



John Wright
Town Clerk

Lyme Regis Town Council

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Strategy and Finance Committee

Notice is given of a meeting of the Strategy and Finance Committee to be held at the **Guildhall, Bridge Street, Lyme Regis** on Wednesday 9 October 2024 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
04.10.24

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.

AGENDA

1. Public Forum

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

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

2. Apologies

To receive and record apologies and reasons for absence

3. Minutes

To confirm the accuracy of the minutes of the Strategy and Finance Committee meeting held on 3 July 2024

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. Matters arising from the minutes of the Strategy and Finance Committee meeting held on 3 July 2024

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

7. Update Report

To update members on issues previously reported to this committee

8. Strategy and Finance Objectives

To allow members to consider the committee's objectives for 2024-25

9. The Process for Approving the 2025-26 Budget¹ and Five-Year Financial Plan 2025-30

To outline the process for approving the 2025-26 budget and the five-year financial plan 2025-30

10. Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

¹ The 2025-26 budget includes the precept.

11. Budget Performance, 1 April – 31 August 2024

To inform members of performance against budget from 1 April to 31 August 2024 and of the forecast year-end position at 31 March 2025

12. Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30

To allow members to consider and the 2025-26 budget, including the precept, and the five-year financial plan 2025-30

13. Review of Charges

To allow members to consider the level of precept for 2025-26

To allow members to set charges for 2025-26 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2026-27 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

14. Woodmead Car Park Drainage Proposals

To inform members about the increase in the estimated cost of the Woodmead car park drainage project and to seek instructions about how best to proceed

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

15. Grants

To allow members to consider the total amount allocated to grant funding, the categorisation and split of grants along with any changes to the existing policies and procedures, and the timetables for inviting grant applications and making decisions on their allocation

16. Objectives and Projects 2025-2026

To allow members to consider objectives and projects for 2025-26

17. Investments and Cash Holdings

To inform members of the council's current reserve position

18. 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 14 – Woodmead Car Park Drainage Proposals

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 3 JULY 2024

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr S. Cockerell, Cllr M. Ellis, Cllr S. Larcombe, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr G. Turner

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

24/01/SF Election of Chairman and Vice-chairman

It was proposed by Cllr G. Turner and seconded by Cllr C. Aldridge that Cllr P. May is chairman of the Strategy and Finance Committee.

Cllr P. May was duly **ELECTED** as chairman.

It was proposed by Cllr P. May and seconded by Cllr G. Turner that Cllr C. Aldridge is vice-chairman of the Strategy and Finance Committee.

Cllr C. Aldridge was duly **ELECTED** as vice-chairman.

24/02/SF Terms of Reference

Proposed by Cllr G. Stammers and seconded by Cllr C. Reynolds, the terms of reference were **RECEIVED**.

24/03/SF Public Forum

There were no members of the public who wished to speak.

24/04/SF Apologies for Absence

Cllr P. Evans – illness
Cllr G. Caddy – holiday
Cllr J. Trevena – holiday
Cllr C. Prichard – holiday

24/05/SF Minutes

Cllr M. Ellis left the meeting at 7.04pm.

Proposed by Cllr C. Reynolds and seconded by Cllr C. Aldridge, the minutes of the meeting held on 24 April 2024 were **ADOPTED**.

24/06/SF Disclosable Pecuniary Interests

There were none.

24/07/SF Dispensations

There were none.

24/08/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024

Members noted the report.

24/09/SF Update Report

Park and ride

There was concern the park and ride site would be a possible location for travellers and whether the council had any safeguards to prevent this.

The town clerk said it was the landowner's responsibility to secure the site but the council would work alongside them to manage the procedures for dealing with any issues.

Cllr M. Ellis returned to the meeting at 7.08pm.

24/10/SF Strategy and Finance Objectives

Members noted the report.

24/11/SF Cash and Cheque Handling Policy and Procedure

The finance manager said the proposed policy and procedure outlined current practices but officers wanted to consolidate them into one document.

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the cash and cheque handling policy and procedure.

24/12/SF The Annual Review of the Fixed Asset Register

Members were concerned assets were listed at their purchase price and how this might affect any insurance claims if assets were not listed at their open market value.

The town clerk said these were the accountancy standards councils had to operate to but when an asset was insured, it was insured at its open market value.

Proposed by Cllr D. Ruffle and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the fixed asset register.

24/13/SF Review of Insurance Cover

As the insurance included cover for assets 'at current value', a member asked what the total value was.

It was agreed this information would be emailed to members.

In response to a member question, the town clerk confirmed officers were satisfied with cover of up to £100,000 for business interruption.

24/14/SF Wedding Package Prices

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to agree charges for wedding packages at the Guildhall as follows:

- All inclusive (chair covers, chair sashes, LED candles, fairy lights, table centrepiece, table runner, beach hut) – £99
- Chair covers – £2 each
- Chair sashes – £1 each
- LED candles – £5
- Fairy lights – £5
- Table centrepiece – £10
- Table runner – £2

24/15/SF List of Payments

Proposed by Cllr D. Ruffle and seconded by Cllr C. Aldridge, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the schedule of payments in May 2024 for the sum of £220,435.62.

24/16/SF Investments and Cash Holdings

The finance manager said one of the council's investments would reach maturity soon so officers would look at treasury management options with the chairman and vice-chairman of this committee.

24/17/SF Debtors

Proposed by Cllr G. Stammers and seconded by Cllr D. Ruffle, 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.

24/18/SF Exempt Business

a) Debtors

Members noted the report.

The meeting closed at 7.28pm.

DRAFT

Committee: Strategy and Finance

Date: 9 October 2024

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 3 July 2024

Purpose of the Report

To update members on matters arising from the meeting that are not dealt with elsewhere on this agenda and to allow members to seek further information on issues raised within the minutes of the meeting.

Recommendation

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

Report

24/11/SF – Cash and Cheque Handling Policy and Procedure

The policy and procedure has been published on the council website.

24/12/SF – The Annual Review of the Fixed Asset Register

The fixed asset register has been published on the council website.

24/13/SF – Review of Insurance Cover

The total value of the council's assets, as listed in the insurance, was emailed to members on 17 July 2024.

24/14/SF – Wedding Package Prices

The wedding packages are now available to couples getting married at the Guildhall and have already been taken up at several ceremonies.

John Wright
Town clerk
October 2024

Committee: Strategy and Finance

Date: 9 October 2024

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

External audit

The external auditor's report and certificate 2023/24 was received on 12 September 2024. 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."

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."

The external auditor's report and certificate 2023/24 will be formally reported to the Full Council on 23 October 2024.

Town Bus

Any further update will be reported verbally at the meeting.

Accreted Land

Any further update will be reported verbally at the meeting.

Park and Ride Service-Outturn for 2024 and proposals for 2025

The outturn figures for this year have not yet been received from the operator, First, so a comprehensive report will be submitted to the meeting of Full Council on 23 October 2024.

John Wright
Town clerk
October 2024

Committee: Strategy and Finance

Date: 9 October 2024

Title: Strategy and Finance Objectives

Purpose

To allow members to consider the committee's objectives for 2024-25

Recommendation

Members note the report

Background

1. During the 2024-25 budget-setting process a budget estimate was identified against approved projects.

Report

2. The objectives have been assigned to committees for review. This committee has objectives which, when approved, will be delegated to other committee; principally, Town Management and Highways.
3. This committee's 2024-25 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

John Wright
Town clerk
October 2024

APPENDIX 8A

Complete Strawberry Fields' options' appraisal	10	October 2024 March 2025	MG	S&F	Work to commence now that planning permission has been granted for the improved park and ride facilities at the Charmouth Road site. This work is being deferred until the planning permission is fully resolved with the landowner and a long-term agreement for use of the park and ride site is in place.
Achieve an unqualified external auditor's letter	N/A	September 2024	NC/JW	S&F	The external auditor's letter is due on or before 30 September 2024 and follows on from the Annual Governance and Accountability Return, which was approved by the extraordinary Full Council on 19 June 2024. The external auditor's letter was received on 12 September 2024. Further details are provided in the update report.
Retain the General Power of Competence	N/A	Ongoing	JW	S&F	The council confirmed at the Annual Meeting on 15 May 2024 it meets the criteria for the General Power of Competence.
Comply with standing orders and financial regulations	N/A	Ongoing	JW	S&F	Compliance is ongoing. Breaches will be reported to the Strategy and Finance Committee or Full Council.
Ensure the timely renewal of policies & procedures	N/A	Ongoing	AM	S&F	The council considers the following policies and documents every year: standing orders, financial regulations, freedom of information and data compliance, complaints, press and media. Every year, the council is also required to ascertain compliance with the General Power of Competence, make appointments to committees, agree terms of reference and a scheme of

					delegation, review the system of internal control and risk, make appointments to external bodies, review subscriptions, and confirm insurance arrangements. These requirements are scheduled throughout the year for consideration by the Full Council or Strategy and Finance Committee. All other policies and procedures are considered by the relevant committee every three years.
Perform in accordance with the 2024-25 budget	N/A	Ongoing	JW	S&F	The Strategy and Finance Committee considers budget performance, reserves, investments, and bad debts throughout the year. Unbudgeted expenditure will be reported through the committee structure and will be approved by council resolution. A 2024-25 budget performance report is elsewhere on this agenda.
Implement a strategy for the management of and investment in the council's assets	N/A	June 2025	MG	S&F	Property and projects assistant has developed an asset spreadsheet as part of the Local Government Transparency Code and this will help formulate the strategy. An 'asset team' has been put together led by the deputy town clerk and the team met on 6 March 2023 to discuss the completion of the plan. The intention is to produce a focussed plan which is primarily a 'working tool' and which identifies the council's assets using plan-based mapping, the frequency of their inspection, maintenance, any larger one-off investments required and the estimated timing and sums involved to inform the short and medium-term budget-setting processes.
Review the Transparency Code and GDPR	N/A	December 2024	AM/AKM	S&F	Work is well underway on the Transparency Code and we aim to publish the information on the

compliance					website in 2024. Work on compliance with GDPR will then commence.
Progress the digital office: document storage, planning tool, digital asset mapping	N/A	March 2025	JW	S&F	This project will be progressed alongside the office move. It will start with digital asset mapping, linked to the asset plan (see above), probably using the newly purchased 'Parish Online' mapping facility.

Committee: Strategy and Finance

Date: 9 October 2024

Title: The Process for Approving the 2025-26 Budget² and Five-Year Financial Plan 2025-30

Purpose of the Report

To outline the process for approving the 2025-26 budget and the five-year financial plan 2025-30

Recommendation

Members note the report

Background

The overall process

1. This report details the process for approving the 2025-26 budget and the five-year financial plan 2025-30.
2. Reports will be presented to members through two committee cycles.
3. The first committee cycle considers the budget-setting environment, the level of financial resources available, identifies objectives and projects, agrees charges, the approach to grant allocation 2026-31, and the treatment of a significant overspend on Woodmead car park drainage.
4. Although the first committee cycle formally starts with this meeting of the Strategy and Finance Committee, the current cycle of committee meetings, and staff have submitted thoughts on objectives for 2025-26; reference is also made to those objectives that didn't attract funding in 2024-25. The recommendations from this committee will be considered and approved by the Full Council on 23 October 2024.
5. Following the first cycle of meetings, officers will calculate the income and expenditure decisions made by the council in its first cycle of meetings.
6. The second committee cycle starts at the Strategy and Finance Committee on 27 November 2024. This meeting considers officers' income and expenditure calculations and firms up the council's 2025-26 budget and five-year financial plan, including its objectives and projects.
7. The council's 2025-26 budget, five-year financial plan and objectives will be approved by resolution of the Full Council on 11 December 2023. The council's budget identifies the 2025-26 precept.

² The 2025-26 budget includes the precept.

