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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 16 November 2022 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
10.11.22

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 28 September 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 28 September 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 – Further Considerations

To provide members with further information about a mobile hoist to be used alongside the beach wheelchairs

10. Newsletter – Printing and Distribution

To allow members to consider the quote for the printing of the newsletter and to consider the options for its distribution

11. Bands in the Marine Parade Shelters

To allow members to consider whether the budget for brass bands should be used to pay for other types of performances

12. Coronation Events

To allow members to consider setting up a working group to develop plans to celebrate the coronation of King Charles III in May 2023

13. Sculpture Trail

To update members on the latest position with the sculpture trail, following a meeting between the appointed member group and the Dorset Arts Development Company and to allow members to consider any options for a continued arts presence in the gardens

14. Update Report on the Totally Locally October Fiver Fest 2022

To update members on the Totally Locally October Fiver Fest 2022 and to allow members to consider further support

15. Major Events 2023

To inform members of the 2023 diary of major events

16. Grant Review, Lyme Arts Community Trust

To inform members of Lyme Arts Community Trust's compliance with its grant agreement

17. Managing Consultation Exercises

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

18. Exempt Business

Committee: Tourism, Community and Publicity

Date: 16 November 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 the meeting on 28 September 2022 and again, there were no nominations. The election was 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 14 December 2022.

Adrienne Mullins
Support services manager
November 2022

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 28 SEPTEMBER 2022

Present

Chairman: Cllr C. Reynolds

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr B. Larcombe, Cllr D. Sarson

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

Absent: Cllr R. Smith, Cllr G. Turner

Other members: Cllr B. Bawden

Guests: M. Redwood

22/15/TCP Election of Vice-Chairman

There were no nominations for vice-chairman.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members **RESOLVED** to defer election of a vice-chairman to the next meeting.

22/16/TCP Public Forum

There were no members of the public who wished to speak.

22/17/TCP Apologies

Cllr J. Broom – illness
Cllr D. Ruffle – holiday
Cllr G. Stammers – holiday

22/18/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, the minutes of the meeting held on 29 June 2022 were **ADOPTED**.

22/19/TCP Disclosable Pecuniary Interests

There were none.

22/20/TCP Dispensations

There were none.

22/21/TCP Matters arising from the minutes of the previous meeting held on 29 June 2022

Seafront wifi

The deputy town clerk said a proposal had been received relating to Starlink, which was a much cheaper option than a leased line and it offered considerably faster speeds. He said he would bring the proposal to the next meeting.

22/22/TCP Update Report

Members noted the report.

22/23/TCP Mobile Hoist for Beach Wheelchairs

Cllr C. Reynolds said Ruby Walker, who was due to attend the meeting to speak to members about the need for a mobile hoist, had been unable to attend but had sent some information to be read out.

R. Walker said she felt the beach wheelchairs needed to be advertised better, perhaps on a dedicated Facebook page, and they would be a life-changing piece of equipment for disabled people of all ages. However, she said providing a mobile hoist to enable a person to be safely lifted in and out of a beach wheelchair was essential, as otherwise it was unsafe for the disabled person or the member of council staff helping.

R. Walker said she didn't feel the shelters were the best place for the collection of the wheelchairs as it was undignified and she suggested using the Lister Room, which could possibly incorporate the seafront lift.

R. Walker also put forward the idea of a 'changing places' toilet, which would help with all the issues already raised regarding beach wheelchairs and it would also provide a suitable place to change disabled people, the nearest currently being in Seaton. She recommended going to the changing places website for more information.

Cllr B. Larcombe asked if R. Walker had written to Dorset Council (DC) about a changing places toilet as it owned most of the toilets in the town.

Cllr C. Reynolds said she had advised R. Walker to also contact DC. However, the changing places toilet was not on the agenda for discussion, but this was something she would like the committee to look at in future.

Cllr C. Aldridge asked if the council would need to provide a trained member of staff to help with the hoist.

Cllr C. Reynolds said the people accompanying disabled people would be trained to lift them.

The support services manager said the hoist would be much the same as many disabled people would already have in their homes so their families or carers would already have experience in using them. She said the council would require its staff to be as hands-off as possible because although they were all trained in manual handling, this was a risk to the staff and the person being lifted that should be avoided.

Cllr M. Ellis said there was no point in having the disabled wheelchairs if they couldn't be used by people who needed hoisting so she felt the council should look into purchasing one. She agreed the wheelchairs needed to be advertised better and they

needed to be stored in a more prominent place, such as near the disabled beach hut or in one of the council's beach huts.

Cllr B. Larcombe said the council needed to be as clear as possible about what the purchase of a mobile hoist really meant as he felt the council shouldn't underestimate what commitment was involved. He questioned whether the space in the current disabled toilet was inadequate if using a hoist.

Proposed by Cllr D. Sarson and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to obtain more information about cost, storage of the hoist, operational requirements, and maintenance of a mobile hoist to improve accessibility to the council's beach wheelchairs.

22/24/TCP Quarterly Newsletter

Cllr D. Sarson said he was not in favour of a quarterly newsletter as it would outdate itself quickly and it would be meaningless to residents. He said he would prefer to continue the newspaper column in Lyme Online every four weeks.

Cllr B. Larcombe agreed and said the newspaper column represented good value for money, it was delivered to some households, it was in the context of other news, and people naturally looked to the newspaper for council updates.

Cllr C. Aldridge agreed and said the printing of the newsletter was not environmentally friendly. However, she noted the newspaper was not delivered to every household and asked if it could be established where it was delivered as some people couldn't view it online.

Cllr M. Ellis said she was in favour of a newsletter as she had been approached by residents who said they didn't realise the column in the newspaper was written by the council and they wanted to know what was going on in the organisation. She said even a six-monthly newsletter would be helpful to let people know who the members were, what the council had been doing and what services the council ran in the town. She added that it could also be available in holiday homes as information for visitors.

Cllr C. Reynolds said she was also in favour of a newsletter and the volunteers for Lyme Regis Community Support said they would be prepared to deliver them to their own street. She said residents were not aware of which council carried out which services and the newsletter could be used to inform people of this. She agreed even twice a year would be helpful.

Cllr B. Bawden said DC was producing a guide of who provided which services so this might address that particular issue.

Cllr C. Reynolds said Max Redwood said he would help with typesetting and photos for the newsletter.

Proposed by B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree, in principle, to produce a six-monthly newsletter in addition to the monthly newspaper column, and to instruct officers to obtain quotes for the printing of the newsletter and investigate how the newsletter would be distributed.

