



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 19 March 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
14.03.25

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 29 January 2025

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 29 January 2025

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. Term Grant Agreements and Appointments

To allow members to consider the agreement for term grants 2025-30 and to appoint members to each of the recipient organisations

10. Beach Replenishment

To allow members to consider a request from Dorset Council for a £15,000 town council contribution towards beach replenishment in June 2025

11. The Future Use of Beach Hut 44

To allow members to consider the future use of beach hut 44

12. Budget Performance, 1 April – 28 February 2025

To inform members of performance against budget from 1 April – 28 February 2025 and of the forecast year-end position at 31 March 2025

13. Re-tendering of Legal Services

To inform members of the process to appoint legal advisers to the council

14. Procurement Act 2023

To inform members about the provisions of the Procurement Act 2023

15. Investments and Cash Holdings

To inform members of the council's current reserve position

16. List of Payments

To inform members of the payments made in the months of January and February 2025

17. Debtors' Report

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

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

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 17 – Debtors' Report

LYME REGIS TOWN COUNCIL

STRATEGY AND FINANCE COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 29 JANUARY 2025

Present

Chairman: Cllr P. May

Councillors: Cllr C. Aldridge, Cllr S. Cockerell, Cllr P. Evans, Cllr S. Larcombe, Cllr G. Turner, Cllr A. Wood

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

Absent: Cllr M. Denney

24/54/SF Public Forum

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

24/55/SF Apologies for Absence

Cllr G. Caddy – holiday
Cllr M. Ellis
Cllr C. Reynolds – illness
Cllr G. Stammers – illness
Cllr D. Holland – work commitments

24/56/SF Minutes

Proposed by Cllr C. Aldridge and seconded by Cllr A. Wood, the minutes of the meeting held on 27 November 2024, with the above amendment, were **ADOPTED**.

24/57/SF Disclosable Pecuniary Interests

There were none.

24/58/SF Dispensations

There were none.

24/59/SF Matters arising from the minutes of the Strategy and Finance Committee meeting held on 24 April 2024

Consultation by Dorset Council about the local adoption of Street Trading legislation

The town clerk confirmed the council's response to the consultation was submitted on 24 January 2025.

24/60/SF Update Report

Members noted the report.

24/61/SF Strategy and Finance Objectives

Members noted the report.

24/62/SF Internal Audit Report, Visit One 2024-25

Members were concerned about the delays in the drafting of leases by the council's solicitor and whether the service provided met the council's needs.

Officers confirmed they were intending on re-tendering these services within the next few months, as it was last tendered in 2017.

As the auditor's report referred to an al fresco licence, members discussed the current al fresco charges as some businesses on the seafront were unhappy with the price increase for 2025-26.

The town clerk outlined the background to this issue and the council's rationale for setting its charges, but said it was a policy decision so it was up to members if they wanted to review the charges.

Proposed by Cllr P. Evans and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** to note the internal auditor's report and approve the management responses.

24/63/SF Corporate Plan 2025-30

Members acknowledged the council's achievements, as laid out in the corporate plan, and hoped it would reach a wide number of ratepayers.

Proposed by Cllr P. Evans and seconded by Cllr A. Wood, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the Corporate Plan 2025-30.

24/64/SF Review of Beach Hut Bookings

It was noted the council was in the process of setting up a new telephone system, which would allow multiple callers to join a queue and hopefully would be able to tell them which position there were at. The system would be Teams based and would be free, as it was part of the existing IT package with Dorset Council (DC).

Members acknowledged the beach hut booking system had flaws but the majority of customers went away happy. It was felt the new phone system would improve the

system and members agreed this should be trialled before any fundamental changes were made.

24/65/SF Dorset Council's Council Plan 2024-29 and its implications for Lyme Regis Town Council

The town clerk said officers felt the plan lacked detail of what DC was going to achieve and how they were going to do it. He highlighted the key points of the plan which might affect the town council.

Members felt DC was not carrying out its routine work and maintenance in the town and were concerned this was not mentioned in the plan. It was agreed the town council needed to keep pushing for the transfer of assets DC were not able to properly manage.

The town clerk suggested a separate session was held for members to discuss the plan, DC's financial position, devolution, and the implications for the town council. A report for the next meeting of this committee was discussed.

24/66/SF Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England

Cllrs C. Aldridge, P. Evans and P. May agreed to work with the town clerk to formulate a response to the consultation on the council's behalf.

It was noted members could also respond individually.

Proposed by Cllr P. May and seconded by Cllr P. Evans, members agreed to **RECOMMEND TO FULL COUNCIL** to delegate the final response to the Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England to the town clerk in consultation with Cllrs C. Aldridge, P. Evans and P. May.

24/67/SF Investments and Cash Holdings

The finance manager said the four sets of investments with NatWest, which had now matured, had earned £14k interest. She said officers would look to re-invest and the investment options would be discussed with the chairman and vice-chairman of this committee.

24/68/SF List of Payments

There was concern about the high electricity charges at the Marine Parade Shelters. The finance manager said the council paid the total charge, which was then re-charged to the shelters' tenants.

Proposed by Cllr P. Evans and seconded by Cllr G. Turner, members agreed to **RECOMMEND TO FULL COUNCIL** approve the schedule of payments in December 2024 for the sum of £301,981.95.

24/69/SF Works to New Council Offices

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

24/70/SF Debtors' Report

Proposed by Cllr P. May and seconded by Cllr S. Larcombe, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

24/71/SF Exempt Business

a) Works to New Council Offices

Proposed by Cllr S. Larcombe and seconded by Cllr S. Cockerell, members agreed to **RECOMMEND TO FULL COUNCIL** to instruct officers to write a letter of intent prior to formal approval at Full Council on 12 February 2025 to appoint Bagwells Ltd to carry out the planned works at the council's new offices at St Michael's Business Centre on the basis of negotiated rates and at an estimated total cost of no greater than the approved budget of £100k, and to note and approve the exception to Standing Orders and Financial Regulations involved in this process.

b) Debtors' Report

Members noted the report.

The meeting closed at 8.04pm.

Committee: Strategy and Finance

Date: 19 March 2025

Title: Matters arising from the minutes of the Strategy and Finance Committee meeting held on 29 January 2025

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

24/63/SF – Corporate Plan 2025-30

The Corporate Plan has been published on the council website and promoted on the council's social media. It will be presented to the Annual Meeting of Electors on 23 April 2025.

24/66/SF – Ministry of Housing, Communities and Local Government Consultation on Strengthening the Standards and Conduct Framework for Local Authorities in England

The town clerk and three delegated members, Cllrs C. Aldridge, P. Evans and P. May, responded to the consultation by the deadline. Acknowledgement was received on 17 February 2025 and a copy of the council's response was emailed to members on 13 March 2025.

24/69/SF – Works to New Council Offices

A letter of intent was sent to Bagwells on 30 January 2025 by Roger Hussey, as the council's agent for this project. The award of contract was formally made following the Full Council meeting on 12 February 2025.

Work started on the new offices at St Michael's Business Centre on 3 March 2025 and is progressing well.

John Wright
Town clerk
March 2025

Committee: Strategy and Finance

Date: 19 March 2025

Title: Update Report

Purpose of Report

To update members on issues previously reported to this committee

Recommendation

Members note the report

Report

Draft Street Trading Policy

The deputy town clerk, in consultation with the chairman of this committee and the chairman of the Town Management and Highways Committee, responded to Dorset Council's consultation on 24 January 2025. A copy of the response was emailed to members on 14 March 2025.

John Wright
Town clerk
March 2025

Committee: Strategy and Finance

Date: 19 March 2025

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 3 April 2025.

John Wright
Town clerk
March 2025

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 and was formally reported to the Full Council on 23 October 2024.
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.
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 compliance	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 website in 2024. Work on compliance with GDPR

					<p>will then commence.</p> <p>All the required information will be published on the website by the end of April 2025.</p>
<p>Progress the digital office: document storage, planning tool, digital asset mapping</p>	N/A	March 2025	JW	S&F	<p>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.</p> <p>Report taken to Full Council on 12 February 2025 about a possible office close down to assist implementation of this work.</p>

Committee: Strategy and Finance

Date: 19 March 2025

Title: Term Grant Agreements and Appointments

Purpose of Report

To allow members to consider the agreement for term grants 2025-30 and to appoint members to each of the recipient organisations

Recommendations

Members consider the proposed changes to the term grant agreement detailed in paragraphs 7 and 8, and appoint members to each of the 14 grant recipient organisations detailed in paragraph 10

Background

1. On 5 February 2025, the Full Council awarded five-year term grants with a total annual value of £100,000 to 14 local organisations. The term grants take effect from 1 April 2025 and end 31 March 2030.
2. Organisations awarded term grants are required to enter into grant agreements; grant agreements were last reviewed in 2020.
3. The grant agreement covers purpose and details of the grant, compliance, progress reporting, changes in circumstances, changes to the agreement, disputes and terminations, breach of conditions and recovery of grant, and publicity and acknowledgement of support.
4. Historically, each grant recipient has had a lead member; the lead member attends grant review meetings, acts as a contact point, and in some instances, attends meetings of the organisation.

