



**John Wright**  
Town Clerk

**Lyme Regis Town Council**

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Notice is given of a meeting of **Lyme Regis Town Council** to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 23 October 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright  
Town Clerk  
18.10.24

*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.

**Prayers**

A prayer will be offered

**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. Dorset Council Matters**

To receive updates from the Dorset Council ward member

**3. Questions from Councillors**

**4. Apologies for absence**

To receive and record any apologies and reasons for absence

**5. Disclosable Pecuniary Interests**

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

**6. Dispensations**

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

**7. To confirm the accuracy of the minutes of the extraordinary Full Council meeting held on 4 September 2024 (attached)**

**8. Matters arising from the minutes of the Full Council meeting held on 4 September 2024**

To inform members of matters arising from the minutes of the Full Council meeting on 4 September 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**9. Update Report**

To update members on issues previously reported to this committee

**10. Mayor's Announcements**

**11. Planning Committee**

To receive the minutes of the meeting held on **24 September 2024**, to note the committee's comments made on planning applications under the power delegated by Full Council, and to note the recommendations made under the chairman and vice-chairman's delegated authority following the cancellation of the meeting on **3 September 2024**

**12. Environment Committee**

To receive the minutes of the meeting held on **2 October 2024** and consider the recommendations therein.

**13. Human Resources Committee**

To receive the minutes of the meeting held on **11 September 2024** and consider the recommendations therein.

**14. Strategy and Finance Committee**

To receive the minutes of the meeting held on **9 October 2024** and consider the recommendations therein.

**15. Tourism, Community and Publicity Committee**

To receive the minutes of the meeting held on **25 September 2024** and consider the recommendations therein.

**16. Town Management and Highways Committee**

To receive the minutes of the meeting held on **18 September 2024** and consider the recommendations therein.

**17. To receive the minutes of the Gardens Working Group meeting held on 6 September 2024**

**18. Appointments to Council Committees**

To allow the council to appoint Cllr Adrian Wood to committees

**19. Appointments to External Bodies 2024-25**

To allow the council to make additional appointments to external bodies

**20. The External Auditor's Report and Certificate 2023/24**

To allow members to receive the external auditor's report and certificate 2023/24

**21. Asset and Service Transfers**

To assess the council's appetite for negotiations with Dorset Council on the transfer of asset and services

**22. Car Park Ticket Machines**

To allow members to consider car park ticket machine options

**23. Park and Ride 2025 and Outturn 2024**

To allow members to consider and approve the arrangements for the 2025 park and ride service and to receive information about the outturn for the 2024 service

**24. Grant Request from the Lyme Regis Business Association**

To allow members to consider a request from the Lyme Business Association to support a Christmas event in the town

**25. Grant Request for a Pedestrian Footway**

To allow members to consider a funding request from Uplyme Parish Council to provide a pedestrian footway on the B3165 adjacent to the Crogg Lane junction

**26. Grant Request for the Hire of a Dementia Bus**

To inform members of a wellbeing event at Woodmead Halls on 6 December 2024 and to seek member approval for a grant of £495 towards the cost of hiring a dementia bus

**27. Dorset Association of Parish and Town Council's Annual General Meeting**

To inform members of a motion to Dorset Association of Parish and Town Council's Annual General Meeting on 23 November 2024 proposing that the association makes changes to its constitution and becomes a company limited by guarantee

**28. Dorset Council's Draft Council Plan**

To allow members to consider Dorset Council's draft council plan and to offer comment

**29. List of Payments**

To inform members of the payments made in the months of August and September 202

**30. Lister Room (Beach and Badger) – Lease Assignment**

To seek approval to the assignment of the commercial lease of the Lister Room from the current tenant with effect from 1 November 2024.

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**31. Debtors' Report**

To inform members of outstanding debts and the steps being taken to recover them

*That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded while members consider this item in accordance with the Public Bodies (Admission to Meetings) Act 1960*

**32. Exempt Business**

*To move 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 in view of the likely disclosure of confidential matters about information relating to an individual, and information 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.*

**a) Agenda item 30 - Lister Room (Beach and Badger) – Lease Assignment**

**a) Agenda item 31 – Debtors’ Report**

**Dorset Council report to Lyme Regis Town Council**

**23 Oct 2024**

**1. Local updates**

**1.2. River Lim wall repair**

Dorset Council responded straight away last week to close the footpath and begin temporary repairs after the heavy rains and floods upstream created over-topping, erosion and undercutting of the river wall along the grassy stretch from Jordan to Jericho.

A more permanent scheme will need to be proposed, funds sought and undertaken when the river levels are much lower in the summer.

I've asked the Tree Protection Team to liaise with the Greenspace team to assess whether the tree behind the wall is pushing it forwards, causing the footpath to split and tilt towards the river.

**1.3. Clappentail Lane – Uplyme Road junction**

Work postponed from October last year took place but the bus stop has not been repainted. This is being followed up.

The request for double yellow lines sits on the Traffic Regulation Order (TRO) list but does not score highly enough in the assessment process to be a priority.

The road safety team will look at the safety around the junction and have, in the meantime at my request, painted yellow 'SLOW' signs on Uplyme Road approaching the junction in both directions.

**1.4. Buses**

I asked Dorset Council to ask First to add the temporary bus stop at Langmoor Gardens on a regular basis so residents on the Charmouth Road/Anning Road areas could get to the top of Broad Street for the supermarkets, in the absence of a town bus. This was immediately agreed.

I have asked the same of Axe Valley Mini Travel for the 378 service to Seaton.

I'm working with MPs, WATAG and other councillors to lobby for better bus services for West Dorset-East Devon-South Somerset, which are connected to railway stations, other transport hubs and to local community services run by parish councils and/or the voluntary and community sector (VCS).

Beaminster's community bus is still a potential option as a back-up for or a connection to any town bus service to town council is able to offer.

## **1.5. Dorset Council visits, meetings and events:**

### **1.5.1. Greenspace Ranger**

Some additional verge and highways works has been undertaken since the Greenspace Ranger visited on 27 August. I asked for a co-ordinated 'Blitz' clean from weed spraying to the follow-up highways road sweeping and hand weeding where required. This was to include requesting that residents move their cars where necessary to treat and clear the pavements. The Head of Parking Services agreed free use of DC car parks for this but I'm still waiting for dates.

### **1.5.2. Soft Facilities Manager**

The Soft Facilities Manager joined the ward meeting with the Town Clerk and Mayor on 29 August, to discuss better communication and operational arrangements between the two councils.

I sent him further photos of Broad Street toilets on 13 Oct and asked whether asset transfer discussions might be possible on the public toilets separately to the whole-town discussions on asset ownership and responsibilities.

### **1.5.3. Portfolio Holder for Place Services**

The new Portfolio Holder for Place Services, Cllr Jon Andrews visited Lyme and Charmouth briefly on 29 August. He met the Harbourmaster first then we drove and walked a bit round Lyme and Charmouth. He asked me for some 'Quick Win' priority items from the 8 page list, so I highlighted:

- Decision on accreted land
- 'Blitz Clean' of the whole town, prioritising areas specified to Greenspace & Highways teams
- Enforcement Officer training
- Illegal trader on the Cart Road to be resolved
- Cobb Gate car park – repairs to railings, clean up the bins, repair the surface water leaks and the wall and for the whole appearance to be improved

### **1.5.4. Community Highways Officer**

Blair Turner visited 17 September to focus on the issues raised with his team and Cllr Jon Andrews. He has undertaken to investigate many of the problems raised and marked up several potholes and broken kerbs, though making no promises as the Highways criteria for immediate repairs are tightly regulated. Some places have been repaired since.

I have to continue to report any issues online and recommend using [Dorset Council's Report a Problem on a Road or Pavement](#) facility or calling customer services on: [01305 221000](tel:01305221000)  
Opening times are Monday to Friday, 8:30am to 5pm.

For out of hours emergencies call: [01305 221000](tel:01305221000)

## **1.6. Low Carbon Dorset exhibition**

This was held in the Jubilee Pavilion from 23 to 28 September, manned by local volunteers, mostly me, and featuring case studies of business and community buildings energy saving and retrofitting measures undertaken by Low Carbon Dorset.

In Lyme, Low Carbon Dorset is currently working on projects with the Boat Building Academy, the Baptist Church, the Town Mill and the town council.

LRTC also took the opportunity to exhibit its environmental initiatives and plans, including the Carbon Literate Organisation Silver award, alongside community activities e.g. Community Energy Champions, 2030 Vision and Turn Lyme Green.

I had organised two drop-in events, one on Waste and Recycling and the Sustainable Business Network, with another on Sustainable Transport, including the WATAG team and free adult e-cycling lessons from the government's Big Bike Revival scheme.

Review and waste presentation attached - The Environment Act 2021 brings new commercial waste regulations from April 2025 requiring food waste to be separated and everything to be recycled.

There will be significant issues for our businesses to consider, so the earlier they understand the new regulations and can work collaboratively with both councils to discuss potential community responses, the better.

#### **1.6. Carbon Literacy update**

Carbon Literacy workshops for town and parish councillors and community groups were planned from October, delivered through [Dorset Climate Action Network](#) as the training provider.

#### **1.7. Early Years provision and Family Hubs**

Dorset Council's Principal Lead for Best Start in Life and her team are in discussions with St Michael's CE Primary School about Early Years and pre-school provision in Lyme Regis and area.

The West Dorset area had been identified as lacking in provision so we had agreed they would start discussions with St Michael's about the use of the Children's Centre.

I will be meeting them on 23 October so should be able to update the town council on any progress.

#### **1.8. 'The Big Conversation' public engagement**

I attended both the 'Big Conversation' events in Bridport where the public and town and parish councillors were invited to share their views about Dorset Council's priorities and plans.

Dorset Council members were briefed on the feedback from those events and from the annual residents' survey and will be briefed on the proposed Dorset Council Plan on 25 October before it goes to the Joint Overview Committee the following week.



### **1.9. Code of Conduct Policy Working Group**

The Head of Legal Services has written a more comprehensive Code of Conduct Policy to improve clarity and transparency about the complaints process and I was part of a Working Group from the Audit and Governance Committee to discuss this. The suggestions made by the Working Group will inform the proposed policy, which will be discussed by the main committee in December.

### **1.10. West Local Alliance**

I was invited to join the West Local Alliance of Children's Services partnership organisations and attended the first meeting on 30 September.

### **1.11. Housing**

I've been invited to join a new Member Housing Board by the Portfolio Holder. This will meet for the first time on 4 December to provide local member input to the 'Home In On Housing' Strategy.

I've also joined a Housing Action group in the Association of Green Councillors. Some council leaders recently met the Minister for Housing, including Greens, to urge more social housing and more appropriate housing based on local need, not top-down targets.

### **1.12. Wessex Regional Flood and Coastal Committee**

I'm reserve member for Dorset Council on this regional flood and coastal committee but the Portfolio Holder for Planning, as lead member, is keen for me to participate as he is interested in the work the RLA (River Lim Action) and town council has achieved in Lyme Regis with South West Water and the Environment Agency.

### **1.13. Bathing Water Quality Partnership Alliance**

This group is convened by the town council and comprises RLA, South West Water, the Environment Agency and Dorset Council meets quarterly to share evidence, data and plans. It is a highly collaborative and effective forum, enabling the authorities to work together to solve sewage and surface water drainage problems in the River Lim and throughout the town.

Dorset Council's representative did not attend the meeting held on 1 October so RLA and I are seeking a progress update on the engineering solution for the drains buried under the beach.

Since the meeting, the RLA reported that South West Water investigated problem discharges around the town council's hut and Anning Road playing field area. The hut was fine but they discovered another source so discharge from that SWO should reduce. SWW is acknowledging unidentified sewage discharges by the Town Mill, Jericho, Woodmead and Springhead Road and is working on solutions.

## **2. Dorset Council updates**

### **2.1. Councillor training**

Training continues – topics available on request.

Recent and imminent sessions were/will be on:

- The new plan for Local Planning Enforcement
- Feedback from ‘The Big Conversation’ public engagements
- Site visit in Bridport on planning; Strategic & Technical site visit planned
- Grid capacity
- Audit & Governance roles and responsibilities
- Economic Development Strategy
- Data and Measuring Council Performance
- Budget Days

## **2.2. Cabinet and Full Council**

The next Cabinet meetings are on **19 November and 17 December**.

The decisions from 15 October are attached.

The next Full Council meetings are on **5 December** at 6.30pm.

## **2.3. Current Dorset Council Consultations**

Call for Sites – closes 1 January

## **3. Dorset Councillor ‘Surgeries’**

Lyme’s Community Café at the Hub, Church Street, DT7 3BS, usually fortnightly on Thursdays from 10am to 12pm. Some Tuesdays at the Kiosk.

Saturdays monthly at the Library from 10am to 12pm from 5 October.

Saturdays 10am to 12pm monthly at the Bankhouse Café, Charmouth and Wednesdays 2pm to 4pm, fortnightly at Charmouth Community Library.

## **4. Neighbourhood Police**

The next Community Contact Point with PCSO Kat is 9:15AM - 11:15AM, **Wed 06 November** at Hallett Court, Queens Walk

<https://www.dorset.police.uk/area/your-area/dorset/dorset-county/bridport/meetings-and-events/our-priorities>

## **5. Contact Dorset Council**

Please contact me on **01305 216511** or [cllrbelinda.bawden@dorsetcouncil.gov.uk](mailto:cllrbelinda.bawden@dorsetcouncil.gov.uk) if there are [Dorset Council](#) matters you’d like to discuss about Lyme Regis and Charmouth, you’d like to volunteer on

energy, transport and accessibility, environmental or net zero projects or learn more about being a councillor.

### **For Town and Parish Councillors and Clerks**

This email address [townandparishenquiries@dorsetcouncil.gov.uk](mailto:townandparishenquiries@dorsetcouncil.gov.uk) and telephone number 01305 221046 was set up for the Town and Parish Councillors and Clerks.

### **For Members of the Public**

The webpage [Contact us - Dorset Council](#) has all the details of how to contact Dorset Council, including email - [customerservices@dorsetcouncil.gov.uk](mailto:customerservices@dorsetcouncil.gov.uk), online reporting and 'phoning [01305 221000](tel:01305221000).

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Belinda Bawden

17 October 2024

# Review of Dorset Council's 'Our journey to net zero' photo exhibition, Jubilee Pavilion, Lyme Regis 23 to 28 September 2024

## Exhibitors and Layout

Dorset Council officers set out photo display boards in the west wing of the Jubilee Pavilion, designed to enable easy circulation for visitors to see images and read stories of the range of different businesses, community groups and Dorset Council buildings and facilities now enjoying cost savings thanks to energy efficiency and renewable energy projects part-funded through the council's [Low Carbon Dorset](#) programme.

Case studies ranged from a farm, a garden centre, a fish and chip shop, a printers, a stone quarry, leisure centres, a National Trust property and Sherborne Abbey.

Lyme Regis projects were also highlighted – The Baptist Church, Boat Building Academy, the Town Mill Trust and the town council have or are all benefiting from free advice and/or grant funding.

“Low Carbon Dorset provides **FREE energy-saving advice** and **grant funding** to help local organisations reduce their carbon emissions and save on energy costs.

Our free advice and grants are available to businesses and community groups in the Dorset Council area.”

[Lyme Regis Town Council](#) displayed their environmental and Net Zero progress on display boards at the end of the east wing of the pavilion.

The Low Carbon Dorset projects in Lyme Regis were shown on the adjoining panel.

[Turn Lyme Green](#), the Lyme area's community environmental group, had two tables and displays demonstrating their projects and campaigns:

- River Lim Action
- Plastic Free Lyme
- Beach Cleans and Litter Picks
- Seed Swap and food growing
- Boomerang Bags and draught excluders
- Events, talks and social activities

Local projects to engage residents and show their views have included 'Our Future Town' with the [Royal College of Art](#), the [Transport Planning Society](#) and other prestigious stakeholders and the [2030 Vision](#), the Lottery Funded public engagement to stimulate discussions to shape ideas and aspirations for the town. Displays from 'Our Future Town' and the development of the proposed town council **20mph scheme**,

developed with Dorset Council following numerous residents' requests for safer streets, were shown, with invitations to share thoughts and suggestions on Post-it notes.

[Dorset Climate Action Network](#), our local Community Energy Champions and social enterprise, [Little Green Change](#), also had information available at the exhibition.

## Events

On **Tuesday 24 September**, Dorset Council's [Waste and Recycling](#) teams offered a 'Drop-in' opportunity to learn more about the new waste regulations coming in 2025.

The new [Sustainable Business Network](#) also attended to explain their support and services and left display material for the duration of the exhibition.

On **Thursday 26 September**, [WATAG](#) (Western Area Transport Group) representatives attended all day to answer questions about local public transport and encouraged visitors to share their views. WATAG kindly left their displays on local bus services for the remaining days of the exhibition.

Dilys Gartside of the government's [Big Bike Revival](#) brought two lightweight electric bikes and offered free one-to-one adult training.

## Attendance

268 people visited the exhibition, although many were passers-by on Marine Parade rather than actively seeking the 'Our journey to net zero' exhibition. The daily average over six days was 45, ranging from a very wet Friday attendance of 33 to 54 for Tuesday's Waste and Recycling 'Drop-in'.

The weather was uninviting most days and the pavilion wasn't opened on Sunday. The most frequently asked visitor questions were for bus timetables or for town maps.

## Feedback

Positive comments on the exhibition were left in the Low Carbon Dorset Visitors' Book and the feedback on Post-it notes was all in favour of the proposed 20mph scheme, with one comment asking for those driving above 30mph to be stopped first.

Many thanks to the exhibition organisers and volunteers. The exhibition was manned by Katie Dawes of Dorset Council (Monday and Friday), Belinda Bawden (Tuesday, Thursday, later on Friday and Saturday), Polly Benfield (Monday, Friday), Philip May (Friday), Laura Noel and Ruth Rose (Wednesday).

Belinda Bawden, Dorset Council ward member for Lyme Regis and Charmouth  
1 October 2024



Date of committee: 15 October 2024  
Date published: 16 October 2024  
Date of implementation: 25 October 2024

### **DECISIONS OF THE CABINET 15 OCTOBER 2024**

The following decisions were made by the Cabinet on 15 October 2024 and will come into force and may be implemented on 25 October 2024 unless the decision is called in for scrutiny.

In accordance with the council's constitution, any six members of the same relevant Scrutiny Committee may request the Monitoring Officer to 'call-in' a decision for scrutiny. The Monitoring Officer will be provided with written notice that will identify the decision to be called-in and the ground for the call-in when the request is made. If satisfied that there are reasonable grounds for the proposed call-in, the Monitoring Officer will notify the decision-maker of the call-in within 5 clear working days. The deadline for this request is **24 October 2024**.

The full call-in procedure is set out in the Constitution or for further information and advice please telephone Kate Critchel on 01305 252234

## 6 REABLEMENT CENTRES

- (a) That the Council owned site of the former Sidney Gale Care Home, Flood Lane, Bridport be allocated for development as Dorset's first reablement centre.
- (b) That the Executive Director of Adults & Housing, in consultation with the Cabinet Member for Adult Social Care, be authorised to procure and award the contract for the services for the demolition of the existing buildings and clearance of the site in accordance with the Council's financial regulations and Contract Procedure Rules.
- (c) That the Executive Director of Adults & Housing, in consultation with the Cabinet Member for Adult Social Care, be authorised to procure and award the contract for services to develop the design of the new centre and submit a planning application for the development of the centre in accordance with the Council's financial regulations and Contract Procedure Rules.
- (d) That the Executive Director of Adults & Housing, in consultation with the Cabinet Member for Adult Social Care, the commencement of the procurement of services for the construction of the centre, subject to the outcome of actions within (c), with the contract award to be approved by Cabinet (*estimated autumn 2025*).

