council website

- 6.1 The council website should provide an informative online resource for residents and visitors, giving information about the council, the town, councillors and staff, services provided by the council, the local community, news, links to useful websites, minutes and agendas, and a search facility.
- 6.2 Information on the website should be accurate and kept up-to-date.
- 6.3 Press releases and council notices should be displayed in the news section of the website.

7. Council magazine

- 7.1 The council will produce a monthly magazine, LymeLiving., providing residents and visitors with interesting and informative news about the council, its staff and members, and organisations and community issues linked to council. Submissions from community groups will be accepted. There is no paid-for advertising and submissions from commercial enterprises will not be accepted.
- 7.2 The magazine will be published 10 times a year, with no editions in September and January.
- 7.3 The newsletter will be distributed by post to anyone who requests a copy. These will be sent from the council office via Royal Mail. A digital newsletter will be emailed to anyone who subscribes. Copies will also be made available at community collection points in Lyme Regis.
- 7.4 The newsletter will be edited by the assistant town clerk, with the communications officer as the editorial assistant. Councillors are encouraged to submit ideas for inclusion in the magazine.
- 7.5 The council will maintain editorial control and reserves the right to refuse or amend submitted copy and photographs.

8. Council noticeboards

- 8.1 Priority is given on the council's noticeboards to official council documents, such as agendas, public notices, election information, and legal issues affecting the council.
- 8.2 Where possible, the council will display posters and information for community related issues.

9. Publicity in Election Periods

- 9.1 In the period between the notice of an election and the election itself, the council is subject to rules which impact on how it can communicate with the public.
- 9.2 During this period, council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual members or groups of members. This ensures that no individual councillor gains an unfair advantage by appearing in official publicity.
- 9.3 In these circumstances, where a quote is required, the relevant officer may be quoted.

Implementation date: July 2026

Review Date: July 2027

Adrianne Mullins
Assistant town clerk
July 2026

Committee: Strategy and Finance

Date: 8 July 2026

Title: The Annual Review of the Complaints' Policy and Procedure

Purpose of Report

To allow members to undertake the annual review of the complaints' policy and procedure, in accordance with standing order 5.j.xvii

To allow members to consider the volume and nature of complaints received

Recommendation

- a) Members approve the complaints' policy and procedure
- b) Members note the volume and nature of complaints received since August 2025

Background

- 1. Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 2. The policy and procedure are attached, **appendices 9A and B**.
- 3. There is one proposed amendment at section 3.1 of the procedure, as well as the implementation and review dates.
- 4. Paragraph 2.3 of the policy states a report on the volume and nature of complaints will be presented alongside the annual policy review.
- 5. Since August 2025 when the complaints' policy and procedure was last reviewed, 15 complaints were received about town council operations, compared with 28 the previous year. There have been four 'official' complaints dealt with through the complaints policy and procedure. Where complaints concerned other organisations, complainants were directly referred to those organisations.
- 6. The complaints made to Lyme Regis Town Council were:

Dogs	8
Beach huts	1
Parking	1
Staff	1
Non-resident permits	1
Traffic	2

Lights in gardens not multicoloured	1
Total	15

Adrienne Mullins
 Assistant town clerk
 July 2026

Complaints Policy

1. Introduction

- 1.1 Standing order 5.j.xvii requires the council to have a complaints' procedure and for that procedure to be reviewed each year either by the Full Council or following consideration and recommendation from the relevant committee.
- 1.2 This policy sets out the rationale for a complaints' policy and provides a definition of what qualifies as a complaint and what doesn't qualify as a complaint. The process for administering complaints is detailed separately in a procedure.

2. The Rationale

- 2.1 The council recognises that mistakes and misunderstandings occur and that such instances can consume a disproportionate amount of time and can have an adverse affect on the council's reputation. The approach adopted in this policy and attached procedure is about complaint rectification, resolution and learning.
- 2.2. An effective complaints' management system can make good any mistakes and misunderstandings and help to maintain and build relationships with those with whom we work. Towards this end, the town clerk will provide members with an annual report that identifies the number and type of complaints received. The policy objectives are to:
 - 2.2.1 Provide a fair complaints' procedure which is clear and easy to use
 - 2.2.2 Publicise the existence of its complaints' procedure so that people know how to contact us to make a complaint
 - 2.2.3 Make sure that everyone in the council knows what to do if a complaint is received
 - 2.2.4 Make sure complaints are investigated fairly and in a timely way
 - 2.2.5 Make sure that complaints are, wherever possible, resolved and that relationships are repaired
 - 2.2.6 Gather and use information to help us improve what we do.
- 2.3 To achieve this last policy objective an annual report will be presented to the council on the volume and nature of complaints. The report will be presented alongside the annual review of this policy.

3. The Definition

- 3.1 For the purpose of this policy, a complaint is defined as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
 - 3.1.1 We have done something wrong
 - 3.1.2 We have not done something we should have done
 - 3.1.3 We have not treated someone in a professional or civil manner
 - 3.1.4 We have not achieved a standard that we have set for ourselves.

4. Complaints that are Excluded

4.1. This policy excludes certain types of complaints:

- 4.1.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
- 4.1.2 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
- 4.1.3 If it is a year or more since the complainant became aware of the issue
- 4.1.4 A previous or similar complaint has been made and considered
- 4.1.5 It is a persistent or vexatious complaint with no grounds
- 4.1.6 The complaint is being made to cause disruption or annoyance.

5. Review

5.1 This policy will be reviewed in July 2027 or sooner if there are changes in legislation or best practice.

Supporting Procedure

This policy is supported by a complaints' procedure.

Implementation date: July 2026

Review Date: July 2027

John Wright
Town clerk
July 2026

Complaints Procedure

1. Introduction

- 1.1 This procedure should be read in conjunction with the council's complaints' policy. The emphasis in this policy is on rectification and resolution, and this is reflected within this procedure.
- 1.2 The procedure isn't a substitute mechanism for resolving relatively minor issues: these should be addressed as part of the day-to-day operation of the council. It is a mechanism for addressing major service failures, persistent service deficiencies, and poor attitude.
- 1.3 The council defines a complaint in its complaints' policy as an expression of dissatisfaction, whether justified or not, about any aspect of the council's activities. Typically, a complaint may arise when:
 - 1.3.1 We have done something wrong
 - 1.3.2. We have not done something we should have done
 - 1.3.3. We have not treated someone in a professional or civil manner
 - 1.3.4. We have not achieved a standard that we have set for ourselves.
- 1.4. The complaints' policy excludes certain types of complaints:
 - 1.4.1 A complaint by an employee against another employee; these matters are dealt with under the council's disciplinary and grievance procedures
 - 1.4.2 A complaint by a member against an employee; these matters are dealt with under the council's disciplinary and grievance procedures
 - 1.4.3 Complaints against councillors; these are dealt with by Dorset Council's monitoring officer
 - 1.4.4 If it is a year or more since the complainant became aware of the issue
 - 1.4.5 A previous or similar complaint has been made and considered
 - 1.4.6 It is a persistent or vexatious complaint with no grounds
 - 1.4.7 The complaint is being made to cause disruption or annoyance.
- 1.5 Consequently, if issues can be dealt with outside this policy to the satisfaction of a complainant, then this procedure should not be deployed.

2. The Procedure

- 2.1 Complaints should normally be addressed to the town clerk.
- 2.2 The town clerk will decide who should consider and respond to the complaint: this will normally be the deputy town clerk, the operations manager, finance manager, support services manager or the town clerk.
- 2.3 If the complaint is specifically about the town clerk, the complaint should be addressed to the Mayor. The Mayor will decide how the complaint should be investigated.