Report

5. Two main changes are proposed to the 2020 term grant agreement; a copy of the 2020 term grant agreement is attached, **appendix 9A** with proposed changes shown in red for the 2025-30 version.
6. The two proposed changes are to progress reporting (paragraph 5) and publicity and acknowledgement of support (paragraph 10).
7. The change to progress reporting is the removal of the requirement for two review meetings each year for organisations who receive a grant of £7,000 or less, i.e., Lyme Regis Town Mill Trust, the Christmas Lights Committee, the Town band, and the Lyme Regis Visitor Hub, B Sharp, Bridport and District Citizens Advice Bureau, Lyme Regis Development Trust, Lyme Regis (Philpot) Museum, and Lyme Regis Regatta and Carnival Committee.

8. Turn Lyme Green is not included in the above because in 2025-26 it will receive further funding of £7,000, approved through the budget-setting process.
9. The change to publicity and acknowledgement of support is the requirement for term grant recipients to actively engage in a communications strategy and undertake joint publicity with the town council.
10. The organisations that require a lead member for term grants are:
 - B Sharp
 - Bridport and District Citizens Advice Bureau
 - Lyme Regis Development Trust
 - Lyme Regis Boat Building Academy
 - Lyme Regis Christmas Lights Committee
 - Lyme Regis Foodbank Community Interest Company
 - Lyme Regis (Philpot) Museum (for the Fossil Festival, only)
 - Lyme Regis Regatta and Carnival Committee
 - Lyme Regis Town Mill Trust
 - Lyme Regis Town Band
 - The Community Waffle House CIC
 - The Lyme Regis 'Visitor Hub'
 - Turn Lyme Green
 - Woodmead Hall
11. Any recommendations from this committee will be considered by the full council on 3 April 2025.

John Wright
Town clerk
March 2025

Term Grant Agreement

This funding agreement is dated ?? and is made between

(1) Lyme Regis Town Council

and

(2) Organisation name

1. Introduction

This agreement is intended to provide a basis for the relationship between Organisation Name. It recognises the governing body of Organisation Name is the body accountable to Lyme Regis Town Council for Organisation Name's obligations under this agreement.

The first point of contact for any issues relating to this agreement will be the town clerk on behalf of the town council and the director/chairman of Organisation Name on behalf of Organisation Name.

2. Purpose of Grant

To support Organisation Name's operation in accordance with its Articles of Association, to achieve the objectives for which the grant was awarded, as stated in Organisation Name's application form 2025, appendix 1, and in the in its business plan, appendix 2.

3. Grant

Lyme Regis Town Council will provide funding of £?? per annum in 2025-26, 2026-27, 2027-28, 2028-29, and 2029-30. This agreement is not subject to any inflationary increase.

Grant funding will be used to assist Organisation Name to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2025 and business plan.

Term grant payments will be made by equal quarterly instalments, i.e. £??, in advance, beginning on 1 April 2025, upon receipt of an invoice.

4. Compliance

Organisation Name must ensure compliance with statutory and regulatory requirements, and have in place all relevant policies and procedures, e.g. health and safety, equality and diversity.

Both parties, i.e. Lyme Regis Town Council and Organisation Name, shall not act in a way which may bring any party into disrepute.

5. Progress reporting

The town council has the right to appoint a councillor to **Organisation Name**.

The town clerk and the councillor representative on **Organisation Name** will meet with one or more representatives of **Organisation Name** once/twice a year, normally March and/or September, to review and evaluate the work of **Organisation Name** against this agreement.

The meetings will review **Organisation Name's** business activities, including its income and expenditure account, capital projects, risks, and development plans, as stated in **Organisation Name's** term grant application 2025 and business plan.

Any material issues arising out of these discussions will be reported to the council's Tourism, Community and Publicity committee. This committee will be **Organisation Name's** principal link with the town council.

Organisation Name will provide the town council with agendas and minutes of all its governing body's meetings, on request.

6. Changes in circumstances

Organisation Name will notify the town council immediately of any material changes in its business operation. Such changes include, but not exclusively:

- changes in the Articles of Association, corporate or charitable status
- governance failures
- breaches in health and safety compliance
- risks that threaten their operation
- budget projections that forecast a year-end deficit
- material changes in funding from other bodies.

7. Changes to this agreement

Any changes to this agreement must be submitted in writing and agreed jointly by Lyme Regis Town Council and **Organisation Name**.

8. Disputes and termination

The parties shall use their best endeavours to resolve by agreement any dispute as to the working of this agreement. In the unlikely event of failure to agree the issue shall be referred for determination by a mutually agreed single arbitrator to be agreed upon by the parties or in default of agreement to be nominated by the President for the time being of the Chartered Institute of Arbitrators in accordance with the Arbitration Act 1950 or any statutory modification or re-enactment of it for the time being in force.

Either party may terminate this agreement forthwith by notice in writing to the other if the other party commits a material breach of this agreement. The notice period should be six months, unless both parties agree an alternative period. A material breach would include **Organisation Name** not complying with its Articles of Association, failure to meet its objectives stated in the term grant application 2025 and business plan or any material changes in circumstance, which

either cannot be remedied under any circumstances, or the other party fails to remedy it within 14 days of being given notice in writing setting out the breach and indicating that failure to remedy the breach may result in termination of this agreement.

9. Breach of conditions and recovery of grant

Lyme Regis Town Council reserves the right to demand repayment of all or any part of the financial support paid under this agreement should it become apparent that such monies have been applied to purposes which are not consistent with this agreement.

10. Publicity and Acknowledgement of Support

Organisation name is required to actively engage in a communications' strategy and undertake joint publicity with the town council.

Acknowledgement of the council's financial support must be given on all publicity material related to events and activities covered by this agreement, by using the words 'Supported by Lyme Regis Town Council' and the logo of the town council. A copy of all publicity material must be supplied to the town clerk. Further acknowledgement of the council's financial support must be displayed prominently in the building.

This form should be signed below by the director of Organisation Name and by the mayor and town clerk of Lyme Regis Town Council.

I agree with the conditions outlined in this document:

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Name

Signature **Date**.....

on behalf of

Committee: Strategy and Finance

Date: 19 March 2025

Title: Beach Replenishment

Purpose of Report

To allow members to consider a request from Dorset Council for a £15,000 town council contribution towards beach replenishment in June 2025

Recommendation

Members consider the report and instruct officers

Background

1. The town council made a financial contribution to harbour dredging and beach replenishment in 2024; the issue was considered by this committee on 29 November 2023 and following a recommendation to the Full Council on 13 December 2023, the following resolution was approved:

‘that the town council makes a one-off contribution in 2023-24 of £15,000 towards the cost of sand harvesting and beach replenishment.’

Report

2. On 11 March 2025, the deputy town clerk received a call from a project engineer in Dorset Council’s place services team requesting a financial contribution of £15,000 towards Dorset Council’s annual harbour dredging and beach replenishment programme. The programme is scheduled for June 2025; a date hasn’t been fixed although we understand it will take place at low tide.
3. The funding is requested as a contribution towards the beach replenishment part of the programme.
4. The argument put forward by Dorset Council’s project engineer is the same as the argument considered by this committee on 29 November 2023, i.e., the project isn’t about harbour dredging, it’s about harvesting sand and that sand harvesting has the dual purpose of maintaining coastal defences at an acceptable level and confers an amenity value for the beach for the town and its visitors.
5. Any recommendations from this committee will be considered by the Full Council on 3 April 2025.