### Reason for decision

To secure the provision of reablement services for older people requiring higher levels of care by building up to three homes in the county at an estimated cost of £80m which would then be leased to one or more third party care providers to operate. Without investment, the Council considered that there was an unacceptable high risk that it would be unable to meet some of its duties under sections 1 & 2 of the Care Act 2014.

## 7 DORSET COUNCIL CHILDCARE PROVISION

- (a) That the ownership and management of the Dorset Council run Nursery and Oscar's Out of School Club in Blandford in its current form, be transferred to \*The Diocese of Salisbury Academy Trust (DSAT), in order to expand the provision at Archbishop Wake CE Primary School and enhance the educational offer to create a single school from 0 years, through to 11 years, on terms to be agreed by the Cabinet Member for Children's Services, Education and Skills, in consultation with the Executive Director for Children's and the Executive Director for Corporate Development Services.
- (b) That Dorset Council progress discussions with Sherborne Area Schools Trust (SAST) to consider feasibility of transferring ownership of the nursery provision at the Dorset Council run Nursery at Shaftesbury Children's Centre, or to procure and award a contract to a suitably skilled provider to take on management of the service in the event that Sherborne Area Schools Trust is not able to do so.
- (c) Cabinet agreed to the lease of appropriate facilities at Blandford Children's Centre and Shaftesbury Children's Centre to the successful providers who take on the operation of Nurseries and out of school provision on these sites on terms to be agreed by the



Cabinet Member for Property & Assets and Economic Growth, in consultation with the Executive Director for Place and the Executive Director People – Children.

\*Subject to community consultation and grant of Significant Change by the Department for Education (DfE) [Making significant changes to an academy: January 2024 \(applies from April 2024\) \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/124444/making-significant-changes-to-an-academy-january-2024.pdf)

### **Reason for the decision**

Dorset Council has a duty to ensure that sufficient childcare was available for parents, but there was no statutory obligation for a local authority to provide childcare. Most childcare settings were run by the private sector, voluntary organisations, or schools. These types of organisations were expertly placed to run thriving childcare settings with the dedicated leadership, experience, resources, and skills to do this effectively.

## **8 DEVELOPMENT MANAGEMENT: LOCAL ENFORCEMENT PLAN 2024**

That the Development Management Local Enforcement Plan 2024 “LEP” document be formally adopted, thereby superseding the currently published Development Management Planning Enforcement Plan 2019.

### **Reason for the decision**

The Development Management Local Enforcement Plan 2024 “LEP” document set out Dorset Council’s approach to enforcement matters in line with the National Planning Policy Framework (NPPF). It also set out the council’s priorities for investigating and, where applicable, remedying breaches of planning control.

## **9 STURMINSTER MARSHALL NEIGHBOURHOOD PLAN**

- (a) That the Council “makes” the Sturminster Marshall Neighbourhood Plan 2023-2033 (as set out in Appendix A of the Cabinet report of 15 October 2024) part of the statutory development plan for the Sturminster Marshall Neighbourhood Area.
- (b) That the Council offers its congratulations to Sturminster Marshall Parish Council and members of the Neighbourhood Plan Group for producing a successful neighbourhood.

### **Reason for the decision**

To formally “make” the Sturminster Marshall Neighbourhood Plan 2023 – 2033 part of the statutory development plan for the Sturminster Marshall Neighbourhood Area.

## **10 BCP COUNCIL UNMET NEED REQUEST RESPONSE**



That Dorset Council was unlikely to be able to meet any of the BCP Council unmet housing need without further work on the urban capacity and Green Belt review being undertaken, particularly in the light of the significant increase in housing targets proposed through the recent government consultation.

**Reason for the decision**

To respond to the formal request from BCP Council for Dorset Council to consider helping to meet the unmet need as required by the Duty to Cooperate.

**11 ALLOCATION S106 DEVELOPER CONTRIBUTION FUNDING FOR COMMUNITY FACILITIES AT MAMPITTS GREEN SHAFTESBURY**

Cabinet agreed

- (a) Cabinet agreed to award ringfenced s106 developer contributions up to the value of £876,278 to Shaftesbury Town Council for the purpose of building and operating a Community Hub and landscaped open space and recreational facilities at Mampitts Green, Shaftesbury, subject to fulfilment of the conditions set out in paragraphs 6.7 to 6.14 of the report to Cabinet of 15 October 2024.
- (b) That the appraisal of further information required by the conditions is agreed by the Head of Planning in consultation with the Cabinet Member and Portfolio for Planning and Emergency Planning, and any subsequent transfer of funds (and land) is made under the relevant officer delegation in accordance with the s106 protocol process.

**Reason for the decision**

To support the delivery of much-needed community facilities to serve the residents of Shaftesbury by fulfilling the requirements of longstanding planning obligations linked to the Maltings development.

**12 GROWTH & ECONOMIC REGENERATION STRATEGY**

- (a) That the principle of establishing a new "economic growth-board" to provide business representation into the democratic decision-making process, be approved.

*Approval for the governance and membership of this group would be subject to a separate decision.*

- (b) That the formal withdrawal of Dorset Council from the Dorset LEP CIC on or before 31 March 2025 be approved.
- (c) That the broad approach to the development of the Economic Growth Strategy be approved.
- (d) That the key issues impacting the Dorset economy be noted.

**Reasons for the decision**

To develop a strategy and to implement it successfully, the council would step into the space vacated by the LEP and build a new set of strategic relationships with the business community that enables them to feed into the decision decision-making process. The Strategy would set out how the council would proactively engage at a strategic level with the various town Chambers of Commerce and Business Improvement Districts to ensure locality needs are captured.

**13 DORSET COUNCIL - STRATEGIC ASSET MANAGEMENT PLAN 2024 - 2030**

That the Strategic Asset Management Plan 2024-2030 be approved.

**Reasons for the decision**

The purpose the Strategic Asset Management Plan 2020 – 2030 was to establish a land and property portfolio which supported the Council's Vision, ensuring value for money and a commitment to become carbon net zero, whilst protecting and enhancing the natural environment.

**14 REVIEW OF THE DORSET COUNCIL WASTE STRATEGY**

That the revised Dorset Waste Strategy be approved.

**Reason for the decision**

To ensure that the strategy remains a valid, high-level document which would provide a framework for future decisions regarding waste management in Dorset.

**17 TO ENTER INTO A NEW LEASE OF THE SHERBORNE HOUSEHOLD RECYCLING & WASTE TRANSFER CENTRE**

That the recommendations set out in the exempt report of Cabinet 15 October 2024, be approved.

**Reasons for the decision**

To renew the lease at the Sherborne Household Recycling & Waste Transfer Centre.

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 4 SEPTEMBER 2024

**Present**

**Chairman:** Cllr P. Evans

**Councillors:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

**Officers:** C. Austin (administrative and community engagement assistant), A. Turner (operations manager), J. Wright (town clerk)

**Guests:** Cllr B. Bawden (Dorset Council ward member), M. Denney (co-option candidate), D. Hollywood-Plant (co-option candidate), D. Robertson (co-option candidate) A. Wood (co-option candidate)

The deputy mayor, Cllr P. Evans read out the town prayer.

**24/60/C Election of Chairman (Mayor) and Vice-Chairman (Deputy Mayor)**

Cllr P. May nominated Cllr P. Evans as mayor for the remainder of the 2024-25 council year, seconded by Cllr C. Reynolds.

There being no other nominations, Cllr P. Evans was **ELECTED** as mayor for the remainder of the 2024-25 council year.

Cllr C. Reynolds nominated Cllr M. Ellis as deputy mayor for the remainder of the 2024-25 council year, seconded by Cllr D. Holland.

Cllr G. Turner nominated Cllr P. May as deputy mayor for the remainder of the 2024-25 council year, seconded by Cllr S. Cockerell.

Cllr M. Ellis was **ELECTED** as deputy mayor for the remainder of the 2024-25 council year.

**24/61/C Public Forum**

**W. Davies (read out by an officer)**

W. Davies spoke in relation to agenda item 8, the Town Management and Highways Committee minutes, minute number 24/45/C. She said there needed to be a plan to monitor the proposed additional speed indicator device in Sidmouth Road and the existing devices to ensure they were working as the one currently in Sidmouth Road hadn't worked for at least five months, with the exception of a few days shortly after the fault was reported earlier in the summer.

## **N. Ball (read out by an officer)**

N. Ball wish the co-option candidates well and said he looked forward to seeing who was chosen. He said he was concerned about the town bus service and asked if this issue was picked up as soon as it was known Damory would finish. He said the service was vital to the town and he hoped the council could come to a decision on it, as it was value for money for which the council had sufficient funds. He asked when the service would be running again as it was a vital link for many people for shopping, social interaction and their only form of transport. He reminded members it was voted the town's top priority in previous consultations dating back to 2017. He thanked council staff and councillors who help guide the town through tricky times and situations.

## **24/62/C Dorset Council Matters**

Members asked the ward member to ensure Dorset Council (DC) informed residents to move their cars from the roadside parking with plenty of notice when weed spraying took place.

Members asked the ward member when she was made aware of DC's decision to end the contract with the town bus operator.

Cllr B. Bawden agreed residents should be made aware of roadside spraying in advance. She said she was informed about the decision on the bus contract at the same time as the town council.

## **24/63/C Questions from Councillors**

There were none.

## **24/64/C Apologies for Absence**

Cllr J. Trevena – holiday

## **24/65/C Disclosable Pecuniary Interests**

There were none.

## **24/66/C Dispensations**

There were none.

## **24/67/C To confirm the accuracy of the minutes of the Full Council meeting held on 17 July 2024**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the Full Council meeting held on 17 July 2024 were **ADOPTED**.

**24/68/C Matters arising from the Full Council meeting held on 17 July 2024**

The town clerk said to note a minor amendment to 24/29/C where the lease for Boylo's would be in the name of Caroline Always instead of Daniel Bowstead and the lease would not be affected by this change.

**24/69/C Update Report**

There were none.

**24/70/C Mayor's Announcements**

Members noted the report.

**24/71/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 23 July 2024, and to note the committee's comments made on planning applications under the power delegated by Full Council.

**24/72/C Planning Committee**

Proposed by Cllr G. Turner and seconded by Cllr P. May, it was **RESOLVED** to receive the minutes of the meeting held on 13 August 2024 and to note the committee's comments made on planning applications under the power delegated by Full Council.

**24/73/C Human Resources**

Proposed by Cllr G. Stammers and seconded by Cllr M. Ellis, it was **RESOLVED** receive the minutes of the meetings held on 24 July 2024, and adopt the recommendations, as follows:

**RESOLVED:** the appointment of a member panel comprising Cllr M Ellis, Cllr S. Larcombe and Cllr J. Trevena with a remit to consider the findings of South West Councils into a member complaint and to decide what action should be taken in response to that complaint.

**24/74/C Town Bus Service**

The mayor brought this item forward on the agenda.

The town clerk said the quotes from five contractors were all significantly higher than the current £16,000 a year subsidy. He said other options were being explored, and a volunteer run service would help to keep the costs down but would need buy in from the community.

A member put himself forward to be a volunteer driver for the bus service.

Members expressed concerns over the lack of volunteers in the town and the longevity of the service if drivers needed to be of a certain age to drive the bus. It was suggested if

no volunteers came forward, the council would need to look at employing staff to drive the bus, with possible financial support from DC.

Members suggested investigating grants to either pay to support the service or help to purchase the bus.

The ward member said she would ask questions regarding grants for training courses, but DC only funded start up community transport services and did not provide ongoing funding.

The town clerk said the one-day-a-week service in Beaminster was supported by a £16,000 grant from DC this year.

Proposed by Cllr P. Evans and seconded by Cllr P. May, it was **RESOLVED** to approve placing an advert in local media, social media and on the council's website inviting interest from members of the community willing to drive any replacement bus on a voluntary basis, and to authorise the town clerk, in consultation with the mayor, deputy mayor and chairman of the Town Management and Highways Committee, to agree any measures to secure continuity of the town bus service, including placing an order to either buy or rent a suitable mini bus (up to a maximum of £55k + VAT or £1000+ VAT per month respectively) if sufficient suitable drivers can be secured and all other required service arrangements put in place.

#### **24/75/C Co-option**

M. Denney, D. Hollywood-Plant, D. Robertson and A. Wood each gave a presentation to the council and members asked questions of the candidates.

Cllr C. Reynolds requested a signed ballot.

A first vote was taken, and A. Wood received the highest number of votes and was therefore co-opted to the council.

#### **24/76/C Appointment to a council vacancy**

Members noted the report.

#### **24/77/C Office Report**

Members noted the report but expressed concern about parking at the new office. The town clerk said members were welcome to have a look at the new office and vicinity.

#### **24/76/C Dorset Council's 'A Big Conversation'**

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, it was **RESOLVED** for members to consider Dorset Council's engagement exercise, 'A Big Conversation', establish if the town council wants to submit a collective response and consider delegating any response to the town clerk in consultation with a panel of three members.

**24/77/C List of Payments**

Proposed by Cllr M. Ellis and seconded by Cllr D. Holland, it was **RESOLVED** to approve the schedule of payments in June and July 2024 for the sum of £137,269.80 and £212,164.53, respectively.

*The meeting closed at 8:15pm.*

DRAFT

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Matters arising from the minutes of the Full Council meeting held on 4 September 2024

**Purpose of the Report**

To inform members of matters arising from the minutes of the Full Council meeting on 4 September 2024 that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues in those minutes

**Recommendation**

Members note the report and raise any other issues on the minutes of the meeting that they require further information on.

**Report**

**24/74/C – Town Bus Service**

At the last meeting of Full Council, members received a detailed report about the town bus service and discussed the matter at considerable length.

It was resolved to approve placing an advert in local media, social media and on the council's website inviting interest from members of the community willing to drive any replacement bus on a voluntary basis, and to authorise the town clerk, in consultation with the mayor, deputy mayor and chairman of the Town Management and Highways Committee, to agree any measures to secure continuity of the town bus service, including placing an order to either buy or rent a suitable mini bus (up to a maximum of £55k + VAT or £1000+ VAT per month respectively) if sufficient suitable drivers can be secured and all other required service arrangements put in place.

Since the last meeting, the matter has moved on significantly and considerable further work has been undertaken:

- Adverts have been placed in the press, on social media and around the town seeking expressions of interest from potential volunteer drivers. To date, three approaches have been received.
- First have confirmed they are unable to staff and manage a service utilising a vehicle owned and provided by this council, primarily due to the lack of a suitable 'back up' vehicle to cover the route during any 'down' time of the primary vehicle.
- Beaminster Town Council has indicated that they are unable to offer their bus to provide a service in Lyme, primarily as a result of having further investigated insurance and liability issues.
- Much more work has been done on the cost and availability of suitable vehicles, both new and nearly new. This confirms that the budget approved at the last meeting should be sufficient to cover the one-off costs of a new vehicle and more than sufficient if a nearly-new vehicle is chosen. There are pros and cons to both approaches, the main cons to choosing a new vehicle being cost and lead time, which could be as long as February 2025. A lease/hire option is not looking feasible given the nature of the planned use.



- The council's current insurer has been approached about providing suitable cover. There remains more work to be done in this respect, but issues can clearly be overcome, as demonstrated by the 'Beaminster service'.
- Much more work has been done to look at ongoing operating costs. This suggests that annual costs such as insurance, servicing and repairs, service registration, fuel and other consumables, should total no more than the cost of subsidising the 'old' service 71, which amounted to about £16k in 2023/24. This is before fare income or reimbursement is taken into account. Based on previous usage, this could cover most of the costs of running the service, excluding vehicle depreciation. The precise level of 'income' would depend largely on the fare chosen. Previously, this was £1 per journey, but it could be increased from this level, especially given the very high percentage of concessionary fares involved.
- At present, the working assumption of officers is that the service will operate three days per week, Monday, Wednesday and Friday. Any change from this assumption would alter the costs and income.
- Officers have concluded, after discussions with suppliers, that an electric minibus is not currently feasible. Although available and broadly price comparable, the range is quite limited and the operating conditions in Lyme, comprising very short journeys, hill starts and a generally difficult operating 'environment', have led all suppliers to recommend a Euro 6.3 compliant diesel vehicle. Officers would look to choose a vehicle which could operate on 100% biodiesel and which could be fueled from the intended tank at the newly refurbished beach store. This would reduce related CO<sup>2</sup> emissions by about 90%.

Any further updates will be provided verbally at the meeting.

#### **24/76/C – Appointment to a council vacancy**

Notice of election was given on 19 September 2024 and the deadline for receipt of nominations was Friday 27 September 2024. By the deadline, there were two candidates nominated. Notice of poll was given on 16 October 2024 and the election will be held on 24 October 2024.

#### **24/77/C – Office Report**

All work remains on target for the planned office move early in the new year of 2025, and any further updates will be reported verbally at the meeting.

John Wright  
Town clerk  
October 2024

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Update Report

**Purpose of Report**

To update members on issues previously reported to this committee

**Recommendation**

Members note the report

**Report**

**Use of Accreted Land at Monmouth Beach**

Members have previously received reports about Dorset Council's harbour-related use of this council's accreted land at Monmouth Beach. Most recently the reports had focused on problems with finalising the 'agreed' terms for the use of the land and payment of the reviewed rent.

Substantial progress has been made in the last few weeks and all Heads of Terms have been finalised and approved by their property team prior to the lease being prepared for signature. Confirmation has been received that an initial £6k will be paid straight away, and the balance paid as soon as the lease has been completed, for which a deadline of 30 November 2024 has been provided.

John Wright  
Town clerk  
October 2024

**Lyme Regis Town Council  
Mayor's Announcements for Cllr Philip Evans MBE**

**Meeting 23 October 2024**

- 5 September With the Town Clerk, met with the Police and Crime Commissioner concerning an increase in anti-social behaviour with representatives of the Lyme Regis Business Association.
- 8 September Accompanied by the Mayoress, started a tractor run from the Cobb, Lyme to Dorchester by the Ball family to raise money for the Fortuneswell Cancer Trust. The event raised £2,000 for this worthy charity.
- 11 September Attended the Bridport Civic Day which included visits to the West Bay Discovery Centre, Bridport Museum and the Bridport Youth Community Centre. After lunch in the Town Hall, the Town Clerk Will Austin gave a presentation on the work of the town council.
- 18 September With the Mayoress, attended the Christchurch Civic Centre, a town with a 55,000 population but only five employees at the Town Council, which has very few assets. Most interesting was a visit to the local cinema, which was bought by the former Christchurch Borough Council and is now run by a trust.
- 19 September Accompanied by the former mayoress, attended the announcement at the Lifeboat Station that Joshua Denning was in the final four of the West Country Pride of Britain Young Fundraiser of the Year.
- 22 September With the Mayoress, attended the 30<sup>th</sup> anniversary of the new Village Hall at Uplyme where a cream team was served and village groups promoted their services.
- 23 September With the Town Clerk, attended the Low Carbon Dorset Exhibition at the Jubilee Pavilion.
- 24 September With the Town Clerk and our Support Services Manager, met with the Headmaster of the Woodroffe School to discuss the council's bursary scheme and other issues affecting young people in the town, including anti-social behaviour and drugs.
- 25 September Spent an enjoyable hour or so at the Talking Café and spoke to them about the good work the council was doing in the town and was able to assure them we were doing all we could to replace the town bus service.
- 2 October With the Mayoress, attended a cream tea at the Golf Club to celebrate the 25<sup>th</sup> anniversary of the Lyme Regis Development Trust with many of the volunteers from The Hub in attendance.

