

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 10 JANUARY 2023

In attendance: Cllrs Katie Moore, Peter Noel (Chair), Martin Sayers, Judith Sheppard and the Clerk, Lisa Tuck.

FGP23/01 APOLOGIES FOR ABSENCE

Apologies were received from Jane Bremner (holiday).

FGP23/02 DISPENSATIONS

All Councillors (except Jane Bremner) hold an ongoing dispensation relating to the setting of the precept.

FGP23/03 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP23/04 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 8 November 2022, circulated to members, were an accurate record and these were signed by the Chair.

FGP23/05 SUPPLIER PAYMENTS DECEMBER 2022 AND JANUARY 2023

The Supplier Payments for December (attached B) were approved retrospectively as having been approved by delegated authority and it was

RESOLVED that the supplier payments for January 2023 (attached C) be approved to date.

FGP23/06 BANK RECONCILIATION (UP TO END NOVEMBER 2022)

The Committee proposed approval of the bank reconciliation up to the end of November 2022 (attached D).

FGP23/07 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END NOVEMBER 2022) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April-November (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

FGP23/08 RESERVES

(a) **SCHEDULE UP TO END DECEMBER 2022** – Reserves up to the end of December (attached F) were noted.

(b) **BANK TRANSFERS** – all noted:

(i) **£20000 SANTANDER DEPOSIT - SANTANDER CURRENT – TOP UP (15/11/2022);**

(ii) **£10000 SANTANDER DEPOSIT - SANTANDER CURRENT – TOP UP (12/12/2022);**

(iii) **£5000 SANTANDER DEPOSIT – SANTANDER CURRENT – CHAPEL ROOF;**

(iv) **£4789.24 NAT WEST DEPOSIT (GEN 6) – SANTANDER CURRENT – CHAPEL ROOF.**

FGP23/09 CLERK'S REPORT

It is proposed that the Clerk's Report (attached G) be approved by the Council.

FGP23/10 BUDGETS

- (a) UPDATE FROM NALC ON FINANCIAL SETTLEMENT 2023/24 – FOR INFORMATION (attached H) -**
Noted.
- (b) PROPOSED BUDGETS inc WAGES (attached I) – WAGES TO BE DEALT IN COMMITTEE –** It is proposed that the budgets be approved as set out;
- (c) PROPOSED CHARGES (attached J) –** It is proposed that the charges be approved as set out;
- (d) PROPOSED PRECEPT REQUIREMENT –** It is proposed that the precept be increased by 5% from £92061 to £96664 which leaves £6659 to be funded from the proposed surplus from current year estimated at approx. £15000.

FGP23/11 AUDIT 2022/23

- (a) INTERIM INTERNAL AUDIT REPORT (attached K) –** It is proposed that the following recommendations made in the interim internal audit report for 2022/23 be accepted and approved:
 - The Council should review, update and adopt the risk assessment before 31 March 2023 – this is routinely undertaken annually;
 - The Council should consider increasing its fidelity guarantee insurance to cover the year end balance plus half the annual precept – this will be considered when the insurance is renewed in June 2023.
- (b) NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT FOR THE 2022-23 FINANCIAL YEAR FOR THE 5 YEAR PERIOD UNTIL 2026-27 – BDO LLP.** Noted.

FGP23/12 HAZARD AND INCIDENT REPORT - NONE

FGP23/13 FORESHORE COMMITTEE

- (a) FS52.22 a. CAR PARK CHARGES – PROPOSED RATES FOR 2023 –** the proposal to increase the charges at the Foreshore Car Park by a suitable amount has been taken into account.
- (b) FS52.22 c. SWIM BUOY QUOTE –** It is proposed by the Foreshore Committee and supported by the F&GP Committee that the quote received from Lyme/West Bay Harbour Master for swim buoys to protect swimmers from boats be accepted. There is 450m of shoreline requiring 12 buoys at a cost in the region of £3,384.00 plus an additional cost of £1200 for laying and removing each year. It is proposed that the "one off" costs to provide the buoys be funded from FSH1 Reserve and the annual costs of £1200 be funded from FSH1 for 23/24 and budgeted for subsequent years.
- (c) RENT REVIEW – LEASE 5 – IN COMMITTEE;**
- (d) CAR PARK MACHINE MAINTENANCE CONTRACT – RENEWAL –** It was agreed by the Committee that the maintenance contract with Flowbird for the Foreshore Car Park machine be renewed for 2023/24 at a cost of £782.09 plus VAT for the year – included in car park maintenance budget.
- (e) DEFIBRILLATOR REPAIRS – SPARE –** Following a comment at the recent team meeting, the idea of a spare defibrillator to replace the current one if it is away being repaired was referred back to the Foreshore Committee.
- (f) BEACH ACCESS STEPS URGENT REPAIRS DUE TO DAMAGE BY SEA –** urgent repairs had been agreed by Judith Sheppard and the Clerk amounting to £200 (Axminster Ironwork).

FGP23/14 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) PCS51.22 b. ADDITIONAL PLAY EQUIPMENT FOR PLAY AREA PLAY EQUIPMENT –** As previously agreed a figure will be included in the budget and the overall amount will need to be considered after the year end to see if there is any surplus which can be used.
- (b) CHAPEL ROOF – UPDATE –** This has been completed and under agreed budget of £10000 including additional slates and gutters/facias.