- 2.4 Acknowledgement of all complaints will take place within three working days.
- 2.5 The town clerk will also appoint a member of staff, who has no involvement in the complaint, to contact the complainant to clarify the precise nature of the complaint, to establish what the complainant wants the council to do to, and to discuss the process and timescale for resolution. This member of staff will not be involved in investigating or responding to the complaint: their role is to act as the complainant's 'friend'.
- 2.6 If the complaint is about council policy which is being considered, the complainant will be advised that they should raise their concerns during the public forum of the relevant council committee meeting where the issue is under consideration.
- 2.7 If the complaint is about existing council policy or the absence of a policy, the complainant will be advised that they should raise the matter during the public forum of a Full Council meeting where any issues can be raised, regardless of whether or not it is on the agenda.
- 2.8 If a policy decision has already been made by the council, the complainant will be informed that the issue will not be re-opened for six months from the decision date unless there are exceptional grounds.
- 2.9 If the complaint is about any other aspect of council's business or service they will normally receive a response from the investigating officer within 10 working days.

3. Appeal

- 3.1 A complainant has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members which will be constituted from the Mayor and committee chairmen, **or vice-chairmen if chairmen are not available.**
- 3.2 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 3.3 If it isn't possible to respond within 10 working days, the complainant will be written to explaining why a response can't be provided and will be given a revised timescale.

4. Complaints against council employees

- 4.1 The process will follow the same as 2.1, 2.2, 2.3, 2.4 and 2.5
- 4.2 The complainant will normally receive an acknowledgement from the investigating officer within 5 working days.
- 4.3 An investigation will take place, which may involve meetings with the complainant, the employee complained against and anyone else with information relevant to the complaint. The investigating officer will inform the complainant and the employee complained against of the outcome of the investigation.

- 4.3 A complainant and the employee complained against has the right to appeal against a decision. The appeal should normally be made within 20 working days of being notified of the decision. The appeal will be heard by a panel of three members.
- 4.4 The panel will normally consider the appeal within 20 working days of notification and will inform the complainant of their decision within 10 working days.
- 4.5 If it isn't possible to consider the appeal within 20 working days or to inform the complainant of the decision within 10 working days, the complainant will be written to explaining why there has been a delay and they will be given a revised timescale.

5. Review

- 5.1 This procedure will be reviewed in July 2027 or sooner if there are changes in legislation or best practice.

Supporting Policy

This policy is supported by a complaints' procedure.

Implementation date: July 2026

Review Date: July 2027

John Wright
Town clerk
July 2026

Committee: Strategy and Finance Committee

Date: 8 July 2026

Title: Biodiversity Policy – Draft for Consideration

Purpose of Report

To allow members to consider the draft Biodiversity Policy submitted by Cllr P. May to the Environment Committee and determine whether the proposed biodiversity provisions should be incorporated into the council's existing Environment Policy

Recommendation

Members review the proposed draft Biodiversity Policy and determine whether the proposed should be adopted and incorporated into the council's existing Environment Policy

Background

1. A draft Biodiversity Policy, based on a model policy published by the Society of Local Council Clerks (SLCC), was submitted by Cllr P. May and presented to the Environment Committee on 29 April 2026 for consideration.
2. The draft policy is intended to provide a framework for the council's approach to biodiversity, including recognising statutory and moral responsibilities, embedding biodiversity considerations into decision-making, protecting and enhancing habitats on council-owned land, and working with partners and the wider community.
3. During consideration of the report, members were also invited to consider whether biodiversity actions should be incorporated within the council's existing Environment Policy, rather than introducing a standalone Biodiversity Policy.
4. Following advice from the town clerk, it has been confirmed that all council-wide policies fall within the remit of the Strategy and Finance Committee, in accordance with the council's Terms of Reference and Scheme of Delegation.
5. The Terms of Reference and Scheme of Delegation 2025, section 3, paragraph 3.1.6, states:

"Establish and review council-wide policies that are not within the remit of other committees and beyond the remit of a single committee."

Report

6. A copy of the draft Biodiversity Policy submitted by Cllr May is attached at **appendix 10A**.
7. Members are invited to consider whether the biodiversity principles and commitments contained within the draft policy submitted by Cllr May should be adopted and incorporated

into the council's existing Environment Policy, rather than establishing a separate standalone Biodiversity Policy.

8. Incorporating biodiversity provisions within the existing Environment Policy may provide a more streamlined and integrated approach to environmental management, avoiding duplication across multiple policy documents and reducing the need to maintain a separate Biodiversity Policy.
9. Should members support the proposed Biodiversity Policy, officers will review the Environment Policy and incorporate any necessary amendments
10. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Sam O'Connell
Operations manager
July 2026

INTRODUCTION - STATUTORY DUTY

Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity.

Government guidance published in May 2023 clarifies that, as a public authority, town and parish councils must:

- consider what they can do to conserve and enhance biodiversity.
- agree policies and specific objectives based on their consideration.
- act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance required all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024 (though this is not being policed for town and parish councils). They were required to agree their policies and objectives as soon as possible after this and must then reconsider the selected actions within five years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- have biodiversity as an agenda item for a meeting (if not already, as soon as possible).
- note what action they are already taking to conserve and enhance biodiversity.
- agree what further steps they should take to conserve and enhance biodiversity.

Such steps may include:

- reviewing what biodiversity or nature recovery plans are already in place from other local authorities, e.g. potential for jointly-supported wildlife corridors.
- making contact with local voluntary groups working on nature conservation.
- carrying out a biodiversity audit of council landholdings and/or the whole council area, potentially involving residents in a “BioBlitz”
- gathering expert advice on possible actions in support of biodiversity, such as from Caring for God's Acre and the Eco Church initiative in respect of churchyards
- drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Many of these matters are covered in the LRTC Environment Committee’s Climate Action Plan (CAP). It is proposed that the CAP also includes our biodiversity action plan.

Whatever action is agreed, as a minimum local councils could ensure they also address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a proposed version is attached.

BIODIVERSITY POLICY

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Lyme Regis Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

Land and property management

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

The Council will:

- raise public awareness of biodiversity issues, including through its website, briefings, magazine and social media posts.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING AND REVIEW

The council will continually improve and monitor biodiversity performance by conducting annual biodiversity reviews against its objectives and by monitoring key performance indicators. The audit will feed into the council's annual corporate report and the council's strategic five-year plan.

This policy will be reviewed every three years or sooner if there are changes in legislation or best practice.

Implementation date: May 2026

Review date: May 2029

John Wright

Town clerk

May 2026

DRAFT

Committee: Strategy and Finance

Date: 8 July 2026

Title: Preferred Contractor for Architectural and Building Services Work

Purpose of Report

To consider the extension of the existing arrangements for the preferred contractor for architectural and building services work

Recommendation

- a) Members agree to extend the appointment of Crickmay Stark Ltd of Dorchester as the council's preferred contractor for architectural and building services support work for a further period of 12 months from 1 August 2026 on the basis of no retaining fee and to the payment at agreed rates solely for work undertaken
- b) Subject to satisfactory performance and to a sufficient pipeline of relevant work, agree to delegate authority to approve up to two further extensions of 12 months each, on the same payment basis as above, to the town clerk in consultation with the chairmen of both this committee and the Town Management and Highways Committee.
- c) That at the end of the no more than three years from 1 August 2026 and subject to there being a sufficient ongoing need, the contract for architectural and building services support work be re-advertised on a competitive basis.