22/25/TCP Seagull Control

Cllr C. Reynolds invited Max Redwood to speak to his report.

M. Redwood said he learned a lot about seagulls in terms of their patterns and their favourite locations but drones were not the way forward as a way of controlling them. However, drones did move the seagulls around so they could be effective if they needed to be moved away for a short period. He said he noticed fast food boxes attracted the seagulls and suggested stickers could be put inside the boxes to warn people of the dangers. He added that putting flags up along the seafront to deter seagulls might also have some merit.

Cllr B. Larcombe said even if people were conscious of the problem and read the warning signs, they could still have their food stolen by seagulls so he felt none of the solutions would really solve the problem. He said the number of takeaways did seem to make the problem worse and the council needed to consider this every time another takeaway wanted to open on the seafront. He added that the council should encourage indoor seating.

Cllr C. Aldridge said she observed some of the drone flights and while the idea of flags might be interesting to try, there were already quite a lot along the seafront already; any more would change the look of the seafront and she wasn't sure how successful it would be. She agreed the issue was the number of takeaways and she wanted the council to have a stronger policy on working with them to change their packaging. She also felt signs with more aggressive images would help but this needed to be looked at in conjunction with other signs on the seafront to ensure there weren't too many.

Cllr M. Ellis said the council did provide stickers to takeaways in the past to put on their packaging to warn people about feeding seagulls and she agreed it was down to education. She wasn't sure if any more signs would work as people didn't tend to read them.

Cllr B. Bawden agreed stickers on takeaway boxes would be effective and suggested they referred to the £100 fixed penalty notice a person would have to pay if they fed the seagulls as a further deterrent.

Cllr B. Larcombe said the council also needed to ensure it had gull-proof waste bins.

The support services manager said the council had already agreed to buy flap kits for the bins to make them gull-proof and these were being installed on a rolling programme within each year's budget for waste bins.

The deputy town clerk said it would be unlikely the council could put flags on lampposts as most in the town were owned by DC, which had previously refused permission to install CCTV cameras on lampposts.

Cllr C. Reynolds said as there was no chamber of trade or business group in the town, it was difficult to get any of these messages out to businesses or to get them involved in any initiatives.

Members noted there was an issue with the takeaway boxes as seagulls now recognised them and they also filled up the bins quicker which meant they regularly overflowed and seagulls could pull the rubbish out.

Cllr B. Larcombe suggested traders could be encouraged to return to bags and paper packaging and messages about seagulls and disposing of waste properly could be printed on the paper.

It was proposed by Cllr B. Larcombe not to install additional signage on the seafront to warn people of seagull attacks.

This motion was not seconded.

Proposed by Cllr C. Aldridge and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the report from Max Redwood regarding the drone flights aimed at deterring seagulls and to change some of the existing seagull signs on the seafront, with half of the existing signs warning people not to feed the seagulls to remain, and half to be replaced with 'beware of the seagull' signs with a more aggressive image.

22/26/TCP Town Bus

Cllr C. Reynolds said although he was not on the committee, Cllr R. Doney wished to be appointed to the panel as he used the town bus.

Cllrs B. Larcombe and M. Ellis said they would also like to sit on the panel.

Cllr B. Bawden asked to be kept in the loop as DC ward member as she might be able to have some input.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllrs R. Doney, B. Larcombe and M. Ellis to work with the deputy town clerk and service operator to identify and cost preferred options for improving the town bus service.

22/27/TCP Totally Locally's Fiver Fest

Cllr B. Bawden explained what Fiver Fest was and said in previous years, businesses had said they felt part of the community and it brought them together. She said it would now be done once a year in October, having previously also taken place in February, but many businesses in Lyme were not open in February or it just wasn't the right time of year for them. She said Charmouth was joining the initiative this year.

Cllr C. Reynolds said she supported the request to fund the printing of the map as it would demonstrate to local businesses that the council was doing something to support them.

Cllr M. Ellis asked that the council's crest was printed on the map to show it had supported the scheme.

Proposed by Cllr B. Larcombe and seconded by C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request to fund the printing of the Fiver Fest map at a cost of £166 plus VAT.

22/28/TCP Sculpture Trail

The deputy town clerk said he had had further discussions with the Arts Development Company, whose view was that without some financial input from the council, an ongoing sculpture trail in the gardens was unlikely. He said the arts development officer had some ideas about how it could be done differently and more cost-effectively; in Bridport, for example, the sculptures were hired from the sculptors for £500 per year, which reduced if the sculpture was retained for a second year.

The deputy town clerk said the arts development officer also had ideas for further work with Woodroffe School and ideas to provide sculptures on a permanent basis but this would involve some up-front costs. He said he had arranged a further meeting with the arts development officer in early October and he suggested a small number of members could join the meeting to look at various options for retaining some kind of trail.

The deputy town clerk said all the sculptures that currently remained were unfunded and sculptors had not been paid for their presence in the gardens this year. Several had been removed and the rest would inevitably be removed by spring at the latest if agreement wasn't reached to continue the trail.

Cllr C. Aldridge asked if the issue of insuring the sculptures had any bearing on whether it would continue.

The deputy town clerk said the sculptures at Bridport were both hired and insured by the town council. He said if the council was unwilling to insure the sculptures, the artists would not loan them as they would be taking on the risk of having a sculpture of significant value being on display in a public place.

Cllr C. Reynolds said since working in the community garden, she had been surprised by the number of people who came to see the sculpture trail.

Cllr B. Larcombe said he was in favour of Woodroffe School students exhibiting their works but less enthusiastic about professional sculptors using the gardens as their exhibition space. He asked why the number of sculptures in the gardens had reduced.

The deputy town clerk said the number had reduced because no funding had been agreed; there was limited access to external funding, business sponsors were not coming forward in the same way they were before Covid, and the council had not agreed any funding in the last two years.

Cllr C. Aldridge asked how much the sculptures had cost in the past and the cost of the insurance.

The deputy town clerk said the highest contribution the council had made in one year, excluding insurance, was £5,000 and this was for around 10 sculptures. He said the council didn't pay an additional premium to insure them; the problem came if there was a claim as the council was put on notice several years ago that if it didn't reduce the overall number of claims, there was a risk cover would be withdrawn or the premium would increase significantly. He added that there had been incidents of vandalism to the sculptures which had not been put through insurance to avoid that risk.

Cllr M. Ellis said it would be nice to keep the trail but she would rather see more work from local artists, particularly from Woodroffe School, than professional artists. She was also concerned with the costs and the issue of insurance as the council was paying for the sculptor to repair their own sculpture.