John Wright
Town clerk
March 2025

Committee: Strategy and Finance

Date: 19 March 2025

Title: The Future Use of Beach Hut 44

Purpose of Report

To allow members to consider the future use of beach hut 44

Recommendation

Members approve the free use of beach hut 44 for use by charitable organisations who have a local presence and who support those experiencing serious illness, disability or end of life care

Background

1. The allocation of beach hut 44 to Axminster and Lyme Regis Cancer Support arose out of the £15,000 funding allocated to the council for the use of its assets during the filming of Ammonite in 2019.
2. The matter was considered at the Strategy and Finance Committee on 17 December 2019 and 18 March 2020. On 24 June 2020, the Full Council passed the following resolution:

“to approve Axminster and Lyme Cancer Support’s use of a beach hut on Marine Parade from 1 April 2020 until 31 March 2025 for a rent of £0.00 per annum, and that for the duration of the arrangement the town council maintains the beach hut and Axminster and Lyme Cancer Support allocates the hut.”
3. The period of occupation was extended to June 2025 because of Covid-19 restrictions during the first few months of occupation.
4. The conditions of the allocation were outlined in a letter from the town clerk to Axminster and Lyme Regis Cancer Support on 18 March 2020.
5. For information, beach hut 47 is designed and designated for disabled use. The management of this beach hut sits with Dorset Parent Carer Council (DPCC). According to DPCC’s website, ‘The use of the Beach Huts is strictly limited to Dorset Parent Carer Council members who must be a resident within the Dorset Council area (not Bournemouth, Poole or Christchurch), please note that the child with a disability or additional needs must accompany the hirer when using the Beach Huts.’

Report

6. The council could return beach hut 44 for general allocation¹ but the idea of retaining a beach hut for use by a charity has some merit.

¹ In 2024-25, the average beach hut generated income an of £2,278.

7. If members agree that beach hut 44 is allocated to charity, the following conditions are suggested:
- the charity must be locally based or a national charity that operates locally
 - the charity must support those experiencing serious illness, disability² or end of life care
 - the beach hut must be used exclusively by the approved charity
 - occupation periods will be for two years from 1 July 2025
 - the rent is £0.00 per annum
 - the council will maintain the beach hut
 - the approved charity will allocate the beach hut
 - the occupation of the beach must be significant.
8. Any recommendations from this committee will be considered by the full council on 3 April 2025.

John Wright
Town clerk
March 2025

² Beach hut 44 has not been adapted for disabled use and depending on the allocation modifications may be required.

Committee: Strategy and Finance

Date: 19 March 2025

Title: Budget Performance, 1 April – 28 February 2025

Purpose of Report

To inform members of performance against budget from 1 April – 28 February 2025 and of the forecast year-end position at 31 March 2025

Recommendation

Members note the report

Report

1. The budget from 1 April – 28 February 2025 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 ³
Lamp columns	£20,000	£4,598 ⁴
Car park machine	£5,000	£6,925 ⁵
Garden handrails	£10,000	£10,000 ⁶
Environmental budget	£25,000	£25,000 ⁷
Replace beach hut wheelchair	£3,200	£2,894
D-day 80	£2,000	£2,400 ⁸

³ Second year of three years agreed.

⁴ Final year of three years agreed. The project has been completed under budget.

⁵ This project is complete, with a small overspend, agreed at Full Council on 23 October 2024

⁶ £100k agreed over five years starting in years 2023-24

⁷ Final year of three years agreed. £7,908.32 has been agreed to be spent in 2024-25 with £17,091.68 agreed to be deferred to 2025-26 to help deliver environment objectives.

⁸ 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 ⁹
Church walls	£30,000	£30,000 ¹⁰
BBQ bins	£2,730	£2,550
Mulching mower	£1,750	£1,667
Office options	£100,000	£100,000 ¹¹
Guildhall repairs	£50,000	£50,000 ¹²
Cemetery lodge	£125,000	£125,000 ¹³
Bell Cliff steps/railings	£25,000	£25,000
Candles on the cobb pavilion	£15,000	£3,000 ¹⁴
Fossil festival 2024	£6,000	£6,000
Residents event	£10,000	£6,000 ¹⁵
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	£750 ¹⁶
Seafront Wi-Fi	£15,000	£4,000 ¹⁷
Traffic and transport group recommendations	£10,000	£1,977 ¹⁸
Continuation of the bursaries	£5,000	£5,000
CCTV 2024-25	£9,000	£9,000 ¹⁹
Solar panels on council buildings	£5,000	£0 ²⁰
Addition of King Charles to chains	£2,124	£2,395 ²¹
West and East store doors	£15,000	£5,000 ²²
Electronic notice boards	£3,000	£0 ²³
Improve welcome signs	£2,000	£1,600 ²⁴
Total	£619.304	£555,776

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

⁹ A further £80k was agreed at Full Council on 23 October 2024 to complete these works, shown under unbudgeted expenditure.

¹⁰ Three-year project starting 2023-24 with a total budget of £60k. This budget will be deferred to 2025-26

¹¹ 5% retention fee will be deferred to 2025-26

¹² Further repairs have been identified and additional costs have been identified as an objective for 2025-26. This budget will be deferred to 2025-26 when works will begin.

¹³ 5% retention fee will be deferred to 2025-26

¹⁴ Project spend significantly under budget.

¹⁵ Project is complete and under budget.

¹⁶ Project complete and under budget.

¹⁷ 4G link has avoided the need for new phonline. Upgrades are still being installed, so club Wi-Fi have been kept on in the meantime.

¹⁸ No further funds have been committed for 2024-25. A further £10k has been agreed for 2025-26

¹⁹ Nine replacement cameras

²⁰ This budget has been added to the budget for the new beach store where new solar panels were installed.

²¹ The original quote was valid for 30 days, and the new quote has increased by £271

²² Quotes have been received and the project is expected to come in significantly under budget.

²³ Agreed at Tourism, Community and Publicity Committee on 25 September 2024 not to pursue this objective as it was no longer viable and resolved at Full Council on 23 October 2024

²⁴ The work has been commissioned and quoted for and will come in under budget.

Unbudgeted expenditure	£	
Langmoor gardens gazebo	£5,000 ²⁵	£6,462.16
Replacement glass panels – Shelters	£3,000 ²⁶	£2,972.78
Guildhall audio	£2,500 ²⁷	£4,598
SW Councils – complaint	£5,000 ²⁸	£5,808
Fireworks	£4,000 ²⁹	£4,000
Section 62	£650 ³⁰	£650
Repair – damage from WM draining issues	£804 ³¹	£804
Town crier badge	£1,344 ³²	£1,344
Town bus options	£55,000 ³³	£55,000
Mayoral allowance	£1,000 ³⁴	£1,000
Woodmead draining issues	£80,000 ³⁵	£80,000
Business Christmas event	£1,500 ³⁶	£1,500
Pedestrian footway Uplyme	£3,000 ³⁷	£3,000
Dementia bus	£495 ³⁸	£495
iPads for risk assessment	£7,000 ³⁹	£6,000
Replace beach hut 23 MB	£6,000 ⁴⁰	£6,000
Replacement glass panels – Feb		£5,343 ⁴¹
Total unbudgeted expenditure	£174,793	£184,976

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 column B, and the final cost forecast is in column C.

²⁵ Taken to Full Council on 17 July 2024 and updated at Town Management and Highways on 18 September 2024. Project overspend due to the fabrication of the structural metal support fixings and other roof timbers which were discovered to be rotten.

²⁶ Agreed at Full Council on 17 July 2024

²⁷ Original estimated costs of £1k agreed. An estimated overspend reported to Town Management and Highways on 16 September 2024 in the update report.

²⁸ Agreed at Full Council on 1 May 2024. Slight overspend.

²⁹ Agreed at Full Council 17 July 2024

³⁰ A briefing was emailed to members on 25 June 2024 with the council's Gypsy 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.

³¹ Noted in the updates to Town Management and Highways on 5 June 2024

³² Agreed at Full Council on 7 February 2024

³³ Agreed at Full Council on 4 September 2024

³⁴ Agreed at Full Council on 23 October 2024

³⁵ Agreed at Full Council on 23 October 2024

³⁶ Agreed at Full Council on 11 December 2024

³⁷ Agreed at Full Council on 11 December 2024

³⁸ Agreed at Full Council on 11 December 2024

³⁹ Agreed at Full Council on 12 February 2025

⁴⁰ Agreed at Full Council on 12 February 2025

⁴¹ In line with previous agreement, replacement glass panels have been ordered.

