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Town Clerk

Lyme Regis Town Council

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Tourism, Community and Publicity Committee

Core Membership: Cllr P. Evans (chairman), Cllr C. Reynolds (vice-chairman), Cllr C. Aldridge, Cllr G. Caddy, Cllr S. Cockerell, Cllr M. Ellis, Cllr D. Holland, Cllr S. Larcombe, Cllr G. Turner, Cllr A. Wood

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 15 January 2025 commencing at 7pm when the following business is proposed to be transacted:

John Wright
Town Clerk
10.01.25

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 Tourism, Community and Publicity Committee meeting held on 13 November 2024

4. Disclosable Pecuniary Interests

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

5. Dispensations

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

6. Matters arising from minutes of the previous meeting held on 13 November 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.

7. Update Report

To update members on issues considered at previous meetings

8. Tourism, Community and Publicity Committee – Objectives

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

9. To receive the minutes of the Party in the Park Working Group meeting held on 4 December 2024

10. Free Parking Days

To allow members to agree the non-charging days in Lyme Regis car parks in 2025

11. Lyme Regis Visitor Hub

To allow members to consider further feedback about the Lyme Regis Visitor Hub

To allow members to consider a long-term agreement for the Lyme Regis Visitor Hub

12. Sporting Festival

To allow members to consider proposals for a sporting festival called Sporting Lyme

13. VE Day 80 Outline Plan

To inform members of the outline plan to mark the 80th anniversary of VE Day

14. Grant Review, The Hub

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

15. Grant Review, Bridport and District Citizens Advice

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

16. Axe Valley and West Dorset Ring and Ride – Grant Review and Update on the Service

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement and to update members of the latest position with the service since it was taken over by TRIP Community Transport Association

17. Grant Review, B Sharp

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

18. Grant Review, Lyme Arts Community Trust

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

19. Supporting Girls and Women into Science

To allow members to receive a report from Woodroffe School about the project to support girls and women into science

20. Managing Consultation Exercises

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

21. Seafront and Beach Concessions

To allow members to consider applications for beach and seafront concessions

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

22. Welcome to Lyme Regis Signs

To allow members to review designs and quotes for the welcome to Lyme Regis signs

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

23. 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 21 – Seafront and beach Concessions**
- b) Agenda item 22 – Welcome to Lyme Regis Signs**

LYME REGIS TOWN COUNCIL

TOURISM, COMMUNITY AND PUBLICITY COMMITTEE

MINUTES OF THE MEETING HELD ON WEDNESDAY 13 NOVEMBER 2024

Present

Chairman: Cllr P. Evans

Members: Cllr C. Aldridge, Cllr G. Caddy, Cllr M. Ellis, Cllr P. Evans, Cllr D. Holland, Cllr S. Larcombe, Cllr P. May, Cllr C. Reynolds, Cllr J. Trevena, Cllr G. Turner, Cllr A. Wood

Other members: Cllr M. Denney

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

Guests: M. Smith (Waffle Lyme). S. Mclachlan (Waffle Lyme)

24/119/TCP Public Forum

There were no members of the public wished to speak.

24/120/TCP Apologies

Cllr G. Caddy – holiday
Cllr D. Holland – prior commitment
Cllr G. Turner – work commitments

24/121/TCP Minutes

Proposed by Cllr C. Reynolds and seconded by Cllr M. Ellis, the minutes of the meeting held on 25 September 2024 were **ADOPTED**.

24/122/TCP Disclosable Pecuniary Interests

There were none.

24/123/TCP Dispensations

There were none.

23/124/TCP To receive a presentation from the directors of Waffle Lyme

M. Smith and S. Mclachlan presented updates about the Waffle Lyme venture. They informed members about the organisation and its aims. They said the goal of the Waffle organisation was to support the community through social infrastructure and it was not-for-profit.

The support services manager said she would have further discussions with them about how grant funding from the town council could help to support the Waffle initiative.

M. Smith and S. Mclachlan said the community projects would work around what the community of Lyme Regis needed. The option of a Post Office counter was explored, but it still needed to be approved by the Post Office.

The support services manager asked how the town council could support the application to the Post Office, because it was a top priority of the council to re-establish this service in the town.

23/125/TCP Matters arising from minutes of the previous meeting held on 25 September 2024

VE Day 90

The support services manager said the group working on plans for for VE Day 90 had met earlier that day and had planned a modest programme of events to mark the occasion. An update on the progress would be brought to the next meeting of the committee.

23/126/TCP Update Report

Outdoor gym equipment

The support services manager said the free equipment instruction session at the outdoor gym equipment had been well attended. The members who had attended on the day said how patient the instructor had been and said they had enjoyed the session.

A member suggested the council could look into asking local fitness instructors to run outdoor sessions at the outdoor gym.

The support services manager said this could be looked into further.

23/127/TCP Tourism, Community and Publicity Committee – Objectives

The support services manager said there had been one more application for the bursary scheme since the report was written.

23/128/TCP To receive the minutes of the Party in the Park Working Group meeting held on 30 October 2024

Proposed by Cllr A. Wood and seconded by Cllr S. Larcombe, the minutes of the Party in the Park Working Group held on 30 October 2024 were **RECEIVED**.

23/129/TCP Dorset Town of Culture 2026

Members were concerned about the amount of work that would be involved in submitting an expression of interest and putting together a full application. It was noted Bridport had employed someone specifically to manage this in their town so there was concern about the amount of resources and budget which would be required.

However, members were open to considering an application for 2027.

Proposed by Cllr M. Ellis and seconded by Cllr P. May, members agreed to **RECOMMEND TO FULL COUNCIL** not to submit an expression of interest for Lyme Regis to become the Dorset Town of Culture 2026.

23/130/TCP Sculpture Trail

Members noted the report.

23/131/TCP Managing Consultation Exercises

Members noted the report.

The meeting closed at 8pm.

DRAFT

Committee: Tourism, Community and Publicity

Date: 15 January 2025

Title: Matters arising from the minutes of the previous meeting held on 13 November 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

23/124/TCP – To receive a presentation from the directors of Waffle Lyme

Further discussions took place with Waffle Lyme about potential grant funding from the town council and a term grant application form was sent to them.

23/130/TCP – Sculpture Trail (report from Cllr C. Reynolds)

I met with the sculpture group just before Christmas with Richard Vine, Mary Burnett, Ben Russell the sculptor and ex Woodroffe School student, and our new inspired sculptors! It was a lovely afternoon, they are really enthusiastic, a lovely group.

Regarding a quarry visit to Portland Stone, I believe they are only open Monday to Friday. I would like to investigate this in the New Year as I think it would be interesting for the students and give some publicity to Portland Stone for helping us.

Regarding purchasing stone, it's probably going to be easiest and cheapest if Ben goes and selects some large blocks and gets them delivered by HIAB crane lorry to him, along with his own orders. He wants some more stock anyway and is then willing to split down a block to whatever size we decide on for the projects and charge for exactly what we use for the project and a small percentage of the delivery cost.

