

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

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 5.30PM ON TUESDAY 14 JULY 2026

In attendance: Cllrs Jane Bremner, Katie Moore, Martin Sayers, Judith Sheppard and the Clerk, Lisa Tuck.

FGP26/66 ELECTION OF CHAIR

In his absence, having indicated his agreement, Peter Noel was nominated by Jane Bremner, following no other nominations, this was seconded by Martin Sayers and it was

RESOLVED that Peter Noel be elected as Chair of the Finance and General Purposes Committee for the coming year.

FGP26/67 ELECTION OF VICE CHAIR

Jane Bremner was nominated by Katie Moore, following no other nominations, this was seconded by Martin Sayers and it was

RESOLVED that Jane Bremner be elected as Vice Chair of the Finance and General Purposes Committee for the coming year.

FGP26/68 APOLOGIES FOR ABSENCE

Apologies were received from Peter Noel (previous commitment).

FGP26/69 DISPENSATIONS

No dispensation requests had been received.

FGP26/70 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP26/71 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 12 May 2026, circulated to members were agreed as an accurate record and these were signed by the Chair.

FGP26/72 SUPPLIER PAYMENTS JUNE and JULY 2026

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

RESOLVED that the supplier payments for July 2026 (attached C) to date be approved.

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

FGP26/73 BANK RECONCILIATION (UP TO END MAY 2026)

The Committee proposed approval of the bank reconciliation up to the end of May 2026 (attached D).

FGP26/74 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END MAY 2026) AND FORESHORE INCOME TRACKER

It was proposed that the income and expenditure accounts for April-May 2026 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

FGP26/75 RESERVES

- (a) SCHEDULE UP TO END JUNE 2026** - Reserves schedule for April-June 2026 (attached F) was noted.
- (b) BANK TRANSFERS** – Noted.
 - (i) SANTANDER DEPOSIT – SANTANDER CURRENT £15000.00 ON 24 JUNE 2026**

FGP26/76 CLERK'S REPORT (attached G)

It was proposed that the Clerk's Report be approved by the Council.

FGP26/77 UPDATE OF EXPENDITURE FROM RESERVES

- (a) REAL TIME BUS INDICATORS** - Confirmation had been received via Belinda that DC will now meet the whole cost of the Real Time Bus Indicators for Charmouth which is excellent news. These should be installed later this year.

FGP26/78 END OF YEAR UNSPENT/EXCEEDED BUDGETS (report re-attached H) – Following approval in May, it was confirmed that the underspent budgets have been moved to the relevant reserve which is reflected in the schedule circulated. With regard to the remaining surplus (£19345.43), after consideration, it is proposed that of the three possible projects, the most urgent is the renewal of the pink beach huts. It is proposed that a further discussion would take place at the next Foreshore Committee about the number and size of the huts for replacement and then quotes would be sought to come back through the usual process. In the meantime, the amount will be transferred to General Reserve GEN6.

The other projects considered were the Elms Solar Panels (a great idea in principle but the elec usage is split causing an issue straight away) and the pavilion plumbing upgrade (the Council needs to absolutely sure that the Football Club will keep running to merit the investment).

FGP26/79 HAZARD AND INCIDENT REPORT

There were no hazards or incidents to report.

FGP26/80 FORESHORE COMMITTEE

- (a) DRUMS OF LIQUID FOR DISPOSAL** – 6 drums in total had washed up on the beach over a period of time. Following an enquiry to the Council's usual waste disposal provider, a specific company was recommended. After consideration of photos of the drums including what labels exist, a quote has been received for £554 plus VAT for a chemist to take samples to determine the contents of each drum. Once the samples have been analysed, a quote for collection and disposal can be provided. It is proposed to accept the quote from W&S to start the process.
- (b) FUTURE COAST CHARMOUTH UPDATE** – Jane Bremner confirmed that discussions are continuing regarding the proposed projects and she would continue to update the Council when more is known.
- (c) ALTERNATIVE QUOTES FOR LESSER REPAIRS TO BEACH ACCESS STEPS** – Following discussions at the Foreshore Committee, it is confirmed that simple repairs to get the steps through the main holiday season are about to be undertaken in house using the specific quick setting cement recommended by the contractor who quoted. The cost of the Fastfix cement was reported in the Clerk's Report.
- (d) SCHOOL FORESHORE PARKING PERMITS 2026/27** – It was confirmed that no permits had been sold for the current school year. Therefore an approach will be awaited from the school as to whether this system is required for 2026/27.

(e) **PUBLIC SPACE PROTECTION ORDER (DOGS) CONSULTATION** – The consultation period runs until 7 August for the renewal of the Order on 1 January 2027. After thought, it is probably too late to change the detail of the Order, other than withdraw completely, which isn't felt to be sensible. Improved signage is being considered by the staff and discussions can be held with DC in due course about this.