2023-24 projects	Original Budget	Remainder deferred	Forecast spend
Replace car park machine	£5,000	£5,000	£5,000
Beach store	£125,000	£123,578	£178,752 ⁴²
Garden handrails	£10,000	£10,000	£10,000
Replace Langmoor door	£7,000	£7,000	£2,466 ⁴³
Footpath repairs for the gardens	£100,000	£100,000	£100,000 ⁴⁴
Improve CCTV	£77,000	£18,155	£18,155
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	£24,999
Multi-use games area	£150,000	£150,000	£100,000 ⁴⁵
Monkey bars	£5,000	£5,000	£3,136 ⁴⁶
Environmental agenda	£25,000	£15,508	£15,508
Replacement amenity hut	£163,000	£151,410	£179,979 ⁴⁷
Streetlight replacement	£20,000	£12,495	£12,495
Enhance the wedding packages	£2,000	£1,667	£1,667
Bursaries	£30,000	£6,000	£6,000
Water ingress – Jubilee Pavilion	£35,000	£14,160	£16,800 ⁴⁸
Total	£829,000	£694,972	£724,956

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 £2,567,893 and the year-end expenditure forecast is £3,350,064, creating a forecast loss of £782,171.

⁴² An overspend was reported to Full Council on 17 July 2024. Full post-completion report going to Town Management and Highways on 9 April 2025. This total includes £5k budgeted in 2024-25 for solar panels on council buildings

⁴³ Project is complete and significantly under budget.

⁴⁴ Project to be deferred to 2025-26

⁴⁵ Anticipated underspend of around £45-55k

⁴⁶ Project is complete and underspent

⁴⁷ Full post-completion report going to Town Management and Highways on 9 April 2025

⁴⁸ Overspend reported to Town Management and Highways on 18 September 2024.

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 £1,265,072.
10. It was reported in October 2024 that the forecast position would be £1,218,257, an increase of £46,815. Although this is positive increase, this is dependent on receiving £60k for View Road access, which due to continued delays we are not certain of receiving before the end of this financial year.
11. Members should note that elsewhere on this agenda is a request for a £15k contribution from Dorset Council for 2025-26 beach replenishment.

	Actual to Jan 25	Budget to October 24	Actual vs Budget	Variance %	Annual Budget	Forecast to 31 March 25
Income						
Precept	132,779.00	132,779	0	0%	132,779	132,779
Car parks	1,245,468.28	1,050,531	194,938	19%	1,105,453	1,300,000
Chalets/day huts/caravans	507,036.16	432,953	74,083	17%	432,953	510,000
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	275,683.96	243,435	32,249	13%	243,435	287,782
Advertising	2,592.54	3,400	-807	(24%)	3,500	2,700
Amenity area	121,152.23	126,805	-5,653	(4%)	128,875	126,805
Cemetery	5,518.00	6,142	-624	(10%)	6,700	6,000
Licenses	12,124.68	12,623	-498	(4%)	12,623	12,125
Other	30,813.00	23,057	7,756	34%	24,271	84,271
Investments	66,879.03	29,333	37,546	128%	32,000	70,000
	2,435,478.88	2,098,231	337,248	16%	2,159,761	2,567,893
Expenditure						
Office administration	107,341.81	96,145	11,196	12%	102,159	110,000
Rent	40,857.68	45,317	-4,459	(10%)	49,322	40,858
Licensed land	2,119.41	2,934	-815	(28%)	2,934	2,119
Democratic representation	14,995.44	32,004	-17,008	(53%)	34,913	35,413
Outside works	224,561.22	266,484	-41,923	(16%)	273,952	273,952
Grants/SLA	71,322.13	83,590	-12,268	(15%)	86,045	86,045
Utilities	262,083.39	244,332	17,752	7%	259,990	265,000
Staffing	939,993.21	888,049	51,944	6%	968,781	1,024,176
Marketing	22,691.20	18,213	4,478	25%	19,869	24,000
Misc	0	0	0	0%	0	0
Loan charges inc interest	0	0	0	0%	0	0
	1,685,965.49	1,677,067	8,898	0%	1,797,965	1,861,564
Gross Profit/(Loss):	749,513	421,163	328,350		361,796	706,329
Projects 24/25	275,767.55					555,755.66
Unbudgeted expenditure	26,347.75					184,976.04
Deferred items from 23/24	457,135.03					747,769.06
Net Profit/(Loss):	-9,736.94					-782,171.41

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.£1.3m to March 2025. To date, car park income is up 13%; this is mainly a result of higher volume through our summer months. We have prudently forecast a further £55k of income for March 2025.
- Chalet, day hut and caravan income is forecast c.£77k over budget due to £52.5k of transfer fee income that is not factored into the budget and increased beach hut rental income of £19k, due to high demand. Increased water recharge income of £5.6k, due to a delay in invoicing. 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 to the reduction of al fresco seating for one customer.
- Commercial rent is forecast at c.£44.3k over budget 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.
- Advertising income is forecast £800 below budget due to decreased demand.
- Cemetery income is forecast £800 below budget due to decreased demand. The income will fluctuate based on volume throughout the year; on that basis we budget on a split basis.
- Licenses are forecast to be c.£500 below budget due to a small budgeting difference.
- Investments are forecast at c.£38k over budget due to interest rates dramatically improving since the budget was set and the council's treasury management decisions throughout the financial year.
- Income forecast includes an additional £60k set to be received for View Road access, which due to delays we are now expecting to receive in this current financial year.

11. The main reasons for expenditure variation are:

- Outside works and grants are forecast to remain on budget.
- Office administration is forecast £7.8k over budget due to an increase in our insurance costs of c£5.6k and IT support of £4.3k along with some other small variances across several headings.
- Rent is forecast c£8.4 below budget due to savings of £14.3k between bus subsidies and park and ride costs. Together with increased St Michael's business centre rent and service charges, after to the council's decision to move our operation to the new units.
- Licensed land is forecast £814 below budget and refers to the skate park lease, which has not increased as expected.

- Democratic representation is forecast £500 over budget due to increased election costs.
- Utilities is forecast c£5k over budget due to variances in usage, which is estimated based on previous years.
- Staffing is forecast at c.£55.3k over budget due to provisions put in place to cover the national pay award, provisions for cover of the cleansing operative and seafront attendant, and an increase in hours for the finance manager.
- Projects and unbudgeted expenditure for 2023-25 total £1,488,500. 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 3 April 2025.

Naomi Cleal
Finance manager
March 2025

Committee: Strategy and Finance

Date: 19 March 2025

Title: Re-tendering of Legal Services

Purpose of Report

To inform members of the process to appoint legal advisers to the council

Recommendation

Members note the report

Background

1. The council has used Kitson and Trotman as its legal advisers for some years; their appointment precedes the appointment of the current town clerk in 2012.
2. The council did seek quotes from several locally based solicitors in 2017 to act as the council's legal advisers, but only Kitson and Trotman responded.

Report

3. On 5 March 2025, the finance manager contacted six firms of solicitors to inform them the council is seeking to re-appoint legal advisers. The six firms of solicitors are Kitson & Trotman, Tozers, Scott Rowe, Porter Dobson, Battens and Nantes.
4. The letter contained a description of the work, which is principally advice on leasehold management and contracts along with some advice on governance and employment issues, the approximate value of the work, C.£30,000pa, and the duration of the contract, three years with an option to extend for a further two years.
5. Alongside cost, the letter stressed the importance of quality and timely advice as a consideration and asked bidders to respond with quotes based on experience and hourly rates.
6. The closing date for receipt of quotes is 31 March 2025.
7. Officers will brief members on the outcome of this exercise in early-April 2025.
8. Any recommendations from this committee will be considered by the Full Council on 3 April 2025.

Naomi Cleal
Finance manager
March 2025

Committee: Strategy and Finance

Date: 19 March 2025

Title: Procurement Act 2023

Purpose of the Report

To inform members about the provisions of the Procurement Act 2023

Recommendation

Members note the report

Background

1. The council's financial regulations on procurement are informed by legislation and regulation; most notably the Public Contracts Regulations 2015 and superseding legislation.

Report

2. The Procurement Act 2023 introduces important changes to public sector procurement in the United Kingdom; the Act came into effect on 25 February 2025.
3. The Act applies above specified thresholds and there are two that we need to be aware of:

The **works and construction** threshold is £5,372,609, including VAT, and applies to new building structures, renovating buildings, installing structures on land, land levelling or modified projects

The **goods and services** threshold is £214,904, including VAT, and applies to purchasing goods and service contracts.