The deputy town clerk said the council could stipulate that it didn't want any more professional artwork and ask the Arts Development Company and professional artists to work with Woodroffe School and the council could pay them for that.

Cllrs B. Larcombe, C. Aldridge and D. Sarson agreed to join the meeting with the deputy town clerk and the Arts Development Company to look at the options for retaining a trail.

Proposed by Cllr C. Aldridge and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** that Cllrs B. Larcombe, C. Aldridge and D. Sarson meet with the deputy town clerk and the Arts Development Company to look at options for retaining a sculpture trail in the gardens.

22/29/TCP Community Engagement

Cllr D. Sarson suggested a councillors' surgery as a way of engaging with the public.

The support services manager said the council had tried this in the past and they had not worked; people didn't tend to attend council events, it was more effective if councillors went out into the community.

22/30/TCP Grant Review, Axe Valley and West Dorset Ring and Ride

Cllr M. Ellis said the organisation was not complying with all the terms of its grant application and grant agreement as it was not publicising that it received funding from the town council.

The support services manager said she would ask that the organisation did this.

22/31/TCP Grant Review, B Sharp

Members noted the report.

22/32/TCP Grant Review, Bridport and District Citizens Advice

Members noted the report.

22/33/TCP Grant Review, The Hub

Cllr M. Ellis said the organisation was not complying with all the terms of its grant application and grant agreement as it was not publicising that it received funding from the town council on its website or social media. She said she was also concerned the youth club was not operating frequently enough as the application said it would run twice a week and the organisation was not carrying out outreach work.

The support services manager confirmed a youth club was being run, which was attended by 25 to 30 young people and the Hub was also running other youth sessions such as arts club and drama club. She said youth detached work was taking place, using funding of £3,800 from Dorset Council, where a targeted youth worker and contextual safeguarding lead was going out and talking to young people.

Cllr M. Ellis said she was also concerned the Hub was not providing the service the council thought it was going to get for the funding and by letting the building out to other clubs and using it for offices, it was not being used by the youth. She felt there was some confusion between whether the funding was going to Lyme Regis Development Trust or the Hub.

The support services manager clarified that the funding was specifically to contribute towards the core running costs of the building, so the Hub was the building itself, which was run by Lyme Regis Development Trust.

Cllr M. Ellis said she was concerned specific questions hadn't been asked at the grant review meeting and all organisations in receipt of grant funding should be closely

scrutinised, as another organisation had had its funding withdrawn because the council felt it wasn't meeting the objectives in its grant application.

The support services manager said at the grant review meetings officers asked high level questions about governance, finance, risk, health and safety, safeguarding and any major changes or developments; they didn't micromanage the organisations and go through the grant applications line by line. She also clarified that the other organisation referred to by Cllr M. Ellis did not have a grant agreement in place so it could not be compared to organisations that did have a grant agreement.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that officers have further discussions with the Hub to express members' concerns about how the grant funding is being spent to ensure it is used for youth activities and to ensure it advertises on its website and social media that it receives funding from the town council.

22/34/TCP Grant Review, The Philpot Museum

Members noted the report.

22/35/TCP Managing Consultation Exercises

Members noted the report.

22/36/TCP Gateway Card

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, 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.

22/37/TCP Exempt Business

a) Gateway Card

Proposed by Cllr M. Ellis and seconded by Cllr B. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to accept the quote from Advantage Digital Print for the printing of the Gateway Card and stickers.

Members discussed if residents should go into the office to collect their Gateway Card or if they should be posted to everyone on the electoral register as they were previously.

The support services manager said there was money left in the budget to post them.

Proposed by Cllr B. Larcombe and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to post the new Gateway Cards to every Lyme Regis resident on the electoral register and all other residents can obtain one from the office with proof of an address in the town of Lyme Regis.

The meeting ended at 9.07pm.

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Matters arising from the minutes of the previous meeting held on 28 September 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

22/25/TCP – Seagull Control

Officers are obtaining quotes and designs for the new signs and will bring a report to the next meeting of this committee on 18 January 2022.

22/27/TCP – Totally Locally's Fiver Fest

The maps were printed for Fiver Fest, which took place from 8 to 22 October.

22/30/TCP – Grant Review, Axe Valley and West Dorset Ring and Ride

The support services manager checked if the organisation was publicising it received funding from the town council. The organisation doesn't have a website or social media as most passengers are not computer literate or do not have a smartphone. However, the printed timetable which is sent out to every new enquirer states: 'Supported by a grant from Lyme Regis Town Council'. They have been asked to also display the council's logo on the timetable.

In the last few months, the service has had 10 new requests from Lyme Regis residents, of whom nine have begun using the bus.

22/33/TCP – Grant Review, The Hub

The concerns raised by members at the previous meeting were put to the The Hub and the responses from the chief executive of Lyme Regis Development Trust were emailed to members on 7 November 2022.

22/36/TCP – Gateway Card

The new Gateway Cards have been printed, examples will be brought to the meeting.

Promotion will now start with the local businesses, via the business briefing and through a press release, to try and get them signed up to the scheme. It is planned to re-launch the scheme before Christmas.

Adrienne Mullins
Support services manager
November 2022

Committee: Tourism, Community and Publicity

Date: 16 November 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 has started to decrease now that the peak holiday season is over and this is to be expected:

September	24,663
October	23,103

There have been a total of 239,901 visits between February and October 2022.

The competition to win a free week in a beach hut during Lifeboat Week has been deferred from October until February/March when more people are likely to be planning their holidays. We believe there would be more entrants and it would encourage people to consider Lyme Regis as a holiday destination when they are likely to be researching holiday destination.

There is currently an autumn feature on the homepage and there will be a Christmas feature in late-November/early-December.

Marine Theatre webcam

The stream is now live on the Visit Lyme Regis website following some initial issues with the coding.

Business briefings

Business briefings are now being sent by email every fortnight to local businesses who have subscribed to the service. There are currently 61 businesses subscribed.

The briefings include information about road closures, business grants, local events, police news and appeals, and anything else relevant to local businesses.

Community briefings

Similar to the business briefings, a community briefing will be launched w/c 14 November 2022. It is aimed at local groups and charities and will include information such as grant opportunities, volunteer training, local events, road closures and anything else relevant to community groups.

Cost of living webpage

A cost of living webpage has been created on the council website, bringing together useful information to enable residents access the help and support available. It includes links to the Government and Dorset Council cost of living webpages, information about Citizens' Advice, Lyme Regis Foodbank, the Seaside Store, the Warm Café, the Talking Café, Lyme Regis Community Support, Lyme Regis Community Garden and the Community Energy Champions.

