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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 D. Ruffle (vice-chairman), Cllr C. Aldridge, Cllr M. Ellis, Cllr B. Larcombe MBE, 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 8 March 2023 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
03.03.23

The open and transparent proceedings of Full Council and committee meetings will be audio recorded and recordings will be held for one year by the town council.

If members of the public make a representation to the meeting, they will be deemed to have consented to being audio recorded.

If members of the public have any queries regarding audio recording of meetings, please contact the town clerk.

Members are reminded that in reaching decisions they should take into consideration the town council's decision to declare a climate emergency and ambition to become carbon neutral by 2030 and beyond.

AGENDA

1. Public Forum

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

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

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 18 January 2023

4. Disclosable Pecuniary Interests

Members are reminded that if they have a disclosable pecuniary interest on their register of interests relating to any item on the agenda they are prevented from participating in any discussion or voting on that matter at the meeting and to do so would amount to a criminal offence. Similarly if you are or become aware of a disclosable pecuniary interest in a matter under consideration at this meeting which is not on your register of interests or is in the process of being added to your register you must disclose such interest at this meeting and register it within 28 days.

5. Dispensations

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

6. Matters arising from minutes of the previous meeting held on 18 January 2023

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.

7. Update Report

To update members on issues considered at previous meetings

8. Tourism, Community and Publicity Committee – Objectives

To allow members to review progress of the committee's 2023-24 objectives

9. To receive the minutes of the Coronation Working Group meetings on 27 January, 3 and 20 February 2023

10. The Big Coronation Party

To update members on preparation for The Big Coronation Party

11. Fossil Festival 2023

To allow members to consider a request from Lyme Regis Museum:

- for a grant of £3,300 to support the 2023 Fossil Festival
- to provide the Jubilee Pavilion and adjacent area free of charge
- for help in kind by providing advice, assistance with co-ordination and logistical support, and support from staff on the ground over the weekend

12. Request for Funding - Fireworks

To allow members to consider a request from the Regatta and Carnival Committee to part fund the summer fireworks' display

13. Dorset Council Free Parking Days

To allow members to agree non-charging days in Lyme Regis car parks

14. Visit Lyme Regis Membership Review

To allow members to review the charging structure for the Visit Lyme Regis website

15. Community Grants and Bid Writing

To allow members to consider funding bid writing sessions for local organisations

16. Sculpture Trail

To update members on the latest position with the sculpture trail

17. Axminster and Lyme Cancer Support Beach Hut

To allow members to receive an update on the use of the Axminster and Lyme Cancer Support beach hut

18. 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

19. Grant Review, Bridport and District Citizens Advice

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

20. Grant Review, The Hub

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

21. Grant Review, Lyme Arts Community Trust

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

22. Grant Review, The Philpot Museum

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

23. Managing Consultation Exercises

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

24. Exempt Business

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 JANUARY 2023

Present

Chairman: Cllr C. Reynolds

Members: Cllr C. Aldridge, Cllr M. Ellis, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers

Officers: A. Mullins (support services manager), K. Weekley (administrative assistant), J. Wright (town clerk)

Guests: E. Carr (Unique Boutique Events), C. Wyman (Jurassic Fibre)

22/55/TCP Public Forum

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

22/56/TCP Apologies

Cllr B. Larcombe
Cllr G. Turner – personal commitment

22/57/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, the minutes of the meeting held on 16 November 2022 were **ADOPTED**.

22/58/TCP Disclosable Pecuniary Interests

There were none.

22/59/TCP Dispensations

There were none.

22/60/TCP Matters arising from the minutes of the previous meeting held on 16 November 2022

Members noted the report.

22/61/TCP Update Report

Members noted the report.

22/62/TCP To receive the minutes of the Coronation Working Group meeting on 2 December 2022

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, the minutes of the Coronation Working Group meeting held on 2 December 2022 were **RECEIVED**.

22/63/TCP Jurassic Fibre

The chairman invited C. Wyman from Jurassic Fibre to give a presentation to members.

C. Wyman said Jurassic Fibre's network covered over 140,000 homes and businesses in the south west. She explained what fibre-to-the-premises (FTTP) was and why it was needed, primarily to replace copper cables, which were less effective than fibre and would be retired in future. She said FTTP would bring higher download speeds, faster connections and greater reliability.

C. Wyman talked about Jurassic Fibre's build approach and said the network was joined by Point of Presence (POP) sites, which were currently located at Honiton, Bridport, Seaton and Chard.

C. Wyman talked through the plan for Lyme Regis and said they hoped to have the lower parts of the town completed by March. She outlined the roadworks that would be necessary to complete the works over the next three months but said they aimed to create minimum disruption.

C. Wyman gave examples of the kinds of community engagement Jurassic Fibre was involved in and said if there was a local event or project the council felt they could be involved in, she would like to hear about it.

C. Wyman gave details of the latest offers and said people could register their interest at jurassic-fibre.com.

Cllr C. Reynolds asked how long it was expected to be before people could sign up to Jurassic Fibre and how much disruption the work would cause.

C. Wyman said she couldn't give definite dates but she could provide updates. She said they aimed to minimise disruption and any road closures would be communicated to the town council.

Cllr G. Stammers asked what the range of each POP was and whether there were any plans to have one in Lyme Regis. She said due to Lyme Regis being a tourist town, a network would have high usage in the summer and low usage in the winter and asked if there would be any allowance made for this.

C. Wyman said Lyme Regis would be connected to the Seaton POP as it wasn't necessary to have one in every location. She said there would also be one in Axminster which would serve the surrounding areas. She said a certain number of properties could be connected to each POP, rather than it being a matter of distance from a POP. However, she would find out more information about the limitations on POPs and report this back to the council.

Relating to the summer and winter usage, C. Wyman said each premise that connected to the POP had their own fibre so it didn't matter how many people were using it and there wouldn't be a problem of signal dropping off if more people were using it.

Cllr R. Smith asked if fibre would allow phone lines and pylons to be taken down.

C. Wyman said perhaps when copper cables were switched off but she would ask for more information and report back.

C. Wyman said Jurassic Fibre aimed for 90% coverage in the towns they covered but it was subject to surveys. She said they didn't currently provide television packages but they could work in conjunction with television providers.

22/64/TCP Pop-Up Street Food Market

The support services manager emphasised Unique Boutique Events were not asking the council's permission to hold the event, as it was on Dorset Council (DC) land, but they wanted the support of the local council before approaching DC for permission.

Cllr C. Reynolds informed members DC was going to hand over management of events on its land in Lyme Regis to the town council. She asked if the town council would therefore receive the income from those events to rent the land.

The town clerk said DC was happy to delegate to the town council the management of events and if there was a financial consideration for this, the town council would want to benefit from that as it spent time and money in preparing the town for events and managing them while they took place.

The chairman invited E. Carr from Unique Boutique Events to present her proposal and take questions.

Cllr C. Aldridge asked if the traders would be from the surrounding area or already based in the town.

E. Carr said she had a database of traders that she had built up over the years and because it was an evening event over four or five hours, it tended to be businesses within a 20 or 30-mile radius. However, she liked to give local businesses an opportunity to trade too, as long as they were able to operate in the same way as a regular street trader, and she would offer a small discount to encourage them to get involved. She said perhaps the town council could help to publicise the opportunity with local businesses.

Cllr C. Reynolds asked if there were any Lyme Regis traders on the database and whether she proposed to increase the number of traders in the future.

E. Carr said she didn't have any Lyme Regis traders but the word would go out once she had permission. She said Theatre Square was a flexible space so she would start with up to six traders so everyone did well and maybe bring in one or two more each time. She said she also aimed to have a turnover of traders so they weren't the same at each event and she tried not to replicate food that was already available in the town.

Cllr M. Ellis said the Marine Theatre was parking vehicles on the lower level and if the town council was going to manage events on DC land, this needed to be addressed. She asked if traders operated from gazebos, trailers or vehicles.

Members discussed whether Friday was the best day for the event but E. Carr said she was happy to discuss with the council the best day and possibly involve the Marine Theatre. She said traders normally operated from gazebos.

