

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 12th DECEMBER 2017 AT THE ELMS

In attendance: Cllrs Peter Noel (Chair), David Clifford, Martin Sayers and the Clerk, Lisa Tuck.

FG4.1 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Paul Oatway who is unwell and in hospital. The Committee send Paul their very best wishes for a speedy recovery.

FG4.2 DISCLOSURE OF INTERESTS

There were none received.

FG4.3 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 14th November 2017, circulated to members, were a correct record and were signed by the Chair.

FG4.4 ACCOUNTS FOR APPROVAL (DECEMBER)

RESOLVED to pay the Accounts for Approval for November (attached A).

FG4.5 REPORT OF ACCOUNTS (NOVEMBER)

The Committee propose acceptance of the report of accounts (attached B).

FG4.6 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

The Committee propose acceptance of the Clerk's report for December 2017 (attached C).

FG4.7 MONTHLY ACCOUNTS/FORESHORE INCOME TRACKER (NOVEMBER)

The monthly income and expenditure accounts for November (attached D) are proposed for acceptance by the Committee and the Foreshore income tracker (attached E) up to the end of November was noted.

FG4.8 BUDGETS 2018/19

- (a) **RECOMMEND DRAFT BUDGETS FOR APPROVAL** (attached F1) – deferred until later in the meeting*.
- (b) **MALLORY HAYTER ROOM CHARGES** – proposed to leave as currently (see sheet of all proposed charges attached F2).
- (c) **PRECEPT REQUIREMENT** – deferred until later in the meeting*.

FG4.9 AUDIT

- (a) **NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT 2017/18** – it has been confirmed that PKF Littlejohn LLP are the new external Auditors for Dorset from 2017/18.

- (b) **INTERNAL AUDITOR CURRENT YEAR** – It is assumed that Bob Hughes will continue as Internal Auditor for the current year.
- (c) **INTERNAL AUDITOR FROM 2018/19** – Regulations now dictate that quotes are obtained and an Internal Auditor is appointed annually. The Auditor appointed should be qualified and insured. It was agreed that quotes should be obtained for the 2018/19 year and Bob Hughes would be asked if he wishes to quote.

FG4.10 TRANSFER OF ASSETS FROM WEST DORSET DISTRICT COUNCIL

Following a recent meeting with Sarah Cairns of WDDC, it is proposed that a letter be sent to WDDC Chief Executive formally seeking progression towards an agreement for the transfer of assets from the District to the Parish Council. Discussion is required specifically around the public conveniences and the car park.

FG4.11 FORESHORE COMMITTEE

- (a) **FORESHORE CHARGES 2018/19** – deferred until later in the meeting*.
- (b) **RECYCLING BINS TRIAL** – Judith Sheppard updated the Committee on the proposal outlined in the Foreshore Committee minutes to undertake a year long trial for two recycling bins at a project cost of £500 to be taken from Earmarked Reserve FS2.
- (c) **LYME FORWARD WIFI PROPOSAL** – The Committee agreed that the Foreshore Committee should enter into discussions with LymeForward to develop the idea of Wifi Installation at the beach into a full proposal which would then come back for approval.

FG4.12 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) **CEMETERY CHARGES 2018/19** – proposed to leave as currently (see sheet of all proposed charges attached F2).
- (b) **LYCH GATE REPAIRS** – It is proposed in line with the Playing Field, Cemetery and Street Management Committee minutes to accept the lowest of the three quotes to repair the lych gate on the recommendation of the Facilities Manager.

FG4.13 WORKS SUB-COMMITTEE

- (a) **FACILITIES MANAGER MONTHLY REPORTS** – Noted (attached G).