Adrienne Mullins
Support services manager
November 2022

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Mobile Hoist – Further Considerations

Purpose

To provide members with further information about a mobile hoist to be used alongside the beach wheelchairs

Recommendation

Members consider the cost, storage, operational and maintenance requirements associated with a mobile hoist and determine whether to purchase one

Background

1. At the previous meeting of this committee on 28 September 2022, members considered purchasing a mobile hoist to improve accessibility to the council’s beach wheelchairs. It was recommended and subsequently approved by Full Council on 26 October 2022 ‘to instruct officers to obtain more information about cost, storage of the hoist, operational requirements, and maintenance of a mobile hoist to improve accessibility to the council’s beach wheelchairs’.
2. The 2023-24 budget includes an allocation of £2,500 for a mobile hoist in the event its purchase is approved.

Report

Cost

3. Officers have contacted other local authorities and voluntary organisations that provide beach wheelchairs. Two hoists were recommended:
 - Birdie Evo mobile hoist – £765 plus VAT
 - Oxford Advance mobile hoist – £1,065 plus VAT

4. The specifications for each are shown below:

	Birdie	Oxford
Maximum user weight	180kg	155kg
Base width	640mm	1000mm
Base length	1220mm	1300mm

5. Both products can be folded down for convenient storage.
6. Before being used, the hoist must be assembled and commissioned by a ‘competent person’ to establish the assembly was correct and safe. This would cost an additional c.£150.

Storage

7. The three beach wheelchairs are currently stored in the west store of the Marine Parade Shelters and there would be room to also store the hoist. Officers have looked at all other alternatives on the seafront and this is the only available option.

8. However, the west store is far from ideal for various reasons. There is an air conditioning unit on the ceiling and when it is on, the store becomes very hot. Although there shouldn't be fumes from the unit, there potentially could be. The store is also full of other equipment, including Regatta and Carnival Committee equipment such as the carnival hut and mural boards, toilet rolls and chemicals for the Marine Parade toilets, and the very heavy poles for the performance area canopy. This does not offer a welcoming environment for hoisting a person between chairs.
9. It isn't possible to move any of this equipment to the east store as it is already full of tables and chairs for the market and performance areas, a scaffolding tower, pressure washer, hosepipes and chemicals.
10. Although the chair and the hoist could be pulled out onto the Marine Parade, it doesn't seem very dignified to hoist a person in public view.
11. The Jubilee Pavilion is not an option because the council has agreed to let it out commercially.
12. As the council has planning permission for two more beach huts on the seafront, it was suggested the two huts could be put together, the wheelchairs and hoist could be stored within and the hoisting could take place there too. Two huts would not provide enough space for this. Furthermore, this would be a significant loss of income to the council as the huts would be sold or rented.

Operational requirements

13. Having taken advice from other councils and organisations which have hoists, council staff would not be trained in hoist use and would have no physical contact with the person being hoisted. To use the hoist, the disabled person's care team would need to bring their own sling and it would need to be operated without the assistance of council staff. The most our staff would do would be to hold the wheelchair steady while the person's care team operates the hoist and manoeuvres them in.
14. For this to safely happen, we would need to ensure there are at least two people in the care team.
15. A risk assessment for the hoist would need to be carried out for health and safety purposes and anyone who wanted to use it would be required to sign a form to accept and be bound by terms and conditions of use.
16. The council's insurer has confirmed the hoist could be added onto cover against damage or loss without any need for an additional premium.
17. In terms of liability, the following advice has been received from our insurer: 'I can confirm that any acts of your negligence would be adequately covered under the Public Liability. If you are unsure on who the liabilities would attach to in different scenarios, then we would advise you undertake legal counsel so that they can direct you'.

Maintenance

18. The hoist would require a LOLER (Lifting Operations and Lifting Equipment Regulations) inspection every six months. The council currently pays £415.63 for a LOLER test on the Guildhall lift. However, a LOLER test specifically for a hoist is available for c.£145.
19. Council staff would also carry out a basic inspection of the hoist before and after each use to check for any obvious faults.

Other considerations

21. Having said all this, perhaps members should weigh up the requirements and costs against the need. Since introducing the beach wheelchairs in 2017, there have been no requests for a mobile hoist. The request that was brought to the previous committee meeting was raised on social media, not directly with the council. However, members may feel this one person's experience is enough and that the council should be proactive in its approach.
22. The issue of storage and a location for the hoisting to take place could also be seen as prohibitive.
23. The seafront attendant, who deals with most of the wheelchair hires, says he has never witnessed any issues with transferring a person from one wheelchair to another. His experience of using and watching others using the wheelchairs is that of the three we have – the Hippocampe, Nomad Tundra and Mobichair (floating chair) – the seat on the Nomad Tundra is the highest of the three chairs so it is easier to lift a person between their own chair and this chair.
24. However, if there is any weight in the Nomad Tundra, it is almost impossible to manoeuvre. The handle of the wheelchair is also broken. The seafront attendant's opinion is that rather than purchasing a hoist, the council should instead look to replace the Nomad Tundra with something more manoeuvrable.
25. However, a replacement wheelchair is likely to cost in the region of £2,700.
26. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

Adrienne Mullins
Support services manager
November 2022

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Newsletter – Printing and Distribution

Purpose

To allow members to consider the quote for the printing of the newsletter and to consider the options for its distribution

Recommendation

Members consider the quote for the printing of the newsletter and consider the options for its distribution

Background

1. At the last meeting of this committee on 28 September 2022, members considered a report on whether to publish a quarterly newsletter that is delivered to every home in Lyme Regis. It was recommended, and subsequently resolved by the Full Council on 26 October 2022 'to agree, in principle, to produce a six-monthly newsletter in addition to the monthly newspaper column, and to instruct officers to obtain quotes for the printing of the newsletter and investigate how the newsletter would be distributed'.
2. There is £850 in the 2022-23 budget for a newsletter, as this is enough to fund the monthly newspaper column. This budget has been increased to £2,000 in 2023-24 to allow for the printing and distribution of a six-monthly newsletter.

Report – Printing

3. A quote has been obtained based on an A4, four-sided booklet style on 130gsm silk paper, a weight of paper generally used for leaflets or flyers with a smooth silk surface.
4. Following a recommendation from Dorchester Town Council who also print a newsletter and having used this company for other projects, e.g., Gateway Card, a quote was obtained from Advantage Digital Print in Dorchester. The cost of printing 2,800 newsletters would be £329.