- 9 October Interviewed for the Dorset Breakfast show on BBC Radio Solent about the granting of the Freedom of the Town to Joshua Denning.
- Met with Mary Kahn from Axminster and Lyme Cancer Support to see the organisation's new headquarters on the Axminster Hospital site.
- 11 October Officially opened the new outdoor gym equipment in Lister Garden, attended by Cllr Cheryl Reynolds, our Support Services Manager and staff members. It's a great addition to our amenities and I am sure will be well used.
- 15 October With the Town Clerk and Support Services Manager, attended a meeting with representatives from the Lyme Regis Business Group, who outlined their plans for a Christmas Festival. We were impressed with their presentation and agreed to consider a donation from the council towards the cost.
- 15 October Interviewed for the Dorset Breakfast show on BBC Radio Solent about the loss of the town bus service and the council's appeal for volunteers for a replacement service.
- Accompanied by the Mayoress, attended the launch of the Stampede by the Sea fundraising initiative for the Weldmar Hospice. The council has agreed for one of the elephants to be sited on our beach in 2025, although no sponsors from Lyme had been found.
- 16 October Met with the Directors of the Food Bank who briefed me on their operation and the increasing need for their services in Lyme.
- 19 October My first surgery in the Mayor's Parlour with seven residents raising issues, primarily the 20 mph proposal for the town. I will be holding a surgery on the third Saturday of every month.

Lyme Regis Town Council  
Planning Committee – 3 September 2024  
Planning Recommendations

Lyme Regis Town Council The planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 3.9.24

1. [P/LBC/2024/04412](#) (Received 13.8.24)

**LISTED BUILDING CONSENT**

Replacement of 6no. painted timber windows with 6no. painted timber windows with double glazed units. Replacement of existing painted timber part glazed door with painted timber part double glazed door & frame

6 Church Street Lyme Regis DT7 3BS

*The town council **recommends approval** of the application because it is sympathetic to the Conservation Area heritage assets, meets modern day building regulation standards, and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties*

2. [P/HOU/2024/03789](#) (Received 19.8.24)

**Householder Planning Permission**

Roof extension, single storey extension and studio outbuilding

Blue Haze Timber Hill Lyme Regis DT7

*The town council **recommends approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets. The amended application also takes into consideration earlier recommendations from this committee.*

3. [P/LBC/2024/04535](#)

**LISTED BUILDING CONSENT**

Remove render and re-point blue lias stone wall on northwest elevation, replace any decayed timber lintels with oak lintels and cover exposed studs where a window has been previously infilled.

18 Broad Street Lyme Regis DT7 3QE

*The town council **recommends approval** of the application because it is sympathetic to the Conservation Area heritage assets, meets modern day building regulation standards, and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties*

4. [P/VOL/2024/04764](#)

**VARIATION OF CONDITION - LISTED BUILDING CONSENT**

Various internal and external alterations including rear extension, windows and rooflights and replacement balustrade (variation of condition 2 of PA P/LBC/2021/05026 to amend proposed first floor plan to replace shower room with a freestanding bath in the bedroom)  
6 Coombe Street Lyme Regis DT7 3PY

*The town council **recommends approval** of the application because it is sympathetic to the Conservation Area heritage assets, meets modern day building regulation standards, and has no adverse impact on the integrity or appearance of the listed building or residential amenity of neighbouring properties*

**LYME REGIS TOWN COUNCIL  
PLANNING COMMITTEE  
MINUTES OF THE MEETING HELD ON TUESDAY 24 SEPTEMBER 2024**

**Present:**

**Chairman:** Cllr G. Turner

**Members:** Cllr S. Larcombe, Cllr P. May.

**Officers:** M. Green (deputy town clerk), A. Shepherd (administrative assistant)

**24/195/P Public Forum**

There were none.

**24/196/P Apologies for Absence**

Cllr C. Aldridge  
Cllr S. Cockerell

**24/197/P Minutes**

Proposed by Cllr P. May and seconded by Cllr S. Larcombe the minutes of the meeting held on 13 August 2024 were **ADOPTED**.

**24/198/P Disclosable Pecuniary Interests**

There were none.

**24/199/P Dispensations**

There were none.

**24/200/P Member planning recommendations**

Noted.

**24/201/P Matters arising from the minutes of the Planning Committee held on 13 August 2024 and from the planning recommendations obtained by email following the cancelled meeting of the Planning Committee scheduled to take place on 03.09.24**

There were none.

**24/202/P Update Report**

There were none.

**24/203/P Planning and Licensing Applications**

- 1. P/LBC/2024/04817 (Received 4.9.24)**  
**LISTED BUILDING CONSENT**  
Installation of an air source heat pump on the south elevation  
6 Coombe Street Lyme Regis DT7 3PY

*The town council recommends **approval** of the application subject to Dorset Council consulting the environmental health agency for the potential of noise mitigation.*

- 2. P/HOU/2024/04816 (Received 4.9.24)**  
**HOUSEHOLDER PLANNING PERMISSION**  
Installation of an air source heat pump on the south elevation  
6 Coombe Street Lyme Regis DT7 3PY

*The town council recommends **approval** of the application subject to Dorset Council consulting the environmental health agency for the potential of noise mitigation.*

- 3. P/FUL/2024/04774 (Received 02.09.24)**  
**FULL PLANNING APPLICATION**  
Replace roof to include 2 no. rooflights on south roof slope. Partially re-open 3 no. former windows on north elevation on single storey workshop.  
Cemetery Lodge, Charmouth Road, Lyme Regis, DT7 3HH

*Town council has chosen not to comment on this application because it is the applicant, and it has a policy to not comment on its own applications.*

- 4. P/LBC/2024/05123 (Received 16.09.24)**  
**LISTED BUILDING CONSENT**  
External repairs to rendered façade and perimeter stone walls.  
9 Pound Street, Lyme Regis, DT7 3HZ

*The town council recommends **approval** of the application because it is in accordance with the approved development plan, it does not involve material harm and doesn't compromise any important listed features.*

- 5. P/FUL/2024/04606 (Received 17.09.24)**  
**FULL PLANNING APPLICATION**  
Replacement of former timber construction balconies with new stainless steel and glass.  
Cloverdale Court, Anning Road, Lyme Regis, DT7 3ED

*The town council recommends **approval** of the application because it is in accordance with the approved development plan and does not involve unacceptable or material harm to the Conservation Area or heritage assets.*



**24/204/P Amended/Additional Plans**

There were none.

**24/205/P Withdrawn Applications**

There were none.

**24/206/P Planning Decisions**

Noted.

**24/207/P Planning Correspondence**

Noted.

*The meeting closed at 19:40pm*

LYME REGIS TOWN COUNCIL

ENVIRONMENT COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 2 OCTOBER 2024

**Present**

**Chairman:** Cllr J. Trevena

**Members:** Cllr C. Aldridge, Cllr G. Turner, Cllr P. May, Cllr S. Larcombe

**Other members:** Cllr A. Wood

**Officers:** M. Green (deputy town clerk), K. Newman (administrative and community engagement assistant)

**Guests:** G. Barr (River Lim Action Group), C. Matheson (Little Green Change), L. Davis (River Lim Action Group)

**24/17/ENV Public Forum**

G. Barr and J. Breeze from the River Lim Action Group introduced themselves to the council in relation to their applications to be co-opted as non-members to the Environment Committee.

**24/18/ENV Apologies**

Cllr S. Cockerell – holiday  
Cllr G. Stammers – holiday

The chairman explained that Cllr A. Wood was not a voting member of the committee.

**24/19/ENV Minutes**

Proposed by Cllr G. Turner and seconded by Cllr S. Larcombe, the minutes of the meeting held on 26 June 2024 were **ADOPTED**.

**24/20/ENV Disclosable Pecuniary Interests**

Cllr P. May declared a non-pecuniary interest in relation to agenda item 9 because one of the candidates for co-option, V. Elcoate, was his civil partner. He also disclosed that he was a member of the Dorset Climate Action Network. He also disclosed that two of the co-optees represented Turn Lyme Green, of which he was a member and sat on the steering committee.

**24/21/ENV Dispensations**

There were none.

## **24/22/ENV Matters arising from previous meeting held on 28 February 2024**

### **Carbon Literacy Organisation Accreditation**

The deputy town clerk reminded members that further training courses for Carbon Literacy accreditation were on offer in October, November and that all members that had not already undergone the training were encouraged to participate.

### **Update on Contaminated Land Strategy Consultation**

Cllr S. Larcombe asked that he be kept updated on the consultation.

## **24/23/ENV Update Report**

### **Little Green Change**

The chairman invited C. Matheson from Little Green Change to speak.

C. Matheson presented her report to the committee and thanked the council for the funding it had provided to the organisation.

### **Rainwater harvesting**

A member spoke about rainwater harvesting being an important objective because pristine water was being used to water plants in the gardens. He said it would be better to use something cheaper and more environmentally friendly and urged officers to continue looking for opportunities for rainwater harvesting.

The deputy town clerk said officers would continue to investigate options. In the meantime, the intention was to harvest rainwater from the gazebo roof.

### **Electric Supply to Gardens Lighting**

A member asked if there was a timescale to look for additional quotations for the switch over of the lighting in the gardens to a metered supply.

The deputy town clerk said he expected to have a quotation by next week and would look to see if there was some kind of business case for the switch over. However, in his opinion, there wasn't much of an incentive to change over to a metered supply.

## **24/24/ENV 2025/26 Budget Proposals**

The committee put forward the following objectives:

- Continuation of biodiversity projects, including additional wildflower gardens (and maintenance on the existing wildflower gardens)
- Planting of trees, which might be hard to do on council land but could be facilitated in other areas of the town

- Exemplar renewable energy projects that the town council could undertake (PV, heat pumps, etc)
- Adoption of heat pumps and solar panels
- Battery installations to make use of renewable energy
- The installation of LED lighting wherever possible.
- Following up of EPC recommendations to guide the town council to reduce energy consumption further
- Further investigation into rainwater harvesting
- Continued funding of biodiesel tank to power main diesel vehicles
- River Lim improvement projects
- Removal of vegetation in the lower Lim River, in particular Japanese knotweed which has started to appear near the Town Mill
- Feasibility study for hydroelectric power.

A member suggested the council investigated ways to reduce waste and packaging but perhaps this initiative could be tied in with the Town Management and Highways Committee.

#### **24/25/ENV Co-option**

A member said they found the current co-option policy confusing and wondered if the policy should be used for the town council as a whole and not necessarily for this committee.

The deputy town clerk said the issue was whether the process was proper or if a more transparent process was needed; one which would allow anyone who was interested in applying to be co-opted to the committee to apply on equal terms. He accepted the existing procedure for co-opting a member to the council wasn't precisely suitable without some amendment and suggested officers came back to members with a more suitable process for co-opting members to this and other committees.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** that officers be asked to produce a suitable bespoke policy and procedure for the co-option of members to this or other committees.

Proposed by Cllr P. May and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that Grenville Barr and Janet Breeze be co-opted as non-members to the Environment Committee for the current year.

*Cllr P. May left the meeting at 7.49pm.*

Proposed by Cllr. C Aldridge and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** that Vicki Elcoate be co-opted as a non-member to the Environment Committee for the current year.

*Cllr P. May returned to the meeting at 7.51pm.*

**24/26/ENV Minutes of the Environment Agency, Southwest Water/Pennon Group, Dorset Council and Lyme Regis Town Council Bathing Water Quality Meeting 6**

The chairman said meeting 7 had taken place on 1 October 2024 but no minutes had come through yet.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, the minutes of the bathing water quality meeting 6 were **RECEIVED**.

**24/27/ENV River Lim Action Group Report**

The chairman invited G. Barr and L. Davis from the River Lim Action Group to present the report. They thanked the town council for the huge joint effort and its ongoing support.

**24/28/ENV Budget Report**

The deputy town clerk reminded members there was currently no spend against the current year's budget and that perhaps some of the ideas that had been mentioned earlier could be funded this year. He also reminded them that although they had already identified potential adjectives for 2025-26, 2024-25 was the final year of budget allocation to carry out the council's climate action plan and they might want to consider extending it for further years.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe members agreed to **RECOMMENDED TO FULL COUNCIL** that the Environment Committee be awarded an annual budget of £25k for the remaining four years of the council.

**24/29/ENV Dorset Council's Nature Emergency Declaration**

The deputy town clerk suggested if members decided they wanted to develop a policy, a working group could be set up to discuss as it was too big a subject to be discussed at this meeting.

Members were concerned this was a very broad subject and the town council's influence on it was relatively small compared to Dorset Council who could better impact the wider Dorset area. It was noted the town council was already being proactive and pursuing projects that were fulfilling aspects of nature protection.

It was agreed the possibility of declaring a nature emergency should be kept under review by this committee.

**24/30/ENV Migration to Battery Powered Equipment**

A member said the council should be aware of how companies were disposing of the batteries rather than just assuming they were disposing of them responsibly.

It was suggested biodiesel could be used in any suitable mowers going forward.

**24/31/ENV Use of Biodiesel/HVO in council vehicles**

The deputy town clerk said the tractor had the greatest carbon emissions and he had now received confirmation from the manufacturer that it could run on biodiesel.

A member asked how secure the biodiesel tank would be.

The deputy town clerk said there was a secure and lockable location for it next to the refurbished harbour store building, although it could go inside the building if necessary. He also pointed out that there would be new CCTV cameras monitoring the building and the area around it.

**24/32/ENV Appointment to Repairs Café Steering Group**

It was noted the steering group meetings were likely to take place in the daytime and would be held monthly.

Proposed by Cllr C. Aldridge and seconded by Cllr P. May that members **RECOMMEND TO FULL COUNCIL** that Cllr S. Larcombe be appointed to the Repairs Café Steering Group.

**24/33/ENV Low Carbon Dorset Exhibition**

It was suggested the posters designed by the council for the exhibition be used for future projects.

**24/34/ENV Citizens Advice Energy Advice**

Members noted the report.

*The meeting closed at 8.46pm.*

LYME REGIS TOWN COUNCIL

HUMAN RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 11 SEPTEMBER 2024

**Present**

**Chairman:** Cllr G. Stammers

**Members:** Cllr C. Aldridge, Cllr M. Ellis, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner

**Other members:** Cllr P. Evans, Cllr A. Wood

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

**24/23/HR Election of Vice-Chairman**

It was proposed by Cllr C. Reynolds and seconded by Cllr G. Stammers that Cllr. M. Ellis is vice-chairman of the Human Resources Committee.

Cllr M. Ellis was duly **ELECTED** as vice-chairman.

**24/24/HR Public Forum**

There were no members of the public present.

**24/25/HR Apologies**

There were none.

**24/26/HR To confirm the accuracy of the minutes of the Human Resources Committee meeting held on 29 May 2024**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, the minutes of the meeting held on 27 May 2024, were **ADOPTED**.

**24/27/HR To confirm the accuracy of the minutes of the extraordinary Human Resources Committee meeting held on 24 July 2024**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, the minutes of the extraordinary meeting held on 24 July 2024, were **ADOPTED**.

**24/28/HR Disclosable Pecuniary Interests**

There were none.

**24/29/HR      Dispensations**

There were none.

**24/30/HR      Matters arising from the minutes of the Human Resources Committee meeting held on 29 May 2024 and the extraordinary meeting held on 24 July 2024**

Members noted the report.

**24/31/HR      Update Report**

Members noted the report.

**24/32/HR      Human Resources Committee – Objectives**

Members noted the report.

**24/33/HR      2025-26 Budget Proposals**

More health and safety training for staff was suggested as an objective.

The town clerk said if members thought of any other objectives to let officers know so they could be fed into the budget discussions at the Strategy and Finance Committee meeting.

**24/34/HR      To receive the minutes of the Health and Safety Committee meeting held on 13 June 2024**

Proposed by Cllr G. Stammers and seconded by Cllr P. May, the minutes of the Health and Safety Committee meeting held on 13 June 2024 were **RECEIVED**.

**24/35/HR      Health and Safety Policy Review**

It was suggested the policy introduction should be amended as follows: "...the town council regards health, safety and welfare as a primary and essential objective."

Members discussed whether greater emphasis needed to be placed on health and safety to prevent accidents.

The town clerk said he was confident the policy sets out the rules and procedures but accidents did happen and on occasions employees did not follow the procedures.

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the health and safety policy, with an amendment to the introduction as follows: "...the town council regards health, safety and welfare as a primary and essential objective."



#### **24/36/HR Career Break Policy**

It was suggested the following could be added into the policy: "Each application will be considered on a case-by-case basis."

It was agreed this would be added to section 7, Career break application process.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the career break policy and procedure, with the following addition to section 7: "Each application will be considered on a case-by-case basis."

#### **24/37/HR Christmas and New Year Working Arrangements**

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to apply three days' discretionary leave over the Christmas and New Year period, so the council's services cease at 5pm on Friday 20 December 2024 and re-commence at 9am on Thursday 2 January 2025; discretionary leave is applied on Monday 23, Tuesday 24 and Friday 27 December; statutory days are applied on Monday 30 December and Tuesday 31 December 2024; that members of the external works' team who work over the Christmas and New Year period are paid overtime and receive time-off-in-lieu for the day worked; and that the three discretionary days are not applied to the enforcement officers, cleansing operative and seafront attendant.

#### **24/38/HR Increasing the Hours of Postholder 101**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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 information relating to an individual 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.

#### **24/39/HR Qualification Payment**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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 information relating to an individual 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.

#### **24/40/HR Gardener and Maintenance Person (post holder 205), Six-Month Probation Review**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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 information relating to an individual 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.

**24/41/HR Gardener and Maintenance Person (post holder 204), Six-Month Probation Review**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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 information relating to an individual 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.

**24/42/HR Amenities Assistant (post holder 301), Six-Month Probation Review**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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 information relating to an individual 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.

**24/43/HR Sickness Absence**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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 information relating to an individual 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.

**24/22/HR Exempt Business**

**a) Increasing the Hours of Postholder 101**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve increasing postholder 101's hours from 30 hours per week to 37 hours per week from 1 November 2024 and, as a consequence of this decision, approve unbudgeted expenditure of £3,923 in 2024-25

**b) Qualification Payment**

Proposed by Cllr P. May and seconded by Cllr R. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** approve an additional spinal column increment for postholder 107 in recognition of a level 3 qualification and unapproved 2024-25 budget

expenditure of £276, and for the chairman of the Human Resources Committee to write to the postholder to congratulate them on their qualification.

*Cllr P. Evans left the meeting at 7.31pm.*

**c) Gardener and Maintenance Person (post holder 205), Six-Month Probation Review**

Proposed by Cllr G. Stammers and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the gardener and maintenance person's (post holder 205) continued employment with the council, effective from 2 July 2024

**d) Gardener and Maintenance Person (post holder 204), Six-Month Probation Review**

Members noted the postholder had been involved in an accident in the workplace during his probation.

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to extend the gardener and maintenance person's postholder 204's (post holder 204) probation by three months.

**e) Amenities Assistant (post holder 301), Six-Month Probation Review**

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the amenities assistant's (post holder 301) continued employment with the council, effective from 1 October 2024

**f) Sickness Absence**

Officers updated members on a further meeting which had taken place with the employee and the next steps.