I realise we haven't really discussed scale for the sculptures, but this is something to discuss soon. This means we can decide at a later date once the materials are in his yard and we have formulated a plan.

I have booked the Guildhall for the afternoon of Wednesday 15 January 2025 when the students are bringing their maquettes for you all to look at prior to the meeting. PLEASE do come and look and show them some support. We would love to see you and it really will be worth a visit.

Hoing that this is just the beginning of a worthwhile project that can be continued through the years.

Adrienne Mullins
Support services manager
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

Title: Update Report

Purpose of the Report

To update members on issues considered at previous meetings

Recommendation

Members note the report

Report

Tourism microsite

One of the main features planned for the microsite this year is around the theme of 'soft travel' and how and how people are increasingly wanting holidays that encourage simplicity, self-discovery and improve mental health. This will tie in a campaign which will be running on the main Visit Dorset site in the new year around 'Dorset Unplugged', all about enjoying the natural environment, wellness and digital detox. There will be links between the two sites so everything ties in together.

There continues to be a problem with the Marine Theatre webcam, which we can't get to the bottom of. This has been temporarily removed from the website while it is fixed.

Youth Council (report from Cllr C. Reynolds)

Justin Loveland, Head of Sixth Form and six of the students joined me on 20 December 2025 to meet with our new Liberal Democrat MP Ed Morello to discuss The Youth Council and how he could help.

The students discussed some of the projects they would like to be involved with and the fact that their age groups 11 to 17 would really love somewhere to meet on a Saturday to get together, discuss projects and have somewhere to meet to have snacks, tea, coffee, soft drinks, etc. There is nowhere they can go in Lyme Regis and I remember when the old Boys Club used to run facilities for students at the weekends to get together. Far better than hanging around the streets. I have some ideas that I am putting into action and will tell you about later, hopefully at the Tourism, Community and Publicity Committee meeting.

I asked Ed if a trip to The House of Commons could be arranged for the students to encourage all ages to become more interested in politics. He agreed that this could be arranged. I will follow this up.

It was also suggested that we could meet with Dorchester Youth Council as they are a thriving Youth Council and I am in the process of arranging that.

The school has its own Student Council but it was agreed by the students that our Youth Council should be separate but have connection with the School Council as well.

When the students have prepared a list of what they would like to be involved in, I will arrange for them to bring it to the next meeting of this committee.

Repairs' Café

Cllr S. Larcombe has attended two steering group meetings as the council's representative on the Repairs' Café.

There are 25 to 30 volunteers now signed up as repairers. They are putting all the necessary formalities in place, including opening a bank account, agreeing the constitution and obtaining a first aid certificate.

There will be a drop-in day on Saturday 18 January for people to find out more about the Repairs' Café and to hopefully recruit more volunteers, to which the mayor and all members are invited. This will be held at the Powerboat Club from 2pm to 4pm and there will be refreshments.

The Repairs' Café will be launched on Saturday 15 March and will run at the Boat Building Academy from 10am to 1pm. The mayor will attend to officially open the first café and members are also invited.

It will run thereafter on the third Saturday of every month. People who bring in items for repair will be asked to make a donation and would need to pay for any parts.

Adrienne Mullins
Support services manager
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

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 8A**.
4. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

John Wright
Town clerk
January 2025

APPENDIX 8A

Replace beach wheelchair	3,2	July 2024	AM	TCP	<p>The order has been placed.</p> <p>Wheelchair has been delivered and assembled and is in use. Photo opportunity to be arranged.</p>
D-Day 80 commemoration events	2	June 2024	AM	TCP	<p>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.</p> <p>Programme of events delivered successfully.</p>
Sculpture trail	6	March 2025	AM	TCP	<p>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.</p> <p>Sculpture trail working group has been incorporated into the gardens working group.</p> <p>The Juggler sculpture has been re-installed at the top of the gardens, near the Somers statue, and was unveiled by the artist Clare Trenchard and members on 23 July 2024.</p> <p>Further discussions to take place with Ripple sculptor Michael Fairfax about future arrangements for managing the sculpture.</p>

					<p>A meeting took place with Richard Vine, the Woodroffe School's head of art and computing, on 17 September 2024 about involving the students in the sculpture trail in future.</p> <p>Students are working on designs for sculptures. Cllr Reynolds visited the school on 18 October 2024 to view the designs and a more detailed update is provided elsewhere on this agenda.</p> <p>Cllr Reynolds continues to regularly meet and keep in touch with the students and teachers at Woodroffe School. A display of their work will be in the Guildhall on Wednesday 15 January 2025. A more detailed report is included in the Update Report.</p>
Supporting Fossil Festival 2024	6	June 2024	AM	TCP	<p>Grant funding of £6k. Officers worked with the museum on event logistics.</p> <p>Complete.</p>
Residents' events	10	June 2024	AM/JW	TCP	<p>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.</p> <p>Event took place on 29 June 2024. Report elsewhere on this agenda to form a working group to plan the 2025 event.</p> <p>It was agreed at the previous meeting that Cllrs Caddy, Larcombe and Wood would sit on the working group to formulate plans for the 2025 event. Following a recommendation from this committee and consideration by the Strategy and Finance Committee, it was agreed by the Full Council to include £10,000 in the 2025-26 marketing budget to fund the event. A meeting of the working group took place on 30 October 2024</p>

					<p>and the minutes of the meeting are elsewhere on this agenda.</p> <p>A meeting of the working group took place on 4 December 2024 and the minutes are elsewhere on this agenda.</p>
Continuation of the bursary scheme	5	March 2025	AM	TCP	<p>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.</p> <p>Four applications have been made and approved so far in 2024-25, benefitting seven young people. Publicity reminding residents and organisations that the bursary scheme is available.</p> <p>Six applications have been made and approved so far in 2024-25, benefitting nine young people. As reported to this committee at the previous meeting, £2,000 has been made available to the Woodroffe School to administer at their discretion. A report will be provided by the school at the end of the financial year to outline how the bursaries were spent.</p> <p>Nine applications have been made and approved so far in 2024-25.</p>
Introduce a beach volleyball facility	0.5	June 2024	AM	TCP	<p>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.</p> <p>The nets have been out over the summer.</p>
Support the introduction of a repairs' cafe	15	September 2024	JW	TCP	<p>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.</p> <p>A meeting took place with several representatives</p>

					<p>from the Boat Building Academy (BBA) on 19 August 2024 about how to progress the project.</p> <p>A further meeting is taking place with the BBA representatives on 18 November 2024 to review progress. The Repairs Café is expected to be launched in January 2025. They have been advertising for volunteers to help run the project and for repairers and now have a Facebook page. Cllr S. Larcombe has been appointed as the council's representative on the steering group.</p> <p>An open afternoon will be held on Saturday 18 January 2025 at the Powerboat Club and the Repairs Café will launch on Saturday 15 March 2025. A more detailed report is included in the Update Report.</p>
Enhance wedding packages	2	July 2024	AM	TCP	<p>This project has been carried over from 2023-24.</p> <p>Prices for enhanced wedding packages were agreed by the Strategy and Finance Committee on 3 July 2024. The packages are now being marketed in the new brochure and to couples who have already booked or are booking weddings.</p> <p>The brochure is available on the website and will be printed shortly so hard copies will be available.</p> <p>Photographs from the styled shoot at the Guildhall and museum in April will be featured exclusively in the Your Hampshire and Dorset Wedding, a printed and online magazine, in the November/December 2024 issue. Once this has been featured, it will then feature in the Big Southwest Wedding Magazine, an online magazine.</p> <p>Weddings at the Guildhall have also been advertised on wedding website UK Bride. This is a</p>

