

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-mail clerk@charmouthparishcouncil.gov.uk



21 May 2026

To: All members of Charmouth Parish Council

You are summoned to the Annual Meeting of Charmouth Parish Council to be held in the Mallory Hayter Room, The Elms, St Andrew's Drive, Charmouth on Tuesday 26 May 2026 at 7.30pm when the following business will be transacted.

Yours faithfully

**Lisa Tuck
Parish Clerk**

AGENDA

FC26/35 TO ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE.

FC26/36 TO ELECT A VICE-CHAIR OF THE COUNCIL.

FC26/37 TO APPOINT REPRESENTATIVES OF EXTERNAL BODIES

- a) To appoint a representative to the Friends of Charmouth Library.
- b) To appoint a Footpath Liaison Officer(s).
- c) To appoint 2 Trustees for the Almshouse Charities.
- d) To appoint a Public Transport Representative.
- e) To appoint 2 representatives for the DAPTC Western Area Committee.
- f) To appoint a representative for the St Andrews Community Hall Management Committee.
- g) To appoint a representative for the Bridport Area Partnership Committee.
- h) To appoint a Tree Officer.
- i) To appoint a Highways Officer.
- j) To appoint a representative to the Twinning Association.
- k) To appoint a Deputy Flood Warden(s).
- l) To appoint 2 separate reps for the River Char Action Group and the River Char Community Project.

FC26/38 TO AGREE ISSUES ARISING FROM STANDING ORDERS FOR CONSIDERATION AT THE ANNUAL MEETING/FIRST MEETING IN A NEW COUNCIL TERM

- a) Review and adoption of appropriate standing orders and financial regulations – updated in 2025 in line with NALC recommendations.
- b) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:
 - i. Dorset Council – grass cutting of footpath from Lower Sea Lane to bridge on a “per cut” basis invoiced annually in April for previous season; grass cutting of other areas within the parish under an agency agreement for a fixed price; weed control on a fixed price basis; cutting of shrubbery area in Bridge Road pavement on a fixed price basis.
 - ii. Beach Car Park – re-affirm no permanent right of way for Council vehicles;

- iii. Electricity (Western Power) wayleaves at the Playing Field and the Elms;
- iv. Land adjacent to the War Memorial – official agreement with owner of Hazelwood House for £1 rent payable annually in January.
- c) Review of inventory of land and assets including buildings and office equipment – updated and agreed annually as part of audit procedures.
- d) Confirmation of arrangements for insurance cover in respect of all insured risks – renewal received from Zurich Municipal from 24 June 2026 for consideration at this meeting.
- e) Review of the Council’s and/or staff subscriptions to other bodies – agreed in March 2026.
- f) Review of the Council’s complaints procedure – reviewed and approved in July 2025.
- g) Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information (for review July 2026) and data protection legislation (agreed October 2019, review date to be established following guidance from NALC).
- h) Review of the Council’s policy for dealing with the press/media – Communications Policy (agreed Sept 2024, amendments to be discussed at this meeting).
- i) Review of the Council’s employment policies and procedures – undertaken with WorkNest during the one year contract for HR 2023-24.
- j) Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence – agreed in Autumn each year.
- k) Review of annual contracts – agreed in March 2026.
- l) Determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council – calendar of meetings circulated in January 2026 in line with procedure.
- m) Review of delegation arrangements to committees, sub-committees, staff and other local authorities – reviewed as part of review of Standing Orders.
- n) Review of the terms of reference for committees – undertaken by each Committee at the first meeting in an election year.

FC26/39 TO APPOINT A FORESHORE COMMITTEE – (5 MEMBERS) – CHAIR TO BE ELECTED AT FIRST MEETING.

FC26/40 TO APPOINT A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE – (5 MEMBERS) – CHAIR TO BE ELECTED AT FIRST MEETING.

FC26/41 TO APPOINT A PLANNING COMMITTEE – (5 MEMBERS) – CHAIR TO BE ELECTED AT FIRST MEETING.