Background

- 1. At its meeting on 23 July 2023, Full Council considered the report attached as **appendix 11A**.
- 2. Members agreed to appoint Crickmay Stark Ltd of Dorchester as the council's preferred contractor for architectural and building services support work for a period of three years from 1 August 2023 based on their submitted rates, their work for the council prior to that date, e.g., seafront kiosk and flat roof, their local presence and their multidisciplinary team.
- 3. Since that time, they have supported the council in the delivery of a range of key building-related objectives, including the move to new offices, the work to the Monmouth Beach stores and the repair of Cemetery Lodge. Not only has architectural work been undertaken, including the submission of relevant planning applications and applications for Listed Building Consent, but also tender preparation, tender evaluation and project management work, including taking on the role of principal designer. The latter role is one which no council employee is able/qualified to undertake.
- 4. Their performance has been consistently good and their cost in line with submitted rates and industry standards.

5. Ongoing projects involving their critical input include repairs to the Guildhall, repairs to the churchyard wall and works connected with the disposal of the former offices.

Report

6. Because of both the ongoing work and anticipated new/additional work, such as further ongoing maintenance to the Guildhall and other work likely to emerge through the asset management plan, such as further work at the cemetery, the officer view is that the appointment of Crickmay Stark needs to be extended, albeit on a more incremental basis than was agreed in 2023.
7. If members support the principal of an extension of the existing contract, then the officer suggestion is that it be on the following basis:
- Members agree to extend the appointment of Crickmay Stark Ltd of Dorchester as the council's preferred contractor for architectural and building services support work for a further period of 12 months from 1 August 2026 on the basis of no retaining fee and to the payment at agreed rates solely for work undertaken
 - Subject to satisfactory performance and to a sufficient pipeline of relevant work, agree to delegate authority to approve up to two further extensions of 12 months each, on the same payment basis as above, to the town clerk in consultation with the chairmen of both this committee and the Town Management and Highways committee.
 - That at the end of the no more than three years from 1 August 2026 and subject to there being a sufficient ongoing need, the contract for architectural and building services support work be re-advertised on a competitive basis.
8. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Mark Green
Deputy town clerk
July 2026

Committee: Full Council

Date: 26 July 2023

Title: Preferred Contractor for Architectural and Building Services Work

Purpose of Report

To inform members of the current position with the procurement of a preferred contractor for architectural and building services work

Recommendation

Members note the current position with the procurement of a preferred contractor for architectural and building services work and consider whether the selection process be extended to encourage a better response, in which case any final selection be delegated to the town clerk in consultation with the of the Strategy and Finance Committee

Background

1. Members have agreed to procure a preferred contractor for architectural and other building-related services for an initial period of three years.
2. The selection of a preferred contractor would enable the council's agreed building-related objectives to progress without needing to go through an individual procurement and selection process for each project.
3. It has previously been noted that such an arrangement is common practice, especially in larger authorities with a greater number of property projects. It allows a demonstration of 'best value' without the inefficiency of multiple individual procurement processes.
4. Expressions of interest and rates have been sought from local and regional practices which were felt to have the multi-disciplinary capacity and experience to provide the range of services required by the council.

Report

5. Similar to other recent procurement processes, the result of this process has been extremely poor, with only one response from Crickmay Stark of Dorchester.
6. Given the arrangement is intended to last for three years in the first instance and having regard to the potential value of the work, member s may feel that a selection cannot be made on the basis of such a poor response and that a further attempt should be made to obtain wider interest. On the other hand, it would be possible to accept the one proposal received given that a competitive process has been gone through.
7. If members agree to invite further expressions of interest, the intended timescale would be to impose a deadline of noon on Friday 18 August 2023.

8. Members have previously expressed a desire to be involved in the selection process for this work and the suggestion is that any final selection be delegated to the town clerk in consultation with the chairman of the Strategy and Finance Committee.

Mark Green
Deputy town clerk
July 2023

Committee: Strategy and Finance

Date: 8 July 2026

Title: Budget Performance, 1 April – 31 May 2026

Purpose of Report

To inform members of performance against budget from 1 April – 31 May 2026 and of the forecast year-end position at 31 March 2027

Recommendation

Members note the report

Report

1. The budget from 1 April – 31 May 2026 is detailed below.
2. The council's cash position at 31 March 2026 was c.£1.534k. 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 2026-27 budget-setting process:

Expenditure	Budget £	Forecast £
Garden handrails	£10,000	£10,000
Red arrows	£10,000	£10,000
Line marking WM & MB	£5,000	£5,000
Electric tools	£15,000	£15,000
Cemetery drive	£5,000	£5,000
Repairs to Lister room- The Terrace	£6,000	£6,000
Replacement fence Woodmead/ View Road	£5,000	£5,000
Further works to pavilion roof	£5,000	£5,000
Beach replenishment contribution	£15,000	£15,000
Sculpture trail	£3,000	£3,000
New shelter tables and chairs	£10,000	£10,000
Beach weddings	£1,500	£1,500
Employee benefits	£10,000	£10,000
Replacement woodland walkway	£10,000	£10,000
Opening the guildhall to public	£2,000	£2,000
New webcam pavilion and cobb	£6,000	£6,000

Replacement electric litter wagon	£15,000	£15,000
Biodiversity of the gardens	£15,000	£15,000
Minigolf event	£1,000	£1,000
Lyme in Bloom	£1,000	£1,000
Sporting Lyme	£2,000	£2,000
Event sponsorship	£1,000	£1,000
Hospitality	£500	£500
Total	£154,000	£154,000

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

Unbudgeted expenditure	Budget £	Forecast £
Silver CLO status	£2,500	£2,500 ¹
RLNI civic service	£600	£600 ²
Reprinting of the town map	£3,000	£3,000 ³
Total	£5,850	£5,850

6. The budgets for a number of 2023-24, 2024-25 and 2025-26 projects, whether partially complete or incomplete, were carried over to be achieved in 2026-27. 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
Church wall repairs	£25,000	£25,000	£25,000
Strawberry field valuation	£10,000	£9,700	£9,700 ⁴
Total		£34,700	£34,700
2024-25 projects			
Church walls	£30,000	£30,000	£30,000
Guildhall repairs	£50,000	£50,000	£50,000
Bell Cliff steps/railings	£25,000	£25,000	£0 ⁵
Total		£105,000	£80,000

¹ Agreed at Full Council on 13 May 2026

² Agreed at Full Council on 13 May 2026

³ Agreed at Full Council on 13 May 2026

⁴ Agreed at Full Council on 13 May 2026 to reallocate the approved budget from a general appraisal to obtaining detailed valuation and development appraisal advice relating to the potential allocation of the site in the emerging Dorset Local Plan for housing purposes.

⁵ Agreed at Full Council on 27 May 2026

2025-26 projects	Original Budget	Remainder deferred	Forecast spend
Church walls	£5,000	£5,000	£5,000
Sculpture trail	£6,000	£1,700	£1,700
Guildhall repairs	£50,000	£50,000	£50,000
Garden paths	£100,000	£61,095	£61,095
Office disposal professional fees	£10,000	£5,890	£5,890
Works to the Lynch	£7,000	£7,000	£7,000
Youth council	£4,000	£4,000	£4,000
Electric hedge trimmer	£1,400	£1,400	£1,400
Floral competition	£1,000	£1,000	£1,000
Sporting Lyme	£2,000	£2,000	£2,000
Noticeboards	£4,000	£4,000	£4,000
Tree planting schemes	£5,000	£5,000	£5,000
Follow up on EPC recommendations	£5,000	£5,000	£5,000
Biodiversity projects	£5,000	£5,000	£5,000
Garden signs	£5,000	£5,000	£5,000
Total	£210,400	£163,085	£163,085

7. The year-end income forecast is £2,405,927 and the year-end expenditure forecast is £2,883,595, creating a forecast loss of £477,668.
8. The closing cash position on 31 March 2026 was £1,533,777; the forecast year-end cash position at 31 March 2027 is £1,056,109.

