



Annual Directors' Report of LymeForward Community Interest Company Annual General Meeting, 3rd July 2017

1. Establishment of the CIC

LymeForward was incorporated by Companies House as a CIC on 17th September 2016, following the decision to become an independent 'accountable body' after many years operating as a project within the Lyme Regis Development Trust. In this new format, LymeForward remains the official Local Area Partnership for Lyme Regis, Charmouth, Uplyme and the adjacent Marshwood Vale villages, with:

- accountability to its registered members, who have ultimate control of the organisation;
- Directors, elected by its members, who are responsible for governance and legal compliance, finance, reporting and personnel; they must also ensure that LymeForward fulfils its 'community interest' objectives;
- a Steering Group, responsible to the membership, which sets work priorities and oversees their execution;
- working groups committed to specific areas of activity, and reporting initially to the Steering Group.

2. Directors

Initial Directors were necessary to establish the CIC by managing the application process, which included drawing up Articles of Association and the Community Interest Statement (together comprising LymeForward's constitution). These Directors are Sally Holman (Chair), Wendy Davies, and Chris Boothroyd. A fourth Director, Ken Lavery, was co-opted on 23rd May 2017. All four are willing to stand for election at this AGM.

The Directors have met nine times since incorporation. Much of their early focus has inevitably been on procedural foundations: allocating their own roles; putting financial management in place; establishing record-keeping systems; defining policies and procedures; setting up a fresh website and arrangements for publicising LymeForward's work. They have overseen an effective start to the Steering Group, and maintained close relations, both informally and through formal reporting requirements, with LymeForward's core funders: Lyme Regis Town Council and West Dorset District Council. Attention is now turning to other possible sources of funding to support core costs.

3. Membership & Partnership meetings

All previous members of LymeForward (an informal arrangement) have been invited to register as members of the 'new' organisation. Registered membership currently stands at 42 and remains permanently open; a further 90 'supporters' are on the regular mailing list.

Two partnership meetings, for members and also open to the public, have been held: one in October, one in March. Chaired by the Mayor of Lyme Regis, these have received and discussed detailed activity reports from the LymeForward Coordinator and from a variety of member organisations.

4. Steering Group

Voting members of the Steering Group are Councillors Cheryl Reynolds, Peter Noel and Andy Turner, representing Lyme Regis Town Council and Charmouth and Uplyme Parish Councils respectively; and Tony Colston, Sue Herman and Godfrey Thomas, elected by the membership. Jane Nicklen from West Dorset District Council has foregone her right to vote. Directors may participate but not vote: Chris Boothroyd is the non-voting Chair.

The Steering Group has met three times (November, March and June).

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LymeForward CIC is a Community Interest Company No 10381732.
Coordinator Adrian Ragbourne • 01297 441224 • adrian@lymeforward.co.uk • www.lymeforward.co.uk

Registered Address: The Town Mill, Mill Lane, Lyme Regis, DT7 3PU

Financially supported by Lyme Regis Town Council and West Dorset District Council



Its key decision, recognising the LymeForward Coordinator's limited time and the variety of demands on it, was to prioritise the focus of activity. The Partnership's 'Community Plan 2007 - 2027' covers seven broad headings (Health, Well-Being and Safer Communities; Economy; Traffic and Transport; Environment; Young people; Housing; Sports, Culture & Lifelong Learning). In addition, the Grant Agreement with Lyme Regis Town Council and the Service Level Agreement with West Dorset District Council each define specific requirements for LymeForward to fulfil.

The Steering Group agreed that its first priority must be to meet the obligations of the two Local Authority funders. Next, that the first two items from the Community Plan should be its focus, for these reasons. Health and Care currently present critical and challenging issues for the area, with much change being proposed both by the Clinical Commissioning Group and by the County Council (the latter responsible for Social Services). The Coastal Community Team, established through LymeForward, is the major vehicle for bringing significant capital funding into the area. Meanwhile, several of the other headings are in part at least being overseen by other responsible bodies.

Accordingly, the Steering Group has reviewed Terms of Reference for two working groups: the Health & Wellbeing Group (HWG) and the Coastal Communities Team (CCT). These are now firmly established with clear objectives, stable membership and active Chairs. Outlines of their work follow under 6 and 7 below.