(f) **REPAIRS TO PROM** – These repairs continue to be undertaken by DC and the latest ones should be done before the school holidays (although as with the beach access steps, the heat is causing an issue with the materials to be used at the moment).

(g) **SHED RENTAL (EAST BEACH CONCESSION)** – The committee were reminded that a new shed was supplied last year and the rent increased by £20 for the first time in several years. It was

RESOLVED by the Committee that there would be no rent increase for 2026/27 but the electricity used would be invoiced.

FGP26/81 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) **FOOTBALL CLUB AGREEMENT REVIEW** – Following the new electrical work at the pavilion, the coin meter has now been removed. To simplify the recovery of the electric used by any Clubs under agreement to use the pavilion, it is proposed to increase the rent of each club by £30 which would then include a contribution to the cost of electricity. This will be reviewed annually.

(b) **SPEED SURVEY FURTHER PLANNING AND CONSULTATION BY DC – QUOTE** – Following a recommendation from the PF,C&SM Cttee, it is proposed to accept the £1000 quoted by DC to progress the installation of a 20mph zone through planning and consultation. This would be taken from Reserve GEN13 CIL.

(c) **SPEED INDICATOR DEVICE ADDITIONAL COSTS** - Following a recommendation from the PF,C&SM Cttee, it is proposed to accept the £550 for two new posts quoted by DC. The existing posts are to be checked and it is hoped will be sufficient. This would be taken from Reserve GEN13 CIL if required.

(d) **EVENTS SHED – TREE PRUNING QUOTE** – The events shed is on order and due to the overhang of some tree branches, following recommended by the PF,C&SM Committee it is proposed that a quote from Hardy's Tree Surgeons for £215 plus VAT be accepted once the TPO permission has been gained. This would be taken from the current PF general mtce budget.

(e) **SCOUT PATH TREE PRUNING QUOTE** – Following comments from the Scout Group and concern about the overhang of the neighbouring properties expressed in the recent Tree Risk Survey (marked as requiring immediate attention), it is recommended by the PF,C&SM Committee and therefore proposed to accept a quote of £800 plus VAT from Hardy's Tree Surgeons to undertake the necessary pruning once the TPO permission has been gained. This would be taken from Gen Res TRS1 standing at £8200.

(f) **FENCE REMOVAL DISPOSAL AND LEVELLING QUOTE** – Following a quote from Martin Edwards of £1135 plus VAT to level the edge of bowling green and remove all timber and scrap from the removal of the fence, it is proposed to accept this which would be taken from PF1 Reserve.

(g) **PAVILION LEGIONELLA RISK ASSESSMENT** – It was

RESOLVED by the Committee to get the Legionella RA Company back again to undertake the RA on the pavilion now that the electrics have been done to be sure that the more concerning legionella problem has been solved (flushing through will always be required after periods of non-use). This would also given staff a better idea of what is required moving forward. The cost last year was £184 plus VAT and this will be taken from the current Pavilion Maintenance budget.

FGP26/82 INSURANCE – REVIEW SCHEDULE – The Clerk confirmed that following renewal of the insurance with Zurich in June, the schedule had now been checked through and although everything looks fine, it is recommended that the Fidelity Guarantee be raised to £300,000 to ensure all bank account funds are covered. It is felt that the current Public Liability of £15m is sufficient and as recommended. It is therefore proposed that the Fidelity Guarantee be increased to £300,000.

FGP26/83 ELMS

- (a) ELMS LEAD VALLEYS – UPDATE** – It was reported that this work had been completed very efficiently and slightly under budget.
- (b) NESTING SEAGULLS – ENQUIRY FROM NEIGHBOUR** – This has become more of a problem this year with increased mess and dive bombing. Quotes are being sought for bird proofing the whole of the Elms roof.
- (c) ELMS FIRE AUTODIALLER** – Following advice from Onecall that all analogue lines are to be switched off, the Elms Fire Autodialler will need to be on a SIM system like the Factory one. It is proposed that a quote from Sparkbrights (the Council's regular electrician) of £617.82 plus VAT be accepted. Additional ongoing costs of up to £10 per month for the SIM should also be noted. The expenditure would be taken from GEN4 Elms Upkeep and General telecom budget for monthly costs.

