

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD AT LYNTON TOWN HALL, ON WEDNESDAY 20 OCTOBER 2021 AT 6.30PM

Present: Councillors

B Peacock (Chairman)
D Harding (Vice Chairman)
J Atherton
J Patrinos
M Pearce
A Rodway
C Sleep
P Hawkins

Not on this committee:

Officers: Finance Officer, Town Council Secretary

159/21 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Hibbert and Town Clerk.

160/21 PUBLIC QUESTION TIME

39 members of the public attended to hear two members of Lyn Seals, the swimming section of Lynmouth Sailing Club, speak to Council. They talked about how popular sea swimming has become for health and wellbeing and reassured Council they have all the necessary documentation required; Public Liability Insurance, Risk Assessment, DBS checked instructors, First Aid qualifications.

Another member of the public attended to talk about Link Centres consultation, which is a proposal to redesign the North Devon Link Service. Link centres are social support centres. She requested Council write to Devon County Council to ask the consultation period to be extended, as have other Town/Parish Councils. Councillor Patrinos will draft a letter. All Committee members agreed.

161/21 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS

Councillor Pearce declared an interest in item 6f. Review of Town Council Charges as he is a Resident Parking Permit holder. Councillor Peacock also declared an interest in item 6f as he is an allotment holder.

162/21 MINUTES

RESOLVED:

That minutes of the Policy & Finance Committee Meeting held on Wednesday 15 September 2021 be confirmed and signed by the Chairman as a true and correct record.

163/21 MATTERS UNDER DELEGATED POWERS

a. FINANCIAL STATEMENTS

Financial statements for September 2021 had previously been emailed to Members and it was

RESOLVED:

Financial statements as attached to these minutes be approved.

b. SEASONAL UNDERTAKINGS

Statements of income and expenditure for September 2021 had previously been emailed to Members and it was

RESOLVED

That the reports be noted.

c. CHEQUES & ELECTRONIC TRANSACTIONS

A list of cheques and electronic accounts had previously been emailed to Members for consideration. It was

RESOLVED

That the attached list of payments be authorised for BACS transfer.

With Members permission Chairman brought forward item 6c, Harbour Swimming Policy.

164/21 MATTERS FOR RECOMMENDATION

c. Harbour Swimming Policy

Once Town Clerk is in receipt of all relevant information, a policy would be drafted and in the meantime Lyn Seals would be added to the list of Permitted Operators on the Outdoor Exercise Policy. Therefore it was

RECOMMENDED

Council approved Lyn Seals request, unanimously.

Councillor Hawkins left the meeting at this point.

a. Community Grants for British Science Week 2022

Grants of £500 and £100 have been made available to community groups that work with people or are typically underrepresented in science, and which set out to deliver an event or activity that involves the local community, challenges science stereotypes and inspires ongoing science engagement. This is for information, no recommendation needed.

b. Domain Registration invoice from KCOM (Website)

This is about protecting the domain name and was brought to Committee as it was not included in the budget. It was

RECOMMENDED

To pay this invoice.

c. Harbour Swimming Policy

See above

d. Budget Monitoring Statement Q2

Finance officer read from the statement. A copy of the statement is attached to the signed minutes and it was

RECOMMENDED

To accept the Budget Monitoring Statement Q2.

e. Annual Budget Estimate

Councillors were asked if they had any projects to go into 22/23 budget and if so to advise Finance Officer by the end of October.

f. Review Town Council Charges, See attached sheet

It was

RECOMMENDED

Annual Parking Permits – Increase by £5 to £100 for Residents

Annual Parking Permits – Increase by £5 to £140 for Business

Lynbridge – increase by rate of inflation *It is to be noted Councillor*

Pearce did not vote.

For **Cemeteries**, it was

Proposed to leave as it is for 2022/23. An amendment was proposed to add 10% onto cemetery charges. There were 3 votes for and 4 against. Therefore it was

RECOMMENDED

To leave as is for 2022/23. There were 4 votes for and 3 against.

For **Harbour**, it was

RECOMMENDED

To increase costs by 5%

For **Allotments**, it was

RECOMMENDED

To leave cost at £30 per year. *It is to be noted Councillor Peacock did not vote.*

Town Council **Wedding** Charges to stay the same as 2021/22

Town Hall charges, it was

RECOMMENDED

To stay the same as 2021/22

It is to be noted Councillors Patrinos and Sleep voted against this proposal.