Reports to this meeting

8. The remainder of this report describes how agenda items 10 to 16 fit together.
9. Agenda item 10 considers risk and internal control. It is included as part of the budget-setting process because issues arising from the report may have budget implications.
10. Agenda item 11 reports on the 2024-25 budget at 31 August 2025 and provides a year-end forecast.
11. Agenda item 12 considers a first draft of the 2025-26 budget, including the precept, and the five-year financial plan 2025-30. The report identifies estimated cost increases and known income increases, i.e., income increases determined by contractual agreements.
12. Agenda item 13 allows members to review charges, i.e., income which isn't determined by contractual agreements and where the amount charged is at the council's discretion.
13. Agenda item 14 considers the treatment of a significant overspend on Woodmead car parks.
14. Agenda item 15 considers the council's approach to the allocation of grants 2026-31.
15. Agenda item 16 considers the objectives and projects the council wants to pursue over the next five years. Objectives and projects identified for 2025-26 will be firmed up; the probability of their completion in 2024-25 is high. The cost of objectives and projects for 2026-30 will be estimated and reviewed through subsequent annual budget-setting processes.
16. Following this committee's recommendations and subsequent council resolutions on these reports, officers will calculate changes in income and expenditure. These will be factored into a revised draft 2025-26 budget and five-year financial plan.
17. The revised draft 2025-26 budget and five-year plan will be considered by the Strategy and Finance Committee on 27 November 2024.
18. On 11 December 2024, the Full Council will consider recommendations from that meeting of the Strategy and Finance Committee and approve the 2025-26 budget, precept, objectives and projects, along with the five-year financial plan.
19. On 18 December 2024, the Human Resources Committee will incorporate objectives and projects into the town clerk's workplan for 2025-26.
20. The agreed budget, five-year financial plan and objectives will be incorporated into the corporate plan, which will be considered by this committee on 29 January 2025.

Naomi Cleal
Finance manager
October 2024

Committee: Strategy and Finance

Date: 9 October 2024

Title: Statement of Internal Control, Risk Management Policy and Annual Risk Assessment

Purpose of Report

To allow members to consider the town clerk's statement of internal control, the risk management policy, and the annual risk assessment

Recommendations

- a) Members note the statement of internal control and the observations detailed in paragraphs 12 to 50 of this report
- b) Members approve the risk management policy, appendix 10A and the standard annual risk assessment, appendix 10B
- c) Members review the draft risk register, appendix 10C, and propose amendments to the risk register

Background

1. On 18 September 2013, the Strategy and Policy Committee considered an internal control policy and a risk management policy. Both policies were approved by Full Council on 9 October 2013.
2. The external auditor's advice on compiling risk assessments has changed: up until 2015, the external auditor advised risk assessments had to be produced by the council.
3. Following the issuing of the Accounts and Audit Regulations 2015, the advice issued by the external auditor indicates risk assessments can be prepared by the clerk or a committee, provided delegated authority has been approved by the Full Council: the assessment then must be reported to the Full Council³.
4. On 2 November 2016, the Full Council resolved, 'to delegate completion of the risk assessment in future years and the risk register to the Strategy and Finance committee and the town clerk.'
5. The draft risk assessment on this agenda has been prepared by the town clerk: the council is invited to comment and amend the draft risk assessment.

³ Accounts and Audit Regulations 2015, regulation 6

Statement of internal control

6. The statement of internal control allows the council to satisfy itself there is sufficient evidence to confirm there are appropriate systems of internal control and that they are operational. This statement of internal control isn't part of the Annual Governance Review, it's a separate but complementary exercise which allows members to reflect on the adequacy of its systems and processes and to review what's going well and what's not going so well.
7. Internal control provides reasonable, not absolute, assurance that the objectives of an organisation will be met. The concept of reasonable assurance implies a high degree of assurance, constrained by the costs and benefits of establishing incremental control procedures.
8. At its most basic level, internal control should establish that an organisation produces reliable financial reporting and substantially complies with the laws and regulations that apply to it.
9. At a more advanced level, it should measure the extent to which an organisation achieves its strategic and operational objectives: achievement towards these objectives is dependent on other factors such as the impact of events and capacity.
10. The statement of internal control policy identifies five areas that should be subject to assessment: control environment, risk assessment, information and communication systems and processes, control activities and monitoring processes. The policy also identifies 13 measurements of effectiveness.
11. Overall, I believe the town council has sufficient internal controls to allow it to achieve its objectives and undertake its business.

Control Environment

12. This assesses the integrity, competence and attitude of an organisation. This is assessed as below average.
13. The integrity of the council is good; fraud and breaches of confidentiality are not organisational issues.
14. The individual competence of employees and councillors is high. The competence of employees is supported by their varied experience and qualifications. As well as the town clerk, the support services manager is CiLCA qualified. In addition, the council has or is supporting employees to gain additional qualifications, e.g., level 3 and 4 qualifications in accountancy.
15. Recently there has been an improvement in the behaviour of members in meetings but tensions between some members remain. Some members do not seem to recognise their behaviour is adversely impacting on other councillors and staff. While the council is effective in delivering its core policy objectives and business priorities, the underlying level of tension and division has the potential to undermine this.

16. A previous preoccupation with detail and history that caused debate to drift from subject matter has reduced significantly.
17. Members are still making decisions without thinking through the implications of those decisions. As a consequence, member and officer time is spent managing the consequences of those decisions. Members need to remain mindful of the implications of the decisions they make and their cost and practicality of implementation.
18. The historic problem of members and officers identifying projects outside of the budget-setting process has reduced.
19. The views of 14 members will always be disparate. But comments are still made by some members which go against the grain of what the council is trying to achieve and sometimes translate into negative perception.
20. There are officer failings, too. There has been slippage on council agreed objectives and projects, e.g., the move towards a fully electronic office and the development of an asset investment strategy.
21. These observations and their redress are critical to the well-being of this council, its functionality and public perception.
22. In summary, the extent of these issues is acknowledged by the council, but some members fail to recognise their contribution to events. The council has agreed to engage a consultant to help it confront and remedy the issues it faces; an appointment will take place in mid-October 2024.
23. To a greater or lesser extent, the observations I have cited in paragraphs 13 to 22 are not unique to Lyme Regis Town Council. The issue which is critical for any organisation is the extent to which it recognises its shortcomings, commits itself to doing something about it and then follows through with actions.

Risk Assessment

24. On 9 October 2013, the council adopted a risk management policy which it reviews annually, **appendix 10A**.
25. In addition to the historical risk assessment, **appendix 10B**, that covers financial management, physical assets, insurance cover, legal responsibilities and data and document control, the council's risk management policy now includes headings such as reputational risk. Proposed deletions are struck-through and additions are in red.
26. Officers have developed a risk register, **appendix 10C**, which numerically quantifies the probability and impact of risks against the 13 headings detailed in the risk management policy. The risk register details the mitigation applied to each identified risk. A column has been added to the risk register which comments on the rationale for the proposed changes to the scoring of probability and impact. Proposed changes are shown in red.

27. The most challenging risks faced by the council that score 15 or above are:
- Poor relationships between some members and the impact of this on the council
 - The impact on Dorset Council's services to Lyme Regis because of pressures on its budgets
 - Land stability issues

Information and Communication systems and processes

28. This assesses the capture and exchange of relevant information. This works reasonably effectively.
29. Relevant information is captured from: national and local organisations, national and professional bodies, e.g., the National Association of Local Councils, Dorset Association of Parish and Town Councils, the Society of Local Council Clerks; other statutory bodies and partners; Dorset Council; the 'trade' press; and training and information events.
30. Officers meet with Dorset Council's chief executive and senior managers most months and co-ordinate service delivery with other Dorset Council managers, e.g., waste collection, parking, and Visit Dorset.
31. Monthly meetings take place with Dorset Council's ward member and Charmouth Parish Council. Regular meetings with West Dorset's recently elected MP have yet to be established.
32. Information which requires consideration or decision is reported to the Full Council or its committees. The Full Council and its committees are informed of progress on issues they have considered by matters arising and update reports and through a weekly briefing. The weekly briefing also informs members of other matters that don't warrant reports to the Full Council or its committees.
33. The council's finances and objectives are incorporated into an annual plan which is available to the public and is used to inform the Annual Meeting of Electors.
34. The council website has improved public information.
35. The town council has a microsite on Dorset Council's Visit Dorset website.
36. The council uses Facebook, Twitter and Instagram to convey information.
37. The council periodically consults with the public on its objectives and in 2022 undertook a consultation exercise which generated over 360 responses.
38. The council reviews its public relations and communications' policy annually and has a social media policy.
39. The council has established regular business and community briefings.
40. The council has re-introduced a quarterly newsletter.

Control Activities

41. These are the policies and procedures to manage the council's business.
42. For 2023-24, the council received an unqualified external audit.
43. Control weaknesses around health and safety have strengthened significantly. A health and safety committee meets regularly, and an external consultant is appointed annually to audit the council's health and safety arrangements. A comprehensive health and safety policy was approved in May 2018 and is reviewed annually.
44. Achieving health and safety compliance is a priority for the council's operations manager; the council's operations manager holds a health and safety qualification.
45. The council undertakes regular external health and safety audits. The council's last health and safety audit took place in autumn 2023 and achieved a score of 99%; no major non-compliances were identified in the audit.

Monitoring Processes

46. These are the systems that provide and measure the quality of information. Developing information systems and transforming data into information and analysis is an expensive and time-consuming activity. The council's systems cover key financial and non-financial activities and complaints.
47. The council produces financial and performance information commensurate to its size. Systems are in place for timely and accurate monthly management accounts, treasury management, bank reconciliation and debtors. Systems are in place to capture complaints.
48. Systems are also in place to capture volume and value information on the council's key income generating activities: car parking; chalet, caravan and day hut bookings, weddings, and room hire.

Risk Management Policy

49. On 9 October 2013, the council agreed to review its risk management policy in September each year. Proposed deletions are struck-through and additions are in red, **appendix 10A**.
50. Members are asked to consider the risk register and propose amendments.
51. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

John Wright
Town clerk
September 2024

Risk Management Policy

Background

1. Risk management is detailed in paragraphs 17.1 and 17.2 of the Town Council's Financial Regulations:
 - 17.1 The Council is responsible for putting in place arrangements for the management of risk. The clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
 - 17.2 When considering any new activity the clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Policy

2. For the purpose of this policy, risk is defined as any thing that has a material impact on delivering the council's objectives, including the delivery of its day-to-day services.
3. The council will review its risk management policy and consider the risks posed to the organisation as part of a broader framework of internal control.
4. Alongside risk assessment, the internal control framework will consider the control environment, information & communication systems & processes, control activities, and monitoring processes.
5. The council will consider risks against the following heading:
 - Political – our ability to deliver local or central government policy
 - Governance – the appropriateness of structures and functionality, a clear scheme of delegation, clear objectives and priorities
 - Financial – our ability to meet our financial commitments, internal and external audit requirements, project and financial exposures
 - Social – our ability to deliver our policy commitments and adapt to demographic, residential, social or economic trends
 - Legal – our ability to meet legislative and regulatory requirements
 - Technological – our ability to make the best use of technology and adapt to a changing environment
 - Environmental – our ability to comply with statutory requirements and best practice
 - Partnership – our ability to maximise benefits to the council by developing long-term working relationships with partners
 - Contractual – procurement policies, clear specification, strong cost control, robust contract administration and site supervision

- Human Resources – staff competence and development, capacity, commitment
 - Operational – service delivery, complaints' management, compliance with performance standards
 - Health & Safety – fire, security, accident prevention, lone working
 - Reputational – issues that adversely affect the council's reputation in the town and with those that we work with
6. A risk register will be established using these headings. Any risks that occur will be added to the register when they occur and if those risks are material, they will be reported to the council's Strategy and Policy Committee.
7. The risk register will:
- categorise the combined impact and probability of risks as high, medium or low using a numerical score for each category of 1-5, i.e., a maximum total score of 25 can be achieved. Scores 1-8 will be assessed as low risk, scores 9-14 will be assessed as medium risk, and scores 15-25 will be assessed as high risk
 - the probability of a risk occurring will be applied to a three-year timeframe
 - detail the controls that are in place to mitigate against risks, including any improvements that are required to further mitigate against historic risks
8. The risk register will be reviewed by the ~~town clerk every three months~~ **management team annually and reported to the council.**
9. An annual risk assessment, alongside a statement of internal control, will be reported to the council's Strategy and Finance Committee in ~~September each year~~ **autumn each year. The report will highlight risks identified as high.** Any actions requiring budget approval will be considered as part for the forthcoming year's budget setting process. ~~From September 2015 onwards, the Strategy and Finance Committee will also consider an interim risk assessment report in March each year. Both reports will consider risks with a score of 15 or more.~~

