

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN



Telephone (01297) 560826 E-Mail charmouth@dorset-aptc.gov.uk

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 13th MARCH 2018 AT THE ELMS

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

FG6.1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

FG6.2 DISCLOSURE OF INTERESTS

Martin Sayers declared an interest with regard to being a member of the NCI.

FG6.3 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 16th January 2018, circulated to members, were a correct record and were signed by the Chair.

FG6.4 ACCOUNTS FOR APPROVAL (FEBRUARY and MARCH)

RESOLVED to pay the Accounts for Approval for February (retrospectively) and March (attached A).

FG6.5 REPORT OF ACCOUNTS (JANUARY and FEBRUARY)

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

FG6.6 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

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

FG6.7 MONTHLY ACCOUNTS/FORESHORE INCOME TRACKER (JANUARY and FEBRUARY)

The monthly income and expenditure accounts for January and February (attached D) are proposed for acceptance by the Committee and the Foreshore income trackers (attached E) for January and February were noted.

FG6.8 EARMARKED RESERVES

Up to date Earmarked Reserves list for February 2018 was circulated (attached F) and noted by the Committee. With regard to ER GEN7 for the Church Clock, a further letter would be sent to Rev Stephen Skinner asking about the intentions regarding the clock.

FG6.9 COMMUNITY PARTNERSHIP ENGAGEMENT BETWEEN UNITARY AND PARISH COUNCILS

- (a) **UPDATE OF PROPOSED MEETING RE TRANSFER OF ASSETS FROM WDDC** – The Clerk reported that this had now been passed to Nick Randle of LGRC Associates Ltd as he is managing the devolution

of assets and services programme for WDDC. He is to contact the Council in due course. In addition a survey had been received from the District Council regarding the transfer of services and this had been completed and returned.

- (b) **TASK AND FINISHING GROUP** – a report had been circulated by Paul Oatway (attached G) and it was agreed by the Committee that Paul should put himself forward for this group.

FG6.10 FORESHORE COMMITTEE

(a) **BEACH SHOP DAMP** – due to lack of members and differing opinions at the Foreshore Committee, this whole issue had been referred to the Finance Committee. There was a discussion about the history and advice from the Clerk that with such differing quotes/specs, a surveyor has the expertise to ensure that value for public money is obtained on a “like for like” basis. There is a difference in spending the lowest amount and obtaining best value. It is therefore proposed that the only Surveyor quote received be accepted to move forward to tender for this contact. The £1000 quoted will be taken from the allocated amount of £10000 within Earmarked Reserve FSH1.

(b) **WIFI PROJECT** – a report had been circulated as the proposal had changed since the Foreshore Committee meeting due to the capital costs now being totally grant funded. Therefore, after a discussion it was proposed to accept the system for 2 years initially and agree to underwrite the running costs subject to the Chair of the Foreshore Committee being content with the Terms and Conditions. The revenue costs to a maximum of £2049.12 pa would be funded from the Coastal Project budget 17/18 for the year 18/19 and would be budgeted for the following year 19/20.

(c) LOOKOUT

- (i) **Power Supply** – In line with the recommendation from the Foreshore Committee, it is proposed to spend up to £3000 providing electricity to the lookout, subject to a contribution of 50% from the NCI, up to a maximum of £2000 (a letter of comfort has now been received from NCI confirming this). This would be taken from the remainder of FSH1 earmarked reserve.
- (ii) **Lease/rent** – It is proposed that the NCI be offered the lease on the Lookout for a further year on the same terms. It is however proposed to increase the generic rent by 3%.
- (iii) **Lease 2** – The Clerk reported that the legal fees to draw up the new lease would be £3-400 plus VAT to be met by the Council. Paul Oatway explained one slight change in terms to include a clause re debris filters.

FG6.11 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) **RENTS** – it is proposed to increase all rents at the Playing Field by 3% in line with inflation.

(b) **GRILLS FOR PAVILION WINDOWS** – this is a reaction to the recent vandalism and it was agreed to discuss it at the next Playing Field Committee.

FG6.12 WORKS SUB-COMMITTEE

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

FG6.13 ELMS/GENERAL

(a) **FLAT CONVERSION** - a report had been circulated (attached I) from the Project Board and after explanation of the figures it is proposed that

- (i) the contract be awarded to the lowest tenderer;
- (ii) the Surveyor be instructed to provide for Variation No 1 to include the civil works required for the electricity supply cable and the laminate floor;
- (iii) the Clerk and Chair of the Council be authorised to agree expenditure for Variation No. 1 up to a maximum of £3600 plus the Surveyor’s fees to a maximum of £500 (all of which are accounted for in the figures within the report);
- (iv) reallocation of £7000 from the Allocation of Surplus Funds 16/17 (attached J) P10 Repointing of Factory Building be agreed to accommodate the shortfall of £6355.

