



John Wright
Town Clerk

Lyme Regis Town Council

Town Council Offices
Guildhall Cottage
Church Street
Lyme Regis
Dorset
DT7 3BS

Tel: 01297 445175
Fax: 01297 443773

email: enquiries@lymeregistowncouncil.gov.uk

Tourism, Community and Publicity Committee

Core Membership: Cllr C. Aldridge, Cllr B. Bawden, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr P. Evans, Cllr P. May, Cllr C. Prichard, Cllr C. Reynolds, Cllr D. Ruffle, Cllr G. Stammers, Cllr J. Trevena, Cllr G. Turner

Notice is given of a meeting of the Tourism, Community and Publicity Committee to be held at the Guildhall, Bridge Street, Lyme Regis on Wednesday 19 June 2024 commencing **on the rise of the extraordinary Full Council** when the following business is proposed to be transacted:

John Wright
Town Clerk
14.06.24

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. Election of Chairman and Vice-Chairman

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2024-25

2. Terms of Reference

To allow the committee to receive its terms of reference

3. 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

4. Apologies

To receive and record apologies and reasons for absence

5. Minutes

To confirm the accuracy of the minutes of the Tourism, Community and Publicity Committee meeting held on 10 April 2024

6. 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.

7. Dispensations

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

8. Matters arising from minutes of the previous meeting held on 10 April 2024

To update members on matters arising from the previous 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 previous meeting.

9. Update Report

To update members on issues considered at previous meetings

10. Tourism, Community and Publicity Committee – Objectives

To allow members to review progress of the committee's 2024-25 objectives

11. D-Day 80 Commemorations

To allow members to receive the minutes of the D-Day 80 Working Group meeting on 10 May 2024

To inform members of the success of the D-Day 80 programme

12. Sculpture Trail Working Group membership

To allow members to determine the membership of the sculpture trail working group

13. eat:Lyme Regis

To allow members to determine a council position on the eat:Lyme Regis event

14. Free Parking Days

To allow members to agree an alternative non-charging day in Lyme Regis car parks for a weekday in December

15. Request for Funding - Fireworks

To allow members to consider a request from the Regatta and Carnival Committee to part fund the summer and autumn fireworks' displays

16. Grant Review, Lyme Arts Community Trust

To inform members of Lyme Arts Community Trust's compliance with its grant agreement

17. Grant Review, The Hub

To inform members of the Hub's compliance with its grant agreement

18. Grant Review, Axe Valley and West Dorset Ring and Ride

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement

19. Grant Review, Bridport and District Citizens Advice

To inform members of Bridport and District Citizens Advice's compliance with its grant agreement

20. Grant Review, B Sharp

To inform members of B Sharp's compliance with its grant agreement

21. Managing Consultation Exercises

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Election of Chairman and Vice-Chairman

Purpose of Report

To allow the committee to receive nominations and elect its chairman and vice-chairman for the council year 2024-25

Recommendation

- a) The committee receives nominations for the chairman of this committee and elects its chairman for the council year 2024-25
- b) The committee receives nominations for the vice-chairman of this committee and elects its vice-chairman for the council year 2024-25

Background

- 1. The terms of reference for the council's committee structure state each committee will elect its chairman and vice-chairman from among its membership.
- 2. Consequently, nominations are sought for the chairman and the vice-chairman of this committee.
- 3. The relevant standing orders that inform and govern the election of chairmen and vice-chairmen are detailed below.
- 4. Standing order 3.t states:

'Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. If at least two members request, voting may be by signed ballot.'

- 5. Standing order 8.a states:

'Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.'

6. Standing order 8.b. states:

'As the first business of a council is to elect a chairman (the mayor in the case of Lyme Regis Town Council) who is also an ex-officio voting member of all committees, they are in a position to open and chair a sub-committee meeting temporarily, with the benefit of a casting vote, until a committee chairman is elected. In the Mayor's absence, the Deputy Mayor could officiate in the same way, The town clerk or other officer cannot open or chair a committee or sub-committee meeting.

7. The election of the chairman and vice-chairman of the Tourism, Community and Publicity Committee will be reported to the Full Council on 17 July 2024.

John Wright
Town clerk
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Terms of Reference

Purpose

To allow the committee to receive its terms of reference

Recommendation

The committee receives its terms of reference

Background

1. The terms of reference for the Tourism, Community and Publicity Committee, along with the general terms of reference that apply to all the council's committees is attached, **appendix 2A**.
2. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

John Wright
Town clerk
June 2024

Terms of Reference**2. Committees – General**

- 2.1 The purpose of the council's committees is to consider issues under their remit. Issues will normally be outlined in a report prepared by officers and each report will normally include a recommendation.
- 2.2 Any recommendation(s) from a council committee will be considered at the subsequent meeting of the Full Council. Any decision or recommendation from a council committee has no status until it has been adopted by the Full Council by way of a resolution. This is unless a committee has devolved powers, i.e. Planning in respect of making recommendations direct to Dorset Council on planning applications.
- 2.3 Each committee will:
- 2.3.1 Elect its chairman and vice-chairman from among its membership;
 - 2.3.2 Confirm the accuracy of the minutes of the last committee meeting;
 - 2.3.3 Agree and review the terms of reference for sub-committees, working or advisory groups that report to the committee;
 - 2.3.4 Receive nominations to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.5 Elect chairmen and vice-chairmen to existing sub-committees, working or advisory groups that report to the committee;
 - 2.3.6 Appoint any new sub-committees, working or advisory groups, confirmation of their terms of reference, the number of members (including, if appropriate, substitute councillors), receipt of nominations and the election of chairmen and vice-chairmen to them;
 - 2.3.7 To examine on behalf of the council various policies, strategies and plans relating to its subject area and to report these to the Full Council;
 - 2.3.8 To undertake reviews or policy development tasks in relation to any matters falling within the remit of the committee;
 - 2.3.9 To work with other relevant committees of the council where an area of work is shared with that committee.
- 2.4 Council-approved projects and objectives will be delegated to the relevant committee.
- 2.5 No business may be transacted at a committee meeting of the Full Council unless at least one third of the whole number of members of the committee are present and in no case shall the quorum of a meeting be less than three.

7. Tourism, Community and Publicity

- 7.1 The purpose of the Tourism, Community and Publicity Committee is to take active steps to develop the town and people's perception of it. This includes the development and management of:

- 7.1.1 Tourism policies
- 7.1.2 Economic and business initiatives
- 7.1.3 Marketing and publicity
- 7.1.4 Community engagement
- 7.1.5 Responding to consultations by external organisations
- 7.1.6 Managing the process of consulting the community and third sector groups on policy development
- 7.1.7 Twinning
- 7.1.8 Arts and heritage
- 7.1.9 Tourism services
- 7.1.10 Events' management
- 7.1.11 Promotion and publicity of the town

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 10 APRIL 2024

Present

Chairman: Cllr C. Aldridge

Members: Cllr B. Bawden, Cllr M. Ellis, Cllr P. Evans, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith

Officers: C. Austin (administrative and community engagement assistant), J. Wright (town clerk)

24/66/TCP Public Forum

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

24/67/TCP Apologies

Cllr R. Smith – family commitment

24/68/TCP Minutes

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, the minutes of the meeting held on 21 February 2024 were **ADOPTED**.

24/69/TCP Disclosable Pecuniary Interests

There were none.

24/70/TCP Dispensations

There were none.

23/71/TCP Matters arising from the minutes of the previous meeting held on 21 February 2024

Members noted the report.

23/72/TCP Update Report

Annual event for residents

Members raised concerns regarding the Marine Theatre providing an outside bar service for the event and suggested approaching local businesses about providing this service, as well as the food.

The town clerk said the theatre was a not-for-profit organisation and the business group had been involved in discussions.

Jubilee Pavilion

Members raised concerns about the lack of volunteers in the town.

23/73/TCP Tourism, Community and Publicity Committee – Objectives

Repairs' cafe

Members were concerned nothing had progressed with the Boat Building Academy.

The town clerk said he would initiate another conversation with the Boat Building Academy to establish what was happening.

Residents Newsletter

Members requested the 'who does what' list of responsibilities for Dorset Council and Lyme Regis Town Council was reprinted in the next edition in a readable format and not with a black background.