					<p>three-month free trial, which is generating a number of additional enquiries.</p> <p>The brochure has been sent to print and will arrive shortly. 200 copies have been ordered for now, as it is expected most couples will download the e-brochure from the website.</p> <p>The brochure has been printed and is available at the Guildhall and in the office, as well as a digital copy online.</p>
Supporting local grant applications and bid-writing	3	Ongoing	AM	TCP	<p>Further one-to-one sessions to be arranged between bid-writers and local organisations. Sessions to be arranged before and after Christmas.</p> <p>A session has been arranged with bid-writing expert David Tucker on Saturday 23 November at the Community Café in the Hub. David will be available for around four hours and local organisations will be able to book a slot with him to discuss funding opportunities specific to them and to work on any funding bids.</p> <p>The session with David Tucker was attended by three local organisations. David said it was a really useful session and they discussed governance issues as well as funding.</p>

LYME REGIS TOWN COUNCIL

PARTY IN THE PARK WORKING GROUP

MINUTES OF THE MEETING HELD ON WEDNESDAY 4 DECEMBER 2024

Present**Members:** Cllr G. Caddy, Cllr S. Larcombe**Officers:** A. Mullins (support services manager)**1. Apologies**

C. Austin (administrative and community engagement assistant)
Cllr A. Wood

2. Minutes of the previous meeting on 30 October 2024

Proposed by Cllr G. Caddy and seconded by Cllr S. Larcombe, the minutes of the previous meeting on 30 October 2024 were **APPROVED**.

3. Update on actions from previous meeting

- AM to speak to Gabby Rabbitts at the Marine Theatre about open-air theatre, preferably A Midsummer Night's Dream.

It was noted Gabby had not responded to numerous emails and further attempts would be made. If the Marine Theatre would not help, enquiries would have to be made directly with theatre companies.

- AM to make enquiries about price and availability with Strawberry Jam, Mad 4 Animals and Rainbow Gecko.

AM said Strawberry Jam had been booked for a science show (£400), and Rainbow Gecko had been booked for face painting and the bubble show walking around the event (£400).

Mad 4 Animals were available but due to another booking, would not be able to perform until 4.30pm, which would mean the show wouldn't finish until 5.30pm. It was agreed the show should be booked for 4.30pm to 5.30pm and the live music be pushed back to 6pm.

It was noted Strawberry Jam was very popular with children at the 2024 event and agreed the magic show should also be booked.

- Everyone to send suggestions for bands to AM.

The following bands had been suggested: Ansell & Gretel, The Leggomen, The Decatonics, New Variants, and The Guns of Navarone.

Other bands suggested at the meeting were: Shelby's Elbows, Bloc of the Wall, DT7, Joanna Cooke, Tilly Jardine and band, and Jess Upton and the Guilty Pleasures.

Joanna Cooke had already been contacted and was keen. It was suggested she could play earlier in the day, in between the children's entertainment.

SL said he would ask for recommendations from Ben at the Ship Inn as they had regular live music. AM said she would also seek advice from Declan Duffy, who was MC at the 2024 Party in the Park.

It was agreed AM would make enquiries with all suggested bands to check price and availability and report back to the next meeting for a final decision.

It was agreed there would be up to four acts, each with an hour of stage time.

It was noted SWiM and Harbour Inn would need to be told about the event as they often had live music and it would clash.

- AM to contact Declan Duffy about MCing the event.

AM said Declan was unable to MC the event but had suggested Elijah Wolf, a local performer who works at the Marine Theatre and runs open mic nights at the Ship Inn. Elijah had agreed to be the MC and it was agreed he would be invited to a future meeting to discuss the details. In the meantime, Declan was briefing him.

- AW to speak to the football club about providing the bar.

AW had confirmed before the meeting that the football club would run the bar.

It was suggested there could be two bars, one on the roof and one on the shelters where the food traders would be located. GC said she had informally spoken to the Volunteer Inn and she would now make further enquiries.

- AM to send invitation to food and drink traders via Lyme Regis Business Association. Everyone to send suggestions for food traders to AM.

An advert had gone out to the Lyme Regis Business Association, inviting them to have a food and drink stall at the event and the closing date for expressions of interest was 18 December 2024. After that date, AM would approach other local food and drink traders.

Members were asked to send suggestions for food traders to AM.

- AM to book bouncy castle.

It was noted Seashells Soft Play, who provided the bouncy castle in 2024, were not available as they no longer did these kind of events. However, enquiries had been made with A1 Weymouth Bouncy Castles and they were available to provide inflatables and staff.

The helter skelter, obstacle course and party fun bouncy castle were favoured. The minimum age of the obstacle course would need to be checked.

It was suggested the tarmac area where the table tennis was previously located could also be used for one of the inflatables.

It was noted a generator would be required for the inflatables.

- AM to book first aid.

Rapid Emergency Medical Services had been booked, with an estimated cost of £752.40. A firm price would be obtained when the event timings were confirmed.

- AM to book security.

It was noted the security team from 2024 were not available so enquiries had been made with Will Secure, who had provided security for the town council in the past.

- AW to provide AM with details of Happy Cups.

The following prices had been obtained from Happy Cups:

Pint cups

250 – £372 inc VAT

500 – £612 inc VAT

Half pint

250 – £345 inc VAT

500 - £528 inc VAT

It was agreed only pint cups would be ordered and 1,000 would be needed, a total cost of £828. The logo for the event would be printed on the cups and it would not include '2025' so these could be used in future years if there were some left over.

It was agreed these would be ordered at a later date, when the logo and branding had been agreed.

- CA to design logo and branding.

Members had some reservations about the proposed logo and branding and felt the design was too soft, the text too blocky, and there needed to be more red. It was also suggested the sand be replaced with grass as the event was taking place in the gardens.

It was agreed the final design would be agreed via email, so it didn't have to wait until the next meeting.

Actions

- AM to chase Gabby Rabbits at the Marine Theatre about open-air theatre
- AM to book Mad 4 Animals for 4.30pm
- AM to book Strawberry Jam's magic show
- SL to ask Ben at the Ship Inn for recommendations for bands.
- AM to ask Declan Duffy for recommendations for bands.
- AM to check price and availability with all suggested bands.
- GC to speak to the Volunteer Inn about providing a bar.
- Everyone to send suggestions for food traders to AM.
- AM to make enquiries with local food and drink traders.
- AM to make enquiries with A1 Weymouth Bouncy Castles and book inflatables if possible.
- AM to follow up enquiry with Will Secure.

