



John Wright  
Town Clerk

## Lyme Regis Town Council

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### Tourism, Community and Publicity Committee

**Core Membership:** Cllr C. Reynolds (chairman), Cllr C. Aldridge, Cllr J. Broom, Cllr M. Ellis, Cllr B. Larcombe MBE, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 28 September 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
23.09.22

*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. Election of Vice-Chairman

To allow the committee to receive nominations and elect its vice-chairman for the council year 2022/23

#### 2. Public Forum

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

*Individuals will be permitted a maximum of three minutes each to address the working group*

### **3. Apologies**

To receive and record apologies and reasons for absence

### **4. Minutes**

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 29 June 2022

### **5. 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.

### **6. Dispensations**

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

### **7. Matters arising from minutes of the previous meeting held on 29 June 2022**

To update members on matters arising from the previous 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 previous meeting.

### **8. Update Report**

To update members on issues considered at previous meetings

### **9. Mobile Hoist for Beach Wheelchairs**

To allow members to consider purchasing a mobile hoist to improve accessibility to the council's beach wheelchairs

### **10. Quarterly Newsletter**

To allow members to consider a proposal to publish a quarterly newsletter that is delivered to every home in Lyme Regis

### **11. Seagull Control**

To allow members to consider Max Redwood's report on the drone flights aimed at deterring seagulls

To allow members to consider additional seafront signage to warn people of seagull attacks

### **12. Town Bus**

To allow members to appoint a panel to work with the deputy town clerk and service operator to identify and cost preferred options for improving the town bus service

**13. Totally Locally's Fiver Fest**

To allow members to consider a request to provide funding to support Totally Locally's Fiver Fest initiative in Lyme Regis

**14. Sculpture Trail**

To update members on the latest position with the sculpture trail and to allow members to consider any options for a continued arts presence in the gardens.

**15. Community Engagement**

To inform members of community engagement work which is already taking place and plans for future community engagement, and to invite members' ideas to engage with the community

**16. Grant Review, Axe Valley and West Dorset Ring and Ride**

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement

**17. Grant Review, B Sharp**

To inform members of B Sharp's compliance with its grant agreement

**18. Grant Review, Bridport and District Citizens Advice**

To inform members of Bridport and District Citizens Advice's compliance with its grant agreement

**19. Grant Review, The Hub**

To inform members of the Hub's compliance with its grant agreement

**20. Grant Review, The Philpot Museum**

To inform members of the Philpot Museum's compliance with its grant agreement

**21. Managing Consultation Exercises**

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

**22. Gateway Card**

To allow members to progress the relaunch of the Gateway Card

*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*

## **23. 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 22 – Gateway Card**

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Election of Vice-Chairman

### **Purpose of Report**

To allow the committee to receive nominations and elect its vice-chairman for the council year 2022/23

### **Recommendation**

The committee receives nominations and elects a vice-chairman of this committee for the council year 2022/23

### **Background**

1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
2. The chairman of this committee was elected at the previous meeting on 29 June 2022 but there were no nominations for vice-chairman; the election was therefore deferred to this meeting.
3. Consequently, nominations are sought for the vice-chairman of this committee.
4. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
5. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

6. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

7. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.'

8. The election of the vice-chairman of the Tourism, Community and Publicity Committee will be reported to the Full Council on 26 October 2022.

Adrienne Mullins  
Support services manager  
September 2022

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 JUNE 2022

**Present**

**Chairman:** Cllr C. Reynolds

**Members:** Cllr J. Broom, Cllr M. Ellis, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers

**Officers:** A. Mullins (support services manager), M. Green (town clerk)

**22/01/TCP Election of Chairman and Vice-Chairman**

It was proposed by Cllr M. Ellis and seconded by Cllr D. Sarson that Cllr C. Reynolds is chairman of the Tourism, Community and Publicity Committee.

There being no other nominations, Cllr C. Reynolds was duly **ELECTED** as chairman.

There were no nominations for vice-chairman.

Proposed by Cllr R. Smith and seconded by Cllr J. Broom, members **RESOLVED** to defer election of a vice-chairman to the next meeting.

**22/02/TCP Public Forum**

**M. Redwood**

M. Redwood spoke in relation to agenda item 9, Seagull Control. He said he didn't know if flying a drone would be a long-term solution to tackling seagulls but he felt it was worth testing. He said normally when he flew drones it was to create footage, not to upset seagulls. However, he had lived in Charmouth Court for eight years, where the seagulls were a nuisance, and he had been doing some drone testing which had resulted in 60% less seagulls on the roof and they were also quieter. He said if he were to fly his drones, he would do it over the sea so they wouldn't defecate over people. M. Redwood said he generally flew where there was less housing, such as Eype and Branscombe, but there were also less people eating fish and chips and therefore less seagulls. He said seagulls didn't like things that moved and suggested there could be distinct areas where people could eat their food under something that flapped or moved. He said it would be helpful to have a financial contribution from the council towards some of the flights, although he didn't think it was a long-term solution. M. Redwood said one of his bigger drones had a PA system on it and he suggested it could play a bird of prey sound to further scare the seagulls. He said he wasn't looking to sign up to a maintenance contract but he believed flying the drones could help.

**22/03/TCP Apologies**

Cllr C. Aldridge – personal commitment  
Cllr B. Larcombe – personal commitment  
Cllr D. Ruffle – illness  
Cllr D. Turner

## **22/04/TCP Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr J. Broom, the minutes of the meeting held on 27 April 2022, with the above amendment, were **ADOPTED**.

