

# Charmouth Parish Council

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## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 15 JANUARY 2019 AT THE ELMS

In attendance: Cllrs Peter Noel (Chair), Paul Oatway, Martin Sayers, Judith Sheppard, Kay Solomon and the Clerk, Lisa Tuck.

The meeting started at 6.45 pm with the "In Committee" items being taken first prior to the official start time of 7.00pm.

### FG1.19 APOLOGIES FOR ABSENCE

No apologies were received.

### FG2.19 DISPENSATIONS

The Clerk reminded the Committee of the ongoing dispensations held for all Councillors related to discussing the precept.

### FG3.19 DISCLOSURE OF INTERESTS

None were received.

### FG4.19 MINUTES

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 13 November 2018 (previously circulated) and the minutes of the Payment Authorisation Sub-Committee held on 17 December 2018 (attached A), circulated to members, were a correct record and were signed by the Chair.

### FG5.19 ACCOUNTS FOR APPROVAL (JANUARY)

It was

**RESOLVED** to pay the Accounts for Approval for January (attached B).

### FG6.19 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

The Committee proposed acceptance of the Clerk's Report for January (attached C).

### FG7.19 REPORT OF ACCOUNTS (OCTOBER/NOVEMBER)

The Committee proposed acceptance of the report of accounts (attached D).

### FG8.19 MONTHLY ACCOUNTS (OCTOBER/NOVEMBER)

The monthly income and expenditure accounts for October/November (attached E) are proposed for acceptance by the Committee.

### FG9.19 RESERVES SCHEDULE (NOVEMBER)

The updated reserves schedule was circulated (attached F) for information. The Clerk explained that this has been reconfigured in line with the new Reserves Policy to be considered later in the meeting.

### **FG10.19 BUDGETS 2019/20**

- (a) Predicted Income/Expenditure to Year End 31/03/19 (attached G) – The Committee noted the predicted income and expenditure to the year end.
- (b) Proposed Budgets (attached H) – It was explained that the proposed budgets for 19/20 show some projects as items “subject to funds becoming available” which are listed on the back page and will be considered at the end of the 18/19 financial year when the financial position is known. It is proposed that the budgets be approved as set out.
- (c) Proposed Charges (attached I) – It is proposed that the charges for all Council services be approved as set out.
- (d) Wage Rates – In Committee.
- (e) Precept Requirement – In line with the approved budgets, it is proposed that a precept of £84900 (an increase of 3%) be requested for 2019/20.

### **FG11.19 CHARITY DONATIONS**

- (a) Thank you letters – Following the charity donations in November, the Clerk reported that thank you letters had been received from St Andrew’s Community Hall, 1<sup>st</sup> Charmouth Scout Group, Bridport and District CAB and Lyme Forward.

### **FG12.19 AUDIT**

- (a) Interim Internal Audit Report (attached K) – The interim internal audit report was accepted by the Committee and proposed for approval. The Council to agree and note that the summary of recommendations has mostly been completed, with much for approval this month.
- (b) Quote for dedicated Councillor email addresses – A quote from Open Door Internet to provide up to 11 email accounts had been received and the additional £24 per month agreed by the Committee to be taken from the Computer/Web host budget for 19/20.
- (c) Policies/documents
  - (i) Overall Council Risk Assessment (attached L) – a draft of a document had been circulated by the Clerk which was discussed by Committee members. It is proposed that the rest of the Council should consider the issues and subject to any queries or amendments, the Committee recommend approval.
  - (ii) Financial Risk Assessment (attached M) – a draft document had been circulated by the Clerk and it is proposed that this be accepted by the Council.
  - (iii) Reserves Policy (attached N) – The attached document is proposed for approval by the Council.
  - (iv) Investment Strategy 2018/19 (attached O) – The attached document is proposed for approval by the Council.
  - (v) Freedom of Information Publication Scheme (attached P) – The attached document is proposed for approval by the Council.
- (d) Update of Standing Orders/Financial Regulations – The Clerk suggested that it would be prudent to update the Standing Orders and Financial Regulations in line with the new policies prior to the end of this Council term. Paul Oatway undertook to look at these for approval in March. It was suggested by the Committee that this should include an increase in the tender amount to £20,000.
- (e) Banking – This is on-going as there are issues with internet banking with both Nat West and Lloyds (although login details are still awaited for the latter). When time permits, the Clerk would look further into this.