FGP26/84 GENERAL

- (a) MEMORIAL BENCH** – Following previous discussion, it was confirmed that a memorial bench for Dave Humphrey requested by his family would be funded by the Council. Jane is to agree the position at the Playing Field with Dave's wife later this month.
- (b) CIL RECEIPTS 25/26 (attached I)** – The report for 2025/26, which is displayed on the Council's website as part of the 'Compliance' section, was noted.
- (c) MOBILE PHONES** – It is proposed to purchase two new mobile phones to avoid staff using their own phones and thus avoiding the issues experienced recently when a member of staff has left. This will also connect to the card machine in the office and allow for Whatapp groups if necessary in the future. The cost will be up to £500 for two phones and up to £20 per month for the non-contracted SIM costs to be taken from Foreshore and General existing budgets.
- (d) PAT TESTING** – It was reported that Julian is PAT testing trained and is familiarising himself with the equipment ahead of undertaking the testing in the Autumn. The machine is being calibrated through our regular electrician at a cheaper cost than previously being sent away.
- (e) FUNDING REQUEST FROM SWAST** – A request has been received from SWAST for a donation towards their fund raising for an emergency response car. A response has been sent confirming that this will be dealt with in the Autumn when the charity fund is allocated.
- (f) TREE RISK SURVEY** – Following completion of the Tree Risk Survey which has been seen by Julie Leah as Tree Warden, quotes have now been received for all the "immediate" and "required within 3 months" work required. This costs are set out in the attached schedule (**attached N**) and it is proposed that this is accepted as set out.

It is also proposed that the trees on the allotment land should be included in the Risk Survey at a cost of £350 plus VAT to undertake this initially and to be included as standard moving forward.

- (g) YOUTH CLUB FINANCES** - A request has been received from the Youth Club now that it has been open and running for a year seeking a further donation to help with running costs. The Committee were reminded of what was minuted last July and it is proposed that as the Youth Club is open to all and very much valued in the community, another one off donation be made of £1000 from Reserves (GEN6 Unspent Budgets). It is felt that this should remain on a "one off" footing rather than being budgeted and the Club would be reminded that they can also apply for a smaller amount for a specific item in the Autumn when the Charity Fund is open.

FGP26/85 POLICIES

- (a) ENVIRONMENT, CLIMATE AND BIODIVERSITY POLICY (attached J)** – Following extra scrutiny by the Committee given that this is a brand new policy, it is proposed that the policy be accepted by the Council.
- (b) FREEDOM OF INFORMATION – PUBLICATION SCHEME (attached K)** – It is proposed that this policy be accepted by the Council as set out.

FGP26/86 VEHICLES/MACHINERY

- (a) MOWERS** – It was reported that the Weibang mower has been repaired and is running better than ever. However the ASG mower is unrepairable and will be scrapped. To ensure efficient running, the urgent purchase of a Stihl battery mower which was approved by delegated authority.
- (b) DISPOSAL OF UNREPAIRABLE MACHINERY** – The maintenance team have identified a list of redundant/irreparable machinery which is taking up room including the ASG mower above. It was agreed by the Committee to offer to local machinery repair man for parts or scrap and dispose of the rest.
- (c) TRACTOR** - Buglers had been called out and diagnosed a leak which was in the fuel pipe. They returned and fitted a new pipe at a cost of £284.37 plus VAT. This was approved by delegated authority.

FGP26/86 STAFF/HR ISSUES

- (a) STAFF REPORT (attached L)** - Noted, and approval of payment of the Clerk's additional 25 hours.
- (b) CEMETERY GRASS CUTTING – CONTRACTOR** – It was noted that Mark Wickenden had agreed to continue with the cemetery grass cutting until the end of September. This unavoidable cost would be taken from the current cemetery maintenance budget.

FGP26/87 IN COMMITTEE

- (a) LAND AT HIGHER SEA LANE – UPDATE** – no further information has been heard from the Land Registry.
- (b) LEASE 1 RENEWAL – UPDATE** – The renewal of the Lease is now complete.
- (c) LEASE 4 RENT REVIEW – UPDATE** – The rent review proposals have been agreed by the tenant.
- (d) PROPOSAL FROM HR COMMITTEE REGARDING REVIEW OF STAFF STRUCTURE (CONFIDENTIAL report attached M)** – The proposal set out in the confidential report is recommended for approval by the Council.

The meeting closed at 7.20pm.

Proposals:

FGP26/72	July supplier payment additions
FGP26/73	Bank Reconciliation
FGP26/74	Income and Expenditure against Budget
FGP26/76	Clerk's Report
FGP26/78	End of year unspent/exceeded budgets
FGP26/80(a)	Testing of liquid in washed up drums
FGP26/81(a)	Football Club Agreement – use of pavilion electricity
FGP26/81(b)	20mph Zone Planning and Consultation
FGP26/81(c)	SID posts
FGP26/81(d)	Events Shed tree pruning
FGP26/81(e)	Scout path tree pruning
FGP26/81(f)	Fence removal and levelling
FGP26/82	Insurance Schedule amendment
FGP26/83(c)	Elms Fire Autodialler
FGP26/84(c)	Mobile phones
FGP26/84(f)	Tree Risk Survey – work required
FGP26/84(g)	Youth Club finances
FGP26/85(a)	Environment, Climate and Biodiversity Policy
FGP26/85(b)	Freedom of Information – Publication Scheme
FGP26/87(d)	HR Proposal (In Committee)