## **22/05/TCP Disclosable Pecuniary Interests**

There were none.

## **22/06/TCP Dispensations**

There were none.

## **22/07/TCP Seagull Control**

The chairman brought this item forward on the agenda.

Cllr R. Smith asked if the council was in touch with other councils, such as St Ives, which has similar seagull problems, or with the RSPB.

Cllr M. Ellis said the town clerk was part of a group of seaside town councils so it might be worth speaking to that group or even going further afield and speaking to other councils about their experiences. She said she didn't think the council had anything to lose by trialling the flying of drones and although birds of prey were suggested regularly, the cost was excessive and it was only effective for the time they were present.

Cllr D. Sarson said he would be interested to know how the noise of the drones affected the seagulls and although he wasn't sure if it was a long-term solution, he felt it was worth trying.

The chairman invited M. Redwood to speak.

M. Redwood said he didn't need to fly aggressively to scare the seagulls; the Air Navigation Order applied which said drones were not to be flown in such a manner to cause harm to people, property or wildlife. He said seagulls tended to circle things they didn't like and flew to a higher elevation.

Cllr J. Broom asked how long a flight would be.

M. Redwood said it would be between 30 minutes and one hour.

Cllr C. Reynolds said trialling the use of drones would show residents the council was trying to do something about the seagull problem.

M. Redwood suggested someone from the council come and observe his flights so there could be feedback on how effective it was.

It was also agreed M. Redwood's suggestion for some sort of canopy where people could shelter from the seagulls was considered by the Town Management and Highways Committee. The deputy town clerk said it might be that something flying on a flagpole might be just as effective and this could be considered too.



Cllr J. Broom suggested new signs could be installed on the seafront warning people of seagulls stealing food, instead of warning people not to feed seagulls, and that they could be quite graphic to grab people's attention.

It was agreed a report would be brought to the next meeting to allow members to consider this.

It was proposed by Cllr J. Broom to agree a budget of £250 to fly a drone during the summer to deter seagulls.

Cllr M. Ellis said she would have suggested £350 as this would allow for 10 flights at £35 each. Cllr J. Broom said he would take this as a friendly amendment.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree a budget of £350 to fly a drone during the summer to deter seagulls.

## **22/08/TCP Matters arising from the minutes of the previous meeting held on 27 April 2022**

### **Queen's Platinum Jubilee**

Members thanked the staff who worked over the weekend, some of them through the night, and also the members of the Queen's Platinum Jubilee working group for putting the programme together.

Cllr C. Reynolds said her only issue was that other events were taking place elsewhere on the Sunday and if there are similar events in future, the day should be entirely dedicated for that purpose.

## **22/09/TCP Update Report**

### **Community engagement**

Cllr C. Reynolds said it was disappointing that a visit to the Powder Monkeys Explorer Sea Scouts had to be cancelled because only two members were able to attend. She said it was really important to get members involved and getting out in the community talking to people they didn't normally talk to.

Cllr M. Ellis said there used to be a staff and members' bowls night and civic nights for performances at the Marine Theatre, which she was keen to reinstate as she felt it was important for the community to see the whole council doing things together.

Cllr D. Sarson confirmed a bowls evening was being arranged.

### **Gateway Card**

Cllr M. Ellis said she felt the council needed to do more to communicate with businesses in the town to get them involved.

The support services manager said when the card was relaunched, it would be widely promoted with local businesses as some had closed down and others had opened since the scheme was first launched. She said it was planned to go around and chat with all the businesses about getting involved in the scheme as part of the council's community engagement efforts.

## **22/10/TCP Seafront WiFi**

The deputy town clerk said when this committee agreed to review the seafront WiFi in May 2022, he believed at this point in time he would be recommending to terminate the existing arrangements, but things had changed; the line speed had picked up to roughly what it should be. He said the WiFi was still well used, mainly because people didn't want to use up their own data.

The deputy town clerk said the council had paid for the WiFi until the end of March 2023 so there would be no financial saving to terminating the contract now, although he felt it should be reviewed at the beginning of 2023 because there was a planned hardware upgrade which was likely to cost £3-5,000.

The deputy town clerk said the other important thing for members to consider was the benefit of the WiFi to the mini golf due to the increased number of card payments being made, which the amenities staff also felt had increased business. He said it was also beneficial to the council as an employer as the amount of cash previously being held on site was a risk to staff safety.

The deputy town clerk said unless officers could find a more cost-effective way of taking card payments, it was worth keeping the WiFi just for this purpose alone. He said it was possible to take payments on a smart phone but it wasn't as reliable. He said Starlink was currently available for domestic use but not yet for business use in this area, so this could be explored when it became available as it would be cheaper than a leased line and have significantly faster download and upload speeds than a normal fibre connection.

Cllr M. Ellis said the council needed to be mindful of staff safety in making its decision. She said the council needed to consider this matter again in January 2023 so there was time to put any arrangements in place before the end of the financial year.

Proposed by Cllr J. Broom and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to bring a report to the first meeting of the Tourism, Community and Publicity Committee of 2023 to allow members to consider the way forward for the seafront WiFi.

## **22/11/TCP Managing Consultation Exercises**

Members noted the report.

## **22/12/TCP Seafront and Beach Concessions**

Cllr M. Ellis said she had no objection to the proposed fitness and exercise concession as long as it didn't operate at the same time as the existing concession on the beach. She also said the operator should not be allowed an A board as there were already too many in the town.

Cllr G. Stammers supported the proposal as the council's policy on concessions said multiple operators were allowed and it offered something different to the existing concession.

