

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD VIRTUALLY AT 7.00PM ON TUESDAY 9 MARCH 2021

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

FG1.21 APOLOGIES FOR ABSENCE

No apologies were received.

FG2.21 DISPENSATIONS

No dispensations were received.

FG3.21 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

FG4.21 MINUTES

RESOLVED that the minutes of the meetings of the Finance and General Purposes Committee held on the 10 March 2020, circulated to members, were a correct record and were signed by the Chair.

FG5.21 SUPPLIER PAYMENTS (FEBRUARY AND MARCH)

RESOLVED to approve the Supplier Payments for February (attached B1) and March (attached B2). Additions to the March list to be approved at the Full Council meeting

FG6.21 BANK RECONCILIATION (UP TO END JANUARY)

The Committee proposed acceptance of the bank reconciliation up to the end of January 2021 (attached C).

FG7.21 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JANUARY) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April-January (attached D1) be accepted by the Council. The Foreshore Income Tracker (attached D2) was noted.

FG8.21 RESERVES SCHEDULE (UP TO END FEBRUARY)

The detailed reserves schedule up to the end of February was noted (attached E).

FG9.21 FORESHORE COMMITTEE

- (a) Factory Pointing Contract – The minutes of the recent Factory Pointing Sub-Committee (attached M) were approved by the Committee and proposed for ratification by Full Council.
- (b) Charging of Tenants for Drain Blockages – Following a recommendation from the Foreshore Committee, it was agreed that a letter would be sent to the Café reiterating the blocking of the

drains from fat build up and asking that fat and oil be disposed of responsibly to avoid a further occurrence and ultimate charging of the tenant for the unblocking.

- (c) Water Leak/Implications – The Clerk explained that the factory building is still without water 4 weeks after the leak being found. This is in the hands of the loss adjusters who, as of today, have been informed by the specialist contractor that they cannot meet the demands of the landowners to allow digging. To dig only on PC land is not an option as the meter is on 3rd party land which is where, legally, the digging must commence. The loss adjuster was to email to 3rd party's land agent today and failing any compromise has suggested that Wessex Water be contacted again as they apparently have authority to dig without permission in certain circumstances. Any cost can be referred to the insurance company. Letters of complaint had now been received from two of the tenants and it was agreed that Peter Noel and Judith Sheppard would meet with the tenants and explain that the Council will be sympathetic but need to review the whole position once things are sorted out.
- (d) Car Parking Permits – It is proposed that the current parking permits for the unit holders be renewed for 2021/22 (1 x permit for Café, Fossil Shop, Sea Lily, East Beach Concession for overflow car park in lieu of wifi receiver; 2 x warden permits for CHCC plus 3 x permits for the overflow car park up to 12noon). It is also proposed, following a letter from the NCI, that they be allocated one parking permit in line with the fact that they pay rent, don't receive an income and provide a very valuable service to the community.

FG10.21 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) Replacement Bowls Mower – The Playing Field Committee proposed that the existing reserve amount of £2274.47 be kept specifically for a new bowls green mower as the Bowls Club are currently happy with the mower loaned to them by the Council. It was confirmed that the reserve is an earmarked reserve (PF3) and would need approval to spend on anything other than specified in line with the Reserves Policy.

FG11.21 ANNUAL CONTRACTS

It is proposed that the list of Annual Contracts for 2021/22 (attached F) be agreed.

FG12.21 POLICIES FOR REVIEW

- (a) Investment Strategy 2021/22 – Jane Bremner mentioned that although she understood that the Council is restricted where investment can be made, with interest rates so low, keeping the funds where they are is not meeting the Council's objective. It is proposed that the draft policy (attached G1) be approved without amendment.
- (b) Equal Opportunities Policy – Jane Bremner requested that this policy be disseminated to the Facilities Manager as a Line Manager on an annual basis. It is proposed that the draft policy (attached G2) be approved without amendment.
- (c) Freedom of Information – Publication Scheme Policy – It is proposed that the draft policy (attached G3) be approved without amendment.
- (d) Reserves Policy – Jane Bremner mentioned the level set for the General Reserve and it was agreed that this is appropriate. It was agreed that it wouldn't be appropriate to set levels for either the Earmarked or Ringfenced Reserves however. It is proposed that the draft policy (attached G4) be approved without amendment.
- (e) Policy and Protocol for Death of the Sovereign or other Senior Royal or National Figure – It was agreed that the draft policy (attached G5) be approved.

FG13.21 FACILITIES MANAGER MONTHLY REPORTS (JANUARY/FEBRUARY)

Noted (attached H1 and H2).

FG14.21 RISK MANAGEMENT

- (a) Health and Safety Policy – It is proposed that the Health and Safety Policy (attached I1) be approved without amendment.
- (b) Overall Risk Assessment – it is proposed that the Overall Risk Assessment (attached I2) be approved without amendment.
- (c) Financial Risk Assessment – it is proposed that the Financial Risk Assessment (attached I3) be approved without amendment.