### **FG13.19 FORESHORE COMMITTEE**

- (a) Lease 3 Update – In Committee.

- (b) Car Park Line Marking – The Clerk reported that 3 of the 4 original quotes received had confirmed that there is no increase due to time lapse. However, all members of the Committee were concerned about the car park surface and suggested that this should be looked at prior to complete new lining which, in their opinion, was not too bad. The Clerk reminded Councillors of the Health and Safety obligation if there was an accident due to the lines not being very visible. The Committee requested that until the bigger picture can be considered, the Facilities Manager be asked to obtain quotes for touching up the arrows and the disabled bay markings. If this could be obtained in time for the Full Council meeting next week, a decision could be made then.
- (c) Car Park Ticket Machine – The Clerk reported that due to the non-renewal of the contract with WDDC from April and following a meeting with a provider earlier this week, information should be available for consideration at the Full Council meeting next week.

#### **FG14.19 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**

No proposals.

#### **FG15.19 WORKS SUB-COMMITTEE**

- (a) Facilities Manager monthly reports – Noted (attached Q).

#### **FG16.19 FACTORY BUILDING 2018-19 REPAIRS SUB-COMMITTEE**

- (a) Minutes of meeting held on 13 December 2018 (attached R) – approved and signed by the Chair of that meeting, Paul Oatway.
- (b) Check Point Report (attached S) – Paul Oatway talked through the circulated report and sought approval on the following:
- Ratification of the hire of a dehumidifier to help dry out the floor at a cost up to £150 – approved by the Committee.
  - Approval for the replacement of the non-slip floor covering between the Café and the Store Room at a cost of £727 plus VAT – approved by the Committee.
  - Approval for additional strengthening in the wall which holds the shelving at a cost of £825 plus VAT – approved by the Committee.
  - Approval for expenditure up to £100 for a deep clean using the same contractor as currently used for cleaning the Elms – approved by the Committee.
  - Approval for submission of a Pre-Planning Question regarding the cladding following recommendation by WDDC that the Certificate of Lawfulness application would be refused if not withdrawn – approved by the Committee.
  - It is hoped to have a price to incorporate the painting of the second floor windows and south elevation roof level fascia board when the scaffolding is up, shortly for approval by the Committee/Council.
- (c) Advertisement of Award of Contract – UK Government’s Contracts Finder Website – In line with public procurement rules any contract over £25000 should be advertised at tender stage and when awarded, on the above website. This will be done for the beach shop repairs contract.
- (d) Payments to Contractor – To ensure that the timescales are met for payments to the contractor, the Committee gave the Sub-Committee delegated authority to approve payments provided that these are ratified by the Surveyor.

#### **FG17.19 ELMS**

- (a) Pointing of Elms Building – Paul Oatway reported that the way forward needs to be looked at very carefully in view of the fact that re-pointing is a long, noisy, messy process which could upset tenants and neighbours. Therefore, it was agreed that the option of rendering be looked into (although it is already known that this would require planning permission due to being in a conservation area). A cost profile would be carried out and brought back to the Finance Committee.

- (b) Car Park Line Marking – It was reported that following planning approval and appointment of a contractor, the line marking would be undertaken on 22 January. All tenants have been informed. Paul Oatway reported that the cycle rack would not be fitted at present as this is not required by the current tenant and it is felt best to wait until there is a change of business tenant on the ground floor of the Elms.

