

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 16th JANUARY 2018 AT THE ELMS

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

FG5.1 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Judith Sheppard (previous engagement).

FG5.2 DISCLOSURE OF INTERESTS

There were none received.

FG5.3 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 12th December 2017, circulated to members, were a correct record and were signed by the Chair.

FG5.4 ACCOUNTS FOR APPROVAL (DECEMBER)

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

FG5.5 REPORT OF ACCOUNTS (DECEMBER)

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

FG5.6 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

There was nothing to report this month.

FG5.7 MONTHLY ACCOUNTS/FORESHORE INCOME TRACKER (DECEMBER)

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

FG5.8 BUDGETS 2018/19

- (a) **CONFIRMATION OF TAX BASE 2018/19** – This has been received from WDDC and although it doesn't actually take into account the slight precept rise, it shows that the band D charge has dropped for 0.2% from last year.

FG5.9 TRANSFER OF ASSETS FROM WEST DORSET DISTRICT COUNCIL

Following the letter sent to the Chief Executive in December, a response has now been received from Stephen Hill, Strategic Director confirming that they will be contacting the Council to arrange a further meeting.

FG5.10 FORESHORE COMMITTEE

- (a) LOOKOUT DOOR DAMAGE** – The lookout door was damaged by wind or vandalism recently and needed repair/replacement to ensure the building could be used. Two quotes were obtained by the Facilities Manager and the lowest at £152 was accepted and carried out by M C Colley. This is to be taken from the Foreshore General Maintenance budget.
- (b) TRACTOR BUCKET REPAIRS** – After seeking three quotes, only one has been received and accepted from Axminster Ironwork for £250 plus VAT. This is to be taken from the Tractor Maintenance budget.

FG5.11 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE – There were no items from the Playing Field Committee.

FG5.12 WORKS SUB-COMMITTEE

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

FG5.13 ELMS/GENERAL

- (a) ELMS DISABLED TOILETS** – Further to the original quotes received (2 of the 5 sought), only one had responded to the revised requirements. It is proposed that this contractor be appointed and the funds be taken from a combination of the remainder of the Elms Specific Projects Budget, Earmarked Reserve GEN4 and £1000 from the Surplus allowance for the Elms Pointing (this would be replaced at the year end).
- (b) FLAT CONVERSION**
 - (i) Paul Oatway circulated a Project Managers report at the meeting (attached F). There will be a relatively small unbudgeted cost of up to £300 for removal of some cabling and the budget for this would be agreed with the Clerk.
 - (ii) The quotes for the splitting/installing of the services amounted to £3112.63 (Gas £723; Electricity £2306; Water £83) and it is proposed that this be accepted. The budget allowed was for £3000.
- (c) 2ND FLOOR LEASE** – The Clerk confirmed that Griffin Development are to re-lease the 2nd floor room for a further 2 years from February 2018 on the same terms as currently.
- (d) CIL NEIGHBOURHOOD PROPORTION PAYMENT** – Further to report of the requirements regarding this money last month, details of what this money can be used for had been circulated and it was agreed by the Committee that this amount of £1431 should be allocated to Earmarked Reserve PF3 for Playground Equipment.
- (e) ELMS LIFT SERVICE REPORT** – The Clerk confirmed that Orona (the lift service contractor) had attended for a 2 monthly visit and had reported that there should be an autodialler. The Clerk confirmed that this had been risk assessed and a notice had been displayed in the car stating that there is no alarm and passengers should have some form of communication or another person outside the lift, in case of breakdown. Cllr Sayers asked about phone reception in the lift car (*this has been checked on both O2 and Vodafone networks since the meeting!*).
- (f) ELMS GARDEN PLANTING** – The Clerk is to speak to Cllr Sheppard as to what stage this is at.

FG5.14 CHARITY FUND

- (a) THANK YOU LETTER** – A thank you letter has been received from Charmouth Village People for the recent donation.
- (b) GRANT AWARDING POLICY** – Further to report last year, it is now proposed that the Grant Awarding Policy (attached G) be approved by Council, along with the application form.

FG5.15 GENERAL

- (a) SANTANDER INCREASE IN INTEREST RATES** – The Clerk confirmed that the interest rate for the Santander Business Deposit account had increased from 0.15% to 0.40% from 1 December 2017.

(b) ACCOUNTS PACKAGE – The Deputy Clerk had become aware of a tried and tested, Council specific, accounts package called Scribe which it is felt could well be better than SAGE for CPC. The cost for a year’s subscription including support and training amounts to £347. In comparison, another Council specific package by RBS amounts to in excess of £2000 per year. When SAGE is next updated, this will have to be on a subscription basis (currently a disc has been purchased which will probably last another year or two) and this would cost £60 per month at today’s prices. It was agreed by the Committee that the Clerk and Deputy Clerk could trial the Scribe package in February and if it is considered better than SAGE for the Council’s requirements this could be purchased for the coming year at a cost of £347 to be taken from the Surplus fund for Website Enhancements (£1300 remains).

FG5.16 STAFF

- (a) TRAINING** – It was reported that the Clerk is to attend an Introduction to the new External Auditor and new limited Assurance Regime at a cost of £15 on 30/01/18.
- (b) HOLIDAY** – See attached sheet I.
- (c) HOURS** – See attached sheet I.

The meeting closed at 7.40pm.

Proposals:

- FG5.4 Accounts for approval - additions
- FG5.5 Report of Accounts
- FG5.7 Monthly Accounts
- FG5.13 (a) Elms Disabled Toilet (IN COMMITTEE)
- FG5.13 (b)(ii) Elms Flat Service provision
- FG5.14(b) Grant Awarding Policy

Signed

Dated