The Steering Group has received and discussed full reports of his work from the Coordinator, as well as those from the CCT and HWG.

5. Funder requirements

For Lyme Regis Town Council, the Coordinator has fulfilled requests to handle specific work in relation to 'Lyme Voice', the council's new system for public consultation, and the 'Gateway Card' giving residents concessions with certain local businesses. He has held regular meetings with the Town Clerk to harmonise actions as necessary on public consultations and fund-raising opportunities.

For West Dorset District Council, LymeForward has engaged 22 partner organisations in Partnership meetings, with a further 17 involved in projects. It has reported substantial coverage of local priorities and targets as defined in the Service Level Agreement.

6. Economy / Coastal Community Team

The CCT is now chaired by Tony Colston. It is reinforcing its membership to oversee implementation of projects successfully funded and to manage future bidding.

The CCT has accessed significant funding for the area (see Appendix, covering the period since the CCT was established in September 2015). Much of this comes from working in partnership with larger groupings such as the Dorset Coast Forum. The time and creativity – mostly unseen – required of the Coordinator in building and sustaining such partnerships cannot be over-stated and should never be under-estimated.

Contractual and delivery arrangements for the Lyme Trail project are in place with the Dorset Coast Forum, which has overall responsibility while delegating detailed implementation and management to LymeForward and the CCT.

The CCT is also leading work with the Town Council on the seafront WiFi project and litter-tidy project, and further projects with Coastal paths and iCoast are planned for later in the summer: all of these have access to funds obtained through the successful Dorset Coast Forum bid.

Drawing on this track-record, the CCT is reviewing its original Economic Plan and laying the basis for a major collaborative bid when Round 5 of the Coastal Communities Fund opens, probably this autumn. The workshop following this AGM will launch that process, which will build on Round 4 experience and that gained in assisting Charmouth with preparing its Seafront Enhancement Project.

The CCT believes that a stronger local business voice is required in Lyme and the local area – a view shared by Lyme Regis Town Council. This would benefit businesses and strengthen funding bids. With advice from the District Council, the CCT is exploring possible models, including a Chamber of Commerce.

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Partnering with Ansbury (a major provider of careers advice and guidance) in a successful bid to the Building Better Opportunities (European) Fund has won LymeForward a role as a West Dorset referring and delivery body in Ansbury's 'Face Forward' programme. This programme brings not money but economic opportunities for young people aged 15 - 24 not in employment, education or training, with local activities to move participants towards employment opportunities that could be health related (eg mindfulness, fitness, counselling) or practical (eg carpentry, plumbing, sailing) or learning orientated (eg literacy, Maths, IT). The Lyme Regis Development Trust has won a complementary bid, and the two will coordinate.

In a similar endeavour, LymeForward has partnered with the Working Links coordinator to bring to Lyme support for the long-term unemployed.

7. Health & Wellbeing

The Health & Wellbeing Group has consolidated to a core membership of 11 people, many with good professional experience in different parts of the health service.

Dorset Clinical Commissioning Group's Clinical Services Review was consulted on during the year. LymeForward arranged a public consultation event with Dr Forbes Watson (CCG Chair) in December, attended by over 100 people; assisted with two associated 'pop-up' events; encouraged residents to respond to the consultation; and made its own response. Members of the group have also responded to the Mental Health Review.

The CCG Primary Care Commissioning Strategy (covering the future arrangements for providing both GP/medical services and Community Health Services) raises vital questions for the area. The Coordinator is working closely with the CCG Primary Care team to ensure that its strategy will be publicised and will take account of local circumstances and priorities; these efforts ensured a strong local presence at the recent 'invitation only' CCG consultation event. The Health & Wellbeing Group has submitted a short paper to the CCG, analysing local factors and illustrating the types of decentralised services the area needs. This is the start of a process throughout which the Health & Wellbeing Group, and the three local Patient Participation Groups, will do all in their power to ensure that local knowledge influences the specifications of the CCG's final tender documents. Alongside this, the group has begun a careful study of the services currently provided, aiming to understand fully the nature of the provision, the policies and budgets of providers, and the identity of those who make decisions. The group is intensifying contact with similar developments across the border in East Devon.

