



John Wright
Town Clerk

Lyme Regis Town Council

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Tourism, Community and Publicity Committee

Core Membership: Cllr P. Evans (chairman), Cllr C. Reynolds (vice-chairman), Cllr G. Caddy, Cllr M. Denney, Cllr M. Ellis, Cllr N. Hampton-Rumbold, Cllr D. Holland, Cllr S. Larcombe, Cllr G. Turner, Cllr A. Wood

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Council Offices, St Michael's Business Centre, Church Street, Lyme Regis on Wednesday 4 March 2026 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
27.02.26

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

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

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

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

AGENDA

1. Public Forum

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

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

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 21 January 2026

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. Matters arising from minutes of the previous meeting held on 21 January 2026

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 2024-25 objectives

9. To receive the minutes of the Party in the Park Working Group meeting on 21 January 2026

10. Free Parking Days

To allow members to review the non-charging days in Lyme Regis car parks in 2026

11. Honoured Citizens' Award

To allow members to consider a proposal to grant Honoured Citizens Awards in 2026

12. Youth Council

To allow members to consider a way forward for the Youth Council

13. Barfleur Visit

To allow members to receive a report of the twinning visit with Barfleur

14. Breakdown of Expenditure for LymeLiving

To present members with a detailed breakdown of expenditure for the council magazine, LymeLiving

15. Grant Review, Lyme Regis Regatta and Carnival Committee

To inform members of the Lyme Regis Regatta and Carnival Committee's compliance with its grant agreement

16. Grant Review, Lyme Regis Christmas Lights Committee

To inform members of Lyme Regis Christmas Lights Committee's compliance with its grant agreement

17. Managing Consultation Exercises

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

18. Exempt Business

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 JANUARY 2026

Present

Chairman: Cllr P. Evans

Members: Cllr G. Caddy, Cllr M. Denney, Cllr D. Holland, Cllr S. Larcombe, Cllr C. Reynolds, Cllr A. Wood

Officers: C. Austin (communications officer), A. Mullins (assistant town clerk)

25/51/TCP Public Forum

There were no members of the public present.

25/52/TCP Apologies

Cllr M. Ellis
Cllr N. Hampton-Rumbold – work commitments
Cllr G. Turner – work commitments

25/53/TCP Minutes

It was noted some of the members had been listed as being both present and giving apologies. Cllrs M. Denney and A. Wood were listed as present but were not.

Proposed by Cllr D. Holland and seconded by Cllr C. Reynolds, the minutes of the meeting held on 19 November 2025, with the above amendment, were **ADOPTED**.

25/54/TCP Disclosable Pecuniary Interests

There were none.

25/55/TCP Dispensations

There were none.

25/56/TCP Matters arising from minutes of the previous meeting held on 19 November 2025**Party in the Park**

The assistant town clerk said the minutes from the meeting that took place prior to this committee meeting would be brought to the next meeting of this committee.

25/57/TCP Update Report**Youth Council**

A member said contact had been made with the Woodroffe School to try to progress the youth council but no further updates had been received.

The assistant town clerk said the £4,000 funding for the youth council had been formally deferred to 2026-27 as it was unlikely this would be spent in 2025-26.

25/58/TCP Tourism, Community and Publicity Committee – Objectives

The assistant town clerk said St Michael's Primary School would provide a report to state how the bursary had been spent at the end of year.

The assistant town clerk said another community event at the mini golf was planned for Easter after the success of the Halloween event. She said the event would include a trail where families could collect letters around the course to make an Easter themed word and prizes of chocolate eggs would be given to those who complete the trail.

A member said credit needed to be given to the staff who organised the mini golf events. The assistant town clerk said the administrative and community engagement assistant had worked hard on the events and that it had been a collaborative idea from the staff team. She said there was potential to host a Christmas event.

25/59/TCP Free Parking Days

The assistant town clerk said a request had been made from the Cobb Traders group for free parking on 12 and 13 December, but this was outside the rules of the Dorset Council initiative. However, this request would be considered by the Town Management and Highways Committee, along with the request for winter parking concessions. She said the organisation had suggested the council did not provide free parking on Small Business Saturday, but she said this was a Dorset Council requirement.

Proposed by Cllr M. Denney and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** the non-charging days in Lyme Regis car parks for 2026 as follows:

- Sunday 10 May (Blessing of the Boats)
- Sunday 6 September (Lyme Splash)
- Sunday 8 November (Remembrance Sunday)
- Saturday 5 December (Small business Saturday)
- Saturday 21 November (Christmas Lights switch on)
- Thursday 24 December (Christmas Eve)

25/60/TCP Request to Explore a Sister-Municipality Relationship

Proposed by Cllr S. Larcombe and seconded by Cllr M. Denney, members agreed to **RECOMMEND TO FULL COUNCIL** to agree to receive a further report in spring 2026 on the feasibility of a sister-municipality relationship with the Municipality of Fundy Albert, New Brunswick, Canada.

25/61/TCP Lyme Regis Visitor Hub – End of Season Report

Members noted the report and were encouraged by the amount of visitors the Visitor Hub had welcomed in 2025. Members expressed concerns regarding the publication of a new town map of Lyme Regis as the council already produced one.

The assistant town clerk said she would raise this concern with the lead volunteer.

25/62/TCP Barfleur Twinning Report

Members noted the report.

25/63/TCP Sporting Lyme

Members noted the report.

25/64/TCP Grant Review, Woodmead Halls

Members noted the report.

