Operations Committee updates
28/10/26

Town Management

Community Safety Accreditation Scheme (CSAS) Training

The Operations Manager has now completed the evaluation of the three quotations received for the council's proposed Community Safety Accreditation Scheme (CSAS) application and has identified a preferred training provider.

Subject to final arrangements, Training for Success (TFS) has been selected to deliver the required training package at a cost of £2,900 plus VAT for the blended learning option, covering the mandatory CSAS training requirements.

Officers are currently awaiting confirmation of the training dates available from them and further information from the CSAS team at Dorset Police regarding the remaining stages of the accreditation process and any additional requirements prior to accreditation being granted.

A further update will be provided as the application progresses.

Highways

No updates.

Tourism

Mini Ghoulf

The Halloween Mini Ghoulf event was due to run from 23 October to 1 November, also half term week. However, due to forecasted storms, the start was delayed until 28 October. The mini golf will remain open until 8pm on Saturday 7 November to coincide with the fireworks and we will leave some of the lighting on the course and continue using the glow in the dark golf balls.

Sculpture Trail

A price has been obtained for new signs for all the sculptures, including those which already had signs as they were looking tatty and the information on them was out-of-date. This will be funded from the £3k sculpture trail budget.

Community

Town council magazine

The Royal Mail price increases, which were expected to average 25%, did not affect the magazine postage as it did not apply to first and second class postage.

The paper weight has been reduced from 200gm on the front and back cover to 115gm, the same as throughout the magazine. This will reduce costs by c.£1,500pa.

Sporting Lyme

The Sporting Lyme Awards ceremony took place at Lyme Regis Golf Club on Saturday 3 October, to which all the nominees, participating Sporting Lyme organisations, and members were invited. The mayor hosted the evening and judges Dan Watts and John Wright also attended to present the awards.

The winners in each of the categories received a trophy and all runners-up received a certificate.

The winners were as follows:

Young Sportsperson of the Year – Fred Unwin
Sportsperson of the Year – Jacob Denning
Veteran Sportsperson of the Year – Sheila Stratton
Sports Achievement of the Year – Charlie West
Team of the Yeat – Lyme Regis Under 14s football team
Coach/Manager of the Year – Olivia Chuter
Volunteer of the Year – Mark Jenkin

Term Grant Review – Lyme Regis Foodbank

A term grant review meeting took place with Lyme Regis Foodbank on 24 September[1]. The main points to note from the meeting were as follows:

- Four directors are in post.
- The foodbank's 2025-26's accounts are expected to be finalised by the end of November 2026. The year ended with no deficit, although the overall amount of funding from external sources has reduced, including ad hoc private donations.
- There is a break-even financial forecast for the 2026-27 financial year.
- The foodbank has lost Morrisons as its major supplier as the new policy is to only supply to the nearest foodbank, which in this case is Bridport. As there is no major supermarket in Lyme and no donations from the Tesco Express, they cannot rely on any local supermarkets. The Community Champion at Morrisons keeps in touch with the Lyme Regis Foodbank and supplies raffle prizes, but is unable to help further.
- To plug this gap, the foodbank has submitted a funding application to Dorset Council (DC). DC's Household Support Grant has been replaced by the Crisis and Resilience Fund. Under this fund, money is given directly to clients, rather than to foodbanks, leading to concerns the infrastructure will eventually collapse. In the interim, DC will continue funding food and household items, only.
- The foodbank's Christmas school food programme was funded in 2025 by Regatta and Carnival and the Rotary Club of Lyme Regis. The programme involves making up bags of healthy foods for schoolchildren, including a breakfast, lunch, dinner and some Christmas treats, as well as bags of presents for primary school children. Families must satisfy certain criteria to qualify for the programme.

[1] Representing the council was town clerk Mark Green, deputy town clerk Adrianne Mullins, and member representative Cllr Cheryl Reynolds. Representing the foodbank was director Susan Davies, director Martin Davies and director and co-ordinator Gemma Jones.