4. While these thresholds may seem high and currently don't affect the town council, it's important to understand they apply to the total value of a contract over its full term, e.g., a five-year service contract at £42,981 would breach the threshold. If these values remain constant, term grant awards in 2030 could breach the goods and services threshold.
5. Where contracts breach the thresholds in paragraphs 4 and 5, the act emphasises five core objectives councils must follow:

Value for money, i.e., ensuring public funds are used efficiently and consideration is given to both immediate and long-term cost implications

Maximising public benefit, i.e., focusing beyond cost considerations, considering wider benefits to the community and evaluating the long-term impact of procurement decisions

Transparency, i.e., openly sharing procurement policies, the documentation and publication of decision-making processes, making contract details accessible, and maintaining clear evaluation records

Integrity, i.e., acting ethically throughout the procurement process and maintaining professional standards

Accessibility for small and medium-sized enterprises (SME), i.e., actively removing barriers for SMEs, considering splitting larger contracts into lots, and simplifying procurement processes where possible.

6. Although these objectives do not currently apply to the council because our contracts are below the threshold values specified in the Procurement Act 2023, they are sound principles and are largely contained within our current financial regulations.
7. The 2025 review of financial regulations will consider our compliance against these objectives and include them in the revision, where appropriate.

Below the threshold procurement

8. For contracts below the thresholds, the council has more flexibility but must ensure value for money is obtained, barriers for SMEs are removed, below-threshold notices for open competition are publicised, reasonable timescales are applied, and processes are fair and transparent.
9. Any recommendations from this committee will be considered by the full council on 3 April 2025.

John Wright
Town clerk
March 2025

Committee: Strategy and Finance

Date: 19 March 2025

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 February 2025

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 February 2025 was c.£1.932m, **appendix 15A**.
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, as well as several projects with later completion dates.

Treasury Management

5. The council has been very successful this financial year with its treasury management and is forecast to have received c.£70k in interest by the end of March 2025.
6. Four sets of investments, totalling £700k, with NatWest matured at the end of January 2025.
7. Officers have reviewed treasury management over the past quarter to determine the best investment options and spoke with the chairman and vice-chairman of this committee on 11 February 2025 to agree a number of investments to increase the return.
8. It was decided to invest £500,000 with NatWest in various amounts, over various fix durations; funds have been successfully moved into time-limited deposits with NatWest, which are shown on appendix **appendix 15A**. The rates on these investments range from 3.35%-3.57%. A further £200k was agreed to be deposited with The Charity Bank on an annual fix with an interest rate of 4.26%. The application has been sent off; once received it should take five working days to set up the account.
9. Since the end of February, officers have chosen to close the NatWest special interest-bearing account as it is no longer a favourable rate. The remaining funds have been moved across to our general account.

10. NatWest fixed account F matures on 5 March 2025. 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 the Strategy and Finance Committee
11. Any recommendations from this committee will be considered by the Full Council on 3 April 2025.

Naomi Cleal
Finance manager
March 2025

<u>Lyme Regis Town Council</u>			
<u>Bank Balances</u>			
<u>28-Feb-25</u>			
		£	Access
NatWest- General		1,000	Instant
NatWest Liquidity Manager 1.55%		186,388	Instant
NatWest Special Interest Bearing Account 1.25%		487	Instant
Natwest Fixed A - 4.09%		200,000	29/07/2025
Natwest Fixed B - 3.57%		200,000	24/04/2026
Natwest Fixed C - 3.57%		100,000	24/04/2026
Natwest Fixed D - 3.35%		100,000	26/08/2025
Natwest Fixed E - 3.35%		100,000	26/08/2025
Natwest Fixed F - 3.56%		150,000	05/03/2025
Lloyds - Current		11,027	Instant
Lloyds - Liquidity Manager (1.1%)		783,319	Instant
Wilkinson Legacy 0.6%		538*	One month
Charity Bank - 3.56%		100,000	29/06/2024
TOTAL		<u>1,932,222</u>	
*Interest not included as statement is currently unavailable			

Committee: Strategy and Finance

Date: 19 March 2025

Title: List of Payments

Purpose of Report

To inform members of the payments made in the months of January and February 2025

Recommendation

Members note the report and approve the attached schedule of payments in January and February 2025 for the sums of £191,483.18 and £300,720.32, respectively

Background

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

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

Report

2. The format of the report was amended to fulfil the requirements of the transparency code. As well as the date, amount, payee and some brief details, the report now includes an estimated VAT figure and the net cost to the council, as well as a 'merchant category'. The VAT and expenditure categories are indicative of that supplier, because the schedule shows a list of payments, not invoices, so one payment may include multiple invoices and multiple VAT rates, etc. The 'probable' VAT code is the code predominantly associated with the supplier. The 'merchant category' is the name used to group a number of nominal codes and represents the summary level we report on.
3. I present the list of payments for the months of January and February 2025 **appendices 16A and B.**
4. If you would like any further information about any of these payments, I would encourage you to contact me in the office prior to the meeting.

Shanie King
Finance assistant
March 2025

APPENDIX 16A

<u>Lyme Regis Town Council</u>										
<u>Payments list for January 2025</u>										
					<u>191,483.18</u>					
<u>Total</u>										
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category	
NAT WEST BANK										
02-Jan	DORSET COUNCIL	Rates	Monthly	DD	21605	0%	-	21,605.00	Utilities	
02-Jan	DORSET COUNCIL	Rates	Monthly	DD	656	0%	-	656.00	Utilities	
02-Jan	DORSET COUNCIL	Rates	Monthly	DD	346	0%	-	346.00	Utilities	
07-Jan	HMRC NDDS	Tax and NI contributions- December 24	Monthly	DD	16814.61	0%	-	16,814.61	Staffing	
15-Jan	BANKLINE	Bank charges	Monthly	BLN	43.75	0%	-	43.75	Office Expenses	
21-Jan	WORLDPAY	Transaction fees	Monthly	DD	24.18	0%	-	24.18	Office Expenses	
21-Jan	WORLDPAY	Transaction fees	Monthly	DD	10.11	0%	-	10.11	Office Expenses	
23-Jan	EDF ENERGY	Electricity charges	Monthly	DD	582.2	5%	27.72	554.48	Utilities	
24-Jan	SALARIES	Staff salaries- January 25	Monthly	EBP	49210.41	0%	-	49,210.41	Staffing	
29-Jan	HMRC PAYE	Tax and NI contributions - January 25	Monthly	DD	17215.25	0%	-	17,215.25	Staffing	
					<u>106,507.51</u>					
LLOYDS BANK										
02-Jan	INVESTEC	Franking machine rental	Quarterly	DD	357.11	20%	59.52	297.59	Office Expenses	
02-Jan	SQUARE	Team plus till point system	Monthly	DEB	20	0%	-	20.00	Outside Works	
02-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities	
02-Jan	ZOOM	Subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses	
03-Jan	SOUTHERN ELECTRIC	Electricity charges- Guildhall	Quarterly	DD	184.68	5%	8.79	175.89	Utilities	
03-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities	
06-Jan	GRENKELEASING LIM	Copier rental fee	Quarterly	DD	306	0%	-	306.00	Office Expenses	
06-Jan	GRENKELEASING LIM	Copier equipment protection rental	Annually	DD	89	0%	-	89.00	Office Expenses	
06-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities	
06-Jan	CUSTOMER	Gateway discount	One off	FPO	64.4	20%	10.73	53.67	Refunds	
06-Jan	CUSTOMER	Spare beach hut key deposit	One off	FPO	20	0%	-	20.00	Refunds	
06-Jan	CUSTOMER	Beach hut booking cancellation	One off	FPO	12	0%	-	12.00	Refunds	
06-Jan	CUSTOMER	Beach hut booking cancellation	One off	FPO	6	0%	-	6.00	Refunds	
07-Jan	EBAY	Office calendar	One off	DEB	4.99	20%	0.83	4.16	Office Expenses	
07-Jan	LRDT	Term grant	Quarterly	FPO	2500	0%	-	2,500.00	Grants	
07-Jan	B SHARP	Term grant	Quarterly	FPO	1250	0%	-	1,250.00	Grants	
07-Jan	BRIDPORT CAB	Term grant	Quarterly	FPO	1125	0%	-	1,125.00	Grants	
07-Jan	AXE RING AND RIDE	Term grant	Quarterly	FPO	375	0%	-	375.00	Grants	
08-Jan	YU ENERGY	Electricity charges- Guildhall building	Monthly	DD	220.95	20%	36.83	184.13	Utilities	
08-Jan	YU ENERGY	Electricity charges- MB car park	Monthly	DD	206.6	20%	34.43	172.17	Utilities	
08-Jan	YU ENERGY	Electricity charges- WM car park	Monthly	DD	204.4	20%	34.07	170.33	Utilities	
08-Jan	YU ENERGY	Electricity charges- Guildhall building	Monthly	DD	128.96	20%	21.49	107.47	Utilities	
08-Jan	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	124.46	20%	20.74	103.72	Utilities	
08-Jan	YU ENERGY	Electricity charges- Cabanya car park	Monthly	DD	99.94	20%	16.66	83.28	Utilities	
08-Jan	YU ENERGY	Electricity charges- Cadet hut	Monthly	DD	76.18	20%	12.70	63.48	Utilities	
08-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	76.06	20%	12.68	63.38	Utilities	
08-Jan	YU ENERGY	Electricity charges- Guildhall	Monthly	DD	69.89	20%	11.65	58.24	Utilities	
08-Jan	YU ENERGY	Electricity charges- Playing fields	Monthly	DD	63.72	20%	10.62	53.10	Utilities	
08-Jan	YU ENERGY	Electricity charges- Marine parade	Monthly	DD	59.76	20%	9.96	49.80	Utilities	
08-Jan	YU ENERGY	Electricity charges- Workshop	Monthly	DD	27.57	20%	4.60	22.98	Utilities	
08-Jan	YU ENERGY	Electricity charges-Showers on the beach	Monthly	DD	18.02	20%	3.00	15.02	Utilities	
08-Jan	EBAY	Office diary	One off	DD	14.17	20%	2.36	11.81	Office Expenses	
08-Jan	TRAVIS PERKINS	Gazebo supplies	One off	FPO	548.68	20%	91.45	457.23	Unbudgeted expenditure	
08-Jan	RECOAIR	Air conditioning- Mini golf	Annually	FPO	216	20%	36.00	180.00	Outside Works	
08-Jan	SCREWFIX	External supplies	One off	FPO	169.28	20%	28.21	141.07	Outside Works	
09-Jan	UNITY 5	Zatpark monthly charge	Monthly	DD	540.48	20%	90.08	450.40	Outside Works	
09-Jan	YU ENERGY	Electricity charges- Harbour store	Monthly	DD	177.98	20%	29.66	148.32	Utilities	