Distribution

5. Distribution is more complicated; this was always the biggest challenge when the council previously produced a newsletter and the reason for switching to a newspaper column because at the time, the newspaper was delivered to every household in Lyme Regis (this is no longer the case).
6. Dorchester Town Council uses a company called Whistl, which delivers the council's newsletters to 10,772 households at a cost of £802.93 (approximately 7.5p per household). The newsletters are delivered with other marketing, such as takeaway flyers. Officers tried to obtain a quote from Whistl but as the number of premises we would be delivering to is much lower and the newsletter would only be delivered twice a year, the volume and frequency was not sufficient to justify Whistl taking on the contract.
7. Whistl instead referred us to Parcel2Go. The quote from Parcel2Go was £2,772 plus VAT. The cost is much higher than Whistl as the newsletters would not be sent with other marketing.

8. A quote was also obtained from Royal Mail and was £254.19.
9. The difference with using Royal Mail compared to the likes of Whistl and Parcel2Go is that the latter would be able to send the newsletter to addresses specifically in Lyme Regis, whereas Royal Mail would send the newsletter to all DT7 3 postcodes, so this would include addresses in Uplyme, Yawl and Rousdon.
10. The final option is that a local organisation or group of people delivers the newsletter. This was the method of delivery the council previously used and it wasn't very reliable as some properties were missed and it took several weeks to cover the whole town.
11. Cllr C. Reynolds mentioned at the last meeting that volunteers for Lyme Regis Community Support would be prepared to deliver the newsletters to their own street. This makes it more manageable than delivering to several streets but there is still potential for properties to get missed.
12. Realistically, it seems there are only two viable options: to use Royal Mail and accept that properties outside of Lyme Regis will also receive the newsletter or use Lyme Regis Community Support and accept some properties will inevitably be missed.
13. Due to the timescales involved, if members agree to proceed with the newsletter, the first one will be issued early in 2023.
14. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

Adrienne Mullins
Support services manager
November 2022

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Bands in the Marine Parade Shelters

Purpose

To allow members to consider whether the budget for brass bands should be used to pay for other types of performances

Recommendation

Members consider whether the budget for brass bands should be used to pay for other types of performances

Background

1. Each year, an amount is allocated in the budget to pay for brass bands to perform in the Marine Parade Shelters. There was £3,000 allocated in the 2022-23 budget and £3,300 has been allocated in the 2023-24 budget.
2. The booking of the bands is managed by the admin team and there are around nine different bands that are contacted each year, including Lyme Regis Town Band, Honiton Band, Glastonbury Brass, Burtle Silver Band, and Chard Concert Brass.
3. The amount they are paid is negotiated with each band and ranges from £150 to £250 per performance.
4. The bands also do a collection at their performance and it is understood they usually raise an equivalent amount to the fee they are paid by the council.

Report

5. It is not known exactly how long the tradition of paying brass bands dates back. However, these bands are being paid to perform in an area that the council charges others to use. The charge for a not-for-profit organisation to hire the performance area in 2022-23 is between £15 and £25, depending on whether they are a local, regional or national organisation.
6. While the council is paying brass bands from Somerset, Devon and Wiltshire to come to the town to perform, there are a hive of musicians in Lyme Regis and the local area who are being overlooked.
7. Although the tradition has been to pay for brass bands, members are asked to consider whether the budget should be used to pay for performers in other musical genres and whether the council should be giving a platform to local musicians over musicians from other counties.
9. If members agreed that the budget should be used to pay for other types of performances, discretion would need to be given to the admin team to manage the bookings. The opportunity would be advertised so it is as fair as possible.

10. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

Adrienne Mullins
Support services manager
November 2022

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Coronation Events

Purpose

To allow members to consider setting up a working group to develop plans to celebrate the coronation of King Charles III in May 2023

Recommendation

Members nominate up to four members to sit on a working group to develop plans to celebrate the coronation of King Charles III in May 2023

Report

1. King Charles III's coronation will take place on Saturday 6 May 2023 at Westminster Abbey in London.
2. On 6 November 2022, it was announced there would be an additional bank holiday in the UK on Monday 8 May to mark the coronation. This is in addition to the bank holiday on Monday 1 May.
3. No details of the coronation event have been released yet but it is almost certain the ceremony will be broadcast live. It is expected to be shorter and more modest than previous ceremonies, with suggestions it will last an hour.
4. A budget of £20,000 has been agreed for coronation events in Lyme Regis.
5. As with the Queen's platinum jubilee celebrations, there may be a schedule of events which need to take place at specific times. Similar events in the past have included the lighting of beacons, ringing of church bells and town cries.
6. Planning needs to start as early as possible, so it is proposed a working group is formed to start working on the plans. It is suggested up to four members are part of that working group, along with two officers and the town crier, Alan Vian. Other organisations could be invited to attend if/when they are required.
7. It is therefore suggested up to four members are nominated from this committee. Cllr D. Sarson will not be able to attend the committee meeting but has indicated he would like to sit on the working group.
8. As it is intended the working group will meet for the first time before Christmas, any recommendations from this committee will be considered retrospectively by the Full Council on 14 December 2022.

Adrienne Mullins
Support services manager
November 2022

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Sculpture Trail

Purpose of Report

To update members on the latest position with the sculpture trail, following a meeting between the appointed member group and the Dorset Arts Development Company and to allow members to consider any options for a continued arts presence in the gardens

Recommendation

- a) Members note the current position with the sculpture trail in the gardens
- b) Members consider options for a continued arts presence in the gardens, including the provision of an annual budget

Background

1. As reported at the last meeting on 28 September 2022, 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, although some have remained for up to three years.
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 and damage to existing sculptures, 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.
6. The deputy town clerk had been in discussions with The Arts Development Company to establish what options might exist to maintain an arts presence in the gardens and a verbal update was provided at the last meeting and the views of members sought.
7. As a result of that discussion, it was agreed Cllrs B. Larcombe, C. Aldridge and D. Sarson should meet with the deputy town clerk and the Arts Development Company to look at options for retaining a sculpture trail in the gardens.