In the here-and-now, the Coordinator has worked tirelessly, helped by professionals and key volunteers, to establish and develop Lyme-based support groups and other mechanisms helpful to those with particular needs. These include operating the Food Bank and addressing other needs raised by its users; re-establishing Community Lunches in a new venue at the Marine Theatre; promoting the Fire Service's 'Safe and Independent Living' programme; facilitating Cookery Classes for single men; arranging local parent liaison meetings; setting up the 'Altogether' support group that meets twice weekly, once in Lyme and once in Charmouth, for those with mental health conditions; and finding a Lyme venue and leader for a dementia and for a cancer support group.

As with the CCT, the Coordinator's background networking amongst the vast range of statutory and voluntary bodies that make up the health and welfare landscape is the essential fertiliser for much of this work.

8. Other work (consultation / help / sowing seeds ...)

- (i) *Local Government Reorganisation.* LymeForward arranged an open consultation in September at which Councillor Daryl Turner explained the options for the future structure of Dorset Councils, and answered public questions. The proposal to create two unitary authorities is now moving through the government machine. In time, the change is likely to affect LymeForward, as a local area partnership, in ways as yet unknown.
- (ii) *Charmouth Seafront Enhancement Project / Neighbourhood Plan.* LymeForward helped organise, and made a presentation at, the Charmouth consultation event on these two topics in February.

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- (iii) *Sculpture*. LymeForward assisted John Calder in his huge efforts to fund a permanent sculpture presence in the gardens. His bid to the Aviva Fund, supported also by the Town Council, reached the shortlist and earned a £500 award. Subsequently, John has been backed by business fundraising, led by Mark Hix; with match funding of £2,000 from the Town Council, prospects for the sculpture presence are good. LymeForward is serving as 'accountable body' and banker for this scheme.
- (iv) *Transport*. The Health & Wellbeing Group has analysed the difficulties in reaching medical appointments, chemists, social support and the like that face those (particularly those with limited mobility) unable to access or afford transport. The imminent end to the 71 bus service in its present form exacerbates the problem. LymeForward recently arranged a meeting with several transport operators and Town Council representatives, at which a possible short-term emergency part-solution was identified, and longer-term work put in place for a more comprehensive and collaborative way forward.
- (v) *Eco-Schools*. With the support of a local business and of Turn Lyme Green (a LymeForward member) work could start next term on helping local schools, beginning with Charmouth Primary School and the Woodroffe School, to aim for Eco-School status, complementing the similar awards earned by three local hotels and the Baptist Church.
- (vi) *A Youth Council?* The Coordinator has held three meetings with Sixth Form students and the Head of Sixth Form at the Woodroffe School to explore possibilities for a Lyme Regis Youth Council. A core of students is ready to work with the Town Council's Tourism, Community and Publicity Committee to see if progress can be made.

9. Acknowledgements and hopes

The Directors trust that all LymeForward members, and the community more widely, will share their appreciation of the dedication shown by Adrian Ragbourn as LymeForward's Coordinator. He brings energy, imagination and (non-personal) ambition to the role, in awesome amounts, going far beyond the call of duty – or of contractual obligations.

They also wish to acknowledge, and thank, the large number of quiet, unsung volunteers who work alongside Adrian in one or more of LymeForward's activity and support groups.

Without Coordinator and volunteers, LymeForward could not begin to do its job.

The hopes are these.

First, that more and more volunteers will offer their services as they recognise the need to help their community at a time when so much essential professional and funded service is being stripped away, and as they appreciate the strong framework provided by LymeForward within which they can work.

Second, that more and more local people will register as members of LymeForward, so that understanding of its purpose and activity spreads and so that its Coordinator, volunteers (and Directors!) can feel supported in what they do.

July 2017

APPENDIX: LYMEFORWARD ANNUAL DIRECTORS' REPORT TO AGM. 3rd JULY 2017

RECORD OF FUNDING BROUGHT IN THROUGH LYMEFORWARD / CCT

Since June 2015, LymeForward / CCT has brought funds into the Local Area Partnership region, either as a partner in larger bids, or through direct bids, or by assisting other local organisations with their funding bids.