Review

10. This policy will be reviewed in **October 2025.**

John Wright
Town clerk
October 2024

LYME REGIS TOWN COUNCIL

RISK ASSESSMENT 2025-26

RISK	Impact	Probability	Overall Score	CONTROL (and agreed improvements)
Protection of physical assets	4	2	8	Buildings, contents, machinery and vehicles insured. Revaluation of rebuilding cost periodically to a frequency advised by insurers.
Security of buildings, equipment	3	2	6	Alarms on Guildhall and council offices, also cemetery workshop/store, amenity hut, Jubilee Pavilion, harbour store and external works' depot. Contents insured.
Maintenance of buildings	4	3	12	Buildings currently maintained according to requirement. Annual inspection of electrical and safety equipment. Asset management plan to be developed in 2024-25. Monthly inspection of buildings reported to the Health and Safety Committee.
Financial management	3	1	3	RFO appointed with specified duties. Financial regulations adopted and reviewed regularly. Backlogs have been resolved and debt at historic low level.
Banking	5	1	5	Non-speculative investment policy agreed with priority given to protecting the security of deposits. Schedule of all investments and cash holdings reported to council, as well as all loans. Greater proportion of reserves in interest earning accounts and spread across two financial institutions.
Risk of consequential loss of income	4	2	8	Limited insurance cover. Council policy to hold a reserve of 50% of budget income. Policy varied for 2024-25 to hold the reserve at £1 million. Insurance policy covers loss of income on some commercial assets.
Loss of cash through theft or dishonesty	3	2	6	Minimal petty cash and floats. Fidelity Guarantee insurance in place, currently £1million to cover all liquid assets. Receipts issued. Amenity staff handle substantial amounts of cash through a till. Electronic point of sale system in place has increased accountability. All other monies banked promptly or held overnight in a safe.
Expenditure controlled	4	2	8	Competitive tendering procedures in place. All invoices certified by RFO or delegated officers. Monthly payment schedule prepared by finance team and

				submitted to Full Council or Strategy and Finance Committee. All cheques signed by two members of council. Electronic banking requires PIN entry by two designated authorising officers. Internal and external audit. Pay levels fixed according to national agreements and reviewed annually by council. High levels of inflation make expenditure less predictable and reduces control. Recent projects delivered close to or on budget. Regular reporting of objectives to committees.
Comply with Customs and Excise regulations	4	2	8	Council is a member of CIPFA. VAT quarterly reconciliation payments and claims by finance manager. Internal and external auditor scrutiny.
Sound budgeting to underline annual precept	3	3	9	The town council receives detailed budgets in the late autumn, which helps inform the level of precept. Expenditure and income against budget reported to four meetings of Strategy and Finance Committee and internally to the management team monthly. Allowance made for inflationary pressures in preparing annual budget.
Financial records	3	2	6	Electronic financial management system in place. Purchase, sales ledger and payroll in place. Regular reconciliation of each bank account. Timely production of annual financial statements and monthly reports.
Maximise income	3	2	6	Professional valuations of commercial rents. Annual review of all charges. Prompt invoicing and follow up procedures. Clear write-off procedure. Tendering procedure for concessions. Debt management policy. Greater proportion of reserve invested in interest earning accounts.
Risk to third party, property, or individuals	3	2	6	Insurance in place. Open spaces checked regularly. In-house survey of all council-owned trees by an appointed and suitably trained member of staff. Health and safety plan in place. Monthly inspections of council assets.
Legal liability as consequence of asset ownership (especially burial ground and playgrounds)	3	3	9	Insurance in place. Health and safety audits annually. Weekly checks of playgrounds. Written records kept. Annual inspections by independent body registered under RPII (Registered Playground Inspectors International). Topple testing carried out annually on memorials.
Comply with employment law	3	2	6	Membership of various national and regional advisory bodies. Professional legal advice taken when required. Council is a member of SW Councils and advice taken from external HR consultant . Support services manager holds level 5 HR qualification.
Comply with Inland Revenue requirements	3	2	6	Regular advice from Inland Revenue and support from Sage, internal audit engaged on a three-year (plus two) contract and external audit engaged

				annually.
Safety of staff and visitors	3	2	6	Full protective clothing and equipment provided and worn. Monthly personal and protective equipment checks. Lone workers issued with mobile phones and lone working policy in place. Locked door in council office reception. Regular health and safety risk assessment checks of guildhall, particularly before public events. Staff receive appropriate health and safety training.
Ensuring activities are within legal powers	4	2	8	Clerk clarifies legal position on any new proposal. Further professional legal advice sought where necessary. Advice may be sought from membership bodies, e.g. NALC, South West Councils. External solicitor retained.
Motor vehicles	3	2	6	Insured, taxed and MOT. Weekly pre-use checks. Annual services.
Proper and timely reporting via the minutes	3	1	3	Council meets every seven weeks and receives the reports and considers the recommendations of committee meetings held in the interim. Minutes verified at the next meeting of each body and signed by the chairman as a correct record.
Proper document control	3	4	12	Original leases and legal documents in town council office. Other data storage to comply with Data Protection Act and General Data Protection Regulation. Microfilmed deed storage. Electronic storage of new documentation to be pursued. Further work required to fully comply with Local Government Transparency Code with a target date of Christmas 2024.
Security of data	3	3	9	Back-up of all systems carried out off-site. Adequate cyber security from third parties, e.g. banks.
Continuity cover in the absence of key staff	3	3	9	Continuity training of other staff implemented. Finance assistant in post strengthened ability to comply with financial procedures.
Register of interests maintained. Gifts and hospitality declared.	4	1	4	Register of interests completed. Digital register of interests strengthened compliance and accountability. Gifts and hospitality registered. Standing orders adopted and reviewed regularly.

Governance

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Retaining General Power of Competence	1	1	1	Two CILCA- qualified employees Normally, vacancies are filled through a by-election	Plans to get other employees CILCA qualified
Member-member relationships	4	4	16	Code of conduct	Relationships between some members remain poor Breaches of the Code of Conduct occur Consultant to be appointed to work with members. Appointment to be made by approved panel on 17 October 2024, with work to start with members in autumn/winter 2024 Over the last few months, there have been no significant issues in the council chamber
Competency and understanding	3	2	6	Training available through DAPTC, SLCC, South West Councils and in-house	External and internal training take-up low
Compliance with policies and procedures	4	3 2	8	Training undertaken. Internal and external audit	Policies and procedures were updated during 2023-24
Complying with objectives (deviation from)	2	4	8	Progress on objectives reported to each committee Objectives' compliance is part of the appraisal system	Those projects not delivered in 2023-24 are included in 2024-25, along with the accompanying budget

Conflict between personal/council interests	4	2	8	Code of conduct PR/comms policy and procedure Social media policy Declaration of non-pecuniary interests	
Adhering to the transparency code	2	4	8	Town council website can accommodate requirements of the code Relevant documentation being compiled	Target date of Christmas 2024 for compliance
Data breaches	4	2	8	Information Policy Council is registered with Information Commissioner's Office and reports any breaches Annual data security training Systems have a data retention period Confidential documents are shredded Compliance with GDPR	

Political

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Dorset Council – possibility of withdrawal or amendment of key services in the town	4	5 4	20 16	Council can identify budgets for some services Monitoring decision-making closely Agency agreements in place	Dorset Council has a budget deficit and an overspend for 2024-25
Adverse relationships with other authorities	3	3 4	9 12	Regular meetings with DC officers Meetings with neighbouring local councils Monthly meetings with DC ward member	Number of sensitive issues ongoing with Dorset Council

Financial

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	3	2	6	Policies and procedures in place Internal audit Regular reports and monitoring External audit	Finance manager and finance assistant established in post
Impact of DC - reviews and cuts	4	4	16	Regular monitoring of DC budget The town council holds a reserve	Dorset Council's has a budget overspend of £10.1m as of September 2024
Performing to budget, including income interruption	3	2	6	Regular financial reports Policies and procedures in place All material variations are reported to committees	
Significant fraud or theft	5	1	5	Internal audit Policies and procedures in place Cyber security provided by third parties, e.g. banks, on financial transactions Protection from Dorset Council firewall	
Age of assets	4	4-3	16-12	Asset register Fixed asset policy Asset management plan to be developed Council is investing in its assets	Significant investment in assets over last two years, e.g. harbour store, seafront fascia, cemetery lodge, lamppost replacement, gardens' handrails Asset management plan to be developed
Minor fraud or theft	1	3	3	Internal audit policies and procedures in place Financial and operational policies and procedures contain checks and balances	

Covid-19 or other pandemics	4	1	4	Strong reserves and a strong asset base Working from home and safe working practices	
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Operational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Disaster response	5	1	5	Emergency procedure in place (reviewed autumn 2024) Other organisations are principal responders	
Growth and capacity	2	2	4	No plans for additional growth	This may change if Dorset Council is prepared to transfer assets. Assets will only be received if their transfer incurs a significant financial or reputational loss to the council
Lack of out-of-hours cover	2	3	6	Alarm systems automatically contact managers One manager on duty for major events Relevant staff are contracted to work weekends, evenings and bank holidays	Good cover but reliant on the goodwill of staff and it tends to be the same staff providing cover Recruitment to the seasonal seafront attendant post was successful for 2024.
Business continuity	4	4-3	16 12	Remote back-up Mobile phones Home-working options Experience gained through homeworking	Office project will require alternative working arrangements for several months during the winter period. Business interruption during transitional periods is probable
Security of buildings	2	2	4	CCTV – further system upgrades All major assets are alarmed	New amenities hut and harbour store will each have CCTV cameras

Asset management	4	3	12	Asset management plan to be developed in 2024-25	Property and project assistant will help to develop an asset management plan
Events on council land	3	2	6	Control plans in place Meetings with events' organisers Local police and fire and rescue are notified of major events Events' policy and procedure in place Template event management plan in place	No major events with issues this year Licence agreement from Dorset Council to allow the town council to manage events on Dorset Council land in Lyme Regis awaited since 2022
Non-continued operation of park and ride	4	2	8	Landowner has planning consent for improved on-site facilities Council underwrites bus operator	The council is seeking a 10-year agreement with the landowner

Social

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of community engagement and not understanding what the community wants	3	2	6	New ways of engagement, i.e. Lyme Voice Facebook, Instagram and Twitter pages Community engagement strategy in place Three admin and community engagement assistants employed	Lyme Regis Business Group formed in 2023 and engagement is ongoing
Social media	3	3	9	PR/comms policy and procedure Social media policy Code of conduct	The perception is there is less criticism of the council on social media
Adverse publicity	3	3	9	Press releases Use of town council Facebook, Instagram and Twitter and website PR/comms policy and procedure Social media policy Residents' newsletter	The perception is there is less adverse publicity for the council

Legal

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Ability to understand and keep up with legislation	4	2	8	Member of professional organisations, i.e. NALC, DAPTC, SLCC, clerks' meetings Internal auditor Regular meetings with solicitors	
Inability to defend a criminal or civil action	5	1	5	Policies and procedures in place Sensitive issues reviewed with solicitor and legal advice taken	

ICT

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of in-house expertise	2	3	6	Support packages from various external bodies Contract with Dorset Council Basic in-house expertise	Finance manager administers ICT contracts
Websites and related infrastructure	2	2	4	Working with existing partners, e.g. Visit Dorset, Blue Level Town council website Basic in-house expertise Training available	Retention of data on the ZatPermit system is a live issue and is being resolved

Environmental

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Major land stability issues	5	2 3	10 15	Ground monitoring Consultant geotechnical engineer retained Regular geotechnical reports presented to committee	Probability raised due to greater than normal land movement over winter 2023-24 Mitigation work at Monmouth Beach planned for 2025-26
Flood risk	4	3	12	Flood risk warnings provided to officers Flood risk plan Liaison with Environment Agency and Dorset Council engineers Council in a position to act as a first responder	Absence of flood wardens
Extreme weather and climate change	5	2	10	Emergency procedure Emergency weather plan for Monmouth Beach chalets South Devon and Dorset Shoreline Management Plan	Probability assessment is short-term
Water quality – Beaches and River Lim	3	4 3	12 9	River monitoring group Regular meetings with relevant organisations River Lim monitors regularly test the river and beaches Water quality at Church Cliff Beach to be monitored by EA following designation as a bathing beach	Risk reduced by partnership working, particularly with Environment Agency, South West Water and Dorset Council, with support from the River Lim Action Group
Air quality	2	2	4	Air quality monitoring information provided by Dorset Council	

Climate change	5	1	5	<p>The council has declared a climate and environmental emergency and has a strategic plan for achieving net zero carbon emissions by 2030</p> <p>The council has carried out an environmental impact assessment</p> <p>The council has an Environment Policy</p>	<p>The council acknowledges the seriousness of the crisis but most mitigation measures are the responsibility of other strategic bodies.</p> <p>This is a one-year risk register and the probability of the long-term risks are far greater than the score indicated and will be reviewed annually.</p> <p>Council to also consider declaring a nature emergency to dovetail into Dorset Council's nature emergency</p>
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Partnerships