#### **FG18.19 GENERAL**

- (a) Change to cash deposit arrangements from August 2018 – Still no response from Santander.
- (b) Holiday Guide Revamp/Reprint – Peter Noel had met with the Traders who favoured a revamp of the guide to bring it more up to date. Costings would be brought back to the Committee. Paul Oatway mentioned the possibility of “zoning” of the village as part of the CCF project which could be incorporated in a map.
- (c) Equal Opportunities Policy – Paul Oatway had reviewed the existing policy (attached T) without change and it is proposed that this be approved by the Council.
- (d) Making Tax Digital – As part of HMRC’s new scheme, VAT returns will need to be submitted via an electronic accounts package and the roll out date for the Parish Council is October 2019. It is hoped that SCRIBE will be fully operating by then and it has been confirmed that it is compatible.
- (e) Electrical Report on all Council Buildings – Quotes are still awaited.
- (f) Annual Alarm Contract – In Committee.
- (g) SCRIBE Training Day – Following discussion with the Internal Auditor, Nina Flint had been recommended as a trainer in SCRIBE. The Committee approved up to £150 from the current Training Budget for a days training “in house” on Thursday 31 January 2019. This would include all office staff.
- (h) Foreshore Water Payments – It was reported that the monthly direct debit payment had reduced from £148.50 to £75 per month from January 2019.
- (g) Tractor Radiator – The radiator had gone and a quote had been received from Francis Bugler Ltd to replace it at a cost of £711.59 plus VAT. This expenditure was approved by the Committee, to be taken from the current Vehicle/Machinery Replacement Budget standing at £2909.36.

#### **FG19.19 COMMUNITY PARTNERSHIP ENGAGEMENT BETWEEN UNITARY AND PARISH COUNCILS**

There was nothing to report except that the regular Newsletters regarding the transition to unitary authority status continue to be circulated to all Councillors.

**FG20.19 STAFF REPORT** (attached U) was noted.

#### **FG21.19 IN COMMITTEE**

- (a) 10.19 (d) - Wage Rates (attached J) – In line with approval of the budgets, wage rates as set out in the attached sheet were approved for the 2019/20 year.
- (b) 13.19 (a) - Lease 3 – It is proposed that the surrender of the lease after 31 March 2019 be accepted in line with the break clause in this lease. However, this should be subject to the Council being able to market the unit prior to the 31 March. It should also be noted that there could be a break in the income for this unit if a tenant is not found straight away. Restrictions do apply in line with exclusive rights of other tenants. The Council’s solicitor would be instructed to liaise with the tenant’s solicitor if approval is given by the Council.
- (c) 18.19 (f) – Annual Alarm Contract – Due to the closeness in price, it is proposed to accept the quote from the existing contractor due to the value this brings in knowledge/service.

The meeting closed at 8.15pm.

**Proposals:**

- FG5.19 Accounts for approval – January additions
- FG6.19 Clerk’s Report for January
- FG7.19 Report of Accounts – Oct/Nov
- FG8.19 Monthly Accounts – Oct/Nov
- FG10.19(b) Budgets 2019/20
- FG10.19(c) Charges 2019/20
- FG10.19(e) Precept Requirement 2019/20
- FG12.19(a) Interim Internal Audit Report
- FG12.19(c) (i) Overall Council Risk Assessment
- FG12.19(c) (ii) Financial Risk Assessment
- FG12.19(c) (iii) Reserves Policy
- FG12.19(c) (iv) Investment Strategy 2018/19
- FG12.19(c) (v) Freedom of Information Publication Scheme
- FG13.19(b) Foreshore Line Marking – touch up price expected
- FG13.19(c) Car Park Machine upgrade/replacement – information expected
- FG16.19(b) Factory windows/facia – price expected

**In Committee Proposals:**

- FG10.19(d) Wage Rates 2019/20
- FG13.19(a) Lease 3
- FG18.19(f) Annual Alarm Contract