FG4.14 ELMS/GENERAL

- (a) **ELMS DISABLED TOILETS** – David Clifford confirmed that a spec had now been written and new quotes would be sought.
- (b) **FLAT CONVERSION** – Peter Noel updated the Committee on the Project Board's first meeting (minutes of meeting attached H).
- (c) **2ND FLOOR VACANT ROOM** – The Clerk confirmed that a Tenancy at Will had now been signed by Stillwaters for the vacant 2nd floor room. This is a rolling contract on a 3 monthly basis from 1/12/17.
- (d) **CIL NEIGHBOURHOOD PROPORTION PAYMENT** – The Clerk reported that a payment had been received from WDDC of £1431 in relation to the Section 106 agreement for the development at Thalassa, Old Lyme Road. A discussion needs to be had as to where this money should be spent but for the meantime, it would be transferred to a new Earmarked Reserve specifically for CIL money. In addition, for each year that CIL money is received a report must be published on the Council's website and identified separately in the annual accounts.

FG4.15 CORRESPONDENCE

- (a) **NAT WEST – CHANGE OF TERMS** – These need to be studied in conjunction with the transfer of bank accounts, also taking into account the fact that the branch in Axminster is now to close. This throws the whole agreed changes to banking back up into the air.

(b) BT – PRICE INCREASE – Notice has been received and when the current contracts are due for renewal, comparisons will be made.

FG4.16 STAFF

The Councillors are reminded of the arrangements over the Christmas and New Year period:

- Outside staff on duty as usual up to and including Friday 22 December;
- A member of staff to empty bins and the car park machine (up to 3 hrs in total each day) on Sunday 24 and Tuesday 26 December;
- Facilities Manager on duty as usual 27-29 December inclusive;
- Beach Attendant on duty as usual 30 December and to empty bins and the car park machine on Monday 1 January 2018;
- Outside staff back on duty as usual from Tuesday 2 January 2018;
- Office manned as usual until Friday 22 December 2017 and then closed until Tuesday 2 January 2018.

***FG4.8 BUDGETS 2018/19 (deferred from earlier in meeting)**

(a) DRAFT BUDGETS – Following discussion at the Committees, the budgets had been finalised (attached F1) and included the following items to note:

- Realistic rents for the Elms and Foreshore taking into account current occupation and forthcoming lease renewals/rent reviews;
- An increase in Foreshore Car Park income;
- Addition of a new member of outside staff to work from Sunday-Thursday to cover the Seasonal Beach Attendant position and cemetery grass cutting, as well as general staff holidays/sickness and ongoing maintenance. This should allow the Facilities Manager to undertake more planning and procedural work;
- Salary rates as set out in separate sheet (attached F3) – proposed for approval.

It is proposed to accept the budgets for 2018/19 as set out.

(c) PRECEPT REQUIREMENT – In line with the Budgets, it is proposed that the precept requirement for 2018/19 be increased by 3% from £80,000 to £82,400.

***FG4.11 FORSHORE CHARGES (deferred from earlier in meeting)**

(a) CHARGES 2018/19 – Since the Foreshore Committee meeting, the issue of car park charges has been looked at in detail and bearing in mind that no increase has been made since 2010/11, it is now proposed to increase car park charges from £1 per hour to £1.20 per hour and from £4 per day to £5 per day. The remainder of the proposal from the Foreshore Committee to increase Beach Hut charges by 3% (rounded up or down to the nearest pound) and leave all other charges the same is unchanged in line with the charges sheet attached F2).

The meeting closed at 8.00pm.

Proposals:

- FG4.4 Accounts for approval - additions
- FG4.5 Report of Accounts
- FG4.6 Clerk's Report
- FG4.7 Monthly Accounts
- FG4.8 (a) Draft Budgets 2018/19
Salary rates 2018/19 (IN COMMITTEE)
- FG4.8 (b) Mallory Hayter Room Charges
- FG4.8 (c) Precept Requirement
- FG4.10 Letter to WDDC re Transfer for Assets
- FG4.11 (a) Foreshore Charges 2018/19
- FG4.11 (b) Recycling Bins Trial
- FG4.12 (a) Cemetery Charges 2018/19
- FG4.12 (b) Lych Gate Repairs (IN COMMITTEE)