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
DC	3	3 4	9 12	Regular meetings with ward member Regular officer discussions with Dorset Council	Officers are struggling to maintain an effective dialogue with sections of Dorset Council, particularly the place team.
LRDT	1	3	3	Officer attends LRDT property management committee	
Business community	3	3	9	Regular business briefings Gateway Card relaunched Regular meetings with Lyme Regis Business Group	Lyme Regis Business Group appears to have lost focus in the last few months
Term grant recipients	2	3	6	Grant agreements Review meetings Reporting arrangements to council committees	All term grants will end on 31 March 2025 and the qualification criteria and allocation of grants and the budget will be reviewed as part of the 2025-26 budget-setting process
Cross-border	3	3 2	9 6	Quarterly ward meetings with chairman of Charmouth Parish Council Uplyme Parish Council contributes to	

				the residents' newsletter Gateway scheme extended partially to Uplyme residents	
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Human Resources

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Compliance with systems, policies and procedures	4	2	8	Policies and procedures included in staff handbooks and referred to in contracts New policies introduced and included in the handbook	
Lack of HR expertise	3	1	3	Legal advice available if needed, i.e. NALC, solicitor, Local Government Association SW Councils appointed as council's HR advisor and advice taken from external HR consultant Support services manager achieved a level 5 HR qualification	
Morale	3	3	9	Closing office on Tuesday mornings for regular briefings Full staff team briefings every council cycle Staff social events	
Retention and recruitment	3	3 2	9 6	Investing in training at c.1% of salaries Timely recruitment Annual pay reviews	
Capacity	3	3	9	Staff trained to undertake several functions	Team is stable Further sharing of skills and knowledge required Continued vulnerability to unplanned

					absence in certain roles Limited capacity in a small team.
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Contractual

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Relationships with local contractors	4	2	8	Officers work to maintain good working relationships with contractors Contractual controls	Preferred suppliers in place – some due for review
Failure to comply with procurement policies and procedures	3	2	6	Standing orders and financial regulations include sections on procurement	

Health and safety

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Lack of expertise	5	2	10	Operations manager holds health and safety qualification Support from consultants and professional bodies	
Compliance with systems, policies and procedures	4	2	8	Health and safety policy – reviewed annually Health and safety committee Adhering to systems in place Health and safety audits	Health and safety audit carried out in September 2024 and report awaited

Lone working	5	2	10	Policy for amenities staff on cash handling Enforcement officers issued with cameras Security company collect cash Mobile phones issued Lone-working policy	
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Reputational

Risk	Impact	Probability	Overall Score	Mitigation and control measures	Comments
Negative council image	3	3	9	Publishing of corporate plan Annual report to electors Social media Website Community engagement plan Residents' newsletter	Administrative and community engagement assistants significantly improved communications and public engagement Journalists occasionally attend council meetings
Confidentiality	3	2	6	Code of conduct	

Committee: Strategy and Finance

Date: 9 October 2024

Title: Budget Performance, 1 April – 31 August 2024

Purpose of Report

To inform members of performance against budget from 1 April to 31 August 2024 and of the forecast year-end position at 31 March 2025

Recommendation

Members note the report

Report

1. The budget from 1 April to 31 August 2024 is detailed below.
2. The council’s cash position at 31 March 2024 was c.£2.047k. The council’s finances are such that more income is received at the beginning of the financial year than at the end. Expenditure is more evenly spread throughout the year.
3. Within the column ‘Actual vs Budget’, the black figures are over budget (good news in the income and bad news in the expenditure), the red figures are under budget (bad news in income and good news in expenditure).
4. The income and expenditure spreadsheet forecast includes items of expenditure agreed for release during the 2024-25 budget-setting process:

	Budget £	Forecast £
Expenditure		
Sculpture trail	£6,000	£6,000 ⁴
Lamp columns	£20,000	£20,000 ⁵
Car park machine	£5,000	£5,000 ⁶
Garden handrails	£10,000	£10,000 ⁷
Environmental budget	£25,000	£25,000 ⁸
Replace beach hut wheelchair	£3,200	£3,200
D-day 80	£2,000	£2,400 ⁹

⁴ Second year of three years agreed.

⁵ Final year of three years agreed

⁶ A separate report will be brought to Full Council on 23 October 2024 looking at different options for car park machines. This is the maximum cost.

⁷ £100k agreed over five years starting in years 2023/24

⁸ Final year of three years agreed.

⁹ A small overspend is recorded due to unforeseen costs.

Induction & development – new administration	£20,000	£20,000
Drainage at Woodmead car park	£50,000	£50,000 ¹⁰
Church walls	£30,000	£30,000 ¹¹
BBQ bins	£2,730	£2,730
Mulching mower	£1,750	£1,750
Office options	£100,000	£100,000 ¹²
Guildhall repairs	£50,000	£50,000 ¹³
Cemetery lodge	£125,000	£125,000 ¹⁴
Bell Cliff steps/railings	£25,000	£25,000
Candles on the cobb pavilion	£15,000	£15,000
Fossil festival 2024	£6,000	£6,000
Residents event	£10,000	£10,000
Theatre grant funding	£25,000	£25,000
Town Mill grant funding	£10,000	£10,000
Baptist church grant funding	£10,000	£10,000
Defibrillator – Amenity area	£1,500	£1,500
Seafront Wi-Fi	£15,000	£1,000 ¹⁵
Traffic and transport group recommendations	£10,000	£10,000
Continuation of the bursaries	£5,000	£5,000
CCTV 2024-25	£9,000	£9,000 ¹⁶
Solar panels on council buildings	£5,000	£5,000
Addition of King Charles to chains	£2,124	£2,395 ¹⁷
West and East store doors	£15,000	£15,000
Electronic notice boards	£3,000	£0 ¹⁸
Improve welcome signs	£2,000	£2,000
Total	£619.304	£602,975.27

5. Through the year, some unbudgeted expenditure has been agreed or is in the process of being agreed.

Unbudgeted expenditure	£
Langmoor gardens gazebo	£5,000 ¹⁹
Replacement glass panels – Shelters	£3,000 ²⁰
Guildhall audio	£2,500 ²¹

¹⁰ A report on a potential overspend is elsewhere on this agenda for consideration.

¹¹ Three-year project starting 2023/24 with a total budget of £60k.

¹² 5% retention fee will be deferred to 2025/26

¹³ Further repairs have been identified and additional costs have been identified as an objective for 2025/26

¹⁴ 5% retention fee will be deferred to 2025/26

¹⁵ 4G link has avoided the need for new phoneline.

¹⁶ Nine replacement cameras

¹⁷ The original quote was valid for 30 days, and the new quote has increased by £181

¹⁸ Agreed at Tourism, Community and Publicity Committee on 25 September 2024 not to pursue this objective as it was no longer viable. To be formally agreed at Full Council on 23 October 2024

¹⁹ Taken to Full Council on 17 July 2024 and updated at Town Management and Highways on 18 September 2024

²⁰ Agreed at Full Council on 17 July 2024

²¹ Original estimated costs of £1k agreed. Overspend reported to Town Management and Highways on 16 September 2024 in the update report.

SW Councils – complaint	£5,000 ²²
Fireworks	£4,000 ²³
Section 62	£650 ²⁴
Repair to house – damage from WM draining issues	£803.60 ²⁵
Town crier badge	£1344 ²⁶
Town bus options	£55,000 ²⁷
Total unbudgeted expenditure	£77,297.60

6. The budgets for a number of 2023-24 projects, whether partially complete or incomplete were carried over to be achieved in 2024-25. The total original budget costs are in column A. Where partially complete, the remaining budget has been deferred, which is shown in the column B, and the final cost forecast is in column C.

2023-24 projects

Replace car park machine	£5,000	£5,000	£5,000 ²⁸
Beach store	£125,000	£123,578	£158,994.38 ²⁹
Garden handrails	£10,000	£10,000	£10,000
Replace Langmoor door	£7,000	£7,000	£7,000
Footpath repairs for the gardens	£100,000	£100,000	£100,000 ³⁰
Improve CCTV	£77,000	£18,154.96	£18,154.96
Church wall repairs	£25,000	£25,000	£25,000
Strawberry field options appraisal	£10,000	£10,000	£10,000
Supporting repairs café	£15,000	£15,000	£15,000
Gym equipment	£25,000	£25,000	£25,000
Multi-use games area	£150,000	£150,000	£150,000
Monkey bars	£5,000	£5,000	£5,000
Environmental agenda	£25,000	£15,508.38	£15,508.38
Replacement amenity hut	£163,000	£151,409.95	£156,409.95
Streetlight replacement	£20,000	£12,494.58	£12,494.58
Enhance the wedding packages	£2,000	£1,667.08	£1,667.08
Bursaries	£30,000	£6,000	£6,000
Water ingress – Jubilee Pavilion	£35,000	£14,159.50	£16,800 ³¹
Total	£829,000	£694,972	£738,612.33

²² Agreed at Full Council on 1 May 2024

²³ Agreed at Full Council 17 July 2024

²⁴ A briefing was emailed to members on 25 June 2024 with the council's Gipsy and Traveller Encampment Policy and Procedure attached outlining potential fees. A further briefing was emailed to members on 26 June 2024 to confirm the Section 62 notice was served.

²⁵ Noted in the updates to Town Management and Highways on 5 June 2024

²⁶ Agreed at Full Council on 7 February 2024

²⁷ Agreed at Full Council on 4 September 2024 – may be additional revenue costs depending on the operating method chosen.

²⁸ A separate report on car park machine options will be bought to Full Council on 23 October 2024

²⁹ An overspend was reported to Full Council on 17 July 2024

³⁰ Project likely to be deferred to 2025/26, additional funds required and proposed in the 2025/26 objectives list.

³¹ Overspend reported to Town Management and Highways on 18 September 2024.

2023-24 unbudgeted expenditure

Supporting local grant applications	£3,000	£2,180	£2,180
Additional landslip works	£23,000	£13,014	£13,014
Visitor centre	£3,000	£3,000	£3,000
Total	£29,000	£18,194	£18,194

2023-24 Other deferred expenditure

Grant – boat building academy	£1,000	£1,000
Mayors allowance	£1,233.40	£1,233.40
Civic night costs	£2,385	£2,385
Total	£4,618	£4,618

7. The year-end income forecast is £2,450,290 and the year-end expenditure forecast is £3,279,276, creating a forecast loss of £828,986.
8. It was resolved by the Full Council on 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24 and continued into 2024-25 to release funds for further objectives. Officers believe this is a sufficient sum and there is no pressing requirement to increase the reserve to 50% of budgeted income for 2025-26; this sum would be in the region of £1.079m.
9. The closing cash position on 31 March 2024 was £2,047,243; the forecast year-end cash position at 31 March 2025 is £1,218,257.

	Actual to August 24	Budget to August 24	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 25
Income						
Precept	66,389.50	66,389	0	0%	132,779	132,779
Car parks	840,984.53	643,838	197,146	31%	1,105,453	1,255,453
Chalets/day huts/caravans	448,892.52	324,715	124,177	38%	432,953	465,453
Concessions	9,300.00	10,550	-1,250	(12%)	10,550	9,300
Alfresco seating	26,132.00	26,622	-490	(2%)	26,622	26,132
Commercial rents	180,643.56	121,718	58,926	48%	243,435	255,335
Advertising	2,613.36	2,800	-187	(7%)	3,500	3,500
Amenity area	92,403.87	95,612	-3,208	(3%)	128,875	128,875
Cemetery	2,742.00	2,792	-50	(2%)	6,700	6,700
Licenses	11,262.50	6,312	4,951	78%	12,623	12,623
Other	19,648.75	15,776	3,873	25%	24,271	84,271
Investments	41,869.31	13,333	28,536	214%	32,000	69,869
	1,742,881.90	1,330,457	412,425	19%	2,159,761	2,450,290
Expenditure						
Office administration	62,599.31	60,066	2,533	4%	102,159	102,159
Rent	6,832.67	9,267	-2,434	(26%)	49,322	49,322
Licensed land	0.00	0	0	0%	2,934	2,934
Democratic representation	3,865.07	14,547	-10,682	(73%)	34,913	35,413
Outside works	120,194.26	144,656	-24,462	(17%)	273,952	283,952
Grants/SLA	30,880.65	43,590	-12,709	(29%)	86,045	86,045
Utilities	192,675.12	179,088	13,587	8%	259,990	259,990
Staffing	426,097.05	403,659	22,438	6%	968,781	998,477
Marketing	16,583.65	8,279	8,305	100%	19,869	19,869
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	859,727.78	863,151	-3,424	(0%)	1,797,965	1,838,162
Gross Profit/(Loss):	883,154	467,305	415,849		361,796	612,128
Projects 24/25	178,512.09	-	178,512.09	0%	0.00	602,975.27
Unbudgeted expenditure	10,217.60	-	0.00	0%	0.00	77,297.60
Deferred items from 23/24	91,704.89					760,841.73
Net Profit/(Loss):	694,424.43					-828,986.28

Analysis

10. This year we have profiled our budget, where possible, to reflect the pattern of income and expenditure throughout the year. The main reasons for the income variations are:
- Car park income is forecast at c.£1.255m to March 2025. To date, car park income is up 36%; this is mainly a result of higher volume through our summer months. We have prudently forecast a 20% increase in income for the remainder for the year.
 - Chalet, day hut and caravan income is forecast £32.5k over budget due to transfer fee income that is not factored into the budget. There are two more chalets up for sale, as well as three day huts so there is potential for more transfer fee income before the end of the financial year.
 - Concession income is forecast at c.£1.25k under budget due to one of the concessions not running for the whole season, as agreed by the council.
 - Al fresco income is forecast at c.£500 under budget due the reduction of al fresco seating for one customer.