It was noted that in line with previous years, all working Risk Assessments are currently being reviewed by the Facilities Manager and Clerk. Committee Chairs will be invited to view the relevant documents in due course. The Clerk confirmed that Covid specific Risk Assessments are carried out by her following any change in Government Guidelines and decision notices are displayed on the website. The Facilities Manager also incorporates Covid guidelines into his ongoing monitoring of all other Risk Assessments.

FG15.21 VEHICLES

- (a) Replacement pickup options – Following the circulation of the report (attached J) after the F&GP Committee in March 2020, nothing further has happened due to the pandemic and lack of meetings. However, following comments when the Suzuki was recently serviced, action is required urgently due to the bad state of the body work of the vehicle. It was agreed that Katherine be asked to find out if there is any improvement in electric vehicles since last year and to obtain the costs from Torque GT to start the process of finding and importing a newer version of what we have. This will be discussed further at the Full Council meeting.
- (b) Tractor Cab Corosion – Dave has received a report from Buglers to state that the cab on the tractor is corroded and may break if the tractor is turned over. They are unable to undertake any repairs to the cab as it is part of the safety structure and it is illegal to do so. A new cab is not an option as they are not made any more. The Risk Assessment has been amended to state that the tractor should not be used on the beach or uneven ground at the current time. Judith Sheppard was concerned about how the boat ramp would be kept and will liaise with Dave about this before taking it to the Foreshore Committee.

FG16.21 HAZARD AND INCIDENT REPORT – No incidents to report.

FG17.21 ELMS

- (a) 2nd Floor Room 2 – It was reported that the tenants whose lease ended in February had, due to a change in circumstances, decided to continue for a further year. It was approved by delegated authority that this arrangement could be done on a Tenancy at Will basis.
- (b) Elms Flat – Further to approval by delegated authority, the new tenant has moved into the flat and three months rent in advance has been received.
- (c) Office Reconfiguration – Further to approval of purchase of fittings/elec points for the new Pavey Room, it was confirmed that the items requested amounting to £223.31 plus VAT had been purchased and they don't require any additional power points. It is hoped that as soon as restrictions ease, the move can commence. At that point the requirements for the Council moving into the existing Pavey Room can also commence to enable the Clerk and Deputy to come back to the office in due course.

FG18.21 GENERAL

- (a) Brushcutter Replacements – Quotes had been obtained by Dave to replace the old, worn out brushcutters/strimmers with like for like. These quotes will be considered at the Full Council meeting but before then Dave would be asked to compare prices for electric, rechargeable machines as well.

- (b) DC Agency Agreement – inclusion of Bridge Road trees/shrubs – Following a request from DC to add these trees/shrubs to the agency agreement for cutting back twice a year, it was agreed that an additional £80 per year should be sought from DC for this.

FG19.21 SERVICES/CHARGES

- (a) Renewal of Gas/Electric Accounts – An email from Katherine has been circulated explaining how much time it has taken and how difficult it has been to get comparable quotes for the renewal of the 5 electric and 1 gas account. On this basis it was agreed to renew with EDF (who were the cheapest anyway) for a 3 year contract. It was noted that EDF is one of the largest investors in renewable energy currently.

FG20.21 STAFF – (Report attached K)

- (a) Staff Holiday – It is proposed to send staff (other than the Clerk and Deputy Clerk) a letter of thanks from the Council after 5 years of service to be rewarded with one extra days holiday each year thereafter. The situation can be reviewed if and when 10 years service is achieved.
- (b) Office Administrator's Hours – It was agreed that the Office Administrator will work 20 hours per week as per the budget allowance from April.
- (c) Training – It was agreed that the Clerk could attend e-training at a cost of £385 for 4 days (1 day each month from April-July) with a view to working towards the CiLCA qualification. This will be taken from the existing Training Budget of £496.

FG21.21 IN COMMITTEE

- (a) Lease 4 Rent – In line with the correspondence attached (L1, L2 and L3). It is proposed that it is not possible to agree to the request at the current time.

The meeting closed at 8.15pm.

Proposals:

- FG5.21 Supplier Payments March additions
FG6.21 Bank Reconciliation
FG7.21 Income and Expenditure against Budget
FG9.21 (a) Factory Pointing Sub-Committee Minutes
FG9.21 (d) Parking Permits
FG11.21 Annual Contracts
FG12.21 (a) Investment Strategy 2021/22
FG12.21 (b) Equal Opportunities Policy
FG12.21 (c) Freedom of Information – Publication Scheme Policy
FG12.21 (d) Reserves Policy
FG12.21 (e) Policy and Protocol for Death of the Sovereign or other Senior Royal or National Figure
FG14.21 (a) Health and Safety Policy
FG14.21 (b) Overall Risk Assessment
FG14.21 (c) Financial Risk Assessment
FG15.21 (a) New Vehicle options – **discussion required**
FG18.21 (a) Brushcutter replacements – **discussion required**
FG20.21 (a) Staff Holiday

In Committee:

- FG21.21 (a) Lease 4