25/65/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.10pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 4 March 2026

Title: Matters arising from the minutes of the previous meeting held on 21 January 2026

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

25/58/TCP – Tourism, Community and Publicity Committee – Objectives

The next mini golf event will be an Easter event, called Mini Egg-olf, from 28 March to 6 April. As players make their way around the course, they will follow a trail of Easter-themed letters hidden in the holes and be rewarded with a sweet Easter treat at the end. The course will be decorated with Easter themed accessories.



25/60/TCP – Request to Explore a Sister-Municipality Relationship

The town clerk and mayor will be meeting with Sean Wallace, chief administrative officer of the Municipality of Fundy Albert, on 7 April 2026 when he is in the country on holiday. The meeting will consider if there are areas of collaboration we can explore between Lyme Regis and Fundy Albert.

A report on the feasibility of a sister-municipality relationship will be brought to the next meeting on 22 April 2026.

25/61/TCP Lyme Regis Visitor Hub – End of Season Report

Officers have contacted the lead volunteer to try to understand more about plans for another town map but have not yet had a response. This will be followed up and any update reported verbally at the meeting.

25/63/TCP – Sporting Lyme

There are now more than 20 local sporting organisations involved in Sporting Lyme and the programme of events for May to September is coming together. The plan is to create a dedicated page on the council's website where we can publish the programme of events, with links to each organisation's own websites.

The launch event will take place on Sunday 3 May at Anning Road Playing Field at 1pm, when all the participating organisations will come together to showcase what they do and where possible, offer tasters and demonstrations.

25/64/TCP – Grant Review, Woodmead Halls

Officers have contacted the Woodmead Halls' treasurer to get an update on the outstanding actions, primarily the appointment of a part-time manager and the recruitment of trustees, but have not yet had a response. This will be followed up and any update reported verbally at the meeting. The grant payments continue to be held until all issues are resolved.

Adrienne Mullins
Assistant town clerk
March 2026

Committee: Tourism, Community and Publicity

Date: 4 March 2026

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

Below are the website user stats for the whole year, compared with previous years:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022 Total Views		14,656	21,678	26,138	28,348	28,567	32,813	39,935	24,663	23,103	15,008	13,925	268,834
2023 Total Views	23,306	25,921	41,861	40,016	41,344	55,529	67,358	75,804	48,754	36,638	42,525	27,014	526,070
2024 Total Views	44,556	39,095	52,261	56,571	59,336	67,245	81,456	96,063	52,927	39,676	26,248	22,436	637,870
2025 Total Views	29,228	28,287	31,838	36,356	41,436	39,338	41,554	58,001	29,014	23,722	16,749	18,537	394,060
2026 Total Views	25,187												25,187

An Easter feature will be live on the website within the next few days.

Dorset Council has now finalised the contract with Simple View to continue providing the Visit Dorset website for three years plus one, but the contract is yet to be signed by Simple View. This means we have still not been able to progress the service level agreement with Dorset Council for the provision of the microsite or agree the advertising charges from 1 April 2026.

Town council magazine

The March edition of LymeLiving went to print on 23 February 2026 and will be published on 6 March 2026.

New sculpture

Artist Michael Fairfax has provided the design concept for his sculpture, which takes the image of the River Lym running through Lyme Regis. More details and photographs of the sculpture in progress are at **appendix 7A**.

Lyme in Bloom

An article was published in the February edition of LymeLiving, including an entry form to the Lyme in Bloom competition. The entry form can also be completed via the town council website. The deadline for entries is Friday 12 June.

Three judges were in place but two are no longer available, so we are seeking two more.

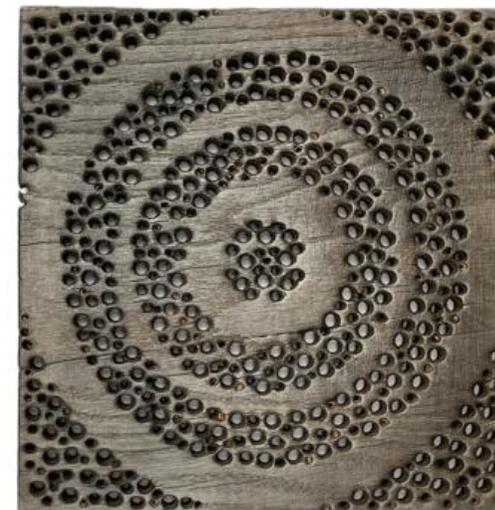
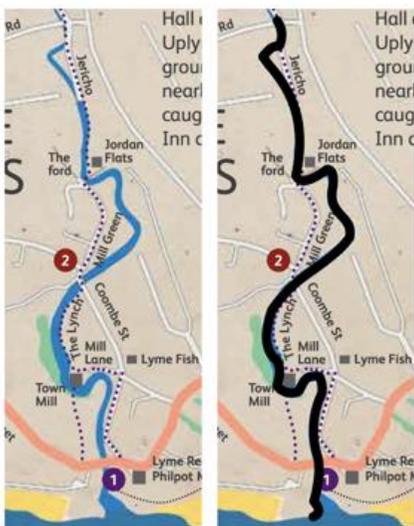
Further enhancing weddings at the Guildhall

The wedding fayre held at the Guildhall on Saturday 24 January was a huge success, with 15 suppliers exhibiting everything a wide range of wedding services, including photography, videography, hair and make-up, discos, and cakes. The feedback from the suppliers has been very positive and the atmosphere at the event was very friendly and upbeat. The suppliers were also making good connections with each other.

It is planned to hold a wedding fayre every other year.