- Commercial rent is forecast at c.£11.8k higher than budgeted due to the outcome of a number of rent reviews. Further rent reviews are due to be completed this year, which could attract additional income.
- Cemetery income is forecast to remain as budgeted for the year. The income will fluctuate based on volume throughout the year; on that basis we budget on a split basis.
- Investments are forecast at c.£37.8k over budget due to interest rates dramatically improving since the budget was set. Also, the decision to invest £1m in various fixes investments.
- Income forecast includes an additional £60k set to be received for View Road access, which due to delays we will now be receiving in this current financial year.

11. The main reasons for expenditure variation are:

- Office administration, rent, licensed land, grants, utilities and marketing are forecast to remain on budget.
- Democratic representation is forecast £500 over budget due to increased election costs.
- Outside works is forecast for a c.£10k overspend due to increased car park card collection and a forecast overspend due to increased car park income.
- Staffing is forecast at c.£29.5k over budget due to provisions put in place to cover the national pay award, which have yet to be agreed.
- Projects for 2024-25 total £1,339,421. Variations to these projects are identified in paragraph 4. Regular updates on objectives are being provided to each committee, which includes changes to timescales and budget variances.

12. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Naomi Cleal
Finance manager
October 2024

Committee: Strategy and Finance

Date: 9 October 2024

Title: Budget and Precept 2025-26 and Five-Year Financial Plan 2025-30

Purpose of the Report

To allow members to consider and the 2025-26 budget, including the precept, and the five-year financial plan 2025-30

Recommendation

- a) Members approve the 2025-26 base budget and assumptions.
- b) Members approve the base five-year financial plan

Background

1. Each year the council must approve the budget and precept for the following financial year. This report is informed by the 2024-25 budget at 31 August 2024 and provides a year-end forecast. This is extrapolated into a five-year financial plan. The report refers to the council's reserve. The report creates a base from which members can make decisions on discretionary charges for 2025-26; this is the next report on this agenda. This report:
 - excludes objectives and projects
 - allows members to amend assumptions
 - includes known and best-guess cost increases and defaults to the August 2024 consumer price index (CPI) of 2.2% on all other costs
 - includes income increases which are informed by contractual conditions, e.g., leases and licences, recent policy decisions and changing market conditions.
2. The report does not include any changes to the precept or discretionary charges; these are addressed in the next report on the agenda.
3. Officers have adopted a prudent approach to the 2025-26 budget. All known and reasonably anticipated income and expenditure is included in the budget.

2024-25 budget

4. The council's budget position at 31 August 2024 is detailed elsewhere on this agenda; in summary, forecast income is £2,450,290 and expenditure is £3,279,276. The year-end forecast is a loss of £828,986.
5. The council resolved at Full Council 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24 and continued into 2024-25 to release funds for further objectives. Officers believe this is a sufficient sum and there is no pressing requirement to increase the reserve to 50% of budgeted income for 2025-26; this sum would be in the region of £1.079m.

The 2025-26 budget

6. The following summarises the income and expenditure assumptions that inform the 2025-26 budget, **appendix 12A**. Where appropriate, variances from the 2024-25 budget are explained.

Income

7. Car parking charges are based on the 2024-25 budget.
8. Lease and licence conditions link privately-owned chalets, caravans, and beach huts site rents to September's retail price index (RPI). The RPI for August 2024 is 3.4%, down from 3.6% in July; officers have assumed a budget increase of 3%. The budget has increased by c.£11k from c.£432 to c.£443k.
9. Concession income reflects the value of concessions let. This figure has reduced by £1k from 2023-24 due to a reduction in activity.
10. Al fresco seating is decreased by c.£500 to reflect changes made in 2024-25 to current al fresco licences.
11. Commercial income is increased by c.£28.3k compared to 2024-25. This is based on various movements within the heading; £2k additional income expected from the St Michael's Business Centre income share, increase in income from the accreted land and increases to five lease fees. There are several leases to be reviewed in 2025-26 which might attract further income.
12. Advertising income remains at £3.5k.
13. Income from the amenities area is based on the 2024-25 budget.
14. Cemetery income remains at c.£6.7k.
15. Income from licences remains at £12k. However, there are several licences due for review in 2025-26 which might attract further income.
16. Other income is increased by c.£6k to reflect higher volumes of bookings in the shelter area.
17. Interest received has been adjusted for improved interest rates and to include returns from investments made during the year.

Expenditure

18. The outside works' budget reflects base expenditure, only, and has increased from £273,952 to £295,401. The headings within the budget are disproportionately affected by high levels of inflation and therefore have been increased by 5% for supplies and CPI for the remaining budget. An additional c.£14k of expenditure has been added for increased card transaction fees due to higher volume of car park income. An additional £1k has been moved from the marketing budget to external works to merge two signage budgets into one. Note, £10k has

been added to cover ongoing estimated running costs of the new CCTV project from 2027-28 onwards.

19. Democratic costs increase by c.£2k. All costs are increased by CPI at 2.2% apart from members' allowance, which is determined by Dorset Council and has been estimated at 4%. The budget assumes all members will take their allowance.
20. Rent costs are increased by c.£40.7k. This includes £12.7k for increased unit costs and service charges at St Michel's Business Centre, as well as increased estimated park and ride costs from £27.2k to £37k, based on previous years' expenditure. Bus subsidy costs have been increased from £16.4k to £30k to cover possible future running costs.
21. Licenced land refers to the skatepark which is leased from Dorset Council. The licence fee is increased by RPI, 3.4%.
22. Office administrative costs are increased by c.£2.1k from c.£102k to £104k. Insurance costs have increased by c.£6.5k in line with current year prices, legal and professional costs have decreased in line with 2023-24 spend, stationery and equipment has increased from c.£1.1k to £3k in line with average spend. All other headings are increased by CPI, 2.2%.
23. The forecast staffing budget for 2025-26 is £1,077,232, an increase of c.£108k on 2024-25. The 2025-26 budget assumes a national pay increase of 4%. Also, a £1.5k increase to the job advertising budget, due to increasing costs. The staffing budget assumes all employees are in the Local Government Pension Scheme. Note, the triennial valuation of the pension scheme is set for 2025.
24. The marketing budget has decreased from £28.9k to £19.8k. No budget is required for printing the brochure in 2025-26. CPI is added to the cost of bands and general advertising. A new budget has been added and agreed in principle by the Tourism, Community and Publicity Committee on 25 September 2024 for residents' events. Newsletter costs have been left in, however could be negated or altered if the member-led objective to set up a monthly printed newsletter is taken forward.
25. Utilities' expenditure has increased by c.£22k from c.£259k to c.£281k. We are in the final year of a three-year contract for gas and electric, which expires in November 2024. We have entered into a new three-year contract; costs will be significantly decreased by £28k. There are stepped increases to our rates' costs over the next few years, increasing £50k in 2025-26 and a further £65k in 2026-27 and we expect there might be some further potential increases as revaluations are carried out.
26. Grants' expenditure has been put in at historic levels and increased by RPI, increasing from £86k to £93.6k. There is a separate paper on this elsewhere on the agenda.

The five-year financial plan

27. The five-year financial plan, **appendix 12A**, is informed by the council's routine income and expenditure. The five-year plan includes known changes to income and expenditure but excludes unknown changes, such as inflation and discretionary changes.

28. Inflation and project spend means the council must be more prudent in approving in-year expenditure. It should also seek opportunities to generate additional income.

The council's reserve

29. The five-year plan also quantifies the impact of the council's annual spend on its reserve.
30. The council's reserve at 31 March 2025 is prudently forecast at £1.218m, after the objectives and projects identified in the budget performance report, agenda item 11, have been completed.
31. The council's policy was to hold its reserve at 50% of budgeted income. A decision was made during the 2023-24 budget-setting process to set the reserve at £1million to release funds for projects within 2023-24 and continued into 2024-25 to release funds for further objectives. The council can review this level of reserve for 2025-26. If the council reverts to its policy position, the reserve required is £1,110m, i.e., 50% of 2025-26 budget income of £2,224m.
32. In summary, the council's five-year financial plan creates a surplus each year. These figures do not include any changes to discretionary charges. Based on prudent assumptions, these are:

	In year
2025-26	£210.3k
2026-27	£100.3k
2027-28	£90.7k
2028-29	£89.8k
2029-30	£88.7k

33. These sums could increase if car parking income continues to perform well and income from the sale of beach huts, chalets and caravans performs at historic levels.
34. Any recommendations from this committee will be considered by the Full Council on the 23 October 2024.

Naomi Cleal
Finance manager
October 2024

APPENDIX 12A

Income		2025-26	2026-27	2027-28	2028-29	2029-30
Precept Total		132,778.80	132,778.80	132,778.80	132,778.80	132,778.80
Car Park Total		1,105,452.78	1,105,452.78	1,105,452.78	1,105,452.78	1,105,452.78
Chalet & Caravan Total		443,662.50	443,662.50	443,662.50	443,662.50	443,662.50
Concession Total		9,550.00	9,550.00	9,550.00	9,550.00	9,550.00
Alfresco Licenses Total		26,132.00	26,132.00	26,132.00	26,132.00	26,132.00
Commercial Rent Total		271,735.00	271,735.00	271,735.00	271,735.00	271,735.00
Advertising Total		3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Amenities Total		128,875.00	128,875.00	128,875.00	128,875.00	128,875.00
Cemetery Total		6,700.00	6,700.00	6,700.00	6,700.00	6,700.00
Licenses Total		12,623.00	12,623.00	12,623.00	12,623.00	12,623.00
Other Total		30,827.78	30,827.78	30,827.78	30,827.78	30,827.78
Interest Total		50,000.00	10,000.00	10,000.00	10,000.00	10,000.00
TOTAL		2,221,836.85	2,181,836.85	2,181,836.85	2,181,836.85	2,181,836.85
Expenditure						
Outside Works Total		295,401.11	295,401.11	305,401.11	305,401.11	305,401.11
Democratic Rep Total		36,825.30	36,825.30	36,825.30	36,825.30	36,825.30
Rents Total		90,050.00	90,050.00	90,050.00	90,050.00	90,050.00
Licensed Land Total		3,034.01	3,034.01	3,034.01	3,034.01	3,034.01
Office Admin Total		104,301.04	105,511.04	104,301.04	104,301.04	104,301.04
Staffing Total		1,077,232.08	1,077,232.08	1,077,232.08	1,077,232.08	1,077,232.08
Marketing Total		28,997.61	31,997.61	31,997.61	31,997.61	31,997.61
Utilities Total		281,990.40	346,990.40	346,990.40	346,990.40	346,990.40
Grants Total		93,690.70	94,420.09	95,244.30	96,175.66	97,228.10
Loans Total		-	-	-	-	-
TOTAL		2,011,522.24	2,081,461.63	2,091,075.85	2,092,007.21	2,093,059.64
Reserve Inc/(Dec)		210,314.61	100,375.22	90,761.00	89,829.64	88,777.21

Committee: Strategy and Finance

Date: 9 October 2024

Title: Review of Charges

Purpose of Report

To allow members to consider the level of precept for 2025-26

To allow members to set charges for 2025-26 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges; memorial benches; and Monmouth Beach garages

To allow members to set charges for 2026-27 for Cart Road beach hut hire; hire of Marine Parade Shelters; and weddings and civil partnerships

Recommendation

- a) Members consider the level of precept for 2025-26
- b) Members set charges for 2025-26 for: alfresco licences; Bell Cliff advertising boards; amenities; cemetery; car parking; parking permits; penalty charges, memorial benches; and Monmouth Beach garages
- c) Members set charges for 2026-27 for Cart Road beach hut hire; the hire of Marine Parade Shelters; and weddings and civil partnerships

Background

- 1. The Retail Price Index (RPI) for August 2024 was 3.4% and Consumer Price Index (CPI) was 2.2%.
- 2. Values are rounded up and include VAT, where applicable.
- 3. Some of the charges come with proposals to help guide members on some of the more complex fees.