	Actual to May 26	Budget to May 26	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 27
Income						
Precept	81,627.00	81,627	0	0%	163,254	163,254
Car parks	280,416.60	231,522	48,894	21%	1,192,990	1,210,990
Chalets/day huts/caravans	396,168.77	390,000	6,169	2%	477,462	477,462
Concessions	12,400.00	4,725	7,675	162%	9,450	12,400
Alfresco seating	-900.00	26,780	-27,680	(103%)	26,780	-27,208
Commercial rents	156,998.23	150,000	6,998	5%	272,208	272,208
Advertising	3,062.43	2,500	562	22%	8,700	8,700
Amenity area	25,011.90	34,734	-9,722	(28%)	149,224	149,224
Cemetery	1,330.00	1,117	213	19%	6,700	6,700
Licenses	11,000.00	11,000	0	0%	12,623	12,623
Other	76,575.18	9,787	66,788	682%	19,574	84,574
Investments	3,824.52	6,667	-2,842	(43%)	40,000	35,000
	1,047,514.63	950,459	97,056	4%	2,378,965	2,405,927
Expenditure						
Office administration	66,291.66	43,187	23,105	53%	116,083	136,083
Rent	0.00	3,992	-3,992	(100%)	59,816	62,316
Licensed land	0.00	0	0	0%	3,171	3,171
Democratic representation	2,571.89	6,374	-3,802	(60%)	38,241	38,241
Outside works	55,511.85	65,099	-9,588	(15%)	371,695	371,695
Grants/SLA	35,855.00	18,750	17,105	91%	163,444	163,444
Utilities	237,048.48	215,322	21,727	10%	342,120	342,120
Staffing	180,366.25	207,244	-26,878	(13%)	1,243,466	1,247,666
Marketing	12,446.34	8,038	4,409	55%	48,226	81,226
Misc	0	0	0	0%	0	
Loan charges inc interest	0	0	0	0%	0	
	590,091.47	568,005	22,086	1%	2,386,260	2,445,960
Gross Profit/(Loss):	457,423	382,454	74,970		-7,296	-40,034
Projects 2026/27	22,312.65					154,000
Unbudgeted expenditure	1,022.78					5,850.00
Deferred projects from 23/24	47,592.74					34,699.72
Deferred projects from 24/25	1,200.00					80,000.00
Deferred projects from 25/26	320.00					163,084.82
Net Profit/(Loss):						-477,668.15

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.£18k over budget, driven by higher than anticipated visitor numbers in the first two months of the financial year, supported by exceptional weather conditions. This variance is slightly offset by a forecast loss of £12k due to the agreed trial reduction in car park fees in February 2027.
- Chalet, day hut and caravan income remain as budgeted. There is potential for additional transfer fee income from the sale of units; there are currently three units on the market.
- Concession income is forecast c.£3k over budget due to new year arrangements.
- Al fresco income is forecast as a deficit of c.£27k. This is a result of Dorset Council classifying Marine Parade as a highway in December 2025. This is no longer an income stream for the council.

- Amenity area income is expected to remain as budgeted. While income was lower than expected during the first two months of the year, the shortfall is expected to be recovered over the remainder of the year.
- Other income is forecast at c.£83k; this includes c.£60k from the sale of 48 Marine Parade day hut, increased wedding income of £1k and a further estimated £5k of wedding income.
- Investment income is forecast at £5k below budget, due to reduced interest rates.
- Precept, commercial rent, advertisement, cemetery, license income are forecast to remain as budgeted.

10. The main reasons for expenditure variation are:

- Office administration is forecast c.£20k over budget due to increased legal costs associated with the outside seating.
- Rent is forecast c.£2.5k over budget due to anticipated park and ride costs. As the season is still underway, this forecast is based on current estimates and will be refined once final figures are received at the end of the season.
- Staffing is forecast at c.£4.2k over budget due to the agreed increase in salary for the lengthsman. There is also potential for additional staffing costs associated with the town clerk/RFO position later in the year; however, the financial impact cannot yet be quantified until the appointment has been made.
- Marketing is forecast c.£33k over budget, primarily due to a projected overspend of c.£27k on the production of the Lyme Living magazine. This reflects higher than budgeted production and postage costs, together with photography costs that were not factored into the original budget. A further overspend of c.£6k is forecast in relation to the resident's event.
- Licensed land, democratic representation, outside works, grants and utilities are forecast to remain as budgeted.
- Projects and unbudgeted expenditure for 2023-26 total £437,635. 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 22 July 2026.

Naomi Cleal
Finance manager
July 2026

Committee: Strategy and Finance

Date: 8 July 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 May 2026

Background

1. The council's cash holding at the beginning of the 2026-27 financial year was c.£1.534k.

Report

2. The council's cash holding at May 2026 was c.£1.688m, **appendix 13A**.
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 £45.6k of interest in 2025-26.
5. Two sets of investments, totalling £200k, with NatWest matured in April 2026, with a further two totalling £200k set to mature at the end of July 2026.
6. Officers will continue to review treasury management at the beginning of quarter two to determine the best investment options and liaise with the chairman and vice-chairman of the Strategy and Finance Committee.
7. Any recommendations from this committee will be considered by the Full Council on 22 July 2026.

Naomi Cleal
Finance manager
July 2026

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Mar-26</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 0.85%		400,269	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
Lloyds - Current		11,432	Instant
Llloyds - Liquidity Manager (0.6%)		375,622	Instant
Charity Bank - 3.61%		100,000	08/10/2026
Charity Bank - 3.56%		200,000	18/03/2027
TOTAL		<u>1,688,323</u>	

Committee: Strategy and Finance

Date: 8 July 2026

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of April and May 2026

Recommendation

Members note the report and approve the attached schedule of payments in April and May 2026 for the sums of £210,766.07 and £247,456.90, respectively

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of April and May 2026 **appendices 14A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King
Finance assistant
July 2026