*The meeting closed at 7.54pm.*

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 9 OCTOBER 2024

**Present**

**Chairman:** Cllr P. May

**Councillors:** Cllr M. Ellis, Cllr P. Evans, Cllr S. Larcombe, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner, Cllr A. Wood

**Officers:** N. Cleal (finance manager), A. Mullins (support services manager), J. Wright (town clerk)

**24/19/SF Public Forum**

There were no members of the public present

**24/20/SF Apologies for Absence**

Cllr C. Aldridge – holiday  
Cllr G. Caddy – holiday  
Cllr S. Cockerell – away  
Cllr D. Holland – prior engagement  
Cllr G. Stammers – holiday

**24/21/SF Minutes**

Proposed by Cllr P. Evans and seconded by Cllr M. Ellis, the minutes of the meeting held on 3 July 2024 were **ADOPTED**.

**24/22/SF Disclosable Pecuniary Interests**

There were none.

**24/23/SF Dispensations**

There were none.

**24/24/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024**

Members noted the report.

## **24/25/SF Update Report**

### **Town bus**

The town clerk said officers had been talking to First about operating the service on behalf of the council but this was no longer an option. He said the most favourable option was to purchase a bus and seek volunteer drivers.

It was noted discussions had also taken place with Beaminster Town Council, which had a community bus. Although there were logistical difficulties with this option, members asked if this could be pursued as a temporary solution until a more permanent solution was in place.

It was agreed the council would advertise for volunteer drivers and officers would investigate the possibility of using the Beaminster bus in the interim.

### **Accreted land**

The town clerk said Dorset Council's (DC) property services team were now engaged in discussions about the lease and officers were optimistic about reaching an agreement. However, the rent had not been paid and DC would receive a letter the following week informing them the town council intended to start court proceedings.

## **24/26/SF Strategy and Finance Objectives**

Members noted the report.

## **24/27/SF The Process for Approving the 2025-26 Budget<sup>1</sup> and Five-Year Financial Plan 2025-30**

Members noted the report.

## **24/28/SF Statement of Internal Control, Risk Management Policy and Annual Risk Assessment**

A member asked if the robustness of the council's IT systems was considered as a risk.

The town clerk officers were confident the IT systems were robust, most of which were provided by DC, as well as other third parties, and this provided some assurance as the systems belonged to bigger organisations.

A member questioned the proposed risk ratings for several of the headings in the risk register and the town clerk explained officers' rationale for the ratings.

A member was concerned about DC no longer providing services in the town, an issue which all other town and parish councils seemed to be experiencing, and hoped there could be some movement on the transfer of assets to the town council. It was suggested the DC ward member could take this forward.

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<sup>1</sup> The 2025-26 budget includes the precept.

The town clerk said meetings used to take place between the mayors/leaders and clerks of the town councils in Dorset to help drive things forward as a group and he was happy to try and start these again. He believed it would be more effective to have several ward members working together.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the statement of internal control and the town clerk's observations; to approve the risk management policy and the standard annual risk assessment; and to approve the risk register.

#### **24/29/SF Budget Performance, 1 April – 31 August 2024**

It was suggested the mayor's allowance be increased in-year due to a change in office and a disproportionate amount of the allowance being spent by the previous mayor. It was suggested an additional £1,000 be allocated.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to increase the mayor's allowance by £1,000 in 2024-25.

#### **24/30/SF Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30**

A member asked why the figures in the five-year plan were not increased year on year.

The town clerk said the five-year plan gave an indication of where the council would be over that time period and if nothing changed, it demonstrated the organisation would still be financially viable.

Proposed by Cllr S. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the 2025-26 base budget and assumptions and to approve the base five-year financial plan

#### **24/31/SF Review of Charges**

##### **Precept**

Cllr C. Reynolds requested a recorded vote on the following motion:

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set the precept for 2025-26 at £70 for a Band D property.

**Voted for** – Cllr P. May, Cllr G. Turner, Cllr A. Wood, Cllr S. Larcombe, Cllr P. Evans, Cllr M. Ellis

**Voted against** – Cllr C. Reynolds

**Abstentions** – None

##### **Cart Road beach hut hire**

Proposed by Cllr M. Ellis and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to set 2026 Cart Road beach hut hire charges as follows:

	Daily Rates 2026	Weekly Rates 2026
January– Easter	£7	
Easter Holiday		£75
April – Spring Holiday	£14	
Spring Holiday		£80
June		£75
2 July – 16 July		£105
23 July- August		£190
September	£17	
October	£10	
November- December	£8	
Christmas and New Year		£105
Winter Season	£210	
Summer Season		£1,365
Annual		£2,100

It was suggested the council carries out a more thorough review of the hiring of beach huts, including charges, the availability of packages, the merit of daily or weekly hire, and the prioritisation of residents. It was agreed a report would be taken to the relevant committee in early-2026.

### **Alfresco licences**

Proposed by Cllr S. Larcombe and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to set alfresco licence charges for 2025-26 at £150 for covers and £20 for chairs.

### **Bell Cliff advertising boards**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set Bell Cliff advertising board charges for 2025-26 at £175.

## Marine Parade Shelters

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set Marine Parade Shelters' charges for 2026-27 as follows:

Categories	2026-27
DT7 postcodes	£20
Within a 10-mile radius of the offices	£25
Outside a 10-mile radius of the offices	£30
National charities (per hour)	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk

Area	2026-27
Langmoor Room (per room, per hour)	£15
Market area (per day)	£150
Performance area/ top of shelters (Commercial) (per day)	£200
Hire of Performance Area for Performance (per half)	£70
Hire of any section on top of the shelters (per day)	At the discretion of the town clerk

## Amenities

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to set amenities charges for 2025-26 at adult mini-golf, £4.50, child mini-golf, £2.50, table tennis, £2.50 per person.



## Weddings and civil marriages

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set wedding and civil marriage charges for 2026-27 at £475 for Monday to Friday and £575 for weekends and Bank Holidays.

## Car parking permits

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to no longer offer a non-residents parking permit from 2025-26 onwards and to set other car parking permit prices for 2025-26 at £225 for residents and £775 for holiday accommodation.

## Car parking

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set car parking prices for 2025-26 as follows:

	2025-26
<b>Cabanya</b>	£1.90
<b>Monmouth Beach</b>	£1.90

<b>Woodmead</b>	
1 hour	£1.50
3-day ticket	£45
Weekly ticket	£80

## Penalty charge

Proposed by Cllr S. Larcombe and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set the penalty charge for 2025-26 at £70, or £40 if paid within seven days.

It was noted officers were looking into a further reduced charged if the penalty was paid within 24 hours and were in discussions with ZatPark about the technology needed to do this. It was agreed a report on a proposed reduced fee would be brought back to a future meeting.

## Cemetery

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to set cemetery charges for 2025-26 as follows:

Inter still born child or under 2 years	Inter child under 16 years	Inter over 16 years	Inter cremated remains	Exclusive right of burial in earthen grave	Exclusive right of burial of cremated remains	Installation of headstone/footstone/tablet
No Charge	No Charge	£250	£75	£500	£300	£100

Installation of vase	Additional inscription on memorial	Scattering ashes on existing graves	Scattering ashes beneath turf of existing graves	Genealogy searches	Certified copy of entry in burial books	Double interment fee
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

### Memorial benches

It was noted the cost of a memorial bench was governed by the procurement price and this system would remain unchanged for 2025-26.

It was suggested memorial benches should have a life span because the council incurred the maintenance costs. It was agreed a report would be taken to the relevant committee to allow members to consider this.

### Monmouth Beach garages

Proposed by Cllr G. Turner and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to set the Monmouth Beach garage charge for 2025-26 at £1,550.

24/32/SF

### Woodmead Car Park Drainage Proposals

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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.

Members recognised the urgency and importance of the drainage works and felt they should be completed as soon as possible.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the increase in the estimated cost of

Woodmead car park drainage project and instruct officers to seek tenders and continue with the planned work as soon as possible, noting the unbudgeted expenditure involved and the potential reduction in the level of forecast year-end reserves.

## **24/33/SF Grants**

The town clerk suggested members considered allocating a budget for grants that was equal to the precept.

It was suggested the medium grants' category should be reintroduced and there was general support for this.

Members suggested there should be more emphasis put on organisations demonstrating self-funding or match funding, even on the smaller grants, and that better publicity should be given to acknowledge the council's funding.

The town clerk said the grants' policies could be brought to the next cycle for members to approve, and these kinds of amendments could be made.

There was concern 11 December 2024 was too late to advertise the availability of term grants as this would give organisations only a month to apply.

The town clerk said a public notice could be issued sooner to give organisations notice funding would be available but the grant policies would need to be agreed at the next cycle of meetings before applications could be formally submitted.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to allocate an amount equal to the precept to grant funding; to reintroduce the medium grants' category; to include the Fossil Festival, Christmas lights and fireworks' displays as term grants; and approve the processes and timetables for inviting grant applications and making decisions on their allocation, but to give notice of the availability of term grants before applications open on 11 December 2024.

## **24/34/SF Objectives and Projects 2025-26**

The finance manager said decisions made during the meeting had affected the total amount available for objectives in 2025-26; there was now £319,792 available.

However, the town clerk said due to prudent forecasting, officers believed the budget would be beaten by between £50k and £100k. There was also the option to defer some proposed objectives to 2026-27. He added that the council offices would be sold, which would generate a significant return, which he would suggest was used strategically to get on top of the council's asset investment strategy.

Members agreed the repairs to the Guildhall, the garden paths and the Monmouth Beach landslip work were the highest priority projects but would take up almost the entire budget.

The town clerk suggested members could agree additional objectives up to £150k at this point and then in February 2025, members could consider additional projects if that funding became available.

Members were unable to agree a priority list of objectives.

The town clerk suggested officers went away and tried to further prioritise the list and identify projects which could be deferred to future years. He suggested members could get together before the next meeting of this committee to further review the projects, with a report back to the next meeting for decision.

This was agreed and a meeting date would be confirmed. It was also agreed the level of the council's reserve would be agreed at the next meeting.

**24/35/SF Investments and Cash Holdings**

Members noted the report.

*The meeting closed at 9.15pm.*

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 25 SEPTEMBER 2024

**Present**

**Chairman:** Cllr P. Evans

**Members:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr G. Turner

**Other members:** Cllr A. Wood

**Officers:** C. Austin (administrative and community engagement assistant), A. Mullins (support services manager)

**24/101/TCP Public Forum**

**J. Daly**

J. Daly spoke on behalf of the Lyme Regis Gig Club (LRGC) and the use of the Jubilee Pavilion over the winter period. She said LRGc had use of a small gym and during the winter their training became land-based rowing with over 60 people attending. She said it was not feasible to fit everybody in the small gym and she hoped the council would consider accepting LRGc to use the pavilion to support the health and social benefits of the club.

**24/102/TCP Apologies**

Cllr S. Cockerell – holiday

**24/103/TCP Minutes**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 19 June 2024 were **ADOPTED**.

**24/104/TCP Disclosable Pecuniary Interests**

There were none.

**24/105/TCP Dispensations**

There were none.

## **23/106/TCP Matters arising from the minutes of the previous meeting held on 19 June 2024**

Members noted the report.

## **23/107/TCP Update Report**

Members noted the report.

## **23/108/TCP Tourism, Community and Publicity Committee – Objectives**

Members noted the report.

## **23/109/TCP 2025-26 Budget Proposals**

The committee put forward the following objectives: Lyme in Bloom, VE Day 80 commemorations, continuation of the bursary scheme, Youth Council, free-standing noticeboards, mini golf annual championship, Halloween mini golf event, promotional videos for the Visit Dorset website, funding support for the Fossil Festival, funding the fireworks, and a sports festival and awards.

## **23/110/TCP Lyme Regis Visitor Hub – End of Season Report and Interim Uses**

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to approve in principle, an approach from Lyme Regis Gig Club to use the Jubilee Pavilion as an indoor rowing facility between November 2024 and Easter 2025 and if necessary, to instruct officers to have further discussions and report back to a future meeting.

It was noted this would be reported straight to the Full Council on 23 October 2024 to allow the gig club to take up occupation of the pavilion from November 2024.

Proposed by Cllr C. Aldridge and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the continuation of Lyme Regis Visitor Hub from Easter 2025 on the same basis as 2024 and any longer-term agreement.

## **23/111/TCP Welcome to Lyme Regis Signs**

Members generally agreed the signs should be kept simple and not be overloaded with information and logos.

Proposed by Cllr C. Reynolds and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** a working group consisting of the support services manager, Cllr G. Caddy and Cllr C. Reynolds to agree an outline brief for the welcome to Lyme Regis signs and instruct officers to bring designs and quotes to a future meeting of this committee.

## **23/112/TCP Party in the Park 2024 and A Future Event**

It was suggested a sum be added to the marketing budget as an ongoing amount in the budget, rather than members having to agree it as an objective each year.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** that £10,000 is added to the marketing budget to allow Party in the Park to be held annually.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to form a working group consisting of the support services manager, the administrative and community engagement assistant, Cllr G. Caddy, Cllr S. Larcombe and Cllr A. Wood to take forward plans for the Party in the Park 2025.

#### **23/113/TCP Electronic Notice Board fixed to the supporting wall, Bell Cliff Steps**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to discontinue the electronic noticeboard project as an objective.

#### **23/114/TCP Reviving Lyme in Bloom**

Members discussed the proposal and said it was a great idea to revive this competition.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to revive the Lyme in Bloom competition, to form a working group consisting of Cllr M. Ellis and Cllr P. Evans and to put this forward as an objective for 2025-26.

#### **23/115/TCP VE Day 80**

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate Cllr C. Reynolds and Cllr A. Wood to work with the support services manager to put together a programme of events to mark the 80th anniversary of VE Day and to put this forward as an objective for 2025-26.

#### **23/116/TCP Woodroffe School Bursary**

Members agreed a further bursary should be offered to Woodroffe School in 2024-25, to be spent at the school's discretion.

Members were disappointed the two local primary schools had not taken up the offer of the bursary in 2023-24.

#### **23/117/TCP Managing Consultation Exercises**

Members noted the report.

*The meeting closed at 8.05 pm.*

LYME REGIS TOWN COUNCIL

TOWN MANAGEMENT AND HIGHWAYS COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 18 SEPTEMBER 2024

**Present**

**Chairman:** Cllr M. Ellis

**Members:** Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr P. Evans, Cllr S Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena

**Officers:** M. Green (deputy town clerk), A. Mullins (support services manager), AK Mullins (property and projects assistant), A. Turner (operations manager)

**Other members:** Cllr A. Wood

24/23/TMH

**Public Forum**

**M. Denney**

M. Denney spoke in relation to agenda item 14, 20mph Speed Limit Proposals. He believed the whole town should be a 20mph zone to create a smoother, quieter, safer town. Although the speed limit would not be policed, he said it would be self-policing and you couldn't drive more than 20mph in most of the town anyway. He said narrow or no pavements were an issue and those who objected would say it was impossible to drive slowly uphill, but this wasn't the case.

**L. Gooden**

L. Gooden spoke on the same agenda item. She said Woodmead Road was used as a racetrack so 20mph in this road would be beneficial and safer for everybody.

**B. Bawden**

B. Bawden spoke on the same agenda item. She had been working on the 20mph at the request of residents for over two years and had been involved in Speedwatch monitoring and the town council's public engagement. She said in Devon and Cornwall 20mph limits were introduced where communities asked for it. She said places like London and Manchester were way ahead in mobility, accessibility and road safety, making them calmer, safer and more accessible. She couldn't understand why it was so hard to achieve in Dorset. She said the council's traffic and travel working group had developed a vision and a 20mph scheme for most of the town was part of that, as well as making it more accessible and safer. She said a 20mph scheme was the first step in doing what a lot of other places were already doing and Lyme should put people first, not motorists.



### **C. Hemsley**

C. Hemsley spoke on the same agenda item. He spoke about electric cars and how difficult they were to hear and how much bigger cars were these days. He said a wider 20mph zone would go some way in recognising there was a safety element with bigger cars. He said there was no signage so this could be looked at. He said he just wanted Lyme Regis to be safer.

### **J. Breeze**

J. Breeze spoke on the same agenda item. She congratulated the council for setting up the traffic and travel working group and agreeing to fund a speed indicator device in lower Sidmouth Road, where Speedwatch volunteers had recorded excessive speeds. The 20mph consultation was welcome, highlighting residents' concerns. She said 20mph had a positive impact and she was happy to share data with anyone who had concerns about the scheme. Although it had been suggested 20mph was introduced only around Anning Road and Woodroffe School, she said few children lived within close proximity to the schools and this wouldn't benefit the majority of Lyme residents, 53.7% of whom were in favour of 20mph. She favoured a wider scheme but felt it should include Sidmouth Road, Pound Road and Pound Street; she couldn't understand why Sidmouth Road couldn't be included as other parts of the A3052 were, and there were large stretches with no pavements, forcing people onto the road. She was concerned there would be an accident or an emergency vehicle wouldn't be able to get through. She supported a wider 20mph zone and asked the council to pressure Dorset Council (DC) to invest the income it generates in car parks to address residents' concerns.

### **R. Smith**

R. Smith spoke on the same agenda item. He was concerned about traffic speed at the top of Sidmouth Road, particularly the area above the speed indicator device which was steep. He gave statistics on traffic speed related to the likelihood of being killed when hit and said the steep downhill increased the distance cars needed to slow down. He said this section must not be excluded from the 20mph scheme, especially as children used it to walk to Woodroffe School and elderly people used it to get to the town or bus stop. Residents also found it dangerous turning out of side roads. He said the 20mph speed limit was an opportunity to make the town a special place and similar schemes were in place elsewhere. He said the town council had a responsibility towards residents' safety and the 20mph limit was a great opportunity. He asked members who didn't have to walk on busy, unpaved roads to think of residents who did and not to implement half measures, especially as the area was not served by the town bus. He asked members to recommend a 20mph limit across the widest possible area, providing the widest possible protection to residents and doing everything they could to ensure no one was hurt or killed.

### **L. Smith**

L. Smith spoke on the same agenda item. She formerly attended Colyton Grammar School and walked down Sidmouth Road to catch the bus and regularly had to walk on the verge because vehicles were so close. She said people got a lift to the bus stop,

even if they lived within walking distance of the bus stop. She felt it was important this area was addressed with a lower speed limit.

**24/24/TMH Apologies**

Cllr G. Stammers – holiday  
Cllr G. Turner – work commitments

**24/25/TMH Minutes**

Proposed by Cllr P. Evans and seconded by Cllr C. Aldridge, the minutes of the previous meeting held on 5 June 2024 were **ADOPTED**.

**24/26/TMH Disclosable Pecuniary Interests**

Cllr A. Wood declared a pecuniary interest in agenda item 15, Installation of Communication Boards in Play Areas, and he would leave the room for this item.

**24/27/TMH Dispensations**

There were none.

**24/28/TMH Matters arising from the minutes of the Town Management and Highways Committee meeting held on 5 June 2024**

**Outdoor gym equipment**

The operations manager confirmed the meeting with the supplier was taking place on 20 June 2024.

**CCTV**

The deputy town clerk said a draft licence had been received from DC for the pole and camera next to the skatepark. Officers had confirmed there were no issues so it was hoped the licence would be completed soon.

It was agreed members would be updated via the briefing.

**24/29/TMH Update Report**

**Accreted land**

The deputy town clerk said there had now been contact from DC's property team so he hoped this would move things forward. However, there were likely to be some issues to address as the property team had not been previously involved and wanted to re-visit some of the earlier decisions. He added DC was offering to pay the old rent while discussions were ongoing and a further report to the Strategy and Finance Committee in October may be required.

## **Town bus**

The deputy town clerk said he was progressing discussions with Beaminster Town Council about the possibility of using its 16-seater minibus on weekdays, as it was currently only used on a Saturday. He was also looking at the town council buying a bus and running it using local volunteers, or the third option was to buy a bus and get a commercial operator to operate it on the council's behalf. He said First was prepared to do this and costed options would be presented to the Strategy and Finance Committee.