Adrienne Mullins
Assistant town clerk
February 2026

MICHAEL FAIRFAX LYME REGIS PROPOSAL 2026



The River Lym proposal: Taking the image of the river Lym flowing through Lyme Regis. I propose to carve into the oak wood the shape of the river on a slightly curved relief as if releasing a fossil from it's stone, once I have the shape I will drill holes through the wood so that the light will shine through the shape; (see photos above of past pieces using this technique). I will burn the oak to give it the surface you see here and also help preserve the timber. The rest of the timber I will carve to create a flow through all the sculpture and this will highlight the inner shape of the river. My hope is that on closer inspection people will realise that the sea and the sun can be seen through these holes so within the sculpture there is an intimate sense of movement. At present I have two pieces of timber for the sculpture one is 190 cms high and the other 150 cms. As the site is quite exposed I suggest that it might be sensible to go for the smaller version which is on the left here whereas the taller one is above. I am also concerned about the fitting of the sculpture to the concrete plinth but that can be decided when the decision on which sculpture is chosen and who can fabricate what?





Committee: Tourism, Community and Publicity

Date: 4 March 2026

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2025-26 objectives

Recommendation

Members note the report

Background

1. During the 2025-26 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.
2. At the Full Council meeting on 3 April 2025, the objectives were formally assigned to committees.

Report

3. Members can review progress on the objectives at each meeting.
4. This committee's 2025-26 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**. Updates are highlighted in yellow.
5. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Adrienne Mullins
Assistant town clerk
February 2026

Objective	Budget	Lead officer	Committee	Target completion date	Progress/comments
Invest in the sculpture trail	6	AM	TCP	<p>July '25</p> <p>March '26</p>	<p>£4,500 allocated to The Woodroffe School to produce three sculptures; work in progress.</p> <p>Two sculptures have been chosen – the Dinosaur and the Octopus – and have been made by two local artists in partnership with A Level art students from Woodroffe School. An exhibition of the maquettes was held at the Jubilee Pavilion. Installation will take place mid-July.</p> <p>The two Woodroffe School sculptures have been installed and an official opening was held. Information signs will be installed for these and any other sculptures which require them.</p> <p>The artist responsible for the Ripple sculpture has agreed to gift the sculpture to the council and discussions have taken place with him about a bespoke sculpture for the River Lym area.</p> <p>A further update about Reader and Ripple are elsewhere on this agenda.</p> <p>Discussions are taking place with Ripple sculptor Michael Fairfax about the possibility of commissioning a new sculpture to be sited elsewhere in the town.</p> <p>A new Reader sculpture has been commissioned and is expected to be completed and installed in April 2026.</p> <p>Michael Fairfax has been commissioned to create a</p>

					<p>new sculpture, to be located near the public benches below the parish church. Michael will shortly provide the drawings for his design.</p> <p>These two sculptures will use the majority of the budget. Officers are also looking at new signage for the entire trail, as some of the newer sculptures do not have signs.</p> <p>Michael is now making the new sculpture. More information, including a sketch of the design and photographs of the work-in-progress, is in the update report.</p>
Undertake VE day events	1	AM	TCP	May '25	<p>Programme of events agreed. Preparations in a process.</p> <p>The programme of events was carried out as planned on 8 May 2025, including the town crier's proclamation, a service at the war memorial, a two-minute silence at the Jubilee Pavilion, a cream tea for the Over 70s, the parish church ringing out for peace, a torchlight procession and the lighting of the beacon on the North Wall. The feedback has been very positive and the mayor has written to those involved to thank them for their support.</p> <p>The council is now working with the Lyme Regis branch of the Royal British Legion on plans for VJ Day on 15 August 2025. Two meetings have taken place with the RBL, the town band, the local vicar and the town crier to firm up plans for an event on Friday 15 January at the Marine Parade Shelters. More details are included in the update report.</p> <p>A Drumhead Ceremony was held at the Marine Parade Shelters on Friday 15 August to commemorate the 80th anniversary of VJ Day, in partnership with the Lyme Regis branch of the</p>

					Royal British Legion, Lyme Regis Town Band and Lyme Bay Chorale.
Continue with the bursary scheme	5	AM	TCP	March '26	<p>Scheme to be re-promoted to local organisations.</p> <p>Applications are continuing to be made via local organisations, with four applications made so far in 2025-26, benefitting eight young people. A report is elsewhere on this agenda to review 2024-25.</p> <p>Six applications have been made so far in 2025-26. A further email has been sent to St Michael's Primary School and Mrs Ethelston's Primary School to offer a bursary to be spent at their discretion. No responses have been received.</p> <p>Contact has been made with St Michael's Primary School but there does appear to be an issue with emails not being received, so progress is slow.</p> <p>A bursary of £1,000 has been paid to St Michael's Primary School to use at their discretion.</p> <p>The scheme was publicised in the February 2026 edition of LymeLiving.</p>
Promote and support The Woodroffe School Youth Council	4	AM	TCP	TBC Now formally deferred to 2026-27	<p>Initiative has stalled due to the tragic death of Woodroffe School head of sixth form Justin Loveland. More details are included in the update report.</p> <p>A further email was sent to Woodroffe School to remind them the council was still committed to the project; a response is yet to be received.</p> <p>The new head of sixth form, Tom Wickins, will be leading the Youth Council and a meeting is awaited.</p> <p>There has still been no contact from Tom Wickins and this has been chased up. Realistically, it will be</p>

