

LYME REGIS TOWN COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 15 MAY 2024

Present

Chairman: The outgoing Mayor, Cllr D. Sarson (to open the meeting), The incoming Mayor, Cllr D. Ruffle

Councillors: Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr C. Prichard, Cllr C. Reynolds, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

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

The outgoing mayor, Cllr D. Sarson read out the town prayer.

The town clerk confirmed all members had signed their declarations of acceptance of office.

24/01/C Election of Chairman (Mayor) and Vice-Chairman (Deputy Mayor)

Cllr G. Stammers nominated Cllr D. Ruffle as mayor for the 2024-25 council year, seconded by Cllr G. Turner.

There being no other nominations, Cllr D. Ruffle was **ELECTED** as mayor for the 2024-25 council year.

Cllr G. Turner nominated Cllr P. May as deputy mayor for the 2024-25 council year, seconded by Cllr B. Bawden.

Cllr C. Reynolds nominated Cllr P. Evans as deputy mayor for the 2024-25 council year, seconded by Cllr M. Ellis.

Cllr P. Evans was **ELECTED** as deputy mayor for the 2024-25 council year.

24/02/C Public Forum

B. Larcombe

B. Larcombe congratulated Cllr D. Ruffle on his election as mayor, the new members for joining the council, and Cllr B. Bawden for her election to Dorset Council. He said council traditions were not rules and the mayor could be elected on an annual basis.

24/03/C Dorset Council Matters

In addition to the report on the agenda, Cllr B. Bawden gave the following updates:

- Dorset Council (DC) had appointed its Cabinet and the Liberal Democrats had invited the Green group leader to be the portfolio holder for children's services, skills and education. The Liberal Democrats were getting rid of lead members and deputies to the portfolio holders. The annual meeting of DC the following day would appoint committee chairmen and appointments to external bodies.
- She had attended an Uplyme Parish Council highways forum meeting, when issues discussed included the widening of Crogg Lane, 20mph speed limit, cross-border planning and police issues and the building of a multi-use games area in Uplyme.
- The results of the speed surveys for the 20mph proposal had been made available and further meetings would take place to clarify the results.
- Urgent works were required to the Rock Point Inn but it wasn't anticipated scaffolding would be needed and therefore no traffic controls were required.

24/04/C Questions from Councillors

There were none.

24/05/C Apologies for Absence

Cllr G. Caddy – holiday
Cllr P. May – holiday

24/06/C Disclosable Pecuniary Interests

There were none.

24/07/C Dispensations

There were none.

24/08/C To confirm the accuracy of the minutes of the Full Council meeting held on 1 May 2024

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the Full Council meeting held on 1 May 2024 were **ADOPTED**.

24/09/C Matters arising from the minutes of the Full Council meeting held on 1 May 2024

Members noted the report.

24/10/C Update Report

There were no updates.

24/11/C Reaffirmation of the Eligibility Criteria required to hold the General Power of Competence

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, members **RESOLVED** to reaffirm that Lyme Regis Town Council meets the eligibility criteria to hold the General Power of Competence.

24/12/C Terms of Reference and Scheme of Delegation

The town clerk said he intended to take a report to the first Strategy and Finance Committee or Full Council of this administration to allow members to discuss the committee structure. If any changes were made, the council would need to review the terms of reference.

Proposed by Cllr M. Ellis and seconded by Cllr P. Evans, members **RESOLVED** to approve the terms of reference and scheme of delegation.

23/13/C Appointments to Council Committees

Proposed by Cllr C. Aldridge and seconded by Cllr G. Stammers, members **RESOLVED** to appoint members to the following committees for the 2024-25 council year:

Environment – Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr P. May, Cllr C. Prichard, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Human Resources – Cllr C. Aldridge, Cllr B. Bawden, Cllr M. Ellis, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Planning – Cllr C. Aldridge, Cllr B. Bawden, Cllr S. Cockerell, Cllr P. May, Cllr J. Trevena, Cllr G. Turner

Town Management and Highways – Cllr C. Aldridge, Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Tourism, Community and Publicity – Cllr C. Aldridge, Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr J. Trevena, Cllr G. Turner

23/14/C Appointments to External Bodies

Proposed by Cllr G. Stammers and seconded by Cllr P. Evans, it was **RESOLVED** to appoint members to the following external bodies for the 2024-25 council year:

