

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 11 NOVEMBER 2025

In attendance: Cllrs Jane Bremner, Peter Noel (Chair), Katie Moore, Martin Sayers, Judith Sheppard and the Clerk, Lisa Tuck.

FGP25/85 APOLOGIES FOR ABSENCE There were no apologies for absence.

FGP25/86 DISPENSATIONS All Councillors (except Jane Bremner for whom it is not required) hold an ongoing dispensation to discuss the precept.

FGP25/87 DISCLOSURE OF INTERESTS There were no disclosures of interest.

FGP25/88 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 9 September 2025, circulated to members, were an accurate record and these were signed by the Chair.

FGP25/89 SUPPLIER PAYMENTS OCTOBER AND NOVEMBER 2025

The supplier payments for October (attached B) were approved retrospectively as having been approved by delegated authority and it was

RESOLVED that the supplier payments for November 2025 (attached C) to date be approved.

Any additions would be approved by delegated authority and ratified retrospectively at the next Full Council Meeting.

FGP25/90 BANK RECONCILIATION (UP TO END SEPTEMBER 2025)

The Committee proposed approval of the bank reconciliation up to the end of September 2025 (attached D).

FGP25/91 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END SEPTEMBER 2025) AND FORESHORE INCOME TRACKER

It was proposed that the income and expenditure accounts for April 2025-September 2025 (attached E1) be approved by the Council. The Foreshore Income Tracker up to the end of October (attached E2) was noted.

FGP25/92 RESERVES

(a) SCHEDULE UP TO END SEPTEMBER 2025 - Reserves schedule for April-September 2025 (attached F) was noted.

(b) BANK TRANSFERS – No bank transfers had occurred. The second half of the precept had been received which had been left in the current account to cover the larger than normal supplier payment schedule for October which included the new beach huts.

FGP25/93 UNSPENT/EXCEEDED BUDGETS – EXPENDITURE AGREED JULY 2025 – UPDATE

It was noted that:

- the 12 new Lower Platform beach huts were now in place;
- The Elms 2nd Floor damp and bathroom have been completed and were slightly over budget by £563.14 (net) due to additional work following discovery that the chimney was capped;
- The depot fence has been completed under budget at £211 plus VAT (£250 allocated);
- Further information has been forthcoming from DC regarding the Real Time Bus Indicators and it is now proposed that the Parish Council proceed with the purchase of the indicators at a maximum cost of £11608 plus VAT from CIL funds (currently standing at £15526) as previously discussed, and gift these to Dorset Council for them to fund the ongoing maintenance and operational costs.
- Events Shed proposal is still awaited.

FGP25/94 CLERK'S REPORT

It is proposed that the Clerk's Report (attached G) be approved by the Council.

FGP25/95 CHARITY FUND

The proposal from Foreshore Cttee to increase the allocation to the Youth fund to £1500 and keep the allocation to the Non-Youth fund to £500 was agreed and it was proposed that the donations suggested in the report (attached H) be agreed.

FGP25/96 HAZARD AND INCIDENT REPORT

- (a) **BROKEN LEG** – following an incident, it is proposed to monitor the recommendations by the H&S adviser for consideration by the Council if necessary.
- (b) **DAMAGE TO VEHICLE** – cost of cleaning the vehicle met by Council (£150). It was confirmed that the HR Cttee are aware of the position.

FGP25/97 FORESHORE COMMITTEE

- (a) **FLOWBIRD CAR PARK MACHINE ANNUAL CONTRACT RENEWAL** – The maintenance contract cost for 2026/2027 of £875.00 +VAT (same as current year) was noted. This is included in budgets and an order has been raised.

FGP25/98 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) **TENNIS COURT NETTING – PROPOSAL AND COSTS** - Following a discussion at the PF Cttee, a quote has now been obtained to replace the bottom part of the chain link fencing considered to be dangerous with netting. It was agreed that this should be referred back to the PF Cttee for discussion as to whether this is required.
- (b) **BIODIVERSITY OF THE CEMETERY – COSTS** - Following a proposal from PF Cttee to look into the suggestion from the Env WG further at a potential cost of £550, it is proposed that this be approved, subject to a more detailed plan being agreed, to be taken from General Reserve CEM1 for Upkeep of the cemetery, standing at £3349.
- (c) **REMEMBRANCE SUNDAY - WREATH DONATION** – A donation of £50 for the Council's wreath for this year's Remembrance Sunday was approved.