	Financial Year	Amount	Comment
1. CCT funding			
DCLG for set-up and preparation of the economic plan (see Note)	2015-2016	£10,000	
DCLG Coastal Revival Fund:			
Town Mill Trust (Feasibility Study)	2015-2016	£8,000	
Marine Theatre (roof repairs)	2015-2016	£40,000	
The Hub (window replacements)	2015-2016	£10,000	
Charmouth Coastwatch (Charmouth Lookout)	2015-2016	£2,000	
DCLG Coastal Communities Fund (DCF Collaborative bid) Round 4:			
Devon Way upgrade (Lyme Regis Trail)	2016-2017	£274,000	
Seafront Wi-Fi contribution	2016-2017	£12,000	
Seafront litter-reduction	2016-2017		Sums to be determined between CCT, LRTC & DCF: est total £40k - £50k
iCoast website contribution	2016-2017		
Promotional Art along the SW Coast Path	2016-2017		
		£356,000	+ est £40k - £50k
2. WDDC Social Inclusion Fund			
Support for Altogether Group (TAG) 2017-2018	2017-2018	£600	
3. POPPS grants			
Support for MovingOn	2016-2017	£1,922	
Support for Cookery classes	2016-2017	£945	
Support for Community lunches and Cookery classes	2017-2018	£1,461	
		£4,928	
PARTNERSHIP BIDDING			
Partner in Ansbury-led bid for NEETS: won £2.5 million over 2 years	2017-2020		Access to opportunities, not cash
SUPPORT FOR OTHER GROUPS' FUNDRAISING			
Gardens Sculpture Project (fundraising led by John Calder)			
Aviva fund	2017-2018	£500	
Hix Charity events	2017-2018	£5,000	+ £2,000 match funding from LRTC
		£5,500	
Bids by harbour-related organisations to Dorset & East Devon FLAG			Access to part of £800,000
NOTE: Additional start-up funding for the CCT was received:			
from Uplyme Parish Council		£1,000	
from Charmouth Parish Council		£500	
from The Town Mill Trust		£250	
from Charmouth Traders		£250	
from Lyme Business Group		£250	

Registered number
10381732

LYMEFORWARD CIC

Report and Accounts

31 March 2017

LYMEFORWARD CIC

Registered number:

10381732

Directors' Report

The directors present their report and accounts for the period ended 31 March 2017.

Principal activities

The company's principal activity during the period was to act as the Local Area Partnership for Lyme Regis and the surrounding area, and to implement the community plan.

Directors

The following persons served as directors during the period:

C J Boothroyd

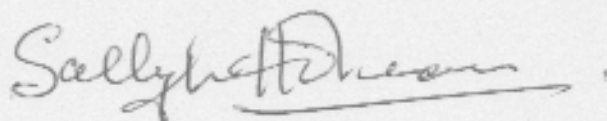
W A Davies

S L Holman

Small company provisions

This report has been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

This report was approved by the board on 29/6/17 and signed on its behalf.

A handwritten signature in cursive script, appearing to read 'Sally Holman', with a horizontal line underneath.

S L Holman
Director

LYMEFORWARD CIC
Accountants' Report

Accountants' report to the directors of
LYMEFORWARD CIC

You consider that the company is exempt from an audit for the period ended 31 March 2017. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial period and of its profit or loss for the financial period.

In accordance with your instructions, we have prepared the accounts which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of information and explanations you have given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.

Rosy Jeffery Ltd
Chartered Certified Accountants

The Loft
Unit 11, Hunthay Business Park
Axminster
Devon
EX13 5RJ

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LYMEFORWARD CIC
Profit and Loss Account
for the period from 17 September 2016 to 31 March 2017

	2017
	£
Turnover	395
Cost of sales	(2,401)
Gross loss	(2,006)
Administrative expenses	(18,824)
Other operating income	24,530
Operating profit	<u>3,700</u>
Profit on ordinary activities before taxation	<u>3,700</u>
Tax on profit on ordinary activities	-
Profit for the period	<u>3,700</u>

LYMEFORWARD CIC

Registered number: 10381732

**Balance Sheet
as at 31 March 2017**

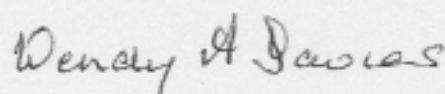
	Notes	2017 £
Current assets		
Debtors	2	555
Cash at bank and in hand		19,879
		<u>20,434</u>
Creditors: amounts falling due within one year	3	(16,734)
Net current assets		<u>3,700</u>
Net assets		<u>3,700</u>
Reserves		
Profit and loss account		3,700
Reserves		<u>3,700</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

The member has not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared and delivered in accordance with the special provisions applicable to companies subject to the small companies regime. The profit and loss account has not been delivered to the Registrar of Companies.