					<p>difficult to get a youth council formed and projects taken forward before 31 March 2026. The budget has therefore been formally deferred to 2026/27.</p> <p>Despite further chasing, there has been no contact from Woodroffe School. A report is elsewhere on the agenda to allow members to consider how to take the Youth Council forward.</p>
Organise a mini-golf event	2	AM	TCP	<p>October '25</p> <p>April '25 (amended to take into account the Easter event)</p>	<p>Event to be planned for Halloween.</p> <p>An event, called Mini Ghoulf, has been planned for a week over half term between 25 October and 1 November. The opening hours at the mini golf will be extended from 6pm to 9pm.</p> <p>Mini Ghoulf went ahead as planned during the October half term and more detail about income is provided in the matters arising report.</p> <p>There is c.£400 remaining in the budget so officers are hoping to hold an Easter mini golf event.</p> <p>The Easter event, Mini Egg-olf, will take place from 28 March to 6 April 2026. More details are in the update report.</p>
Organise a floral competition	1	AM	TCP	<p>August '26</p>	<p>The event will be held in 2026 to allow time to publicise the competition and allows people time to plan their displays. The delegated members, Cllr P. Evans and M. Ellis, will be meeting to start making plans.</p> <p>The delegated members, assistant town clerk, administrative and community engagement assistant and Cllr Reynolds met with Wendy Alexander, who formally organised the competition, to obtain further details of how it was run in the past. Further planning is underway, with the aim of launching the competition in early-2026.</p>

					The competition has been publicly launched with the publishing of the entry form. Further details are in the update report.
Organise a Sporting Lyme event	2	AM	TCP	September '25	<p>An initial meeting took place with 15 local sporting organisations on 5 June 2025 and the delegated members met on 26 June 2025. More details are in the matters arising report.</p> <p>A second meeting was held with the local organisations on 16 September 2025. A report is elsewhere on this agenda.</p> <p>A further meeting with sporting organisations will take place on 2 December 2026, when it is hoped each organisation will confirm its plans for the festival.</p> <p>The meeting took place with sporting organisations on 2 December 2026 and the notes of the meeting are elsewhere on the agenda.</p> <p>Further details about the progress of the festival are in the update report.</p>
Improve noticeboards	4	AM	TCP	<p>June '25</p> <p>November '25</p> <p>March '26</p>	<p>Locations to be finalised and order placed in April.</p> <p>The two locations identified are Bell Cliff and Anning Road Playing Field.</p> <p>Quotes are being sought.</p>
Undertake newsletter enhancement	40 65.2	AM	TCP	May '25	<p>First edition scheduled for 2 May 2025.</p> <p>The first three editions have been published and we are currently working on the August edition. There will not be a magazine in September as the commitment was to produce 10 a year. Due to staff leave in August, it would not be possible to produce an edition in September. There have been issues</p>

				<p>with the distribution company and more details are in the update report.</p> <p>The commitment to deliver hard copies to every household applied only to the first three editions. Hard copies are now only delivered to those who request one. Residents can subscribe to a digital copy or pick one up from a community collection point. Distribution is no longer an issue as the 270 hard copies can be posted from the office.</p> <p>The October and November editions were published as planned and the December edition is currently in production.</p> <p>The continuation of the magazine beyond the one-year trial has been agreed by Full Council, so will cease to be an 'objective'. However, updates will continue to be provided to this committee.</p> <p>As reported to the Strategy and Finance Committee meeting on 4 February 2026, there is an overspend of £25,200 on the £40,000 budget. A detailed breakdown of expenditure is provided elsewhere on the agenda.</p>
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LYME REGIS TOWN COUNCIL

PARTY IN THE PARK WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 21 JANUARY 2026

Present**Members:** Cllr G. Caddy, Cllr S. Larcombe**Officers:** C. Austin (communications officer), A. Mullins (assistant town clerk)**Guests:** D. Duffy**1. Minutes of the previous meeting on 12 November 2025**

Proposed by Cllr G. Caddy and seconded by Cllr S. Larcombe, the minutes of the previous meeting held on 12 November 2025 were **APPROVED**.

2. Apologies

Cllr N. Hampton-Rumbold.

3. Matters arising from the minutes of the previous meeting on 1 October 2025**• Officers to try and find a more local cinema supplier**

There were no outdoor cinema suppliers in the immediate local area but the following had been found:

- Skylight Cinema – St Austell
- Pro Audio Visual – Bristol
- The Screen Hire Company – Southend-on-Sea

Each company had been asked to provide a quote, if available, for both inflatable and LED screens; the latter would mean the screen can be seen even in daylight so the film could start earlier. The quotes were as follows:

- Skylight Cinema - £3,695 + VAT for 6mx4m trailer mounted LED screen
- Pro Audio Visual - £4,250 + VAT for 6mx3m LED video wall
- The Screen Hire Company - £3,033 + VAT for 16sq/m LED trailer screen

As the screen was likely to be on a trailer and trailers are not allowed on the seafront roof, it was suggested the screen could be located on the beach, so the event becomes Cinema on the Beach. This idea was supported and officers agreed to check the logistics around this.

It was also suggested Skylight Cinema and The Screen Hire Company could be asked for their best price.

• Officers to make enquiries with local disco providers

This had not yet been followed up. However, it was noted the budget was already tight.

- **Officers to chase up football club about bar**

Lyme Regis Football Club had agreed to do the bar for Party in the Park and had asked to be sited in a different location to the previous years, which was agreed. It was agreed with the football club that it wouldn't be necessary to have a bar for the cinema event as most people would bring their own food and drink.

- **Officers to make enquiries about food and drink for the cinema night**

Lyme Rocks (sweet shop) and Friendly Filly (prosecco and popcorn bar) had been confirmed for the cinema night. Milly's (ice cream) could not attend as they are not operating their ice-cream trike this year.

- **Continue the film consultation**

There had been 47 responses to the public consultation and family favourite films were favoured, with a Universal rating but PG rating was also popular. The most popular film suggestion was The Greatest Showman.