### **24/30/TMH Town Management and Highways Committee – Objectives**

Members noted the report.

### **24/31/TMH 2025-26 Budget Proposals**

The committee put forward the following objectives: Woodmead car park drainage, Bell Cliff steps, town bus, car park machines, gardens' paths, removal of soil from the Monmouth Beach area, gardens' handrails, refurbishment of the gazebo, traffic and travel working group projects, and a one-way system.

### **24/32/TMH Emergency Planning Procedure Review**

It was agreed as the contact number for all office staff was the office number, this section could be removed.

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Emergency Planning Procedure, with an amendment to remove office staff telephone numbers.

### **24/33/TMH A Member Request to Join the Travel and Transport Working Group**

Proposed by Cllr M. Ellis and seconded by Cllr G. Caddy, members agreed to **RECOMMEND TO FULL COUNCIL** to appoint Cllr J. Trevena to the traffic and travel working group.

### **24/34/TMH Local Heritage List and Lynch Safety Issues**

The deputy town clerk said the council may be notified of more heritage assets as time went on.

The deputy town clerk said if the council said it didn't want railings on the lynch, he was sure DC would not pursue it. However, the issue of the repair of the lynch walls was an ongoing issue because it was in a poor and worsening condition.

Members were generally not in favour of railings because there had been no other incidents of someone falling into the river and there was a concern they could cause more accidents.

It was suggested the vegetation should be removed from the top of the wall to help people see where the edge was.

The deputy town clerk said the last time the vegetation was removed it was carried out jointly by the town council, Dorset County Council and West Dorset District Council, led by Dorset County Council. As the title wasn't registered, it wasn't clear which council owned the lynch, and the Environment Agency claimed not to have any responsibility.

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, members agreed to **RECOMMEND TO FULL COUNCIL** to note the inclusion of various local assets in a 'Local Heritage List' being compiled by Dorset Council and to not support the installation by Dorset Council of heritage railings along the river side of the Lynch as a pedestrian safety measure.

#### **24/35/TMH The Gazebo**

It was suggested the proposed inscription be amended from 'For the people of Lyme Regis to rest a while' to 'For all to rest a while'.

Proposed by Cllr P. May and seconded by Cllr J. Trevena, members agreed to **RECOMMEND TO FULL COUNCIL** to name the gazebo The Gardens Pavilion and to engrave of the inside of the structure: 'For all to rest a while'.

#### **24/36/TMH 20mph Speed Limit Proposals**

The deputy town clerk said Sidmouth Road, Charmouth Road and Timber Hill did not meet DC's normal criteria for a 20mph limit and would probably not be supported by them. However, the council could submit an application which included a wider area, which would require DC to give a written indication about whether these roads could be included. He said the DC panel which considered applications was due to meet on 2 October 2024, so a draft application could be submitted to that meeting, but any final decision would be made later.

However, it was noted any recommendation from this committee would not be resolved by the Full Council until 23 October 2024 so a draft application could not be made to the panel on 2 October 2024.

Several members felt a blanket scheme across the town was excessive and a 20mph limit was only required outside schools, nurseries and youth clubs and roads where drivers tried to exceed the speed limit. There was also concern there would be no enforcement of the speed limit, so people would not adhere to it.

Several members were in support of a wider 20mph area as it would be much simpler, less signage would be required, and it would be cheaper because signs would only be required at the entrances to the 20mph zone and not within it when drivers moved between a 20 and 30mph area.

A member asked if the council could challenge DC's criteria for introducing a 20mph limit.

The deputy town clerk said the reasons DC gave for Charmouth and Sidmouth Roads not meeting the criteria were that the measured vehicle speeds on these roads were well in excess of 20mph, and their function as a strategic route, rather than a residential road.

He acknowledged this disregarded the concerns of residents who lived in those roads, but the way to test this was to make a draft application and to include these roads, and any others, not included in the DC plan.

Cllr P. May requested a recorded vote on the following motion:

Proposed by Cllr P. May and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to propose a draft area of roads shown brown on the Dorset Council plan plus the top of Broad Street, Pound Road and Cobb Road and Sidmouth Road up to the junction with Shire Lane for a 20mph speed limit.

**Voted for** – Cllr P. May, Cllr S. Cockerell, Cllr C. Aldridge, Cllr J. Trevena, Cllr P. Evans

**Voted against** – Cllr G. Caddy, Cllr C. Reynolds, Cllr S. Larcombe, Cllr M. Ellis

**Abstentions** – None

Cllr A. Wood did not vote as he was not a member of the committee.

*Cllr A. Wood left the meeting at 8.19pm in line with his declaration of pecuniary interests.*

#### **24/37/TMH Installation of Communication Boards in Play Areas**

It was suggested there could be a third communication board on the seafront near the beach recycling box.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to support the intended installation of 'Communication Boards' at the Anning Road and Henry's Way play areas and on the seafront near the beach recycling box at a total cost of approximately £450 + VAT and funded from within existing budgets.

It was noted further quotes would be obtained.

*Cllr A. Wood returned to the meeting at 8.23pm.*

#### **24/38/TMH Cobb Road Closure**

Members noted the report.

#### **24/39/TMH Complaints, Incidents and Compliments**

Members were concerned about reports of the steps next to SWiM restaurant being slippery due to cooking fat from the restaurant's extractor and asked if further action needed to be taken.

The deputy town clerk said he was already dealing with this and the restaurant had made modifications to the extraction system but it hadn't worked. He said he would take it up again with the owners and if it continued to be a problem, he would bring it back to members.

**24/40/TMH Chalet and Day Hut Sites at Monmouth Beach**

Proposed by Cllr M. Ellis and seconded by Cllr S. Larcombe, 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 information relating to an individual 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.

**24/41/TMH Exempt Business**

**a) Chalet and Day Hut Sites at Monmouth Beach**

Proposed by Cllr P. May and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to instigate proceedings to repossess the site of Monmouth Beach day hut 23 if there is no suitable, new replacement by 31 October 2024, and to instruct officers to write to the owners of Monmouth Beach chalet 18 and give them until 31 March 2025 to get permission for and to install a new chalet acceptable to Lyme Regis Town Council as landowners, or the site will be repossessed.

*The meeting closed at 8.40pm.*

LYME REGIS TOWN COUNCIL

GARDENS WORKING GROUP

**MINUTES OF THE MEETING HELD ON FRIDAY 6<sup>th</sup> SEPTEMBER 2024  
AT 1030AM IN LYME REGIS TOWN COUNCIL OFFICES**

**Members:** Cllr P. Evans MBE, Cllr P. May, Cllr C. Reynolds, Cllr C. Aldridge, Cllr M Ellis

**Present**

**Members:** Cllr P Evans MBE, Cllr P May, Cllr C Reynolds, Cllr C Aldridge.

**Officers:** A. Turner (Operations Manager), John Wright (Town Clerk)

**Item 1. Appointment of Chair.**

Members unanimously voted for Cllr Reynolds to be chair of the of the working group.

**Item 2. Apologies.**

Cllr M Ellis.

**Item 3. Minutes.**

Proposed by Cllr P. Evans and seconded by Cllr C Reynolds, the minutes of the meeting held on 2<sup>nd</sup> July were **APPROVED**

**Item 4. Matters Arising.**

Cllrs discussed changing quorum for the working group from 2 members to 3 members.

Proposed Cllr P. May

Seconded by Cllr P. Evans

**ADOPTED**

**Item 5. Updates.**

- Gazebo. Report going to TMH, a new bin has been placed by the gazebo, we will carry out an in-house refurbishment, possibility of involvement of Youth Council.
- Path trial. Ask Pete to arrange visit with interested councillors, will see how the path performs over the winter period.
- Gym equipment. One tier will be left vacant for now, contractors have provisionally indicated the 7<sup>th</sup> October to commence work.
- Amenities Hut. Almost ready for completion of build, planning to hold an opening event.
- Community Garden. Cllr Reynolds indicated she was happy to continue working on the community garden in its present form.

## **Item 6. Future plans, items for discussion.**

- Planting schemes. Leave as it is, just require briefing from supervisor about what seasonal schemes are planned.
- Budget allocation. Happy with the budget.
- Scarecrow, best gardens or gardener and plant competitions. Report to TCP.
- Ideas for vacant tier after installation of gym equipment. Boules, under 7 play equipment, sensory garden.
- Lighting. Cllrs were happy with lighting as it is.
- Cinema wall. Leave as it is
- Events. We should promote more events, Report to TCP as dealing with this.
- QR codes, signage. Explore some simple signs, for example information for residents on what is going on in certain areas, possible extension of QR codes. Report to TCP.
- Sculpture trail. TCP to review.

## **Item 7. Date of next meeting.**

The next meeting date will be Tuesday 29th October at 1400hrs

*The meeting ended at 11.30am.*



**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Appointments to Council Committees

**Purpose of Report**

To allow the council to appoint Cllr Adrian Wood to committees

**Recommendation**

The council appoints Cllr Adrian Wood to the Environment, Tourism, Community and Publicity Committee and Town Management and Highways Committee

**Background**

1. Councillors have the opportunity each year to serve on all committees. Membership of the Strategy and Finance Committee is mandatory for all members.

**Report**

2. Cllr Adrian Wood has indicated he would like to be appointed to the Environment Committee, Tourism, Community and Publicity Committee and Town Management and Highways Committee

Adrienne Mullins  
Support services manager  
October 2024

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Appointments to External Bodies 2024-25

**Purpose of Report**

To allow the council to make additional appointments to external bodies

**Recommendation**

The council makes additional appointments to external bodies

**Background**

1. At the Annual Meeting of the council on 15 May 2024, members were appointed as council representatives to various external bodies.
2. Members must decide whether they wish to be lead members or participating members on external bodies. Lead members wouldn't necessarily attend external bodies' meetings but would be their main link with the council. There is an expectation participating members would attend and take part in the organisations' meetings.

**Report**

3. Following the resignation of the former mayor, David Ruffle, replacement representatives are sought for the organisations to which he was appointed:
  - Axe Valley and West Dorset Ring and Ride
  - B Sharp
  - LymeArts Community Trust
  - Lyme Regis Fossil Festival
  - Lyme Regis Museum
  - Lyme Regis/St George's Twinning Association

Adrienne Mullins  
Support services manager  
October 2024

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** The External Auditor's Report and Certificate 2023/24

**Purpose of Report**

To allow members to receive the external auditor's report and certificate 2023/24

**Recommendation**

Members note the external auditor's report and certificate 2023/24

**Background**

1. The Annual Governance and Accountability Return (AGAR) was approved by this council at an extraordinary meeting of the Full Council on 19 June 2024.
2. The deadline for submitting the signed AGAR to council's external auditor BDO was 30 June 2024. It was submitted on 21 June 2024.

**Report**

3. The external auditor's report and certificate 2023/24 was received on 12 September 2024, **appendix 20A**. The external auditor's opinion was as follows:

*"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."*

4. The external auditor can raise others matters not affecting their opinion which they wish to draw to the attention of the authority. The following matters were drawn to our attention:

*"The small Authority has not completed boxes 5 and 10 in section 2 'Accounting Statements'. Based on information available to us the figures in box 5 and 10 for both this year and the prior year should have been "0".*

*"To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis."*

5. The Notice of Conclusion of Audit and the Certified Annual Governance and Accountability Return 2023-24 must be published on the council's website by 30 September 2024. They were published on 24 September 2024.

John Wright  
Town clerk  
October 2024

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Asset and Service Transfers

### **Purpose of Report**

To assess the council's appetite for negotiations with Dorset Council on the transfer of asset and services

### **Recommendation**

Members consider the report and instruct the town clerk

### **Background**

1. The town council entered two sets of asset and service transfer negotiations with West Dorset District Council (WDDC) prior to its absorption into Dorset Council in 2019. In each instance, the negotiations broke down.

### **Report**

2. The town clerk and deputy town clerk met Dorset Council's newly appointed corporate director for assets and regeneration in June 2024 and the issue of asset and service transfers was discussed.
3. Following a suggestion from Dorset Council's corporate director for assets and services, the town clerk wrote to him in July 2024 outlining the transfer issues the council may be interested in exploring; the letter was largely based on the 2018 asset and service transfer negotiations with WDDC. The town clerk's letter is attached, **appendix 21A**.
4. The discussions and letter made it clear asset transfers must be freehold with no covenants and service transfers must come with budgets currently paid to Dorset Council contractors. At the time of drafting this report, no response has been received to this letter.
5. There are reasons why asset and service transfers could be back on the agenda:
  - there have been a number of service failures by Dorset Council which have adversely affected the town; most notably the absence of verge cutting in 2024
  - in June 2024, the council was encouraged to outline its position on the transfer of assets and services by Dorset Council's corporate director for assets and regeneration
  - in August 2024, a meeting with Dorset Council's leader Cllr Nick Ireland encouraged the concept of assets and service transfers
  - on 4 September 2024, Dorset Council announced it faced a 2024-25 budget deficit of £10.1 million, 2.7% of its overall budget. On 16 October 2024, officers became aware that all interim officers within Dorset Council's assets and regeneration team have been let go. Financial pressures often force organisations to review service delivery
  - Dorset Council's draft council plan<sup>2</sup> includes a section headed, 'review how we could work more closely with town and parish councils'. It refers to:

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<sup>2</sup> There is a report on the draft of Dorset Council's draft council plan elsewhere on this agenda.

‘A more joined-up and coherent model of place-based working, building on existing arrangements, developing strong relationships locally, and using existing assets in communities, such as libraries and family hubs. This will be built into the council’s new target operating model (this sets out how the council will introduce new ways of working with residents and communities).’

- on 11 and 12 November 2024, town and parish councils meet to consider the work of two academics, Graham Sansom or Gordon Morris, who have conducted research over the last 12 months to establish aspirations for devolution and working relations with Dorset Council.
6. Members are asked to indicate their appetite for entering into discussions with Dorset Council on the transfer of assets and services.
  7. If there is a positive response from Dorset Council on the transfer of assets and services, the clerk will bring further reports to the town council for information and decision.

John Wright  
Town clerk  
October 2024

Hi Tim

Sorry for the delayed response, there have been some pressing work issues I've had to deal with, along with some important family matters since our meeting on 4 June 2024.

Mark Green and I have put our heads together and visited some of the earlier assets and services transfer discussions that took place between West Dorset District Council and the town council. We'd now like to the run the following past you and have discussions about what could be packaged up:

### **Toilets**

Dorset Council transfer their toilets in Lyme Regis to the town council. The transfer is freehold, with no covenants, and the transfer comes with the servicing cost Dorset Council's pays to its contractor. You also mention Dorset Council's intent to invest in its toilets and the possibility of an accompanying capital sum. Along with this capital sum, the town council would find funding from its own resources to improve the overall quality of toilets in the town. As part of an improvement plan, the town council would dispose of, or repurpose some of the toilet blocks, commit to no reduction in the number of toilet spaces in Lyme Regis, and create a local servicing team.

### **Theatre Square and the sea-defence walkway**

The town council manage Theatre Square and the sea-defence walkway for Dorset Council, including the control of access to these areas. The town council would undertake minor repairs in these locations and report major repairs to Dorset Council. The town council would consider introducing a weekly market to these locations to increase footfall in the town.

### **Enforcement**

Dorset Council delegates on street enforcement powers to the town council (this proposal is currently with Dorset Council but hasn't been progressed). This would allow the town council to act on non-compliant deliveries and dangerous parking. Dorset Council also considers entering into a service level agreement with the town council to take on all on street and off-street parking enforcement in Lyme Regis.

### **Highways**

The town council become the first responder for blocked drains (If the town council can't unblock a drain, operatives will take a CCTV image and send it to Dorset Council), replace kerb stones and paving slabs and undertake verge maintenance. Some of this is already in an Agency Agreement with Dorset Council but hasn't properly been enacted.

### **Grounds' Maintenance**

The town council takes on the management and maintenance of Dorset Council's other public and grassed areas.

## **Accreted Land**

The town council owns accreted land to the westside of The Cobb; a section of this land is leased to Dorset Council. Dorset Council could consider the purchase of this land to give it full control of the area adjacent to the Harbour.

## **The Lynch - Ownership**

Subject to member approval, the town council will consider entering into a three-party agreement to manage The Lynch; The Environment Agency should be the third party.

## **The Lynch – Safety Measures**

Mark Green has been involved in separate correspondence.

## **Event Management**

The town council manage all events in Lyme Regis, including those on Dorset Council land. This decision was taken about two years ago but hasn't been progressed by Dorset Council.

## **Car park pricing**

Different car parking pricing by two councils isn't great for the customer; a joint approach is proposed.

## **Ground monitoring**

Both council's undertake ground monitoring; it makes sense that one council takes joint responsibility for monitoring, and costs and information are shared.

## **Bell Cliff**

Mark Green has written separately to confirm we intend to undertake the works. A specification will be drawn up shortly; you'll be copied in.

## **Transport support**

Dorset Council has just retendered the Charmouth Road school bus contact and the change of operator has now made the town council town bus service financially unviable. The town council also supports and underwrites a park and ride service. We are aware that Dorset Council support similar operations elsewhere, can it consider support for Lyme Regis.

## **ICT**

The town council is reviewing its ICT arrangements; we currently have a contract with Dorset Council.

John Wright  
Town clerk  
July 2024



**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Car Park Ticket Machines

**Purpose of the Report**

To allow members to consider car park ticket machine options

**Recommendation**

Members agree to replace the existing machines in Woodmead car park, with a chosen new provider with a view to replace the machines at Monmouth Beach at a later date

**Background**

1. At the Full Council meeting on 27 October 2021, it was agreed £30k would be allocated for the installation of five parking machines at Monmouth Beach car park, which were installed in March 2022, with the intention to further replace one machine each year at Woodmead. This would reduce the number of machines in Woodmead from four to three.
2. Since the Flowbird machines have been installed, we have had significant problems, particularly with one machine. Officers decided amid the issues to hold off replacing any further machines with Flowbird, until we were happy with the service.
3. A lot of work was done by officers, over two years, to determine the problems, which Flowbird claimed was not their responsibility as they believed the machine was functioning correctly. An independent audit was requested by our internal auditor Rosie Darkin-Miller as no further progress was being made. As a result of this and further talks with senior management at Flowbird, they agreed to replace the problem machine, which was installed on 9 July 2024. This has resolved the cash discrepancies.
4. Unfortunately, we have had continuing problems with card income discrepancies. This has been happening since June 2024. We have again been in talks with Flowbird to try and resolve the issues, however after much discussion it remains unresolved and is still being worked on by officers.
5. These issues are partly to do with the fact that they were not a PCI-DSS compliant payment services provider, so it required a third-party merchant to process the debit/credit card transaction payments. This means that any card discrepancies must be reconciled between three separate organisations.
6. Currently we pay 9p per card transaction and a further 1-3%, dependent on the card type, to AIB to finish the process.

7. Overall, our experience with Flowbird has not been hitting expected standards; poor customer service, limited accountability, considerable officer time spent to resolve issues, and the cost of an independent audit.

## **Report**

8. The four machines at Woodmead car park are now at the end of their life with parts regularly failing and expensive repairs required. That is in addition to the enforcement officers regularly resetting them. This causes considerable inconvenience for customers when the machines fail to work correctly and for staff helping customers at the machines and organising payments and refunds. Officers believe that only three machines are required, as one gets used very infrequently.
9. A budget of £10k remains available for the replacement of Woodmead parking machines.
10. Members should consider moving away from Flowbird to a new provider. Officers would advise a tiered deployment of machines, starting with the replacement of three machines in Woodmead car park and then Monmouth Beach machines in 2026/27 once officers are happy that the trial period has been successful.