The support services manager said the proposal was to operate on different days to the existing concession and if approved, she would ensure they were not operating on the same day.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award the concession for a fitness and exercise concession to Rosie Jackson for 2022-2024, to be backdated to March 2022, and to confirm the days of operation so it doesn't operate on the same days as the existing fitness and exercise concession.

It was agreed members would discuss the financial information in exempt business.

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

#### **22/13/TCP Sculpture Trail Insurance**

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

#### **22/14/TCP Exempt Business**

##### **a) Seafront and Beach Concessions**

Members were satisfied with the sum offered for the concession.

Cllr R. Smith suggested all the council's concessionaires could be encouraged to get involved in the Gateway Card scheme.

##### **b) Sculpture Trail Insurance**

Cllr R. Smith asked if the council was able to outsource part of the insurance for the trail to the Arts Development Company, which the council could then pay for so if there was a claim, it would not be on the council's insurance.

The deputy town clerk said the Arts Development Company was funded by Dorset Council but its funding and staffing had been cut dramatically. However, if the council said it wanted to make a grant to the Arts Development Company to specifically obtain insurance for the sculptures, this could be explored. However, he wasn't sure if the Arts Development Company would be able to insure them as it wasn't their land or their sculptures.

Cllr G. Stammers said she felt the gardens were beautiful enough without the sculptures.

Cllr M. Ellis said the plinths would be ideal for local schools to display their artwork. She didn't feel the council should be paying artists to display their sculptures and then paying for any breakages.

The deputy town clerk said it may be that the council moved away from high value sculptures and instead put some money into the Arts Development Company working with Woodroffe School for the pupils to produce artwork.

Cllr M. Ellis said the council went out to tender for concessions so why couldn't it do the same for people to use the gardens as an exhibition space, for which they would pay the council. She said this could be accompanied with sculptures from the school.

The deputy town clerk said he intended to bring a report to the next meeting of this committee to allow members to make a clear decision on whether they wanted a trail in the gardens in future and how to deliver it. He said how the council dealt with insurance would be largely influenced by how it dealt with the sculpture trail going forward.

Members generally favoured the idea what Woodroffe School could use some of the plinths and the rest could be used for artists to hire from the council, but agreed this should be discussed further at the next meeting.

Cllr J. Broom suggested keeping the current insurance arrangements in place until anything more long-term was agreed.

Proposed by Cllr J. Broom and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to continue with the current insurance arrangements for the sculpture trail but to instruct officers to take a report to the next meeting of the Tourism, Community and Publicity Committee about the future of the trail.

*The meeting ended at 8.19pm.*

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Matters arising from the minutes of the previous meeting held on 28 June 2022

**Purpose of Report**

To update members on matters arising from the previous 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 previous meeting.

**Recommendation**

Members note the report and raise any other issues on the minutes of the previous meeting that they require further information on.

**Report**

**22/09/TCP – Update Report**

The re-arranged visit to the Powder Monkeys Explorer Sea Scout Unit took place on 21 July 2022.

The bowls evening including members and staff took place on 24 August 2022.

**22/12/TCP – Seafront and Beach Concessions**

The new fitness and exercise concession launched on 29 July and has been operating on Fridays and Sundays; this does not clash with the other fitness and exercise concession, which operates on Thursdays and Saturdays.

Adrienne Mullins  
Support services manager  
September 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Update Report

**Purpose of the Report**

To update members on issues considered at previous meetings

**Recommendation**

Members note the report

**Report**

**Tourism microsite**

The number of people visiting the website continues to increase:

June	28,567
July	32,813
August	39,935

Upcoming features including an ‘autumn in Lyme’ blog and there will be a section on Christmas in Lyme from the end of October.

The video on the homepage is currently being updated by Max Redwood to include more autumnal content.

A competition to win a free week in a beach hut during Lifeboat Week will be run on the website in October. It will also be promoted on the Visit Dorset website, socials and e-newsletter.

**Marine Theatre webcam**

The quality of the Marine Theatre webcam has been deteriorating for some time and we were receiving emails from people asking us to clean it. The issue was that it wasn’t dirty, but out of focus and as the camera was quite old, the company that hosts the camera couldn’t re-focus it. As such, the camera has been replaced.

At the time of writing, the stream was not yet showing on the website as there were some issues with the coding, but this was being resolved between Visit Dorset and Streamdays.

**Event listings**

Local event organisers have been contacted to ask that they upload their events to the tourism website so we have a full and comprehensive list. Events can be uploaded at <https://www.visit-dorset.com/whats-on/submit-event/>. There is a list on the page of the kinds of events that will not be accepted.

Adrienne Mullins  
Support services manager  
September 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Mobile Hoist for Beach Wheelchairs

### **Purpose**

To allow members to consider purchasing a mobile hoist to improve accessibility to the council's beach wheelchairs

### **Recommendation**

Members consider purchasing a mobile hoist to improve accessibility to the council's beach wheelchairs

### **Background**

1. The council has three beach wheelchairs, one of which is a floating wheelchair, which are rented out free-of-charge on a daily basis.
2. They are booked in advance through the office and the seafront attendant (or another member of staff if he is not available) will meet the hirer to oversee the hiring out and return of the wheelchairs. The seafront attendant will also do safety checks and clean them down.
3. The wheelchairs are stored in the west store at the Marine Parade Shelters.