Members agreed on The Greatest Showman, a PG film with a running time of one hour and 45 minutes.

- **Firm up additional children's entertainment**

Strawberry Jam had been confirmed and would be on stage at 5pm with a science show. The cost was £275.

Also confirmed was Party Peeps, which would be on stage from 6pm. They were described as a high energy 'panto meets rave' interactive family foam party, including a snow foam machine, bubble machine, a live interactive host, t-shirt and sweet giveaways, challenges, games and sketches. The show would last for 45 minutes to an hour and the cost was £699.

- **Contact football club about staging**

The football club had confirmed William James Scaffolding had provided their stage for the Sausage and Cider Festival. A meeting had taken place with Williams James Scaffolding on site, who confirmed they would be willing to provide a stage free-of-charge.

The stage would be 8m x 4m, 2ft high, with a temporary roof.

- **Declan to start thinking about bands and to make enquiries about lighting, PA and staging**

Declan said he was meeting on site the following week with JSW to discuss staging, lighting and PA (JSW provided these services for the Coronation Party). He noted the offer of a free stage and wasn't sure if it would be viable for JSW to provide lighting and a PA, only, but he would ask. He invited the assistant town clerk to attend the site meeting on Wednesday 28 January at 1pm.

Declan suggested the bands finished at 10pm, rather than 11pm as previously agreed, which would allow for five acts. Members agreed this.

The following bands were proposed:

- Sunset Café Stompers

- Joanna Cooke
- The Ricochet
- Tilly and Friends
- The Jess Upton Band

There would be a break between The Ricochet and Tilly and Friends, when Strawberry Jam and Party Peeps would be on stage.

The estimated total cost of the five acts would be £3,000, although Declan was asked to get best prices from each of the acts. To help with negotiations, it was agreed the musicians should be given a free meal and a drink and they would be promoted on the council's social media, website and in the magazine.

Declan asked for contact details for the children's entertainers so he could tie everything together. He confirmed he would play background music in between music acts and other entertainment.

- **Approach other food vendors**

The following food vendors had been approached: Flame Cave Pizza, Arty Bakes, Red Panda, Tortilla Cantina, Milly's, Spice and Rice, Galley Café and Beach and Badger.

Only Flame Cave Pizza had confirmed as yet.

- **Cllr Caddy to contact Spice and Rice and Galley Cafe**

Spice and Rice and Galley Café had indicated they would like to have a stand but had not yet contacted the council to confirm this.

- **Contact Spud Pod again to encourage them to attend**

Spud Pod was already booked for the date of the event but were hoping to invest in a second van and therefore might be available.

4. **Other updates**

- **First aid**

First aid had been booked with Rapid EMS, who had provided first aid to the previous events. The cost was £657.20.

- **Security**

Enquiries had been made with Will Secure, which had provided security to the previous events. The cost was £27.32 per hour, a 5% increase on the previous year.

Members were concerned about the cost to cover both the open-air cinema and Party in the Park. They discussed whether security was needed for the open-air cinema and as it was a family-friendly event, agreed it would not be needed. They also discussed whether security would be needed during the day for Party in the Park and it was suggested it would only be necessary in the evening. It was noted security was present from 7pm for the Sausage and Cider Festival. It was therefore agreed security would only be needed from 7pm and to seek a quote on this basis.

5. The budget so far

Rainbow Gecko	£650
Sporty Stars	£675
Party Peeps	£699
First aid	£657.20
Staging	Free
Declan Duffy	£1,000
Strawberry Jam	£275
Bands	£3,000 (TBC)
Security	TBC
Lighting/PA	TBC
Cinema	£3,695 (TBC)
Total	£10,651.20 (+ VAT on some items)

6. Date of next meeting

Wednesday 4 March, 6pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 4 March 2026

Title: Free Parking Days

Purpose of the Report

To allow members to review the non-charging days in Lyme Regis car parks in 2026

Recommendation

Members review the non-charging days in Lyme Regis car parks in 2026

Background

1. Each year the town council nominates non-charging days for Dorset Council car parks in Lyme Regis. Traditionally, the town council has applied the non-charging days to Woodmead Car Park, only.
2. Dorset Council introduced a 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. At the previous meeting on 21 January 2026, members considered the non-charging days for 2026 and it was subsequently resolved by the Full Council on 11 February 2026 'the non-charging days in Lyme Regis car parks for 2026 as follows:
 - Sunday 10 May (Blessing of the Boats)
 - Sunday 6 September (Lyme Splash)
 - Sunday 8 November (Remembrance Sunday)
 - Saturday 5 December (Small business Saturday)
 - Saturday 21 November (Christmas Lights switch on)
 - Thursday 24 December (Christmas Eve)
4. It was also reported to the previous meeting that Cobb Traders had requested there be no free parking on Small Business Saturday but to have free parking instead on 12 and 13 December 2026 to coincide with the Big Christmas Weekend. As this was outside the Dorset Council rules this was not taken forward.