## **IPS**

11. For the replacement of the three Woodmead car parking machines the total one-off cost would be £11,925. This includes three MS1 Standalone parking meters, delivery costs, installation and commissioning.
12. Transaction costs are 10p per card transaction. IPS are a PCI-DSS compliant payment services provider, so it would not require a third-party merchant to process the debit/credit card transaction payments, making this a saving on overall transaction costs. Originally, we were quoted 18p per card transaction, however IPS are so eager to do business with us, they agreed to match any other quotes we were offered.
13. There would be a free one year warranty, free training, and 12 months free DMS, back office system, thereafter £15 per machine per month.
14. For the further replacement of five Monmouth beach parking meters the total one-off cost would be £16,555. This includes three MS1 Standalone parking meters, two revolution upgrades, delivery costs, installation and commissioning. These prices will be held until April 2026.
15. IPS supply a large number of councils including Dorset Council, therefore logistically we're in a strong position.
16. I have reached out to a random selection of councils for their experience with IPS:  

“We have been customers of IPS for over 5 years and have gone from having 5 machines to over 70 in the city. The equipment is of a very high standard and downtimes are very minimal, the engineers are excellent, and unlike a number of providers should you have an inhouse team of engineers they can be trained on maintenance to help reduce the cost. The back-office system is really good and the ability to build and set your own tariffs in the system is a big step forward and saves time and money in send

configuration requests. With IPS also being their own merchant, all financial transactions are in one location this give a real granular level of detail to help with business planning, and I believe there are developments about to launch which will make the service even better for the customer. The service from Reg Bowdrey and the UK MD, Freddie is second to none and they are always only a phone call away. I cannot recommend IPS strongly enough” – Plymouth City Council.

“We have been very happy with the machines and customer service provided by them.” – Dorset Council

“We only have one machine, and that one is from IPS. We don't have any experience with any other provider. We chose IPS as Dorset Council use them too. IPS are very responsive and helpful. The back-end system is easy to use and provides a lot of information. The machine is easy to use and programme. However, we do find that everything has an additional charge, which most probably will be the same with every provider. Recently, due to a power cut, the main battery stopped working and we were told to charge it, however we do not have a cable for it. A cable costs £210.00 plus £30.00 delivery. Overall, I would recommend IPS. However, as I mentioned, I don't have experience with another provider.” – Shaftesbury Town Council

## **Metric**

17. For the replacement of the three Woodmead car parking machines the total one-off cost would be £12,445. This includes three Metric Universal machines, commissioning, delivery costs and installation.
18. Transaction costs are 13p per card transaction. Metric are a PCI-DSS compliant payment services provider, so it would not require a third-party merchant to process the debit/credit card transaction payments.
19. There would be a free one-year warranty, maintenance and Mi-Office back-office system, with no additional cost.
20. For the further replacement of five Monmouth beach parking meters the total one-off cost would be £16,500. This includes five Metric Universal machines, commissioning, but not delivery costs, and installation. These prices will be held until April 2026.
21. We currently have metric machines in Woodmead car park, so have an idea of the level of service they provide. We have been happy with the back-office systems and the infrastructure in the 10+ years they have been in place. The only downside has been how the machines have aged in the elements; however, machines have progressed in that time. There have been significant upgrades in that time. I was hoping to have some further references, however Metric have not provided us with a list of customers in the time frame required.

## **Flowbird**

22. For the replacement of the three Woodmead car parking machines the total one-off cost would be £9,900. This includes three Compact s5s, delivery costs, installation and commissioning. This is not the standard price; however, they have offered this quotation in light of previous and current issues. The standard cost of the machines would be £4,002 each.

23. Transaction costs are 10p per card transaction. Flowbird are a PCI-DSS compliant payment services provider, so it would not require a third-party merchant to process the debit/credit card transaction payments, making this a saving on overall transaction costs. This is a new service that wasn't provided when we installed the Monmouth Beach machines in March 2022.
24. Back-office costs would remain as currently contracted at £180 per machine per annum.
25. This includes 36 months warranty for the new terminals, in light of previous issues.
26. I have reached out to a random selection of councils for their experience with Flowbird:

"Plymouth City council has had had a number of Flowbird machines, Strada, Stelios and TPAL, and still currently have over 100 Flowbird on street however did say "The newer Flowbird are very temperamental". Lyme Regis Town Council has the newer model the S5." – Plymouth City Council

"I have had Flowbird machines for many years and find the service and infrastructure very good. We have recently had issues with the migration of the back-office system to a new server, but these issues were dealt with very quickly. If we report an issue with a machine, it is normally fixed within 1-2 days depending on when the call log was raised. The machines are very good with lots of functions that you couldn't get from any other service provider." – Wokingham Council

Naomi Cleal  
Finance manager  
October 2024

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Park and Ride 2025 and Outturn 2024

**Purpose**

To allow members to consider and approve the arrangements for the 2025 park and ride service and to receive information about the outturn for the 2024 service

**Recommendation**

a) Members approve First being appointed to operate the 2025 park and ride service for Lyme Regis at a cost of £880.81 per bus per day, i.e., a total cost of £72,226.42 for 82 days of operation and with a timetable operating between approximately 10.30am and 7.00pm to a service frequency of approximately 13 minutes and on the following dates.:

- 5 April to 21 April inclusive (every day, including weekdays) to cover Easter and school half-term (17 days)
- 3-5 May to cover the bank holiday weekend (3 days)
- 24 May to 1 June inclusive (every day, including weekdays) to cover school half term (9 days)
- All other June and July **weekends** from 7/8 June to 19/20 July inclusive (14 days)
- 24 July to 31 August inclusive, i.e., the entire school holiday period (every day, including weekdays) (39 days)

(This amounts to a total of 82 days)

b) Members approve the deployment of the same AA advanced signage as used in previous years at an estimated total cost of approximately £1,000 + VAT.

c) Members authorise officers to conclude a longer-term arrangement for the use of the existing privately-owned park and ride site subject to final approval of the detailed arrangements by the appropriate committee.

d) Members approve the following ticketing arrangements for the 2025 park and ride service:

- Adult single - £2.00 – unchanged from 2024
- Adult return - £3.50 – unchanged from 2024
- Child single - £1.50 – unchanged from 2024
- Child return - £2.50 – unchanged from 2024
- Group return (up to four people, not more than two adults) - £10.00 – new tariff introduced in 2024
- Group return (up to five people, not more than three adults) - £12.00 – Unchanged from 2024
- Concessionary passes NOT accepted – unchanged from 2024

- e) Members note the outcome information for the 2024 park and ride service, including about 21,500 ticket transactions during 66 days of operation at a total net cost to the council for the bus service only of approximately £8,517.00 (reduced from £10,901 in 2024).

## **2024 Analysis and Outturn**

1. The 2024 service operated at a loss, albeit one reduced from 2023. The 2024 figure is approximately £8,517.00 for 66 days of operation. The figures for 2023 were a loss of £10,901 for only 44 days of operation. In 2022, the figure was higher still, a loss of about £22,000, albeit public transport at that time was still recovering from the effects of COVID.
2. It is difficult to state an accurate number of passengers carried in 2024 because the recording system changed to one which captured ticket transactions rather than individual passengers. The number of ticket transactions in 2024 was about 21,500. Given the number of 'group' tickets sold, it is reasonable to conclude that at least 50,000 passengers were carried, probably more. It's also reasonable to conclude that the total number of cars using the site was at least equivalent to the number of transactions, and probably more.
3. The 2024 service was weather affected, especially over the Easter period. It was able to operate on only 66 of the planned 83 days. However, there were very few complaints received about the service and a number of compliments. The general view is that it continued to be very well-received by users. The operator provided a good quality of service with only minor issues relating to emergency roadworks and one day where there was a problem with their internal staff rostering.

## **2025 Service**

4. In 2024, prices were sought from eight bus operators, of whom three provided detailed proposals. That from First was favoured as being the most cost effective and it was also noted that they were the most experienced operator of the service, having provided it for six of the last seven years of operation.
5. The background to the operation and delivery of this service and the most recent decisions to seek prices from operators for the delivery of the 2024 park and ride service was set out in considerable detail in the report to Full Council on 25 October 2023 and in the update to Town Management and Highways on 3 January 2024 and members are referred to these reports for reference.
6. There was an expectation that the 2024 operator would continue to provide the service for both 2025 and 2026 in the absence of any adverse operational issues. First have indicated their willingness to continue to operate the service at 2024 prices plus a 3.1% inflationary increase. This figure, £880.81 per day for two buses and two drivers, is still some way below the next lowest equivalent quote in 2024 of £943.68, and the officer view is to continue to work with First for 2025.
7. Members have previously discussed the merits of moving to a three bus service covering Charmouth as well as Lyme, but the officer view is that the additional cost of about £400.00 per day (£32,800 for the entire 82 day period of operation) cannot be justified and will not be recouped from additional income.

8. The on-site improvements granted planning permission in 2024 are expected to be carried out, in part at least, by the landowner prior to the commencement of the 2025 service. Discussions are ongoing to finalise a long-term agreement with the landowner. Discussions are also ongoing about a potential switch to pay to park in 2026, with travel provided free-of-charge. This change has the potential to make the service cost neutral but has legal and other complications which officers are working to overcome. A further report will be brought to members to allow any necessary decisions to be made.

Mark Green  
Deputy town clerk  
October 2024

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Grant Request from the Lyme Regis Business Association

**Purpose of Report**

To allow members to consider a request from the Lyme Business Association to support a Christmas event in the town

**Recommendation**

Members consider the report and instruct the town clerk

**Background and Report**

1. On 14 and 15 December 2024, the Lyme Regis Business Association (LRBA) are putting together a sponsored Christmas weekend involving its businesses; the event coincides with the Christmas Tree Festival.
2. The event includes a best dressed window competition, live music across the town, choirs, singers and bands, some of the hospitality businesses are putting on food and drinks specials and there's a makers' mini market. There's also a proposal to provide a £10 Christmas feast at Woodmead Halls on Sunday 7 December.
3. To support the event, the council has been asked to sponsor two reindeers for two hours at a cost of £1,350; the proposed locations are the beach or outside the RNLI shop.
4. The council has been asked to support low-income residents who may not be able to afford the cost of the Christmas meal.
5. Rather than fund specific events, the council could make a grant available to the organisers and to allow them to pay for attractions as well as to subsidise meals at Woodmead Halls. If a grant of £1,500 is made, this would match the sum the LRBA aim to raise.
6. In return for council funding, the event organisers must publicise the council's support for the event.
7. The council can support the event through its Visit Lyme Regis site, newsletter, website, noticeboards, and social media platforms.
8. Because of the timescale and the requirement for further event development work by LRBA, it is proposed further decisions on the event are delegated to the town clerk in consultation with the chairman of the Tourism, Community and Publicity Committee.

John Wright  
Town clerk  
October 2024



**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Grant Request for a Pedestrian Footway

**Purpose of Report**

To allow members to consider a funding request from Uplyme Parish Council to provide a pedestrian footway on the B3165 adjacent to the Crogg Lane junction

**Recommendation**

Members consider the report and instruct the town clerk

**Background and Report**

1. Uplyme Parish Council has been pursuing the need for a footpath adjacent to the B3165 and Crogg Lane junction with the Devon County Council's highways' department for at least 10 years; the location and photographs are shown in **appendix 25A**, along with photograph
2. The rationale, the pedestrian route on this part of the B3135 is largely blind due to the alignment with traffic travelling at speed towards and away from Lyme Regis, especially during rush hours and school drop-off and pick-up times. At these times, many of the pedestrians are school children.
3. Although Devon County Council has a 'Safe Routes to School' policy, The Woodroffe School is in Dorset and is excluded from this policy.
4. The latest proposed solution from Devon County Council's highways' department is for a footway on the southern side of the road with a chicane installed to slow down traffic.
5. Devon County Council's highways' department has indicated the scheme will cost in the region of £100,000; it has also suggested contributions from local organisations would be looked upon favourably when the scheme is considered, i.e., a tangible demonstration of local support.
6. So far, Dorset Council has committed £5,000 to the project and Uplyme Parish Council has committed £3,000. If the town council wishes to contribute, a sum of £3,000 is suggested.

John Wright  
Town clerk  
October 2024

**Note for John Wright Clerk Lyme Regis Town Council**

**9 October 2024**

**B3165 Uplyme**

**Need for Pedestrian Footway Alongside Highway for School Students and**

**General Pedestrian Safety Reasons - Adjacent Crogg Lane Junction**

The need for a footpath/pavement in this section of B3165 has been a matter under consideration for many years. It was included in the Uplyme Neighbourhood plan that was approved by East Devon District Council in November 2017, but had been under discussion with Devon Highways for three or four years before this. The location is shown on the plan in the **Appendix** extracted from the Neighbourhood Plan as is an illustrative scheme.

However, the scheme has yet to be implemented. The reason for this section of footway being required is that for pedestrians the route they have to take is essentially blind, due to the alignment, with traffic travelling at speed towards and away from Lyme Regis, especially in the AM & PM rush hour and school 'drop off and pick up' times.

Many students at Woodroffe School come in from afar in Devon by car and bus, but many from Uplyme have to walk along this stretch of highway, which is most dangerous for them as well as general pedestrians, both during the day and also very much so during the hours of darkness.

The scheme and associated policy proposing this improvement was included within the Neighbourhood Plan that was endorsed by the examiner and as indicated, approved by East Devon DC and Devon Highways. Indeed, the sketch scheme in the Plan was prepared by Devon highways, but nothing has happened in the past 7 years since plan was approved.

This is despite continual pressure and lobbying of Devon Council's Highway officers, Directors and Chairs of Committees, [*notably the chairs of transport and education*], by myself and Uplyme PC.

Devon County Council has a 'Safe Routes to School' policy and 99% of schools in Devon do have a safe pedestrian route for students to access their schools. However, as will be appreciated, Woodroffe School is in the County of Dorset and despite the fact the very many students travel from Devon to the school with significant numbers walking along the B3165, from Uplyme, a safe route to the school has not been delivered.

In my view, this is essentially because the school is Dorset and not Devon, so it has 'fallen through the cracks'. Photograph provided below help demonstrate the challenges, difficulties and danger in this section of highway.

There is a property adjacent to this section of highway where the footway is needed called Broadway and in the past few years this has been in the process of being renovated by its new owner. At one time land where there is a stone wall on this side of the road, an area was to be used but due to difficulties in securing further land beyond this wall this may now not be the plan.

The latest idea from Devon is that the footway would probably be on the other southern side of the road but still with a chicane installed to slow traffic down.

Devon Highways have indicated that the scheme will cost in the region of £100,000. Contributions have been secured from Dorset Highways of £5000 and from Uplyme Parish

Council of £3000. The Devon Highways project officer has asked if there are other local organisations who might also contribute. Demonstrating local support in this tangible manner would assist in securing the balance of the funding from Devon Council.

Therefore, as Woodroffe School is in Lyme Regis and many of the school students walk through this area twice per day at the busiest time, when school buses, parents from further afield are taking other students to school by car as well as general journey to work traffic, a request has been made via Uplyme PC for a contribution from the Lyme Regis Town Council, which would ideally match that of Uplyme or whatever might be considered appropriate.

This note is therefore intended to provide some further background information as requested by the Clerk to the Council.

Many thanks for your consideration and support

Best wishes



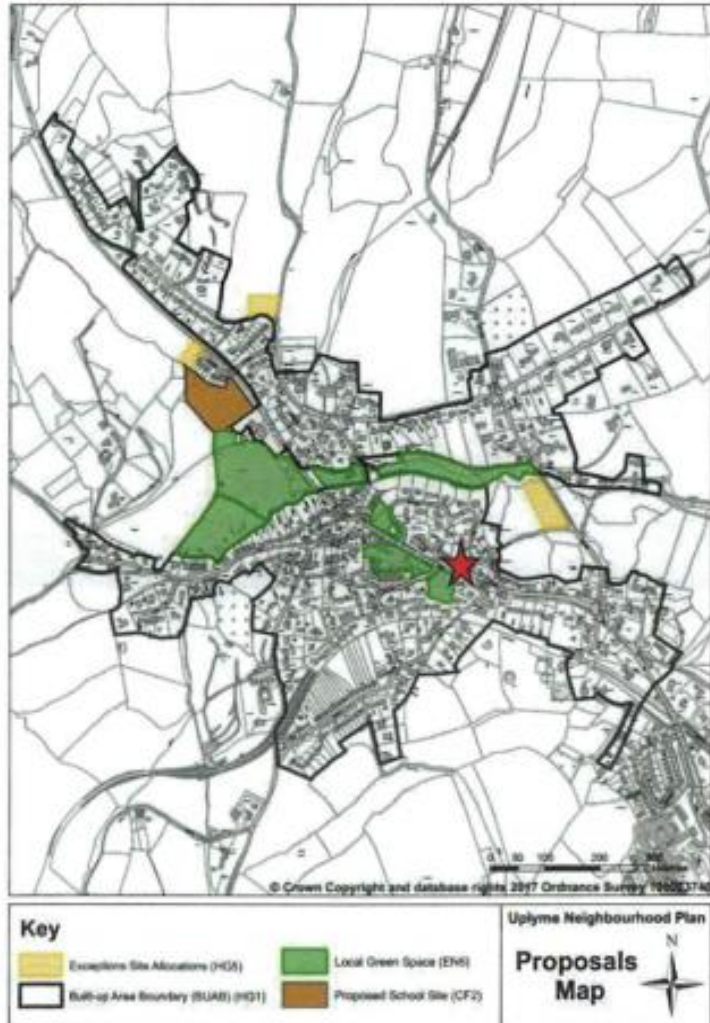
**Simon Williams MBE, BSc. DipTP, MSc, MRTPI**  
**Footprint Futures & Planning & Regeneration**  
**Member Uplyme Neighbourhood Plan Group**

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## Appendix A Proposals map



Traffic at Busy Times AM& PM  
Pedestrians have 2 options



Pedestrians have to Walk here



**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Grant Request for the Hire of a Dementia Bus

**Purpose of Report**

To inform members of a wellbeing event at Woodmead Halls on 6 December 2024 and to seek member approval for a grant of £495 towards the cost of hiring a dementia bus

**Report**

1. The social prescribing team of the Jurassic Coast primary care network is organising a community wellbeing event at Woodmead Halls on 6 December 2024.
2. Woodmead Halls Management Committee has agreed to free use of its facilities and the social prescribing team has asked the town council if it could:
  - provide free parking for the event; the town clerk has already consented to this
  - make a contribution to the 'dementia bus'.
3. The dementia bus is provided by an organisation called Train 2 Learn and is kitted-out to allow members of the public to simulate some of the feelings and sensations those suffering with dementia may experience whilst going through their daily activities.
4. The cost of the dementia bus is £990, excl. VAT. The cost includes a member of staff who takes visitors on the 'dementia journey'.
5. Discussions indicate a council contribution of 50%, i.e., £495, plus VAT, would enable the social prescribing team to lever in the remaining cost from other sponsors.

John Wright  
Town clerk  
October 2024

**Committee:** Full Council

**Date:** 27 October 2024

**Title:** Dorset Association of Parish and Town Council's Annual General Meeting

**Purpose of the Report**

To inform members of a motion to Dorset Association of Parish and Town Council's Annual General Meeting on 23 November 2024 proposing that the association makes changes to its constitution and becomes a company limited by guarantee

**Recommendation**

Members consider the report and briefing note and identify which member should cast a vote on behalf of the council at DAPTC's annual general meeting on 23 November 2024, consider the proposed motion in paragraph 3, and indicate to the voting member the council's views

**Background**

1. At last year's annual general meeting of Dorset Association of Parish and Town Council (DAPTC), its membership expressed a desire to be consulted on the transition to a company limited by guarantee.
2. The rationale for the change, the proposed motion, the transitional role of the executive committee, member engagement, the timetable and the next steps are detailed in the attached DAPTC briefing note, **appendix 27A**.