FC26/42 TO APPOINT ADDITIONAL MEMBERS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE – CHAIR TO BE ELECTED AT FIRST MEETING. (THE COMMITTEE TO CONSIST OF CHAIRS OF FORESHORE AND PLAYING FIELD COMMITTEES, CHAIR AND VICE CHAIR OF COUNCIL AND ONE/TWO OTHER COUNCILLOR.)

FC26/43 TO APPOINT AN HR COMMITTEE – (5 MEMBERS) – CHAIR TO BE ELECTED AT FIRST MEETING.

FC26/44 TO RECEIVE AN UPDATE ON THE STATUS OF THE ENVIRONMENT WORKING GROUP

FC26/45 TO CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC.

FC26/46 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

Members of the public and press are entitled to be at the following meeting in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100

unless precluded by the Parish Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the commencement of the meeting given over specifically for that purpose. Although not a requirement to do so prior notification to the Clerk by noon the previous Wednesday would enable a full response, when appropriate, to be given.

FC26/47 DORSET COUNCIL ISSUES

- a) Cllr Belinda Bawden to report on issues relating to Dorset Council.

FC26/48 APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members must decide whether the reason(s) for a member's absence are accepted.

FC26/49 DISPENSATIONS

The Committee is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

FC26/50 DECLARATIONS OF INTEREST

Members to declare any interest they may have in agenda items that accord with the requirements of The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464).

FC26/51 MINUTES OF PREVIOUS MEETINGS

The minutes of the meetings held on 24 March 2026 (**Attached A**) for approval.

FC26/52 MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

FC26/53 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 21 APRIL 2026 (Attached B)

FC26/54 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 21 APRIL 2026 (Attached C)

FC26/55 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 MAY 2026 (Attached D1 and D2 supporting papers)

- a) FGP26/47 May Supplier payment additions
- b) FGP26/48 Bank Reconciliation
- c) FGP26/49 Income and Expenditure against Budget
- d) FGP26/51 Clerk's Report
- e) FGP26/52(b) Events Shed additional cost
- f) FGP26/54 Asset Register
- g) FGP26/55(a) Approval of End of Year Report
- h) FGP26/55(b) Allocation of Unspent Budgets
- i) FGP26/55(c) Transfer of 7.5% of car park takings to Reserve FSH2
- j) FGP26/56(a) Effectiveness of Internal Control
- k) FGP26/56(b) Internal Audit Report – acceptance of report and recommendations
- l) FGP26/56(c) Income/expenditure accounts and balance sheet
- m) FGP26/56(d)
 - i) Annual Governance Statement
 - ii) Accounting Statements
- n) FGP26/56(e) Conflict of Interest Declaration
- o) FGP26/56(f) Compliance with Transparency Code

- p) FGP26/60(a) Insurance renewal
- q) FGP26/62(e) Transfer of Christmas lights arrangement to Traders
- r) FGP26/63(a) Safeguarding Policy
- s) FGP26/63(b) Communications Policy update

FC26/56 TO RECEIVE AND CONSIDER THE REPORT OF THE PLANNING COMMITTEE HELD ON 12 MAY 2026 (Attached E)

FC26/57 TO RECEIVE AND CONSIDER THE REPORT OF THE HR COMMITTEE HELD ON 15 APRIL 2026 (Attached F)

- a) Staff Member No. 5 (IN COMMITTEE)

FC26/58 TO RECEIVE AND CONSIDER THE REPORT OF THE ENVIRONMENT WORKING GROUP HELD ON 7 MAY TOGETHER WITH THE ANNUAL REPORT (Attached G1 and G2)

FC26/59 SCHEME OF DELEGATION – REVIEW OF SCHEME AGREED IN MAY 2024

It is proposed that the Council delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity, informed by consultation with member of the Council. This includes approval of supplier payments when a meeting does not coincide with payment deadlines. All payments will be reported to the next appropriate meeting. The scheme of delegation should be reviewed annually at the Annual Meeting of Council in May.

FC26/60 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF THE COUNCIL

FC26/61 CORRESPONDENCE (To follow H)

FC26/62 EXCHANGE OF INFORMATION

Any other issues Councillors wish to report, related to Council business but not requiring a response.

FC26/63 IN COMMITTEE

- a) HR Cttee – Staff Member No. 5