4. Any other ideas?

GC suggested t-shirts could be made with the event branding on, and these could be sold before and during the event. It was agreed prices would be sought.

GC suggested donations could be invited at the event, with people carrying donation buckets. It was noted a licence would be required for this.

Actions

- AM to obtain prices for t-shirt printing.

5. Date of next meeting

Wednesday 5 February, 11am.

DRAFT

Committee: Tourism, Community and Publicity

Date: 15 January 2024

Title: Free Parking Days

Purpose of the Report

To allow members to agree the non-charging days in Lyme Regis car parks in 2025

Recommendation

Members agree the non-charging days in Lyme Regis car parks in 2025

Background

1. Each year the town council nominates non-charging days for Dorset Council car parks in Lyme Regis. Traditionally, the town council has applied the non-charging days to Woodmead Car Park, only.
2. Dorset Council introduced a 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. For 2024, this committee agreed the following non-charging days:
 - Saturday 12 October 2024 (Totally Locally)
 - Friday 22 November 2024
 - Saturday 23 November 2024 (Christmas lights' switch-on)
 - Sunday 24 November 2024
 - Saturday 30 November 2024 (Small Business Saturday)
 - Monday 23 December 2024 (Carols Round the Christmas Tree)

Report

4. In the past, Dorset Council has allowed free parking in all of its Lyme Regis car parks on the selected days. This council has allowed free parking in Woodmead car park, only. Members

may wish to consider extending this to Monmouth Beach car park but there are obvious budget implications involved.

6. Although the aim of the free parking days is to support the local economy, there is a balance to strike; on the town's busiest days, usually when there is an event taking place, we would expect the car parks to be full. Taking Woodmead car park as an example, offering free parking when we expect the car park to be full would represent a loss of c.£2,000 per day. It is therefore important to choose the right events for free parking days.
7. Events which have been supported with free parking in the past include the Fossil Festival, the Big Coronation Party, Totally Locally, Remembrance Sunday, the Christmas lights' switch-on, the Christmas Tree Festival and Carols Round the Christmas Tree.
8. To help members choose some dates, the list of major events in 2025 is attached, **appendix 10A**.
9. The only events that take place on a weekday in December are the first day of the Christmas Tree Festival on Friday 19 December 2025 and Carols Round the Christmas Tree on Tuesday 23 December 2025. At the time of writing, the date for the Big Christmas Weekend 2025 had not been set.
10. Small Business Saturday is on 29 November 2025 and this must be one of the selected dates.
11. Officers have also consulted with Lyme Regis Business Group. Their suggestions will be reported verbally at the meeting.
12. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

Events 2025

January

1 – New Year's Day duck race

1 – Lyme Lunge

April

20 – Easter Bonnet Parade

1 – Easter Monday duck race

May

8 – VE Day 80

10 – B Sharp Busking Festival

11 – May Fete

16 – Lyme Eats Boutique

TBC – Masters Gig Regatta

25 – Blessing of the Boats

June

7 – Uplyme Fete

13-15 - Lyme Regis Fossil Festival

20 – Lyme Eats Boutique

20-21 June – Midsummer Party in the Park

July

5 – Sausage and Cider Festival

5 – Charmouth Challenge

7 – Coast to Coast motorcycle run

12 – Lyme Morris Day

18 – Lyme Eats Boutique

23 – Somers Day

26 July-1 August – Lifeboat Week

August

1 – Summer fireworks' display

2-3 – Sailing Club Regatta

TBC – Uplyme and Lyme Regis Horticultural Society Flower and Produce Fair

2-9 – Regatta and Carnival Week

9 – Gig Club Regatta

9-10 - Lyme Splash Water Polo Sea Championship

15 – Lyme Eats Boutique

16-22 – Fireflys National Championships (Lyme Regis Sailing Club)

23-24 – Candles on the Cobb

29-31 – Lyme Folk Weekend

September

14 – Lyme Splash

19 – Lyme Eats Boutique

October

TBC – Oktoberfest

November

1 – Fireworks

9 – Remembrance Sunday parade and civic service

22 – Christmas lights' switch-on

December

19-21 – Christmas Tree Festival

23 – Carols Round the Christmas Tree

Committee: Tourism, Community and Publicity

Date: 15 January 2025

Title: Lyme Regis Visitor Hub

Purpose of Report

To allow members to consider further feedback about the Lyme Regis Visitor Hub

To allow members to consider a long-term agreement for the Lyme Regis Visitor Hub

Recommendation

- a) Members note the feedback on Lyme Regis Visitor Hub for 2024
- b) Members consider a request for a five-year agreement for Lyme Regis Visitor Hub to occupy the Jubilee Pavilion

Background

- 1. Following consideration by the Strategy and Finance Committee, it was resolved by Full Council on 25 October 2023 'to accept the proposal from Alan Vian to use the Jubilee Pavilion as a welcome point for visitors and for use by community groups for events'.
- 2. A further report was considered by the Strategy and Finance Committee on 6 March 2024 to allow members to agree the principles of an agreement between the council and the team running the welcome point.
- 4. As well as agreeing the principles of an agreement, it was also agreed to spend £3,000 of unbudgeted expenditure from the 2023-24 budget for costs to reinstate the Jubilee Pavilion as a welcome point. This was resolved by the Full Council on 13 March 2024.
- 5. At the previous meeting of this committee on 25 September 2024, members considered the end of season report for Lyme Regis Visitor Hub and considered if this use should continue from Easter 2025.
- 6. It was recommended and subsequently resolved by the Full Council on 23 October 2024 'to approve the continuation of Lyme Regis Visitor Hub from Easter 2025 on the same basis as 2024 and any longer-term agreement'.

Report

- 7. The support services manager met with Alan Vian, who manages Lyme Regis Visitor Hub, on 9 December 2024 to discuss plans for 2025 and beyond.
- 8. While the pavilion has not been open to the public as a visitor hub since the end of October, local organisations have been using the building as a meeting venue, including Lyme Regis Museum, Regatta and Carnival and the Christmas Lights Committee. It will also be used on New Year's Day as a base for the Lyme Lunge.
- 9. The plan is for the Visitor Hub to re-open for the school Easter holidays, the exact date to be confirmed.

10. Alan said he didn't have as many volunteers as he'd hoped this year and was working with Cllr P. Evans and Cllr P. May on volunteer recruitment for 2025.
11. The Visitor Hub will continue to hold a stock of information leaflets with a focus on Lyme Regis. The most commonly requested information was about walking in the local area so the team is developing a small leaflet of local walks, with a series of QR codes to find out more information about each route.
12. The screen showing local events was popular and will continue. The other screen in the building, to the right of the main door, has been showing 12 short videos about local attractions and events, such as Candles on the Cobb, the ammonite pavement and Black Venn. The team has identified some other videos they would like to make, such as how to go fossiling in partnership with the museum, and these are in production.
13. There were five exhibitions in the pavilion this year and there are already five booked in for 2025, including Candles on the Cobb and VE Day 80, with others to be confirmed.
14. The seafront attendant manages the hiring of the council's beach wheelchairs but the Visitor Hub volunteers helped with this, also promoting their availability. This resulted in the wheelchairs being used more than ever before and we intend to continue this informal arrangement.
15. There have been some minor issues with the wi-fi at the pavilion but these have been easily resolved by the volunteer team. All other technology is working well and does not need upgrading.

