

# Charmouth Parish Council

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## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 6.45PM ON TUESDAY 11 MARCH 2025

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

### **FGP25/23 APOLOGIES FOR ABSENCE**

Apologies had been received from Martin Sayers (holiday).

### **FGP25/24 DISPENSATIONS**

No dispensation requests have been received.

### **FGP25/25 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### **FGP25/26 MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 14 January 2025, circulated to members, were an accurate record and these were signed by the Chair.

### **FGP25/27 SUPPLIER PAYMENTS FEBRUARY and MARCH 2025**

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

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

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

### **FGP25/28 BANK RECONCILIATION (UP TO END JANUARY 2025)**

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

### **FGP25/29 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JANUARY 2025) AND FORESHORE INCOME TRACKER**

It was proposed that the income and expenditure accounts for April 2024-January 2025 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

### **FGP25/30 RESERVES**

(a) **SCHEDULE UP TO END FEBRUARY 2025** - Reserves schedule for April 2024-February 2025 (attached F) was noted.

(b) **UPDATE OF EXPENDITURE FROM RESERVE GEN6 (attached G)**

(i) **BEACH OFFICE LIGHTING QUOTE** – 3 quotes had been received and it is proposed to accept the quote which allows for twin type fittings which is felt would cast a better light. This is within the estimated figure set out in the GEN6 schedule (£1000). It is not possible to install an extractor fan in the office due to the thickness of the walls.

(ii) **REED BED FENCE QUOTE** – 3 quotes had been received and it is proposed to accept the lowest. This is more than the estimated figure set out in the GEN6 schedule (£1000) but savings have been made on other items.

(c) **BANK TRANSFERS – NONE** – It was noted that the Unity Account has a balance of more than £85000 (£142000), Nat West and Santander are about £85,000 each and Lloyds is lower as this coincides with the relevant reserve. In respect to Lloyds, there is a charge for the type of account held if the balance goes over £40000. Peter Noel reported that the only possible solution would be to set up another bank account with a different provider. He is looking at the purely online banks to see if this is possible. It was noted that with 4 different providers already, there is plenty of scope to move money quickly if the need arises.

**FGP25/31 CLERK'S REPORT**

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

**FGP25/32 HAZARD AND INCIDENT REPORT – NONE**

**FGP25/33 FORESHORE COMMITTEE**

(a) **MOVEMENT OF SAND ON EAST BEACH** – Assuming that a request will be made shortly, permission would be given as part of Foreshore Assent Document. Judith Sheppard raised her concern that the sand seems to have washed away undermining the concrete plinth on which the Kabin sits. The Facilities Manager would be asked to look at this.

(b) **FACTORY AUTODIALLER – 02 SIM CARD** – This action is still outstanding with the current fire alarm maintenance provider and has been ongoing for a number of months. A new 02 sim card has now been obtained but the Council is still paying the £6 per month for the original Giff Gaff sim. The engineer was on site today and it has been stressed that this needs finalising as a matter of urgency.

(c) **CAR PARK ARROW MARKINGS** – 2 quotes have been received from the 3 sought. It was agreed to accept the lowest quote from J Y Coles and Sons for £575 plus VAT which would be taken from the car park maintenance budget.

(d) **DONATION TO FIRE BENEVOLENT FUND** – In relation to the help from the local retained fire fighters in erecting the bird boxes on the Old Cement Factory, it was felt that a donation to a national organisation does not directly benefit the local team. It was agreed that a box of biscuits would be purchased using the Chair's Fund and these would be delivered to the local fire station and a token of the Council's appreciation.

(e) **BEACH OFFICE DOOR ALTERATION** - following concerns expressed by staff about aggressive members of the public paying for Excess Charges issues it is proposed to alter the beach office door to a stable type door, using the existing metal door for security. Of the two quotes sought, one had been received and it was therefore agreed to accept the quote from Bryan Wrixon for £340 plus VAT to be taken from the Factory Maintenance Budget.

**FGP25/34 PLAYING FIELD, CEMETERY & STREET MANAGEMENT COMMITTEE**

(a) **DETAILS FOR RENEWAL OF AGREEMENTS 12 (attached I1) AND 13 (attached I2)** – It was reported that Agreement 12 had been amended to take into account the items raised by the Club as well as the more recent requirement for legionella checks to be undertaken on the hot water storage tanks for the showers.

It is proposed that both new 3 year agreements be accepted as set out.

**FGP25/35 FACILITIES MANAGER MONTHLY REPORTS (JAN & FEB 2025) (attached J) – Noted.**

#### **FGP25/36 ELMS**

**(a) DAMP ISSUES – QUOTE RECEIVED** – With regard to the various damp patches at The Elms, advice has been received and it has been suggested that raking out and filling internal affected areas (Ground floor kitchen; under main stair case; Gents external wall and right hand urinal wall) with Zinzer sealer could be a solution. It was agreed to accept a quote from MAC Builders for £305 plus VAT to be taken from Elms Ongoing Mtce Budget.