The miscellaneous charges to remain the same, apart from removing ENP planning, who do not come out to Town Hall any more.

Updated sheet is attached to the signed minutes.

g. Rock House Hotel

Due to commercial sensitivity, this would be covered under part 2.

h. Great British Entertainments – permission requested

Great British Entertainments have requested permission to re-show the new version of Louisa: An Amazing Adventure, at Lynton Cinema. This is an updated version starring Celia Imrie and local folk group Hearts of Oak singing the Lynmouth Lifeboat on the opening titles.

It was

RECOMMENDED

To grant permission.

Meeting Closed 8pm

Chairman

1 Car Park Charges

All Agency and Town Council Car Parks

1 hour	£1.00
2 hours	£2.20
3 hours	£3.30
4 hours	£4.40
Over 4 hours (to incorporate roving ticket/day pass for L&L car parks only 10am – 6pm)	£5.00
Season tickets etc.	
4 days	£13.00
7 days	£20.00
Annual Parking Permits – Residents	£100.00
Annual Parking Permits – Business/Non-Residents	£140.00
Parking of Coaches	£ 2.00
Lynbridge - To be increased annually in accordance with the rate of inflation	

2. Cemeteries (+10%)

For purchase only of Grave Space/	£330.00
Cremated remains plot to be held for 50 years	£187.00
For excavating, preparing and filling selected Grave Space for:	
Single Grave 5ft deep	£448.00
Double Grave 6 ft deep	£574.00
Treble Grave 7ft deep	£653.00
For excavating, preparing and filling in any earth grave of a still born child or of a child whose age at the time of death did not exceed ten years	No Charge
Re open and fill in any grave for the purpose of a further burial	£448.00
Burial of cremated remains	£110.00
Right to construct brick grave, to include extra excavations, extra to the above, for a single grave	Cost + 50%
For every extra foot in depth, extra to the above, beyond 5 ft	Cost + 50%
For all certificates	35.00

3. Harbour (+5%)

Boatman's Board Licences (inc VAT)	£142.00
Commercial Boats per foot bow to stern (exc VAT)	£7.00
Domestic boats per foot bow to stern (exc VAT)	£7.00

4. Allotments

£30.00

5. Town Hall

Wedding charges set by wedding group

Ceremony Charges

Main Hall from £600

Council Chamber £480

Jubilee Room £420

Mezzanine Level £600

Reception Charges

Main Hall £1800

Jubilee Room £600

Complete Package £3120

Town Hall Charges – Parishioners

Main Hall	Per Hour (or part thereof)	Parishioners booking 2 or more occasions per month	Whole Session
Morning 9am – 1pm	£16.00	£13.00	£50.00
Afternoon 1pm – 6pm	£16.00	£13.00	£50.00
Evening 6pm – 9pm	£25.00	£20.00	not available
9pm onwards	£50.00	£40.00	not available
After 2am	charged at £25 per 15 minutes		

Other Rooms **Per Hour (or part thereof)**

Jubilee Room, Council Chamber, Foyer, Stage, Green Room (each room) £10.00

Parishioner means Parishioners of Lynton, Lynmouth, Barbrook, Brendon, Countisbury, Martinoe and Parracombe.

Other Charges

Use of tablecloths (to cover cost of cleaning) £10.00 each

Town Hall Charges – Non Parishioners

Main Hall	Per Hour (or part thereof)	Non Parishioners booking 2 or more occasions per month	Whole Session
Morning 9am – 1pm	£24.00	£20.00	£75.00
Afternoon 1pm – 6pm	£24.00	£20.00	£75.00
Evening 6pm – 9pm	£37.50	£32.00	not available
9pm onwards	£75.00	£60.00	not available
After 2am	charged at £25 per 15 minutes		

Other Rooms **Per Hour (or part thereof)**

Jubilee Room, Council Chamber, Foyer, Stage, Green Room (each room) £15.00

Other Charges

Use of tablecloths (to cover cost of cleaning) £10.00 each

6. Miscellaneous Charges

Passmore Fish – forecourt 1 morning per week	£170.00
Deck Chair Concession Manor Ground	£180.00

Bouncy Castle Manor Ground - £20 per day weekends and school holidays, £10 all other days, Bouncy Castle No 2 – half of the above charges.

Town Hall WiFi

Free

Jubilee Room Management Committee (Senior Citizens)

£120

7. Town Hall Exemptions

Childrens Christmas Party

Over 60's party

DRAFT