Report

5. At the Full Council meeting on 11 February 2026, the chairman of the Cobb Traders reported that Dorset Council had subsequently confirmed they were willing to allow this. At the meeting, the chairman changed the request to 12 December 2026, only.
6. The assistant town clerk contacted Dorset Council to clarify the situation. Dorset Council confirmed the rules had not changed but a precedent was set by Sherborne last year, which had free parking on the day after Small Business Saturday. Dorset Council has confirmed it would be willing to consider an alternative date to Small Business Saturday if it is of benefit to local businesses and if it is agreed by the town council. Dorset Council also clarified it would only allow one day instead of Small Business Saturday, not the two days the Cobb Traders initially asked for but subsequently amended to 12 December 2026, only.
7. Members are therefore asked to consider making a request to Dorset Council to allow free parking on Saturday 12 December 2026, instead of Saturday 6 December 2026, in addition to the other previously agreed dates.
8. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Adrienne Mullins
Assistant town clerk
February 2026

Committee: Tourism Community and Publicity

Date: 4 March 2026

Title: Honoured Citizens' Award

Purpose of Report

To allow members to consider a proposal to grant Honoured Citizens Awards in 2026

Recommendation

Members consider the granting of Honoured Citizens' Awards

Background

1. In 2012, the town council introduced Honoured Citizens' Awards to commemorate the Queen's Diamond Jubilee. The purpose of the scheme was to acknowledge the significant and exceptional contributions made to the town by up to 12 individuals.
2. In 2016, the scheme was reintroduced to commemorate the late Queen's official 90th birthday, again the ceiling for awards was 12 individuals.
3. Recipients receive their award, which includes a badge and scroll, at a meeting of the Full Council.

Report

4. Cllr Adrian Wood approached the town clerk about the possibility of running a scheme to recognise contributions made to the town by individuals; with a change of title, this could include groups.
5. The scheme was last run in 2016, so recognition is overdue.
6. However, members should note, historically the scheme has coincided with memorable royal events; King Charles III is 80 years old on 14 November 2028.
7. If members support the reintroduction of a scheme for this year, officers will produce a procedure and timetable for implementation to this committee's next meeting on 22 April 2026.

John Wright
Town clerk
February 2026

Committee: Tourism Community and Publicity

Date: 4 March 2026

Title: Youth Council

Purpose of Report

To allow members to consider a way forward for the Youth Council

Recommendation

Members consider the town council running the Youth Council independently of the Woodroffe School and to progress plans to recruit members from within the community

Report

1. In September 2024, the idea of establishing a Youth Council in partnership with Woodroffe School was reintroduced. Cllr Cheryl Reynolds was appointed as the council's representative. Cllr Reynolds, the assistant town clerk and one of the administrative and community engagement assistants met with Justin Loveland, then head of sixth form, and the new upper sixth prefects to discuss how to take the Youth Council forward.
2. In November 2024, the Youth Council was being set up at the school and it was agreed it would be formed of representatives from each year group, rather than just the sixth form, to ensure continuity when students left the school.
3. In December 2025, Mr Loveland, six students and Cllr Reynolds met with West Dorset MP Edward Morello. At that time, their ideas included having somewhere to meet socially on a Saturday. There were also plans for the students to visit the House of Commons and to meet with the very successful Dorchester Youth Council. Plans were also in place for Dorset Council's youth voice officer to come and speak to the Youth Council.
4. The progression of the Youth Council was agreed as an objective for 2025-26 and a budget of £4,000 allocated for the members to pursue their own projects.
5. Tragically, in June 2025, Mr Loveland died in a road collision and the Youth Council understandably stalled. The Woodroffe School confirmed in October 2025 that the new head of sixth form, Tom Wickins, would be leading on the Youth Council.
6. However, since then there has been no progress. As it was clear the £4,000 budget would not be spent in 2025-26, the funding was formally deferred to 2026-27 as part of the budget-setting process in autumn 2025.

Report

7. Headteacher Dan Watts has now written to the council to provide an update. The school already has a Student Council and work with the Youth Parliament. Although they have pushed the idea of the Youth Council, it has not progressed. Mr Watts supports the concept but there is a limit to what they can make happen, so has agreed it would be better if the project progressed separately to the school. He has committed to promote any future developments with the Youth Council within the school.
8. Cllr Reynolds and the assistant town clerk are keen to find a way to take this forward and ensure the funding is spent on projects spearheaded by young people in the town. As attempts

to progress the Youth Council via the school have not been successful, a new approach is suggested.

9. Weymouth Town Council has a successful Youth Council, which is run independently of any local schools. The assistant town clerk has met with her counterpart at the council to find out more about how it is managed.
10. In summary, the Weymouth Youth Council is run as follows:
 - Open to any young people in year 9 and above
 - They recruit via local schools, scout groups, youth groups and their own publicity
 - There are no elections – all those who apply are allowed to take part
 - They meet in the council chamber once a month
 - They allow non-residents of Weymouth who have an interest in the town to join
 - They use Whatsapp to communicate with the members, providing parental consent is given
 - They had a budget of £10k allocated four years ago and this is not yet spent
 - Projects have included purchasing a decommissioned phone box to become a book exchange
 - They have delegated authority to spend their budget but some decisions have to go through the town council
 - Members volunteer at council events
 - Members often speak at town council meetings
11. It is suggested this council tries to establish a Youth Council in the same way. As Cllr Reynolds was appointed as the member representative for 2025-26, it is suggested she continues to work with officers to progress this, with updates being brought to this committee.
12. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Adrienne Mullins
Town clerk
February 2026

Committee: Tourism Community and Publicity

Date: 4 March 2026

Title: Barfleur Visit

Purpose of Report

To allow members to receive a report of the twinning visit with Barfleur

Recommendation

Members note the report

Background

1. On 14 and 15 February, the mayor and mayoress, along with the Lyme Regis/Barfleur Twinning Association, hosted a small group from Barfleur.
2. The mayor has produced a short account of the weekend, **appendix 13A**.
3. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

John Wright
Town clerk
February 2026

Barfleur Twinning

“We came back delighted with the magnificent weekend at Lyme Regis. We send our warmest thanks for your time and organisation, the quality of your welcome, and the very friendly meetings with so many friends from the twinning of our two towns.”