Precept 2023-24

- 4. The precept for 2024-25 is £132,779.
- 5. For information, in 2024-25 the council tax charge for a Band D property in Lyme Regis is £64.32. This is significantly lower than neighbouring towns in Dorset, for example:
 - Charmouth £136.31
 - Weymouth £181.70
 - Bridport £189.21

- Sturminster Newton £263.67
- Gilligham £243.68
- Blandford Forum £246.45

6. Members may wish to consider an increase to the precept.

Cart Road beach hut hire

- The beach hut hire charges generate an income of c.£72k per annum.
- The prices for 2025 were agreed last year and the council now needs to set charges for 2026.
- Annual, summer and winter packages continue to be offered for 2025-26, as well as priority booking arrangements for Lyme Regis residents. Lyme residents are eligible for a 10% discount if they hold a Gateway Card.
- For Christmas/New Year 2025-26, a two-weekly booking period operates from 20 December 2025 until 2 January 2026.
- Charges for previous years are shown in the table below, along with proposed prices for 2025-26:

	Daily Rates 2023	Weekly Rates 2023	Daily Rates 2024	Weekly Rates 2024	Daily Rates 2025	Weekly Rates 2025	Proposed Daily Rates 2026	Proposed Weekly Rates 2026
January–Easter	£4		£5		£6		£7	
Easter Holiday		£55		£60		£70		£75
April – Spring Holiday	£10		£12		£13		£14	
Spring Holiday		£60		£65		£75		£80
June		£55		£60		£70		£75
2 July – 16 July		£80		£90		£100		£105
23 July–August		£140		£160		£180		£190
September	£12		£14		£16		£17	
October	£7		£8		£9		£10	
November–December	£5		£6		£7		£8	
Christmas and New Year		£80 (2 weekly booking)		£90 (2 week booking)		£100		£105
Winter Season		£170	£185		£200		£210	

Summer Season		£1,100	£1,200		£1,300			£1,365
Annual		£1,700	£1,850		£2,000			£2,100

12. Officer assessment of 2024 is that demand is extremely high; the huts have been fully booked from May to the end of September and other key points in the year such as the Easter holidays.
13. Officers believe the rates are similar to rates in surrounding areas and suggest a 5% increase rounded up.

Alfresco licences

14. Charges remained at £130 for cover and £12 for single chairs between 2019-20 and 2023-24, and were then increased to £143 and £20 respectively in 2024-25. The following table shows historical charges, as well as proposed charges for 2023-24:

	Price 2023-24	Price 2024-25	Proposed 2025-26
Covers	£130	£143	£150
Single Chairs	£12	£20	£20

Website advertising

15. Website costs get agreed outside of the normal review of charges to fit in with Visit Dorset's timetable as they sell the advertising on our behalf and the charging structure set must be relative to theirs.
16. It was resolved by Full Council on 7 February 2024 to set the charges from 1 April 2024 as follows:
 - Free landing page on Visit Lyme Regis website
 - Enhanced for Things to Do or Accommodation businesses – £305 including VAT
 - Enhanced for Food & Drink / Shopping / Transport – £175 including VAT

The rates if advertising on both websites with an enhanced listing would attract a further discount of 20%:

 - Enhanced joint listing for Things to Do or Accommodation businesses – £568 or 10% off each Visit Dorset/Visit Lyme Regis level if choosing different levels
 - Enhanced for Food & Drink/Shopping/Transport – £325

Bell Cliff advertising

17. Since their introduction between 2014-15 and 2017-18, advertising charges were £100, inclusive of VAT. In 2018-19 they were increased to £110, inclusive of VAT. The charge was increased to £120, inclusive of VAT in 2021-22 and has remained the same since until they were increased to £150 for 2024-25.

	Price 2014-18	Price 2018-19	Price 2021-24	Price 2024-25	Proposed 2025-26
Bell Cliff Advertising	£100	£110	£120	£150	£175

18. The demand for advertising boards is high with a current long waiting list. Members may wish to consider increasing the charge to £175.

Marine Parade Shelters

19. In 2017-18, the categories for charging for shelters' hire were fundamentally changed. The council has already agreed prices for 2025-26, and now needs to set prices for 2026-27. Charges are set a year in advance because of the volume of bookings taken in advance.
20. Charges for 2023-24 and 2024-25 were changed in year in response to complaints about price increases. Members changed the prices for 2024-25 and set them at £150 for the market area and £200 for the performance area.
21. Officers would suggest they remain at that price for 2026-27 also.

Charites, Schools and Not-for-Profit Organisations – per area, per day

Categories	2023-24	2024-25	2025-26
DT7 postcodes	£15	£15	£20
Within a 10-mile radius of the offices	£20	£20	£25
Outside a 10-mile radius of the offices	£25	£25	£30
National charities (per hour)	£20	£20	£25
Not-for-profit community events and festivals hiring the shelters	At the discretion of the town clerk	At the discretion of the town clerk	At the discretion of the town clerk

Commercial or private hire

Area		2023/24	2024/25	2025-26
Langmoor Room	Per room, per hour	£15	£15	£15
Market area	Per day	£125*	£150*	£150

Performance area/ top of shelters (Commercial)	Per day	£175*	£200*	£200
Hire of Performance Area for Performance	Per Half	£60	£60	£70
Hire of any section on top of the shelters	Per Day	At the discretion of the town clerk	To be set as part of the roof management plan	At the discretion of the town clerk

*Revised charges

Amenities

22. The mini-golf and table tennis area is open daily, 9am to dusk (weather-permitting) from Easter to October half-term; for the remainder of the year, it is open at weekends, only.
23. The current charges are: adult mini-golf, £4.50, child mini-golf, £2.50, table tennis, £2.50 per person. These prices were increased in 2024-25.
24. Pre-booked groups of 10 or more are given a 25% discount and Gateway Card holders are given a 50% discount.

Weddings and civil marriages

25. Weddings and civil marriages are booked some time in advance. Prices have already been agreed for 2025-26, and now need to be set for 2026-27. Historic charges are shown in the following table, as well as proposed charges for 2026-27:

	2022/23	2023/24	2024/25	2025/26	2026/27
Monday-Friday	£300	£400	£400	£450	£475
Weekends/BHs	£400	£500	£500	£550	£575

26. It was resolved at Full Council on 17 June 2024 to introduce wedding packages. The charges were set for 2024-25. These prices include VAT
 - All inclusive (chair covers, chair sashes, LED candles, fairy lights, table centrepiece, table runner, beach hut) – £99
 - Chair covers – £2 each
 - Chair sashes – £1 each
 - LED candles – £5
 - Fairy lights – £5
 - Table centrepiece – £10
 - Table runner – £2

27. Despite competition from other wedding venues in the town, the number of bookings has remained static.

Car parking permits

28. Parking permits are for Woodmead car park, only, and run from April to the following March. No long-term permits are sold for Cabanya or Monmouth Beach car parks.
29. The permits for residents and non-residents are linked to individual vehicles by registration number. The holiday accommodation permits are linked to the property and are for any one vehicle at a time.
30. A weekly ticket at Woodmead is currently £80.
31. The prices agreed since 2020/21 are shown in the following table, as well as proposed prices for 2025/26:

	2020-21	2021-22	2022-23	2023-24	2024-25	Proposed 2025-26
Residents	£175	£175	£175	£175	£200	£225
Non-residents	£335	£400	£400	£400	£450	£450
Holiday accommodation	£670	£700	£700	£700	£750	£750

32. As residents are entitled to a free parking permit over the winter, the charge for residents is effectively for April to October. Residents' concessionary parking permits are issued annually. In addition, last year we introduced the residents' parking clock which entitles residents to two hours free parking in any of our car parks at any time of the day.
33. Dorset Council has introduced the 'Flexi stay' parking permit for Dorset residents, or persons working within Dorset, which gives unlimited parking in the majority of Dorset Council long stay car parks and two hours in some short stay car parks. It is available to buy monthly for £27.50 or £290 for 12 months, limited to one registered vehicle per permit.

Car Parking

34. Car park charges at Cabanya and Monmouth Beach car parks were increased in 2016-17, again in 2019-20, again in 2021-22 and again in 2024-25. The hourly charge for Woodmead car park remained at £1 since 2016-17 but was increased in 2021-22 to £1.10, along with the three-day and weekly ticket prices.

	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Cabanya	£1.20	£1.40	£1.40	£1.40	£1.50	£1.60	£1.90
Monmouth Beach	£1.20	£1.40	£1.40	£1.40	£1.50	£1.60	£1.90
Woodmead							
1 hour	£1.00	£1.00	£1.00	£1.00	£1.10	£1.20	£1.50
3-day ticket	£20	£25	£25	£25	£30	£35	£45

35.	Weekly ticket	£40	£50	£50	£50	£60	£65	£80
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The charging hours are 8am to 9pm, between the start of the school Easter holidays, and the end of the October half-term, outside of which they are 8am to 6pm. Councillors might want to consider standardising the charging hours to 8am to 9pm all year round. This would bring in further income and ease administration charges and decrease administration time.

36. The table below details the increased revenue the council could receive if the council increases car parking charges by 10p, 20p and 30p.

	2024/25 Budget £	10p Increase £	20p Increase £	30p Increase £
Woodmead Halls	£300,000	£20,000	£40,000	£60,000
Monmouth Beach/Cabanya	£732,767	£38,566	£77,133	£115,700

37. For information, Dorset Council's current charges are:

Charmouth Road	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
	£0.80	£1.50	£2.30	£3.30	£5.30	£9

Holmbush	30 Mins	1 Hour	2 Hours	3 Hours	4 Hours	10 Hours
Winter	£0.80	£1.50	£2.30	£3.30	£5.30	£9
Summer	£1.50	£3.00	£4.50	£6.00	£7.50	£15

38. Dorset Council agreed to a trial reduction of charges in selected Dorset Council car parks from 1 July until 31 October 2024, Charmouth Road car park being one of the chosen car parks. At the end of the trial (31 October), the charges will remain the same but revert to the usual off-peak rate in line with the seasonal tariff change in other Dorset Council car parks.

Penalty Charge

39. The level of penalty charge has remained unaltered at £60 for at least 10 years, as has the reduced fee of £40 if the penalty is paid within seven working days. These charges are broadly comparable with other councils, some of whom offer a further reduction, often no more than £20, if the penalty is paid immediately, e.g., within 24 hours. Dorset Council charges £50, with a reduced fee of £25 when paid within 14 days, with additional charges added for late payments.

40. This council's income from penalty charges has increased year-on-year for the last four years, despite the charges remaining the same. i.e., income in 2019-20, £19,929, 2020-21, £26,472, 2021-22, £29,238.40, £28,123.24 in 2022-23 and £34,148.67 in 2023-24.

Cemetery Charges

41. All the charging elements were examined in some detail in 2016 and there has been no change in charges since 2018-19. The current charges are shown below, with proposed charges for 2025-26 in red:

	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
2024/25	No Charge	No Charge	£225	£50	£455	£276.00	£90.00
Proposed 2025/26	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
£45/£60	£30	£20	£20	£25	Not Offered	No Extra Charge
£60/£75	£30	£20	£20	£25	Not Offered	No Extra Charge

42. Double fees apply to non-parishioners, although as agreed by the Full Council on 3 March 2021, any non-parishioners wishing to be buried in the town cemetery must have a proven family connection or origins in Lyme Regis.
43. The level of charges is lower than average, and this is often commented on, particularly by those purchasing a grave. At current burial levels, there remains space in the cemetery for 20-25 years. In 10-15 years' time, the council will have to consider the acquisition of additional land for interment; this will come at a cost. Below are some comparisons from neighbouring towns:

	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
Lyme Regis	£225	£50	£455	£276	£90
Uplyme	£423	£121	£786	£121	£72 - £144
Axminster	£500	£150	£900	£300	£200
Seaton	£491	£143	£870	£205	£82 - £174
Dorchester	£745	£205	£1,000	£670	£235
Weymouth	£878.50	£241.30	£992	£790	£278.10

Site Licences

44. Following the Alder King report, which was presented to the Full Council on 21 September 2016, the level of future charges is dictated by a clause which links increases to September's RPI. The announcement is due on 16 October 2024; the RPI rate for August 2023 was 3.4%.

