

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 10th JULY 2018 AT THE ELMS

In attendance: Cllrs Paul Oatway, Martin Sayers, David Clifford (from previous membership until new Councillor appointed at next Full Council meeting) and the Clerk, Lisa Tuck.

FG9.1 PROCEDURES

- (a) Peter Noel was nominated as Chair of the Finance and General Purposes Committee (he had indicated in his absence that he is happy to take the role), this was seconded and agreed unanimously following no other nominations.
- (b) Paul Oatway was nominated as Vice Chair of the Finance and General Purposes Committee. This was seconded and agreed unanimously following no other nominations.

FG9.2 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Peter Noel (holiday), Judith Sheppard (unwell).

FG9.3 DISCLOSURE OF INTERESTS

Paul Oatway declared an interest in item 10(g) on the agenda as he is a Council appointed Trustee of the CHCC.

FG9.4 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 12th June 2018, circulated to members, were a correct record and were signed by the Chair.

FG9.5 ACCOUNTS FOR APPROVAL (JULY)

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

FG9.6 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

The Committee proposed acceptance of the Clerk's Report for July (attached B).

FG9.7 REPORT OF ACCOUNTS (APRIL/MAY)

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

FG9.8 MONTHLY ACCOUNTS (APRIL/MAY)

The monthly income and expenditure accounts for April/May (attached D) are proposed for acceptance by the Committee.

FG9.9 EARMARKED RESERVES (APRIL/MAY)

The updated earmarked reserves, taking into account the end of year unspent budgets, were circulated (attached E) for information.

FG9.10 FORESHORE COMMITTEE

(a) Lyme Forward

(i) It is proposed that the following, having been identified by Lyme Forward, should be approved for payment when requested by Lyme Forward, from the budget of £10000 for 18/19 (remainder of 17/18 £7414.30 carried forward plus £2000 budgeted for 18/19) as follows:

- preparation, bid writing and reporting – 12 days at £240 per day = £2880
- project management of CPC, agencies and third parties to prepare for the bid submission (CCF) or if agreed an alternative funding source – 14 days at £240 per day = £3360
- if CPC choose to request the activities identified in the action plan Simon drew up to be completed outside of the CCF bid, or independently, then there is approximately 10 days of work in total at £240 per day = £2400

Total estimate £8,640

Contingency should be 10% @ £864 leaving £496 for expenses.

- (b) Beach Shop Damp – Following a meeting of a working party from the Foreshore Committee with the Surveyor, it is proposed that £1000 be spent on exploratory work to gain a better idea of what the problems are and how they can be resolved.
- (c) Kayak Storage – Following discussion at the Foreshore Committee regarding the uncovenanted land where the old river bed was, new designs and quotes had been sought for building a kayak storage rack to be positioned at the rear of the bin compound. Paul Oatway is happy that this is lawful and not in breach of the covenant and following receipt of new proposals (attached F) it is proposed that up to £700 be approved from FSH1 Earmarked Reserve for the materials for this project.
- (d) Beach Steps Maintenance – Following a site visit of a working party from the Foreshore Committee it was noted that the quote of £450 plus VAT from Axminster Ironwork had been approved by delegated authority from the Beach Steps Maintenance/Rebuild budgets for 18/19 to cover the bottom two steps with steel plating.
- (e) Rock Armour – Following approval by the Foreshore Committee to replace the displaced rock armour from the bottom of the beach access steps, and a subsequent visit by a working party, it had been approved by delegated authority to accept an increased quote of £220 plus VAT from Martin's Excavations to replace all the rocks. This is from the Foreshore General Maintenance Budget for 18/19.
- (f) Tractor Training – It is proposed that a total of £480 plus VAT be spent from FSH2 Earmarked Reserve (car park maintenance) to send an additional member of staff on a tractor training course at Bicton College.
- (g) Lease 4 Rent Review – It was noted that the rent review for this lease was due on 1 June 2018 and it is proposed that this be implemented in line with the report circulated (attached G).

FG9.11 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) Playground equipment procurement - The procurement process for the play ground equipment to be installed within the Parish Council's Playing Fields off Barrs Lane was conducted by quotation and not by tender. This course of procurement action was taken because each supplier had different offerings and it would have been difficult to procure by a common tender. It is therefore proposed that the Parish Council approve by resolution the procurement on the basis of the quotations. The Parish Council therefore de-facto suspended its Financial Regulation 11.1(c).

It is therefore proposed that the resolution confirms the suspension of Financial Regulation 11.1(c) for the requirement for tender action for the procurement of playground equipment to allow a

negotiation process by quotation because of the difficulty in specifying the requirement in a common fashion required by the tender process.