- This programme cannot be run from the existing foodbank premises because of the amount of space required, so additional premises have to be found, funded by donors.
- We discussed with them the potential to make council premises available, such as the Langmoor Room. The space would be required from the end of November. Discussions are continuing.
- The foodbank's biggest risk is the uncertainty over the Crisis and Resilience Fund, price increases on food, and a lack of new donors.
- The foodbank is currently feeding up to 46 individuals a week. The week we met with them, they had fed 14 families made up of 39 individuals.
- The foodbank provides a bag suiting each family's needs, including any dietary requirements, and they can return what they don't use. The foodbank will meal plan so the bags are not a random selection of items; families can make proper meals and educate children around this.
- As a monthly special, the foodbank will provide families with recipe kits, designed around getting families to cook and eat together. The recipe kits are funded by a private donor.
- The foodbank currently receives no funding from Devon County Council, Uplyme Parish Council or Charmouth Parish Council, although they are supported by Mrs Ethelston's Primary School.
- The foodbank operates a collection service, only; they cannot offer deliveries as they cannot afford vehicle and insurance costs.
- There are no safeguarding issues and they work with Dorset Safeguarding. Anyone involved with foodbank is DBS checked.
- There are no health and safety issues, although the location of the foodbank on the first floor with no lift does present a challenge with manual handling and the number of clients who can be in the building at one time.
- There are 14 agencies who can refer to the foodbank, including the CAB, schools, social services and Magna Housing.
- On referral, a family will be given a six-week supply of food and signposted and referred for other support. At the end of the six weeks, the foodbank will discuss progress with the initial referrer to determine if continued help is needed.
- We offered the foodbank support with publicity and a Christmas feature in LymeLiving.

Term Grant Review – Lyme Regis Boat Building Academy

A term grant review meeting took place with Lyme Regis Boat Building Academy (BBA) on 15 October[2]. The main points to note from the meeting were as follows:

- The BBA has seven trustees in place (the minimum requirement is three). Since we last met with them in September 2025, one trustee has stood down but is still involved with the BBA and another trustee, an accountant, has joined.
- None of the trustees have a legal background, but the BBA is being supported by a London law firm, which provides pro bono advice.
- The BBA is in a healthy financial position and is expected to make a profit in the current financial year[3]. It has a reserve of £250k and is aiming to reach a reserve of

[2] Representing the council was deputy town clerk Adrianne Mullins, and member representative Cllr Sean Larcombe. Representing the BBA was director Will Reed.
[3] The BBA's financial year is August to August.

£550k; this would give them enough cash in the bank to run any existing courses through to completion.

- The BBA took out a loan during Covid as a back-up but it was not required and was paid back last year.
- Student numbers are steady, although lower on the short courses than on the boat building courses (the current boat-building course is full with 18 students).
- The BBA has recently engaged a marketing consultant to help boost student numbers, among other marketing initiatives, including improving the website.
- The purpose of the council's grant was to support:
    - Bursaries for disadvantaged young people
    - Taster days for Woodroffe School students
    - Grants/bursaries for Woodroffe students who want to go on to further training
    - One-day woodworking sessions for Woodroffe students
    - 'BBA Experiences' for Lyme Regis adults
    - Improved signage and visual information in the foyer
    - Bespoke guided tours
    - An access audit of the building
- More information about how the grant has been spent in supporting these activities is at **appendix A**.
- The BBA's biggest risks are maintaining student numbers and the building itself.
- The BBA has embarked on a major project to purchase the building, to secure its future as a boat building school. The purchase price is £750k and they have so far raised £200k via donations and pledges, which is almost enough for a deposit for the mortgage.
- Buying the building will save them £54k a year on rent and gives them autonomy over the work they do to the building.
- The BBA is also planning an ambitious improvement project, in two phases. See **appendix B** for more details.
- To improve accessibility, they are planning on levelling the courtyard to provide wheelchair access throughout and installing a disabled toilet.
- An independent health and safety review was recently carried out and although there were no major issues identified, some suggestions for improvement were made. These include improving arrangements around out-of-hours working, dust and fume extraction and machine training.
- The BBA has no safeguarding issues.
- The next Boat Launch will take place on Monday 3 December at 12.30pm. An invitation will be forwarded to members when received.
- Next year is the BBA's 30-year anniversary and a series of special events is planned.