Members also asked if the newsletter could be bigger. It was agreed a report on the newsletter would be bought to the next meeting of this committee.

Bid-Writing

The town clerk said the bid-writing workshops had been successful and it was planned to move to a more tailored support service for organisations on a one-to-one basis. He said the administrative and community engagement assistant would build knowledge in all round bid-support to provide in-house tailored advice on grant applications.

23/74/TCP Review of the Events on Council-owned Land Policy and Procedure

Proposed by Cllr B. Bawden and seconded by Cllr C. Reynolds to **RECOMMEND TO FULL COUNCIL** to approve the Events on Council-owned Land Policy and Procedure with an amendment to paragraph 2.1, bullet point 5 to remove 'for noting only'.

23/75/TCP Review of the Busking Policy

Proposed by Cllr B. Bawden and seconded by Cllr C. Reynolds, to **RECOMMEND TO FULL COUNCIL** approve the Busking Policy.

23/76/TCP Permission to Erect a Gazebo

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, members agreed to **RECOMMEND TO FULL COUNCIL** to approve the request from the Oyster and Fish House to erect a 3m x 3m gazebo on the beach for approximately two hours on 4 May 2024.

23/77/TCP Free Parking Days

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members agreed to **RECOMMEND TO FULL COUNCIL** to agree the non-charging dates in Lyme Regis car parks as follows:

- Saturday 12 October 2024
- Friday 22 November 2024
- Saturday 23 November 2024

- Sunday 24 November 2024
- Sunday 29 December 2024

23/78/TCP Bursary Scheme for Local Young People

Members discussed ways of promoting the scheme further to reach more families in need.

The town clerk said organisations that involved young people in the town were invited to a presentation and it was included in the community briefing sent out monthly.

23/79/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8.57pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Matters arising from the minutes of the previous meeting held on 10 April 2024

Purpose of Report

To update members on matters arising from the previous 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 previous meeting.

Recommendation

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

Report

23/73/TCP – Tourism, Community and Publicity Committee – Objectives

Repairs' café

No further progress has been made on establishing a repairs' café but a further conversation has taken place with the director of the Boat Building Academy. He would like the new volunteer co-ordinator to take this forward and officers are arranging a meeting with him to discuss this.

23/74/TCP – Review of the Events on Council-owned Land Policy and Procedure

The updated policy has been provided to members and published on the website.

23/75/TCP – Review of the Busking Policy

The updated policy has been provided to members and published on the website.

23/76/TCP – Permission to Erect a Gazebo

The council's approval of the request was communicated to the Oyster and Fish House in advance of the Full Council meeting on 15 May 2024 as the wedding was taking place on 4 May 2024. There were no issues with the gazebo or the event.

23/78/TCP – Bursary Scheme for Local Young People

The council agreed to include a further £5,000 in the 2024-25 budget for bursaries for local young people. There has been a request from one organisation so far this financial year, supporting four young people.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

The website continues to perform well, as shown by the stats below:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2022 views		14,656	21,678	26,138	28,348	28,567	32,813	39,935	24,663	23,103	15,008	13,925	268,834
2023 views	23,306	25,921	41,861	40,016	41,344	55,529	67,358	75,804	48,754	36,638	42,525	27,014	526,070
2024 views	44,556	39,095	52,261	56,571	59,336								251,819

We would have expected the stats to have plateaued by now but they continue to rise. Visit Lyme Regis is also one of the most popular re-directs from the Visit Dorset website.

The homepage of the website currently has features on ‘Discover Lyme Regis in Summer’ and ‘Summer Breaks in Lyme Regis’, among the usual features. We will have a summer events’ feature in the next few weeks, highlighting events including Lifeboat Week, Regatta and Carnival Week, the summer fireworks display and Lyme Folk Weekend.

In September, we will have a feature called ‘Let summer linger for longer’, aimed at mature couples and families with pre-school age children who tend to visit outside the main season.

In October, we will focus on walking and feature events such as Oktoberfest and the fireworks’ display.

We have obtained some new images, which will be used to refresh some of those on the site and Kate Newman, one of our administrative and community engagement assistants, who is also a professional photographer, will be getting out and about in the summer to take photos at events and of people. We will also be creating some short reels of events, views, people, etc for Visit Dorset to share on their socials.

Stampede by the Sea, the Weldmar Hospicecare’s elephant trail, will be featured on the website within the next month.

We are already putting together the list of 2025 events so these will be added to the site as soon as possible to help those planning holidays for next year.

Annual event for residents

The annual event for residents will take place on Saturday 29 June in the Lister Gardens and is called Party in the Park.

The event will include live music from six local performers/bands on the seafront roof, a bouncy slide, food stalls from three local businesses, a bar provided by the Marine Theatre, children's entertainment from Strawberry Jam, and free mini golf for Gateway Card holders.

The event has been advertised on the council's website, social media channels, community noticeboards on social media, via the local schools' parent communications, with posters around the town, and a press release.

Christmas event

Two meetings have taken place with a sub-committee of Lyme Regis Business Group, which is driving forward the idea of a Christmas event in the town this year and in future years.

The event will take place from 13 to 15 December and will include a community feast at the Marine Theatre on Friday 13 December. The idea is that ticket prices are kept affordable and local businesses will provide the catering. The event is aimed primarily at residents and people/businesses can also choose to sponsor tickets so families on low incomes also have the opportunity to attend.

It is also planned to have a market on 14 and 15 December, the exact location for which is yet to be determined, but Gun Cliff Walk, the Guildhall car park and the area directly above, and Coombe Street are being considered. Priority and preferential pitch fees will be offered to local businesses.

Discussions are taking place with the Christmas Lights Committee about extending the lights down Coombe Street.

The Town Mill, Lyme Regis Museum and Marine Theatre have all been invited to get involved and any events they're putting on over that weekend will be added into the wider programme. The Christmas Tree Festival is also taking place from 13 to 15 December, including a Father Christmas grotto on 14 December so this will also be added into the wider programme.

Businesses will be invited to take part in an advent calendar, offering a deal or discount for each day of December leading up to Christmas. Businesses will be invited to take part in a decorated window competition and local schoolchildren will be asked to judge this. Businesses will also be asked to stay open late over the weekend.

Value of Tourism data

In 2023, the council agreed to commission tourism data about the town, in partnership with Visit Dorset. Due to the minimal costs associated with this, it was reported to a previous meeting that officers had agreed to commission the data again for 2023. The data is provided by the South West Research Company.

The final cost has been confirmed as £230 + VAT.

Website upgrade

The town council's website is underpinned by Blue Level's content management system (CMS) bLive. The version our website currently sits on, version 24, is a number of versions behind the CMS Blue Level is currently using, version 28.

As such, there are a number of important security and functionality updates that ideally need to be applied to ensure the site remains secure and adherent to accessibility and usability standard. Due to the increased threat profile against gov.uk websites, Blue Level would recommend upgrading the site to the latest version.

The upgrades would require around 12 to 16 hours of work by Blue Level. The council regularly buys 'banks' of support time to help staff with technical issues and any more complex changes, such as adding in the environment pages recently.

To give this some context, we purchased 50 hours of support time in July 2023 and have 12 hours left. To carry out the work, we would use the balance of our current bank of support time and purchase another 50 hours of support time at a cost of £2,375 + VAT. However, we could only expect around four hours of the new bank of support time to be needed for this work.

Sculpture trail

The plinth and the base has been installed for Juggler, on a section of grass near to the Somers statue. Officers have contacted the artist Clare Trenchard to try and arrange a date when she can be there for the installation and a photoshoot. Any updates will be reported verbally at the meeting.

Ripple has been installed near the table tennis area. It is slightly obscured at the moment by the site associated with the amenities hut replacement so publicity will be given to this when the site is returned to normal.

Residents' newsletter

The next newsletter will go out in July and will feature the mayor-making ceremony and introduce the new council.

B Sharp Busking Festival

Officers met with B Sharp on 5 June 2024 to sign off the event management plan for their Busking Festival on 6 July 2024.

One change to the event for this year is the addition of food and drink traders. These will be sited in the market/performance areas. The organisers are very clear on the rules, including the access arrangements, when vehicles are allowed on the parade, where they can be located, the requirement to see food hygiene certificates, etc.