09-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
09-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
10-Jan	YU ENERGY	Electricity charges- Sewerage pumping station	Monthly	DD	36.5	20%	6.08	30.42	Utilities
10-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	23.76	0%	-	23.76	Outside Works
10-Jan	BARCLAYCARD	Transaction charges	Monthly	DD	15.76	20%	2.63	13.13	Outside Works
10-Jan	ARGOS	Beach hut chairs	One off	DEB	450	20%	75.00	375.00	Outside Works
10-Jan	ARGOS	Beach hut chairs	One off	DEB	450	20%	75.00	375.00	Outside Works
13-Jan	NW SYSTEMS GROUP	Camera streaming	Quarterly	DD	104.4	20%	17.40	87.00	Marketing & Tourism
13-Jan	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Outside Works
13-Jan	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Outside Works
13-Jan	AMAZON	Boot brushes	One off	DEB	84.19	20%	14.03	70.16	Projects
13-Jan	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.81	20%	2.14	10.68	Office Expenses
13-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	0%	-	6.00	Utilities
14-Jan	ALLSTAR	Fuel usage	Bi monthly	DD	206.28	20%	34.38	171.90	Outside Works
14-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
15-Jan	SOUTH WEST WATER	Water charges- Mini golf	Quarterly	DD	107.65	0%	-	107.65	Utilities
15-Jan	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	70.44	Utilities
15-Jan	WAITROSE	Mayors' twinning event buffet	One off	DEB	162.17	20%	27.03	135.14	Democratic representation
16-Jan	SAGE SOFTWARE LTD	Subscription	Monthly	DD	425.4	20%	70.90	354.50	Office Expenses
17-Jan	EDF ENERGY	Gas charges- Office	Monthly	DD	596.03	5%	28.38	567.65	Utilities
17-Jan	MINSTER BUILDING	Cemetery lodge project	One off	FPO	14125.98	20%	2,354.33	11,771.65	Projects
17-Jan	CHAPMAN GEOTECHNIC	Multiple invoice -WM car park/ware cliff	One off	FPO	7021.5	20%	1,170.25	5,851.25	Office Expenses
17-Jan	BLUE LEVEL MEDIA	Web support and maintenance	Annually	FPO	3240	20%	540.00	2,700.00	Marketing & Tourism
17-Jan	SCUTUM	Replacement fire alarm panel	One off	FPO	2344.8	20%	390.80	1,954.00	Outside Works
17-Jan	DWP	Bin collections	Monthly	FPO	2092.01	0%	-	2,092.01	Outside Works
17-Jan	GLEN CLEANING	Toilet cleaning	Monthly	FPO	1681.2	20%	280.20	1,401.00	Outside Works
17-Jan	TRAVIS PERKINS	Multiple invoices - external supplies	One off	FPO	1409.99	20%	235.00	1,174.99	Outside Works
17-Jan	IPS	Cash boxes & tickets- new car park machines	One off	FPO	1387.2	20%	231.20	1,156.00	Outside Works
17-Jan	WOODROFFE	PTFA Community grant	One off	FPO	1000	0%	-	1,000.00	Projects
17-Jan	TOPSPARKS	Plumbing work and parts	One off	FPO	982.27	20%	163.71	818.56	Outside Works
17-Jan	CSL EVENT TECH	Reconnect garden lights	One off	FPO	946.66	0%	-	946.66	Outside Works
17-Jan	FLOWBIRD	Transaction charges -November & December	One off	FPO	912.6	20%	152.10	760.50	Outside Works
17-Jan	DARKIN MILLER	Internal auditor	One off	FPO	895.01	0%	-	895.01	Office Expenses
17-Jan	TUDOR	External supplies- road signs & equipment	One off	FPO	642.11	20%	107.02	535.09	Outside Works
17-Jan	NEWSQUEST	Beach concession advert	One off	FPO	608.35	20%	101.39	506.96	Marketing & Tourism
17-Jan	JADE SECURITY	Cash collection	Monthly	FPO	602.26	20%	100.38	501.88	Outside Works
17-Jan	ADVANTAGE DIGITAL PRINT	Mood boards	Outside works	FPO	596.87	0%	-	596.87	Outside Works
17-Jan	B CLEANING	Office cleaning	Monthly	FPO	525	0%	-	525.00	Office Expenses
17-Jan	MY HENRY	Hoovers for the new buildings	One off	FPO	359.97	20%	60.00	299.98	Projects
17-Jan	G B SPORT	Training course exam	One off	FPO	312	20%	52.00	260.00	Staffing
17-Jan	WESTCRETE	Concrete & screed	One off	FPO	273.29	20%	45.55	227.74	Outside Works
17-Jan	SCREWFIX	External supplies	One off	FPO	259.42	20%	43.24	216.18	Outside Works
17-Jan	COBB GARAGE	Vehicle maintenance	One off	FPO	238.04	20%	39.67	198.37	Outside Works
17-Jan	LR BALLEE	Bursary	One off	FPO	207	0%	-	207.00	Projects
17-Jan	IEP	Pest control	Monthly	FPO	180	20%	30.00	150.00	Outside Works
17-Jan	ECOM6	Payment services- January	Monthly	FPO	166.24	20%	27.71	138.53	Outside Works
17-Jan	CLARITY COPIERS	Copier usage	Monthly	FPO	144.27	20%	24.05	120.23	Office Expenses
17-Jan	PODPOINT	Admin fee	Quarterly	FPO	125.47	20%	20.91	104.56	Outside Works
17-Jan	VOA	Penalty fee	One off	FPO	100	0%	-	100.00	Office Expenses
17-Jan	SIX PAYMENT	Transaction fees	Monthly	FPO	82.33	0%	-	82.33	Outside Works
17-Jan	STAFF	Expenses	One off	FPO	80.5	0%	-	80.50	Staffing
17-Jan	EUROFFICE	Office stationary	One off	FPO	78.92	20%	13.15	65.77	Office Expenses
17-Jan	LR TOWN BAND	Bursary claim- Tuition fees	One off	FPO	35	0%	-	35.00	Projects
20-Jan	AMAZON	Enforcement notebooks	One off	DEB	35.88	20%	5.98	29.90	Office Expenses
20-Jan	EBAY	Floor mats- New building	One off	DEB	9.88	20%	1.65	8.23	Projects
20-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
20-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
21-Jan	WORLDPAY	Transaction fees	Monthly	DD	72.06	0%	-	72.06	Outside Works
21-Jan	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Outside Works