### **Report**

4. I was approached by a visitor, Ruby Walker, who works with disabled people. They wanted to use the beach wheelchairs but found as there was no hoist, they were unable to lift people into the chairs. They decided to go to Exmouth instead as a hoist is provided.
5. Ruby has been asked to attend the meeting to explain the difficulties they encountered.
6. Mobile hoists are necessary to enable some disabled people to be lifted safely and easily into the wheelchairs. Without a hoist, trying to lift some disabled people is a real challenge and is unsafe.
7. Although a member of staff is available when the wheelchairs are hired out, they are not trained to be able to safely lift a person into a chair and this could result in unavoidable accidents.
8. Members are asked to consider, in principle, whether to purchase a mobile hoist.
9. To help make this decision, it is suggested officers are asked to obtain more information about cost, storage of the hoist, operational requirements, and maintenance.
10. Prices range from around £880 to £2,500. There is no budget for this, but this could be considered as part of the 2023-24 budget-setting process.
11. In terms of storage, there is room in the west store for the hoist but is this a suitable location and is there enough room to easily and safely manoeuvre a person between two wheelchairs? Are there are other suitable locations to store the wheelchairs and the hoist?

12. In terms of operational requirements, consideration will need to be given to how much involvement the council staff has in using the hoist or assisting in moving the person and any liabilities this would involve.
13. In terms of maintenance, the hoist would require a LOLER (Lifting Operations and Lifting Equipment Regulations) inspection every six months.
14. If members were inclined to proceed, officers could obtain this information to bring back to the next meeting on 16 November 2022.
15. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Cllr Cheryl Reynolds  
Chairman  
September 2022



**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Quarterly Newsletter

**Purpose**

To allow members to consider a proposal to publish a quarterly newsletter that is delivered to every home in Lyme Regis

**Recommendation**

- a) Members decide whether, in principle, to produce a quarterly newsletter and if agreed, whether this should be in addition to or instead of the monthly newspaper column
- b) If a newsletter is agreed in principle, members instruct officers to obtain quotes for the printing of the newsletter and investigate how the newsletter would be distributed

**Background**

- 1. On 14 February 2018, the Full Council agreed to ‘take a monthly full-page column in the digital and print edition of Lyme Online for £65 a month’.
- 2. The council used to produce a monthly newsletter but there were practical issues in delivering it to every household in Lyme Regis. At that time, Lyme Online was also being delivered to households so a monthly column was seen as a practical alternative to the newsletter. The column is also available on the Lyme Online website.
- 3. A report was considered by this committee on 29 September 2021 regarding the frequency of the column as officers felt it should be reduced to every other month. However, members felt the column should remain monthly.
- 4. Guidance suggests local councils should consider publishing a newsletter four times a year, so a monthly column is significantly ahead of best practice.
- 5. A report was considered by this committee on 9 March 2022 to allow members to consider producing a quarterly newsletter that would be delivered to every household in Lyme Regis.
- 6. It was recommended by this committee ‘to produce a quarterly newsletter to be delivered to every home instead of the monthly newspaper column; to nominate Cllr D. Ruffle and Cllr C. Reynolds, plus one other member to be identified at the Full Council meeting, to sit on a working group to help develop both the newsletter and co-ordinate its delivery; and to agree to provide items of interest to the working group which may be included in the newsletter’.
- 7. However, at the Full Council meeting on 6 April 2022, there was further discussion on this issue and several differing views; some members felt the newspaper column should continue, there were suggestions there should be both a column and a newsletter, some members felt a newsletter was outdated, and officers were concerned about the workload involved with producing both a column and a newsletter.
- 8. It was noted there would soon be two new administrative and community engagement assistants in post who could help to produce a newspaper column and a newsletter and it was

therefore resolved 'to defer a decision on the newspaper column and quarterly newsletter until the new community engagement staff are in post'.

## Report

9. The administrative and community engagement assistants have been in post since July 2022 and are now comfortable with the main admin tasks. They have also started to take on specific admin and community engagement projects and there is a plan in place for further project-related work.
10. Members are therefore asked to consider if, in principle, a quarterly newsletter should be re-introduced.
11. If agreed, members are also asked to consider if this should be in addition to or instead of the monthly newspaper column.
12. If members agree in principle to a newsletter, it is suggested officers are instructed to do the following:
  - Obtain quotes for the printing of the newsletter
  - Investigate how the newsletter would be distributed – this could be by local volunteers or by a local/national distribution company.
13. For a newsletter to work, members must commit to providing items of interest to include in the newsletter. It was suggested at the previous meeting that a working group is set up to plan the newsletter.
14. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Adrienne Mullins  
Support services manager  
September 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Seagull Control

**Purpose**

To allow members to consider Max Redwood's report on the drone flights aimed at deterring seagulls

To allow members to consider additional seafront signage to warn people of seagull attacks

**Recommendation**

- a) Members note the report from Max Redwood regarding the drone flights aimed at deterring seagulls and consider his additional ideas contained within the report
- b) Members consider whether to install additional signage on the seafront to warn people of seagull attacks

**Background**

- 1. At the previous meeting of this committee on 29 June 2022, members considered a report on seagull control and a proposal from local photographer and videographer Max Redwood to help deter seagulls. Max proposed flying his drones at frequent intervals during the summer and during major events.
- 2. It was recommended, and subsequently resolved by Full Council on 27 July 2022 'to agree a budget of £350 to fly a drone during the summer to deter seagulls'. It was agreed there would be 10 flights over the summer period and officers would agree a schedule with Max.
- 3. It was also noted there was an issue with seagulls stealing people's food, as well as people feeding the seagulls, and it was agreed a report should be brought to this committee to allow members to consider installing new signs on the seafront including graphic images of seagull attacks to warn people of this danger.