Cllr G. Stammers asked if it was feasible to involve local businesses if there were only going to be three events this year and she already had a large database of businesses that might take part.

E. Carr said she didn't think this was a real issue. In her experience, there were lots of reasons local businesses couldn't participate but it was a gesture to invite them.

Cllr D. Ruffle asked what the feedback from local businesses had been in other places where she had run the event.

E. Carr said some businesses had raised concerns about the event taking footfall away from them but she hadn't seen this in her experience. She said the event was finished by 9pm and people often went somewhere else afterwards.

Cllr R. Smith raised concerns about increased pressure on parking.

E. Carr said the event was very much set up for local people and was about regular and local footfall so she wouldn't expect many people to come from outside the town.

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to support the proposal from Unique Boutique Events to set up a pop-up street market in Theatre Square between May and August 2023.

22/65/TCP Beach Hut Booking System

The support services manager emphasised the complaints received about the beach hut booking process had been related to the booking of annual, summer and winter packages over the telephone, not related to daily and weekly bookings using the online system. She said various booking processes had been tried over the years and there seemed to be no perfect solution, there were always going to be people who were unhappy and generally it was those who didn't manage to secure the package they wanted.

The administrative assistant explained some of the issues she had experienced on beach hut booking day and felt drawing names out of a hat might help alleviate some of the problems, although she agreed there would always be people who were unhappy.

Cllr M. Ellis said she didn't agree with drawing names out of a hat and suggested there was one dedicated phone line where staff could take calls and ask which package they wanted, then call them back later to make the bookings.

The administrative assistant said one of the major issues was the current phone system, which needed updating and might help alleviate some of the issues, but as the future of the office accommodation was yet to be determined, the new phone system had not yet been installed.

Cllr D. Ruffle acknowledged that even if there were extra phone lines and staff taking calls, the council couldn't please everyone. He agreed the system needed to be

tweaked somehow but felt there would be accusations of fixing even if names were drawn from a hat.

Several members felt a draw was a fairer system because phoning in was prejudiced against those who were unable to stay on the phone for a long period.

Cllr M. Ellis said if a new phone system was needed, the council should go ahead and install it, regardless of whether a decision had been made on office accommodation.

The town clerk said the council didn't want to waste thousands of pounds installing a phone system if it was then decided to move offices. However, a decision was expected to be made on office accommodation in February 2023 and if members decided the office should remain in the current premises, South West Communications could be asked to install the new system immediately.

Cllr M. Ellis suggested people could be asked to submit sealed bids for packages, although members felt this would be unfair as they would go to people with the most money.

The support services manager said members didn't have to change the system at all; the report was on the agenda as members had seen complaints from the public and wanted to consider if there was a better way of administering bookings. She felt a better phone system with a queuing system would improve the system, as people would know exactly where they are in the queue and could decide if they wanted to wait or not, although there were likely to always be complaints.

Proposed by Cllr M. Ellis and seconded by Cllr D. Sarson, members agreed to **RECOMMEND TO FULL COUNCIL** to defer consideration of how to administer the beach hut booking system for 2023 onwards until a decision has been made on office accommodation.

22/66/TCP Uplyme Gateway Shoppers Card

Cllr C. Reynolds said she supported the idea of a shoppers' card for Uplyme residents to encourage community spirit with the village and many people from Lyme Regis lived in Uplyme. However, to ensure there were more benefits for precept payers in Lyme Regis, she proposed the town council's discounts would only be available to Lyme Regis residents.

Cllr M. Ellis said she had been approached by Uplyme residents who felt they were part of the community in Lyme Regis and used the town as much as Lyme Regis residents used their village. She felt a shoppers' card would be a good compromise as Uplyme residents could get discounts from local businesses but only precept payers would benefit from the council's discounts as a 'gift' to them. She said the only cost to the council would be to pay for the cards, which would be different from the normal Gateway Cards, and staff time to issue them.

Cllr G. Stammers said Uplyme Garage was already launching its own discount scheme so it may not want to be involved in the Gateway scheme.

Cllr C. Reynolds said she would speak to the garage about how the two schemes could work alongside each other to ensure Lyme Regis residents could also have discounts.

The support services manager said although it was good for the council to review its initial decision to exclude Uplyme residents following criticism, she was concerned allowing Uplyme residents to only be involved partially in the scheme could reflect badly on the council as it was expecting local businesses to provide discounts but didn't want to offer discounts on its own services. She suggested Uplyme residents should be included in the scheme entirely or not at all.

Members felt a shoppers' card demonstrated the council wanted to do something for Uplyme residents and only offering town council discounts to Lyme Regis residents gave the precept payers something extra.

Cllr G. Stammers said if the council allowed Uplyme residents to have discounts on its own services, this could then lead them to ask for the parking concessions.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to produce a new shoppers' only Gateway Card for Uplyme residents which they can collect from the office by showing proof of residency in a DT7 postcode.

It was clarified it would be a plain white card with 'Uplyme Shoppers' Gateway Card' written on it and that it would be available to anyone with a DT7 postcode, which would include Rousdon and Yawl.

22/67/TCP Seafront WiFi

Proposed by Cllr C. Reynolds and seconded by Cllr R. Smith, members agreed to **RECOMMEND TO FULL COUNCIL** to note the current situation with the seafront WiFi and leave the existing arrangements in place until the availability and timing of a full fibre option can be established, and instruct officers to continue to monitor the line speeds and levels of public usage with a view to making a firm decision about whether to continue to provide free-to-use public WiFi on the seafront and on what basis as soon as the information about the full fibre option is available.

22/68/TCP Grant Review, B Sharp

Members noted the report.

22/69/TCP Managing Consultation Exercises

Members noted the report.

22/70/TCP Seafront and Beach Concessions

Proposed by Cllr M. Ellis and seconded by Cllr R. Smith, 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.

22/71/TCP Exempt Business

a) Seafront and Beach Concessions

Cllr C. Aldridge asked if the applicants suggested a figure, whether they were given guidance on how much to offer, and whether the amount they offered was challenged. She also noted the applications were for varying lengths of time.

The support services manager said as it was tender process, the applicants offered the council the amount they felt was appropriate for the concession and this was either accepted or not, there was no negotiation process. She said the council offered one or three-year concessions so applicants could choose either.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award the deckchair concession for 2023 to Gemma Manders for the amount offered.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award the trampolines (or similar) concession for 2023-25 to Henry Herbert for the amount offered.

Proposed by Cllr M. Ellis and seconded by Cllr G. Stammers, members agreed to **RECOMMEND TO FULL COUNCIL** to award the children's games and activities concession for 2023-25 to United Beach Missions for the amount offered.

The meeting ended at 8.39pm.

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Matters arising from the minutes of the previous meeting held on 18 January 2023

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

22/63/TCP – Jurassic Fibre

Carly Wyman from Jurassic Fibre provided answers to all questions asked by members at the last meeting and these were sent to members by email on 31 January 2023, along with a copy of the presentation she gave at the meeting.

Jurassic Fibre is holding a public drop-in session on Wednesday 8 March at the Woodmead Halls from 3.30pm to 6.30pm.

22/64/TCP – Pop-Up Street Food Market

Officers met with Eleanor Carr from Unique Boutique Eats, along with Gabrielle Rabbitts, director of the Marine Theatre, on 6 February 2023 to discuss the details of the pop-up street food markets and to ensure they didn't clash with events at the Marine Theatre.

Eleanor said she would prefer to operate on Friday evenings but there was some concern from the theatre director that a pop-up market directly outside the theatre would have an adverse impact on bar sales as the theatre was booked up on Friday nights.

Following discussion, it was agreed the area directly below the theatre, on Gun Cliff Walk, would be the preferred location. As well as being further from the theatre, there would also be more footfall and opportunities to expand the market along the walkway in future, if required.

As such, the dates for the market have been set for 19 May, 21 June and 16 July from 4pm to 9pm, with the option of an event in August if the first three events are a success.