21-Jan	A1 SECURITY PRINT	Parking permits	One off	FPO	1020	20%	170.00	850.00	Office Expenses
21-Jan	UK ROOFING	Roof flashing	One off	FPO	429	20%	71.50	357.50	Outside Works
22-Jan	DC PENSION FUND	Pension contribution	Monthly	FPO	13941.2	0%	-	13,941.20	Staffing
22-Jan	ELIJAH WOOD	Party in the park 2025 entertainment	One off	FPO	250	0%	-	250.00	Projects
22-Jan	STRAWBERRY JAM	Party in the park 2025 entertainment	One off	FPO	100	0%	-	100.00	Projects
23-Jan	EDF ENERGY	Electricity charges- Pay and display machine	Monthly	DD	234.99	5%	11.19	223.80	Utilities
23-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
23-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Jan	THE DRAWING OFFICE	Architectural services- Amenities hut	One off	FPO	1742.42	20%	290.40	1,452.02	Projects
24-Jan	ELLIS MEDIA	Quarter page advert	Quarterly	FPO	210	20%	35.00	175.00	Projects
27-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
27-Jan	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
28-Jan	PITNEY BOWES	Franking machine top up	One off	DD	100	0%	-	100.00	Office Expenses
28-Jan	CANVA	Graphics subscription	Monthly	DEB	10.99	20%	1.83	9.16	Office Expenses
28-Jan	SOUTH WEST COUNCILS	Disciplinary note taking	One off	FPO	2865.42	20%	477.57	2,387.85	Unbudgeted expenditure
28-Jan	SOUTH WEST COUNCILS	Induction and phase 1	One off	FPO	5580	20%	-	5,580.00	Projects
28-Jan	SLCC	Staff SILCA qualification fee	Annually	FPO	450	0%	-	450.00	Staffing
29-Jan	ALLSTAR	Fuel usage	Bi-Monthly	DD	159.07	20%	26.51	132.56	Outside Works
29-Jan	BRASSWORKS	Door stops	One off	DEB	37.39	20%	6.23	31.16	Projects
29-Jan	AMAZON	New building kitchenware	One off	DEB	30.97	20%	5.16	25.81	Projects
30-Jan	DAVID TUCKER	1-1 consultations with organisations	One off	FPO	150	0%	-	150.00	Unbudgeted expenditure
31-Jan	IP OFFICE	Office phone	Monthly	DD	653.75	20%	108.96	544.79	Utilities
31-Jan	UNISHOP	Wall panelling	One off	DEB	255.72	20%	42.62	213.10	Projects
31-Jan	IKEA	New buildings kitchenware	One off	DEB	205.5	20%	34.25	171.25	Projects
31-Jan	OFFICE FURNITURE	Office chair	One off	DEB	166.8	20%	27.80	139.00	Projects
31-Jan	ZURICH	Insurance - Change to policy	One off	FPO	309.45	0%	-	309.45	Office Expenses
				Total	84,947.44				
				Petty Cash	28.23				
	Expenditure category totals			Utilities					
	Outside Works	£17,710.39		Phone	£653.75				
	Democratic representation	£162.17		Mobiles	£189.53				
	Rents	£0.00		Electricity	£2,592.86				
	Licensed land	£0.00		Gas	£596.03				
	Office Expenses	£11,541.53		Water	£107.65				
	Staffing	£98,023.97		Rates	£22,607.00				
	Marketing & Tourism	£3,952.75							
	Utilities	£26,746.82			£26,746.82				
	Grants	£5,250.00							
	Loans	£0.00							
	VAT	£0.00							
	Refunds	£102.40							
	Petty Cash	£28.23							
	Unbudgeted Expenditure	£3,564.10							
	Projects	£24,400.82							
	Total	£191,483.18							

Alan A. [Signature]

APPENDIX 16B

		<u>Lyme Regis Town Council</u>							
		<u>Payments list for February 2025</u>							
		<u>Total</u>				<u>300,720.32</u>			
Date	Supplier	Detail	Frequency	Payment Type	Amount	Probable VAT Code*	Probable VAT*	Probable Net*	Indicative Expenditure Category
NAT WEST BANK									
03-Feb	DORSET COUNCIL	Rates	Monthly	DD	21605	0%	-	21,605.00	Utilities
03-Feb	DORSET COUNCIL	Rates	Monthly	DD	656	0%	-	656.00	Utilities
03-Feb	DORSET COUNCIL	Rates	Monthly	DD	346	0%	-	346.00	Utilities
12-Feb	HMRC VAT	VAT payment	Quarterly	DD	6588.1	0%	-	6,588.10	VAT
17-Feb	BANKLINE	Bank charges	Monthly	BLN	42.85	0%	-	42.85	Office Expenses
19-Feb	WORLDPAY	Transaction fees	Monthly	DD	10	0%	-	10.00	Office Expenses
21-Feb	WORLDPAY	Transaction fees	Monthly	DD	23.94	0%	-	23.94	Office Expenses
24-Feb	SALARIES	Staff salaries- February 25	Monthly	EBP	48683.93	0%	-	48,683.93	Staffing
27-Feb	HMRC NDDS	Tax and NI contributions- February 25	Monthly	DD	16036.12	0%	-	16,036.12	Staffing
					<u>93,991.94</u>				
LLOYDS BANK									
03-Feb	AMAZON	New buildings equipment	One off	DEB	203.81	20%	33.97	169.84	Projects
03-Feb	MORRISONS	Food for mayors event- Pavillion	One off	DEB	110.5	0%	-	110.50	Democratic represent
03-Feb	SQUARE	Team plus till point system	Monthly	DEB	20	0%	-	20.00	Outside Works
03-Feb	AMAZON	Hub caps- Mitsubishi	One off	DEB	16.99	20%	2.83	14.16	Outside Works
03-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	15	20%	2.50	12.50	Utilities
03-Feb	ZOOM	Subscription	Monthly	DEB	12.99	20%	2.17	10.83	Office Expenses
03-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
04-Feb	AMAZON	First aid kit and hand wash signs	One off	DEB	43.48	20%	7.25	36.23	Outside Works
04-Feb	CHAIRCOVER	Wedding chair cover sample	One off	DEB	5.9	20%	0.98	4.92	Projects
05-Feb	LR PROPERTY MAN	Unit rent St Michaels and service charge	Quarterly	FPO	7546.1	20%	1,257.68	6,288.42	Rents
05-Feb	DORSET COUNCIL	Recharge for election and admin fee	One off	FPO	5904.29	0%	-	5,904.29	Democratic represent
05-Feb	MARINE THEATRE	Term grant	Quarterly	FPO	5500	0%	-	5,500.00	Grants
05-Feb	GREENBARNES	3 bay noticeboard	One off	FPO	1868.24	20%	311.37	1,556.87	Projects
05-Feb	GLEN CLEANING	Seafront toilet cleaning	Monthly	FPO	1681.2	20%	280.20	1,401.00	Outside Works
05-Feb	VALE FIRE SAFETY	New fire extinguishers and risk assessment	One off	FPO	1551.6	20%	258.60	1,293.00	Outside Works
05-Feb	A.S SECURITY ALARM	Installation of intruder alarm	One off	FPO	1341	20%	223.50	1,117.50	Projects
05-Feb	CLEANING 4U	Cleaning supplies for new buildings	One off	FPO	1132.75	20%	188.79	943.96	Projects
05-Feb	REFUND	Refund for overpayment on site fees	One off	FPO	1088.68	0%	-	1,088.68	Refunds
05-Feb	SCREWFIX	External supplies	One off	FPO	799.47	20%	133.25	666.23	Outside Works
05-Feb	TUDOR	Hazardous cabinet & spill kit	One off	FPO	793.05	20%	132.18	660.88	Projects
05-Feb	ABBAS	Biodiversity report	One off	FPO	753.6	20%	125.60	628.00	Projects
05-Feb	TRAVIS PERKINS	External supplies	One off	FPO	674.41	20%	112.40	562.01	Outside Works
05-Feb	NEWSQUEST	Beach concession advertising	One off	FPO	581.41	20%	96.90	484.51	Marketing & Tourism
05-Feb	AXMINSTER GARDEN M	Machinery maintenance	One off	FPO	579.38	20%	96.56	482.82	Outside Works
05-Feb	AXMINSTER IRONWORK	Gazebo support brackets	One off	FPO	510	20%	85.00	425.00	Projects
05-Feb	BUGLARS	Machinery maintenance	One off	FPO	384.81	20%	64.14	320.68	Outside Works
05-Feb	EUROFFICE	Office stationary- new buildings	One off	FPO	263.94	20%	43.99	219.95	Office Expenses
05-Feb	B CLEANING	Office cleaning- January	Monthly	FPO	255	0%	-	255.00	Office Expenses
05-Feb	TOPSPARKS	Electrical work	One off	FPO	250.8	20%	41.80	209.00	Outside Works
05-Feb	IEP	Pest control- seafront	Monthly	FPO	180	0%	-	180.00	Outside Works
05-Feb	BOAT BUILDING	Plaque for pavilion	One off	FPO	110	0%	-	110.00	Unbudgeted expendit
05-Feb	JAKJONS TOILET HIRE	Toilet hire- Amenities hut	One off	FPO	105.6	20%	17.60	88.00	Projects
05-Feb	B&Q	2x Whiteboards	One off	FPO	104.38	20%	17.40	86.98	Projects
05-Feb	1ST LYM VALLEY SCOUTS	Bursary claim	One off	FPO	103	0%	-	103.00	Projects
05-Feb	VIKING	Soap dispensers	One off	FPO	97.86	20%	16.31	81.55	Projects
05-Feb	CLARITY COPIERS	Copier usage	Monthly	FPO	74.11	20%	12.35	61.76	Office Expenses
05-Feb	CUSTOMER	Wedding extras refund	One off	FPO	50	0%	-	50.00	Refunds
05-Feb	BLAMPHAYNE SAWMILL	External supplies-wood.	One off	FPO	23.84	20%	3.97	19.87	Outside Works