Long-term plans

16. Following a successful first year, Alan Vian would like the council to consider a long-term arrangement for the Visitor Hub and has suggested a five-year tenure.
17. Members are asked to consider this request and indicate support for five years or an alternative time period.
18. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

Title: Sporting Festival

Purpose of Report

To allow members to consider proposals for a sporting festival called Sporting Lyme

Recommendation

Members agree an inaugural meeting of sporting organisations in Lyme Regis, Uplyme and Charmouth is organised to progress the idea of a sporting festival called Sporting Lyme

Background

1. The one section of our community which has never been celebrated is the Lyme sporting fraternity, yet there are more than 20 organisations in and around the town providing sporting opportunities with some having reached national recognition.
2. As a devoted sporting enthusiast and administrator, having played football, cricket, tennis and table tennis, and recently been honoured by the Dorset FA for services to grassroots football, I think the time has come when we should celebrate the achievements of the Lyme and district sporting community.

Report

3. My proposal is that the town council hosts a summer-long Sporting Festival from May to September 2026, to be called Sporting Lyme 2026, in which all sporting groups in the Lyme, Uplyme and Charmouth areas be invited to participate.
4. This has already been agreed as an objective for 2025-26, with a budget of £2,000.
5. The idea is that all sporting groups continue their regular activity throughout the summer, which becomes part of the overall programme and that each of them organises one additional event. For example, the Cricket Club could organise a six-a-side tournament in addition to their weekly fixture; others could arrange taster sessions; and the public could be encouraged to take part in sports not played in the town, rugby springs to mind. A beach volleyball tournament could also be staged.
6. We could kick-off this idea by inviting representatives of each sporting organisation to attend an inaugural meeting to gauge the level of interest. If there is a positive response, a small organising committee would be set up, led by the town council.
7. In addition to the £2,000 already agreed, sponsors would also be sought to finance the festival. Each participating organisation that organises an event in addition to their normal activity would be responsible for meeting the cost of that event and would keep any profit. If the event made a loss, this would be reimbursed by the council.
8. The organising committee would also organise specific events. These could include a launch ceremony attended by a professional sports star; a sports quiz with all participating organisations entering a team; a fun run; an over 60s walking race; and a youth sports mini-Olympics. The festival would be brought to a close with an awards evening with such categories as: team of the year; young sports person of the year; sports volunteer of the year. Again, we could try to secure the service of a high-profile sportsperson to make the presentations.

9. I would like to propose we adopt the above idea and an inaugural meeting of sporting organisations be organised to progress the idea.
10. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Cllr Philip Evans
Chairman
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

Title: VE Day 80 Outline Plan

Purpose of Report

To inform members of the outline plan to mark the 80th anniversary of VE Day

Recommendation

Members note the report

Background

1. The 80th anniversary of VE (Victory in Europe) Day is on Thursday 8 May 2025. VE Day marked the end of war in Europe and the Second World War as a whole on 8 May 1945.
2. A report was considered by this committee on 25 September 2025 to allow members to start thinking about plans to mark the anniversary. It was recommended, and subsequently resolved by the Full Council on 23 October 2024, 'to delegate Cllr C. Reynolds and Cllr A. Wood to work with the support services manager to put together a programme of events to mark the 80th anniversary of VE Day and to put this forward as an objective for 2025-26'.
3. Following consideration by the Strategy and Finance Committee, Full Council resolved on 11 December 2024 a list of objectives for 2025-26, including a budget of £1,000 for VE Day 90.

Report

4. On 13 November 2024, a meeting took place between Cllr C. Reynolds, Cllr A. Wood, the support services manager, the administrative and community engagement assistant, and Cllr P. Evans as the representative for the Lyme Regis branch of the Royal British Legion (RBL).
5. The meeting agreed an outline plan for the VE Day 90 events, which followed the [official guide](#) produced for the anniversary.
6. The outline plan is as follows:
 - 9am – raising of the official VE Day flag on the Guildhall and the town crier will give the official proclamation. Flags to also be flown on Marine Parade and at the war memorial
 - 10am – service at the war memorial, in partnership with the RBL
 - 4pm – cream tea for the over 70s at the Woodmead Halls, with wartime songs to be performed live
 - 9.30pm – beacon lighting, when the official proclamation will be read out by the mayor, joined by members of the Youth Council
7. It was agreed this would be a more modest programme of events than D-Day 80.
8. Members should also note the 80th anniversary of VJ Day is on 15 August 2025. There is no official guide for this anniversary and no men from Lyme Regis were involved in the conflict with Japan. However, the anniversary should be marked and further discussions will take place with the RBL about an appropriate event.
9. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

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 13 November 2024, a grant review meeting took place between The Hub¹ and the town council².
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, although they were continuing to look for more trustees with particular skills. He added there was a new chairman in post.
8. LRDT's chief executive confirmed there were no health and safety or safeguarding issues.
9. Having reported in June 2024 there was no financial support from Dorset Council (DC) for youth outreach work, the chief executive said discussions were ongoing with DC, although he was aware DC had no budget available.
10. However, LRDT received £3,000 from DC in 2024-25 for youth work at The Hub. The youth club for teenagers continues to run on Friday evenings, supported by two contracted youth workers. This is attended by 15 to 20 young people. The art club for eight to 12-year-olds, which also runs weekly, is attended by seven to 10 people.

¹ David Tucker, chief executive officer, represented The Hub

² Cllr Caroline Aldridge and Cllr Stuart Cockerell, councillor representatives, Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council

11. LRDT's chief executive said the outgoings for youth work were increasing, but there were not as many grants available, so it was becoming more difficult to maintain the service.
12. It was reported in June 2024 LRDT was about to submit a grant bid of £173,000 to the Department for Levelling Up, Housing and Communities' Community Ownership Fund to make the Hub building 'greener' and more comfortable for people who use the building, including improved heating, insulation and lighting and PV panels on the roof. LRDT invested £10,000 of its own funding into applying for the grant.
13. However, following the change of government, the fund was closed. LRDT is trying to find out if there is any recompense available for the initial £10,000 investment.
14. LRDT's chief executive said the trust had a structural deficit of £30,000. Since the meeting, the chief executive wrote to the council on 6 January 2025 with the following update:

Following our catchup meeting at the back end of last year, where I expressed some concern about LRDT's annual deficit (as recorded on the Charity Commission website), our Board have now carried out review of the options open to LRDT.

The Board have decided to continue operating our organisation at a deficit, utilising our reserves as necessary to support our activities.