(c) **CEMETERY GRASS CUTTING 23/24** – Only one external quote has been received which is more than the current retiring contractor. Due to budget constraints, it is agreed that this should be carried out in house for 2023/24.

(d) **TOMMY/JUBILEE GARDEN – UPDATE** – An email had been received from Linda Bearpark with a quote to cut back the tree/bush in the Tommy/Jubilee garden. The cost of £400 could be partially met by Linda's Jubilee fund and it was agreed that once it had been agreed exactly what is required to be undertaken, the Council should fund half the work (£200) from the remainder of the previously agreed Jubilee pot included in Reserve GEN6.

FGP23/15 FACILITIES MANAGER MONTHLY REPORTS (NOVEMBER AND DECEMBER 2022) (attached L). Noted.

FGP23/16 ELMS

(a) **ELMS GROUND FLOOR BOILER REPAIR/SERVICE – QUOTE** – The boiler is faulty and requires a new gas valve. Since the tenant has now left, this should be undertaken by the Council prior to re-letting. It was agreed that the cost from Joe the Plumber of £351.40 plus VAT be funded from the Elms general maintenance budget.

(b) **ELMS 2ND FLOOR TOILET REPAIR – QUOTE** – The toilet on the second floor is running a lot of the time and needs a new syphon at a cost of £77.65 plus VAT. This was agreed from Elms general maintenance budget.

(c) **ELMS 2ND FLOOR ROOM 1 – TERMINATION OF TENANCY AT WILL/ADVERTISEMENT** – The tenant of Room 1 has given notice to terminate the tenancy at will from 4 February 2023. It was agreed to instruct Martin Diplock to also advertise this room for let along with the other 2nd floor room and the ground floor offices.

FGP23/17 GENERAL/UPDATES

(a) **JUBILEE ROSES/PLAQUE** – The planting/installation will be undertaken shortly.

(b) **"CHAT BENCH"** – As agreed in November, this bench will be installed shortly at the front of the Elms.

(c) **MEMORIAL BENCH COSTS – REVIEW** – Given that we now have an example of a recycled bench, this option could be offered to prospective memorial bench donators. Reduced costs for recycled benches would be calculated by the Clerk and Peter Noel.

(d) **ARBORICULTURAL SURVEY – URGENT ACTION/SECOND OPINION** – Unfortunately, the survey has indicated £5315 of work required immediately and a further £3420 to be budgeted from April 2023. Peter Noel and the Facilities Manager have looked at all the trees involved and it doesn't seem possible to get a second professional opinion as so few surgeons are qualified. Therefore, it is proposed that the urgent work amounting to £5315 be undertaken using money from the 21/22 surplus which stands at £31633 uncommitted funds.

(e) **WEBSITE – PROPOSED AMENDMENT TO HOME PAGE** – Following a request from Julie Leah it was agreed to amend the home page of the website to read, "Working to support our community" instead of "Working to improve our community".

(f) **BLAP DONATION – EMAIL SEEKING CONFIRMATION FOR 2023/24** – confirmation requested from BLAP of 23/24 donation which has been budgeted for approval this month.

(g) **WARM SPACES – UPDATE** – It was previously agreed that £200 from the Non-youth charity fund would be used to provide food at The Bank House Café. However, there is an ongoing warm space taking place at the Hollands Room on a Friday when the post office is there. It was agreed that £10, from the £200, be donated towards this facility. To date no invoice has been received from The Bank House Café.

FGP23/18 VEHICLES/MACHINERY

- (a) **SUZUKI INSURANCE RENEWAL** – Renewal costs amount to £469.33 – less than last year which was £557.86.

FGP23/19 STAFF/HR ISSUES

- (a) **STAFF REPORT (attached M)** – The staff report was noted and payment of the Clerk’s additional 10 hours were approved.

FGP23/20 IN COMMITTEE

- (a) **WAGES BUDGET 2023/24 (details salaries sheet attached N)** – It is proposed that the wages budget for 2023/24 be approved as set out.
- (b) **RENT REVIEW – LEASE 1 – UPDATE** – The letter sent in November doesn’t seem to have arrived with the tenant but, having been resent, this is now being considered.
- (c) **NEW LEASE – LEASE 4 – UPDATE** – The solicitor has confirmed he is working on a first draft and will be in touch again shortly.
- (d) **RENT REVIEW - LEASE 5 – DUE 31/3/23** – This lease includes pre-set rent periods, the second of which will begin from 1 April 2023.

The meeting closed at 8.00pm.

Proposals:

- FGP23/05 January Supplier Payments - additions
FGP23/06 Bank Reconciliation
FGP23/07 Income and Expenditure against Budget
FGP23/09 Clerk’s Report
FGP23/10(b) Budgets 2023/24 (excluding wages)
FGP23/10(c) Charges 2023/24
FGP23/10(d) Precept Requirement 2023/24
FGP23/11(a) Internal Audit Report Recommendations
FGP23/13(b) Swim Buoys
FGP23/14(d) Tommy/Jubilee garden tree surgery
FGP23/17(d) Urgent arboricultural work
FGP23/20(a) Wages budget 2023/24