FGP25/99 ENVIRONMENT WORKING GROUP

- (a) **LOW CARBON EMISSIONS – REPORT FROM ANDREW LIGHTFOOT** (attached I) – The electricity use at the elms is mainly by the Parish Council with a small amount being recharged and a separate supply on the ground floor. The usage at the Old Cement Factory is mainly recharged from the three tenants that don't have a separate supply (DC Toilets, Fossil Shop and Sea Lily) with very little being used by the Parish Council in the beach office. After a discussion it was proposed that initially the potential installation of panels on the roof of the Elms should be looked at and quotes sought (the amount isn't anticipated high enough to trigger the tender process). It was felt that the idea of supplementing heating with an air source heat pump can be looked at again at such time as the current fairly new gas boiler needs replacement.

FGP25/100 FACILITIES MANAGER MONTHLY REPORTS (SEPT-OCT 2025) – Reports (attached J) were noted.

FGP25/101 BUDGETS 2026-27

- (a) **PROPOSED BUDGETS (WAGES TO BE DEALT WITH IN COMMITTEE)** (attached K1) - Budgets for Foreshore and PF/Cemetery have been approved by Cttees and updated if necessary. The F&GP Cttee considered and approved General and Mtce budgets and acceptance of all budgets as set out is proposed to Full Council.
- (b) **PROPOSED CHARGES** (attached L) – Following some tweaks, acceptance of charges as set out is proposed to Full Council.
- (c) **PROPOSED PRECEPT REQUIREMENT FOR 2026/27** – to be discussed in Committee after the Wages Budget has been reviewed.

FGP25/102 GENERAL

- (a) **LAPTOPS FOR COUNCILLORS (IN COMMITTEE)** (attached M) – to be dealt with In Committee.
- (b) **AUDIT 24/25 COMPLETION** – following confirmation from the external Auditors (BDO) that the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to their attention, acceptance of the completion of the Audit for 2024/25 is proposed.
- (c) **FIRE ALARMS/EMERGENCY LIGHTING UPDATING INCLUDING AUTODIALLERS**
 - (i) It is proposed that the two proposals from the report (attached N) amounting to £928.29 plus VAT be accepted and taken from the various reserves suggested.
 - (ii) In addition, as the fire brigade do not now attend unless an actual fire is reported, instead of paying for a contract where the autodiallers call a centre for the Fire Brigade to be notified, it is proposed to have staff/Councillors who live close as the contacts on the autodialler and the fire brigade should be called via 999 if a fire is suspected.
- (d) **LAMP POST CHRISTMAS LIGHTS ERECTION/FAULTY LAMP POST – *Peter Noel declared an interest and left the room for this item.*** The Clerk read email an from Events Cttee regrading the cost to erect the lights which had risen to £2800 due to the need to change contractor to allow the poppies to be displayed. The Committee was reminded that £1500 is included in the current budget for erection/taking down of lamp post lights. It was agreed to increase the donation to £1800 with the additional £300 being taken from the General Reserve for Emergency Needs. Due to timescales, it was agreed that the Clerk should approve this increased donation by delegated authority.

In addition, the Events Cttee have agreed to meet the costs of repairs to faulty lamp post electrics and the Clerk has instructed Enerveo to proceed.

- (e) **FLYING OF THE UKRANIAN FLAG** – Following an email from a parishioner and a phone call about the flying of the Ukranian flag, Jane had agreed to continue with the usual arrangements for Remembrance this year and refer the issue for discussion. It is now proposed to issue a statement on the Council's Facebook page as follows:
"In response to comments about the flags which are flown on the flag pole at the Elms, the Council felt a statement should be published setting out the current position.

In line with the Parish Council's "Flag Flying Policy", the Union Flag is only flown from the flag pole of the Parish Council offices on days and dates designated by HM Government. This includes Remembrance Sunday.