**Report – Drone Flights**

- 4. The 10 drone flights took place between 9 and 31 August 2022. They took place at various times of the day, took off from various locations around the seafront, and took place during several major events including Regatta and Carnival Week and Candles on the Cobb. Members were invited to all flights to observe the behaviour of the gulls.
- 5. Max has written a report about his drone flights and the behaviour he observed from the seagulls. He has been very honest in saying that the drones did not work as a method of controlling the seagulls. Although the drones did have an impact on the seagulls, all they really did was move them around Lyme Regis as they tended to fly inland but did return to the seafront. There was some benefit in moving the seagulls away for an event, but this was short-lived.
- 6. Max's report is at **appendix 11A**.
- 7. Max now proposes to play birds of prey sounds over his loud-speaker without using his drones to see if this has the same effect as having actual birds of prey. We know birds of prey are

effective while they are present but like drones, as soon as they are gone, the seagulls return. They are also a very expensive deterrent for a temporary solution.

8. Max also had some other ideas to deter the seagulls, which he has included in his report, which members might wish to consider.

### Signs – Beware of Seagull Attacks

9. As part of the council's previous education awareness raising campaign, signs were placed around the seafront asking people not to feed the seagulls, as shown below.



10. However, most of the complaints the council receives about seagulls are about people having their food stolen and any injuries they may sustain as a result.
11. Some councils have chosen to install signs that warn people about seagulls stealing food. Some examples are shown below.





12. It is difficult to find images of seagull attacks that aren't copyrighted or don't show a specific location that clearly isn't Lyme Regis. However, some examples from photo sharing websites are shown at **appendix 11B**.
13. If members felt none of these images were suitable, local photographers could be approached to ask if they have any images taken in Lyme Regis.
14. However, members may also wish to think about the number of signs on the seafront before considering whether to add any further signs. In February 2021, this committee was concerned about this and asked for an audit of signage to be carried out. The audit was considered by the Town Management and Highways Committee on 17 March 2021 and found there were 85 signs on the seafront.
13. It was agreed signs would be rationalised, mandatory signs would be kept but no more than needed, and discretionary signs would be removed where possible.
14. No prices have been obtained as yet but as a guide, the 15 A5 signs purchased in 2016 cost £1,679 plus VAT. Any expenditure would be unbudgeted, although this could be considered as part of the 2023-24 budget-setting process.
15. If members were inclined to proceed, officers could obtain up-to-date quotes to bring back to the next meeting on 16 November 2022.
16. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Adrienne Mullins  
Support services manager  
September 2022





**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Town Bus

### **Purpose of Report**

To allow members to appoint a panel to work with the deputy town clerk and service operator to identify and cost preferred options for improving the town bus service

### **Recommendation**

Members appoint a panel to work with the deputy town clerk and service operator to identify and cost preferred options for improving the town bus service

### **Background**

1. Members have previously identified improvements to the town bus service as a priority objective and the sum of £13k p.a. was identified as part of the last budget.
2. Improvement of the service has also been widely supported by the public as part of the recent community consultation exercise.
3. However, there is no clear view on how the service should be improved and suggestions have included:
  - making it free for all to use
  - extending the route to take in additional stops
  - incorporating Uplyme, Charmouth or Axminster into the route
  - extending the service into the late afternoon or evening
  - increasing service frequency
  - including Saturday operation
4. Many of these suggestions have significant cost or operation implications and could not be achieved within the approved additional budget.
5. It is suggested that a small group of members be appointed to work with the deputy town clerk to explore and identify and cost preferred options to be discussed with the service operator.
6. It is suggested that the group comprise no more than five members.
7. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Mark Green  
Deputy town clerk  
September 2022



**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Totally Locally's Fiver Fest

**Purpose**

To allow members to consider a request to provide funding to support Totally Locally's Fiver Fest initiative in Lyme Regis

**Recommendation**

Members consider the request to fund the printing of the Fiver Fest map at a cost of £166 plus VAT

**Background**

1. Totally Locally's Fiver Fest is an opportunity for independent businesses to put on £5 offers to help promote the shop local message. It is a free-to-join campaign run by Totally Locally, a grass roots high street organisation that helps businesses and high streets to help themselves.
2. The theory behind the Totally Locally £5 message is that if every adult in Lyme Regis spent just £5 per week in their local independent shops and businesses, it would mean around £0.7million going directly into our local economy. This can lead to more jobs, a better high street, a stronger economy and a nicer place to live.
3. Fiver Fest in 2021 had around 35 independent shops, restaurants and cafes taking part.

**Report**

4. This year's Fiver Fest is taking place from 8 to 22 October. A map of the town will show all the participating businesses.
5. Cllr Belinda Bawden is involved in organising Fiver Fest and has been seeking sponsorship from participating businesses to help design and print the map. Max Redwood has provided the art and design work free of charge.
6. Cllr Bawden has requested that the council supports the initiative by funding the printing of the map. The cost is £166 plus VAT for 500 maps.
7. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Adrienne Mullins  
Support services manager  
September 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Sculpture Trail

**Purpose of Report**

To update members on the latest position with the sculpture trail and to allow members to consider any options for a continued arts presence in the gardens

**Recommendation**

- a) Members note the latest position with the sculpture trail in the gardens
- b) Members consider any options for a continued arts presence in the gardens