Memorial Benches

45. The purchase price for memorial benches is governed by procurement cost. The 2020-21 cost was £700 and the cost for 2022-23 was £1,194.
46. Officers propose this system remains unchanged for 2025-26.
47. Under VAT rules, the council is able to reclaim VAT on the purchase, but do not have to pay VAT on the sale.

Monmouth Beach Garages

48. The council currently has seven garages it lets out annually to residents. The charge was set at £1,040 excl VAT in 2017, the charge was increased to £1,250 for 2022-23, increased to £1,375 for 2022-23 and increased to £1,500 for 2024-25.
49. It is proposed garage rent increases by RPI to £1,550 for 2025-26.
50. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Naomi Cleal
Finance manager
October 2024

Committee: Strategy and Finance

Date: 9 October 2024

Title: Grants

Purpose of Report

To allow members to consider the total amount allocated to grant funding, the categorisation and split of grants along with any changes to the existing policies and procedures, and the timetables for inviting grant applications and making decisions on their allocation

Recommendation

- a) Members determine the total amount allocated to grant funding, the categorisation and split of grants along with any changes to the existing policies and procedures
- b) Members approve the processes and timetables for inviting grant applications and making decisions on their allocation, paragraphs 12, 13 and 14

Background

1. The council considered the total budget allocated to grant funding on 19 November 2019 and the split and categorisation of grants on 17 December 2019.

Report

Re-defining grant categories

2. The council currently has two grant categories; term grants that normally cover revenue funding for a period of up to five years and community grants of up to £1,000 for one-off capital projects.
3. Community grants up to £500 require minimal supporting documentation. Community grants above £500 require match funding of at least 50%.
4. The current allocation distribution between the grant categories is term grants, £60,000 per annum term and community grants, £15,000 per annum.
5. The following organisations were allocated term grants between 2020 and 2025: Marine Theatre, LymeForward, The Hub, Citizens Advice, B Sharp, Axe Valley and West Dorset Ring and Ride and the Philpot Museum.
6. The following organisations benefited from community grants between 2020 and 2025: 1st Lym Valley Scout Group, bthechange CIC, Dorset Youth Association, Lyme Regis Junior Parkrun, Lyme Regis Majorettes, Lyme Regis Roman Catholic Church, Plastic Free Lyme Regis, Town Mill Trust, Axminster and Lyme Cander Support, Jazz Jurassica, Lyme Regis Community Support, Coastal Community Cupboard, Lyme Regis Gig Club, Lyme Regis Pantomime Society, Turn Lyme Green, Uplyme and Lyme Regis Cricket Club, Lym Valley

Croquet Club, Lyme Morris, Lyme Regis Bowling Club, Lyme Regis Community Garden Volunteers, Lyme Regis Sea School, Lyme Regis Town Band, Over 70s Christmas Dinner Fund Committee, Powder Monkeys Explorer Sea Scout Unit, St Michael's Primary School PFA, Curtain Up Theatre Company, Lyme Crime Literary festival, Lyme Heartbeat, Lyme Regis Boat Building Academy, Lyme Regis Youth Football, Uplyme Preschool, Little Green Change, Lyme Bay Chorale, Lyme Regis Society, St Michael's Parish Church, Tanner's Field Film, and Woodroffe PFTA.

7. The council has policies and procedures for the allocation of term and community grants, **appendices 15A and B**.
8. The council provides grant funding and subsidies to other organisations and events, e.g., the town bus, the fossil festival, Christmas lights, and fireworks.
9. The council also approves one-off grant funding requests, e.g., St Michael's Church tower rendering, the Town Mill, the Baptist Church and cinema seating for the Marine Theatre.

Report

10. Members should consider:
 - the scope of the grants' budget, i.e., should it incorporate all grant allocations
 - the total grants' budget and category distributions within it
 - grant categorisations, i.e., should the existing classification of term and community remain, should they be re-categorised and/or should new categories be introduced. For example, should the council introduce a further category to allow organisations to bid against an annual pot for major capital grants?
 - how the council should respond to in-year grant requests
 - who should receive revenue funding from the town council? The assumption shouldn't be that existing term grant recipients are future beneficiaries
 - changes to existing policies and procedures.

Inviting 'term' grant applications

11. Working on the assumption the council retains some form of 'term' grants, the following timetable is proposed; recipients need confirmation of any grant award to inform their 2025-26 budget and medium-term financial planning.
12. Officers propose the council should issue a public notice informing local organisations it is seeking 'term' grant applications. The notice should be issued after the Full Council meeting on 11 December 2024, with a closing date of 12noon on 15 January 2025.
13. Requests would be considered at the Strategy and Finance Committee on 29 January 2025 and approved by the Full Council on 12 February 2025.

Inviting 'community fund' grant applications

14. Working on the assumption the council retains some form of 'community fund' grants, a public notice informing local organisations it is seeking 'community' grant applications should be issued in mid-January 2025, with a closing date at 12noon on 28 February 2025. Applications will be considered by an extraordinary meeting of the Full Council on 26 March 2025.
15. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

John Wright
Town clerk
September 2024

Policy and procedure

Term Grants

1. Purpose

- 1.1 Term grants provide revenue funding for Lyme Regis-based organisations whose functions or services are important to the community and its well-being.

2. Funding

- 2.1 For the financial years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-25, the council has set aside £80,000 each year to support local organisations, subject to budgetary constraints. This sum will not be adjusted for inflation.

- 2.2 From this budget, £60,000pa will be awarded to term grants.

- 2.3 Applications can be made up to £30,000pa.

3. Selection Criteria

- 3.1 The town council does not have specific criteria that organisations have to meet to be eligible for a term grant; the benefits an organisation can bring to the town, its residents and visitors differ widely.

- 3.2 In addition, rigid qualification criteria often disadvantage smaller community-based organisations and promote applications from those well versed in seeking external funding.

- 3.3 However, any organisation applying for a term grant from the town council must clearly demonstrate in its application:

3.3.1 what the main activities of the organisation are

3.3.2 what the funding is for and what it seeks to achieve

3.3.3 the length of time funding is required for

3.3.4 how the funding will benefit the town, its residents and/or visitors

3.3.5 how these objectives and benefits will be measured

3.3.6 a business plan that includes a clear understanding of organisation's operating environment, risk exposure, and projected income and expenditure

3.3.7 bank references

3.3.8 audited accounts for the previous financial year

3.3.9 registration documentation

3.3.10 details of other grant applications and/or fund-raising activities; the council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources

3.3.11 how it will inform others that they have received funding from the council.

4. Restrictions

- 4.1 Awards of term grants will be subject to the following restrictions:

- 4.1.1 the organisation must provide services to Lyme Regis and its community
- 4.1.2 the organisation must be non-profit making
- 4.1.3 the organisation must not provide grants or donate monies to others
- 4.1.3 funding will not normally exceed £30,000pa
- 4.1.4 funding duration will not exceed five years. If a project seeks further funding after five years, a new application must be made
- 4.1.5 funding must be used for the purpose and objectives agreed.

4.2 Funding will not be used for retrospective expenditure, to pay off debts incurred, or costs that have already been funded elsewhere, i.e. no 'double funding'.

4.3 Any organisation in receipt of a term grant cannot apply for a community grant.

5. **Timetable**

5.1 Public notice for term grants	9 January 2020
Closing date for applications	Noon 27 January 2020
Extraordinary Full Council	4 February 2020

6. **Monitoring and Review**

6.1 Prior to any grant payment, organisations must enter into a term grant agreement with the town council. Each agreement will reflect the nature of the functions and services delivered by the recipient organisation.

6.2 The term grant agreement will detail:

- 6.1 the purpose of the grant and what it will be achieve
- 6.2 contract duration
- 6.3 the amount of grant, including any distribution between capital and revenue expenditure
- 6.4 compliance arrangements and the process for notification of changes
- 6.5 performance objectives, reporting and review
- 6.6 disputes and termination processes
- 6.7 breach of conditions and recovery of grant processes
- 6.8 notice requirements
- 6.9 publicity and acknowledgement of support.

6.3 Performance against the term grant agreement will normally be reviewed twice a year and reported to a council committee. If an organisation fails to meet its performance objectives, the council can increase the frequency and nature of performance reporting.

6.4 Consistent failure to achieve performance objectives may result in the early termination of a term grant agreement and may result in the organisation having to repay the grant funding it has received.

6.5 Any grant no longer needed must be offered back to the council. It cannot be used for other purposes.

- 6.6 Organisations will be informed they must not assume they will be awarded any further funding when the grant arrangement ends.
- 6.7 If requested, a term grant recipient must allow a councillor and/or the town clerk to sit on its board of management.
- 6.8 The town clerk must be given the opportunity to review the organisation's business plan, accounts and performance data on behalf of the council.

Implementation date: 9 January 2020

Review date: December 2024

John Wright
Town clerk
December 2019

Policy and Procedure

Community Fund

1. Purpose

The community fund provides grants of up to £1,000 for capital projects that help and support the community.

2. Funding

2.1 For the financial year 2024-25, the council has set aside £15,000 to support local organisations with community fund grants.

2.2 Applications can be made for up to £1,000pa.

3. Application and selection criteria

3.1 The council will consider grant applications from community groups and organisations that serve Lyme Regis. Priority will be given to applications that help and support the community.

3.2 Applications over £500 will only be considered from community groups and organisations that are a properly constituted body. This may include a group or organisation with charitable purposes, a charity or a not-for-profit company.

3.3 Groups that are part of a larger organisation can apply for funding through that organisation, provided this is clearly stated on the application form.

3.4 Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals.

3.5 Any organisation in receipt of a term grant from the council cannot apply for a community fund grant.

4. How much money can be applied for?

4.1 Community fund grant applications fall in to two categories: projects up to £500 and projects up to £1,000.

4.2 Projects up to £500 require minimal supporting documentation and match funding isn't an absolute requirement. Projects over £500 require 50% match funding of the total project cost, and a higher level of supporting documentation.

5. What can the grant be used for?

5.1 The grant can be used for the purchase of materials and equipment, or the provision of a service that makes Lyme Regis a better place to live, work and play.

6. What can't the grant be used for?

- 6.1 Any costs not directly associated with the project.
- 6.2 Retrospective funding, i.e. money already spent.
- 6.3 Paying off debts already incurred.
- 6.4 Costs that have already been funded elsewhere, i.e. no 'double funding'.

7. Other

- 7.1 Groups and organisations applying for a community fund grant must:
 - 7.1.1 comply with this policy and procedure.
 - 7.1.2 complete an 'end of project' report.
 - 7.1.3 spend their grant money within the financial year.
- 7.2 Groups and organisations applying to the community fund must provide details of any funding from other sources, including fundraising or applications to other grant-awarding bodies
- 7.3 The council will look favourably on organisations that show evidence of self-help, either by fundraising or obtaining funds from other sources. Priority will be given to applications that demonstrate how they help and support the community.
- 7.4 Applications to the community fund can be made in consecutive years. In such instances, the council will be mindful of the benefits obtained from previous grant applications.

8. Application Process

- 8.1 The application must:
 - 8.1.1 state the main activities of the organisation
 - 8.1.2 provide details of the project
 - 8.1.3 explain who will benefit from the grant and how
 - 8.1.4 provide details of other grant applications and/or fundraising activities in relation to this project.
 - 8.1.5 confirm appropriate, policies and procedures are in place, e.g. insurance, health and safety, safeguarding
 - 8.1.6 demonstrate how the organisation will inform others that it has received funding from the council

8.1.7 The availability of community fund grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

9. Supporting evidence

9.1 Applicants must provide:

9.1.1 full project costs, e.g. quotes, invoices, other grants

9.1.2 copies of their governing document or constitution, if available

9.1.3 an application signed by two of the organisation's officers.

9.2 Applications for grants over £500 must be supported by details of the organisation's current financial status, e.g. copies of most recent bank statements/passbook.

9.3 Payments will not be made to individuals or private bank accounts.

9.4 The application must be completed in full.

9.5 The availability of grants will be advertised for at least one month. Applications received after the deadline will not be accepted.

10. Selection process

10.1 After the deadline, officers may contact organisations to clarify information or to access missing information. If an organisation cannot clarify or obtain information, its application will not normally go through to the next stage.

10.2 Officers will sift applications and collate those which meet the council's requirements. This process includes:

10.2.1 creating a simple grid to give an overview of the grant requests. The grid will include any other funding an organisation is in receipt of

10.2.2 a report that highlights issues members need to be aware of. The report will include rejected applications. It will also include details of applicants from the previous year who did not claim their grant or report back on their 'end of project' form.