Before next November, the Council will consider whether a dedicated Remembrance Flag should be purchased and flown for the period around Remembrance Sunday when the Union Flag isn't required to be flown.

With regard to the flying of the Ukrainian national flag, it was previously resolved by the Council, and has been reviewed several times since, that this flag should continue to be flown as a show of support, when the Union Flag/Commonwealth Flag are not required to be flown. This decision will be re-considered by the Council at its next meeting in December."

A discussion is required at Full Council regarding the continued flying of the Ukrainian national flag.

FGP25/103 ELMS

(a) **EAST WING GUTTER CLEARANCE – COMPLETED** – this has been undertaken by the owner of the East Wing as requested by the Council.

(b) **ELMS LEAD VALLEYS - UPDATE** – it was reported that the quotes received in September were not interpreted correctly and the quote accepted amounts to £1136 more than approved (£5596 instead of £4460 plus VAT). This was considered by Peter Noel and Jane Bremner and approved under delegated authority by the Clerk. This work is due to commence week beginning 17 November.

FGP25/104 POLICIES - NONE

FGP25/105 MACHINERY

(a) **MACHINERY SERVICE** – It was agreed by the Committee that the quotes for the annual machinery service amounting to £2546 plus any repairs be accepted. This will be taken from the current machinery budgets totalling £2574 with any additional for parts required being taken from General Reserve MC1 for Vehicle/Machinery standing at £14600.

FGP25/106 STAFF/HR ISSUES

(a) **STAFF REPORT (attached O)** - The Committee approved payment of the Clerk's additional hours (24 from 6 Sept-10 Nov 25).

FGP25/107 FUTURE MEETINGS

(a) **CHANGE OF DATE FOR JANUARY MEETING** – it was agreed to change the date of the January Committee meeting from Tuesday 13th to **Tuesday 20th** due to the Clerk's holiday.

FGP25/108 IN COMMITTEE

(a) **LEASE 1 RENEWAL – UPDATE** – it was reported that negotiations are continuing.

(b) **LAND AT HIGHER SEA LANE** - no further update has been received since the report in July.

(c) **ELMS 2nd FLOOR ROOM 1** – the re-letting of Room 1 from 29 Oct was reported.

(d) FGP25/101

(i) **WAGES BUDGET** – Jane Bremner made a counter proposal to the version circulated based on a percentage increase and it is proposed that this version (attached K2) be approved.

(ii) **PRECEPT REQUIREMENT** - The Committee propose an increase of 3% for the 2026/27 precept amounting to £107600 with any shortfall being made up from projected surplus. It was noted that the usual letter has been received from DC requesting the precept request by 31 January. It is planned to submit the request in December again this year when the budgets have been approved finally by Full Council.

(e) FGP25/102(a) LAPTOPS FOR COUNCILLORS – QUOTE - Approximate costs were noted but due to Lawsons not being ready to manage this currently, it was agreed to bring back to Cttee early in 2026. *In the meantime, Councillors should note that ideally documents should not be downloaded but viewed from emails. Any documents downloaded should be deleted after use. Council emails should NEVER be forwarded to personal email addresses. The potential change of system is to minimise the risk of a data breach.*

The meeting closed at 8.15pm.

Proposals:

FGP25/89	November supplier payment additions
FGP25/90	Bank Reconciliation
FGP25/91	Income and Expenditure against Budget
FGP25/93	Real Time Bus Indicators from CIL funds
FGP25/94	Clerk's Report
FGP25/95	Charity Fund donations
FGP25/98 (b)	Biodiversity of the Cemetery
FGP25/99 (a)	Seek quotes to supply and install solar panels on the roof of the Elms
FGP25/101 (a)	26/27 Budgets
FGP25/101 (b)	26/27 Charges
FGP25/102 (b)	Completion of 24/25 Audit
FGP25/102 (c) (i)	Fire Alarm/Emergency Light repairs/replacements
FGP25/102 (c) (ii)	Changes to operation of autodiallers
FGP25/102 (e)	Flying of the Ukrainian flag – discussion required
FGP25/108 (d) (i)	26/27 Wages Budget (IN COMMITTEE)
FGP25/108 (d) (ii)	26/27 Precept Requirement (IN COMMITTEE)