APPENDIX 14A

		Lyme Regis Town Council							
		Payments list for April 2026							
		Total			210,766.07				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-Apr	DORSET COUNCIL	Rates- Monmouth Beach	Monthly	DD	7696	0%	-	7,696.00	Utilities
01-Apr	DORSET COUNCIL	Rates- Woodmead Halls	Monthly	DD	4359.75	0%	-	4,359.75	Utilities
01-Apr	DORSET COUNCIL	Rates- Cabanya car park	Monthly	DD	2105.4	0%	-	2,105.40	Utilities
01-Apr	DORSET COUNCIL	Rates- Beach hut sites	Monthly	DD	1117	0%	-	1,117.00	Utilities
01-Apr	DORSET COUNCIL	Rates- Jubilee pavilion and Langmoor room	Monthly	DD	941	0%	-	941.00	Utilities
01-Apr	DORSET COUNCIL	Rates- Park and ride	Monthly	DD	768	0%	-	768.00	Utilities
01-Apr	DORSET COUNCIL	Rates- TIC	Monthly	DD	398.34	0%	-	398.34	Utilities
01-Apr	DORSET COUNCIL	Rates- Cemetery	Monthly	DD	304.25	0%	-	304.25	Utilities
01-Apr	DORSET COUNCIL	Rates- R/O 37-38 Anning road	Monthly	DD	279.2	0%	-	279.20	Utilities
01-Apr	DORSET COUNCIL	Rates- Unit 6 St Michaels Business Centre	Monthly	DD	259.6	0%	-	259.60	Utilities
01-Apr	DORSET COUNCIL	Rates- Caravan site MB	Monthly	DD	225	0%	-	225.00	Utilities
01-Apr	DORSET COUNCIL	Rates- Unit 1 St Michaels Business Centre	Monthly	DD	216.9	0%	-	216.90	Utilities
01-Apr	DORSET COUNCIL	Rates- Harbourmaster store	Monthly	DD	186.4	0%	-	186.40	Utilities
01-Apr	DORSET COUNCIL	Rates- 1A St Michaels Business Centre	Monthly	DD	163	0%	-	163.00	Utilities
01-Apr	DORSET COUNCIL	Rates- Unit 5 St Michaels Business Centre	Monthly	DD	111.1	0%	-	111.10	Utilities
01-Apr	DORSET COUNCIL	Rates- Candles on the cobb	Monthly	DD	25.32	0%	-	25.32	Utilities
01-Apr	DORSET COUNCIL	Rates- Store adj kiosk	Monthly	DD	11.45	0%	-	11.45	Utilities
01-Apr	DORSET COUNCIL	Rates- Parking space 1A St Michaels Business Centre	Monthly	DD	9.99	0%	-	9.99	Utilities
15-Apr	BANKLINE	Bank charges	Monthly	BLN	43.75	0%	-	43.75	Office Expenses
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	28.38	0%	-	28.38	Office Expenses
21-Apr	WORLDPAY	Transaction charges	Monthly	DD	451.9	0%	-	451.90	Office Expenses
23-Apr	EDF	Electricity charges- Footway lighting	Monthly	DD	287.53	0%	-	287.53	Utilities
24-Apr	SALARIES	Staff salaries- April 2026	Monthly	EBP	51135.66	0%	-	51,135.66	Staffing
					71124.92				
LLOYDS BANK									
01-Apr	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	2525.5	0%	-	2,525.50	Utilities
01-Apr	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
02-Apr	SILENT DISCO	Party in the park entertainment	One off	FPO	3639	20%	606.50	3,032.50	Marketing & Touris
02-Apr	TROPHY STORE	Lyme in Bloom trophies	One off	FPO	587.88	20%	97.98	489.90	Projects
02-Apr	MUSBURY GARAGE	Minibus hire	Weekly	FPO	567	20%	94.50	472.50	Outside Works
07-Apr	GRENKELEASING LIM	Photocopier rental	Quarterly	DD	306	20%	51.00	255.00	Office Expenses
07-Apr	NW SYSTEMS GROUP	Marine Theatre web camera	Quarterly	DD	104.4	20%	17.40	87.00	Marketing & Touris
07-Apr	EE LIMITED	Mini golf top up	Monthly	DEB	15	20%	2.50	12.50	Utilities
07-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
08-Apr	PITNEY BOWES	Franking machine top up- Magazine	Monthly	DD	862.3	0%	-	862.30	Marketing & Touris
08-Apr	AMAZON	Amenities pencils	One off	DEB	77.5	20%	12.92	64.58	Office Expenses
08-Apr	CUSTOMER	Refund for beach hut booking	One off	FPO	75	0%	-	75.00	Refunds
08-Apr	CUSTOMER	Refund for beach hut booking	One off	FPO	75	0%	-	75.00	Refunds
08-Apr	CUSTOMER	Refund for beach hut booking	One off	FPO	41	0%	-	41.00	Refunds
08-Apr	CUSTOMER	Refund for beach hut booking	One off	FPO	7	0%	-	7.00	Refunds
09-Apr	UNITY 5	Zatpark software charges	Monthly	DD	511.76	20%	85.29	426.47	Outside Works
09-Apr	YU ENERGY	Electricity charges- Woodmead car park	Monthly	DD	459.85	20%	76.64	383.21	Utilities
09-Apr	YU ENERGY	Electricity charges- Monmouth beach car park	Monthly	DD	355.6	20%	59.27	296.33	Utilities
09-Apr	YU ENERGY	Electricity charges- Harbourmaster store	Monthly	DD	261.52	20%	43.59	217.93	Utilities
09-Apr	YU ENERGY	Electricity charges- Cobb road	Monthly	DD	216.07	20%	36.01	180.06	Utilities
09-Apr	YU ENERGY	Electricity charges- Workshop	Monthly	DD	160.89	20%	26.82	134.08	Utilities
09-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	121.77	20%	20.30	101.48	Utilities
09-Apr	YU ENERGY	Electricity charges- Sweet shop	Monthly	DD	104.82	20%	17.47	87.35	Utilities

