

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 9 JULY 2019 AT THE ELMS

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

FG48.19 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Martin Sayers (holiday).

FG49.19 DISPENSATIONS

No dispensations had been received.

FG50.19 DISCLOSURE OF INTERESTS

Paul Oatway declared an interest in item 17(j) on the agenda, "Land adjacent to the War Memorial" as this is adjacent to his property.

FG51.19 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 19 March 2019 (previously circulated), the minutes of the Payment Authorisation Sub-Committee held on 15 April 2019 (previously circulated) and the Special Finance and General Purposes Committee held on 18 June 2019 (attached A), were a correct record and were signed by the Chair.

FG52.19 APPOINTMENTS

- (a) Works Sub-Committee – It is considered that this Sub-Committee is no longer required and therefore it is proposed that it should be abolished.
- (b) Payment Authorisation Sub-Committee – At the start of a new Council term, the Committee is reminded that this Sub-Committee consists of any 3 members of the F&GP Committee and meets on the months in between meetings to agree the supplier payments.

FG53.19 SUPPLIER PAYMENTS (JULY)

RESOLVED to pay the Supplier Payments for July (attached B).

FG54.19 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

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

FG55.19 BANK RECONCILIATIONS (APRIL/MAY)

The Committee proposed acceptance of the bank reconciliations for April and May which have been prepared on the new accounting system, Scribe (attached D).

FG56.19 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (APRIL/MAY), FORESHORE INCOME TRACKER AND DETAILED RESERVES SCHEDULE

The new style income and expenditure accounts for April/May are proposed for acceptance by the Committee. The Foreshore Income Tracker and Reserves Schedule were noted. (All attached E)

FG57.19 END OF YEAR 2018/19 SURPLUS ALLOCATION

Further to the circulated report in April of a surplus over budgets for 2018/19, it is proposed that this be allocated as follows in line with budgets prepared in December for 19/20:

Factory Pointing	£12000.00	Add to existing reserve
Elms Pointing/Specific Proj	£16500.00	Add to existing reserve
Kubota Replacement	£5550.00	(already agreed and spent)
Suzuki Replacement	£5000.00	Add to existing reserve
Elms Carpet (Hall/Stairs)	£3000.00	New reserve
John Deer Essential Mtce	£500.00	(replace split hose and change head gasket as required)
New Kubota Servicing	£500.00	(50 hour service and subsequent 200 hour service)
PO Service in Library (Rent)	<u>£400.00</u>	(£10 p/w x 40 weeks to year end, from Section 137 allow)
	£43450.00	

Leaving £1920.60 to be transferred to the General Contingency Account (Nat West Current)

FG58.19 AUDIT 2018/19

- (a) AGAR 2018/19 – It was reported that the AGAR had been submitted to PKF Littlejohn prior to the Deadline of 1 July 2019.
- (b) Internal Audit Quote for 2019/20 – For continuity it was agreed that the quote of £800 from Bridget Bowen for Internal Audit services for 2019/20 be accepted. This is in line with budgeted figures for Audit.

FG59.19 POLICIES

- (a) Investment Strategy Review for 2019/20 – It is proposed that the current policy (attached G) be adopted for the current year with no amendments.
- (b) Reserves Policy Review – In line with recommendations from the Internal Auditor, it is proposed that the current Reserves Policy (attached H) be amended by adding the following paragraph to the end of point 2.2 General reserves, *“The Council strives to maintain an amount of £45500.00 in General Reserves, in addition to the working reserve held in the Santander Deposit Account and the General Contingency held in the Nat West Current Account. This amounts to an average, over 3 years, of 3 months annual expenditure. It is noted that the General Reserves should only be used for other purposes in exceptional circumstances.”*

FG60.19 FORESHORE COMMITTEE

- (a) Kayak Discount – Further to discussions at the Foreshore Committee, it was agreed by the Finance Committee that a discount of this kind would set a precedent and therefore the proposal could not be supported.
- (b) Fossil Warden Funding – In line with the proposal from the Foreshore Committee, it is proposed that an additional £800 be committed for the funding of the Fossil Warden. This is to be taken from General Reserve FSH1.
- (c) CHCC Beach Clean Funding Request – Further to a proposal from the Foreshore Committee, it was agreed that the amount of £500 budgeted for Beach Cleaning should be donated to CHCC to supply further equipment to support their beach cleaning events. This is considered to be outside the scope of the Grants Policy as there is a specific budget for the cause. However the donation should be subject to other permitted beach clean groups being able to use the equipment when required.