There will be a maximum of four traders. Officers were satisfied with the arrangements and have signed off the plan.

Seafront and beach concessions

Following re-advertisement, there has been no interest in the arts and crafts concession. This will be re-advertised for 2025.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Tourism, Community and Publicity Committee – Objectives

Purpose

To allow members to review progress of the committee's 2024-25 objectives

Recommendation

Members note the report

Background

1. During the 2024-25 budget-setting process, objectives were agreed for the year and a budget estimate identified against each project.

Report

2. The objectives have been assigned to committees and members can review progress at each meeting.
3. This committee's 2024-25 objectives, along with the allocated budget, completion date and lead officer, are at **appendix 10A**.
4. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

John Wright
Town clerk
June 2024

APPENDIX 10A

Replace beach wheelchair	3,2	July 2024	AM	TCP	The order has been placed.
D-Day 80 commemoration events	2	June 2024	AM	TCP	The D-Day 80 working group put together a successful programme of events for the anniversary on 6 June 2024 and the following weekend, including a service at the war memorial and US Army plaque at Cobb Gate, a free film showing of The Longest Day at the Marine Theatre, a torchlight procession and beacon lighting, the ringing of the church bells, the presentation of books to the local schools, a performance by the Lympstone Military Wives Choir, and a cream tea for the over 70s. Minutes of the working group are elsewhere on this agenda.
Sculpture trail	6	March 2025	AM	TCP	2024-25 will be year two of a three-year commitment of £6kpa. The council agreed to manage the sculpture trail in-house for one year and to review the arrangements in February 2025. Ripple has been re-installed near the table tennis and Juggler is due to be installed shortly.
Supporting Fossil Festival 2024	6	June 2024	AM	TCP	Grant funding of £6k. Officers worked with the museum on event logistics.
Residents' events	10	June 2024	AM/JW	TCP	Party in the Park will take place in the gardens and on the shelters' roof on 29 June 2024. Officers worked with Cllr D. Ruffle and the Marine Theatre to put together a programme of events.
Continuation of the bursary scheme	5	March 2025	AM	TCP	2024-25 is the second year of the bursary scheme. Further publicity and communication are required to make sure local organisations and families are aware the scheme is continuing.

Introduce a beach volleyball facility	0.5	June 2024	AM	TCP	This project has been carried over from 2023-24. Now an evening seafront attendant is in post, the volleyball nets will be going out in the evenings on Friday, Saturday and Sunday.
Support the introduction of a repairs' cafe	15	September 2024	JW	TCP	This project has been carried over from 2023-24. Further discussions to take place with the Boat Building Academy about the delivery of the project.
Enhance wedding packages	2	July 2024	AM	TCP	This project has been carried over from 2023-24. Prices for enhanced wedding packages to be agreed by the Strategy and Finance Committee on 3 July 2024.
Supporting local grant applications and bid-writing	3	Ongoing	AM	TCP	Further one-to-one sessions to be arranged between bid-writers and local organisations.

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: D-Day 80 Commemorations

Purpose of Report

To allow members to receive the minutes of the D-Day 80 Working Group meeting on 10 May 2024

To inform members of the success of the D-Day 80 programme

Recommendation

Members receive the minutes of the D-Day 80 Working Group and note the remainder of the report

Report

1. The minutes of the D-Day 80 Working Group meeting on 10 May 2024 are at **appendix 11A**.
2. Events to commemorate the 80th anniversary of the Normandy landings were focused around the anniversary itself on Thursday 6 June 2024.
3. The programme of events was as follows:
 - 8am – The town crier made a proclamation from the steps of the Guildhall. By midday on 6 June, 1,000 people had watched the video on social media.
 - 11am – The Poem for Schools was read out at St Michael’s Primary School, Mrs Ethelston’s Primary School and Woodroffe School. The mayor, mayoress, deputy mayor and town clerk attended St Michael’s for the reading.
 - 12pm – A service was held at the town’s war memorial in Georges Square, including prayers, the laying of wreaths and the Last Post and Reveille, which was attended by 69 people.
 - 12.30pm – A service was held at the US Infantry Regiment plaque at Cobb Gate, including prayers and the Last Post and Reveille, which was attended by 49 people.
 - 2pm – A free screening of The Longest Day at the Marine Theatre.
 - 6.30pm – St Michael’s Parish Church rang their bells for the World in Ringing out for Peace.
 - 9pm – The torchlight procession left the Cobb, led by the mayor and mayoress, deputy mayor and mayoress, town crier, town clerk, and councillors. A large group from the Powder Monkeys Explorer Sea Scout Unit joined by invite.
 - 9.15pm – The procession ended on Gun Cliff Walk and the mayor and three members of the Powder Monkeys read out the International Tribute before the mayor and mayoress lit the beacon. A crowd of around 1,000 watched.
4. On Saturday 8 June, the Lympstone Military Wives Choir performed at the Woodmead Halls, with 150 people attending. On Sunday 9 June, a cream tea for the over 70s was held at the Woodmead Halls.
5. An exhibition was open at the Jubilee Pavilion from 1 to 6 June, which was visited by 800 people, as well as 65 children from the two local primary schools.
6. Books were presented to the three local schools to mark the anniversary.
7. A piper travelled to Lyme Regis especially for the events and performed at the war memorial service, the US Army service, and the choir performance, as well as leading the torchlight procession.
8. The procession and beacon lighting were filmed by local videographer Max Redwood and copies have been given to the three local care homes so residents could watch it.

9. It was felt all the events were a great success and a fitting tribute to the 11 men of Lyme Regis who died during the D-Day invasions, as well as the thousands more allied troops who died or were injured, and indeed the survivors who lived with the horrors of that day.
10. Thank you letters will be sent by the mayor, on behalf of the council, to all those who took part in or supported the council to put on these events.
11. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

LYME REGIS TOWN COUNCIL

D-DAY 80 WORKING GROUP

MINUTES OF THE MEETING HELD ON THURSDAY 10 MAY 2024

Present

Members: Cllr P. Evans (chairman), Cllr M. Ellis, Cllr D. Ruffle

Guests: A. Vian (town crier)

Officers: A. Mullins (support services manager), K. Newman (administrative and community engagement assistant)

Apologies

None.

Minutes of the previous meeting held on 25 January 2024

Proposed by Cllr D. Ruffle and seconded by A.Vian, the minutes of the meeting held on 25 January 2024 were **APPROVED**.

Updates on actions from previous meeting

- AM said it had been pencilled in the mayor's diary to attend St Michael's Primary School for the reading of the official poem to pupils at 11am but this was subject to confirmation with the new mayor.
- AM said there had been a response from Woodroffe School about reading the poem during school hours but they had not confirmed willingness to take part in the procession or reading of The Tribute. As such, she had contacted Powder Monkey's Explorer Sea Scout Unit and the 1st Lym Valley Scouts, who had said they would like to take part. This was subject to further details being confirmed.
- KN said the bell-ringing had been re-confirmed with Rev Sarah Godfrey and she was awaiting confirmation of whether it would be a full or half peal.
- AV said it would be necessary to change the location of the beacon lighting as he felt it wouldn't be safe to do it near the anchor because of the number of people expected to attend and the possibility of overflow into Cobb Gate car park. Therefore, it was proposed to move opposite the steps that led from the museum as there was a raised platform there where the beacon could be located. He said the local firefighters would help with lighting and dousing the torches. He said he would have further discussions with the operations supervisor about locating and setting up the beacon.
- AV said the torchlight procession and beacon lighting could be covered on the Regatta and Carnival Committee's insurance at no extra cost.
- AV suggested using REMS to provide first aid cover at the torchlight/beacon event. He had made enquiries and the cost would be £96.14 plus VAT for two trained personnel. The Regatta and Carnival Committee would also have a safety bag with wet towels. Proposed by Cllr M. Ellis and seconded by Cllr D. Ruffle, it was **AGREED** to pay £96.14 plus VAT for REMS to provide first aid cover for the torchlight procession and beacon lighting.
- AV said the risk assessment for the event had been done. Walking on the Cobb may be difficult for some so people would be warned of this. It would potentially be windy at Cobb Gate so this was an issue to consider.
- AM confirmed the procession and beacon lighting had been advertised on Facebook by the Regatta and Carnival Committee. KN would share the event on the town council's page.