Report

8. That meeting took place on 17 October 2022. Unfortunately, Cllr B. Larcombe was unable to attend due to COVID but all others were present. Cleo Evens, the arts and environment lead and the person most closely involved with the sculpture trail, attended on behalf of the Arts Development Company.
9. Cleo explained the wider funding environment, her assessment of the likelihood of being able to attract external funding from other public or private sources, which was poor, and how similar trails worked elsewhere, including the more recent trail in Bridport.
10. She was clear that, in every case she was aware of, sculptors were paid to produce or hire work for exhibition. In Bridport, for instance, the payment was £500 for the first year and £100 for any subsequent year. In that case, artists were asked to produce works around a 'theme' which was set by the town council which funded the trail. The maximum initial payment tended to inform the subsequent financial value of the works produced but that didn't reflect their artistic worth or merit.
11. She was also clear that in every case she was aware of, the insurance liability whilst a work was on exhibit in a public place lay with the landowner or promoter or local authority. Again, this was the case with the trail at Bridport. She was of the view that no sculptor would be willing to accept the insurance liability or cost for their work being displayed in an area of public land where security measures were minimal. She felt that any move in this direction would simply result in sculptors not being willing to exhibit their works.
12. There was some discussion about different funding models for either short term or longer term/permanent exhibition and Cleo felt that some kind of combination might work well; it would give some permanence to the trail but also give a 'churn' of sculptures to continue to attract visitors.
13. She was happy to continue to work with Woodfroffe or other local schools as part of any ongoing trail and felt the initial arrangement with Woodroffe had worked very well.
14. Her view was that a budget of £5-6k p.a. was sufficient to fund a successful trail and work with local schools.
15. The members present felt that the trail was popular, successful and provided an added 'offer' away from the seafront. It was well received by residents and visitors and the general view was that the town council should be willing to fund it up to the indicated cost.
16. There is currently no budget identified for the trail in the draft budget or list of objectives. A sum could be included but, ideally, this would need to be part of the next stage of the budget and prioritisation process to be discussed at the meeting of the Strategy and Finance Committee on 30 November 2022.
17. Members are asked to consider whether they wish to agree financial support for a continuation of the sculpture trail in the Gardens and, if so, at what maximum cost and on what basis.
18. If members do support the principle of funding up to a maximum amount, it may be sensible to ask the member panel already established to agree, in conjunction with the Arts Development Company, the precise basis of how the trail may be delivered in future. Options for delivery include solely annual hire of sculptures, a combination of annual hire and longer-term provision or purchase, working in conjunction with local schools, whether and how the sculptures could be themed, etc.

19. Any recommendations from this committee will be considered by the Full Council on 14 December 2022, although any recommendation to fund a trail will be picked up and included in the budget and objectives report to Strategy and Finance on 30 November 2022.

Mark Green
Deputy town clerk
November 2022

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Update Report on the Totally Locally October Fiver Fest 2022

Purpose of Report

To update members on the Totally Locally October Fiver Fest 2022 and to allow members to consider further support

Recommendation

Members note the report and consider how best to support Fiver Fest in 2023

Background

1. [Totally Locally](#) is the UK's biggest grass-roots high street campaign. It aims to encourage people to support their local independent shops, cafes, restaurants and services.

"Totally Locally is something special. It's more than a shop local campaign, it's a philosophy."
2. The Totally Locally website shows images from Bridport and Axminster as well as a range of other towns and villages. Members are encouraged to watch the videos on the [About Us](#) page which show how the campaign had developed into a nationally recognised brand with regular seasonal events, Fiver Fest.
3. Fiver Fests run in the two weeks before a school holiday in February, June and October, aiming to support the independent sector in their less busy periods. All the materials are customised and provided via a [town link](#).
4. In February 2020, Cllr Bawden organised the first Fiver Fest in Lyme Regis for a week, having seen the success of Fiver Fest campaigns in [Bridport](#), [Seaton](#) and [Axminster](#) and recognising the number of small independent shops, cafes and restaurants Lyme is lucky to have.
5. Other towns have developed their Totally Locally ethos and activities in wider community directions, funding, for example the Magic Tenner and Christmas Trails in Bridport and the Totally Locally Axminster website and business listing.
6. Around 46 businesses joined in the first Fiver Fest in February 2020, with many of them saying they felt part of the community in a way they perhaps hadn't before.
7. Cllr Bawden realised that she had never been in some of the smaller shops, despite visiting the town since she was a small child and living here for nearly 30 years, possibly because:
 - Young children and tiny spaces aren't always compatible
 - Shopping in other towns could be more exciting
 - Many of the shops in Lyme can seem to be geared towards visitors
8. Fiver Fest, then, offers the chance for the independent businesses in town to feel part of the community and to offer something for £5 to encourage everyone to show their support by making the most of the bargains at the same time as seeing what else the business has to offer.
9. LRTC kindly gave Cllr Bawden permission to use High Dunford-Wood's sketch-style map for Totally Locally. For the first Fiver Fest, [Coastal Creative](#) did the typesetting and [Advantage](#)

[Digital Print](#) printed the map at no cost, in exchange for advertisements on the back of the A3 map.

10. Cllr Bawden subsequently organised Totally Locally Fiver Fests when lockdown periods permitted in October 2020 and October 2021 over a fortnight rather than a week. The number of businesses was slightly lower, with some dropping out but new ones joining.
11. For the 2020 and 2021 October Fiver Fests, the map typesetting was offered at no cost by [Max Redwood](#). The printing costs by Advantage Digital were kindly paid for jointly by [Turn Lyme Green](#), which supports local businesses to reduce their environmental impact and the [One Planet Working Group](#), which aimed to co-ordinate town council and community action to reduce carbon impacts and improve community resilience.
12. In addition Max Redwood filmed videos showcasing interviews with business owners and staff with their Fiver Fest offers, in 2020 with [Francesca Evans](#) of Lyme Online and last year and this with [Cllr Bawden and Petrina Muscroft](#).
13. These were sent to all prospective businesses to remind them about Fiver Fest and encourage them to join in. They were also then featured on social media and on other weblinks locally to generate interest in the campaign.
14. Members are requested to watch the videos as they give a great flavour of what is involved and why businesses participate in Fiver Fest.

Report on Fiver Fest 2022

15. In January 2022, Cllr Bawden canvassed the usual Fiver Fest participants but several were unable to participate for different reasons, so it was agreed to concentrate just on October Fiver Fest.
16. Charmouth businesses were invited to run a [Fiver Fest campaign](#) but despite initial interest only Herringbone actively participated. A list of all the participating businesses and their offers is at **appendix 14A**.
17. Cllr Bawden contacted the businesses on 2 September 2022 and thereafter regularly to send them the video, the link to the Totally Locally branded materials – posters, bunting, labels, social media images and text, for example, see **appendix 14B**. She wrote and hand delivered a letter with all the details and links to every eligible shop, restaurant and café in Lyme and Charmouth and followed up with personal visits to make notes of the offers.
18. Cllr Aldridge also gathered a substantial number of the offers two weeks before Fiver Fest so the [2022 map](#) could be created well in advance.
19. Fiver Fest ran from 8 to 22 October 2022 during the two weeks before half term. This time of year suits the businesses better as they've finished the busy summer and early autumn season but benefit from having a boost when it might otherwise be quieter.
20. It suits shoppers and bargain hunters as winter birthday and even Christmas shopping can be done, while the cafes and restaurants are quiet enough that they can welcome groups sharing Fiver Fest coffees, cakes, treats and meals.
21. It is recommended in future that Fiver Fest runs just once a year in October.
22. In addition to the video and offer list being sent round by email and posted on social media, photographs and lists of the offers were featured by [Lyme Online](#), posted on local Facebook

groups, Twitter and Instagram. This year, the [Love Lyme Regis website](#) events page featured Fiver Fest with all the offers listed.