- (d) Lease 6 – renewal of annual agreement (In Committee)
- (e) Filming Enquiry –Drone – A filming request has been agreed for a Japanese company filming a programme on World Heritage Sites. However the request for drone filming was refused on the basis that at the time of the filming, this could cause a nuisance and safety issues, thus contravening the covenants on the land.
- (f) Beach Hut refunds – It was reported that a full refund had been given to the wife of a beach hut tenant who had sadly died shortly after taking out a new seasonal rental. The hut had since been re-let. Another refund was given to a customer who decided that the small hut rented was too small.
- (g) Beach Office Float – The Committee noted that the float held at the Beach Office is £60, rather than the £25 currently stated in the end of year accounts. This would be amended for the 2019/20 accounts.

FG61.19 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) Dorset Council Proposals for grass cutting and weed killing – In accordance with the map received (attached J), Martin Sayers and Peter Noel had visited the sites listed with the Facilities Manager and it was proposed that the amount offered by Dorset Council of £449.24 pa be accepted to cut the “in parish” areas of grass. With regard to the cutting of the grass at the bottom of Stonebarrow Lane, Char Valley PC would be consulted on this initially. It should be noted that the amount offered by Dorset Council does not cover the staff time/fuel but the service to the community will be much improved.

With regard to weed killing, Dorset Council is still to come back with a figure for Charmouth PC to undertake this interim work.

FG62.19 WORKS SUB-COMMITTEE

- (a) Facilities Manager monthly reports – Noted (attached K). The Committee expressed its appreciation for all the work undertaken and noted that positive comments are now regularly received regarding the improved standards. The Facilities Manager is to be asked to pass on the thanks to the staff.

FG63.19 ELMS

- (a) Request Letter – Memorial Rose Bushes – Following a request on behalf of the Gardeners Association to plant three memorial rose bushes which had been donated, in the “Twinning Association” garden at the Elms, it was agreed that unfortunately this request would have to be refused as it would set a precedent for future requests.
- b) Lift Quotes – Further to the inspection by Zurich of the lift at the Elms, quotes had been received from the Lift Service Contract Engineers (Orona) to replace the RAM seals which are leaking and replace the car emergency light. It is proposed that the total amount of £3402.25 plus VAT should be accepted and taken from General Reserve GEN4 currently standing at £5904.00.
- (c) Lease 7 (In Committee)
- (d) Lease 16 (In Committee)

FG64.19 GENERAL

- (a) Insurance Review – Further to renewal of the insurance in June with Zurich, the schedule had been reviewed by the Clerk and it is proposed that the items set out in the Clerk’s report (attached L) be accepted.
- (b) Visitor Guide Reprint – Peter Noel declared an interest. Paul Oatway led the discussion and it was agreed that the Council should now take ownership of the document and move forward. Nothing is to be done immediately as the amount of work involved in getting the document to the stage of printing is too great. Paul Oatway would draw up a process to look at in the Autumn which would

include the question of what impact the lack of guide has had over this summer and whether it is worth spending the money on a re-print.

Kay Solomon was concerned that a notice should be placed on the east side of the river stating that a defibrillator is available on the "Heritage Building".