- KN confirmed 20 lamps had been purchased and showed an example.
- AM said there had been no response from the fishermen about a possible flotilla in the bay. She would contact Harry May directly.
- KN said there had been no response from local fish and chip outlets.
- PE said there were 11 men from Lyme Regis who had been involved in the conflict and he had been in touch with the families of three of them. The Grattan family hoped to take part in the parade.
- PE said around 50 tickets had been sold so far for the Lymstone Military Wives Choir, although at least 100 needed to be sold to break even (tickets were on sale at the council office and via the RBL). A banner had been made and it was agreed this would be displayed at the May Fete on 12 May before being displayed at Bell Cliff. It was also suggested the RBL could sell tickets on their stand at the fete and AV would promote the event over the loudspeaker. Posters had also been made and displayed locally. A press release had been sent to the local press but had not received good coverage, so it was agreed PE would send it to AM to try and use any contacts in the local press. KN confirmed she had created an event on Facebook, added a listing to the Visit Lyme Regis website, and created an event on the council website.
- KN confirmed the Marine Theatre would show the film The Longest Day on Thursday 6 June at 2pm and the showing would be free. It had been advertised on the theatre website, the council's website, Visit Lyme Regis and Facebook. It was agreed a poster would be created to inform those without internet access.
- PE confirmed wreaths had been ordered for the service at the war memorial, including one for the mayor to lay. He would invoice the council for the wreath. He confirmed the Gollop and Grattan families had been invited and if attending, they would lay a cross each. It was also agreed a small group of children from St Michael's Primary School and Mrs Ethelston's Primary School (perhaps four from each) would be invited to attend the service and lay crosses.
- PE confirmed the piper Graham Scott would be coming to Lyme Regis for three days to take part in the events. His accommodation would be provided for free but he asked if it was possible to fund his travelling costs of £180 and dinner for the three nights. It was suggested contact was made with Lyme Regis Business Group about whether any meals could be provided for free. Proposed by Cllr D. Ruffle and seconded by Cllr M. Ellis, it was **AGREED** to pay up to £400 for travel and meals for the piper, if required.
- PE said Ian Marshall had issued an invitation to the Colonel of The Rifles to attend the events but had not yet had a response.
- AM confirmed a cream tea would be hosted by the Over 70s Christmas Dinner Committee at the Woodmead Halls on Sunday 9 June. ME confirmed the time would be 4pm. Jayne Hutchings was making the scones and would invoice the council afterwards so the final costs were not yet known. It was agreed the council would create the tickets and these would be free to residents, made available from the council office and the Over 70s committee. ME asked that the council kept a list of names and phone numbers of those who had tickets.
- PE said he had contacted the US regiment which was stationed in Lyme Regis ahead of D-Day. Although they could not attend, they would send a letter thanking the people of Lyme Regis. This would be read out at the war memorial service and the concert.
- AV said he had two US flags and the Lyme Regis Society had offered to put them up and take them down at the beginning and end of each day at the top of Woodmead Road. AM confirmed the British flag would be flown on the Guildhall from 3 to 10 June.

Other ideas

AV mentioned the plaque at Cobb Gate commemorating the US troops stationed in Lyme Regis and how it could be incorporated into the events. The following was agreed:

- Town council to clean the plaque.
- Look into whether a flag can be located near it.
- AV to do a proclamation next to the plaque at 11am, joined by the mayor, a RBL representative and the legion standard. He would also read out the regiment letter.

- Town council to give this publicity.

AV asked if signs could be produced to promote the exhibition at the Jubilee Pavilion, to be displayed on A boards outside. He required 2x A2 size signs, advertising the exhibition as being open from 1 to 6 June, 10.30am to 4pm.

PE asked if a full programme of events could be put together and asked that he approved it before it was publicised.

Actions

- AM to confirm the mayor will attend St Michael's Primary School at 11am for the reading of the poem following mayoral election.
- AM to confirm details of young people attending with Powder Monkeys and 1st Lym Valley Scouts.
- AV to have further discussions with operations supervisor about locating and setting up the beacon.
- AV to confirm first aid cover with REMS and invoice the council.
- KN to share the torchlight procession and beacon lighting event on the town council's Facebook page.
- AM to contact Harry May about the involvement of local fishermen.
- PE to send Military Wives Choir press release and picture to AM to send to local press.
- Town council to put the Military Wives Choir banner up at Bell Cliff.
- KN to create a poster for The Longest Day film showing.
- PE to invoice the council for the wreath.
- AM to contact Mrs Ethelston's and PE to contact St Michael's about four pupils from each school attending the service at the war memorial.
- PE to contact Lyme Regis Business Association regarding meals for the piper.
- KN to create tickets for the Over 70s Cream Tea and keep a list of names and phone numbers of those who have tickets.
- KN to create an overall event listing on Facebook, as well as individual event listings for the choir and film showing.
- KN to create an overall event listing on Visit Lyme Regis, as well as individual event listings for the choir, film showing and procession/beacon lighting.
- AV to look into how a flag can be located near to the Cobb Gate plaque.
- AM to ask external works team to clean the Cobb Gate plaque.
- KN to publicise the Cobb Gate plaque event – Facebook event and Visit Dorset listing.
- PE to invite RBL representative and legion standard to Cobb Gate plaque event.
- AM to put Cobb Gate plaque event in the mayor's diary.
- AV to provide wording to AM for the Jubilee Pavilion exhibition signs and AM to get 2x A2 signs made.
- KN to put together a programme of all the events over the three days and get it approved by PE.

Involving schools and care homes

AM said she had spoken to Max Redwood about the possibility of live streaming the procession and beacon lighting to local care homes. He said this was possible and would like to be involved. Following the event, Max would put together a video using footage taken by council staff of other events. AM said she would discuss a fee with Max.

AM said instead of providing gifts and memorabilia to individual schoolchildren, it was suggested to gift war-related books to St Michael's, Mrs Ethelston's and Woodroffe Schools. The following books were suggested:

- For younger readers – Eva and Maxime Discover the D-Day Landings - £5.03 each
- For age 9+ – Tom Palmer Books, which would be personalised and signed by the author and posters and bookmarks were available on request - £7.99 each
- For older readers – John Boyne books – c. £5.99 each

It was agreed these books would be purchased and preferably presented before the anniversary so they could be read in the lead-up to the events.

Actions

- AM to confirm live streaming arrangements with Max Redwood and confirm a fee.
- AM to contact local care homes about live streaming arrangements.
- AM to purchase books to gift to schools and arrange handover to schools (possibly a photo opportunity with the mayor).

Date of next meeting

Friday 24 May, 2.30pm.

To discuss:

- Any outstanding actions
- Final arrangements

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Sculpture Trail Working Group membership

Purpose of the Report

To allow members to determine the membership of the sculpture trail working group

Recommendation

Members determine the membership of the sculpture trail working group

Report

1. The sculpture trail working group was formed in January 2023 to determine how the trail would be delivered in future. Cllrs B. Larcombe, D. Sarson and C. Aldridge were appointed to the working group.
2. The membership of the working group subsequently changed to the replacement of Cllr B. Larcombe by Cllr C. Reynolds.
3. As this is a new council administration and one of the members has left the council, members should have the opportunity to be appointed to the group.
4. The group meets on an ad-hoc basis, as and when required and the demand is not onerous.
5. The council has agreed to manage the sculpture trail for one year in the first instance and to review the arrangement in February 2025, ahead of the 2025-26 financial year. This will be overseen by the working group.
6. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: eat:Lyme Regis

Purpose of Report

To allow members to determine a council position on the eat:Lyme Regis event

Recommendation

Members determine a council position on the eat:Lyme Regis event

Background

1. The council was first approached by eat:Festivals in October 2020 to hold an event on Lyme Regis seafront in 2021. It was to be an event comprising food and drink businesses from the area.
2. The council was initially concerned about Covid restrictions still in place at the time and the impact on local food and drink businesses. As such, it was agreed the organisers would be asked to canvass local traders to determine the level of interest and to suggest an alternative date, to be reported back to a future meeting.
3. The council considered a further proposal from eat:Festivals and on 18 November 2020 it was resolved 'to approve the request to hold the Eat Festival on 24 April 2021, and to delegate authority to officers and the chairmen of the Town Management and Highways Committee and Tourism, Community and Publicity Committee to agree the details, including the fee charged for use of council-owned land'.
4. On 15 November 2021, it was resolved 'to approve the request to hold the Eat Festival on 7 May 2022'. However, the organisers later decided to hold the event on Dorset Council-owned land, primarily Cart Road and Gun Cliff Walk as this council's fees were increased for use of the Marine Parade Shelters.
5. The event was scheduled to take place again on 6 May 2023. However, this date was later announced as the date of King Charles III's coronation. As the Big Coronation Party was scheduled for this date, as well as two other minor events in the area of Gun Cliff Walk, Dorset Council did not give permission for eat:Lyme Regis to take place.
6. Instead of choosing an alternative date, the organisers decided to cancel the event in 2023.