As Eleanor stated at the previous meeting, she is keen to include local food vendors and an invite to get involved has been sent out with the council's business briefing.

22/66/TCP – Uplyme Gateway Shoppers Card

The new cards have been produced and are available to all non-Lyme Regis residents with proof of a DT7 3 postcode.

Adrienne Mullins
Support services manager
March 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Newsletter

Following a meeting in February, Uplyme Parish Council has agreed to work in partnership with this council on the printed newsletter. This means the newsletter can be sent every six months to residents in the DT7 3 area and will include news and updates about both Lyme Regis and Uplyme.

Officers will be meeting with the clerk of Uplyme Parish Council to take this forward.

Bands in the Marine Parade Shelters

An advert went out on the council's social media pages inviting local bands to express their interest in performing in the Marine Parade Shelters on Sunday afternoons between April and September. This generated a good response and the admin assistant is in the process of booking performers.

Tourism microsite

The number of people visiting the website has once again started to increase now that people are starting to look at holidays and visits for 2023. November and December saw 15,008 and 13,925 visits, respectively, which increased to 23,306 visits in January.

In February there were 25,921 visits, which is up 75% compared to last February. This is the first month we have been able to compare to the previous year and the position is very encouraging.

It has now been a whole year since the site launched and in the first year, there were a total of 292,140 visits.

The top 10 visited pages on the site over the last year were:

- Homepage
- Web cams
- Things To Do
- Listings (i.e. individual businesses)
- Explore
- Where to stay
- Discovery Trail
- Visitor Information

- What's On
- Food & Drink

The average time a visitor spends on a page is 1 minute 54 seconds, which is above average.

The competition to win a free week in a beach hut during Lifeboat Week is currently open and can be found on the website on the homepage and at [Visit Lyme Regis competitions \(visit-dorset.com\)](https://www.visit-dorset.com/visit-lyme-regis-competitions). It will be promoted on the main Visit Dorset site with a link to the microsite and also via Visit Dorset's social media channels; Visit Dorset has allocated a budget to boost the social media posts and generate more awareness. The competition will run until the end of March.

Planned features for this year include highlighting any new events, and a blog or feature on sea swimming as it is so popular at the moment. Recognising that people might not be able to afford to stay in Lyme Regis this year or be able to spend much money while they're in the town, there will also be features on day visits and a blog on free things to do in Lyme Regis.

This year is the [Year of the Coast](#), an initiative run by England's Coast, which marks the creation of the new England Coast Path and includes a year-long programme of events around England's coastline. A special page will be created on Visit Lyme Regis to mark this.

Adrienne Mullins
Support services manager
March 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2023-24 objectives

Recommendation

Members note the report

Background

1. During the 2023-24 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2023-24 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
February 2023

APPENDIX 8A

Objective	Budget, £k	Completion date	Lead officer	Timeline	Comments
Support the sculpture trail	6	June 2023	MG	<p><i>Update report elsewhere on this agenda.</i></p> <p><i>More detailed report to April TCP following discussions with the member working group.</i></p>	<p><i>Further information from Cleo Evans covering the whole of the three-year period of the trail to be considered by the member working group before Easter.</i></p>
Organise the coronation celebrations	20	April 2023	AM	<p><i>Minutes of recent working group minutes and a report elsewhere on this agenda.</i></p> <p><i>Next coronation working group scheduled for 13 March 2023, minutes to be reported to this committee in April.</i></p> <p><i>Report with final plans to April TCP.</i></p>	
Enhance wedding packages	2	September 2023	AM	<p><i>Report outlining proposals to first TCP of new administration.</i></p>	<p><i>Proposals will be progressed in partnership with the administrative assistant and the external works team.</i></p>
Introduce a bursary scheme with local clubs	30	June 2023	AM	<p><i>Report to April TCP</i></p>	<p><i>Meeting to be held in May 2023 and local groups to be invited to attend to hear about the bursary scheme</i></p>
Support the introduction of a repairs' cafe	15	June 2023	JW	<p><i>Report to April TCP outlining project plan.</i></p>	<p><i>Initial meetings have taken place end-2022, further meetings to be held. Visit to Axminster repairs café planned for 11 March 2023.</i></p>
Introduce a beach volleyball facility	0.5	April 2023	AM	<p><i>Report to April TCP to update members on progress of plans.</i></p>	<p><i>Nets, balls and ropes to be purchased. Volleyball court to be marked out on the beach from Easter holidays between 5pm and 8pm.</i></p>

LYME REGIS TOWN COUNCIL

CORONATION WORKING GROUP

MINUTES OF THE MEETING HELD ON FRIDAY 27 JANUARY 2023

Present

Members: Cllr D. Ruffle (chairman), Cllr C. Reynolds, Cllr D. Sarson

Guests: A. Vian (town crier and Regatta and Carnival Committee)

Officers: A. Mullins (support services manager)

1. Apologies

Cllr M. Ellis
J. Wright (town clerk)

2. Accuracy of the minutes from the previous meeting on 2 December 2022

Proposed by A. Vian and seconded by Cllr C. Reynolds, the minutes of the meeting held on 2 December were **APPROVED**.

3. Update on actions from the previous meeting on 2 December 2022:

- A. Vian said he had discussed with the Regatta and Carnival Committee the proposal to change the May Fete from Monday 8 May to Sunday 7 May so the two events could coincide. However, to run the two events on the same day would be almost impossible because of the time it would take to put the stage up and do sound checks, the time it would take to shut the fete down and difficulties with vehicles coming in and out. He said there were also already 14 bookings for the Monday.

It was therefore discussed whether the coronation event should be held at the football club instead, where there was already a bar and toilets, although this would rely on the football club being available. A call was made to one of the football club committee members who confirmed the football club was available and they would be willing to hold the event there in principle, subject to further discussions.

It was noted there might be issues with access to the football club for the staging and A. Vian said he would go and look at this immediately after the meeting.

- Discussions had taken place with Gabby Rabbitts about booking bands and staging and a stage manager, Declan Duffy, had been employed to manage this. There were four bands booked at a cost of £3,000. Staging would cost £2,500 plus VAT, lighting would cost £1,500, a generator would cost £500. Three-phase electricity would be required.
- Costs had been obtained for portable cabin toilets at £1,500 and these needed to be booked.
- Church service has been booked at St Michael's Parish Church for 11am on Sunday 7 May. The mayor to liaise with clergy about the service.

- A. Vian has submitted Safety Advisory Form to Dorset Council
- More details are now available from the pageant master about the weekend's celebrations nationally.
 - On Sunday 7 May, communities were invited to share food at Coronation Big Lunches. This would tie in with the coronation party when free food would be available.
 - On Monday 8 May, the public are invited to take part in the Big Help Out, which will encourage people to try volunteering and join in with community work. The May Fete will encourage local organisations to have stalls, to show what they are doing and highlight the positive impact volunteers have on the community.

4. Progress of Plans

- Gazebos would be needed at the football club – A. Vian said he could borrow some.
- Security would be needed from the time the event starts, overnight and until the staging was removed on Monday morning. Council to book and firm up costings.
- Name of event – need to firm this up.
- Now that the event is at the football club, it can start earlier in the day – 3pm agreed.
- First aid required – A. Vian to book Rapid Emergency Medical Services.
- A. Vian has started work on sound plan but it was noted sound intrusion wouldn't be as much of an issue at the football club because it wasn't a residential area.

5. Date of next meeting

Friday 3 February, 3.45pm, with representatives from the football club committee.