23. The map was taken round to participating businesses a week in advance of Fiver Fest and supplied to the town council and other businesses who find the map of Lyme is popular with their customers, e.g. National Trust.
24. Cllr Bawden also printed multiple posters and labels at home for those participating who did not have printers. However, October Fiver Fest was disappointing from a town perspective because so few of the participating businesses displayed their posters or showed externally they were involved.
25. Next year, could LRTC print the posters, labels and bunting and pay for a banner for the railings in Broad Street to increase the visual promotion?
26. Feedback from the participants so far this year varies from some shops saying it was their best year yet, they had more local people than ever before or sold out sooner than expected (Monmouth Pantry, Fuego, Baby Boutique, Blue Lias, Boylos) to selling lots of the offer item but not much else (Primary Colours), to not selling as much as before as perhaps the offer wasn't as good or people are feeling the pinch currently (Ryder & Hope).
27. From previous years, general observations are that the cafes and restaurants tend to feel they don't benefit as much as shops but that often they are so busy that serving staff don't always report Fiver Fest customers to their managers/owners.
28. Others are happy to participate even if they don't necessarily increase profits during the campaign as they see it as generating goodwill, thanking their local customers and supporting the 'greater good' in the wider community.
29. As part of the communications and organisation, Cllr Bawden had asked whether the participating businesses would be prepared to pay £5 to join to fund the map print and/or pay £5 to Totally Locally, which is run by volunteers, see **appendix 14B**.
30. She also approached a few businesses to seek support to sponsor the map for an advertisement on the back. A few agreed to pay £5 to join but the collection proved too great a challenge. No-one was prepared to fund the map.
31. Cllr Bawden is grateful for LRTC support to fund the map and hopes this continues every year.
32. However, running a Totally Locally Fiver Fest is a huge though enjoyable task which would benefit greatly from administrative support, more consistent promotion and better engagement from the business community. It is not currently sustainable without better support.
33. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

Cllr Belinda Bawden
November 2022

Fiver Fest 8 to 22 October, Lyme Regis & Charmouth Offer List

Business name	October 2022 Fiver Fest offer
Amid Giants & Idols	Coffee and cake
Baby Boutique	Bloom & Blossom skin care collection for baby, kids and mums. From Pyjamarama Relaxing Shower Gels & Dry Body Oils to Wonder Worker Multi - tasking Balm to Newborn Baby Sleep and Bedtime Bodywash, Bubble Bath, Royal Dahls Hand Washes and Moisturisers plus lots more. All £5 and under!!
Beach House Café	Tea/coffee & bacon sandwich or Apple cake
Fuego	2 coloured glass vases, normally £3.50 each for £5. Also 2 notebooks, normally £3.95 each for £5.
Ginger Beer	4 Dinner candles for £5 (normally £6)
Kiosk	Smoked salmon & cream cheese breakfast bagel (up to 11.30am)
Lilac Wine Bar	*Glass of wine, bowl of olives & cheese tasting plate with home-made chutney
Lyme Rocks	3 sticks of Lyme Regis Rock (usually £2 each)
Molesworth & Bird	
Monmouth Pantry	Slice of gorgonzola & packet of cheese biscuits
Old Forge Fossil Shop	A stone (Fossilstone, Black Zebra Marble, Onyx or Woodstone) cylinder candle holder – normally £6.00
Pebbles Boutique	Range of funky sunglasses & lovely jewellery for £5
Persuasion	3 x Beach Style bracelets for £5 (usually £8.50)
Primary Colours	4 x Seasonal decorations for £5 (previously £7.80)
Pug and Puffin	Eugy collectible animal models (normally £8.50)
	10 Lyme Regis postcards, including the new Mary Anning statue
	1 x Soap daze soap rrp £7
	2 x packet of seeds rrp £6.50
Ryder and Hope	1 x Stropt razor sharpner rrp £9.95
Slipway	A bottle of 'Secretary Bird' Sauvignon Blanc (usually £6.99)
Swim	*Breakfast - Bacon Roll & Coffee; Lunch/Dinner - Dirty Tater Tots; Drink - Zombie Cocktail.
The Good Food Store	Signature Salt Beef sandwich (normally £6.50)
The Kiosk	Smoked salmon & cream cheese breakfast bagel (to 11.30am)
The Old Fudge House	*Pink gift box of delicious home-made fudge and a takeaway coffee
The Pilot Boat	Our local cream tea for £5.00, a pot of tea for one, 2 scones with cream and jam (normally £6.50).
The Town Mill	Town Mill Tote bag and 1.5kg of wheat flour for £5 (instead of £6.50)
Tom's	Either 2 hot drinks or a choice of our daily soup of the day. Both fish & vegetarian available.
Town Mill Bakery	Coffee or tea with a pastry; bowl of soup with bread (from 11.00 am)
Uplyme Stores	*Bottle of Hardy's bin wine

CHARMOUTH

Herringbone	Locally made Farm Soap Co. bar and handcrafted origami card.
*red is 2021 offer	

Email from Totally Locally confirming local details and resources, seeking support

Totally Locally <info@totallylocally.org>

2 Sept 2022,
09:51

Hi Belinda,

Your Fiver Fest posters are in your shared folder here:

Lyme Regis: <https://bit.ly/LymeRegisTLFiles>
Charmouth: <https://bit.ly/CharmouthTLFiles>

As well as the posters and images for social, also included are:

* A bunting design to print if you want to make it more obvious which businesses are taking part in Fiver Fest in your town, bunting in windows/displays will help!

* Some labels/stickers to print if you wish to use these

* A design for a selfie frame to use if you can print at A1 size

* 'Locally Owned' poster + social image set which matches the Fiver Fest colours, could be used alongside or after FF.

* If you requested a vinyl banner design, this will be in its own folder with a few versions for your local printer to choose between (regular, with 40mm bleeds, with 40mm bleeds + crop marks - eyelet holes can be put on these)

* Fiver Fest Guidelines.PDF - please read all of this!