**Background**

1. There has been a sculpture trail of some kind in the gardens every year since 2014. From 2015 onwards, the trail has involved several higher value sculptures provided by local and regional sculptors. Individual sculptures have ranged in commercial value from £2-£30k, with most averaging around £5k. The sculptures have been on paid, short-term exhibition in the gardens prior to them being sold by the sculptors. The sculptures have been changed regularly, typically annually.
2. In 2017, the council provided several permanent and secure plinths around the gardens on which the sculptures could be exhibited.
3. Historically, the town council has contributed towards the hire cost of the sculptures with other funding being obtained from a variety of sources, including from private donation. This annual hire cost has averaged £5-10k.
4. Since 2017, liaison with sculptors, commissioning of works, obtaining 'external' funding and, most recently, coordination of work between local artists and Woodroffe School, has all been undertaken by The Arts Development Company, based in Dorchester. Without their input, the ongoing delivery of the trail would not have been possible.
5. Owing to several factors, including the impact of COVID and the reduction of budgets and staffing within The Arts Development Company, no new, paid for, sculptures have been exhibited in the gardens since 2020 and the number has gradually reduced as sculptors have removed them after the end of their 'funded' period. The four sculptures which remain, other than those done in collaboration with Woodroffe School, do so on an unpaid 'favour' basis and may be removed by the sculptor at any time.

**Report**

6. The deputy town clerk has been in discussions with The Arts Development Company to establish what options may exist to maintain an arts presence in the gardens and a further discussion will take place immediately prior to this meeting.
7. A verbal update will be provided at the meeting and the views of members will be sought.

8. Any consideration of the ongoing insurance of the sculptures will depend on the outcome of the wider discussions about the future of the trail itself.
9. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Mark Green  
Deputy town clerk  
September 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Community Engagement

### **Purpose**

To inform members of community engagement work which is already taking place and plans for future community engagement, and to invite members' ideas to engage with the community

### **Recommendation**

Members note the report and make any suggestions for engaging with the community

### **Background**

1. Following consideration by this committee, the community engagement strategy was approved by the Full Council on 15 December 2021.
2. The council's community engagement function was brought in-house with the creation of two administrative and community engagement assistant posts, which were filled in July 2022.
3. Prior to this, the council already carried out community engagement in the following ways:
  - the annual town meeting
  - public forums before council meetings
  - member involvement in local organisations
  - consultation on objectives
  - the press, website and social media
  - consultations on single issues with specific groups
  - Lyme Voice
  - civic events
  - cheque presentations with grant recipients
  - newspaper column
  - press releases.

### **Report**

4. Since July 2022, several new methods of community engagement have been introduced.
5. A new Instagram page has been set up and there are posts on our Facebook, Twitter and Instagram accounts most days, with good engagement, particularly on Facebook and Instagram.
6. Visits have been arranged to local groups in receipt of community grants. In the past, members would have a photograph of a cheque presentation but the emphasis is now on meeting the people who are involved with the organisations and seeing how the grant money is spent. Visits have taken place with Lyme Regis Sea School and Powder Monkeys Explorer Sea Scout Unit and others are being arranged.
7. The council is currently carrying out the most comprehensive consultation exercise it has ever done on future projects. This was launched in August and continues until 30 September. It has involved an online survey via Survey Monkey which has been sent to the participants of Lyme Voice and promoted via the website, social media and the local press. There are also hard copies of the newsletter which have been made available at the council offices and the library,

and members have been taking copies to groups they are involved with. There have also been several focused events where members have visited established groups or events, including the Talking Café at Hallett Court, the Seaside Store and the Community Café. Members have talked to children at St Michael's Primary School and a visit to Woodroffe School is planned.

### **What else is planned**

8. There are various other methods of community engagement which have been planned within the team, some already in progress.

9. **Business briefing**

Staff are putting together a list of email addresses for all local businesses. Once compiled, a business briefing, probably fortnightly, will be sent out. It will include helpful information such as road closures, police appeals and alerts, and information on local events.

10. **Gateway Card**

As outlined in a report elsewhere on this agenda, the Gateway Card will be relaunched, hopefully benefiting both residents and local businesses.

11. **Lyme Voice**

Better use will be made of Lyme Voice. This is a resource that has not been well utilised since it was launched and is a good way of reaching a broad cross-section of the community to get a sense of what the community thinks about a particular idea.

12. **Member relations**

Members need to get out in the community as much as possible, attending coffee mornings, events and local groups. This is even more effective if councillors attend as a group to show a united front.

13. **Lyme Bay Radio**

Members could appear on Lyme Bay Radio to help the community to get to know who everyone is and what the council is up to.

14. **Member profiles**

Profiles on each member which appear either on social media, the column or the newsletter, depending on whether the council decides to revert to a traditional newsletter and/or a newspaper column.

15. **Online polls**

Informal polls to be carried out on social media to gauge public opinion on light-hearted issues. This wouldn't be used to gather formal feedback on major policy issues, it's just a good way of getting people to interact.