LYME REGIS TOWN COUNCIL

CORONATION WORKING GROUP

MINUTES OF THE MEETING HELD ON FRIDAY 3 FEBRUARY 2023

Present

Members: Cllr D. Ruffle (chairman), Cllr C. Reynolds, Cllr D. Sarson

Guests: D. Duffy (stage manager), F. Evans (Lyme Regis Football Club), G. Hitchcock (Lyme Regis Football Club), A. Vian (town crier and Regatta and Carnival Committee)

Officers: A. Mullins (support services manager), J. Wright (town clerk)

1. Apologies

Cllr M. Ellis

2. Plans for the coronation event on Sunday 7 May

- F. Evans and G. Hitchcock confirmed the football club was available for the event on Sunday 7 May. They would allow free use of the pitch and take receipts from the bar.
- The football club would set up an outdoor bar, which would require additional staff. G. Hitchcock would arrange extra staff and check with Palmers Brewery that an outdoor bar was available. There would be other options if not.
- A licence would be required – as the event could attract more than 500 people, it would be necessary to get a temporary premises licence. It was suggested someone at the Marine Theatre would have a licence and would be willing to let us use it.
- The biggest issue was protecting the pitch. People on the pitch wasn't an issue, moving the kit on and off was the real risk. It was suggested local companies Fowlers or Evans would have a solution.
- The stage would need to be positioned as far back towards the clubhouse as possible, facing out towards the pitch. This would also mean the sound goes down the pitch, it would be the closest point to electricity and it could be accessed straight from the hardstanding. The stage would also be on a diagonal so the sound went across the pitch.
- D. Duffy said four bands were confirmed and he was waiting to hear from a fifth but had an alternative in mind if this didn't work out. He said he would DJ for the first hour and provide background music in between live sets.
- Bands would each have a one-hour set, with the headliners having slightly longer, finishing at 10.30pm.
- The staging company was called JSW. They would provide people to do front-of-house sound and lighting and on-stage technical work.
- Cost breakdown for sound, lighting and bands:
 - Bands - £3,000
 - Stage - £2,000
 - Generator - £800
 - PA/audio - £1,200
 - Lighting - £500
 - Transport - £100
 - People to help with technical support - £1,000
 - Extras - £300

- D. Duffy said JSW was willing to negotiate on these prices and it was agreed he would have a separate conversation with the town clerk about negotiating parameters.
- Confirmation was awaited that security guards were booked but a provisional booking had been made – two officers would be required.
- Staging would arrive early on Sunday morning and would take four to six hours to set up. Someone will need to be on site from around 6am to oversee this.
- An additional generator would be required for the bar – the football club would supply this. This generator could also be used for the toilets.
- Stewards – A. Vian to check how many stewards are needed.
- First aid – A. Vian has asked for a quote from Rapid Emergency Medical Services.
- Access and egress – the RV point would be at the far end of the pitch.
- Will the portable toilets have disabled access? If not, there are disabled access toilets in the clubhouse.
- External lighting – one or two tower lights would be required. Council to enquire with Speedy and Sunbelt Rentals.
- Insurance – the event would be covered by the council's insurers but more details would need to be provided to the insurance company to check this.
- Food – several external caterers needed. Hog roast/barbecue.
- The bands could use the football changing rooms and there would also be a gazebo next to the stage.
- Parking – park and ride would not be required as the event is aimed at local people.
- Waste – 1,100-litre bins needed, to be arranged with operations manager/operations supervisor. A preliminary litter pick will take place at the end of the night and the cleansing operative will do another one when he starts his shift on Monday morning.
- What to drink out of – no glass allowed, only biodegradable or reusable cups. Council to source.
- Agreed the name of the event would be the Big Coronation Party, to tie in with the national theme.

3. Date of next meeting

Saturday 11 February, 1.30pm, at the football club.

LYME REGIS TOWN COUNCIL

CORONATION WORKING GROUP

MINUTES OF THE MEETING HELD ON MONDAY 20 FEBRUARY 2023

Present

Members: Cllr C. Reynolds, Cllr D. Sarson

Guests: A. Vian (town crier and Regatta and Carnival Committee)

Officers: A. Mullins (support services manager), J. Wright (town clerk)

1. Apologies

Cllr D. Ruffle

Cllr M. Ellis

2. Update on plans for the coronation event on Sunday 7 May

- The stage manager had been given negotiating limits to work within and would report final costs back to this meeting.
- Food
 - Offer the opportunity to local food outlets first by advertising in the business briefing.
 - Several traders would be needed, each catering for c.250 people.
 - Work on the general principle of £5 per head.
 - Food would be free to all Gateway Card holders (to include the Uplyme shoppers' card) and anyone else can pay.
 - Include vegan/vegetarian/gluten-free options
- Still need to arrange a temporary premises licence – check with Marine Theatre
- Rapid Emergency Medical Services booked from 3pm to 10.30pm at a cost of £399.30.
- Entertainment for families – A. Vian to let the working group know what events Regatta and Carnival are doing at the May Fete after their meeting on 21 February to try not to duplicate events.
- Volunteer/staff/member support
 - Five people are needed at any one time on shifts of at least two hours, to include the two security guards.
 - Cllr C. Reynolds to put an appeal for volunteers on Lyme Regis Community Support Facebook page.
- A. Vian has done a draft safety plan.
- The staging company will deal with the protection of the pitch.
- Has the football club confirmed the outdoor bar with Palmers Brewery?
- Bands – four confirmed and a fifth was a possibility. Town clerk to confirm with the stage manager four is enough.
- Account set up with Speedy to hire a tower light – this needs to be booked.
- Council to inform insurers of event.
- Talk to operations manager/supervisor about 1,100-litre bins and ensure the cleansing operative starts his Monday morning shift at the football club.
- Flags and bunting
 - Bunting to go along the football club fence and Broad Street – the RNLI will put the bunting up in Broad Street for the usual donation.

- Flags in holders in Broad Street – council staff to put these up.
 - Already have flags/bunting from the Platinum Jubilee.
- A. Vian to speak to Lyme Regis Town Band about playing at the civic service on Sunday morning.
- Cups x 1,000 needed – A. Vian to send council details of a company that uses plant material.

3. Date of next meeting

Monday 13 March, 10am.

DRAFT

Committee: Tourism, Community & Publicity

Date: 8 March 2023

Title: The Big Coronation Party

Purpose of Report

To update members on preparation for The Big Coronation Party

Recommendation

Members note the report

Background

1. On 16 November 2022, this committee agreed to establish a working group to develop plans to celebrate the coronation of King Charles III on 6 May 2023; a budget of £20,000 was identified. Councillors Ellis, Reynolds, Ruffle and Sarson, the town crier, Alan Vian, and two officers were appointed to the working group. The Marine Theatre director and Declan Duffy have also attended working group meetings.
2. On 14 December 2022, the Full Council approved the 2023-24 budget and confirmed a sum of £20,000 to mark the coronation of King Charles III.
3. The first working group meeting took place on 2 December 2022 and its minutes were reported to this committee on 18 January 2023.
4. Since then, three working group meetings have been held on 20 January, 3 February and 20 February 2023; the minutes are elsewhere on this agenda. In addition, a site meeting was held at the football club on 11 February 2023.

Report

5. The Big Coronation Party is an extension of the Big Coronation Lunch which is part of the national coronation celebrations on Sunday 7 May 2023.
6. The original intention was to hold The Big Coronation Party alongside the May Day Fete on 7 May 2023 at Anning Road Playing Field, i.e., in the early evening, the fete would lead into a music event.
7. On 26 January 2023, Alan Vian informed the town clerk the Regatta and Carnival team had decided to hold its fete on Monday 8 May 2023. Its rationale, two events on the same day in the same location was too complicated. Lyme Regis Football Club was contacted and agreed to host the event.
8. In summary:
 - the event will take place at Lyme Regis Football Club on Sunday 7 May 2023
 - the event will start at 3pm and end at 10.30pm; there will be an MC for the day
 - the afternoon session will be orientated toward families; there will be a children's disco and activities. Family events will morph into the evening event which includes four bands.

- a variety of food will be available, including vegetarian and vegan options. Food will be free for Gateway Card holders and those who can prove residency in Lyme Regis and Uplyme
 - drinks are provided by the football club
9. Officers are in the process of organising an event safety meeting¹ which will review method statements and risk assessments alongside the activities listed above and arrangements for public liability insurance, event logistics, safety management, policing, fire, emergency incident planning, security, stewarding, stage management, site layout, crowd management, first aid, noise and vibration monitoring, licencing and consents, public relations, communications, social responsibility, waste management, toilet provision, access and egress, traffic and vehicle management, vulnerable adults and the protection of children, and wet weather planning.