* If you really want to get into the spirit of things, some ace t-shirts are available to buy for Fiver Fest or Totally Locally in general, all in a variety of colours, matching Fiver Fest! <https://totallylocally.org/shop/>There is also a heap of info on how to get the best out of Fiver Fest in your town here: <https://totallylocally.org/fiver-fest/how-to-do-a-fiver-fest/>

PS we have run Fiver Fest across the UK for 3 years out of our own pocket with no funding, for the first time we're asking participating businesses (and customers grabbing bargains) who like Fiver Fest and want it to continue, please consider donating a fiver or more to help cover our costs. If you could share this link with local businesses when you share the posters or post about Fiver Fest it would be hugely appreciated! <https://www.justgiving.com/crowdfunding/fiver-fest-oct-2022>

Thanks and happy Fiver Fest

Totally Locally

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Major Events 2023

Purpose of Report

To inform members of the 2023 diary of major events

Recommendation

Members note the report

Report

1. The 2023 diary of major events is attached at **appendix 15A**. Note that some of these events do not take place on council-owned land but provide a comprehensive calendar for the year.
2. Note that Jazz Jurassica will not be taking place in 2023. The organisers announced earlier this year they would be stepping down and no one else has taken over. As such, Lyme Regis Beer Festival is pencilled in for the weekend of 26 to 28 May 2023 when Jazz Jurassica would normally take place.
3. Lyme Splash is yet to confirm its date. This year, it was scheduled to take place on 4 September 2022, although the event was cancelled at the last minute due to the weather and sea conditions.
4. The date of EAT: Lyme Regis is also to be confirmed. It was originally scheduled to take place on 6 May 2023 but as this is the date of the coronation of King Charles III, the organisers proposed to change the date to 7 May 2023. However, this would have clashed with the May Fete. Officers are talking to the organisers about an alternative date, although the event will take place on Dorset Council land.
5. The three-day Bank Holiday weekend has been pencilled in for the coronation of King Charles III. It is unlikely the celebrations will take place over all three days but it provides flexibility.
6. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

Adrienne Mullins
Support services manager
November 2022

Events 2023

January

1 – New Year's Day duck race

1 – Lyme Lunge

April

9 – Easter Bonnet Parade

10 – Easter Monday duck race

29 April-1 May – Lyme Regis Fossil Festival

May

6-8 – Coronation celebrations

7 – May Fete

14 – Blessing of the Boats

26-28 – Lyme Regis Beer Festival (TBC)

June

10 – Uplyme Fete

16-17 – Lyme Crime

22-30 – OK World Sailing Championships

July

1 – B Sharp Busking Festival

8 – Uplyme and Lyme Regis Horticultural Society Summer Show

9 – Coast to Coast motorcycle run

15 – Lyme Morris Day

19 – Somers Day

22-29 – Lifeboat Week

August

5-6 – Sailing Club Regatta

5-12 – Regatta and Carnival

12 – Gig Club Regatta

25-28 – Lyme Folk Weekend

September

9-10 – Oyster Festival

November

4 – Bonfire Night and fireworks

12 – Remembrance Sunday parade and service

25 – Christmas lights' switch-on

December

15-17 – Christmas Tree Festival

23 – Carols Round the Christmas Tree

Committee: Tourism, Community and Publicity

Date: 16 November 2022

Title: Grant Review, Lyme Arts Community Trust

Purpose of Report

To inform members of Lyme Arts Community Trust'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 Lyme Arts Community Trust¹ (LACT); the grant agreement runs from 1 April 2020 to 31 March 2025 and is £22,000 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to support the cultural programme of the charity and its core costs that are not met by self-generated income or available grant funding'.
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 14 July 2021 a meeting took place with LACT to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on LACT'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 23 September 2022, a grant review meeting took place between LACT² and the town council³.
7. At that meeting, the LACT's director confirmed the organisation had seven trustees (the minimum requirement is three) and that there were no governance issues. LACT's director said some members had had their tenure extended and a skills-based board audit was being underway to assist future recruitment.
8. LACT's director also confirmed its chairman's tenure would end later this year.
9. LACT's director said there were no immediate financial issues. She confirmed the 2022 budget identified income at £379,582.50 and expenditure at £354,452.63; a budget surplus of £25,129.88.
10. LACT's director said this year's community play was funded by external grant and a Heritage Fund application would be made for next year's production.
11. LACT's director added grant applications were being sought for new front doors and solar panels and that the trust had applied to become a National Portfolio Organisation (NPO). If the

¹ Lyme Arts Community Trust is the governing body for Marine Theatre.

² Gabby Rabbits, director, represented LACT

³ Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council

trust is successful in its application to become a NPO it will receive three-year funding rather than having to make ad hoc funding bids for projects.

12. LACT's director said its planned events and activities, i.e., workshops for technicians and actors, and a youth theatre, were proving very popular; the Saturday youth theatre has 50 participants and a waiting list.
13. LACT's director added that the oldies (Senior Moments) programme starts end-September 2022 and has generated a significant amount of interest.
14. Any recommendations from this committee will be considered by the Full Council on 14 December 2022.

John Wright
Town clerk
September 2022

Committee: Tourism, Community and Publicity

Date: 16 November 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 – Rights of Way Improvement Plan
 - Dorset Council - #LetsTalkLibraries
 - Dorset Council – School Admissions Arrangements
 - East Devon District Council – East Devon Local Plan 2020 to 2040
2. **Appendix 17A** 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 14 December 2022.

Adrienne Mullins
Support services manager
November 2022

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
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	Dorset Council launched the second phase of its public consultation in September 2022. The consultation runs from 29 September to 22 December 2022 and library users and non-users are being asked to share their views. The survey is available here .
Dorset Council – School Admissions Arrangements	07/11/22	18/12/22	The public	Social media, website and community briefing	N/A	Dorset Council is running the annual consultation on the school admission arrangements 2024/2025. Details of the consultation are available to view at 2024 to 2025 school admission policies - Dorset Council

						<p>Responses must be submitted either in writing to School Admissions Team, Dorset Council, County Hall, Dorchester, DT1 1XJ or by email to schoolorganisation@dorsetcouncil.gov.uk by Sunday 18 December 2022.</p> <p>Following the consultation period, a report will be presented to Dorset Council's Cabinet meeting on Tuesday 28 February 2023.</p>
East Devon District Council – East Devon Local Plan 2020 to 2040	08/11/22	15/02/23	The public, stakeholders	Social media, website and community briefing	A report will be taken to the Strategy and Finance Committee on 30 November 2022 to allow members to comment	Consultation still open.