These were the words of the Mayor of Barfleur, Madame Christiane Tincelin, after she returned to Barfleur after spending a weekend in Lyme following our my visit to Normandy in October in a bid to boost the twinning arrangement between the two communities.

Christiane was accompanied by her husband, Luc, and the Honorary Mayor of Barfleur M. Michel Mauger and his wife Catherine. They arrived in Lyme on the Saturday morning and were the principal guests at a Mayoral Reception in the Guildhall attended by Lyme members of the Barfleur Twinning Association and other invited guests.

A full weekend was arranged including a visit to the Boat Building Academy and Lifeboat Station and a tour of the museum, ending with a farewell Cream Tea at the Bowling Club where gifts were exchanged.

It proved to be an enjoyable weekend and I am sure that the friendship established between our two communities will continue for many years.

I am indebted to Lyme members Richard and Val Dooney who assisted with the arrangements and who provided accommodation for Michel Mauger and his wife and also hosted an informal drinks party. I look forward now to reciprocal visits between our two towns..

Philip Evans
Mayor

Committee: Tourism Community and Publicity

Date: 4 March 2026

Title: Breakdown of Expenditure for LymeLiving

Purpose of Report

To present members with a detailed breakdown of expenditure for the council magazine, LymeLiving

Recommendation

Members note the report

Report

1. Enhancement of the council newsletter was one of the council's objectives for 2026-27, with a budget of £40,000.
2. Following consideration by this committee, it was resolved by the Full Council on 3 April 2025 'to adopt a town council publication in magazine format and for the name of the publication to be decided by the mayor, town clerk and support services manager' and to approve the secondment of Cara Austin to the one-year post of communications officer, and approve the backfilling of Cara's substantive post for one year.
3. At that time, the estimated costs were:

Set up cost	2,000
Staffing	21,000
Printing	5,000
Distribution	8,000
Secondment	2,000
Journalist support	2,000
Total	40,000
4. The magazine, LymeLiving, was launched in May 2025.
5. Following consideration by the Strategy and Finance Committee, on 29 October 2025, the Full Council approved the 2026-27 budget, which included a new budget heading for the magazine, i.e. it would continue beyond 2025-27.

Report

6. It was reported to the Strategy and Finance Committee on 4 February 2026 there is an overspend of £25,200 on the £40,000 budget. These are projected costs to 31 March 2026. The detailed breakdown of expenditure and projected costs for 2025-26 is as follows:

Details	Debit	Credit	
Distribution services May-July	1491.33	0.00	
Prepayment for magazine dump bins	610.06		
Wine for magazine launch	55.00	0.00	
Magazine printing x4000	1145.00	0.00	
Page turning software for magazine	84.00	0.00	
Distribution June/July	1590.00	0.00	
Brochure dispensers	99.75	0.00	
Partial refund for magazine distribution	0.00	1086.18	
LRTC magazine printing	1923.00	0.00	
Poster frames for magazine	107.60	0.00	
Magazine postage	2550.00	0.00	
1500 booklet pagazine	1789.00	0.00	
Page turning software	237.53	0.00	
Magazine printing	1789.00	0.00	
Magazine printing	1695.00	0.00	
Events coverage 9/10-3/12	1086.67	0.00	
Magazine reprint	40.00	0.00	
Meter refill	8.75	0.00	
Meter refill	700.00	0.00	
LRTC Mag booklets	2188.00	0.00	
Event photographer 3/12-15/1	2488.01	0.00	
Lyme living mags	1670.00	0.00	
Postage op up for magazine	850.00	0.00	
	24197.70	1086.18	23,111.52
Communications officer	38,282.24	22,969.00	
Production spend to date	23,111.52	23,111.52	
Estimated prodcuton spend Jan - March	2,520.00	2,520.00	
Photography	?	300	
	63,913.76	48,900.52	

7. The cost of the communications officer is for the entire role, with the postholder working on many other projects, such as the Gateway Card, business and community briefings, social media communications, stakeholder conferences and covering the front desk. It is estimated the communications officer spends around 60% of her time working on the magazine. On this basis, the staffing cost associated with the magazine is therefore £22,969, i.e. 60% of the total cost.
8. Some of the costs were one-off costs and will not be repeated in 2026-27. They are:
- Distribution services – £3,081.33
 - Wine for launch event - £55
 - Brochure dispensers - £99.75
 - Poster frames for magazines - £107.60
 - Magazine dump bins - £610.06
- Total - £3,953.74**
9. Taking the actual staffing cost for the magazine and excluding the one-off costs, the estimated cost of the magazine for 2026-27 will be £44,946.78.

10. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Adrienne Mullins
Assistant town clerk
February 2026

Committee: Tourism Community and Publicity

Date: 4 March 2026

Title: Grant Review, Lyme Regis Regatta and Carnival Committee

Purpose of Report

To inform members of the Lyme Regis Regatta and Carnival Committee's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 25 February 2025, an extraordinary meeting of the full council approved a five-year grant to the Regatta and Carnival Committee to support two firework events each year; the funding is for financial years 2025-26 to 2029-30. The grant agreement has been signed and returned to the council.
2. Grant payments are usually made in April, July, October, and January.
3. The purpose of the grant is to contribute to the Regatta and Carnival Committee's two annual firework displays, including a contract with a firework display company, insurance and first aid cover.
4. The Regatta and Carnival Committee is a voluntary incorporated association.

