

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 6.00PM ON TUESDAY 10 MARCH 2026

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

FGP26/23 APOLOGIES FOR ABSENCE

Apologies had been received from Judith Sheppard (holiday).

FGP26/24 DISPENSATIONS

No relevant dispensation requests had been received.

FGP26/25 DISCLOSURE OF INTERESTS

Peter Noel disclosed an interest in relation to the Events Shed.

FGP26/26 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 20 January 2026, circulated to members, were an accurate record and these were signed by the Chair.

FGP26/27 SUPPLIER PAYMENTS FEBRUARY AND MARCH 2026

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 to date for March 2026 (attached C) be approved.

Any additions to the list would be approved by delegated authority and ratified by Full Council.

FGP26/28 BANK RECONCILIATION (UP TO END JANUARY 2026)

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

FGP26/29 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JANUARY 2026) AND FORESHORE INCOME TRACKER (UP TO END FEBRUARY 2026)

It was proposed that the income and expenditure accounts for April 2025-January 2026 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted. Due to a glitch with a formula, the tracker is now accurate again and shows expected income levels.

FGP26/30 RESERVES

(a) **SCHEDULE UP TO END FEBRUARY 2026** - Reserves schedule for April-February 2026 (attached F) was noted.

(b) BANK TRANSFERS

i) **SANTANDER DEPOSIT - SANTANDER CURRENT £10000 ON 2 MARCH 2026 (TOP UP) –**

Noted.

FGP26/31 CLERK'S REPORT

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

FGP26/32 UPDATE OF EXPENDITURE FROM RESERVES

(a) REAL TIME BUS INDICATORS – Following some unforeseen challenges, DC need to check the proposed method of delivery with local funding as “gifting” is all water tight and they are confident that they will be able to deliver the units as requested. The Clerk has responded to say that it is hoped that the RTIs will be in place before the main 2026 season

(b) EVENTS SHED – As reported to the PF Cttee, the DC Planners have confirmed that Planning Permission is not required (although Building Regs may be). The Events Cttee are to meet with the chosen contractor to finalise details and come back re services if required.

FGP26/33 HAZARD AND INCIDENT REPORT – NONE

FGP26/34 FORESHORE COMMITTEE

(a) BEACH ACCESS STEPS REPAIR – QUOTE – Due to the safety of the steps and therefore the urgent nature of the repairs required, it was agreed that the quote from Bryan Wrixon of £1500 plus VAT to repair the steps following recent storms, be accepted by delegated authority. This would be taken from the specific Reserve for repairs to the Beach Access Steps and hopefully be undertaken before Easter.

(b) TELESCOPE – FUTURE – Following the expression at the the Foreshore Committee meeting that it would be nice to keep the telescope for nostalgic reasons, Wessex Telescopes had been asked about whether it could be retained by the Parish Council.

Due to the cost of this (between £1500 and £1995) on a “free to view” basis, it was agreed by the Committee that this expenditure could not be justified and the telescope will be removed in the near future.

FGP26/35 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) PAVILION REFURBISHMENT QUOTES (IN COMMITTEE) - Taking into account that the upgrade of the electrics would benefit the whole community as well as rectify the issue of legionella testing on the existing showers, it is proposed that the lowest quote to upgrade the electrics at the pavilion be accepted. This would be taken from the General Reserve for Pavilion/PF alterations (standing at £11406.30).

The chosen plumbing quote would be revisited after the year end when the financial position is clearer and also when it is known categorically whether Charmouth Football Club would be returning for the coming season and onwards.

FGP26/36 ENVIRONMENT WORKING GROUP

(a) SOLAR PANEL QUOTES FOR ELMS (report attached H) – Following quotes obtained by Andrew Lightfoot for installing solar panels on the roof the the Elms Flat, given the costs involved, it was agreed that this would be reconsidered later in the year when budgeting for the 27-28 year takes place.

FGP26/37 FACILITIES MANAGER MONTHLY REPORTS (NOV 2025, DEC 2025 & FEB 2026) (attached I) – Noted.

FGP26/38 ELMS

(a) ELMS LEAD VALLEYS – UPDATE (attached J) – It was noted that the contractor appointed to undertake the replacement lead valleys at the Elms has had significant slippage in his schedule causing a backlog of work. The neighbour has been informed.