FG9.12 WORKS SUB-COMMITTEE

- (a) Facilities Manager monthly reports – Noted (attached H).
- (b) Writing off of equipment – The Facilities Manager requests approval to write off the following equipment which is beyond repair:
- Flymo mower – to be scrapped;
 - Blower – to be scrapped;
 - Flat Bed trailer – decking to be removed and recycled where appropriate and rest to be cut up and taken away by a scrap metal dealer at no charge to the Council or residual income;
 - Climbing frame – to be cut up and taken away.

It is proposed that this course of action be approved.

FG9.13 ELMS

- (a) Flat Conversion - Paul Oatway updated the committee and would write a report in time for the Full Council meeting.
- (b) 2nd Floor
- (i) Lease 10 – it was reported that the Tenancy at Will commenced on 1 June 2018. Martin Diplock has been informed as he introduced the tenant.
- (c) Pointing of Elms Building – Following receipt of the Surveyor's report (attached I) it is proposed that the Surveyor be instructed to pursue to tender stage, with a view to the work being undertaken at an appropriate time. When budgeting this Autumn, thought must be given to how these larger projects will be funded.
- (d) Lift quotes – Three quotes have been received from Orona (lift service contractor):

Autodialler and Induction loop	£1542.00
Alarm sounder and power unit	£336.34
Landing Barrier	£182.56

It was agreed that the alarm replacement (as this was pointed out by the insurance inspector) and the landing barrier be accepted at a total cost of £518.90 plus VAT. The expenditure is to be taken from the current Elms General Maintenance Budget. In addition, the notice requesting people to not use the lift if alone in the building should be displayed outside on each landing.

FG9.14 GENERAL

- (a) Boundary Commission Consultation – Paul Oatway explained the three options for the Marshwood Vale/Lyme Regis and Charmouth and would circulate a report prior to the Full Council meeting to enable members to make a decision on which option to support. A response is required before the end of August.
- (b) Registration for Aerial Photography Great Britain Agreement (APGB) – It was reported that this is free of charge and is subsequent to the Public Sector Mapping Agreement which was signed up to recently at the request of the NHP SG.
- (c) General Power of Competence – Following circulation of a report (attached J) it is clear that this is not achievement now or probably not consistently in the future due to the fluctuation of elected members against co-opted.
- (d) Building Works – Financial Strategy – This was talked about with the Elms Pointing above and will be considered carefully when budgets are set for next year.

(e) Change to Cash Deposit Arrangements from August 2018 – Although Charmouth Sub Postmaster has confirmed that he will continue to take larger quantities of cash not necessarily in round numbers, he suggested that a letter be sent to Santander expressing the Council extreme concern and misgivings. Steve Pile drafted a letter which was signed and sent by the Chair of Council.

(f) Utility Accounts – The following changes to direct debit payments had been made:

Electricity:

- The Depot, Wesley Close – decrease from £13 to £8 per month from July 2018;
- The Chapel, Axminster Road – decrease from £25 to £7 per month from April 2018;
- Foreshore – decrease from £212 to £187 per month from April 2018;
- The Elms – decrease from £63 to £43 per month from April 2018.

Gas:

- The Elms – increase from £81 to £88 per month from April 2018.

FG9.15 COMMUNITY PARTNERSHIP ENGAGEMENT BETWEEN UNITARY AND PARISH COUNCILS

Paul Oatway reported on a meeting he and Peter Noel had with Nick Randle of the Local Government Review Commission at which it was obvious that he wasn't aware of all the facts, particularly with regard to the lease on the Foreshore Toilets. He therefore requested that a letter be sent setting out the situation and following circulation (attached K) it was agreed by the Committee that the letter be sent.

FG9.16 FUTURE MEETING DATE

It was reported that due to staff/Councillor holidays the September Finance and General Purposes Committee would be changed from the 2nd Tuesday (11th September) to the **3rd Tuesday (18th September)**.

The meeting closed at 8.20pm.

Proposals:

FG9.5	Accounts for approval – July additions
FG9.6	Clerk's Report for July
FG9.7	Report of Accounts – April/May
FG9.8	Monthly Accounts – April/May
FG9.10(a)	Lyme Forward expenditure
FG9.10(b)	Beach Shop Damp
FG9.10(c)	Kayak Storage
FG9.10(f)	Tractor Training
FG9.10(g)	Lease 4 Rent Review (IN COMMITTEE)
FG9.11(a)	Playground Equipment Procurement
FG9.12(b)	Write off equipment
FG9.13(c)	Elms Pointing