Report

7. The organisers planned to hold the event in 2024 on 27 April. Permission for this event needed to be given by Dorset Council, as landowner.
8. On 26 March 2024, Dorset Council informed the organisers of eat:Lyme Regis it would not be granting permission for use of the land to hold the event. The statement issued by Dorset Council outlining the reasons for this decision is at **appendix 13A**.
9. On 19 April 2024, the town council received an email from the eat:Lyme Regis organisers, with a number of requests, **appendix 13B**.
10. Although the council has previously supported eat:Lyme Regis, comments made by members in meetings more recently suggest support is wavering. Members are therefore asked to

consider what the council's policy position on this event should be going forward. Although this council cannot approve or refuse permission for the event, Dorset Council will always consult the town council on events taking place in the town before giving permission. Dorset Council gives heavy weighting to the town council's views.

11. Having also consulted with Lyme Regis Business Group, it is not in support of eat:Lyme Regis.
12. Members may also wish to consider whether the issues the eat:Lyme Regis organisers have asked the council to consider are relevant or necessary.
13. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
June 2024

“On Tuesday 26 March, Dorset Council informed the event organisers that we will not be granting landowner permission to EAT Festival for the use of the land requested to hold their event – a full month in advance of their planned date.

“It appears the organisers chose to proceed with publicity for the festival – as well as booking stallholders – both before our decision was made and even after they were informed of the refusal, presumably in the hope our decision would be overturned. When we became aware of this continuing publicity and attempts to appeal the decision by contacting Council departments outside of the appropriate team, we wrote to the organisers to reiterate our refusal for the event. It is this contact that appears to be driving their false “12 days’ notice” claim.

“We fully stand by our decision to refuse permission for this event. The 2022 festival caused significant operational issues to the delivery of public services to the town. Both Dorset Council and Lyme Regis Town Council were not satisfied that due consideration had been given to the operational aspects when considering the location and size of this event.”

“Dorset Council has robust processes in place to support private organisers, as evidenced in the hundreds of successful large-scale events we grant permission for in any given year. The confusion around this festival has been caused by the organisers by choosing to proceed with their plans before permission was granted, and then not taking appropriate action to rearrange/cancel plans after refusal was given last month.”

Hello

now that the dust has settled, we'd like to address the Committee regarding future local food & drink events in Lyme Regis. The media attention to the cancelled eat:Lyme Regis is regrettable and we hope that some positive outcomes can be found. As the issues involved pertain to all three areas of this Committee's remit, we felt it is correct to write to you directly in these extraordinary circumstances.

We have enjoyed a working relationship with Lyme Regis Town Council. The Council has never reported any negative observations to us resulting from the two 2021 and 2022 eat:Lyme Regis events, except about the chalk we used lasting too long, which we then scrubbed off. We postponed the 2023 eat:Lyme Regis festival at your request without question, as it fell on the weekend of the coronation and you planned the celebratory fete. eat:Festivals informed LRTC of this proposed 2024 date, 27 April 10-4, in November and it was published on your list of Major Events in December last year. We understand that denying permission for this eat:Lyme Regis was not the Town Council's decision.

The anxiety and confusion over this year's event caused us to look more closely at this committee's discussion and we notice recurring themes:

- Community Engagement, as in the lack of effective engagement by LRTC with residents.
- There is a desire to promote Lyme Regis retail & hospitality businesses but not a robust take up from them of such initiatives. Nor is there a current representative body, constituted or otherwise.
- There is frustration about an 'umbrella license' for events which has been 'held up by Dorset Council's legal team'. [minutes 27/9/23]
- The LRTC published Events Policy & Procedure are pre-covid, scheduled for review in 2021 and only pertain to events on LRTC land.

We believe that, as it is, the LRTC committee is concerned mainly with events on LRTC land, that provide revenue to the town council, despite the impact of events being felt by the town as a whole. You may remember, eat:Festivals stopped hiring the shelters after the cost was increased beyond economic viability for us. **We would ask this committee to consider that:**

- LRTC takes a more robust consultative role in events, ensuring that any known concerns of residents [including Lyme Regis businesses] are reported to and addressed by event organisers in a time frame that enables positive action;
- whatever 'umbrella license' agreement has been proposed to or agreed with Dorset Council be made public, delivered, managed transparently and made available to community event organisers. If it provides for any greater decision-making role for LRTC, then it may be conditional on some element of business consultation.
- If LRTC believe that it represents residents [and business] concerns, that the Events Policy & Procedure are reviewed to include events which impact the town's residents and businesses, and are not restricted to those taking place on LRTC controlled land;
- LRTC consults with community event organisers, past, present and potential, to ensure this Policy & Procedure are fit for purpose;
- It becomes a condition of proposed Lyme Regis events that they include the opportunity for LRTC to conduct public engagement, and that as a default the LRTC commit to using public events as an engagement vehicle.

The LRTC coronation fete had £20k of public funds. It only had 2 councillors volunteer to manage it. eat:Festivals has never received nor requested any funding from LRTC. There are two of us running this social enterprise. It's hard work but we have over a decade of experience, having started in our home town. We started our consultation with town businesses for eat:Lyme Regis in 2020. Somerset Council has reported their highest community engagement results ever when they take part in our festivals. North Somerset Fostering team have reported the same. East Devon has hired us to run festivals for

placemaking and community cohesion. We are the team which assisted Dorset Council to enable events to take place legally on Gun Cliff Walk initially in 2021, using our experience and contacts from other SW locations.

We would like to maintain a good relationship with LRTC. **We would hate for other community events to experience the same as we just have with Dorset Council's Events process.** Whether or not we work again in Lyme Regis, we would like our experience to be of value. While a community still has the right to commune, it could be facilitated in a safe, compliant, sustainable, inclusive and transparent fashion. Please consider our suggestions.

With best wishes,
Bev & Sarah

We would appreciate acknowledgement of receipt of this email.

Bev & Sarah Milner Simonds

eat:Festivals

Multi award-winning locally focused food & drink festivals

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www.eatfestivals.org

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Free Parking Days

Purpose of the Report

To allow members to agree an alternative non-charging day in Lyme Regis car parks for a weekday in December

Recommendation

Members agree an alternative non-charging day in Lyme Regis car parks for a weekday in December

Background

1. Each year the town council nominates non-charging days for Lyme Regis Dorset Council car parks. Traditionally, the town council has applied the non-charging days to Woodmead Car Park, only.
2. Dorset Council introduced a new policy in February 2021 as follows:

To support the local economy, Dorset Council will give a total of six free parking days in Dorset Council car parks. This is made up of the following:

- At the request of the town or parish council free parking in all Dorset Council car parks for four days each year, for events which generate valuable footfall for that town. These four days cannot be used in December
- At the request of the town or parish Council free parking in all Dorset Council town centre car parks for that town on one weekday in December
- Free parking in all Dorset Council town centre car parks on Small Business Saturday in December.

No other days in December will be considered unless the town council or other organisation(s) are willing to meet the cost of the lost income at an amount to be calculated by the council's parking team based on average weekend costs for that time of year.