09-Apr	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	79.2	20%	13.20	66.00	Utilities
09-Apr	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	59.66	20%	9.94	49.72	Utilities
09-Apr	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	53.18	20%	8.86	44.32	Utilities
09-Apr	YU ENERGY	Electricity charges- Playing field	Monthly	DD	51.16	20%	8.53	42.63	Utilities
09-Apr	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	40.44	20%	6.74	33.70	Utilities
09-Apr	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	31.37	20%	5.23	26.14	Utilities
09-Apr	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	30.02	20%	5.00	25.02	Utilities
09-Apr	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	17.77	20%	2.96	14.81	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Apr	YU ENERGY	Electricity charges- Shelters	Monthly	DD	1147.56	20%	191.26	956.30	Utilities
10-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	155.41	0%	-	155.41	Outside Works
10-Apr	YU ENERGY	Electricity charges- Bathing office	Monthly	DD	55.2	20%	9.20	46.00	Utilities
10-Apr	YU ENERGY	Gas charges- Guildhall cottage	Monthly	DD	51	20%	8.50	42.50	Utilities
10-Apr	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	36.63	20%	6.11	30.53	Utilities
10-Apr	YU ENERGY	Electricity charges-TIC	Monthly	DD	29.49	20%	4.92	24.58	Utilities
10-Apr	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
13-Apr	YU ENERGY	Electricity charges- Sewerage pumping station	Monthly	DD	20.61	20%	3.44	17.18	Utilities
13-Apr	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Outside Works
13-Apr	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Outside Works
13-Apr	MAILCHIMP	Email marketing platform	Monthly	DEB	40.57	20%	6.76	33.81	Office Expenses
13-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Apr	MUSBURY GARAGE	Minibus hire	Weekly	FPO	567	20%	94.50	472.50	Outside Works
14-Apr	ALLSTAR	Fuel usage	Bi-Monthly	DD	216.65	20%	36.11	180.54	Outside Works
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
14-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Apr	EE LIMITED	Mobile bundle	Monthly	DD	91.75	20%	15.29	76.46	Utilities
15-Apr	SOUTH WEST WATER	Sewerage charges- MB car park	Annually	DD	71.19	0%	-	71.19	Utilities
15-Apr	SOUTH WEST WATER	Sewerage charges- Cadet hut	Annually	DD	71.19	0%	-	71.19	Utilities
15-Apr	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	70.4	0%	-	70.40	Utilities
16-Apr	SAGE SOFTWARE LTD	Accounting software	Monthly	DD	466.2	20%	77.70	388.50	Office Expenses
16-Apr	WAFFLE HOUSE	Term grant	Quarterly	FPO	3250	0%	-	3,250.00	Grants
16-Apr	LR FOODBANK	Term grant	Quarterly	FPO	3000	0%	-	3,000.00	Grants
16-Apr	BOAT BUILDING	Term grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants
16-Apr	B SHARP	Term grant	Quarterly	FPO	1750	0%	-	1,750.00	Grants
16-Apr	TURN LYME GREEN	Term grant	Quarterly	FPO	1750	0%	-	1,750.00	Grants
16-Apr	LR REGATTA CARNIVAL	Term grant	Quarterly	FPO	1625	0%	-	1,625.00	Grants
16-Apr	LRDT	Term grant	Quarterly	FPO	1500	0%	-	1,500.00	Grants
16-Apr	LR FOSSIL	Term grant	Quarterly	FPO	1500	0%	-	1,500.00	Grants
16-Apr	BRIDPORT CAB	Term grant	Quarterly	FPO	1375	0%	-	1,375.00	Grants
16-Apr	THE TOWN MILL	Term grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants
16-Apr	LR XMAS LIGHTS	Term grant	Quarterly	FPO	1000	0%	-	1,000.00	Grants
16-Apr	LR TOWN BAND	Term grant	Quarterly	FPO	500	0%	-	500.00	Grants
16-Apr	LR VISITOR HUB	Term grant	Quarterly	FPO	500	0%	-	500.00	Grants
17-Apr	AIB	Transaction charges	Monthly	DD	543.21	0%	-	543.21	Outside Works
17-Apr	AMAZON	Laminating pouches	One off	DEB	13.98	20%	2.33	11.65	Office Expenses
17-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Apr	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
20-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Apr	PORTER DODSON	Legal fees	One off	FPO	4611.6	20%	768.60	3,843.00	Office Expenses
20-Apr	MUSBURY GARAGE	Minibus hire	Weekly	FPO	567	20%	94.50	472.50	Outside Works
21-Apr	WORLDPAY	Transaction charges	Monthly	DD	72	0%	-	72.00	Office Expenses
23-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Apr	CLEAR INSURANCE	Insurance premium	Annually	FPO	31683	0%	-	31,683.00	Office Expenses
24-Apr	PAPERTURN	Page turning software for online magazine	Annually	DEB	492	20%	82.00	410.00	Marketing & Touris
24-Apr	JOT FORM	Online form building platform	Monthly	DEB	34.69	20%	5.78	28.91	Office Expenses
24-Apr	AMAZON	Cinema in park DVD	One off	DEB	6.1	20%	1.02	5.08	Marketing & Touris
24-Apr	TRANSFER FEE	Bank currency conversion fee	One off	DEB	0.95	0%	-	0.95	Office Expenses
24-Apr	CUSTOMER	Beach hut cancellation	One off	FPO	814.5	0%	-	814.50	Refunds

24-Apr	CUSTOMER	Beach hut cancellation	One off	FPO	75	0%	-	75.00	Refunds
24-Apr	CUSTOMER	Beach hut cancellation	One off	FPO	12.6	0%	-	12.60	Refunds
24-Apr	CUSTOMER	Beach hut cancellation	One off	FPO	7	0%	-	7.00	Refunds
24-Apr	CUSTOMER	Refund for double parking in WM	One off	FPO	4.8	0%	-	4.80	Refunds
27-Apr	STARLINK	Office internet	Monthly	DEB	75	20%	12.50	62.50	Office Expenses
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
27-Apr	DC PENSION FUND	Pension contribution- April 2026	Monthly	FPO	16098.65	0%	-	16,098.65	Staffing
27-Apr	RNLI	Lifeguard provision 2026	Annually	FPO	6632.4	20%	1,105.40	5,527.00	Grants
27-Apr	DORSET CLEANING SERVICES	Marine parade toilet cleaning	Monthly	FPO	6249.6	20%	1,041.60	5,208.00	Outside Works
27-Apr	DWP	Waste collection	Monthly	FPO	3128.82	0%	-	3,128.82	Outside Works
27-Apr	AUK HYGIENE	External supplies	One off	FPO	2242.6	20%	373.77	1,868.83	Outside Works
27-Apr	PRISTINE CLEANING	Office cleaning	Monthly	FPO	2023.2	20%	337.20	1,686.00	Office Expenses
27-Apr	UPLYME CRICKET	Large capital grant	One off	FPO	2000	0%	-	2,000.00	Grants
27-Apr	PORTER DODSON	Legal fees	One off	FPO	1756.8	20%	292.80	1,464.00	Office Expenses
27-Apr	ADVANTAGE DIGITAL PRINT	Magazine printing	Monthly	FPO	1670	20%	278.33	1,391.67	Marketing & Touris
27-Apr	COACH HOUSE	Sculpture repair	One off	FPO	1600	0%	-	1,600.00	Projects
27-Apr	CREATIVE SOLUTIONS	Sporting lyme flags	One off	FPO	1419.47	20%	236.58	1,182.89	Projects
27-Apr	FOWLER	Machinery hire	One off	FPO	1306.92	20%	217.82	1,089.10	Outside Works
27-Apr	GEOFF BENNETT	Site audit- Garden paths	One off	FPO	1200	0%	-	1,200.00	Projects
27-Apr	ABA GROUND CARE	Vehicle maintenance	One off	FPO	1145.78	20%	190.96	954.82	Outside Works
27-Apr	SSG TRAINING	First aid training- wedding stewards	One off	FPO	1020	20%	170.00	850.00	Staffing
27-Apr	WATCO	Line marking paint	One off	FPO	976.79	20%	162.80	813.99	Outside Works
27-Apr	MAX REDWOOD	Magazine photography	One off	FPO	889.99	0%	-	889.99	Marketing & Touris
27-Apr	NEWSQUEST	Job advertisement	One off	FPO	878.34	20%	146.39	731.95	Staffing
27-Apr	TUDOR	External supplies	One off	FPO	796.96	20%	132.83	664.13	Outside Works
27-Apr	FLOWBIRD	Transaction charges	Monthly	FPO	763.78	20%	127.30	636.48	Outside Works
27-Apr	BISHOP SPORT AND LEISURE	Amenities golf clubs	One off	FPO	667.14	20%	111.19	555.95	Outside Works
27-Apr	SOUTH WEST COUNCIL	Membership subscription	Annually	FPO	666	20%	111.00	555.00	Office Expenses
27-Apr	G CROOK	Machinery hire	One off	FPO	652.8	20%	108.80	544.00	Outside Works
27-Apr	SPEEDY ASSET	Machinery hire	One off	FPO	649.22	20%	108.20	541.02	Outside Works
27-Apr	JADE SECURITY	Cash collection	Monthly	FPO	640.28	20%	106.71	533.57	Outside Works
27-Apr	BLUE LEVEL	Website support	One off	FPO	600	0%	-	600.00	Office Expenses
27-Apr	MUSBURY GARAGE	Minibus hire	Weekly	FPO	567	20%	94.50	472.50	Outside Works
27-Apr	TRAVIS PERKINS	External supplies	One off	FPO	500.3	20%	83.38	416.92	Outside Works
27-Apr	MOSAIC	Community grant	One off	FPO	450	0%	-	450.00	Grants
27-Apr	VERTIWORKS	Party in the park banners	One off	FPO	425.4	20%	70.90	354.50	Marketing & Touris
27-Apr	PARTY PEEPS	Party in the park entertainment	One off	FPO	419.4	20%	69.90	349.50	Marketing & Touris
27-Apr	WILLSECURE	Security hire- Party in the park	One off	FPO	327.6	20%	54.60	273.00	Marketing & Touris
27-Apr	STAFF	Travel expenses	One off	FPO	295.65	0%	-	295.65	Staffing
27-Apr	LOVE LYME REGIS	Use of the webcam	Annually	FPO	295	0%	-	295.00	Marketing & Touris
27-Apr	BUGLARS	Machinery repair	One off	FPO	278.23	20%	46.37	231.86	Outside Works
27-Apr	H.A BARDWICK	Party in the park entertainment	One off	FPO	275	0%	-	275.00	Marketing & Touris
27-Apr	IPS	Transaction charges	Monthly	FPO	244.56	20%	40.76	203.80	Outside Works
27-Apr	PEST CONTROL	Pest control	Monthly	FPO	220	0%	-	220.00	Outside Works
27-Apr	CLARITY COPIERS	Copier usage	Monthly	FPO	164.89	20%	27.48	137.41	Office Expenses
27-Apr	RURAL MARKET TOWN	Subscription	Annually	FPO	132.3	20%	22.05	110.25	Office Expenses
27-Apr	ARTHUR FORDHAMS	External supplies	Monthly	FPO	89.98	20%	15.00	74.98	Outside Works
27-Apr	ECOM6	Payment services	Monthly	FPO	87.36	20%	14.56	72.80	Outside Works
27-Apr	SW HYGIENE	Yellow bag disposal	Monthly	FPO	83.42	20%	13.90	69.52	Outside Works
27-Apr	STAFF	Eye test	One off	FPO	25	0%	-	25.00	Staffing
27-Apr	PODPOINT	Admin charges	Monthly	FPO	21.59	20%	3.60	17.99	Outside Works
28-Apr	CANVA	Graphic design platform	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
29-Apr	ALLSTAR	Fuel usage	Bi-monthly	DD	257.99	20%	43.00	214.99	Outside Works
29-Apr	EPOS NOW	Amenities till system charge	Monthly	DEB	58.8	20%	9.80	49.00	Outside Works
30-Apr	ONECOM	Connectivity services	Monthly	DD	229.66	20%	38.28	191.38	Utilities
30-Apr	TARMAC	Tarmac for MB car park repairs	One off	DEB	250.68	20%	41.78	208.90	Outside Works
30-Apr	TARMAC	Tarmac for MB car park repairs	One off	DEB	212.39	20%	35.40	176.99	Outside Works
30-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
30-Apr	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities

[illegible]

APPENDIX 14B

		Lyme Regis Town Council							
		Payments list for May 2026							
		Total			247,456.90				
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
01-May	HMRC NDDS	Tax and NI contributions- April 2026	Monthly	DD	20016.89	0%	-	20,016.89	Staffing
01-May	DORSET COUNCIL	Rates- Monmouth Beach	Monthly	DD	7696	0%	-	7,696.00	Utilities
01-May	DORSET COUNCIL	Rates- Woodmead Halls	Monthly	DD	4359	0%	-	4,359.00	Utilities
01-May	DORSET COUNCIL	Rates- Cabanya car park	Monthly	DD	2104	0%	-	2,104.00	Utilities
01-May	DORSET COUNCIL	Rates- Beach hut sites	Monthly	DD	1119	0%	-	1,119.00	Utilities
01-May	DORSET COUNCIL	Rates- Jubilee pavillion and Langmoor room	Monthly	DD	939	0%	-	939.00	Utilities
01-May	DORSET COUNCIL	Rates- Park and Ride	Monthly	DD	774	0%	-	774.00	Utilities
01-May	DORSET COUNCIL	Rates- TIC	Monthly	DD	402	0%	-	402.00	Utilities
01-May	DORSET COUNCIL	Rates- Cemetery	Monthly	DD	301	0%	-	301.00	Utilities
01-May	DORSET COUNCIL	Rates- R/O 37-38 Anning Road	Monthly	DD	280	0%	-	280.00	Utilities
01-May	DORSET COUNCIL	Rates- Unit 6 St Michaels Business Centre	Monthly	DD	256	0%	-	256.00	Utilities
01-May	DORSET COUNCIL	Rates- Caravan Site MB	Monthly	DD	229	0%	-	229.00	Utilities
01-May	DORSET COUNCIL	Rates- Unit 1 St Michaels Business Centre	Monthly	DD	219	0%	-	219.00	Utilities
01-May	DORSET COUNCIL	Rates- Harbourmaster Store	Monthly	DD	192	0%	-	192.00	Utilities
01-May	DORSET COUNCIL	Rates- 1A St Michaels Business Centre	Monthly	DD	166	0%	-	166.00	Utilities
01-May	DORSET COUNCIL	Rates- Unit 5 St Michaels Business Centre	Monthly	DD	107	0%	-	107.00	Utilities
01-May	DORSET COUNCIL	Rates- Candles on the cobb	Monthly	DD	23	0%	-	23.00	Utilities
01-May	DORSET COUNCIL	Rates- Store adj kiosk	Monthly	DD	11	0%	-	11.00	Utilities
01-May	DORSET COUNCIL	Rates- Parking space 1A St Michaels Business Centre	Monthly	DD	11	0%	-	11.00	Utilities
15-May	BANKLINE	Bank charges	Monthly	BLN	43.3	0%	-	43.30	Office Expenses
19-May	WORLDPAY	Transaction charges	Monthly	DD	141.93	0%	-	141.93	Office Expenses
20-May	WORLDPAY	Transaction charges	Monthly	DD	26.7	0%	-	26.70	Office Expenses
22-May	SALARIES	Staff salaries- May 2026	Monthly	EBP	53023.47	0%	-	53,023.47	Staffing
26-May	EDF	Electricity charges- Footway lighting	Monthly	DD	255.58	0%	-	255.58	Utilities
29-May	HMRC NDDS	Tax and NI contributions- May 2026	Monthly	DD	20254.07	0%	-	20,254.07	Staffing
					112949.94				
LLOYDS BANK									
01-May	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	2525.5	0%	-	2,525.50	Utilities
01-May	INVESTEC	Copier hire	Quarterly	DD	411.11	20%	68.52	342.59	Office Expenses
01-May	DVLA	Vehicle tax	Annually	DEB	360	0%	-	360.00	Outside Works
01-May	AMAZON	Office supplies	One off	DEB	115.99	20%	19.33	96.66	Office Expenses
01-May	ZOOM	Online meeting subscription	Monthly	DEB	13.99	20%	2.33	11.66	Office Expenses
01-May	E BLACKMORE	Food for mayors civic night	One off	FPO	1770	0%	-	1,770.00	Democratic repres
01-May	BEN WALKER	Outside seating settlement	One off	FPO	900	0%	-	900.00	Unbudgeted exper
05-May	PITNEY BOWES	Franking machine top up- Magazine	One off	DD	711.29	0%	-	711.29	Marketing & Touris
05-May	SAINSBURYS	RNLI celebration food	One off	DEB	542.81	0%	-	542.81	Unbudgeted exper
05-May	DVLA	Vehicle tax	Annually	DEB	177	0%	-	177.00	Outside Works
05-May	CUSTOMER	REFUND for beach hut cancellation	One off	FPO	190	0%	-	190.00	Refunds
05-May	CUSTOMER	REFUND for wedding balance	One off	FPO	100	0%	-	100.00	Refunds
05-May	CUSTOMER	REFUND for overpaid parking	One off	FPO	24.7	0%	-	24.70	Refunds
05-May	CUSTOMER	REFUND for beach hut cancellation	One off	FPO	14	0%	-	14.00	Refunds
06-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
07-May	VPW SYSTEMS	Registration of website domain	Annually	DD	33.78	20%	5.63	28.15	Marketing & Touris
07-May	HANSFORDS	Garden paths	One off	FPO	48153.8	20%	8,025.63	40,128.17	Projects
07-May	ABA GROUND CARE	Power tools	One off	FPO	19887.55	20%	3,314.59	16,572.96	Projects
08-May	YU ENERGY	Electricity charges- WM car park	Monthly	DD	624.59	20%	104.10	520.49	Utilities
08-May	YU ENERGY	Electricity charges- MB car park	Monthly	DD	523.43	20%	87.24	436.19	Utilities
08-May	YU ENERGY	Electricity charges- Amenities	Monthly	DD	166.91	20%	27.82	139.09	Utilities
08-May	YU ENERGY	Electricity charges- Harbourmaster Store	Monthly	DD	163.25	20%	27.21	136.04	Utilities