16. And finally, do members have any ideas of their own?

17. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Adrienne Mullins  
Support services manager  
September 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Grant Review, Axe Valley and West Dorset Ring and Ride

**Purpose of Report**

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a five-year term grant for Axe Valley and West Dorset Ring and Ride (AVRR); the grant agreement runs from 1 April 2020 to 31 March 2025 and is £1,500 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is to help with the provision of transport facilities to those with a special need such as the elderly, the poor, parents with young children and those living in isolated areas where there is no adequate transport.
3. From April 2020 to late-spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 15 July 2021 a meeting took place with AVRR to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on AVRRs ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

**Report**

6. On 27 July 2022, a grant review meeting took place between AVRR<sup>1</sup> and the town council<sup>2</sup>.
7. At that meeting, the AVRR's chairman said the organisation had three trustees and was seeking to appoint a fourth. AVRR's chairman confirmed there were no governance issues.
8. AVRR's chairman said there were no immediate financial issues<sup>3</sup>.
9. AVRR's chairman said the organisation had raised £60,000 for a new bus through various funders which was currently being converted and was due to be delivered shortly. This means they will have two buses in operation.
10. AVRR's chairman said its greatest risk remained the reduction in passenger numbers but said the volume of passengers was gradually returning to pre-Covid levels. They reported 13 new passengers from Lyme Regis.
11. If AVRR provided posters and other relevant information, Adrienne Mullins offered to promote its service through the council's media platforms and links with community organisations.

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<sup>1</sup>Sandra Ward, chairman and Jane Hopson-Hill, co-ordinator represented AVRR

<sup>2</sup> Cllr Caroline Aldridge, Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

<sup>3</sup> AVRR's annual accounts will be presented to its Annual General Meeting 10 August 2022

12. Any recommendations from this committee will be considered by the Full Council on 28 October 2022.

John Wright  
Town clerk  
July 2022



**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Grant Review, B Sharp

**Purpose of Report**

To inform members of B Sharp's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a five-year term grant for B Sharp; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £5,000 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to assist B Sharp to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2022.'
3. From April 2020 to late-Spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 8 July 2021 a meeting took place with B Sharp to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on B Sharp's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

**Report**

6. On 19 July 2022, a grant review meeting took place between B Sharp<sup>4</sup> and the town council<sup>5</sup>.
7. At that meeting, the B Sharp's chief executive confirmed the organisation had eight trustees (the minimum requirement is three), although they were looking for a treasurer as the current incumbent was looking to retire. She confirmed there were no governance issues and no safeguarding or health and safety issues.
8. B Sharp's chief executive said there were no immediate financial issues; she confirmed Youth Music had allocated B Sharp £100,000 over two years up until December 2023 and they would apply for funding to continue after that date. This funding is for specific activities and core funding is provided by this council and Dorset Council.
9. B Sharp's chief executive said they had applied to the Arts Council to be one of its regularly funded organisations and they would know the outcome of the application in October 2022. They had also been awarded funding from Dorset Community Fund for a performance and from Dorset Music Hub for signing with schools. Devon Music Services had also provided funding to run a group in Axminster.

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<sup>4</sup>Ruth Cohen, chief executive officer, and Caroline Davis, administrator, represented B Sharp

<sup>5</sup> Cllr Cheryl Reynolds, Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

9. B Sharp's chief executive said there were no immediate risks facing the organisation, although finding the right music leaders was always a challenge.
10. B Sharp's chief executive said the Busking Festival in July was a success and they were planning on running it again in 2023.
11. B Sharp's chief executive said the organisation was now working with local schools again; singing at St Michael's, Marshwood and Charmouth Primary Schools, song-writing at Woodroffe School, and running a nurture group at Mrs Ethelston's Primary School.
12. B Sharp asked if the council could help promote their songwriting and music video courses this summer, which officers have actioned.
13. Any recommendations from this committee will be considered by the Full Council on 28 October 2022.

Adrienne Mullins  
Support services manager  
July 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Grant Review, Bridport and District Citizens Advice

**Purpose of Report**

To inform members of Bridport and District Citizens Advice's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a five-year term grant for Bridport and District Citizens Advice; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £4,500 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to assist Bridport and District Citizens Advice to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2023.'
3. From April 2020 to late-Spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 12 July 2021 a meeting took place with Bridport and District Citizens Advice to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on Bridport and District Citizens Advice's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

**Report**

6. On 4 August 2022, a grant review meeting took place between Bridport and District Citizens Advice<sup>6</sup> and the town council<sup>7</sup>.
7. Bridport and District Citizens Advice's manager said it had the requisite number of trustees, there were no governance or immediate financial issues, and no new material risks. He said one further trustee was being recruited and they would ideally like to recruit one other this year, specifically someone with legal expertise.
8. Bridport and District Citizens Advice's manager said foodbank, employment, housing and debt cases continued to rise. Much of the increase was caused by increasing fuel and food costs, and general inflation.
9. There were no significant issues arising out of the Citizens Advice's Wednesday service from the council's offices and they felt the service was running well. In the first quarter, 20 people used the outreach service.
10. They had seen a drop off in the number of people volunteering but a course for new volunteers was running in September and it was hoped eight people would be enrolled.

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<sup>6</sup>Bridport and District Citizens Advice Bureau was represented by Rovarn Wickremasinghe, manager and Martin Wood, deputy manager and advice services manager

<sup>7</sup> Cllr Carolyn Aldridge, liaison member, Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

11. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

John Wright  
Town clerk  
August 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Grant Review, The Hub

**Purpose of Report**

To inform members of the Hub's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a five-year term grant for The Hub; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £10,000pa. Grant payments are made in April, July, October, and January.
2. The purpose of the grant is to 'contribute towards the core running costs of the building. To keep the lights on and the doors open for young people of Lyme Regis and the surrounding areas.'
3. From April 2020 to late-Spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 20 July 2021 a meeting took place with The Hub to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on The Hub's ability to comply with the terms of its grant application and approved the issuing of its grant agreement. The grant agreement has been signed and returned to the council.