3. At the previous meeting of this committee on 10 April 2024, members considered the free parking days for 2024. It was recommended, and subsequently resolved by Full Council on 1 May 2024, 'to agree the non-charging dates in Lyme Regis car parks as follows:
 - Saturday 12 October 2024
 - Friday 22 November 2024
 - Saturday 23 November 2024
 - Sunday 24 November 2024
 - Sunday 29 December 2024'
4. This was in addition to Small Business Saturday on 30 November 2024.

Report

5. The date of Sunday 29 December will not be permitted as it is a weekend; Dorset Council will only allow one weekday in December. Members are therefore asked to consider an alternative weekday date in December.
6. In considering a date, members may wish to note the following events are taking place on weekdays in December:
 - Community Feast – Friday 13 December
 - Start of the Christmas Tree Festival – Friday 13 December
 - Carols Round the Christmas Tree – Monday 23 December
7. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Request for Funding - Fireworks

Purpose of Report

To allow members to consider a request from the Regatta and Carnival Committee to part fund the summer and autumn fireworks' displays

Recommendation

Members consider a request from the Regatta and Carnival Committee to contribute 50% of the cost of the summer and autumn fireworks' displays and note that if agreed, this would be unbudgeted expenditure

Background

1. On 8 March 2023, this committee considered a request from the Regatta and Carnival Committee to part fund the summer fireworks' display. The Regatta and Carnival Committee asked the council if it would be willing to contribute 50% of the cost, i.e. £2,100.
2. It was recommended by this committee and subsequently resolved by the Full Council on 5 April 2023 'to approve a request from the Regatta and Carnival Committee to contribute up to £2,500 for the summer fireworks' display and note this would be unbudgeted expenditure'.
3. On 11 October 2023, the Strategy and Finance Committee considered a request from the Regatta and Carnival Committee to part fund the autumn fireworks' display. The committee asked for a 50% contribution, i.e., £2,500, or alternatively any contribution the council would consider.
4. It was recommended by the committee and subsequently resolved by the Full Council on 25 October 2023 'to contribute £2,500 to the cost of the November fireworks' display and note this is unbudgeted expenditure'.

Report

5. On 11 April 2024, the council received an email from Rob James, from the Regatta and Carnival Committee, **appendix 15A**, asking if the council would consider funding both the summer and autumn fireworks' displays. This would be at a total cost of £5,000.
6. The summer display is taking place on 2 August 2024 and the autumn display is taking place on 2 November 2024.
7. The Regatta and Carnival Committee is a grant-giving organisation. It says the more money it can secure in sponsorship, the more it can give to local organisations.
8. Although this is not a community grant application, the community grant policy and procedure states 'Applications will not be considered from grant-gifting organisations, i.e., those who allocate grants to others, profit-making organisations and companies, or individuals'.
9. However, a precedent was set when the council contributed to the displays in 2024.
10. If members approve the request, either for the requested amount or an alternative sum, note this would be unbudgeted expenditure.

11. Any recommendations from this committee will be considered by the Full Council on 5 April 2023.

Adrienne Mullins
Support services manager
June 2024

Hi Adrienne,

Hope all is good with you.

I get lots of enquiries via Love Lyme Regis and my other Lyme channels regarding Park and Ride. I've updated the timetable details on our website but I can't find information concerning the prices anywhere. Would you be able to confirm the 2024 prices? Hopefully the weather improves and it can start operating in May.

Secondly, last year LRTC kindly sponsored the fireworks organised by Lyme Regis Regatta & Carnival during August and November and I'm hoping LRTC would be interested in supporting the displays again.

I appreciate you will need to forward this request to the appropriate committee.

The display in August is the only one during the main summer season and we feel it's important to continue with it as it is popular with both visitors and locals. We are planning for the display to take place Friday 2nd August at 21:30 and we will be promoting the event as the official start of Lyme Regis Regatta & Carnival Week.

The November display will take place Saturday 2nd November 6.30pm.

Both displays will each cost approximately £5,000 and I was hoping Lyme Regis Town Council would again be able to assist by way of contributing 50% - £5,000.

If we are able to secure financial support for the displays, it would mean Regatta & Carnival have more funds in the pot to distribute to local good causes. In an ideal situation, covering the cost of the displays from sponsorship would mean the collection held during the displays would be entirely for local good causes. I will seek to secure funding for the other 50% from local businesses.

As town councils in other areas of Dorset appear to organise and fund their summer and November displays, I'm hoping LRTC believe a request to fund 50% to be entirely reasonable. For example, Weymouth Town Council have confirmed funding for 5 displays during summer 2024. See <https://www.weymouthtowncouncil.gov.uk/weymouth-fireworks/>

As with last year, I feel being involved offers LRTC a good opportunity for some positive public relations. We would promote the event as being sponsored / jointly held with LRTC and give credit to LRTC on social media and our website.

The displays are also popular with local hospitality businesses as the events attract bumper crowds in town.

I would also expect revenue from LRTC controlled car parks to be significant on the evening of the August display with parking charges applicable until 9pm.

I look forward to hearing from you.

Thanks,

Rob

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Grant Review, Lyme Arts Community Trust

Purpose of Report

To inform members of Lyme Arts Community Trust's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Lyme Arts Community Trust¹ (LACT); the grant agreement runs from 1 April 2020 to 31 March 2025 and is £22,000 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to support the cultural programme of the charity and its core costs that are not met by self-generated income or available grant funding'.
3. From April 2020 to late-spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 14 July 2021 a meeting took place with LACT to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on LACT's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

Report

6. On 2 May 2024, a grant review meeting took place between LACT² and the town council³.
7. At that meeting, LACT confirmed the organisation had eight trustees (the minimum requirement is three). A further trustee was in the process of joining and another was stepping down, so they would ideally like one more trustee. They confirmed there were no governance issues.
8. LACT said they were still developing a growth plan, which had moved from a five-year to a three-year plan.
9. LACT said its finances were stable and they held a reserve of six months' overheads, exceeding their previous target of three months.

¹ Lyme Arts Community Trust is the governing body for Marine Theatre.

² Gabby Rabbitts, director, and Claudia Betteridge, finance manager, represented LACT

³ Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council. The council rep, Cllr D. Ruffle, sent his apologies.

10. LACT said they were in year one of a three-year funding commitment from Dorset Council, which included additional funding for Marine Theatre staff to mentor theatres in Swanage, Portland and Weymouth, and also Gillingham in the future.
11. LACT said due to a busier programme, they had more overheads, including five employees and other freelance staff.
12. LACT said the cinema project was well underway and they aimed to open at the end of August, when there would be a grand opening with invited guests. They also had director and actor talks planned, including some celebrity names.
13. LACT said when the cinema was up and running, their next project would be to renovate and extend the upstairs area to become a secondary performance space. They were also intending on replacing the boiler and central heating.
14. LACT said funding was in place for backstage disabled toilets but this hadn't yet been progressed.
15. LACT said they were working on raising the profile of the Marine Theatre within the industry.
16. LACT confirmed there were no health and safety or safeguarding issues.
17. LACT said the theatre's main risk was the ongoing maintenance of the building.
18. LACT said following a successful grant application for a DJ drop-in event, all the equipment had been purchased but the event had not yet taken place.
19. LACT said the 2024 community play in June was set to be a big success, with 100 people involved in its production, and the Youth Theatre was going from strength to strength, with an additional class for pre-schoolers recently introduced.
20. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Grant Review, The Hub

Purpose of Report

To inform members of the Hub's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for The Hub; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £10,000pa. Grant payments are made in April, July, October, and January.
2. The purpose of the grant is to 'contribute towards the core running costs of the building. To keep the lights on and the doors open for young people of Lyme Regis and the surrounding areas.'
3. From April 2020 to late-Spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 20 July 2021 a meeting took place with The Hub to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on The Hub's ability to comply with the terms of its grant application and approved the issuing of its grant agreement. The grant agreement has been signed and returned to the council.