W A Davies

Director

Approved by the board on 29/6/17

LYMEFORWARD CIC

Notes to the Accounts

for the period from 17 September 2016 to 31 March 2017

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention and in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland (as applied to small entities by section 1A of the standard).

Turnover and other income

Turnover is measured at the fair value of the consideration received or receivable, net of discounts. Turnover includes revenue earned from the sale of goods and from the rendering of services for activities which are not grant funded. 'Other income' is income arising from grants and donations and is recognised by reference to the stage of completion of the project to which it relates.

Debtors

Short term debtors are measured at transaction price (which is usually the invoice price), less any impairment losses for bad and doubtful debts.

Creditors

Short term creditors are measured at transaction price (which is usually the invoice price).

Taxation

A current tax liability is recognised for the tax payable on the taxable profit of the current and past periods. A current tax asset is recognised in respect of a tax loss that can be carried back to recover tax paid in a previous period. Deferred tax is recognised in respect of all timing differences between the recognition of income and expenses in the financial statements and their inclusion in tax assessments. Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Deferred tax is measured using the tax rates and laws that have been enacted or substantively enacted by the reporting date and that are expected to apply to the reversal of the timing difference, except for revalued land and investment property where the tax rate that applies to the sale of the asset is used. Current and deferred tax assets and liabilities are not discounted.

Provisions

Provisions (ie liabilities of uncertain timing or amount) are recognised when there is an obligation at the reporting date as a result of a past event, it is probable that economic benefit will be transferred to settle the obligation and the amount of the obligation can be estimated reliably.

Pensions

Contributions to defined contribution plans are expensed in the period to which they relate.

Reserves policy

The company's policy is to maintain reserves at a level which would cover three months overheads, to enable the company to meet its contractual obligations in the event of the company ceasing its activities.

LYMEFORWARD CIC
Notes to the Accounts
for the period from 17 September 2016 to 31 March 2017

2 Debtors	2017
	£
Other debtors	<u>555</u>
3 Creditors: amounts falling due within one year	2017
	£
Accruals	3,629
Deferred income - received for committed projects	<u>13,105</u>
	<u>16,734</u>

4 Other information

LYMEFORWARD CIC is a private company limited by guarantee without share capital and incorporated in England. Its registered office is:

The Town Mill
Mill Lane
Lyme Regis
Dorset
DT7 3PU

LYMEFORWARD CIC
Detailed profit and loss account
for the period from 17 September 2016 to 31 March 2017

	2017 £
Sales	395
Cost of sales	(2,401)
Gross loss	<u>(2,006)</u>
Administrative expenses	(18,824)
Other operating income	24,530
Operating profit	<u>3,700</u>
Profit before tax	<u>3,700</u>

LYMEFORWARD CIC**Detailed profit and loss account****for the period from 17 September 2016 to 31 March 2017**

	2017 £
Sales	
Sales	<u>395</u>
Cost of sales	
Other direct costs	<u>2,401</u>
Administrative expenses	
Employee costs:	
Wages and salaries	12,297
Travel and subsistence	570
	<u>12,867</u>
Premises costs:	
Rent	208
Venue hire	411
	<u>619</u>
General administrative expenses:	
Administration charge	475
Stationery	151
Sundry expenses	234
	<u>860</u>
Legal and professional costs:	
Accountancy fees	460
Consultancy fees and expenses	3,668
Third party service fees	350
	<u>4,478</u>
	<u>18,824</u>
Other operating income	
Grants	11,100
Donations	820
Transfer from Lyme Regis Development Trust	25,715
Income received in advance for committed projects	<u>(13,105)</u>
	<u>24,530</u>