

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



7 March 2019

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 12 March 2019 at 6.00pm when the following business will be transacted.

Yours faithfully



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 15 JANUARY 2019 (previously circulated)**
 - (b) PAYMENT AUTHORISATION SUB-COMMITTEE HELD ON 19 FEBRUARY 2019 - attached A**
- 5. ACCOUNTS FOR APPROVAL (MARCH) – attached B**
- 6. CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS – attached C**
- 7. REPORT OF ACCOUNTS (DEC/JAN) – attached D**
- 8. MONTHLY ACCOUNTS (DEC/JAN) AND FORESHORE INCOME TRACKER (JAN) – attached E**
- 9. UPDATED RESERVE SCHEDULE (FEB) – attached**

10. **RISK ASSESSMENTS**
 - (a) ELMS – attached G
 - (b) DEPOT – attached H
 - (c) LONE WORKING – attached I

11. **BANKING**
 - (a) TRANSFER OF FUNDS TO DIFFERENT PROVIDERS – attached J
 - (b) BANK RECS – approval and signature

12. **STANDING ORDERS AND FINANCIAL REGULATIONS REVIEW**

13. **FORESHORE COMMITTEE**
 - (a) CHCC WINDOWS REPLACEMENT – ACCEPT QUOTE (*In Committee*)
 - (b) LOOKOUT AGREEMENT (*In Committee*)
 - (c) ELECTRICAL CONDITION RECTIFICATION QUOTE (*In Committee*)
 - (d) LEASE 1 – FURTHER CONSIDERATIONS (*In Committee*)
 - (e) DAMAGE TO WIFI RECEIVER ON EAST BEACH CONCESSION
 - (f) LEASE 5 – REPLACEMENT (*In Committee*)

14. **PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**
 - (a) ELECTRICAL CONDITION RECTIFICATION QUOTE (*In Committee*)

15. **WORKS SUB-COMMITTEE**
 - (a) FACILITIES MANAGER MONTHLY REPORTS (JAN/FEB) – attached K

16. **ELMS**
 - (a) ELMS 2nd FLOOR ROOM 1 TENANCY AT WILL (*In Committee*)
 - (b) ELECTRICAL CONDITION REPORT/RECTIFICATION QUOTE (*In Committee*)
 - (c) ELMS FLAT FINAL COSTS/SIGN OFF INSPECTION
 - (d) ELMS FRONT DOOR LOCK
 - (e) ELMS GARDEN
 - (f) LIFT INSPECTIONS

17. **GENERAL**
 - (a) CHANGE TO CASH DEPOSIT ARRANGEMENTS FROM AUGUST 2018 - Still no response to original letter or chaser letter sent
 - (b) HOLIDAY GUIDE REVAMP/REPRINT – redesign and costings
 - (c) ANNUAL CONTRACTS 2019/20 – attached L
 - (d) EDF ACCOUNTS – CHANGE OF DDs
 - (e) SECTION 137 EXPENDITURE LIMIT FOR 2019/20

18. **MACHINERY**
 - (a) CEMENT MIXER – WRITE OFF AND SCRAP
 - (b) MOWER/MACHINERY SERVICE – IN HOUSE
 - (c) KUBOTA REPLACEMENT – CHANGE TO COSTINGS

19. **STAFF REPORT - attached T**

20. IN COMMITTEE

- 13. (a) CHCC WINDOWS REPLACEMENT – ACCEPT QUOTE
- (b) LOOKOUT AGREEMENT
- (c) ELECTRICAL CONDITON RECTIFICATION QUOTE
- (d) LEASE 1 – FURTHER CONSIDERATIONS
- (f) LEASE 5 - REPLACEMENT

- 14. (a) ELECTRICAL CONDITION RECTIFICATION QUOTE

- 16. (a) ELMS 2nd FLOOR ROOM 1 TENANCY AT WILL
- (b) ELECTRICAL CONDITION REPORT/RECTIFICATION QUOTE