Report

6. On 7 May 2024, a grant review meeting took place between The Hub⁴ and the town council⁵.
7. At that meeting, Lyme Regis Development Trust's (LRDT) chief executive confirmed they had the requisite number of trustees (the minimum requirement is three), with four in post. They had a trustee-elect with a corporate background, who would be officially voted as a trustee at the end of the year, taking them up to five. He said they would like one further trustee, ideally someone with accountancy or charity experience.
8. LRDT's chief executive confirmed there were no safeguarding issues.
9. Having reported in March 2023 that youth outreach work had stalled due to staffing issues, and in November 2023 that LRDT was hopeful Dorset Council (DC) would provide a targeted youth worker following a change in staffing, this has not materialised. There is now no support from DC to provide outreach work. An application to the National Community Lottery Fund to do outreach work with St Michael's Primary School and through youth clubs was unsuccessful.
10. LRDT's chief executive said they were about to submit a grant bid of £173,000 to the Department for Levelling Up, Housing and Communities to make the Hub building 'greener' and more comfortable for people who use the building, including improved heating, insulation

⁴ David Tucker, chief executive officer, represented The Hub

⁵ Cllr David Sarson and Cllr Stuart Cockerell, councillor representatives, Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council

and lighting and PV panels on the roof. The bid has required LRDT to commit £42,000 of its own reserves.

11. LRDT's chief executive said LRDT's year-end deficit for 2023 was £28,339, which was covered from the reserve.
12. LRDT's chief executive said bookings at the Hub had increased since Covid, with sessions including pickleball, U3A badminton and a 'Use it or Lose it' exercise class.
13. LRDT's chief executive said the youth club for teenagers, which ran once a week, attracted between 10 and 20 people, and the art club for eight to 12-year-olds, also held once a week, attracted around eight to 10 people.
14. LRDT's chief executive said the impact of Martin's Law was a consideration for them, following an incident when there was a threat of violence towards staff. This meant they would be installing a new door system to the building, with cameras in the office and café.
15. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Grant Review, Axe Valley and West Dorset Ring and Ride

Purpose of Report

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Axe Valley and West Dorset Ring and Ride (AVRR); the grant agreement runs from 1 April 2020 to 31 March 2025 and is £1,500 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is to help with the provision of transport facilities to those with a special need such as the elderly, the poor, parents with young children and those living in isolated areas where there is no adequate transport.
3. From April 2020 to late-spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 15 July 2021 a meeting took place with AVRR to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on AVRRs ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

Report

6. On 8 May 2024, a grant review meeting took place between AVRR⁶ and the town council⁷.
7. At that meeting, AVRR's co-ordinator said the organisation had three trustees. She confirmed there were no governance, health and safety or safeguarding issues.
8. At the previous meeting in November 2023, AVRR reported financial concerns and that Dorset Council would be withdrawing its funding, leading them to discuss closing down the Dorset operation but to maintain the service in Lyme Regis as it was supported by this council. However, they were hopeful of a grant from a private individual to maintain the service in the short-term and would be applying to Dorset Council for a revenue support grant and section 106 funding.
9. AVRR's co-ordinator said they had received £3,000 section 106 funding from Dorset Council, which covered one month's operation, but the application for a revenue support grant was unsuccessful. Dorset Council had now withdrawn all funding.
10. AVRR's co-ordinator said the private individual had given a grant of £10,000 in November 2023, which covered the operation until the end of March 2024. At AVRR's March meeting, it was agreed to cease operating in Bridport and Beaminster but to continue operating in Lyme

⁶Jane Hopson-Hill, co-ordinator represented AVRR

⁷ Cllr Caroline Aldridge, councillor representative, Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

Regis. The Dorset service, with the exception of Lyme Regis, will cease at the end of June 2024.

11. AVRR's co-ordinator said in July 2024 they would be reducing their drivers' hours and joining Lyme Regis onto the Seaton area, so they would only have to drive two days a week. This would mean the service would be operating on different days in Lyme Regis to the current days.
12. AVRR's co-ordinator said she and the three trustees were intending to step down and were in discussions with TRIP Community Transport Association to take over the operation. It was clarified that the grant agreement was with AVRR so discussions would need to take place with TRIP about novating the agreement to them.
13. AVRR's co-ordinator said she was also in discussions with Axminster Town Council, which had been awarded £60,000 to provide community transport. She said they intended to provide a town bus and this might also be taken over by TRIP. She said there was a possibility this could include a link between Lyme Regis and Axminster train station.
14. AVRR's co-ordinator said at the end of the 2023 financial year, the organisation was £13,000 in profit.
15. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Grant Review, Bridport and District Citizens Advice

Purpose of Report

To inform members of Bridport and District Citizens Advice's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for Bridport and District Citizens Advice; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £4,500 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to assist Bridport and District Citizens Advice to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2023.'
3. From April 2020 to late-Spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 12 July 2021 a meeting took place with Bridport and District Citizens Advice to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on Bridport and District Citizens Advice's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

Report

6. On 9 May 2025, a grant review meeting took place between Bridport and District Citizens Advice⁸ and the town council⁹.
7. Bridport and District Citizens Advice's manager said it had eight trustees and there were no new material risks.
8. Bridport and District Citizens Advice's manager said since the last grant review, the organisation had changed its governance model; they were no longer running sub-committees and had moved to a lead trustee model to prevent duplication and to be more streamlined. Task and finish groups and working groups would be set up when required.
9. Bridport and District Citizens Advice's manager said its three-year grant from Dorset Council expires in September 2024, but Dorset Council had verbally agreed to extend the grant for a further two years. He said they had a grant review meeting with Dorset Council in late-May and he hoped it would be confirmed then.

⁸Bridport and District Citizens Advice Bureau was represented by Rovarn Wickremasinghe, manager.

⁹ Cllr Stuart Cockerell, council rep, John Wright, town clerk, and Adrienne Mullins, support services manager, represented the town council.

10. Bridport and District Citizens Advice's manager said their accounts were showing a loss of £30k but this was mainly linked to an increase in salaries as they were tied to the National Joint Council (NJC) pay scales. However, they had a healthy reserve of £140k.
11. Bridport and District Citizens Advice's manager said there had been an increase in the number of housing issues they had dealt with, such as homelessness, threat of homelessness, disrepair, and security of tenure. Statistics for the outreach service for 2023-24 are attached, **appendix 19A**.
12. Bridport and District Citizens Advice's manager said the outreach service was quieter than it had been previously because they were now operating an appointment only service, rather than a drop-in, but this was better for the case workers dealing with the clients.
13. The meeting considered the operational issues relating to the outreach service due to the planned relocation of the council offices. However, officers assured Bridport and District Citizens Advice's manager that the council remained committed to accommodating them in the new office.
14. Bridport and District Citizens Advice's manager confirmed volunteer numbers were stable.
15. Bridport and District Citizens Advice's manager asked if the council might be able to accommodate an energy advice bus run by SGN, which would need to park somewhere central in the town to offer advice to local residents, on a weekly, fortnightly or monthly basis. This service would be offered for two years. Officers suggested Woodmead car park and discussions are ongoing.
16. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Key Statistics

Bridport & District (member)

03/04/2023 31/03/2024

citizens advice

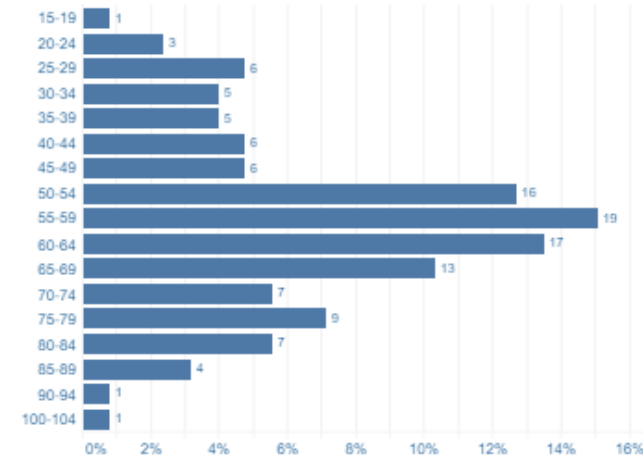
Summary

Clients	131
Quick client contacts	
Issues	485
Activities	638
Cases	169
Outcomes	
Income gain	£73,356
Re-imburements, services, loans	£10,489
Debts written off	£1,332
Other	£14,563

