# 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 8 SEPTEMBER 2026**

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

**FGP26/88 APOLOGIES FOR ABSENCE**
Apologies were received from Judith Sheppard (previous commitment).

**FGP26/89 DISPENSATIONS**
All Councillors (except Jane Bremner as she doesn't live in the Parish of Charmouth) hold a dispensation to discuss the precept which is relevant now that budgets for 2027/28 are starting to be discussed.

**FGP26/90 DISCLOSURE OF INTERESTS**
There were no disclosures of interest.

**FGP26/91 MINUTES**
**RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 14 July 2026, circulated to members were agreed as an accurate record and these were signed by the Chair.**

**FGP26/92 SUPPLIER PAYMENTS AUGUST AND SEPTEMBER 2026**
The supplier payments for August (attached B) were approved retrospectively as having been approved by delegated authority and it was
**RESOLVED that the supplier payments for Sept 2026 (attached C) to date be approved.**

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

**FGP26/93 BANK RECONCILIATION (UP TO END JULY 2026)**
The Committee proposed approval of the bank reconciliation up to the end of July 2026 (attached D).

**FGP26/94 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JULY 2026) AND FORESHORE INCOME TRACKER**
It was proposed that the income and expenditure accounts for April-July 2026 (attached E1) be approved by the Council. The Foreshore Income Tracker up to the end of August (attached E2) was noted.

**FGP26/95 RESERVES**
**(a) SCHEDULE UP TO END AUGUST 2026 -** Reserves schedule for April-August 2026 (attached F) was noted.
**(b) BANK TRANSFERS** – Noted.
**(i) SANTANDER DEPOSIT – NAT WEST DEPOSIT £13000.00 ON 6 AUGUST 2026**
**(ii) SANTANDER DEPOSIT – LLOYDS CURRENT £6000.00 ON 6 AUGUST 2026**

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**FGP26/96 CLERK'S REPORT (attached G)**
It was proposed that the Clerk's Report be approved by the Council.

**FGP26/97 HAZARD AND INCIDENT REPORT**
There were no hazards or incidents to report.

**FGP26/98 FORESHORE COMMITTEE**
**(a) TOILET SIGNS (attached H) –** Following a proposal from the Foreshore Committee, it was

**RESOLVED to accept the quote from Creative Solutions for new toilet signage (navy on white) at a cost £337.87 plus VAT to be taken from Foreshore Gen Mtce budget.**

**(b) CHARITY FUND TRANSFER OF FUNDS/ADVERTISEMENT –** Following a proposal from the Foreshore Committee it was agreed to transfer £1000 to each fund (youth and non-youth) and to advertise for applications to be submitted by 6 November.
**(c) WEST CLIFF HEDGE CUTTING – QUOTE –** Following a quote from Dorset Council Landscape Team, it was

**RESOLVED to accept the quote of £624.72 plus VAT to cut the west cliff hedge. This would be taken from the specific current budget of £600 plus additional from Foreshore Gen Mtce.**

**(d) DRUMS OF LIQUID DISPOSAL – FURTHER QUOTE FOLLOWING TESTING -** Testing was undertaken on 21 Aug and a quote is awaited for disposal.

**FGP26/99 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**
**(a) TREE ROOTS IN BARRS LANE – QUOTE –** This is more complicated than first thought due to the roots being from TPO trees. More thought is required and a meeting will take place with Hardy's in due course.
**(b) WATER TANKS –** Following a proposal from the PF,C&SM Cttee, it was

**RESOLVED to purchase 2 IBC's (intermediate bulk container) for water storage at the playing field and cemetery (the cemetery one would be clad in some way to make it more aesthetically appealing. A cost of up to £250 per tank is agreed from the maintenance budgets for each area. In addition, it was agreed to purchase an additional IBC for the depot at a cost of up to £250 to be taken from the Depot Maintenance budget.**

**(c) REMEMBRANCE DAY FLOWERS QUOTE –** The Clerk reported that a quote of £226 plus VAT from Just Flowers of Seaton had been accepted by delegated authority from the existing Remembrance Day budget.
**(d) PAVING SLABS FROM OLD BOWLING GREEN –** It was agreed that the old pavinbg slabs from the bowling green could be taken by staff at no charge as this would save on disposal costs.
**(e) PAVILION PLUMBING PROJECT – RECONSIDER -** Although not specifically recommended by PF Cttee, re-consideration of this project had been requested. This amounts to £15000 from the quotes already received and wasn't included in the allocation of the end of year surplus which was earmarked for pink beach huts. It was agreed that this is a significant amount of money which isn't available in reserves correctly and would only benefit a small proportion of the community. Therefore, this would be considered when budgeting for 2027/28 alongside all other projects.
**(f) ALLOTMENT TREES RA – WORK REQUIRED –** The tree risk survey for the allotment trees had now been received and it is proposed that the quote received should be accepted. It was reiterated that the company quoting are the only company locally who undertake the specific tree risk survey required by the Council and therefore, are the Council's trusted supplier for this ongoing work.