The Board of LRDT feels that as Lyme and the wider nation faces unprecedented challenges, it is our duty to ensure that we continue to "provide relief from poverty and disadvantage' now. This will not in anyway endanger the long term viability of the Trust, as we have alternative strategies should our reserves significantly reduce over the next few years.

This means that we'll continue to run the Seaside Store, Youth Academy, Welcome Cafe for older people, Community Cafe, Dot Wood Workshop as well as be home to B Sharp and a wide range of other activities in the gym.

In simple terms we feel it is better to spend more than we earn to support local people when their need is at its greatest. LRDT can afford to do this because of sensible decisions made in previous years.

15. LRDT's chief executive said an options appraisal would be carried out on the future of the trust and its business model, with any changes to be applied post-2026. Further details will be reported to the council in due course.
16. LRDT's chief executive said there were no structural issues with The Hub building, although there were some key issues around the building being so cold and some pointing was required.
17. A Power of Music grant was enabling the young people of B Sharp to work with the Welcome Café on a series of singing events, with a presentation at the end of the programme.
18. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

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 3 December 2024, a grant review meeting took place between Bridport and District Citizens Advice³ and the town council⁴.
7. Bridport and District Citizens Advice's manager said it had nine trustees, one more than the previous grant review meeting in June due to losing two but recruiting a further three. He said there were no new material risks.
8. Bridport and District Citizens Advice's manager said the new governance model of lead trustees, task and finish groups and working groups was working well and was more efficient. However, they needed to make sure trustees checked in regularly and did more between board meetings.
9. Bridport and District Citizens Advice's manager said following the expiration of its three-year grant from Dorset Council in September 2024, an extension of two years had been agreed. Dorset Council had confirmed a grant of £565k per annum across the whole of Dorset, including £51k per annum specifically for Bridport and District Citizens Advice.

³Bridport and District Citizens Advice Bureau was represented by Rovarn Wickremasinghe, manager.

⁴John Wright, town clerk, and Adrienne Mullins, support services manager, represented the town council.

10. Bridport and District Citizens Advice's manager said at the start of the 2024-25 financial year, they had a budget deficit of £51k. However, following fundraising and successful grant bids, this deficit had been reduced to £9k.
11. Bridport and District Citizens Advice's manager talked through the key statistics for the Lyme ward (this includes Charmouth), **appendix 15A**, and the statistics for the outreach service in Lyme Regis, **appendix 15B**.
12. Between 1 April and 30 September 2024, they dealt with 90 clients from the Lyme ward, compared with 70 for the same period last year. They dealt with 342 issues, compared with 221 for the same period last year.
13. The outreach service had dealt with 31 clients in the first two quarters of 2024-25, compared with 37 for the same period last year. Bridport and District Citizens Advice's manager said the appointment system operating for the outreach service had reduced numbers but it meant volunteers were able to do more involved work with clients.
14. Bridport and District Citizens Advice's manager confirmed volunteer numbers were stable but they would like to recruit more.
15. Bridport and District Citizens Advice's manager said funding bids had been made to several funders to increase home visiting capacity in the Lyme Regis and Beaminster areas.
16. Bridport and District Citizens Advice's manager said they were running an energy advice service at The Hub on the first Thursday of the month from 10am to 1pm. No appointment is needed for this service.
17. The meeting discussed the office move and how this would affect the outreach service. Officers assured Bridport and District Citizens Advice's manager that the plans for the new office included a small meeting room where the service could operate. Bridport and District Citizens Advice's manager said they would ideally like to re-introduce the drop-in system, to run alongside an appointment system.
18. Bridport and District Citizens Advice's manager said they had dealt with one safeguarding concerns report but it had not been a major issue.
19. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

Key Statistics Bridport & District (member) 02/04/2024 30/09/2024



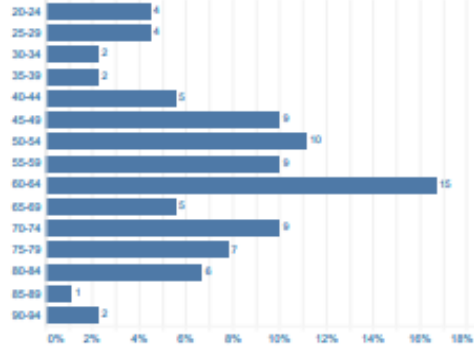
Summary

Clients	90
Quick client contacts	
Issues	342
Activities	418
Cases	130
Outcomes	
Income gain	£75,794
Re-imbursements, services, loans	£4,550
Debts written off	£30,521
Other	£2,686

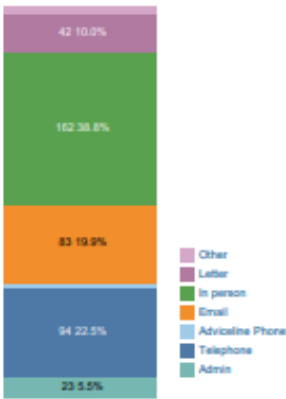
Issues

Issues	Clients
Benefits & tax credits	38
Benefits Universal Credit	15
Charitable Support & Food Ban...	19
Consumer goods & services	10
Debt	7
Employment	5
Financial services & capability	4
Health & community care	2
Housing	17
Immigration & asylum	2
Legal	5
Other	3
Relationships & family	10
Tax	4
Travel & transport	4
Utilities & communications	7
Grand Total	342

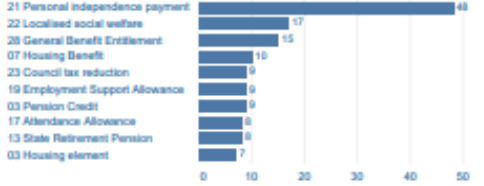
Age



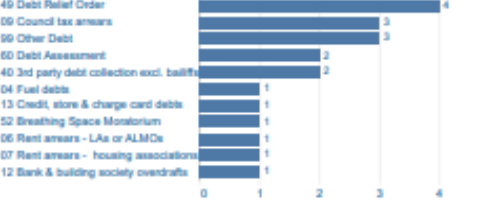
Channel



Top benefit issues



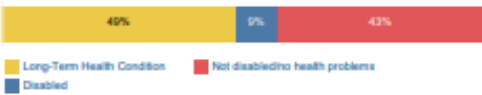
Top debt issues



Gender



Disability / Long-term health



Ethnicity



Lyme Outreach Statistics

Count of number of clients attending the outreach per quarter:

2024-25	Q1	Q2	Q3	Q4	Total
Number of clients	13	18			

2023-24	Q1	Q2	Q3	Q4	Total
Number of clients	18	19	20	17	74

2022-23	Q1	Q2	Q3	Q4	Total
Number of clients	20	25	28	33	106

Committee: Tourism, Community and Publicity

Date: 15 January 2025

Title: Axe Valley and West Dorset Ring and Ride – Grant Review and Update on the Service

Purpose of Report

To inform members of Axe Valley and West Dorset Ring and Ride's compliance with its grant agreement and to update members of the latest position with the service since it was taken over by TRIP Community Transport Association

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.
6. It was reported to this committee on 19 June 2024 that three of AVRR's trustees were intending to step down and they were in talks with TRIP Community Transport Association to take over the service.

