

Charmouth Parish Council

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9 January 2020

To: The Chairman, Peter Noel, and all members of the Charmouth Parish Council, Finance and General Purposes Committee

Ladies and Gentlemen: You are summoned to a meeting of Charmouth Parish Council Finance and General Purposes Committee to be held in the Mallory Hayter Room, The Elms, St Andrew's Drive, Charmouth on Tuesday 14 January 2020 at 7.00pm when the following business will be transacted.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Lisa Tuck', is written over a light grey rectangular background.

Lisa Tuck, Parish Clerk

AGENDA

Members: Peter Noel, Paul Oatway, Martin Sayers, Judith Sheppard, Kay Solomon

1. **APOLOGIES FOR ABSENCE**
2. **DISPENSATIONS** - Committee is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.
3. **DISCLOSURE OF INTERESTS** - To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
4. **MINUTES** - To resolve that the minutes of the following meetings be signed as a correct record:
 - (a) **FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON THE 12 NOVEMBER 2019 (previously circulated)**
 - (b) **PAYMENT AUTHORISATION SUB-COMMITTEE HELD ON 18 DECEMBER 2019 – attached A**
5. **SUPPLIER PAYMENTS (JANUARY)/DIRECT DEBITS (OCTOBER/NOVEMBER) – to follow B**
6. **BANK RECONCILIATION (UP TO END NOVEMBER) – attached C**
7. **INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END NOVEMBER) AND FORESHORE INCOME TRACKER – attached D**
8. **RESERVES SCHEDULE (UP TO END DECEMBER) – attached E**
9. **CLERK'S REPORT (JANUARY) – verbal**

10. **FORESHORE COMMITTEE**
 - (a) LEASE 1 – UPDATE (In Committee)
 - (b) CEMENT FACTORY POINTING – UPDATE (In Committee)
 - (c) CEMENT FACTORY CLADDING (In Committee)

11. **PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**
 - (a) MEMORIAL BENCH, LOWER SEA LANE – minutes refer

12. **BUDGETS 2020/21**
 - (a) PREDICTIONS TO YEAR END – attached F
 - (b) REQUEST LETTERS
 - (c) BUDGETS – attached G
 - (d) SALARIES – attached H
 - (e) CHARGES – attached I
 - (f) PRECEPT REQUIREMENT
 - (g) CORRESPONDENCE FROM DC – TAX BASE/TOOLKIT

13. **POLICIES**
 - (a) FOR REVIEW/ADOPTION
 - (i) FOI PUBLICATION SCHEME – attached J
 - (ii) EQUAL OPPORTUNITIES POLICY – attached K
 - (iii) UNEXPLODED ORDNANCE POLICY – attached L
 - (iv) GRANT AWARD POLICY – attached M
 - (v) OVERALL RISK ASSESSMENT – attached N
 - (vi) FINANCIAL RISK ASSESSMENT – attached O
 - (vii) LANTERN POLICY – attached P

14. **AUDIT**
 - (a) QUOTE FOR INTERNAL AUDIT SERVICES 2020/21 - Revised

15. **CHARITY FUND**
 - (a) LATE REQUEST
 - (b) THANK YOU LETTERS

16. **FACILITIES MANAGER MONTHLY REPORTS (NOVEMBER/DECEMBER) – attached Q**

17. **MEMBERS ALLOWANCES – RECOMMENDATIONS OF THE DORSET PARISH INDEPENDENT REMUNERATION PANEL - attached**

18. **HAZARD AND INCIDENT REPORT**

19. **ELMS**
 - (a) ELMS POINTING – UPDATE
 - (b) LEASE 7 – UPDATE/WAY FORWARD
 - (e) LEASE 8 – NEW LEASE (In Committee)

20. **GENERAL**
 - (a) NEW MODEL FINANCIAL REGULATIONS

21. SERVICES/CHARGES

- (a) ELMS GROUND FLOOR GAS/ELEC – FIXED TERM CONTRACT FOR VACANT PERIOD
- (b) DEPOT ELEC – CHANGE OF DD

22. STAFF

- (a) REPORT – attached R

23. IN COMMITTEE

- 10. (a) LEASE 1 – UPDATE
- (b) CEMENT FACTORY POINTING – UPDATE
- (c) CEMENT FACTORY CLADDING
- 19. (e) LEASE 8 – NEW LEASE