

**LYME REGIS TOWN COUNCIL**

**TOURISM, COMMUNITY AND PUBLICITY COMMITTEE**

**MINUTES OF THE MEETING HELD ON WEDNESDAY 4 MARCH 2026**

**Present**

**Chairman:** Cllr P. Evans

**Members:** Cllr M. Ellis, Cllr A. Wood, Cllr G. Caddy, Cllr C. Reynolds, Cllr G. Turner, Cllr S. Larcombe

**Officers:** A. Mullins (assistant town clerk), K. Newman (administrative and community engagement assistant), J. Wright (town clerk)

**25/66/TCP Public Forum**

There were no members of the public present.

**25/67/TCP Apologies**

Cllr D. Holland – holiday  
Cllr M. Denney – work commitments  
Cllr N. Hampton-Rumbold – holiday

**25/68/TCP Minutes**

Proposed by Cllr C. Reynolds and seconded by Cllr G. Caddy, the minutes of the meeting held on 11 November 2025 were **ADOPTED**.

**25/69/TCP Disclosable Pecuniary Interests**

Cllr M. Ellis declared a pecuniary interest in agenda item 6, Grant Review, Woodmead Halls.

Cllr A. Wood declared a pecuniary interest in agenda item 14, Breakdown of Expenditure for Lyme Living.

**25/70/TCP Dispensations**

There were none.

**25/71/TCP Matters arising from minutes of the previous meeting held on 11 November 2025**

*Cllr M. Ellis left the room at 7.02pm in line with her pecuniary interests.*

**Grant Review, Woodmead Halls**

The assistant town clerk said the treasurer of Woodmead Halls had confirmed they were no further with the recruitment of trustees and a part-time manager. The committee agreed that if there was no movement by the end of the financial year, a report would be brought back to members to consider future funding, as the grant objectives had not been met.

A member asked what the main issues with recruitment were.

The assistant town clerk said the four current trustees had limited capacity and there was generally not enough manpower to progress the items that needed work on. The council had offered support for trustee recruitment via the Lyme Living magazine, social media, and town council website, but this had not yet been actioned.

A member asked how many payments the organisation had received to date.

The assistant town clerk said payments to Woodmead Halls had been made for the first two quarters but the last two payments had not yet been released.

*Cllr M. Ellis returned to the meeting at 7.05pm.*

**25/72/TCP Update Report**

**New sculpture**

The assistant town clerk said more photographs of the new sculpture had been provided by Michael Fairfax and these would be circulated to members.

**Further enhancing weddings at the Guildhall**

The committee formally recorded its appreciation for the administrative and community engagement's efforts at the recent Guildhall wedding fair, which was considered a great success

**Lyme in Bloom**

A member suggested officers contact the Uplyme and Lyme Regis Horticultural Society for suggestions for additional judges, and another member said he would contact the Lyme Regis Allotment Society directly for the same.

**25/73/TCP Tourism, Community and Publicity Committee – Objectives**

Members noted the report.

**25/74/TCP To receive the minutes of the Party in the Park working group meeting held on 21 January 2026**

Proposed by Cllr G. Caddy and seconded by Cllr S Larcombe, the minutes of the Party in the Park working group meeting held on 21 January 2026 were **RECEIVED**.

## **25/75/TCP Free Parking Days**

Members discussed the annual allocation of free parking days in Woodmead car park and members agreed that the 'Small Business Saturday' initiative had not had a large following in Lyme Regis over the last few years. The traders' request to have free parking on Saturday 12 December instead therefore seemed reasonable.

The assistant town clerk said an additional request from the Cobb Traders for further free parking days as well as a request for an additional concessionary permit would be considered by the Strategy and Finance Committee.

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to change one of the non-charging days in Lyme Regis car parks from 5 December (Small Business Saturday), to 12 December (Big Christmas Weekend).

## **25/76/TCP Honoured Citizens' Award**

Members discussed the potential structure and frequency of the Honoured Citizens' Award and the potential introduction of an additional Mayor's Certificate of Recognition. It was agreed in principle to keep the Honoured Citizens' Award for significant achievements, typically linked to national events or special occasions, and to introduce a Mayor's Certificate of Recognition to be awarded annually at the end of the mayor's term with up to 12 certificates awarded each year, at the mayor's discretion, with suggestions from councillors and officers. Members agreed that some guidelines needed to be put in place.

Members agreed that the award was intended to recognise both long service and exceptional contributions to the community, with flexibility for the mayor to increase the number in exceptional circumstances. The process will avoid public nomination to prevent disappointment and maintain the value of the award.

Proposed Cllr A. Wood and seconded by Cllr M. Ellis, members **RECOMMEND TO FULL COUNCIL** that the Honoured Citizens' Award be reinstated and that it be linked to national events or special occasions, as well as to introduce a Mayor's Certificate of Recognition to be awarded annually at the end of the mayor's term with up to 12 certificates awarded, at the mayor's discretion.

## **25/77/TCP Youth Council**

The assistant town clerk provided an update on efforts to establish a Youth Council as previous attempts to work with Woodroffe School had stalled. It was therefore suggested the council pursued an independent Youth Council, by recruiting through schools, youth clubs, scout groups, the town magazine, and social media.

A member asked about safeguarding requirements. The assistant town clerk told members said signed parental consent forms would be required from parents and only DBS checked staff could liaise with students.

Proposed by Cllr C. Reynolds and seconded by Cllr S. Larcombe members agreed to **RECOMMEND TO FULL COUNCIL** that officers pursue a Youth Council independently of Woodroffe School by recruiting through schools, youth clubs, scout groups, the town magazine and social media, and review the progress as interest develops.

**25/78/TCP Barfleur Visit**

The chairman said he had heard rumours of public concerns about council expenditure for the visit, and he wanted to clarify that no council funds were used for the visit; all costs were personally covered by him as the mayor.

**25/79/TCP Breakdown of Expenditure for Lyme Living**

*Cllr A. Wood left the room at 7.59pm in line with his pecuniary interests.*

The assistant town clerk said the communications officer spent around 60% of her time working on the magazine, and the rest of the time was spent doing other work. The actual production costs for the magazine were closer to £24k excluding the communications officer's wage.

A member asked for clarity on the secondment and journalist support.

The assistant town clerk said no money had been paid to any journalists and that the secondment was for the communications officer because her pay was uplifted, and the secondment referred to the increased spinal column point.

A member said the initial distribution costs were high.

The assistant town clerk said the costs were higher because they were initially posted to every address in Lyme Regis and a distribution company was used. She said the council was now posting the magazines from the office but were only sent to those that had requested it. She said a partial refund had been received from the distribution company because the service was not up to standard and had been cancelled.

A member asked who the external photographer was.

The assistant town clerk said local photographer Max Redwood was the external photographer, and that three quotations had been obtained.

*Cllr A. Wood returned to the meeting at 8.05pm.*

**25/80/TCP Grant Review, Lyme Regis Regatta and Carnival Committee**

Members noted the report.

**25/81/TCP Grant Review, Lyme Regis Christmas Lights Committee**

Members noted the report.

**25/82/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 8.08pm.*

DRAFT