10.3 An Extraordinary Full Council meeting will be arranged in late-March/early-April to consider applications to the community fund.

10.4 Grants will be paid on receipt of copies of the appropriate invoices or receipts. The town clerk is authorised to agree the early release of grants, if necessary.

11. Reporting process

11.1 At the end of the project, organisations are sent an 'end of project' form which will require them to:

11.1.1 explain how successful the project was

11.1.2 explain who benefited from the community fund grant and how many people it helped.

11.2 The form will ask for feedback on the council's grants' process and seek suggestions to improve the process.

11.3 Organisations will be invited to the annual meeting of electors to give feedback on funding received from the town council.

12. Timetable

12.1 The annual timetable is:

12.1.1 end-January –community fund opens for applications.

12.1.2 end-February – deadline for applications.

12.1.3 mid-March/Early-April – final date for officers to have gathered and collated required info.

12.1.4 end-March/early-April – Extraordinary Full Council approves grants.

12.1.5 April – successful applicants awarded funding, projects start.

12.1.5 end-February (of following year) – deadline for 'End of Project' reports (in time for considering new applications).

Committee: Strategy and Finance

Date: 9 October 2024

Title: Objectives and Projects 2025-2026

Purpose of report

To allow members to consider objectives and projects for 2025-26

Recommendation

- a) Members consider objectives and projects for 2025-26
- b) Members review the preferred level of reserve for 2025-26 and the council's general policy to maintain a reserve at not less than 50% of turnover, but temporarily reduced to £1m for 2023-24 and 2024-25 to enable the delivery of additional objectives
- c) Members note objectives for 2026-27 and beyond

Background

- 1. This year, each committee has been asked to identify its objectives for consideration through the budget-setting process. In addition, officers have consulted with staff to obtain suggestions.
- 2. Officers have attempted to prioritise these as 1, 2 or 3, with the former comprising mainly operational issues. The total cost of priority 1 items is £533,000 and the total cost of all items on all three lists is £821,400.
- 3. Officers have also forecast objectives that require attention for 2026-27 onwards.

Priority One

Previously committed	Gardens handrails	10,000.00
Previously committed	Church walls	5,000.00
Previously committed	Sculpture trail	6,000.00
Additional budget required	WM drainage	80,000.00
Additional budget required	Guildhall	100,000.00
Additional budget required	Car park machines	20,000.00
Additional budget required	Garden paths	100,000.00
Officer lead	Cement mixer	1,000.00
Officer lead	Shelter tables and chairs	10,000.00
Officer lead	Office disposal - prof fees	10,000.00
Officer lead	Feasibility study - Cadet hut site	4,000.00
Officer lead	Park and ride investment - Pay to park	20,000.00
Officer lead	Works to Lynch	7,000.00
Committee lead - TCP	VE day	1,000.00
Committee lead - TCP	Continuation of the bursaries	5,000.00
Committee lead - TMH	Youth council	4,000.00
Committee lead	Landslip work MB	120,000.00
Priority 2 - 24/25	Additional cost of secure room in new office	5,000.00
Committee lead - Environment	Continuation of the council's budget to carry out the climate action plan	25,000.00
	Priority 1 total	533,000.00

4. It is noted that some of these objectives were multi-year commitments, in which case only the element of spend planned for 2025-26 is shown. The 'garden handrails' is one year of a five-year project to replace all handrails within the gardens ending in 2027-28. The sculpture trail is in the final year of a three-year agreement. The church walls are a three-year project starting in 2023-24, with £25k allocated to 2023-24, £30k allocated to 2024-25 and the remaining £35k allocated to 2025-26.
5. Car park machine budget excludes £10k deferred from 2023-24 and 2024-25 to come to a total of £30k. A separate report will be considered by Full Council on 23 October 2024. There will be multiple options of varying costs, this is a maximum cost.
6. The budget for Guildhall works is a total of £100k that will be spent over two years, 2025-26 and 2026-27. This is in addition to the already approved repairs to the remaining roadside window and the 'passageway' area to the eastern gable. The additional works relate primarily to damp and water penetration identified in a recent report by Rose of Jericho, specialists in building conservation.
7. The previous objective of protective cases for the maces has been amended with a new description and budget. A permanent secure room in the new office is preferred, which will be a better long-term solution.
8. It has previously been agreed that the council would set aside £75k, over three years, to carry out the council's climate action plan. This budget is coming to an end, with the final year being 2024-25. The Environment Committee has proposed that a further £25k is required for 2025-26 to cover a number of objectives that are listed separately in priority 2 and 3. Members could consider agreeing the dedicated £25k budget or agreeing which environmental projects they would like to carry out that have been proposed from the committee.

Priority Two

Officer lead	Additional day hut x2	10,000.00
Priority 2 - 24/25	Employee benefits	10,000.00
Officer lead	Play area - Langmoor gardens	100,000.00
Officer lead	Beach weddings	5,000.00
Officer lead	Electric strimmer's x6	12,000.00
Officer lead	Electric hedge trimmers	1,400.00
Committee lead - TCP	Mini golf event	2,000.00
Committee lead - TMH	Traffic and transport	10,000.00
Committee lead - TCP	Floral competition	1,000.00
Committee lead - TCP	Sporting Lyme	2,000.00
Committee lead - TCP	Noticeboards	4,000.00
Committee lead - Environment	Tree planting schemes	5,000.00
Committee lead - Environment	Follow up on EPC recommendations	5,000.00
Committee lead - Environment	Hydro study, additional generation feasibility	3,000.00
	Priority 2 total	170,400.00

9. The purchase of two day huts to re-sell will bring in additional income, both as a capital receipt (c.£120k) and ongoing revenue for site fees (c.£1,200 p.a.)

Priority Three

Priority 2 - 24/25	Seagull solutions	3,000.00
Committee lead - H&S	Health and safety training	-
Committee lead - TCP	Newsletter enhancement	40,000.00
Committee lead - TCP	Videos for website	10,000.00
Committee lead - TMH	One-way system	-
Committee lead - Environment	Biodiversity projects	5,000.00
Committee lead - Environment	Renewable energy projects	15,000.00
Committee lead - Environment	Installation of more LED lighting	3,000.00
Committee lead - Environment	Further investigation into rainwater harvesting	2,000.00
Committee lead - Environment	River Lym improvement projects	7,000.00
Committee lead - Environment	Waste initiatives	10,000.00
Committee lead - TCP	Fireworks	4,000.00
Committee lead - TCP	Fossil festival	6,000.00
	Priority 3 total	105,000.00

10. The additional health and safety training suggested at the Human Resources Committee has no costs associated with it, as we have a sufficient staff training budget to cover any additional training.
11. A member has suggested the council newsletter be enhanced and printed monthly and also increased from four to eight pages. It is suggested it be delivered only to those who request delivery and also made available at outlets in the town. This is a significant enhancement of the current quarterly newsletter sent via the Royal Mail and would require extra resources, including an additional staff member to coordinate it. If agreed, this would replace the current budget line in 2025-26 of £4k.
12. The one-way system has no directly associated costs for this council because Dorset Council is the responsible authority. This council could contribute from its Traffic and Transport Working Group budget if approved and if it chose to do so.

13. The Tourism, Community and Publicity Committee put forward the funding of the fireworks' displays and the Fossil Festival as possible objectives. At the moment, these have been suggested as priority three objectives because members may wish to consider formalising these funding arrangements via a grant agreement. A separate report is elsewhere on the agenda to allow members to consider grant funding in 2025-26 and beyond.

2026/27 onwards

26/27 Objectives		
Officer lead	Resurfacing the car parks WM	200,000.00
Officer lead	Line marking WM and MB	10,000.00
Officer lead	Electric tools	15,000.00
Officer lead	Cemetery driveway	Cost to follow
Officer lead	Redevelopment cadet hut site	150,000.00
Officer lead	Consider enhancement of amenity area	Cost to follow
Previously committed	Gardens handrails	10,000.00
	Total	385,000.00
27/28 and beyond objectives		
Officer lead	Electric vehicles	280,000.00
Officer lead	Electric tools	15,000.00
Officer lead	Tarmac MP	250,000.00
Previously committed	Gardens handrails	20,000.00
	Total	565,000.00

14. Each committee has been asked to consider its objectives for consideration through the budget-setting process, which appear in the lists. However, members still have the opportunity to add further suggestions at this meeting. Members also have the discretion to remove objectives from the list if they do not wish to proceed in any future years.

Report

Budget availability

15. Officers forecast a reserve of £1.218m at 31 March 2025.
16. The budget surplus for 2025-26 depends on the discretionary charges approved by members. If there is no increase to these charges, the budget surplus is forecast at £210,314.
17. The amount of money available to spend in 2025-26 is also determined by the level of surplus members approve; the council's policy is to hold a minimum reserve of 50% of budgeted income. The council resolved at Full Council on 14 December 2022 to set the council's reserve at £1million to release funds for projects in 2023-24 and continued into 2024-25 to release funds for further objectives. Officers believe this is a sufficient sum and there is no

pressing requirement to increase the reserve to 50% of budgeted income for 2025-26; this sum would be in the region of £1.079m.

18. If the council's overall year-end position on 31 March 2025 is as predicted (£1,218,257), and if the council's in-year trading surplus for 2025-26 with no objectives and with no significant changes to charges is as forecast, then it will leave £507,522 to be released for funding 2025-26 objectives
19. Officers always attempt to budget prudently, particularly with regards to car parking income, and to not build in any assumptions about income which is not guaranteed, such as from the sale of chalet, day hut and beach hut sites, or from filming on council-owned land, for instance. This means that the amount available could increase and more objectives could be released for completion before the end of the current financial year.
20. There will be the potential to generate further income throughout 2025-26 from the sale of the council offices; anywhere in the region of £250k-£750k, which means more funds could be released for further objectives.
21. Members are asked to agree the appropriate level of reserve for 2025-26. Based on that consideration, members are then asked to consider and agree objectives and projects for 2025-26. Members are also asked to note objectives for 2026-27 and beyond.
22. The views of members are sought on how best to proceed in the current situation.
23. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Naomi Cleal
Finance manager
October 2024

Committee: Strategy and Finance

Date: 9 October 2024

Title: Investments and Cash Holdings

Purpose of Report

To inform members of the council's current reserve position

Recommendation

Members note the cash position at the end of August 2024 and instruct officers on any measures they wish to introduce to increase investment return

Background

1. The council's cash holding at the beginning of the financial year was c.£2.047k.

Report

2. The council's cash holding at 31 August 2024 was c.£2.424m, **appendix 17A**.
3. The council has adopted a prudent approach to forecasting its reserve at the end of the financial year and has ensured it remains as robust as is possible.
4. The reserve is improved on previous assumptions for a number of reasons. Officers have always adopted a prudent approach in any financial model and the finance department has been successful in debt collection.
5. Officers have reviewed treasury management over the past quarter to determine the best investment options and met with the chairman and vice-chairman of this committee on 26 July 2024 to agree a number of investments to increase the return.
6. It was decided to invest £900,000 with NatWest in various amounts; funds have been successfully moved into time-limited deposits with NatWest. Also, three sets of £200k in a six-month fix, one set of £100k in a six-month fix, and one set of £200k in a year-long fix. Interest rates for these investments range from 3.93% to 4.09%.
7. It was also resolved to invest £100k with the Charity Bank; the application has been completed and the funds have now been deposited with an interest rate of 3.56%.
8. Officers will continue to review treasury management over the next quarter to determine the best investment options and liaise with the chairman and vice-chairman of this committee.

9. Any recommendations from this committee will be considered by the Full Council on 23 October 2024.

Naomi Cleal
Finance manager
October 2024

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>31-Aug-24</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.15%		67,620	Instant
NatWest Special Interest Bearing Account 1%		484	Instant
Natwest Fixed A - 4.09%		200,000	29/07/2025
Natwest Fixed B - 3.93%		200,000	29/01/2025
Natwest Fixed C - 3.93%		200,000	29/01/2025
Natwest Fixed D - 3.93%		200,000	29/01/2025
Natwest Fixed C - 3.93%		100,000	29/01/2025
Lloyds - Current		11,000	Instant
Lloyds - Liquidity Manager (0.7%)		1,344,162	Instant
Wilkinson Legacy 0.6%		538*	One month
Charity Bank - 3.56%		100,000	29/06/2024
TOTAL		<u>2,424,266</u>	
*Interest not included as statement is currently unavailable			