Expenditure

10. The costs are:	£
Stage, lighting etc	5,462
Bands	3,000
Food	4,000
Toilets	1,500
Security	1,000
Production management	700
Medical support	400
External lighting	400
Reusable glasses	200
Family entertainment	3,000
Total	19,662

11. The budget is for coronation events and the chairman of the working group, Cllr David Ruffle and the town clerk suggest that a donation of £250 is made to the May Day Fete, which is also being organised around the theme of the coronation, in particular, the national theme for the day, The Big Help Out; the Big Help Out is centred around volunteering.
12. There is a separate suggestion that a tree is planted in the gardens to commemorate the coronation. In addition, the badge on the mayor's chains needs to be changed. These will be paid for out of routine operating budgets.
13. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
March 2023

¹ Event safety meetings allow the chairman of Town Management and Highways, the chairman of Tourism, Community and Publicity, and the town clerk to review events. The event organiser, the police and fire and rescue are invited to these meetings.

Committee: Tourism, Community & Publicity

Date: 8 March 2023

Title: Fossil Festival 2023

Purpose of Report

To allow members to consider a request from Lyme Regis Museum:

- for a grant of £3,300 to support the 2023 Fossil Festival
- to provide the Jubilee Pavilion and adjacent area free of charge
- for help in kind by providing advice, assistance with co-ordination and logistical support, and support from staff on the ground over the weekend

Recommendation

Members consider the report and instruct officers

Background

1. A fossil festival has been held in Lyme since 2005; the festival has been organised by Lyme Regis Development Trust (LRDT).
2. On 23 January 2023, the town clerk was notified by LRDT's chief executive that its board had made the difficult decision not to proceed with the Fossil Festival this year.
3. The reason cited was, 'the lack of response from the many public and charitable organisations that have funded us in the past leaves our charity financially exposed'.

Report

4. Following LRDT's decision, Lyme Regis Museum's director and Cllr Rob Smith separately contacted the town clerk to see if the council could intervene and support the event.
5. The town clerk invited the museum's director, LRDC's chief executive, the theatre's director, Cllr Rob Smith and the chairman of Tourism, Community and Publicity, Cllr Cheryl Reynolds, to a meeting to consider if the council could help save this year's event and work in partnership with the museum to support future events.
6. The meeting, which took place on 8 February 2023, asked the museum's director to draft a proposal, **appendix 11A**, and a budget, **appendix 11B**, for a scaled-down event. The budget shows a loss of £3,300 and the museum is asking the council for a grant to cover this deficit.
7. The museum is also asking the council to provide the Jubilee Pavilion and adjacent area free of charge and help in kind by providing advice, assistance with co-ordination and logistical support, and support from staff on the ground over the weekend. The event runs from 28 to 30 April 2023.
8. The museum does not need to draw down any council grant until after the recommendation from this committee has been considered by the Full Council on 5 April 2023. However, the museum does need to start publicising the event. To allow the museum to do this, I am asking

the committee to confirm it is happy for the museum to publicise the event and state it has the support of this committee.

9. The meeting on 8 February 2023 also considered the possibility of the council supporting future fossil festivals; a report on this will be brought back to this committee on 26 April 2023.
10. Any recommendation from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
March 2023

Fossil Festival Proposal 2023

Lyme Regis Museum is keen to support the Fossil Festival for three main reasons, firstly because of Lyme's importance as the birthplace of Mary Anning and palaeontology, secondly because it is an important showcase event for the town that can attract new audiences and visitors, thirdly because it fits with our charitable objectives and vision, "to engage and educate people about the amazing history of Lyme."

Following LRDT's announcement that it was not going to go ahead with the Fossil Festival, we were approached by several of the key partners and participants who were very disappointed, but also expressed their strong support for the Fossil Festival and wanted to help make it happen in 2023.

There was also a sense that if the Fossil Festival folded, it might simply be picked up by another town or village along the coast and we felt that given its history and significance this would be a sad loss for the town.

The museum is well placed to plan and co-ordinate the festival, Dr Paul Davis - our Geology Curator was one of the original founders of the Festival, when he was based at the Natural History Museum and we also have the expertise and contacts to help plan and create an exciting programme of events and activities. Further we have a strong cohort of volunteers who can help support and co-ordinate the event.

This year we propose to re-focus the Festival, under a broader Earth Sciences theme, that can encompass other aspects of science and issues such as climate change, as well focusing on Lyme's unique seaside location and sense of place. Using this year as the base, we will aim to develop and grow the event over the next 2-3 years, ensuring it becomes a vibrant family friendly festival with lots of interactive science and fossil displays, but also arts and crafts, street theatre, live performances, and music.

We already have the commitment of several of the main partners for Fossil Festival 2023, including Isle of Wight Dinosaur Museum, the Jurassic Coast Trust, the Natural History Museum, the Etches Collection and Bristol University. Plus, many of the creative practitioners, performers and traders have also expressed their committed and support.

This year the festival will also include a school's event and we will invite local primary and secondary schools/colleges to visit, but we will also provide new school workshop opportunity to create work to be displayed at the festival, as well as offering new opportunities for young people to volunteer and take part in the Festival over the weekend, helping to record the event, present demonstrations, support marketing and gain valuable skills and experience in the process as well as creating an on-going legacy for the festival.

The event will take place using the museum as a main venue, which we will open for free, and focus on the Jubilee Pavilion and surrounding area. We will refresh the programme this year with new interactive experiences, science displays and special exhibits, as well as free street theatre and living history, workshops, walks, talks, book signings and demonstrations. We will focus on promoting the event as a family friendly Earth Sciences Festival, making it more fun, interactive, and accessible, as well as promoting the town and Lyme's incredible history.

By using our existing staff and cutting venue hire costs, mainly by using the museum, the Jubilee Pavilion (+ adjacent areas) and the Hub (offered free by LRDT), we can save approximately £10K from the original shortfall in the budget and in addition we will seek additional grant aid, increased donations and sponsorship.

However, we also need the support of the Town Council to create a sustainable future for the Festival, your help this year with:

1. Venue and Facilities, providing the Jubilee Pavilion and adjacent areas for free
2. Help in kind, by providing advice, assistance with co-ordination and logistical support, and support from staff on the ground over the weekend
3. A contribution towards the cost of the festival programme and to help meet the shortfall in the budget.

With your support we can give the Fossil Festival a fresh start, one that we will then develop and build on for future years, giving it a new focus, refreshed theme and an exciting future to showcase and celebrate the rich heritage and special location of the town.

Bridget Houseago (Director)
Lyme Regis Museum
20/02/22

Lyme Regis Fossil Festival 2023 - Budget

INCOME		Income
Grants		
Lyme Regis Museum* See Note below		
Lyme Regis Town Council	TBC	
Lyme Regis Development Trust		£2,500.00
Paleontological Association	Applied	£1,500.00
Curry Fund	Applied	£1,800.00
Total Grant Income		£5,800.00
Festival Income		
Commercial Traders		£1,200.00
Sponsorship/Adverts in Programme		£1,500.00
Ticket income from walks and talks		£700.00
Small Grants & Donations		£1,000.00
Total Commercial Income		£4,400.00
TOTAL INCOME		£10,200.00

EXPENDITURE		Budget
Infrastructure		
FF Co-ordination Museum/Partners/LRTC		£0.00
Venues		
Town Council Areas - Jubilee Pavillion, Guildhall*	LRTC	£0.00
Hub	LRDT	£0.00
Museum*	LRM	£0.00
Marquee and stage		£850.00
Hire of tables and chairs	LRTC	£0.00
Insurance & Security		£1,000.00
Misc. Supplies (printing, tape, ties, FA kits etc)		£250.00
Total Infrastructure		£2,100.00
Marketing		
Banners/signs/posters/leaflet/programme/Website		
Total Marketing		£3,100.00
Talks, Activities & Schools Programme		
Street Theatre, Living History Performers & Dinosaurs		
Craft Activities, workshops, face painting		
Talks/Fossil Demonstrations/ On-line Events		
Total Talks/Arts/Perf		£8,300.00
Total Expenditure		£13,500.00
		Budget
BALANCE (Income - Expenditure)		-£3,300.00

Notes

* Lyme Regis Museum will manage the FF and open for free a contribution in kind of at least 6K.