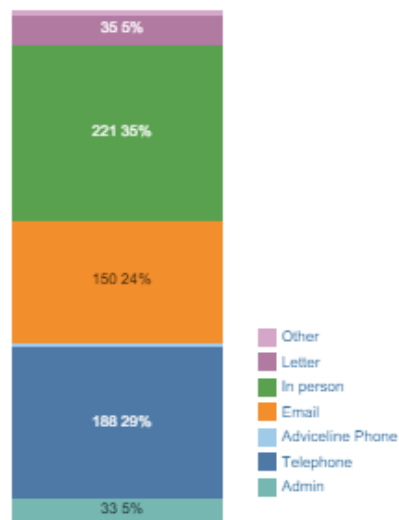
Issues

	Issues	Clients
Benefits & tax credits	135	55
Benefits Universal Credit	54	25
Charitable Support & Food Ban...	60	26
Consumer goods & services	24	16
Debt	42	20
Education	1	1
Employment	8	5
Financial services & capability	13	11
GVA & Hate Crime	1	1
Health & community care	11	6
Housing	61	28
Immigration & asylum	5	3
Legal	8	8
Other	4	4
Relationships & family	14	6
Tax	9	8
Travel & transport	4	4
Utilities & communications	31	12
Grand Total	485	

Age



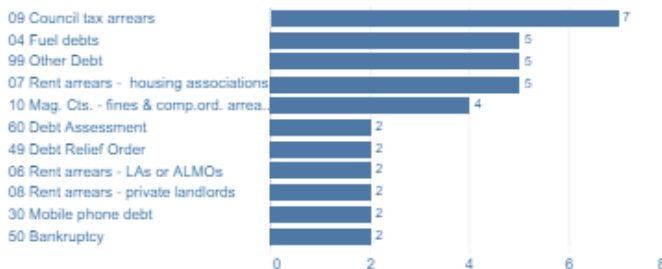
Channel



Top benefit issues



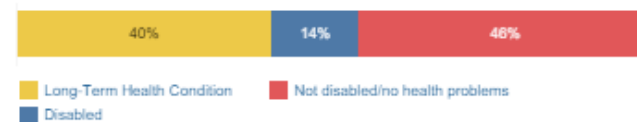
Top debt issues



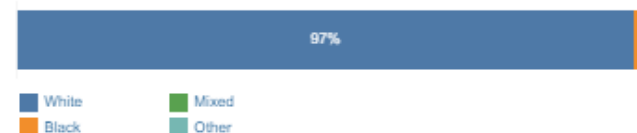
Gender



Disability / Long-term health



Ethnicity



Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Grant Review, B Sharp

Purpose of Report

To inform members of B Sharp's compliance with its grant agreement

Recommendation

Members note the report

Background

1. On 4 February 2020, the Full Council approved a five-year term grant for B Sharp; the grant agreement runs from 1 April 2020 to 31 March 2025 and is £5,000 pa. Grant payments are made in April, July, October, and January.
2. Grant funding is, 'to assist B Sharp to operate in accordance with its Articles of Association and allow it to achieve the objectives stated in its term grant application 2020 and business plan 2019-2022.'
3. From April 2020 to late-spring 2021, Covid-19 restrictions meant, to a greater or lesser extent, term grant recipients couldn't act in accordance with their grant applications and grant agreements were not issued.
4. Following the relaxation of Covid-19 restrictions, on 8 July 2021 a meeting took place with B Sharp to consider future compliance with its grant agreement.
5. On 8 September 2021, the Full Council considered a report on B Sharp's ability to comply with the terms of its grant application and approved its grant agreement. The grant agreement has been signed and returned to the council.

Report

6. On 5 May 2024, a grant review meeting took place between B Sharp¹⁰ and the town council¹¹.
7. At that meeting, the B Sharp confirmed the organisation had six trustees (the minimum requirement is three) and two further potential trustees would hopefully join. She confirmed there were no safeguarding or health and safety issues.
8. B Sharp reported one governance issue regarding a trustee. The trustee had been suspended from the board due to an incident which was entirely separate from the organisation.
9. B Sharp said they had made funding bids to the NHS social prescribing team to support one-to-one work with struggling teenagers and to Dorset Council for a career development programme. The outcome of these bids was awaited.

¹⁰Ruth Cohen, chief executive officer, and Caroline Davis, administrator, represented B Sharp

¹¹ Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

10. B Sharp's chief executive said there were no immediate risks facing the organisation and although the recruitment and retention of music leaders had previously been an issue, part of Youth Music's four-year grant of £50,000pa included a requirement to train one music leader each year.
11. B Sharp's chief executive said they continued to hold weekly sessions at The Hub for 8-11 and 11-18-year-olds, sessions for 5-8-year-olds in Seaton, they continued to work with The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School and other local schools and preschools, and they also continued to run baby and parent events at Lyme Regis Library and Lyme Regis Children's Centre.
12. B Sharp confirmed the climate event Listen Up had taken place as planned at the Marine Theatre in November 2023, when young people performed songs they wrote, a film about climate justice was screened and there were readings and poems. Turn Lyme Green and Dorset Climate Action were also involved.
13. B Sharp said the family-friendly event Little B's Boogie had taken place as planned at the Marine Theatre in April 2024, including lead-in sessions at St Michael's Primary School and the children's centre to help children become familiar with the music, as well as craft sessions to make musical props for the event.
14. B Sharp confirmed the Busking Festival would take place on 6 July 2024. The B Sharp house band were also playing at various local events.
15. B Sharp said workshops were planned during the summer holidays for younger teenagers.
16. B Sharp said they were talking to The Hub about setting up a dementia choir, for which they would be looking for funding.
17. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Committee: Tourism, Community and Publicity

Date: 19 June 2024

Title: Managing Consultation Exercises

Purpose

To inform members of recent, upcoming and ongoing public consultations and the decisions made following consultation

Recommendation

Members note the report

Report

1. The following public consultations affecting residents and services in Dorset have recently taken place, are coming up, ongoing, or have been completed:
 - Dorset Council – Call for Sites
 - Dorset Council – Better Days – Day Opportunities
 - Dorset Council – Active Travel Infrastructure Plan
 - Dorset Council and BCP Council – Local Transport Plan Opportunities and Issues
 - Dorset & Wiltshire Fire and Rescue Authority – Draft Community Safety Plan 2024-28
2. **Appendix 21A** details the start and end dates, who has been consulted, how the town council promoted the consultation, the council's response to the consultation (if any), and the decision made or an update on the consultation if a decision has not yet been made.
3. Any recommendations from this committee will be considered by the Full Council on 17 July 2024.

Adrienne Mullins
Support services manager
June 2024

Organisation and topic	Start date	End date	Who is being consulted	Consultation promoted by LRTC through	The response	Update/Decision made
Dorset Council – Call for Sites (in preparation for Dorset Council Local Plan)	13/03/23	01/03/24	The public and stakeholders	Social media, community and business briefings, website	Report considered by the Full Council on 17 May 2023 and resolved 'to support the principle of an appropriate allocation of Strawberry Fields through the Local Plan process'.	The consultation is now open until 1 August 2024. Dorset Council is interested in receiving submissions for sites that may have potential for: New homes (including for the settled and Traveller communities), employment land, mitigation for habitat sites, and renewable or low carbon energy.
Dorset Council – Better Days – Day Opportunities	22/09/23	08/12/23	Dorset residents	Social media and website	N/A	Dorset Council is analysing the responses and will share what it has learned as early as possible in 2024.
Dorset Council – Active Travel Infrastructure Plan	11/12/23	18/01/24	The public and stakeholders	Social media and website	Report to the Town Management and Highways Committee on 3 January 2024, with a recommendation that completion of the survey is delegated to the town clerk in consultation with three members from the committee	Any barriers to active travel or new routes will be examined by Dorset Council. Responses will be analysed and a report published in mid-2024.

Dorset Council and BCP Council – Local Transport Plan Opportunities and Issues	22/01/24	03/03/24	All communities who live and work in Dorset	Social media, website and public open event on 20/02/24	Response delegated to the Traffic and Travel Working Group	The councils are listening to feedback and not making any big decisions at this stage. The proposed draft plan will be developed using the engagement feedback and shall be subject to public consultation before adoption.
Dorset & Wiltshire Fire and Rescue Authority – Draft Community Safety Plan 2024-28	09/02/24	03/05/24	The public and stakeholders	Social media and website	N/A	A summary of all consultation feedback is due to be published in June when the final plan is approved.