**(b) POLICY OF DW FIRE ON ATTENDANCE FOLLOWING AUTODIALLER NOTIFICATION (response attached K)** – A detailed response has been received from DW Fire explaining the position. Basically, during out of hours, for the Elms, a 999 call will be required to back up the autodialler before an appliance will be sent. It was agreed that the list of numbers to be contacted should be updated to include Peter, Katie, Dave and Lisa who are all key holders.

#### **FGP25/37 GENERAL**

**(a) ANNUAL CONTRACTS 2025/26 (attached L)** – The list of annual contracts is proposed to Full Council for approval.

**(b) LIBRARY DONATION** – It was reported that the storage box was cheaper than thought (£150 instead of the £170 donated), and the Library used the additional £20 to buy a sturdy padlock for the box.

**(c) DEPOT BOUNDARY/19 WESLEY CLOSE** – Following a request for a meeting from the owner of 19 Wesley Close, Dave and Peter met with the gentleman who would like a fence erected on the boundary between the depot and his garden to enable him to take down the conifer trees at a later date. The Works Maintenance team will be asked to plan and price the job and bring this back to Committee for approval.

**(d) ALARM MAINTENANCE QUOTES (report attached M)** – 3 quotes had been received and it is proposed that as a change is required, a quote from a known local provider should be accepted.

**(e) PROPOSED WEBSITE IMPROVEMENTS** - After suggestions from Andrew Lightfoot and Julie Leah, Jane and Lisa have tweaked some bits on the website and although a quote has been sought from Sonder for the rest it is now felt best to wait until after the accessibility audit has taken place to see if there are any spare funds.

**(f) AMAZON PRIME FOR BUSINESS** – It was agreed to join Amazon Prime for Business at a cost of £95 per year as currently delivery costs are mounting up. The membership will be reviewed after one year initially. Jane was sorry that it isn't possible to shop locally but conceded that this is necessary.

**(g) LEGIONELLA INSPECTIONS – OUTCOME (report attached N)** – Quotes for actions will be forthcoming in due course.

**(h) NAT WEST BUSINESS RESERVE INTEREST RATE CHANGE** – Noted that the interest rate has changed from 1.8% gross rate pa to 1.7% gross rate pa from 24 Jan 2025.

**(i) LIQUIDATION PROCEEDINGS OF JURASSIC COAST TRUST** – A letter has been received from Solicitors to all creditors re appointment of a liquidation committee. CPC is not a creditor as the last amount paid was in July 2024 to cover the 2024 season Fossil Warden.

#### **FGP25/38 POLICIES**

**(a) INVESTMENT STRATEGY 2025/26 (attached N)** - Proposed to accept as set out.

**(b) RESERVES POLICY (attached O)** - Proposed to accept as set out.

**(c) OVERALL RISK ASSESSMENT (attached P)** - Proposed to accept as set out.

**(d) FINANCIAL RISK ASSESSMENT (attached Q)** - Proposed to accept as set out.

#### **FGP25/39 ENVIRONMENT WORKING GROUP – 4 MARCH 2024**

**(a) USE OF LIBRARY FOR ENVIRONMENT EXCHANGE SESSIONS – ELMS NOT PRACTICAL DUE TO ACCESS** – These sessions are not going to be regular but more “as and when” with a maximum of 9 @ £7 a session (total £63) when required. It was agreed that on this occasion, special concession be given to using

an neutral, accessible space and the funds would be taken from the Gen Cont budget for current year and then consideration be given to budgeting for 26/27.

**FGP25/40 STAFF**

(a) **REPORT (attached R)** – Noted, and approval of payment of the Clerk’s additional 20 hours.

**FGP25/41 IN COMMITTEE**

(a) **LAND OWNED BY PC, HIGHER SEA LANE** – No further update has been received.

(b) **LEASE 3 – UPDATE** – The tenant has accepted the Council’s terms with thanks and a quote for the fees is awaited from the Solicitor.

(c) **LEASE 1 – RENEWAL** – It was agreed that initially a rent valuation should be obtained before the necessary steps are taken.

The meeting closed at 7.45pm.

**Proposals:**

- FGP25/27 March supplier payment additions
- FGP25/28 Bank Reconciliation
- FGP25/29 Income and Expenditure against Budget
- FGP25/30(b)i Beach Office Lighting Quote (IN COMMITTEE)
- FGP25/30(b)ii Reed Bed Fence Quote (IN COMMITTEE)
- FGP25/31 Clerk’s Report
- FGP25/34 Renewal of Agreements 12 and 13 (IN COMMITTEE)
- FGP25/37(a) Annual Contracts 2025/26
- FGP25/37(d) Alarm Maintenance Contract (IN COMMITTEE)
- FGP25/38(a) Investment Strategy 2025/26
- FGP25/38(b) Reserves Policy
- FGP25/38(c) Overall Risk Assessment
- FGP25/28(d) Financial Risk Assessment