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Request for Funding - Fireworks

Purpose of Report

To allow members to consider a request from the Regatta and Carnival Committee to part fund the summer fireworks' display

Recommendation

Members consider a request from the Regatta and Carnival Committee to contribute 50% of the cost of the summer fireworks' display and note that if agreed, this would be unbudgeted expenditure

Background

1. During the summer, the Regatta and Carnival Committee and Lyme Regis and Charmouth RNLI Guild jointly host and fund a fireworks' display on the seafront.
2. The display is scheduled to take place this year on Friday 4 August at 9.30pm.

Report

3. The Regatta and Carnival Committee has contacted the council to inform us the RNLI will not be part-funding the fireworks this year, which means the entire cost of the display will fall to the Regatta and Carnival Committee, see **appendix 12A**.
4. The display is expected to cost around £4,200 and the Regatta and Carnival Committee has asked if the council would be willing to contribute 50% of the cost, i.e. £2,100.
5. This would be unbudgeted expenditure but could be contained within budget.
6. If members were minded to agree to the request, it is advisable to agree up to £2,500 to allow for any increase in the quoted amount.
7. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
March 2023

John & Adrienne,

I hope all is good with you.

I'm contacting you on behalf of Lyme Regis Regatta and Carnival Committee with regard to the firework display we plan to hold in August. For the previous few years we have held this jointly with Lyme Regis RNLI, this year they have decided not to participate which means we will be funding the entire event.

We have decided to go ahead with the display as we feel it would be a shame if there was not a firework display during the main summer season, particularly when other Dorset coastal towns hold displays. We are planning for the display to take place Friday 4th August at 21:30 and we will be promoting the event as the official start of Lyme Regis Regatta & Carnival Week.

The display will cost approximately £4,200 and previously we split this 50/50 with Lyme Regis RNLI. I was hoping Lyme Regis Town Council would be able to assist by way of sponsorship and contribute 50% of the cost.

I already generate significant funds by way of business sponsorship for Carnival Week, so am looking for another partner for this event.

I feel being involved offers Lyme Regis Town Council a good opportunity for some positive public relations as we would be happy to promote the event as being jointly held with you.

I appreciate Lyme Regis Town Council does not provide grants to organisations which are charitable, but this would be contributing funding for a specific ring fenced event which attracts not only significant numbers of visitors, but also locals. The event is also popular with seafront businesses as the evening tends to be a bumper one for them in terms of income.

I look forward to hearing from you.

Please feel free to contact me on the number below should you wish to discuss this.

Rob

Rob James
Dynamica

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Dorset Council Free Parking Days

Purpose of the Report

To allow members to agree non-charging days in Lyme Regis car parks

Recommendation

Members agree the non-charging dates in Lyme Regis car parks and instruct officers to liaise with Dorset Council Parking Services

Background

1. Each year the town council nominates non-charging days for Lyme Regis Dorset Council car parks. Traditionally, the town council has applied the non-charging days to Woodmead Car Park, only.
2. Dorset Council introduced a new policy in February 2021 as follows:

To support the local economy, Dorset Council will give a total of six free parking days in Dorset Council car parks. This is made up of the following:

- At the request of the town or parish council free parking in all Dorset Council car parks for four days each year, for events which generate valuable footfall for that town. These four days cannot be used in December
- At the request of the town or parish Council free parking in all Dorset Council town centre car parks for that town on one weekday in December
- Free parking in all Dorset Council town centre car parks on Small Business Saturday in December.

No other days in December will be considered unless the town council or other organisation(s) are willing to meet the cost of the lost income at an amount to be calculated by the council's parking team based on average weekend costs for that time of year.

3. Small Business Saturday is on 3 December 2023 and as last year, it is suggested the free parking for a weekday in December is applied to Carols Round the Christmas Tree on 23 December 2023.
4. This leaves four other days throughout the year. Although the aim of the free parking days is to support the local economy, there is a balance to strike; on the town's busiest days, usually when there is an event taking place, we would expect Woodmead car park to be full. Offering free parking when we expect the car park to be full would represent a loss of c.£2,000 per day.
5. It is therefore important to choose the right events for free parking days. The suggested dates are:
 - Saturday 29 April – Fossil Festival
 - Sunday 7 May – The Big Coronation Party

- Sunday 12 November – Remembrance Sunday parade and service
 - Saturday 25 November – Christmas lights' switch-on
6. Once confirmed, officers will apply those dates to Woodmead Car Park and contact Dorset Council Parking Services to nominate those dates for Dorset Council car parks.
 7. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
March 2023

Committee: Full Council

Date: 8 March 2023

Title: Visit Lyme Regis Membership Review

Purpose

To allow members to review the charging structure for the Visit Lyme Regis website

Recommendation

Members approve the charging structure for the Visit Lyme Regis website outlined in paragraphs 10 and 11

Background

1. At the Full Council meeting on 27 July 2022, members considered the charging structure for the Visit Lyme Regis website.
2. It was noted at that meeting that two types of advertising were in place for accommodation and things to do (attraction or activity) and shopping, food and drink, and transport, at either bronze, silver, gold or gold+ rates. Rates ranged from £50 for a bronze membership in the shopping, food and drink and transport category, to £968 for a platinum combined package in the accommodation or things to do category.
3. It was also noted at that meeting that despite the Visit Dorset team's best efforts, take-up of advertising was low, with only 12 businesses paying for an advert.
4. This was believed to be for a variety of reasons: the current financial crisis, the availability of other booking websites, the growth of online travel agents such as TripAdvisor, the increased use of social media to market businesses for free, and businesses finding it a challenge to survive, employ staff and manage volumes of customers. As such, Visit Dorset recommended a review of the charging structure.
5. To help struggling businesses, it was resolved at the meeting on 27 July 2022 'to approve the charging structure for the Visit Lyme Regis website as follows:
 - The reintroduction of free but basic website page listings, which could be re-marketed on the basis that the tourism industry has seen a very difficult and erratic early season period and that the council is aware of the national insights about this
 - Running alongside the free options there is an opportunity for an enhanced business website page listing, enabling a priority listing which would be ranked in website display above other businesses, and have more features like additional photos, reviews, etc, and enable them to be included in the highlighted, high-use areas of the website.

Report

6. Take-up of advertising remains low. Four of the 12 businesses who had originally signed up had opted for bronze membership and after this council agreed to free basic listings, the bronze membership became free. Seven of the 12 businesses also opted for joint membership with Visit Dorset.

7. As it has previously been agreed there will be a 70/30 income split in Visit Dorset's favour, this would leave this council with an income of £685.39.
8. The new membership period starts on 1 April 2023 so this council has to consider its charging structure going forward.
9. Due to the continued low take-up of advertising, it is suggested we continue to offer the same package or free but basic listings, with the option of an enhanced listing. However, there would need to be a small increase applied as Visit Dorset also has to apply a small increase.
10. The proposed 2023/24 rates are therefore:
 - Free landing page on Visit Lyme Regis website
 - Enhanced for Things to Do or Accommodation businesses rising from £290 to £305 including VAT
 - Enhanced for Food & Drink / Shopping / Transport rising from £160 to £175 including VAT
11. The rates if advertising on both websites with an enhanced listing would attract a further discount of 20%:
 - Enhanced joint listing for Things to Do or Accommodation businesses rising from £536 to £568 or 10% off each Visit Dorset/Visit Lyme Regis level if choosing different levels
 - Enhanced for Food & Drink/Shopping/Transport rising from £304 to £324
12. If this council agrees to continue with this charging structure, albeit with a small increase, the Visit Dorset team will promote these rates before 1 April 2023. If the council decides to re-introduce charges for all businesses, there is a high risk we will see a significant drop off from businesses who currently have a free listing.
13. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
March 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Community Grants and Bid Writing

Purpose of the Report

To allow members to consider funding bid writing sessions for local organisations

Recommendation

Members consider funding bid writing sessions for local organisations

Background

1. In the past, the council has worked with LymeForward to engage with the local community by identifying sources of funding available to local organisations and ensuring this information is disseminated to groups so they have the opportunity to make funding bids.
2. Since introducing two administrative and community engagement assistant posts into the organisation, the council has taken this function in-house.