Term Grant Review – Turn Lyme Green

A term grant review meeting took place with Turn Lyme Green (TLG) on 20 October[4]. The main points to note from the meeting were as follows:

- TLG has the requisite number of officers (the requirement is three), with a committee and all required officers in post.

[4] Representing the council was town clerk Mark Green, deputy town clerk Adrianne Mullins, and member representative Cllr Philip May. Representing TLG was Rob Thomas.

- The organisation is financially stable and is forecast to have £3,500 in the bank by the end of the financial year. This is thanks, in part, to donations and the council's term grant.
- As per the initial funding plan, the term grant of £7,000 in 2026-27 is being spent as follows:
    - Clearance of Japanese knotweed – TLG is focusing on infestations adjacent to the river but there are some other areas identified they want to tackle, including adjacent to town council land.
    - Clearance of Himalayan balsam – the volunteers give their time for free but they need protective equipment to remove it. This year's funding is earmarked for storage bags.
    - Geomorphological study – a study to identify ways of slowing down the river to reduce erosion and soil run off. They would then identify places, with the permission of landowners, to install debris dams if there is no flood risk associated with them. The dams could possibly be funded from the term grant in future years.
    - Water testing – this is a monthly task, where volunteers take samples of the river water and send them for analysis.
    - Health and safety training and materials – this includes hi vis jackets for volunteers and an annual health and safety briefing.
    - The installation of bat/bird/bee boxes along the river – these have been installed in 10 locations, primarily under bridges.
    - Publicity/information – including the website and e-newsletter.
    - Public liability insurance
    - Events
- TLG has no health and safety or safeguarding issues. They have a safeguarding officer in place, as this was a requirement of another grant they are in receipt of.
- TLG is not facing any immediate risks but is reliant on volunteers and key individuals.

Community mural

A proposal was received from Inside Out Your Space Ltd, in collaboration with local artist Elena Breeze, for a community mural project within the Marine Parade shelters.

A detailed project proposal entitled "Tides of Lyme Regis" has now been received from Elena Breeze, who is working in collaboration with Inside Out Your Space Ltd.

The proposal seeks to create a community-led mural celebrating Lyme Regis maritime heritage, biodiversity, local history and community spirit through a combination of professional artistic input, school engagement and wider community participation.

The proposal includes engagement with local schools through workshops, design activities and participation in creating the artwork. Wider community involvement is proposed through public consultation sessions, volunteer opportunities, storytelling activities and a public unveiling event.

The proposed programme comprises research and engagement, concept development, design selection, final design preparation, installation and public launch, with an indicative delivery period of approximately 19 weeks.

The proposal identifies an estimated project cost of approximately £29,800, comprising artist fees, materials, access equipment, project management, community engagement activities and contingency provision.

The proposal suggests funding could be sought from a range of sources, including grant funding, sponsorship, crowdfunding and a potential contribution from Lyme Regis Town Council.

The proposal identifies a potential Lyme Regis Town Council contribution of up to £5,000. However, no funding has currently been secured, and no formal funding applications have been submitted.

The proposal also places ongoing maintenance responsibilities with Lyme Regis Town Council as site owner. These include annual inspections, cleaning, anti-graffiti treatment, periodic resealing and future refurbishment works. The proposal estimates an annual maintenance budget of between £500 and £800.

It has been noted that any paint or coating applied to the retaining wall structure must be suitable for the wall's construction and must not adversely affect its ability to breathe. Technical specifications relating to suitable paint systems may already be referenced within existing lease documentation relating to the adjacent commercial units and should be reviewed before any works are undertaken.

No draft designs, concept artwork or visual representations have yet been provided for consideration. Further information will be required before the council can fully assess the proposal, including indicative designs, material specifications and confirmation of proposed funding arrangements.

Officers are currently awaiting a further response from the applicant regarding the provision of draft designs and visual concepts and whether they can be provided.

Mark Green	Adrianne Mullins	Sam O’Connell
Town clerk	Deputy town clerk	Operations manager

September 2026