Report

7. On 4 December 2024, a meeting took place between TRIP⁵ and the town council⁶ to discuss the future of the service in Lyme Regis and the existing grant agreement with AVRR.
8. TRIP is a community transport service, which has been running for 27 years. As well as providing a ring and ride service, it runs a weekly befriending service and activities, holidays, weekends out, winter pub lunches, and more recently a voluntary car service for medical appointments.
9. The service is based in Honiton Surgery, operating Monday to Friday, with 10 paid staff members and seven trustees. TRIP also runs a shop in Honiton selling mobility equipment.

⁵Noel Wright, manager, represented TRIP

⁶ Cllr Cheryl Reynolds, councillor representative, Adrienne Mullins, support services manager, and John Wright, town clerk represented the town council

10. Although TRIP has been covering Lyme Regis for 20 years, AVRR has been the main ring and ride service in the area.
11. TRIP's manager confirmed TRIP took over AVRR in September 2024.
12. TRIP's major funder is Devon County Council, with a two-year funding agreement currently in place. Although it receives no funding from Dorset Council, TRIP's manager confirmed the service would continue in Lyme Regis (and Uplyme) due to the funding received from this council.
13. TRIP's manager said no funding was received from Uplyme Parish Council but this was something he would be pursuing.
14. When TRIP took over the service in September 2024, it was agreed there would be no changes to the current service provision until the end of December 2024. TRIP will start to gradually integrate its full range of services into the Lyme Regis area and expects to have all the services available by April 2025.
15. It was confirmed the shopping trips from Lyme Regis would continue on the same days as currently, although the locations and cost would change. Shopping trips currently ran to Bridport, Axminster, Honiton and Exeter and this would change to Seaton or Honiton. AVRR charge £6 for shopping trips but TRIP's operations manager said this was not sustainable and would be increased.
16. AVRR's current membership fee is £10pa and TRIP's membership fee is £15pa, although there is a greater range of services available. Members also receive discounts off services.
17. TRIP produces a quarterly newsletter, which can be emailed or posted or is available from the drivers. The newsletter includes information about events, trips and holidays.
18. TRIP operates an online booking system or bookings can be made by phone.
19. It was agreed at the meeting that the grant agreement with AVRR would be novated to TRIP and installments for September 2024 onwards would be paid to TRIP.
20. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

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 4 December 2024, a grant review meeting took place between B Sharp⁷ and the town council⁸.
7. At that meeting, B Sharp confirmed the organisation had six trustees (the minimum requirement is three) as one had recently left and another had joined. B Sharp confirmed there were no safeguarding or health and safety issues.
8. At the previous grant review meeting, B Sharp reported that a trustee had been suspended from the board due to an incident which was entirely separate from the organisation. B Sharp confirmed the person was no longer a trustee.
9. A funding bid to the NHS social prescribing team had been successful and they had received just under £10,000 to work with adults and adult mental health services. Although it was the parent who attended, they worked with the children as well. This work would be starting in January 2025.

⁷Ruth Cohen, chief executive officer, represented B Sharp

⁸ Adrienne Mullins, support services manager, represented the town council

10. They had submitted several funding bids to support more one-to-one work with teenagers; some had been rejected and the outcome was awaited on others.
11. Funding of £4,500 had been received from Dorset Council to run a career development programme. This work had started in September 2024 with 16 young people aged 16-25, mostly over 18, who should be in work or college but were having difficulty maintaining this. This programme is based in Bridport but there are several participants from Lyme Regis.
12. B Sharp are submitting a bid to the Arts Council to support the Busking Festival. They hope to make it a bigger event and bring in more festival activities, such as street performers and perhaps an event at the skatepark. The funding would also allow four older young people to take on a producer role and manage their own budget so they could run a section of the festival. Young people would have to apply for this opportunity.
13. It was confirmed the Busking Festival would take place on Saturday 10 May 2025. They were also working with Jazz Jurassica to put on a gig at the Marine Theatre as part of the festival.
14. B Sharp said there were no immediate risks facing the organisation.
15. B Sharp said the Youth Music funding meant a trainee music leader was in place for this year and another trainee would be in place from mid-February 2025. The idea is to have a new trainee each year but if they progress well, B Sharp should be able to take them on at the end of the year as a paid music leader.
16. B Sharp confirmed the organisation's finances were sound as the Youth Music grant of £50,000pa stabilised the budget and accounted for half the year's income. However, they had to bring in match funding and there had been a lot of rejections this year.
17. B Sharp continues to hold weekly sessions at The Hub for 8-11 and 11-18-year-olds, sessions for 5-8-year-olds in Seaton, it continues to work with The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School and other local schools and preschools, and it also continues to run baby and parent events at Lyme Regis Library and Lyme Regis Children's Centre.
18. Workshops for younger teenagers took place as planned during the summer holidays at The Hub and participants wrote a musical in a week. The workshops were open to all at affordable prices but means-tested free places were also available.
19. B Sharp is working with Lyme Regis Development Trust (LRDT) to run a dementia choir, a spin-off of the Welcome Café. LRDT secured some funding for this initiative and a trial was taking place before Christmas. If successful and if there is an appetite for the choir to continue, it may be run as a separate initiative.
20. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

Committee: Tourism, Community and Publicity

Date: 15 January 2025

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 Trust⁹ (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 9 January 2025, a grant review meeting took place between LACT¹⁰ and the town council¹¹.
7. At that meeting, LACT confirmed the organisation had six trustees (the minimum requirement is three). They were currently recruiting for a further trustee and interviews would take place w/c 13 January 2025. They were also recruiting for a new chairman and an interim chairman was in place in the meantime. They confirmed there were no governance issues.
8. LACT said they were still planning on developing a three-year growth plan, but work hadn't progressed on this due to significant changes of membership among the trustees.

⁹ Lyme Arts Community Trust is the governing body for Marine Theatre.

¹⁰ Gabby Rabbitts, director, and Claudia Betteridge, finance manager, represented LACT

¹¹ Cllr Stuart Cockerell, the member rep, Adrienne Mullins, support services manager, and John Wright, town clerk, represented the town council.