FGP26/39 GENERAL

- (a) ANNUAL CONTRACTS 2026/27 (attached K)** – The Committee propose approval of the Annual Contracts for 2026/27 to Full Council.
- (b) ARBORICULTURAL TREE CONDITION ASSESSMENT** – It is proposed that the quote from Hardy Tree Surgeons of £750 be accepted from the existing budget in the 2026/27 budgets. It was noted that the cost is kept significantly lower by using the same trusted contractor who has all the trees already documented.
- (c) COMMERCIAL WASTE COLLECTIONS (attached L)** – The waste collections will be monitored moving forward as to whether prices need to increase. When beach cleans take place, using the general waste bins will be discouraged and special collections arranged where appropriate.
- (d) ADMIN KEY STAFF ANNUAL TASK DIARIES (attached – Clerk M1, Facilities Man M2)** – It was reported that the Office Administrator’s task diary is nearly completed and will be able to be reviewed in due course.

FGP26/40 POLICIES

- (a) INVESTMENT STRATEGY 2026/27 (attached N)** – It is proposed to approve the policy as set out.
- (b) RESERVES POLICY (attached O)** - Following advice from DAPTC, after liaising with the external auditors, it is recommended to ensure that general reserves are between 3 and 12 months’ worth of “net revenue expenditure”. Current general reserves stand at £194,000 plus the working reserve which is more than 3 months (approx. £100,000). It is proposed to approve the policy with the changes, as set out.
- (c) OVERALL RISK ASSESSMENT (attached P)** - It is proposed to approve the policy as set out.
- (d) FINANCIAL RISK ASSESSMENT (attached Q)** - It is proposed to approve the policy as set out.

FGP26/41 STAFF/HR ISSUES

- (a) STAFF REPORT (attached R)**
 - i) The Committee approved payment of the Clerk’s additional hours (18 from 20/01/26-9/03/26).
 - ii) The Committee noted the Clerk’s report on the conference attended and in particular in relation to cyber security. The Clerk confirmed that the answers from Luke at Lawsons Computers tie into Councillors using their own devices but the system for the office is completely secure. The Committee agreed that as much as possible is currently being done to ensure data protection/cyber security and the alternative of purchasing laptops for each councillor comes with other implications and would be unjustifiably costly and inefficient. It is proposed to continue as currently and remind Cllrs regularly not to download information to personal devices, never forward information to a personal email address and delete information regularly. All information can be obtained from the Clerk if it is required in the future.

FGP26/42 IN COMMITTEE

- (a) LAND AT HIGHER SEA LANE – UPDATE** The Clerk reported that an Ordnance Survey surveyor on behalf of the Land Registry and attended in February and nothing further had been heard to date.
- (b) LEASE 1 RENEWAL – UPDATE** – The Valuer had been chased up regarding negotiations and the Solicitor would also be consulted as to how to proceed.
- (c) LEASE 2 RENT REVIEW** – The Committee discussed the views of the Foreshore Committee and propose a compromise to Full Council.
- (d) LEASE 4 RENT REVIEW** – The Committee discussed the views of the Foreshore Committee and propose a compromise to Full Council.
- (e) LOCAL GOVERNMENT PENSION SCHEME (attached S)** – The Clerk left the meeting and the Committee agreed to propose agreement of the request to Full Council.

The meeting closed at 7.05pm.

Proposals:

- FGP26/27 March Supplier payment additions
- FGP26/28 Bank Reconciliation
- FGP26/29 Income and Expenditure against Budget
- FGP26/31 Clerk's Report
- FGP26/35(a) Pavilion Electrics Quote (IN COMMITTEE)
- FGP26/39(a) Annual Contracts 2026/27
- FGP26/39(b) Arboricultural Tree Condition Assessment
- FGP26/40(a) Investment Strategy 2026/27
- FGP26/40(b) Reserves Policy
- FGP26/40(c) Overall Risk Assessment
- FGP26/40(d) Financial Risk Assessment
- FGP26/41(a) ii) Cyber Security
- FGP26/42(c) Lease 2 Rent Review (IN COMMITTEE)
- FGP26/42(d) Lease 4 Rent Review (IN COMMITTEE)
- FGP26/42(e) Local Government Pension Scheme (IN COMMITTEE)

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