Report

5. On 16 February 2026, the town council¹ met with a representative of the Regatta and Carnival Committee² and reviewed progress against the purpose of the grant.
6. The meeting considered the success of the firework events and reviewed the income and expenditure associated with these events, see **appendix 15A**, alongside the Regatta and Carnival's financial information for the year ended 31 December 2025.
7. There are no issues to report.
8. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

John Wright
Town clerk
February 2026

¹ The town council was represented by the mayor and councillor representative, Cllr Philip Evans and John Wright, town clerk

² Alan Vian represented the Regatta and Carnival Committee

Lyme Regis Carnival - Firework Displays 2025**Fireworks income:**

August Collection	£2,426.04
November Collection	£4,399.02
November Sponsorship	£4,670.00
LRTC Term Grant	£4,875.00
TOTAL	£16,370.06

Fireworks costs

August	£5,760.00
November	£5,958.43
Estimated Insurance costs	£1,700.00
TOTAL	£13,418.43

Committee: Tourism, Community and Publicity

Date: 4 March 2026

Title: Grant Review, Lyme Regis Christmas Lights Committee

Purpose of Report

To inform members of Lyme Regis Christmas Lights Committee's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 5 February 2025, the Full Council approved a five-year term grant for Lyme Regis Christmas Lights Committee; the grant agreement runs from 1 April 2025 to 31 March 2030 and is £4,000pa. The grant agreement has been signed and returned to the council.
2. Grant payments are usually made in April, July, October, and January.
3. The purpose of the grant is to contribute to the annual Christmas lights display in Broad Street, Silver Street, Bridge Street and the Cobb area.
4. Lyme Regis Christmas Lights Committee is a voluntary incorporated association.

Report

5. On 26 February 2026, a grant review meeting took place between Lyme Regis Christmas Lights Committee³ and the town council⁴.
6. At that meeting, the committee members reported a healthy financial position. They had previously built up a contingency and had invested last year in upgrading the lights to IP67 standard. The organisation reported they had a good relationship with the suppliers of the lights.
7. Fundraising events over the last year had included a duck race and raffle and there had been significant business sponsorship. The core team consists of six people, with other volunteers supporting.
8. Both the Town Mill area and Coombe Street had been incorporated into the display in 2025, although there were restrictions in Coombe Street due to its width and the height of buildings.
9. It was confirmed there were no health and safety issues

³ Rob James, Annette Denning and Steve Parsons represented Lyme Regis Christmas Lights Committee

⁴ Cllr Michaela Ellis, councillor representative, Adrienne Mullins, assistant town clerk, and John Wright, town clerk, represented the town council

10. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Adrienne Mullins
Assistant town clerk
February 2026

Committee: Tourism, Community and Publicity

Date: 4 March 2026

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 – Better Days – Day Opportunities
 - Dorset Council – Draft Street Trading Policy
 - Ministry of Housing, Communities and Local Government - Strengthening the standards and conduct framework for local authorities in England
 - Dorset Council – Local Transport Plan 2026 to 2041
 - Dorset Council – Local Plan
 - Dorset Council – Parking Survey
 - The Lyme Regis Community Land Trust (LRCLT), Dorset Council and Dorset Community Action – Housing Needs Survey
 - Dorset Council – Draft Licencing Policy 2026-31
2. **Appendix 17A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council’s response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 1 April 2026.

Adrienne Mullins
Assistant town clerk
February 2026

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
Dorset Council – Better Days – Day Opportunities	11/03/25	09/06/25	Dorset residents	Social media and website	N/A	Proposals for a modern, sustainable model of day opportunities has been published by Dorset Council. More information is available here .
Dorset Council – Draft Street Trading Policy	04/11/24	26/01/25	The public and stakeholders	Social media and website	Report considered by the Strategy and Finance Committee on 27/11/24 and agreed officers would respond in consultation with the chairman of the Strategy and Finance and Town Management and Highways Committees	The Draft Street Trading Policy was considered by Dorset Council’s Licensing and Gambling Acts Committee on 15 March 2025 and agreed the statutory advertising process for street designations.
Ministry of Housing, Communities and Local Government - Strengthening the standards and conduct framework for local authorities in England	18/12/24	26/02/25	Local authorities in England	N/A	Report to be considered by the Strategy and Finance Committee on 29 January 2025	The Ministry of Housing, Communities and Local Government is analysing feedback and will provide the outcome in due course.
Dorset Council – Local Transport	18/08/25	13/09/25	Everyone in Dorset	Social media, website,	Final response to be agreed by	Dorset Council is reviewing all the feedback and will make changes

Plan 2026 to 2041				briefings, magazine, noticeboards	extraordinary Full Council on 7 October 2025.	where needed before the plan is finalised in 2026.
Dorset Council – Local Plan	18/08/25	13/09/25	Everyone in Dorset	Social media, website, briefings, magazine, noticeboards	Member briefing on 29 September 2025. Final response to be agreed by extraordinary Full Council on 7 October 2025.	Dorset Council is reviewing all responses as it prepares the full plan. The timetable aims to publish the plan in the third quarter of 2026, with submission in the fourth quarter.
Dorset Council – Parking Survey	06/08/25	04/09/25	Residents, workers, businesses, visitors	Social media	Report considered by Town Management and Highways Committee on 2 July 2025 and responses fed back to Dorset Council	No update.
The Lyme Regis Community Land Trust (LRCLT), Dorset Council and Dorset Community Action – Housing Needs Survey	05/09/25	12/10/25	People who live, work or have family in Lyme Regis	Social media, website, magazine, noticeboards	N/A	No update.
Dorset Council – Draft Licencing Policy 2026-31	17/11/25	11/01/26	Interested parties	N/A	Considered by the Full Council on 17 December 2025 and Cllrs S. Cockerell, P. May and G. Caddy delegated to respond in consultation with the town clerk	The Statement of Licencing Policy has been published here .