

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN

Telephone (01297) 560826 E-Mail charmouth@dorset-aptc.gov.uk



5 March 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 10 March 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 14 JANUARY 2020**
(previously circulated)
 - (b) SPECIAL FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON THE 4 FEBRUARY 2020**
(previously circulated)
- 5. LOW CARBON CHARMOUTH – JANE BREMNER TO ATTEND AND REPORT – see attached B**
- 6. VISITOR APP/MAP – JANE BREMNER/PETER NOEL TO REPORT FOLLOWING MEETING WITH LRTC**
- 7. SUPPLIER PAYMENTS (MARCH)/DIRECT DEBITS (DECEMBER/JANUARY) – to follow C**
- 8. BANK RECONCILIATION (UP TO END JANUARY) – attached D**
- 9. INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JANUARY) AND FORESHORE INCOME TRACKER – attached E**

10. RESERVES SCHEDULE (UP TO END FEBRUARY) – attached F
11. CLERK’S REPORT (MARCH) – attached G
12. FORESHORE COMMITTEE
 - (a) GREEN BEACH HUT REPLACEMENT/DISPOSAL OF OLD
 - (b) LEASE 2 RENT REVIEW – In Committee
 - (c) CAR PARK SIGNS
 - (d) CEMENT FACTORY CLOCK
 - (e) RIVERSIDE PATH
 - (f) NCI LOOKOUT MAINTENANCE QUOTES – In Committee
 - (g) FORESHORE FLOAT
13. PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE
 - (a) WAR MEMORIAL REFURBISHMENT QUOTES – In Committee
14. ANNUAL CONTRACTS – list attached H
15. POLICIES FOR REVIEW
 - (a) INVESTMENT STRATEGY 2020/21 – attached I
 - (b) FINANCIAL REGULATIONS – PO looking at guidelines from NALC
16. FACILITIES MANAGER MONTHLY REPORTS (JANUARY/FEBRUARY) – attached J
17. RISK MANAGEMENT – overall Risk Assessment previously agreed, all working RA’s are being reviewed by the Facilities Manager and Clerk for the year ahead. Committee Chairs to view.
18. RURAL TRANSPORT STRATEGY PAPER (*report to follow K*) – Paul Oatway to report.
19. REPLACEMENT VEHICLE OPTIONS – Report attached L
20. HAZARD AND INCIDENT REPORT
 - (a) FIRE ALARM CALL OUT

- 21. ELMS
 - (a) LEASE 7 – UPDATE/WAY FORWARD
 - (i) Viewings/letting
 - (ii) Change of Use application – additional class
 - (iii) Plumbing alterations – single source procurement – In Committee
 - (iv) Partition Quotes – In Committee
 - (v) Buildings Insurance – percentage chargeable
 - (b) ELMS FLAT
 - (i) Water Leak – In Committee
 - (ii) Lease – In Committee
- 22. GENERAL
 - (a) YOUTH CLUB THANK YOU LETTER
- 23. SERVICES/CHARGES
 - (a) CHAPEL ELEC – REFUND AND CHANGE OF DD
 - (b) FORESHORE ELEC – PAYMENT AND CHANGE OF DD
 - (c) PWLB GOVERNANCE CHANGE
- 24. STAFF
 - (a) REPORT – attached M
- 25. IN COMMITTEE
 - 12(b) LEASE 2 RENT REVIEW
 - 12(f) LOOKOUT QUOTES
 - 13(a) WAR MEMORIAL QUOTES
 - 21(a) LEASE 7
 - (iii) Plumbing alterations
 - (iv) Partition quotes
 - 21(b) ELMS FLAT
 - (i) Water Leak
 - (ii) Lease