(b) 2ND FLOOR

- (i) Lease 8** – the Clerk reported that a new 2 year lease had commenced on 21/2/18;
- (ii) Lease 10** – the Clerk reported that the current tenant had decided not to continue after the first three months (Dec-Feb inclusive). However, the previous agent had been contacted and the client who had enquired before Christmas was still interested. They had since visited the space and would like to take it from 1 May 2018 subject to the following:
 - They can proceed with installation of a phone line and wifi at their expense prior to 1 May – agreed;
 - They can board out the cupboard in the eaves to provide storage at their expense – agreed provided they agree spec with Dave Humphrey;
 - A flashing fire alarm bell/light to be installed in the room – agreed at the Council's expense as a duty of care. Quote to be sought from current fire alarm contractor;
 - Replacement of the carpet – agreed to ask the prospective tenant to obtain quotes for consideration, Council's expense as fixtures and fittings;
 - Signs can be erected and a mailbox installed on the 2nd floor landing – agreed as long as size and location agreed with the Clerk and all are erected by the Facilities Manager.Costs for the carpet and fire alarm bell could be approved by the Clerk/Chair if under £500 each and taken from the 18/19 Budget for Elms specific projects (£3500).

- (c) POINTING OF ELMS BUILDING** – In line with allocation of funds within the Surplus Funds 16/17 (attached K) P5 Surveyor for pointing, it was agreed to get quotes from a surveyor to proceed to tender for the repointing of the necessary parts of the Elms building. This is considered to provide best value and guarantee in the long term.

FG6.14 CHARITY FUND

- (a) GRANT APPLICATION LETTERS** – Two letters had been received and had both been sent the new application form with an explanation that they will be considered in the Autumn along with the rest of the requests.

FG6.15 ANNUAL CONTRACTS/SUBSCRIPTIONS 2018/19

It is proposed that the list of annual contracts/subscriptions for 2018/19 (attached L) be approved. It was confirmed that next year the list will include a justification for the single source procurement.

FG6.16 RISK MANAGEMENT

- (a) REVIEW OF HEALTH AND SAFETY POLICY** – it is proposed that the Health and Safety Policy (attached M) be approved without change and signed by the Chair of Council.
- (b) REVIEW OF RISK ASSESSMENTS** – it is proposed that the main risk assessments for the use of the Elms and Depot (attached N) be approved as amended. The Clerk and Facilities Manager have reviewed and updated all subsidiary risk assessments which are ongoing, fluid documents.

FG6.17 SECTION 106 ALLOCATION PROCESS

Details of Section 106 funds available for Charmouth had been received from WDDC (attached O) and would be referred to the Committees at the end of April/May for suggestion of projects to put forward. In the meantime, interested local groups would be contacted and requested to put projects forward.

FG6.18 ANNUAL PARISH MEETING ADVERTISEMENT OPTIONS

Due to lack of Councillors currently this had not been picked up. It was agreed not to provide a full leaflet for circulation to households this year, but to provide a black and white A5 flyer which could be put in outlets for people to pick up. It was also agreed to ask Morgans if they would include the leaflet in the Bridport and Lyme News the week prior to the meeting.

FG6.19 GENERAL

(a) ELECTRICITY ACCOUNTS

- (i) All five electricity contracts are due for renewal and it was reported that the Deputy Clerk had contacted two compare companies as well as the current provider direct and advises that the best financial and reliable option is to remain with the current provider, EDF for a new three year fixed contract. This was agreed by the Committee.
- (ii) It was reported that new direct debit amounts had been received for four of the current energy accounts:
 - Chapel Elec – decrease from £25 to £7 per month for the next 12 months from April 18;
 - Foreshore Elec – decrease from £212 to £187 per month for the next 12 months from April 18;
 - Elms Elec – decrease from £63 to £43 per month for the next 6 months from April 18;
 - Elms Gas – increase from £81 to £88 per month for the next 12 months from April 18.

(b) VAT CERTIFICATE OF REGISTRATION – An up to date certificate had been received which shows no changes to classification or rate.

FG6.20 STAFF (report attached P)

- (a) TRAINING** – it was agreed to accept the quote from Tutorcare to provide Manual Handling training to all staff and offer any spare places to the Traders at a nominal cost. The overall cost of the course of £295 plus VAT, less any offsetting reclaimed, would be taken from the 18/19 Training Budget.
- (b) HOURS** – all aspects of the report were agreed by the Committee as they are within budgets.

The meeting closed at 8.50pm.

Proposals:

- FG6.4 Accounts for approval – March additions
- FG6.5 Report of Accounts – January and February
- FG6.6 Clerks Report for March
- FG6.7 Monthly Accounts – January and February
- FG6.10(a) Beach Shop Damp (IN COMMITTEE)
- FG6.10(b) Wifi Project
- FG6.10(c) Lookout Power Supply
- FG6.10(d) Lookout Lease/Rent 18/19 (IN COMMITTEE)
- FG6.11(a) PF Rents (IN COMMITTEE)
- FG6.13 (a) (i)-(iv) Elms Flat Award of Contract (IN COMMITTEE)
- FG6.13(b) (ii) Lease 10 (IN COMMITTEE)
- FG6.15 Annual Contracts/Subscriptions 2018/19
- FG6.16(a) Health and Safety Policy
- FG6.16(b) Risk Assessments (Elms and Depot)