**Report**

6. On 3 August 2022, a grant review meeting took place between The Hub<sup>8</sup> and the town council<sup>9</sup>.
7. At that meeting, the Lyme Regis Development Trust's (LRDT) chief executive confirmed it had three trustees (the minimum requirement is three), and that a fourth trustee had been appointed and was going through LRDT's verification process. The development trust's chief executive confirmed appropriate governance policies and procedures were in place. He confirmed there were no safeguarding or health and safety issues. Sue Howard confirmed she has taken on safeguarding responsibilities.
8. The development trust's chief executive confirmed the financial viability of the Hub but said revenue income remained down on historic levels; he was optimistic this would improve.
9. Other risks included uncertainty about future grant funding, and the cost of building maintenance and refurbishment work to the building, including failing boilers. LRDT's chief executive subsequently confirmed a medium-term investment plan would be drawn up.

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<sup>8</sup> Sue Howard, chairman, and David Tucker, chief executive officer, represented The Hub

<sup>9</sup> Cllr Caroline Aldridge, liaison member, Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

10. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

John Wright  
Town clerk  
August 2022

**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Grant Review, The Philpot Museum

**Purpose of Report**

To inform members of the Philpot Museum's compliance with its grant agreement

**Recommendation**

Members note the report

**Background**

1. On 4 February 2020, the Full Council approved a three-year term grant for Philpot Museum. The grant was scheduled to run from 1 April 2020 until 31 March 2023. The grant is £7,000pa.
2. The purpose of the grant was to support the museum's family activities and events.
3. Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients haven't been able to act in accordance with their applications.
4. On 25 January 2021, the museum director emailed the town clerk to request a deferral of the 2020-21 payment until early 2021-22 as Covid-19 meant it couldn't work with the children until restrictions allowed. The town clerk approved the deferral.
5. Because of Covid-19 restrictions, the 2021-22 programme varied from the original proposal.
6. On 14 July 2021, a meeting took place with Philpot Museum to consider future compliance with their grant agreement. The museum confirmed it would return to its original grant application proposal in 2022-23
7. The Philpot Museum's grant agreement was considered and approved by Full Council on 8 September 2021.
8. Because of re-scheduling due to Covid-19, the museum is due to receive £7,000 in 2022-23 and 2023-24.

**Report**

9. On 10 August 2022, a grant review meeting took place between the Philpot Museum<sup>10</sup> and the town council<sup>11</sup>.
10. At that meeting, the museum's director confirmed the organisation had more than the requisite number of trustees but were looking for further trustees, particular with expertise in finance, digitalisation, arts, education and with museum experience. The museum's director confirmed there were no governance issues.
11. To confirm grant allocation against programme, the museum's director agreed to review its programmed activities and undertake a reconciliation of invoices sent to the council against payments received. However, the family holiday activity programme had continued, with activities including a clay workshop and painting.

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<sup>10</sup> Dr Jonathan Evans, chairman and Bridget Houseago, director, represented the Philpot Museum

<sup>11</sup> Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

12. The museum's director re-confirmed the museum's greatest risk was the maintenance requirements of its building and a survey would be carried out. Increasing costs were also a concern.
13. The museum's director said they needed to identify new funding sources, including a new membership model and finding new uses for the building.
14. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

John Wright  
Town clerk  
September 2022



**Committee:** Tourism, Community and Publicity

**Date:** 28 September 2022

**Title:** Managing Consultation Exercises

**Purpose**

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

**Recommendation**

Members note the report

**Report**

1. The following public consultations affecting residents and services in Dorset have recently taken place, are coming up, ongoing, or have been completed:
  - Dorset Council – Community Governance Review
  - Dorset Council – Rights of Way Improvement Plan
  - Dorset Council - #LetsTalkLibraries
2. **Appendix 21A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council's response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 26 October 2022.

Adrienne Mullins  
Support services manager  
September 2022

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
Dorset Council – community governance review	05/08/21	28/10/21	Town and parish councils, local MP, DAPTC, local groups and interested parties	Strategy and Finance Committee	Considered by S&F on 31/03/21 and 12/05/21. Agreed no changes should be requested	<p>The public consultation period has now closed. The Member Working Group's final Community Governance Review recommendations were considered and approved by Full Council at its meeting on 14 July 2022. <a href="#">View the report and the minutes of the Full Council meeting on 14 July 2022.</a></p> <p>Any changes adopted by Full Council will take effect on 1 April 2024. The first elections under any new community governance arrangements will take place on 2 May 2024.</p>
Dorset Council – Rights of Way Improvement Plan		31/10/21	The public and local stakeholders	To be considered by the Environment Committee on 06/10/21	Considered by Environment Committee on 06/10/21. Agreed the operations manager would contact Ken Gollop for information about any rights of way the council should campaign about	Dorset Council's timetable states that between March and June 2022 they will hold a public consultation on the new plan and input consultation responses into the new plan. Notification of a public consultation has not yet been received.

Dorset Council – #LetsTalkLibraries		07/01/21	The public, library employees, partners, businesses, town and parish councils	Social media  Report to TCP 17/11/21	Response given by Cllrs B. Larcombe and B. Bawden on behalf of the council and circulated to members	<p>The Libraries Strategy review was considered by the Joint Overview Committee on 29 June 2022. The minutes can be viewed here: <a href="#">Agenda for Joint Overview Committee on Wednesday, 29th June, 2022, 10.00 am - Dorset Council</a></p> <p>Phase two of the public consultation is due to start in the autumn, seeking views of the draft library strategy.</p>
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