05-Feb	GIFFGAFF	Mobile bundle	Monthly	FPO	8	20%	1.33	6.67	Utilities
05-Feb	CUSTOMER	Beach hut refund	One off	FPO	6	0%	-	6.00	Refunds
06-Feb	AMAZON	Seafront attendant boots	One off	DEB	57.98	20%	9.66	48.32	Staffing
07-Feb	MINSTER BUILDING	Cemetery lodge works	One off	FPO	32571.98	20%	5,428.66	27,143.32	Projects
10-Feb	UNITY 5	Zatpark monthly charge	Monthly	DD	530.28	20%	88.38	441.90	Outside Works
10-Feb	YU ENERGY	Electricity charges- Office	Monthly	DD	435.55	20%	72.59	362.96	Utilities
10-Feb	YU ENERGY	Electricity charges and fee- Harbour store	Monthly	DD	382.37	20%	63.73	318.64	Utilities
10-Feb	YU ENERGY	Electricity charge- WM car park	Monthly	DD	329.89	20%	54.98	274.91	Utilities
10-Feb	YU ENERGY	Electricity charge- MB car park	Monthly	DD	172.71	20%	28.79	143.93	Utilities
10-Feb	YU ENERGY	Electricity charge- Guildhall	Monthly	DD	129.09	20%	21.52	107.58	Utilities
10-Feb	YU ENERGY	Electricity charge- Cadet hut	Monthly	DD	124.58	20%	20.76	103.82	Utilities
10-Feb	YU ENERGY	Electricity charge- Marine parade	Monthly	DD	124.13	20%	20.69	103.44	Utilities
10-Feb	YU ENERGY	Electricity charge- Guildhall	Monthly	DD	89.23	20%	14.87	74.36	Utilities
10-Feb	YU ENERGY	Electricity charge- Playing fields	Monthly	DD	87.98	20%	14.66	73.32	Utilities
10-Feb	YU ENERGY	Electricity charge- Guildhall	Monthly	DD	87.34	20%	14.56	72.78	Utilities
10-Feb	YU ENERGY	Electricity charge - Guildhall	Monthly	DD	84.02	20%	14.00	70.02	Utilities
10-Feb	YU ENERGY	Electricity charge- Marine parade	Monthly	DD	58.9	20%	9.82	49.08	Utilities
10-Feb	YU ENERGY	Electricity charge- Workshop	Monthly	DD	44.35	20%	7.39	36.96	Utilities
10-Feb	BARCLAYCARD	Transaction fees	Monthly	DD	20.89	0%	-	20.89	Outside Works
10-Feb	YU ENERGY	Electricity charge- Showers	Monthly	DD	17.4	20%	2.90	14.50	Utilities
10-Feb	BARCLAYCARD	Transaction fees	Monthly	DD	15.76	0%	-	15.76	Outside Works
10-Feb	SG WORLD	Cheque signing in board	One off	DEB	63.96	20%	10.66	53.30	Office Expenses
10-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	10	20%	1.67	8.33	Utilities
10-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
11-Feb	AMAZON	Civic night invite stationary	One off	DEB	33.14	20%	5.52	27.62	Democratic represent
11-Feb	MAILCHIMP	Business briefing subscription	Monthly	DEB	12.67	20%	2.11	10.56	Office Expenses
11-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
12-Feb	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Feb	TAKEPAYMENTS	Transaction fees	Monthly	DD	6	20%	1.00	5.00	Office Expenses
12-Feb	JRB ENTERPRISES	Dog waste bags	One off	DEB	330	20%	55.00	275.00	Outside Works
12-Feb	AMAZON	Tablet cases x14	One off	DEB	277.06	20%	46.18	230.88	Unbudgeted expendit
13-Feb	JD PIPES	Electric cable ducting	One off	DEB	144.65	20%	24.11	120.54	Outside Works
13-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
13-Feb	RAC MOTORING SERVICES	Breakdown cover	Annually	FPO	403.44	20%	67.24	336.20	Outside Works
14-Feb	ALLSTAR	February fuel usage	Bi-Monthly	DD	161.43	20%	26.91	134.53	Outside Works
14-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
17-Feb	AIB	Transaction fees	Monthly	DD	691.59	0%	-	691.59	Outside Works
17-Feb	SAGE SOFTWARE LTD	Financial software	Monthly	DD	425.4	20%	70.90	354.50	Office Expenses
17-Feb	EE LIMITED	Mobile bundle	Monthly	DD	84.53	20%	14.09	70.44	Utilities
18-Feb	EDF ENERGY	Gas charges- Office	Monthly	DD	1004.08	5%	47.81	956.27	Utilities
19-Feb	WORLDPAY	Transaction fees	Monthly	DD	72	0%	-	72.00	Office Expenses
19-Feb	AMAZON	Ribbon & phone case	One off	DEB	11.18	20%	1.86	9.32	Office Expenses
19-Feb	AMAZON	Foot pump	One off	DEB	14.49	20%	2.42	12.08	Outside Works
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	8	20%	1.33	6.67	Utilities
19-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
20-Feb	DC PENSION FUND	Pension contributions - Feb 25	Monthly	FPO	13353.75	0%	-	13,353.75	Staffing
21-Feb	WORLDPAY	Transaction charges	Monthly	DD	23.94	0%	-	23.94	Office Expenses
24-Feb	EDF ENERGY	Electricity charge- Pay and display machine	Monthly	DD	239.56	5%	11.41	228.15	Utilities
24-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Feb	GIFFGAFF	Mobile bundle	Monthly	DEB	6	20%	1.00	5.00	Utilities
24-Feb	MINSTER BUILDING	Cemetery lodge works	One off	FPO	27124.78	20%	4,520.80	22,603.98	Projects
26-Feb	N & G GROUNDWORKS	Woodmead car park drainage work	One off	FPO	60615.29	20%	10,102.55	50,512.74	Projects
26-Feb	DORSET COUNCIL	ICT charges 23/24	Annually	FPO	12884	0%	-	12,884.00	Office Expenses
26-Feb	WOODROFFE	Sculptures for sculpture trail	One off	FPO	3000	0%	-	3,000.00	Projects
26-Feb	DWP	Waste collection	Monthly	FPO	2427.82	0%	-	2,427.82	Outside Works
26-Feb	PODPOINT	3 year warranty Pod Point	One off	FPO	1800	20%	300.00	1,500.00	Outside Works
26-Feb	LR REPAIR CAFÉ	Start up costs	One off	FPO	1431.85	0%	-	1,431.85	Grants
26-Feb	AXMINSTER GARDEN M	Machinery maintenance- January 25	One off	FPO	960.66	20%	160.11	800.55	Outside Works
26-Feb	TOPSPARKS	Boiler service & meter repair	One off	FPO	948.89	20%	158.15	790.74	Outside Works
26-Feb	CHAPMAN GEOTECHNIC	Meetings and survey May-Aug	One off	FPO	900	0%	-	900.00	Outside Works