**Report**

3. For ease of reference, the proposed motion to DAPTC's annual general meeting is detailed below:

'To consider and if thought appropriate, approve DAPTC transitioning to a Company Limited by Guarantee (CLG) and authorising the Executive Committee to register such CLG before April 2025, with a view to the assets and operations of DAPTC being transferred to the CLG with effect from 1 April 2025 or such later date as the Executive Committee may determine.'

4. Members should identify which member<sup>3</sup> should cast a vote on behalf of the council at DAPTC annual general meeting, consider the proposed motion, and indicate to the voting member the council's views.

John Wright  
Town clerk  
October 2024

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<sup>3</sup> Cllrs Caroline Aldridge and John Trevena are appointed to DAPTC's western area committee and larger councils.



**ANNUAL GENERAL MEETING NOTIFICATION****23 November 2024 at 10am to 12 noon**

The following information is to be considered by member councils ahead of the 2024 AGM so that representatives attending can cast their single vote per council.

The AGM will be held online via Zoom as in previous years and the member information pack will be issued in mid-October with the other items to consider.

Could Clerks please add the information below to a meeting of council in October or November 2024 to guide representatives attending the AGM.

**Introduction**

As many as third of County Associations have made the change from a constituted body to that of a company limited by guarantee in the last 5-7 years. Even NALC, our national body is looking at such a change and currently seven other counties are investigating the option. No county associations having made this change, have reverted to an unincorporated status.

DAPTC sets out the rationale for the change below having sought at last year's AGM our membership desire to be consulted on the matter. This was overwhelmingly supported. We now move to the stage where we are asking for your vote to approve or reject that change becoming reality. The motion to progress or otherwise that change is show in 1. below.

If this first motion is approved, it will signal the termination of the constitution for DAPTC at midnight on 31 March 2025. In its place will be a company limited by guarantee made up of a 'placeholder' board responsible for the management of the organisation through to the board of directors being appointed at an AGM in November 2025.

If the motion 1 fails, the three other motions (2-4) will not be required.

**Here are the motions that will be considered:**

1. To consider and if thought appropriate, approve DAPTC transitioning to a Company Limited by Guarantee (CLG) and authorising the Executive Committee to register such CLG before April 2025, with a view to the assets and operations of DAPTC being transferred to the CLG with effect from 1 April 2025 or such later date as the Executive Committee may determine.

**Subject to the above point, to**

2. Authorise the Executive Committee to prepare a draft of the articles of association of the new CLG with a view to the finalised articles (following consultation) being formally approved by a further Extraordinary General Meeting (EGM) of DAPTC to be held in March 2025.



3. Authorise the Executive Committee to appoint, from within its own members, the first, 'placeholder' Board of Directors of the CLG to enable this to be registered at Companies House in advance of 1 April 2025 to facilitate the transfer of DAPTC assets and operations to the CLG.
4. Authorise the Executive Committee to appoint, from within its own members or by co-option, individuals to act as an interim CLG Board of Directors from April 2025 until the 2025 AGM in November, at which point such Directors will stand down and the full CLG Board will be elected.

## **SUPPORTING INFORMATION**

### **Why is the change required?**

- Protect member councils and those in key roles from unexpected liabilities for e.g., members of the Executive Committee currently carry a personal financial burden if DAPTC ceased to exist and had any debts or legal obligations. This simply is not fair or reasonable on those individuals.
- The DAPTC Area Committee structure aligns with the former district councils. This structure does not tie into any structures that exist within the unitary councils created in 2019.
- Not fully representative of all members, as membership engagement is inconsistent across the county and the area committee structure.
- Like many member councils, we carry a number of vacancies within our governance structure which if full would extend to make up an Executive Committee of twenty-two.
- Development and strengthening of the Association now and for the future requires input from individuals with a mixture of specialist backgrounds, not solely elected members. It should not be purely based on appointment to area committee roles for DAPTC to be able to draw on input from specialists in the sector. Examples may be the Clerk community and officers at Dorset and BCP Council. It could also be participation of subject matter experts where that will benefit member councils.

### **What won't be changing even if the membership votes yes to establishing a company limited by guarantee?**

- What DAPTC do day to day, week to week and month to month for members will not alter. This change to a CLG will not herald a complete change in purpose or activities DAPTC undertake. We will naturally want to ensure we maintain our relevance and supportive nature to councils in membership.

Below is an illustration of the activities undertaken by DAPTC currently.



## Member Engagement

The membership of councils, clerks and elected members has changed dramatically since the pandemic when everyone ventured online. Almost all meetings prior to that period were held in person covering a variety of topics.

There are now many ways that DAPTC Representatives and councillors and clerks get updates:

- Teams or Zoom briefings and updates
- Conferences
- Working Together Webinars – themed session on a wide range of topics
- Weekly e-news containing updates from unitary councils and our national body NALC
- Social media and website content

## Timeline for the potential changes:

- ✓ **Nov 2023** – DAPTC members gave the go ahead for this consultation and vote to change the legal status of DAPTC. (Completed)
- **Sep-Nov 2024** – DAPTC member councils consider the change in legal status ahead of the 2024 AGM
- **23 Nov 2024** – DAPTC member councils vote to approve or otherwise the change to a CLG on 1 April 2025. If approved, members vote to enable the current Executive Committee to handle the transition through to the Extraordinary General Meeting in March 2025 and then to the AGM in November 2025.
- **Dec 2024 to Mar 2025** – consult members on the articles of association and structure for member engagement. This is important as it is the one change that may be different subject to your input between January and March 2025. We will provide some options for member engagement to ensure your issues and concerns get flagged up to DAPTC for action.
- **Apr to Nov 2025** – ‘placeholder’ board drawn from the current Executive Committee prepare the organisation for the 2025 AGM in November.

- **Nov 2025** – new board structure elected by member councils having sought names for the roles after Annual Meetings of member councils in April/May.
- **Post Nov 2025** – new board in position.

**Recommendation by the current Executive Committee**

The current serving Executive Committee recommend the move to a CLG in the timescale outlined and for the supporting actions in motions 2-4.

DAPTC has sought legal support to ensure any change approved by members is done correctly.

**Next steps for Clerk to the council:**

1. Table the item on a future council meeting agenda in October and November so that the vote for council can be placed by the AGM delegate for your preferred outcome.
2. Look out for the AGM member information pack in October so that the delegate attending on 23 November 2024 registers to be able to cast their vote.
3. Ensure the delegate remembers to attend – reminder notifications will be issued to those that have registered beforehand.

If you have any questions, please let DAPTC know by responding to this email.

Only votes cast (one per member council) at the AGM online 23 November 2024 will count.

END.

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** Dorset Council's Draft Council Plan

**Purpose of Report**

To allow members to consider Dorset Council's draft council plan and to offer comment

**Recommendation**

Members consider Dorset Council's draft council plan and delegate its response to the town clerk in consultation with the mayor and two other members

**Background**

1. The draft plan is informed by Dorset Council's Big Conversation that took place during late-summer 2024. The Big Conversation centred around four strategic priorities: communities for all, respond to the climate crises, provide high quality housing and grow our economy.

**Report**

2. On 16 October 2024, the town clerk received a draft of Dorset Council's new council plan, **appendix 28A**.
3. The plan can be accessed at: <http://www.dorsetcouncil.gov.uk/draft-council-plan-2024-to-2029>
4. The plan is still at a draft stage and has not been professionally designed. The plan will be designed when the content is finalised.
5. The draft will be discussed at Dorset Council's Joint Overview Committee on 29 October 2024
6. The town council now has the opportunity to provide feedback on the plan to Dorset Council by 8 November 2024. This can be done by:
  - using the link in paragraph 1
  - completing a Word document electronically and emailing to [communitues@dorsetcouncil.gov.uk](mailto:communitues@dorsetcouncil.gov.uk)
  - by printing the PDF document, completing it by hand, scanning it to the Communities Team, Dorset Council, County Hall, Colliton Park, Dorchester DT1 1XJ.
7. After the responses have been gathered, the draft will be refreshed and the updated plan will go to Dorset Council's Cabinet on 19 November 2024 and then to its Full Council on 5 December 2024 for approval.

John Wright  
Town clerk  
October 2024

**Committee:** Full Council

**Date:** 23 October 2024

**Title:** List of Payments

**Purpose of Report**

To inform members of the payments made in the months of August and September 2024

**Recommendation**

Members note the report and approve the attached schedule of payments in August & September 2024 for the sums of £428,265.91 and £249,227.58, respectively

**Background**

1. Lyme Regis Town Council's Financial Regulations, section 5.2, state:

'A schedule of payments forming part of the agenda for the meeting shall be prepared by the finance officer. Petty cash reimbursement will be reported as a total when re-imburement takes place, unless this exceeds £200 per month, when full details will be provided. The relevant invoices will be made available for inspection at the council offices. If the schedule is in order, it shall be approved by a resolution of the council.'

**Report**

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of August and September 2024 **appendices 29A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King  
Finance assistant  
October 2024

## APPENDIX 29A

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for August 2024</u>				<u>428,265.91</u>			
		<u>Total</u>							
<u>Date</u>	<u>Supplier</u>	<u>Detail</u>	<u>Frequency</u>	<u>Payment Type</u>	<u>Amount</u>	<u>Probable VAT Code*</u>	<u>Probable VAT*</u>	<u>Probable Net*</u>	<u>Indicative Expenditure Category</u>
<b>NAT WEST BANK</b>									
12-Aug	HMRC VAT	VAT return	Quarterly	DD	129,049.30	0%	-	129,049.30	VAT
15-Aug	BANKLINE	Bank charges	Monthly	BLN	45.10	0%	-	45.10	Office Expenses
19-Aug	HMRC NDDS	Tax and NI contributions - July 24	Monthly	DD	19,104.22	0%	-	19,104.22	Staffing
20-Aug	WORLDPAY	Transaction charges	Monthly	DD	40.58	0%	-	40.58	Office Expenses
20-Aug	WORLDPAY	Transaction charges	Monthly	DD	25.62	0%	-	25.62	Office Expenses
22-Aug	SALARIES	August salaries	Monthly	EBP	55,294.11	0%	-	55,294.11	Staffing
30-Aug	BANK CHARGES	Bank charges	One off	CHG	12.00	0%	-	12.00	Office Expenses
30-Aug	HMRC NDDS	Tax and NI contributions - August	Monthly	DD	18,561.47	0%	-	18,561.47	Staffing
					<b>Total</b>	<b>222,132.40</b>			
<b>LLOYDS BANK</b>									
01-Aug	NEXT DAY PAINT	External supplies	One off	DEB	95.91	20%	15.99	79.93	Outside Works
01-Aug	ZOOM	Subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
02-Aug	START SAFETY	Traffic cones	One off	DEB	291.12	20%	48.52	242.60	Outside Works
02-Aug	MORRISONS	Food for staff event	One off	DEB	124.50	0%	-	124.50	Office Expenses
02-Aug	AMAZON	Civic day resources	One off	DEB	28.95	20%	4.83	24.13	Democratic represent
02-Aug	GIFGGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	12.50	Utilities
02-Aug	MARINE THEATRE	Term Grant	Quarterly	FPO	5,500.00	0%	-	5,500.00	Grants
02-Aug	DAMORY	Bus subsidy	Monthly	FPO	4,104.24	0%	-	4,104.24	Rents
02-Aug	LR REGATTA	Contribution to fireworks displays	One off	FPO	4,000.00	0%	-	4,000.00	Unbudgeted Expendit
02-Aug	PC THOMASON	Jubilee pavilion repairs	One off	FPO	3,200.00	0%	-	3,200.00	Projects
02-Aug	AB FIRE SOLUTIONS	Fire safety report beach store	One off	FPO	2,640.00	20%	440.00	2,200.00	Projects
02-Aug	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	2,311.20	20%	385.20	1,926.00	Outside Works
02-Aug	LITTLE GREEN CHANGE	Hedgerow education project	One off	FPO	1,086.39	0%	-	1,086.39	Projects
02-Aug	G CROOKS	Top soil	One off	FPO	979.78	20%	163.30	816.48	Outside Works
02-Aug	DORSET COUNCIL	Operations manager advert	One off	FPO	263.28	0%	-	263.28	Staffing
02-Aug	DORSET COUNCIL	Anning road section 62	One off	FPO	650.00	0%	-	650.00	Unbudgeted Expendit
02-Aug	FOOTPRINT FUTURES	Planning training workshop	One off	FPO	1,000.00	0%	-	1,000.00	Office Expenses
02-Aug	JADE SECURITY	Cash collections	Monthly	FPO	745.26	20%	124.21	621.05	Outside Works
02-Aug	DAPTC	Equality and diversity training	One off	FPO	602.00	0%	-	602.00	Staffing
02-Aug	B CLEANING	Office cleaning	Monthly	FPO	480.00	0%	-	480.00	Office Expenses
02-Aug	BUGLARS	Vehicle repairs	One off	FPO	442.69	20%	73.78	368.91	Outside Works
02-Aug	M STAINER	Party in the park performance	One off	FPO	375.00	0%	-	375.00	Projects
02-Aug	AXE SKIP HIRE	Skip hire	One off	FPO	366.00	20%	61.00	305.00	Outside Works
02-Aug	MOLE AVON	External supplies	One off	FPO	335.94	20%	55.99	279.95	Outside Works
02-Aug	SCREWFIX	External supplies	One off	FPO	313.71	20%	52.29	261.43	Outside Works
02-Aug	KELTIC CLOTHING	Staff uniform	One off	FPO	303.28	0%	-	303.28	Staffing
02-Aug	CREATIVE SOLUTIONS	Car park signage	One off	FPO	248.43	20%	41.41	207.03	Outside Works
02-Aug	SPEEDY ASSET	Party in the park generators	One off	FPO	239.74	20%	39.96	199.78	Projects
02-Aug	SIX PAYMENT	Transaction charges	Monthly	FPO	190.01	0%	-	190.01	Outside Works
02-Aug	IEP	Seafront pest control	Monthly	FPO	180.00	0%	-	180.00	Outside Works
02-Aug	TRAVIS PERKINS	External supplies	One off	FPO	155.76	20%	25.96	129.80	Outside Works
02-Aug	GLASDON	Memorial plaque	One off	FPO	136.67	20%	22.78	113.89	Outside Works
02-Aug	EUROFFICE	Office stationary	One off	FPO	135.12	20%	22.52	112.60	Office Expenses
02-Aug	LR FOOTBALL CLUB	Use of club - Mayor making	One off	FPO	135.00	0%	-	135.00	Democratic represent
02-Aug	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	116.40	20%	19.40	97.00	Outside Works
02-Aug	CLARITY COPIERS	Photocopier usage	Monthly	FPO	112.16	20%	18.69	93.47	Office Expenses
02-Aug	KAL MARQUEES	Toilet hire - Mini golf	Monthly	FPO	110.88	20%	18.48	92.40	Projects
02-Aug	ARTHUR FORDHAMS	External supplies	One off	FPO	110.77	20%	18.46	92.31	Outside Works
02-Aug	G & A COMMERCIALS	Vehicle maintenance	One off	FPO	110.26	20%	18.38	91.88	Outside Works

02-Aug VOICEWORX	Band performance	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
02-Aug LEONIE PRATER	Band performance	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
02-Aug KINGSBURY	Band performance	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
02-Aug DECLAN DUFFY	Band performance	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
02-Aug PODPOINT	Admin fee	Quarterly	FPO	94.99	20%	15.83	79.16	Outside Works
02-Aug NPOWER	Electricity charges - Beach store	Monthly	FPO	90.51	5%	4.31	86.20	Utilities
02-Aug METRIC	Hosting charges	Monthly	FPO	43.20	20%	7.20	36.00	Outside Works
02-Aug RED PANDA	Party in the park food	One off	FPO	36.24	20%	6.04	30.20	Projects
02-Aug A.S SECURITY ALARM	Office alarm repair	One off	FPO	25.80	20%	4.30	21.50	Outside Works
05-Aug DANDAS	External supplies	One off	DEB	272.50	20%	45.42	227.08	Outside Works
05-Aug SQUARE	Team plus till point system	Monthly	DEB	20.00	0%	-	20.00	Outside Works
05-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
06-Aug GARAGE DOORS	Garage door parts	One off	DEB	57.59	20%	9.60	47.99	Outside Works
08-Aug YU ENERGY	Electricity charges- WM car park	Monthly	DD	1,550.06	20%	258.34	1,291.72	Utilities
08-Aug YU ENERGY	Electricity charges- MB car park	Monthly	DD	1,056.07	20%	176.01	880.06	Utilities
08-Aug YU ENERGY	Electricity charges- Marine parade	Monthly	DD	603.91	20%	100.65	503.26	Utilities
08-Aug YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	279.51	20%	46.59	232.93	Utilities
08-Aug YU ENERGY	Electricity charges- Office	Monthly	DD	229.41	20%	38.24	191.18	Utilities
08-Aug YU ENERGY	Electricity charges- Guildhall	Monthly	DD	141.90	20%	23.65	118.25	Utilities
08-Aug YU ENERGY	Electricity charges- Guildhall	Monthly	DD	121.32	20%	20.22	101.10	Utilities
08-Aug YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	117.75	20%	19.63	98.13	Utilities
08-Aug YU ENERGY	Electricity charges- Guildhall	Monthly	DD	97.77	20%	16.30	81.48	Utilities
08-Aug YU ENERGY	Electricity charges- Showers on the beach	Monthly	DD	88.27	20%	14.71	73.56	Utilities
08-Aug YU ENERGY	Electricity charges- Playing fields	Monthly	DD	81.44	20%	13.57	67.87	Utilities
08-Aug YU ENERGY	Electricity charges- Marine parade	Monthly	DD	75.45	20%	12.58	62.88	Utilities
08-Aug YU ENERGY	Electricity charges- Workshop	Monthly	DD	29.88	20%	4.98	24.90	Utilities
08-Aug YU ENERGY	Electricity charges- Cobb road	Monthly	DD	17.49	20%	2.92	14.58	Utilities
08-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
08-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
09-Aug THE DRAWING OFFICE	Architectural services-Amenities hut	One off	FPO	6,067.59	20%	1,011.27	5,056.33	Projects
09-Aug TOPSPARKS	Electrical work	One off	FPO	2,385.86	20%	397.64	1,988.22	Outside Works
09-Aug STAFF	Staff party expenses	One off	FPO	200.71	0%	-	200.71	Office Expenses
12-Aug UNITY 5	Zatpark charges	Monthly	DD	545.28	20%	90.88	454.40	Outside Works
12-Aug BARCLAYCARD	Transaction charges	Monthly	DD	58.44	0%	-	58.44	Outside Works
12-Aug YU ENERGY	Electricity charges- Sewerage pumping station	Monthly	DD	56.51	20%	9.42	47.09	Utilities
12-Aug BARCLAYCARD	Transaction charges	Monthly	DD	19.35	0%	-	19.35	Outside Works
12-Aug TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Aug TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Aug MAILCHIMP	Subscription	Monthly	DEB	12.33	20%	2.06	10.28	Office Expenses
12-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
12-Aug CUSTOMER	Refund for beach hut booking	One off	FPO	320.00	0%	-	320.00	Refunds
12-Aug CUSTOMER	Refund for beach hut booking	One off	FPO	160.00	0%	-	160.00	Refunds
12-Aug CUSTOMER	Refund MB car park payment	One off	FPO	42.00	0%	-	42.00	Refunds
12-Aug CUSTOMER	Refund for beach hut booking	One off	FPO	28.00	0%	-	28.00	Refunds
12-Aug CUSTOMER	Refund for beach hut booking	One off	FPO	14.00	0%	-	14.00	Refunds
12-Aug CUSTOMER	Refund for beach hut booking	One off	FPO	9.50	0%	-	9.50	Refunds
14-Aug ALLSTAR	Fuel charges	Monthly	DD	557.09	20%	92.85	464.24	Outside Works
14-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
14-Aug YELLOWBOX	Staff clothing	One off	FPO	1,125.84	20%	187.64	938.20	Staffing
15-Aug AIB	Transaction charges	Monthly	DD	1,031.87	0%	-	1,031.87	Outside Works
15-Aug SOUTH WEST WATER	Water charges- MP toilets	Monthly	DD	185.00	0%	-	185.00	Utilities
15-Aug EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	70.44	Utilities
16-Aug SAGE SOFTWARE LTD	Software subscription	Monthly	DD	415.20	20%	69.20	346.00	Office Expenses
19-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	6.67	Utilities
19-Aug GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
19-Aug GIFFGAFF	Mobile bundle	Monthly	FPI	6.00	20%	1.00	5.00	Utilities
20-Aug EDF ENERGY	Gas charges- Office	Monthly	DD	182.97	20%	30.50	152.48	Utilities
20-Aug WORLDPAY	Transaction charges	Monthly	DD	72.17	0%	-	72.17	Office Expenses
20-Aug WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses



20-Aug	EBAY	Mini golf stickers	One off	DEB	11.32	20%	1.89	9.43	Office Expenses
20-Aug	GARAGE DOOR	Garage door parts	One off	DEB	10.09	20%	1.68	8.41	Outside Works
21-Aug	DC PENSION FUND	Pension contribution	Monthly	FPO	15,056.38	0%	-	15,056.38	Staffing
22-Aug	EDF ENERGY	Electricity charges- Unmetered pay and display machine	Monthly	DD	224.08	5%	10.67	213.41	Utilities
22-Aug	VPW SYSTEMS	Email hosting costs	Annually	DD	59.40	20%	9.90	49.50	Marketing & Tourism
23-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
23-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
27-Aug	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
27-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
27-Aug	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
27-Aug	WRENCON	Amenities hut project	One off	FPO	43,655.83	20%	7,275.97	36,379.86	Projects
27-Aug	CRICKMAY STARK	Professional services- beach store/cemetery lodge	One off	FPO	21,015.93	20%	3,502.66	17,513.28	Office Expenses
27-Aug	DRAWING OFFICE	Architectural services-Amenities hut	One off	FPO	6,067.59	20%	1,011.27	5,056.33	Projects
28-Aug	PARKING SHOP DIRECT	Parking ticket wallets	One off	DEB	196.80	20%	32.80	164.00	Outside Works
28-Aug	JRB ENTERPRISES	Dog waste bags	One off	DEB	179.40	20%	29.90	149.50	Outside Works
29-Aug	ALLSTAR	Fuel charges	Monthly	DD	579.25	20%	96.54	482.71	Outside Works
29-Aug	DW WINDSOR	Street lamps	One off	FPO	16,071.10	20%	2,678.52	13,392.58	Projects
29-Aug	OAKHAM FABRICATION	Garden handrails	One off	FPO	14,880.00	20%	2,480.00	12,400.00	Projects
29-Aug	THE TOWN MILL	Regeneration grant	One off	FPO	10,000.00	0%	-	10,000.00	Projects
29-Aug	H C LEWIS	Garden path works	One off	FPO	7,224.00	20%	1,204.00	6,020.00	Projects
29-Aug	OVERTON	Vehicle maintenance	One off	FPO	3,184.98	20%	530.83	2,654.15	Outside Works
29-Aug	DORSET COUNCIL	Waste collection	Monthly	FPO	2,895.98	0%	-	2,895.98	Outside Works
29-Aug	HOLMES & BLACKMORE	Chalet checks and repairs	One off	FPO	1,991.45	0%	-	1,991.45	Outside Works
29-Aug	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1,681.20	20%	280.20	1,401.00	Outside Works
29-Aug	JADE SECURITY	Cash collections	Monthly	FPO	1,006.01	20%	167.67	838.34	Outside Works
29-Aug	NEWSQUEST	Operations manager advert	One off	FPO	960.00	20%	160.00	800.00	Staffing
29-Aug	VIRGILS WINDOWS	Window cleaning	Annually	FPO	852.00	0%	-	852.00	Outside Works
29-Aug	TRAVIS PERKINS	External supplies	One off	FPO	822.83	20%	137.14	685.69	Outside Works
29-Aug	CALEB MORRIS	Repair garden lights cable	One off	FPO	801.32	20%	133.55	667.77	Outside Works
29-Aug	G CROOK	Top soil	One off	FPO	635.71	20%	105.95	529.76	Outside Works
29-Aug	LR BOWLS CLUB	Community grant	One off	FPO	500.00	0%	-	500.00	Grants
29-Aug	B CLEANING	Office cleaning	Monthly	FPO	495.00	0%	-	495.00	Office Expenses
29-Aug	SCREWFIX	External supplies	One off	FPO	461.71	20%	76.95	384.76	Outside Works
29-Aug	DORSET HEALTHCARE	Occupational health referral	One off	FPO	297.00	0%	-	297.00	Office Expenses
29-Aug	LR POWER BOAT	Civic day refreshments and hire	One off	FPO	282.50	0%	-	282.50	Democratic represent
29-Aug	IEP	Pest control	Monthly	FPO	245.00	0%	-	245.00	Outside Works
29-Aug	ROSE OF JERICO	Guildhall site visit and report	One off	FPO	225.00	20%	37.50	187.50	Outside Works
29-Aug	SIX PAYMENT	Transaction charges	Monthly	FPO	218.93	0%	-	218.93	Outside Works
29-Aug	BRUNEL	Bench plaque	One off	FPO	192.12	20%	32.02	160.10	Outside Works
29-Aug	ARTHUR FORDHAMS	External supplies	One off	FPO	134.73	20%	22.46	112.28	Outside Works
29-Aug	ADRIANNE MULLINS	Cobb gate community park run grant	One off	FPO	125.85	0%	-	125.85	Grants
29-Aug	LR MUSEUM	Fossil polishing- Civic day	One off	FPO	125.00	20%	20.83	104.17	Democratic represent
29-Aug	TOPSPARKS	Electrical works on car park machines	One off	FPO	108.00	20%	18.00	90.00	Outside Works
29-Aug	ECOM6	Payment services- August	Monthly	FPO	103.08	20%	17.18	85.90	Outside Works
29-Aug	STOKE SUB HAMDON	Band performance	One off	FPO	100.00	0%	-	100.00	Marketing & Tourism
29-Aug	ADVANTAGE DIGITAL PRINT	Loyalty cards	One off	FPO	69.38	20%	11.56	57.82	Office Expenses
29-Aug	STAFF	Travel expenses	One off	FPO	60.84	0%	-	60.84	Staffing
29-Aug	SW HYGIENE	Yellow bag disposal	Monthly	FPO	57.22	20%	9.54	47.68	Outside Works
29-Aug	NPOWER	Electricity charges- Beach store	Monthly	FPO	45.99	5%	2.19	43.80	Utilities
29-Aug	CREATIVE SOLUTIONS	Garden signs	One off	FPO	40.34	20%	6.72	33.62	Outside Works
29-Aug	SOUTH WEST WATER	Water charges- Harbourmaster store	Quarterly	FPO	36.08	0%	-	36.08	Utilities
29-Aug	DAPTC	Planning training course	One off	FPO	30.00	0%	-	30.00	Office Expenses
29-Aug	MOLE AVON	External supplies	One off	FPO	12.00	20%	2.00	10.00	Outside Works
30-Aug	IP OFFICE	Office phone	Monthly	DD	594.26	20%	99.04	495.22	Utilities
				Total	<u>206,115.35</u>				
				Petty Cash	<u>18.16</u>				





## APPENDIX 29B

<b>Lyme Regis Town Council</b>									
<b>Payments list for September 2024</b>									
					<b>249,227.58</b>				
<b>Total</b>									
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
<b>NAT WEST BANK</b>									
02-Sep	DC RATES	Rates	Monthly	DD	21,611.43	0%	-	21,611.43	Utilities
02-Sep	DC RATES	Rates	Monthly	DD	654.80	0%	-	654.80	Utilities
02-Sep	DC RATES	Rates	Monthly	DD	344.15	0%	-	344.15	Utilities
02-Sep	C POWLEY	Use of strawberry fields	Annually	SO	50.00	0%	-	50.00	Rents
16-Sep	BANKLINE	Bank charges	Monthly	BLN	46.00	0%	-	46.00	Office Expenses
19-Sep	WORLDPAY	Transaction charges	Monthly	DD	296.32	0%	-	296.32	Office Expenses
19-Sep	WORLDPAY	Transaction charges	Monthly	DD	26.46	0%	-	26.46	Office Expenses
25-Sep	SALARIES	Staff salaries - September 24	Monthly	EBP	54,158.48	0%	-	54,158.48	Staffing
					<b>Total</b>				
					<b>77,187.64</b>				
<b>LLOYDS BANK</b>									
02-Sep	INVESTEC	Franking machine lease	Bi-Monthly	DD	357.11	20%	59.52	59.52	Office Expenses
02-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	15.00	20%	2.50	354.61	Utilities
02-Sep	ZOOM	Subscription	Monthly	DEB	12.99	20%	2.17	12.84	Office Expenses
03-Sep	SQUARE	Team plus till point system	Monthly	DEB	20.00	0%	-	12.99	Outside Works
03-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	19.00	Utilities
04-Sep	AMAZON	Office stationary	One off	DEB	50.71	20%	8.45	2.45	Office Expenses
06-Sep	CLEANING 4U	Black sacks	One off	DEB	1,953.60	20%	325.60	274.89	Outside Works
06-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	1,952.27	Utilities
06-Sep	CUSTOMER	Key deposit refund	One off	FPO	20.00	0%	-	8.00	Refunds
06-Sep	CUSTOMER	Key deposit refund	One off	FPO	20.00	0%	-	20.00	Refunds
06-Sep	CUSTOMER	Key deposit refund	One off	FPO	20.00	0%	-	20.00	Refunds
06-Sep	CUSTOMER	Refund for wedding extras	One off	FPO	20.00	0%	-	20.00	Refunds
09-Sep	YU ENERGY	Electricity charges- Hill road	Monthly	DD	1,724.16	20%	287.36	267.36	Utilities
09-Sep	YU ENERGY	Electricity charges - MB car park	Monthly	DD	1,702.40	20%	283.73	1,440.43	Utilities
09-Sep	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	868.58	20%	144.76	1,557.64	Utilities
09-Sep	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	273.52	20%	45.59	822.99	Utilities
09-Sep	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	161.22	20%	26.87	246.65	Utilities
09-Sep	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	141.18	20%	23.53	137.69	Utilities
09-Sep	YU ENERGY	Electricity charges- Showers	Monthly	DD	127.87	20%	21.31	119.87	Utilities
09-Sep	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	112.75	20%	18.79	109.08	Utilities
09-Sep	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	97.77	20%	16.30	96.46	Utilities
09-Sep	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	94.54	20%	15.76	82.01	Utilities
09-Sep	YU ENERGY	Electricity charges - Marine parade	Monthly	DD	88.35	20%	14.73	79.82	Utilities
09-Sep	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	88.15	20%	14.69	73.66	Utilities
09-Sep	YU ENERGY	Electricity charges- Workshop	Monthly	DD	30.12	20%	5.02	83.13	Utilities
09-Sep	YU ENERGY	Electricity charges- Cobb road	Monthly	DD	21.25	20%	3.54	26.58	Utilities
09-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	19.58	Utilities
09-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	8.33	Utilities
09-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	9.00	Utilities
10-Sep	UNITY 5	Zatpark charges	Monthly	DD	551.16	20%	91.86	85.86	Outside Works
10-Sep	BARCLAYCARD	Transaction charges	Monthly	DD	68.49	0%	-	551.16	Outside Works
10-Sep	YU ENERGY	Electricity charges- Sewerage pumping station	Monthly	DD	55.72	20%	9.29	59.20	Utilities
10-Sep	BARCLAYCARD	Transaction charges	Monthly	DD	19.31	0%	-	55.72	Outside Works
10-Sep	ZATPARK	Zatpost top up	One off	DEB	100.00	0%	-	19.31	Outside Works
11-Sep	PITNEY BOWES	Franking machine top up	One off	DD	50.00	0%	-	100.00	Office Expenses
11-Sep	MAILCHIMP	Subscription for business briefing	Monthly	DEB	11.96	20%	1.99	48.01	Office Expenses
11-Sep	RECOAIR	Air conditioning maintenance	Annually	FPO	216.00	20%	36.00	24.04	Outside Works
11-Sep	STAFF	Travel expenses	One off	FPO	185.95	0%	-	216.00	Staffing
11-Sep	ZORO	External supplies	One off	FPO	100.20	20%	16.70	169.25	Outside Works

11-Sep	IMAGIN	ID Badges	One off	FPO	50.64	20%	8.44	91.76	Staffing
11-Sep	GIFFGAFF	Mobile bundle	Monthly	FPO	6.00	20%	1.00	49.64	Utilities
12-Sep	TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Sep	TAKEPAYMENTS	Transaction charges	Monthly	DD	6.00	20%	1.00	5.00	Office Expenses
12-Sep	FRESH AIR FITNESS	Gym equipment	One off	FPO	14,999.40	20%	2,499.90	- 2,493.90	Projects
12-Sep	ABA GROUND CARE	Hi-sun maintenance	Annually	FPO	973.24	20%	162.21	14,837.19	Outside Works
13-Sep	WRENCON	Amenities certificate number 4	One off	FPO	46,836.00	20%	7,806.00	- 6,832.76	Projects
13-Sep	THE DRAWING OFFICE	Amenities hut- Architectural services	One off	FPO	3,451.07	20%	575.18	46,260.82	Projects
13-Sep	STAFF	Expenses	One off	FPO	367.51	0%	-	3,451.07	Staffing
16-Sep	AIB	Transaction charges	Monthly	DD	1,111.99	0%	-	367.51	Outside Works
16-Sep	SOUTH WEST WATER	Water charges- 30 Holiday chalets	Quarterly	DD	841.93	0%	-	1,111.99	Utilities
16-Sep	SOUTH WEST WATER	Water charges - Lister gardens	Quarterly	DD	508.13	0%	-	841.93	Utilities
16-Sep	ALLSTAR	Fuel usage	Monthly	DD	437.19	20%	72.87	435.27	Outside Works
16-Sep	SAGE	Software subscription	Monthly	DD	415.20	20%	69.20	367.99	Office Expenses
16-Sep	SOUTH WEST WATER	Water charges- Shelters	Quarterly	DD	293.78	0%	-	415.20	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Candles on the cobb	Quarterly	DD	269.35	0%	-	293.78	Utilities
16-Sep	SOUTH WEST WATER	Water charges MB bowling green	Quarterly	DD	220.06	0%	-	269.35	Utilities
16-Sep	SOUTH WEST WATER	Water charges- MB chalets	Quarterly	DD	197.81	0%	-	220.06	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Town Hall	Quarterly	DD	195.56	0%	-	197.81	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Marine parade toilets	Monthly	DD	185.00	0%	-	195.56	Utilities
16-Sep	SOUTH WEST WATER	Water charges- LR Tourist	Quarterly	DD	129.34	0%	-	185.00	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Bathing station	Quarterly	DD	116.11	0%	-	129.34	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Cemetery	Quarterly	DD	94.80	0%	-	116.11	Utilities
16-Sep	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	80.71	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Scout hut	Quarterly	DD	70.93	0%	-	84.53	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	32.07	0%	-	70.93	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Trough	Quarterly	DD	28.84	0%	-	32.07	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Langmoor gardens	Quarterly	DD	27.23	0%	-	28.84	Utilities
16-Sep	SOUTH WEST WATER	Water charges- Boat area MB	Quarterly	DD	27.23	0%	-	27.23	Utilities
16-Sep	YU ENERGY	Disconnection/reconnection- Amenities hut	One off	DEB	840.00	20%	140.00	- 112.77	Projects
16-Sep	THE PILOT BOAT	Meal expenses	One off	DEB	59.40	0%	-	840.00	Office Expenses
16-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	58.40	Utilities
16-Sep	BAGWELLS	Beach store- Certificate 1	One off	FPO	35,031.55	20%	5,838.59	- 5,832.59	Projects
17-Sep	EDF ENERGY	Gas charges- Office	Monthly	DD	164.40	5%	7.83	35,023.72	Utilities
17-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	163.40	Utilities
17-Sep	M&S MERCANTILE	Toilet tissue	One off	FPO	997.20	20%	166.20	- 160.20	Outside Works
17-Sep	SCREWFIX	External supplies	One off	FPO	900.59	20%	150.10	847.10	Outside Works
17-Sep	LONDON HEARTS	Defibrillator	One off	FPO	900.00	20%	150.00	750.59	Projects
17-Sep	CHAPMAN GEOTECHNIC	Advice-footpath cracking	One off	FPO	862.50	20%	143.75	756.25	Outside Works
17-Sep	EIBE	Playpark equipment	One off	FPO	609.96	20%	101.66	760.84	Outside Works
17-Sep	ZORO	Hand cleaner- Toilets	One off	FPO	506.90	20%	84.48	525.48	Outside Works
17-Sep	S&D SERVICES	CCTV survey	One off	FPO	426.00	20%	71.00	435.90	Projects
19-Sep	WORLDPAY	Transaction charges	Monthly	DD	72.22	0%	-	426.00	Office Expenses
19-Sep	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	72.22	Office Expenses
19-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	8.00	20%	1.33	22.61	Utilities
19-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	7.00	Utilities
23-Sep	EDF ENERGY	Electricity charges- Carpark machine- Hill road	Monthly	DD	227.10	5%	10.81	- 4.81	Utilities
23-Sep	AMAZON	External supplies	One off	DEB	133.69	20%	22.28	204.82	Outside Works
23-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	132.69	Utilities
23-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	5.00	Utilities
24-Sep	DCC PENSION FUND	Pension contributions	Quarterly	FPO	14,934.00	0%	-	6.00	Staffing
24-Sep	TURN LYME GREEN	Grant - Climate action plan budget	One off	FPO	1,878.62	0%	-	14,934.00	Grants
24-Sep	OTTER WINDOWS	French doors- Part payment	One off	FPO	973.48	20%	162.25	1,716.37	Projects
25-Sep	UNITY 5	Zatpark charges	Monthly	DD	1,200.00	20%	200.00	773.48	Outside Works
27-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	10.00	20%	1.67	1,198.33	Utilities
27-Sep	GIFFGAFF	Mobile bundle	Monthly	DEB	6.00	20%	1.00	9.00	Utilities
27-Sep	TOPSPARKS	Electrical work- Streetlights	One off	FPO	4,262.42	20%	710.40	- 704.40	Outside Works
27-Sep	BLAMPHAYNE	Gazebo materials	One off	FPO	3,207.22	20%	534.54	3,727.88	Unbudgeted expendit
27-Sep	BDO	External auditor	Annually	FPO	3,024.00	20%	504.00	2,703.22	Office Expenses
27-Sep	DWP	Waste collection	Monthly	FPO	2,844.06	0%	-	3,024.00	Outside Works