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**FGP26/100 ELMS**

**(a) BIRD PROOFING OF ROOF –** Following two quotes (four sought), it was agreed that this should be considered when budgeting for 2027/28 and revisited in January to consider the position at that time.

**(b) ELMS FASCIA AND WOODEN WINDOWS –** Following two quotes (albeit for slightly different specs), it was agreed that this should be considered when budgeting for 2027/28 and revisited in January to consider the position at that time.

**(c) WINDOW CLEANING –** Following the retirement of the long standing window cleaner, it was agreed to take this task in house and spend up to £150 purchasing the necessary equipment required.

**FGP26/101 GENERAL**

**(a) FIRE RISK ASSESSMENTS – QUOTE PER AREA AGREED BY DELEGATED AUTHORITY –** Due to timescales, these assessments were approved by delegated authority at £170 plus VAT per area (Elms, Factory, Pavilion, Chapel).

**(b) LAMPPOST CHRISTMAS LIGHTS – REVERT TO CHARMOUTH COMMUNITY EVENTS COMMITTEE -** The lights have now reverted to the Community Events Committee and the erection and dismantle will be paid for by the Council as previously agreed.

**(c) AUDIT 2025/26 – ADDITIONAL QUERIES AND AMENDMENT OF ASSET REGISTER –** Following a couple of queries from the external auditor relating to the Nat West bank statements, Notice of Public Rights and finally the cost of beach huts paid for in May 2025, an amendment was made to the Accounting Statements regarding the value of assets as requested and sign off is now awaited.

**(d) LEGIONELLA RISK ASSESSMENTS FOR ALL RELEVANT BUILDINGS – UPDATE ON QUOTE –** Following approval of the assessments based on estimated costs of £200 per area, actual costs have now been received as follows:

Depot £116.31 plus VAT
Pavilion £198.35 plus VAT
Elms £345.13 plus VAT
Factory £408.13 plus VAT
These were approved and would all still be taken from individual building mtce budgets

**(e) INSURANCE – FIDELITY GUARANTEE –** It was confirmed that the Fidelity Guarantee actually stands at £500,000.

**FGP26/102 BUDGETS 2027/28 – SPECIFIC PROJECTS –** Potential projects were noted and the Committees have also been asked for suggested projects/costings for inclusion.

**FGP26/103 POLICIES**

**(a) VOLUNTEER POLICY (attached I) –** It is proposed that the Volunteer Policy be accepted unamended.

**FGP26/104 VEHICLES/MACHINERY**

**(a) HONDA UM MOWER (LYME REGIS TOWN COUNCIL) –** Following correspondence with Lyme Regis Town Council, it was

**RESOLVED to purchase the Honda UM Mower from them at a cost of £500. This would be taken from the current Mtce Machinery Replacement budget.**

**(b) TRACTOR SERVICE – QUOTE –** Quotes are currently being sought for consideration in November with other machinery service quotes**.**

**(c) SUZUKI PICKUP MOT & SERVICE –** The routine annual MOT and service are to be carried out on 9 September.

**FGP26/105 STAFF/HR ISSUES**

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**(a) STAFF REPORT (attached J) –** Noted together with approval of payment of the Clerk's additional 20 hours. The Clerk reported that training was being arranged for renewal of First Aid at Work (£300 for up to 6 people) and Fire Safety, following comment from the Fire Risk Assessor (quote awaited).

**(b) NJC ANNUAL PAY AWARD 2026/27 –** Following approval of the NJC Annual Pay Award for 2026/27 of 3.3%, it was

**RESOLVED that the Clerk's wage rate rise in accordance with the approved scales and this be backdated to 1 April 2026.**

**(c) ADVERT FOR NEW WMO –** Further to approval of the new staff structure in July, an advert will be placed for a new WMO at the start of October. Starting wage rate was agreed. All other aspects of the advert remain as for previous adverts.

**FGP26/106 IN COMMITTEE**

**(a) LAND AT HIGHER SEA LANE – UPDATE –** Finally, the registration of the land in Higher Sea Lane has been completed and the invoice from the Solicitor has been received. This amounts to £1200 plus VAT which is less than the £2000 allocated in Reserve GEN6.

**(b) LEASE 1 RENEWAL – ADDITIONAL INVOICE –** Following completion of this lease renewal an additional invoice has been received for professional services as expected.

**(c) FUTURE COAST CHARMOUTH – UPDATES (confidential report attached K) -** Notes from the recent Steering Group meeting were noted.

The meeting closed at 7.45pm.

**Proposals:**

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| FGP26/92 | Sept supplier payment additions |
| FGP26/93 | Bank Reconciliation |
| FGP26/94 | Income and Expenditure against Budget |
| FGP26/96 | Clerk's Report |
| FGP26/98(d) | Disposal of drums quote |
| FGP26/99(f) | Allotment tree surgery (IN COMMITTEE) |
| FGP26/103(a) | Volunteer Policy |

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