- (c) EDF Accounts – The following change of DD payments were reported:
- Elms Gas – increase from £68 to £73 per month;
 - Chapel electricity – increase from £7 to £27 per month;
 - Depot electricity – increase from £9 to £11 per month.
- (d) Non-Domestic Rates Bills 2019/20 – The following rates bills were reported against the current budget:
- Foreshore - £11784 (budget £12096);
 - Cemetery - £761.05 (budget £725);
 - Elms 1st Floor - £3191.50 (budget £2930).
- (e) Emergency Lighting Replacement Fittings and Battery Packs – A total of £145.24 plus VAT for the Elms and £32.00 for the Factory Building had been approved by the Clerk from ongoing general maintenance budgets for these essential replacements.
- (f) Request for Lease Information (treated as FOI request) – The information requested had been sent and where it was not possible to provide the information which was deemed sensitive, explanations had been provided.
- (g) Parish Online Mapping – It was agreed that this system should be joined at a cost of £100 per year and added to the Annual Contracts. It would be very useful in mapping graves, benches, salt bins etc.
- (h) SMP2 Review – Foreshore v Planning – Further to circulation of a report (attached M), it was agreed by the Committee that this issue should, in future, be dealt with by the Planning Committee.
- (i) Coin Safe – A coin safe had been donated by Steve and Gill Pile following their retirement from the Post Office. This is very useful and the Committee asked that an official letter of thanks be sent to them.
- (j) Land Adjacent to the War Memorial (In Committee).
- (k) Arboricultural Report (In Committee).

FG65.19 MACHINERY

- (a) Kubota Replacement
- (i) Promotional cash back of £200 has been applied for;
 - (ii) It was noted that there had been an increase of £104 in the insurance on the new vehicle. The budgets would be increased accordingly for 2020/21.
 - (iii) The cost of servicing (50 hours due July 19 and 200 hours due before the end of this financial year) had been agreed to be taken from the end of 2018/19 surplus earlier in the meeting.
- (b) John Deere – After consideration of the Facilities Manager's report (attached N), an additional sum of £500 (in addition to the £500 in the current year's budget) had been agreed from the 2018/19 end of year surplus to try and keep the machine running.

FG66.19 STAFF REPORT (attached O) was noted.

FG67.19 IN COMMITTEE

- (a) Lease 6 – renewal of annual agreement – Further to discussions at the Foreshore Committee, it was proposed to renew the annual agreement on the current terms, with an additional clause which states, "should the building become beyond economic repair, the agreement will be terminated and the tenant will be compensated for the residual time at the amount of the rent paid pro rata".

- (b) Lease 7 – It is proposed that the renewal of this lease be advertised with Martin Diplock at a cost of £1500 plus VAT at the rental suggested by the valuation. It is also proposed that if someone makes a full price offer, the Clerk and the Chair/Vice Chair of the F&GP Committee should have authority to accept this subject to the relevant checks.
- (c) Lease 16
- (i) It was reported that the management fee had been undercharged for the first 6 months of the rental period. This had now been rectified but would not be backdated.
- (ii) The agent has advised that it is possible that the tenant could be shortly giving notice. The length of the agreement is to be referred to.
- (d) Land Adjacent to the War Memorial – Further to comments at the Annual Meeting of the Council in May, the agreement had been checked and although it is correct in that it is with Hazelwood House and not Courtfield, it needs updating to take into account the current owners. The owners had requested an increase in the peppercorn rent from 1p per year to £1 per year which would enable a bank transfer. This was agreed by the Committee.
- (e) Arboricultural Report – Quotes had been received and, although not the cheapest, the local firm which best meets the specification of inspection, provides best value and is within the budget of £1500. It was therefore agreed to accept the quote from Hardy Tree Care of £995 plus VAT to undertake the first 5 yearly Arboricultural Report.

The meeting closed at 9.00 pm.

Proposals:

- FG52.19 (a) Abolition of Works Sub-Committee
- FG53.19 Supplier Payments – additions
- FG54.19 Clerk's Report
- FG55.19 Bank Reconciliations (April/May)
- FG56.19 Income & Expenditure against Budget (April/May)
- FG57.19 18/19 Surplus allocation
- FG59.19 (a) Investment Strategy 2019/20
- FG59.19 (b) Reserves Policy
- FG60.19 (b) Fossil Warden funding
- FG61.19 (a) Dorset Council proposal for grass cutting
- FG63.19 (b) Lift quotes
- FG64.19 (a) Insurance review

In Committee Proposals:

- FG67.19 (a) Lease 6
- FG67.19(b) Lease 7