9. LACT said its finances were stable and their target remained to hold a reserve of six months' overheads. They had built up a reserve in excess of this, which had been used to update equipment, such as a new sound desk and lighting box. They confirmed they were on target to be ahead of the budgeted surplus of £25k in 2024-25.
10. It was reported at the previous review meeting in June 2024 that LACT's three-year funding commitment from Dorset Council included additional funding for Marine Theatre staff to mentor theatres in Swanage, Weymouth and Portland, and also Gillingham in the future. LACT confirmed they were now working with Swanage and Weymouth and Portland to help them develop community events, similar to those at the Marine Theatre.
11. LACT said the cinema would launch on 28 January 2025 with an evening with actor Brian Cox. Film showings will start at the end of January and will usually be once a week, although there will be matinee and evening showings so sometimes twice a day. All film listings will be advertised on a new section of the theatre website and these will include family films in the school holidays.
12. LACT's next project will be to renovate and extend the upstairs area to become a secondary performance space. An architect who specialises in theatres, museums and public spaces would carry out a review of the theatre and would come up with some ideas, including any external funding which might be available.
13. LACT said plans for a backstage toilet, mainly for disabled and young people, had not been progressed due to funding issues. They had secured £5k and had applied for a second grant of £5k.
14. LACT said they were continuing to work on raising the profile of the Marine Theatre within the industry. They had entered Independent Venues Week in 2024 and would enter again in 2025, as well as continued work with the National Theatre.
15. LACT confirmed there were no health and safety or safeguarding issues. Health and safety, human resources and safeguarding procedures had been significantly improved by the interim chairman, who specialised in these fields.
16. LACT said the theatre's main risk was the ongoing maintenance of the building.
17. LACT said a DJ drop-in event would start in February 2025 and would be held once a month. This would be a free, ticketed workshop. Two professional DJs would lead the workshops and they particularly wanted to encourage females to attend.
19. LACT said the 2024 community play, A Midsummer Lyme's Dream, had been a huge success, with 100 people involved in its production. There would be a free screening of the play at the theatre and a DVD had been sent to local care homes.
20. LACT said the Youth Theatre would put on a full-scale production of the Little Mermaid this summer. The Youth Theatre was attended by 70 to 80 children each week, a third of which were boys. A youth technical theatre course was also starting in April 2025.
21. Senior Creatives, a session for elderly people to sing and dance, would be re-starting and would be held once a month for free.
22. The theatre had also hosted a drama workshop for Mountjoy School, with the involvement of students from the Woodroffe School.

23. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrianne Mullins
Support services manager
January 2025

Committee: Strategy and Finance

Date: 15 January 2025

Title: Supporting Girls and Women into Science

Purpose:

To allow members to receive a report from Woodroffe School about the project to support girls and women into science

Recommendation

Members note the report

Background

1. Following the filming of Ammonite, a film based on the life of Mary Anning, in Lyme Regis in March 2019, the film company made a £15,000 donation to the council as a thank you for use of the area. The £15,000 was split between Axminster and Lyme Regis Cancer Support, Mary Anning Rocks, and the Mary Anning Scholarship Legacy Fund.
2. As the £5,000 awarded to the Mary Anning Scholarship Legacy Fund had not been spent, a report was considered by the Strategy and Finance Committee on 10 May 2023 to allow members to consider reallocating the funding.
3. It was recommended by the committee, and subsequently resolved by the Full Council 'to re-allocate, in principle, the £5,000 Mary Anning Scholarship Legacy Fund to The Woodroffe School, St Michael's Primary School and Mrs Ethelston's Primary School to develop a proposal to support girls and young women into science, subject to further proposals being considered by the Strategy and Finance Committee.'
4. A proposal from the head of science at the Woodroffe School was considered by the Strategy and Finance Committee on 29 November 2023. It was recommended by that committee, and subsequently resolved by the Full Council 'to allocate the Mary Anning Scholarship Legacy Fund budget of £5,000 to the Woodroffe School for a project linking with local primary schools and promoting women in science'.
5. It was noted at that meeting that Woodroffe School would submit a report once the project was complete, to allow the council to review how the funding was spent.

Report

6. The head of science has submitted a report on the project, **appendix 19A**.
7. Any recommendations from this committee will be considered by the Full Council on 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

The Woodroffe Science Department Primary School Liaison Project.

During the 2023-2024 academic year, approximately 45 Year 9 students were part of our start up project to promote Science in Primary Schools. The purpose was threefold:

1. Promote an interest in Science amongst Year 4-6 students.
2. Introduce Scientific practical skills that are not possible in primary school.
3. Give Year 9 students the opportunity to mentor younger students to boost their self-confidence and science understanding.

As part of the project, we also focused each event on a particular female scientist or adventurer. For instance, the project on space and forces used Helen Sharman, the project on skulls used Professor Alice Roberts and the lesson on light used Rosalind Franklin.

Over the course of two terms, we visited 6 primary schools around the Lyme Regis area. We looked at a variety of subjects in all three disciplines (Biology, Chemistry and Physics) and all Year 9 students got to work with Primary School students at least twice.



In addition to the above, we also hosted a 'Science Fayre'. This involved our Year 9 students hosting a round robin of experiments and stalls from outside companies like Leonardos, Honeywell and The Earth Energy Education Trust.



Committee: Tourism, Community and Publicity

Date: 15 January 2025

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 Council – Street Trading Policy
 - Ministry of Housing, Communities and Local Government - Enabling Remote Attendance and Proxy Voting at Local Authority Meetings
 - DEFRA – Reform of Bathing Water Regulations 2013
2. **Appendix 20A** 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 12 February 2025.

Adrienne Mullins
Support services manager
January 2025

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	04/04/25	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'.	<p>The consultation has been extended from 1 January 2025 to 4 April 2025.</p> <p>Dorset Council will be assessing submissions received before 20 December 2024, in 2025. Sites submitted after 20 December 2024 will likely be assessed at a later date.</p> <p>While the Dorset Council 'call for sites' 2024 is now closed, sites that may have potential for new homes (including for the settled and Traveller communities), and employment development can still be submitted through the online form.</p>
Dorset Council – Better Days – Day Opportunities	22/09/23	08/12/23	Dorset residents	Social media and website	N/A	Dorset Council developed a report and transformation plan which was approved by the Cabinet on 10 September 2024. A number of engagement sessions have been organised across the county beginning in February 2025 to talk to people about their proposals and shape how this may work in their area and community.
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	The Active Travel Infrastructure Plan was considered by Dorset Council's Place and Resources

					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	Overview Committee on 21 November 2024. The minutes of that meeting are not yet available.
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 analysis of all the feedback received is underway and further public consultation will take place on a draft plan in spring 2025.
Dorset Council – Draft Street Trading Policy	04/11/24	26/01/25	The public and stakeholders	Social media and website	Report considered by the Strategy and Finance Committee on 27/11/24 and agreed officers would respond in consultation with the chairman of the Strategy and Finance and Town Management and Highways Committees	Consultation still open.
Ministry of Housing, Communities and Local Government - Enabling Remote Attendance and Proxy Voting at Local Authority	24/10/24	19/12/24	Local authorities in England	N/A	Report considered by the Strategy and Finance Committee on 27/11/24 and agreed the response would be delegated to the	No update.

Meetings					town clerk, Cllrs S. Cockerell, P. Evans and P. May	
DEFRA – Reform of Bathing Water Regulations 2013	12/11/24	23/12/24	The public and stakeholders	Community briefings	Report considered by the Environment Committee on 20 November 2024 and agreed officers would respond in consultation with Cllrs P. May and S. Cockerell and G. Barr from the River Lim Action Group	No update.
Ministry of Housing, Communities and Local Government - Strengthening the standards and conduct framework for local authorities in England	18/12/24	26/02/25	Local authorities in England	N/A	Report to be considered by the Strategy and Finance Committee on 29 January 2025	Consultation still open.