Report

3. Grant funding opportunities are communicated to the council through a variety of sources, including Dorset Council, the Dorset Association of Parish and Town Councils, the Rural Services Network's rural funding digest and local government associations.
4. The council has recently signed up to Dorset Council's Fund Finder, which gives us access to a comprehensive database of funding opportunities and business advice services.
5. We don't expect each organisation, usually run by volunteers, to have the time or resources to be able to find the funding opportunities available to them. This is where the council can help in finding, filtering and communicating the opportunities to local organisations.
6. The administrative and community engagement assistants have already started to do this in various ways: on the council's website and social media, via the community briefings, via the business briefings, and through targeted communications to individual groups.
7. Meetings have also taken place with David Tucker, chief executive of Lyme Regis Development Trust, and Simon Williams, who works locally in planning and regeneration. Both are very experienced in submitting funding bids and have been sharing their knowledge and expertise.
8. While it is useful to share funding opportunities with local organisations, the feeling is the volunteers who run the groups often don't have experience of submitting funding bids and would benefit from some guidance on how to write a successful bid and advice on which grants to apply for to have the best chance of success.
9. The suggestion is for the council to facilitate bid-writing workshops, where experienced bid writers can help local organisations create successful applications. David Tucker and Simon

Williams would be willing to run these sessions and it is suggested they are free workshops, held over two or three hours on a Saturday, perhaps several times a year.

10. To expand on the group workshops, individual organisations could then work with an experienced bid writer on a specific application on an ad-hoc basis. David Tucker has indicated he would be willing to take on this work.
11. Both the workshops and the one-to-one sessions would require funding from the council.
12. This project hasn't been costed; officers expect it to be a few thousand pounds. Before further work is undertaken, officers want to ascertain member appetite for this initiative.
13. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
March 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Sculpture Trail

Purpose of Report

To update members on the latest position with the sculpture trail

Recommendation

- a) Members note the current position with the sculpture trail in the gardens
- b) Members note the current ideas being pursued by Dorset Arts Development Company with a view to them being looked at in greater detail by the appointed member group prior to Easter

Background

1. As reported to the meeting of this committee 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 to work with local schools and artists.
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. It was noted there was 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. At the meeting of this committee held on 16 November 2022, recommended to allocate £6,000 in the 2023-24 budget for the sculpture trail in the gardens, using the same model as Bridport for

- payment of the works around a theme chosen by the council, and that Cllrs B. Larcombe, D. Sarson and C. Aldridge continue to work with the deputy town clerk to agree, in conjunction with the Arts Development Company, the precise basis of how the trail may be delivered in future.
18. That recommendation was supported and the sum of £6k was incorporated into the budget for 2023/24 and for 2024/25 and 2025/26 as well.

Report

19. Since then, Cleo has been looking at various options for members to consider and her initial thoughts are:
- To shift the model into being more participatory, as opposed to simply hiring work.
 - To talk with Woodroffe School about what would most benefit their students in the arts, to arrange best dates and to book artists to work with students.
 - Talk to an emerging local artist about what learning and skills development they require and to then involve them in any programme of work as part of their development, working alongside Cleo.
 - To undertake more participatory work with the local community – i.e., holding arts workshops in the Langmoor Room free-to-access for local residents. She suggests piloting one workshop, such as learning how to throw pots, just after Easter. If successful, a further six artist-led workshops based on differing artforms, from ceramics to print making, could be arranged, probably taking place in early autumn.
20. With regards to existing works already installed in the gardens, her initial thoughts are:
- Looking at the cost of buying some of the more popular pieces, together with moving some sculptures to more prominent or accessible locations.
 - Looking at the possibility of commissioning other new works depending on the position with the overall budget.
21. She has already had a very positive dialogue with Woodroffe School and her intention is to submit a more detailed proposal covering the whole of the three-year period as soon as possible.
22. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Mark Green
Deputy town clerk
February 2022

Committee: Tourism, Community and Publicity

Date: 8 March 2023

Title: Axminster and Lyme Cancer Support Beach Hut

Purpose of Report

To allow members to receive an update on the use of the Axminster and Lyme Cancer Support beach hut

Recommendation

Members note the report

Background

1. Ammonite, a film based on the life of Mary Anning was filmed in Lyme Regis in March 2019 by Fossil Films. The filming required the use of Bell Cliff, which is owned by this council.
2. As a thank you for the use of the area, Fossil Films made a £15,000 donation to the council which was aimed at 'creating a beneficial legacy for the town'. The council invited local organisations to bid for the funding and it was agreed to split the £15,000 between Axminster and Lyme Regis Cancer Support, Mary Anning Rocks, and the Mary Anning Scholarship Legacy Fund.
3. The funding awarded to Axminster and Lyme Cancer Support (ALCS) was to enable the organisation to provide a beach hut on the Marine Parade to be used by anyone affected by cancer. The organisation was given exclusive use of the hut at zero rent from 1 April 2020 until 31 March 2025.

Report

4. ALCS has provided an update on how much the beach hut has been used in a year between July 2021 and June 2022, as well as some user feedback and photos, **appendix 17A**.
5. ALCS also wanted to let the council know how much the beach hut is appreciated by all within the organisation.
6. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
March 2023



Heathermoor,
Yawl Hill Lane,
Yawl,
Devon,
DT73RW

Dear Lyme Regis Town Council,

We thank you for your help and support with the Beach Hut and wanted to provide an update with regards to the usage within **July 2021 to June 2022** which is our calendar year along with some feedback and photos.

July 21 = 31/31
August 21 = 31/31
September 21 = 29/30
October 21 = 31/31
November 21 = 25/30
December 21 = 21/31
January 22 = 19/31
February 22 = 21/28
March 22 = 24/31
April 22 = 27/30
May 22 = 30/31
June 22 = 28/30

Totals 317 days used out of 365

Beach hut used by 80 different people

27 clients used the hut x 1
21 clients used the hut x 2
25 clients used the hut between x 3-9 times
7 clients used the hut more than 10 times.

Feedback from Clients

Just to say how much the boys and I enjoyed the beach hut. XXX and XXXX were asking for it again as soon as we left to come home. It was great to have a base to stash things, clean boys before food

and to change them out of the wind. The hot chocolate and brownie received from the kiosk was a lovely treat for them to round off a brilliant day. Big thanks from us all.

Thank you so much for the therapy sessions, beach hut, phone support and goody bag. You've been so marvellous when I needed it.

Had the most beautiful day on the hut, such a tranquil place just watching the sea. Thank you so much.

I love spending time at the Beach Hut regardless of the weather, it's a great asset.

Just to say "THANK YOU" for our day in the beach hut. A little piece of heaven. Mum would have loved it. I'm sure she was watching us from above with my dad. THANK YOU

Thank you for a lovely day in the beach hut. It was chilly but dry and we took the opportunity to have a couple of walks in addition to watching the world go by from the hut. And thank you so much for the café voucher- we had a lovely coffee and slice of cake each! Very kind gesture and much appreciated. Thank you once again for a great day.