A35 Parish Group – Cllr J. Trevena (participating)

Axe Valley and West Dorset Ring and Ride Service – Cllr D. Ruffle (participating)

B Sharp – Cllr D. Ruffle (participating)

Bridport and District Citizens' Advice Bureau – Cllr S. Cockerell (liaison)

Charmouth Road Allotments Association – Vacant

DAPTC (Western Area Committee and Larger Councils) – Cllr J. Trevena and Cllr C. Aldridge (participating)

LymeArts Community Trust – Cllr D. Ruffle (participating)

Lyme Regis/Barfleur Twinning Association – Cllr B. Bawden (liaison)

Lyme Regis Charities – Cllr M. Ellis and Cllr G. Caddy (five-year appointment) (participating)

Lyme Regis Development Trust, The Hub and Lyme Regis Development Trust Property Management – Cllr C. Aldridge and Cllr Stuart Cockerell (participating)
Lyme Regis Fossil Festival – Cllr D. Ruffle (participating)
Lyme Regis Harbour Consultative Group – Cllr J. Trevena (participating)
Lyme Regis Museum – Cllr D. Ruffle (participating)
Lyme Regis/St George’s Twinning Association – Cllr D. Ruffle (participating)
Lyme Regis Society – Cllr C. Aldridge (participating)
Plastic-Free Lyme Steering Group – Cllr P. May and Cllr G. Stammers (participating)
Regatta and Carnival Committee – Cllr P. Evans (participating)
RNLI Lifeboat Guild – Cllr G. Turner and Cllr G. Caddy (participating)
Royal British Legion – Cllr G. Stammers (participating)
Rural Market Town Group – Cllr B. Bawden (participating)
Woodmead Halls Management Committee – Cllr P. May (participating)
Youth Council – Cllr C. Reynolds (participating)

24/15/C Review of the Council’s and/or Employees’ Memberships of Other Bodies

Proposed by Cllr M. Ellis and seconded by Cllr S. Cockerell, members **RESOLVED** to approve the annual membership subscriptions for the council and/or employees to advisory and professional bodies for the 2024-25 council year as follows:

Organisation
Dorset Association of Parish & Town Councils
Ancient and Honourable Guild of Mace Bearers
Institute of Cemetery & Crematorium Management
Chartered Institute of Public Finance & Accountancy (VAT Ref manual)
Local Councils Update Communicorp
Society of Local Council Clerks
Chartered Institute of Personnel and Development
Association of Accounting Technicians
South West Councils
OFCOM (Radio Licence)
Information Commissioners Office
Survey Monkey
Institution of Occupational Safety and Health
Institute of Environmental Management and Assessment
Rural/Market Town Group
Mail Chimp
Canva
Parish Online
Zoom

24/16/C Co-option

The town clerk recommended co-option over a by-election and advised members to confirm the procedure now, rather than when the candidates were present. He said the last time the council co-opted, members decided to go straight to a vote and not to go into exempt business to discuss the candidates.

The town clerk said advice had been taken on what would happen if there was only one candidate; as per the council's co-option procedure, the advice was that person would be elected.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, members **RESOLVED** to proceed with co-option for filling the councillor vacancy.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, members **RESOLVED** that co-option candidates would be invited to give statements, members could ask questions and a vote would be taken in public without discussion.

Members agreed they would not set certain criteria for the candidates to meet as they didn't want to exclude anyone.

24/17/C Gardens' Working Group

The town clerk suggested the working group determined its terms of reference at its first meeting, to be approved by the Full Council, which could include the number of members on the group, when and where it met, and whether non-members could sit on the group.

Cllrs C. Reynolds, M. Ellis, C. Aldridge, B. Bawden and P. Evans said they would like to sit on the working group.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, members **RESOLVED** to form a gardens' working group and to appoint Cllrs C. Reynolds, M. Ellis, C. Aldridge, B. Bawden and P. Evans to the group.

24/18/C Letter of Support

Proposed by Cllr C. Aldridge and seconded by Cllr B. Bawden, members **RESOLVED** to approve a letter in support of Lyme Regis Development Trust's grant application to the Department of Levelling Up, Housing and Communities for a project to improve its heating system, lighting, insulation and the installation of photovoltaic roof panels.

24/19/C List of Payments

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** approve the schedule of payments in April 2024 for the sum of £171,721.66.

The meeting closed at 8.01pm.