08-May	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	153.58	20%	25.60	127.98	Utilities
08-May	YU ENERGY	Electricity charges- Sweet shop	Monthly	DD	87.78	20%	14.63	73.15	Utilities
08-May	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	79.02	20%	13.17	65.85	Utilities
08-May	YU ENERGY	Electricity charges-Guildhall	Monthly	DD	65.29	20%	10.88	54.41	Utilities
08-May	YU ENERGY	Electricity charges- Workshop	Monthly	DD	64.45	20%	10.74	53.71	Utilities
08-May	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	49.9	20%	8.32	41.58	Utilities
08-May	YU ENERGY	Electricity charges- Playing field	Monthly	DD	48.3	20%	8.05	40.25	Utilities
08-May	YU ENERGY	Electricity charges- Guildhall cottage	Monthly	DD	44.93	20%	7.49	37.44	Utilities
08-May	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	43.26	20%	7.21	36.05	Utilities
08-May	YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	38.55	20%	6.43	32.13	Utilities
08-May	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	32.81	20%	5.47	27.34	Utilities
11-May	YU ENERGY	Electricity charges- Shelters	Monthly	DD	1150.6	20%	191.77	958.83	Utilities
11-May	YU ENERGY	Gas charges- Guildhall cottage	Monthly	DD	103.84	20%	17.31	86.53	Utilities
11-May	BARCLAYCARD	Transaction charges	Monthly	DD	89.08	0%	-	89.08	Outside Works
11-May	YU ENERGY	Electricity charges- Bathing office	Monthly	DD	83.44	20%	13.91	69.53	Utilities
11-May	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	39.07	20%	6.51	32.56	Utilities
11-May	YU ENERGY	Electricity charges- TIC	Monthly	DD	32.77	20%	5.46	27.31	Utilities
11-May	YU ENERGY	Electricity charges- Sewerage pumping station	Monthly	DD	24.78	20%	4.13	20.65	Utilities
11-May	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	0%	-	15.76	Outside Works
11-May	MAILCHIMP	Email marketing service- Additional bundle	Monthly	DEB	40.08	20%	6.68	33.40	Office Expenses
11-May	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
11-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-May	DORSET COUNCIL	DBS charges	One off	FPO	14.5	0%	-	14.50	Outside Works
12-May	UNITY 5	Zatpark monthly charge	Monthly	DD	528.47	20%	88.08	440.39	Outside Works
12-May	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-May	TAKEPAYMENTS	Transaction charges	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-May	MAILCHIMP	Email marketing service	Monthly	DEB	17.81	20%	2.97	14.84	Office Expenses
14-May	ALLSTAR	Fuel usage	Bi-Monthly	DD	412.5	20%	68.75	343.75	Outside Works
14-May	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
14-May	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-May	EE LIMITED	Mobile bundle	Monthly	DD	131.17	20%	21.86	109.31	Utilities
15-May	DORSET CLEANING SERVICES	Marine parade toilet cleaning	Monthly	FPO	4166.4	20%	694.40	3,472.00	Outside Works
15-May	CHAPMAN GEO	Cadet hut stability assessment and meetings	One off	FPO	3060	20%	510.00	2,550.00	Projects
15-May	SW HYGIENE	Sanitary bin unit rental	Annually	FPO	2734.68	20%	455.78	2,278.90	Outside Works
15-May	ADVANTAGE DIGITAL PRINT	Magazine printing	Monthly	FPO	2080	20%	346.67	1,733.33	Marketing & Touris
15-May	RUDDLESDEN	Geotechnical investigation and ground stability	One off	FPO	2052	20%	342.00	1,710.00	Projects
15-May	A.S SECURITY	Relocate CSL and install CCTV	One off	FPO	1429.2	20%	238.20	1,191.00	Outside Works
15-May	ROYAL BRITISH LEGION	Mayoral donation	One off	FPO	1000	0%	-	1,000.00	Democratic represen
15-May	SMITH OF DERBY	Clock services	Annually	FPO	826.8	20%	137.80	689.00	Outside Works
15-May	TRAVIS PERKINS	External supplies	One off	FPO	765.64	20%	127.61	638.03	Outside Works
15-May	PORTER DODSON	Legal fees	One off	FPO	612	20%	102.00	510.00	Office Expenses
15-May	TOPSPARKS	Electrical works	One off	FPO	563.98	20%	94.00	469.98	Outside Works
15-May	TUDOR	External supplies	One off	FPO	528.3	20%	88.05	440.25	Outside Works
15-May	IPS	Transaction charges	Monthly	FPO	447.96	20%	74.66	373.30	Outside Works
15-May	MOLE AVON	External supplies	One off	FPO	443.62	20%	73.94	369.68	Outside Works
15-May	RED KITE	Service and MOT	One off	FPO	431.94	20%	71.99	359.95	Outside Works
15-May	AXE SKIP HIRE	Skip Hire	One off	FPO	369	20%	61.50	307.50	Outside Works
15-May	CLARITY COPIERS	Copier usage	Monthly	FPO	366.26	20%	61.04	305.22	Office Expenses
15-May	FOWLER	Machinery hire	One off	FPO	355.2	20%	59.20	296.00	Outside Works
15-May	CLEAR INSURANCE	Insurance premium	One off	FPO	340.66	0%	-	340.66	Office Expenses
15-May	SILENT DISCO	Party in the park entertainment	One off	FPO	250	20%	41.67	208.33	Marketing & Touris
15-May	CREATIVE SOLUTIONS	Car park signage	One off	FPO	244.54	20%	40.76	203.78	Outside Works
15-May	CIPFA	Local bodies annual subscription	One off	FPO	236	20%	39.33	196.67	Office Expenses
15-May	EUROFFICE	Office stationary	Monthly	FPO	213.48	20%	35.58	177.90	Office Expenses
15-May	AKRO VALVE	Shower taps	One off	FPO	192.8	20%	32.13	160.67	Outside Works
15-May	ECOM6	Payment services	Monthly	FPO	179.61	20%	29.94	149.68	Outside Works
15-May	VERTIWORKS	Party in the park banners	One off	FPO	155.52	20%	25.92	129.60	Marketing & Touris
15-May	AUK	External supplies	One off	FPO	141.55	20%	23.59	117.96	Outside Works
15-May	D G SEYMOUR	Blocked drain works	One off	FPO	110	0%	-	110.00	Outside Works

Chas. A. Frost.