"We so appreciate having been able to use the Mary Anning beach hut. The provision of recliner chairs and 2 folding ones plus two portable tables and a kind welcome voucher really has made a colossal difference to our special time with family enjoying a seaside holiday. I was so exhausted by the heat today that by 2 pm I dragged myself away from the recliner on the pebbles and found blessed relief from the heat lying down within the shady hut. Without it I think I would have been in danger of passing out. I certainly could not have found the strength to walk back to the car park or up the hill to the house. I think the hut is a brilliant idea. I love the scent of the new wood. Thank you so much for arranging the booking. We will be back if possible. "

Below are some photos from our clients – We have a visitors' book for clients to sign which has recently been added so will have feedback from that next year. The Kiosk also support and we have a refreshment voucher available for clients and their guests to use, the clients also support local businesses with purchases and the council using local parking. People do stop by and have a conversation or a chat about the hut and are very supportive. We also held a skin awareness day in August and are planning another for 2023 where we talked about sun safety and supplied water in a box and organic sun cream samples along with sun safety information or our ALCS leaflet.



Yours sincerely



Mary Kahn

Founder

Axminster and Lyme Cancer Support, Registered Charity 1182035

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Axminster and Lyme
Cancer Support

Committee: Tourism, Community and Publicity

Date: 8 March 2023

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 19 January 2023, a grant review meeting took place between AVRR² and the town council³.
7. At that meeting, the AVRR's chairman said the organisation had three trustees. AVRR's chairman confirmed there were no governance, health and safety or safeguarding issues.
8. AVRR's chairman said there were no immediate financial issues. They recently secured a grant of £1,500 from Hall and Woodhouse.
9. AVRR's chairman said its greatest risk remained the reduction in passenger numbers: although passenger numbers had increased, they were still below pre-Covid levels.

²Sandra Ward, chairman and Jane Hopson-Hill, co-ordinator represented AVRR

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

10. AVRR's chairman reported the new bus had been well received and the old bus had been sold for a profit.
11. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
February 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

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 13 January 2023, a grant review meeting took place between Bridport and District Citizens Advice⁴ and the town council⁵.
7. Bridport and District Citizens Advice's manager said it had eight trustees, there were no governance or immediate financial issues, and no new material risks. He said the CAB would like to recruit two more trustees.
8. Bridport and District Citizens Advice's manager said foodbank, employment, housing and debt cases continued to attract the most referrals and referrals continued to increase. Much of the increase was caused by increasing fuel and food costs, and general inflation.

⁴Bridport and District Citizens Advice Bureau was represented by Rovarn Wickremasinghe, manager and Martin Wood, deputy manager and advice services manager

⁵ Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council

9. The meeting reviewed the operational issues relating to the outreach service which had arisen since the last grant review meeting on 4 August 2022, i.e., sound proofing and confidentiality, and demands on council employees, and concurred these had largely been resolved.
10. In 2022-23, the Lyme Regis outreach saw 20 clients in quarter 1, 25 clients in quarter 2 and 28 clients in quarter 3.
11. Citizens Advice is optimistic previously reported reductions in volunteers would be redressed through a recent increase in volunteer training course participation.
12. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
January 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

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 18 January 2023, a grant review meeting took place between The Hub⁶ and the town council⁷.
7. At that meeting, the Lyme Regis Development Trust's (LRDT) chief executive confirmed it had the requisite number of trustees (the minimum requirement is three), following the appointment of a fourth trustee, a buildings specialist who is also chairman of the St Michael's Property Management Company. 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.
8. LRDT's chief executive said youth outreach work had stalled due to staffing issues but they were talking to Dorset Council's targeted *youth* worker and contextual lead about provision.

⁶ David Tucker, chief executive officer, represented The Hub

⁷ Adrienne Mullins, support services manager, represented the town council

9. LRDT's chief executive confirmed the financial viability of the Hub and said rentals of the Hub were increasing, with some groups coming back after Covid and new groups getting involved.
10. LRDT's chief executive said the biggest risk was the building itself. He said an application had been made to Abbeyfield for £15,000 to revamp the hall space and to improve the heating. He said other small sums of money were available but it tended to be focused on social supermarkets, fuel poverty and targeted youth work.
11. LRDT's chief executive said youth club was currently running once a week but he was in discussion with youth workers about getting a second session up and running.
12. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
March 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

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 Trust⁸ (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 19 January 2023, a grant review meeting took place between LACT⁹ and the town council¹⁰.
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 members had had their tenure extended by one year, including the chairman.
8. LACT's director said they were holding a strategy and development day on 21 February 2023 which would look five years into the future.
9. LACT's director said it was forecasting an annual surplus and held reserves to cover three months' operating costs.

⁸ Lyme Arts Community Trust is the governing body for Marine Theatre.

⁹ Gabby Rabbitts, director, and Claudia Betteridge, finance manager, represented LACT

¹⁰ Cllr D. Ruffle, participating member, Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council

10. LACT's director confirmed there were no health and safety or safeguarding issues.
11. LACT's director said the theatre's main risk was the economic climate and its adverse impact on disposable income.
12. LACT's director said the bid to become a National Portfolio Organisation hadn't been approved.
13. LACT's director said there had been successful grant applications for a digital content projector, 320 new chairs, and solar panels but a grant application for new front doors had been rejected.
14. LACT's director said the 2023 community play was based on Shakespeare's Midsummer Night's Dream and would be 'interwoven' with Lyme.
15. LACT's director said they were aiming events at a younger demographic, including DJ Yoda in February and drama for young people. LACT's director also said the theatre was looking to undertake more outside events.
16. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

John Wright
Town clerk
February 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

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 31 January 2023, a grant review meeting took place between the Philpot Museum¹¹ and the town council¹².
10. At that meeting, the museum's director confirmed the organisation had more than the requisite number of trustees and three new trustees were in place, one with museum experience, one with IT and digital technology experience and one with finance experience. The museum's director confirmed there were no governance issues.

¹¹ Bridget Houseago, director, represented the Philpot Museum

¹² Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

11. The museum's director confirmed there were no financial concerns and they were trying to improve their self-reliance. A marketing assistant would be recruited this year to try and increase footfall to the museum.
12. The museum's director said a new electronic point of sale system had been installed and this allowed them to collect more gift aid, it would link to the website and would be able to collect customer data. She said this would be the basis of a new membership scheme as the museum currently has daily and annual tickets but they want to be able to grow annual ticket sales.
13. The museum's director re-confirmed the museum's greatest risk was the maintenance requirements of its building and a quote for a full building survey had been obtained, with the survey expected to be carried out in the spring. The museum has identified a funding stream from the Arts Council for maintenance and ongoing costs but a survey has to be carried out before an application can be made. The museum's director said energy costs were also a concern as their four-year agreement would end in late-2023.
14. The museum's director said they had secured a grant of £10,000 from the National Lottery Heritage Fund's Steps to Sustainability programme. This was to develop new experiences that take place outside the museum.
15. The museum's director confirmed the council's grant had been used to deliver a busy programme of fossil walks, family events and craft activities in the museum over the summer, attracting nearly 10,000 visitors to the museum. The funding had also helped to deliver a programme of craft activities in the museum in the autumn and a late-night opening for Halloween. At Christmas, the funding helped to deliver a new story-telling event and museum mini automaton event and a weekend of wreath-making.
16. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
March 2023

Committee: Tourism, Community and Publicity

Date: 8 March 2023

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 23A** 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 5 April 2023.

Adrienne Mullins
Support services manager
March 2023

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	First public consultation - Response given by Cllrs B. Larcombe and B. Bawden on behalf of the council and circulated to members Second public consultation – report to Full Council on 14 December 2023 and response agreed. Response circulated to	The second phase of Dorset Council's public consultation closed on 30 December 2022. Dorset Council is now amending the draft strategy following the consultation responses.

					members.	
Dorset Council – School Admissions Arrangements	07/11/22	18/12/22	The public	Social media, website and community briefing	N/A	Dorset Council's School Admissions Arrangements and Co-ordinated Scheme 2024-25 for school place allocations from September 2024 were adopted by the Cabinet on 28 February 2023.
East Devon District Council – East Devon Local Plan 2020 to 2040	08/11/22	15/01/23	The public, stakeholders	Social media, website and community briefing	Report to Full Council on 14 December 2022 and Cllrs B. Bawden and C. Aldridge delegated to work with deputy town clerk on the council's response	The consultation closed on 15 January 2023 and there have been no updates on the next stage.