

# Charmouth Parish Council

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



Telephone (01297) 560826 E-Mail [clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)

## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 12 MARCH 2024

In attendance: Cllrs Jane Bremner, Katie Moore, Peter Noel, Martin Sayers and the Clerk, Lisa Tuck.

### **FGP24/23 APOLOGIES FOR ABSENCE**

Apologies had been received from Judith Sheppard (holiday).

### **FGP24/24 DISPENSATIONS**

It was noted that all Councillors (except Jane Bremner) have an ongoing dispensation to enable discussion of the precept for the Parish.

### **FGP24/25 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### **FGP24/26 MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 16 January 2024, circulated to members, were an accurate record and these were signed by the Chair.

### **FGP24/27 SUPPLIER PAYMENTS FEBRUARY AND MARCH 2024**

The supplier payments for February (attached B) were approved retrospectively as having been approved by delegated authority and it was

**RESOLVED that the supplier payments for March 2024 (attached C) to date be approved.**

Any additions would be approved by delegated authority and retrospectively at the Full Council Meeting.

### **FGP24/28 BANK RECONCILIATION (UP TO END SEPTEMBER 2023)**

The Committee proposed approval of the bank reconciliation up to the end of January 2024 (attached D).

### **FGP24/29 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JANUARY 2024) AND FORESHORE INCOME TRACKER**

Proposed that the income and expenditure accounts for April 2023-January 2024 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted and that car park takings are still doing well.

### **FGP24/30 RESERVES**

**(a) SCHEDULE UP TO END JANUARY 2024** – Reserves schedule for April-January 2024 (attached F) was noted.

**(b) BANK TRANSFERS** – The following bank transfers were noted to cover the cost of the new play equipment:

- £15000 FROM THE LLOYDS CURRENT ACCOUNT TO THE SANTANDER CURRENT ACCOUNT;
- £15000 FROM THE NAT WEST DEPOSIT ACCOUNT TO THE SANTANDER CURRENT ACCOUNT.

### **FGP24/31 CLERK'S REPORT**

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

**FGP24/32 HAZARD AND INCIDENT REPORT – None.**

**FGP24/33 FORESHORE COMMITTEE**

**(a) FS10.24(d) BLUE BEACH HUTS PLATFORM AND GRADING OF SAND –** It is proposed to Full Council that up to £2400 be allocated from FSH1 Reserve to cover the estimated costs of rebuilding the blue beach hut platform and grading the sand in front of the huts in line with the quotes received.

**(b) FS14.24(a) LEASE 2 RENEWAL (IN COMMITTEE);**

**(c) SWIM BUOYS – DEPLOYMENT/CONFIRMATION OF BUDGETED AMOUNT –** It was reported that there is a budget of £1500 in 24/25 for the deployment of the Swim Buoys purchased last year. The Lyme Regis/West Bay Harbour Master had been asked for a date.

**(d) MOVEMENT OF SAND ON EAST BEACH –** It was confirmed that permission had been given by the Clerk in line with ongoing permission in the Foreshore Assent Document for burying of tank trap and enabling stable access to east beach.

**(e) CTAP – FEEDBACK FROM LATEST MEETING –** The following actions had been taken by CPC since the last meeting: The figure for Foreshore part of CPC generated income (not precept) of just over 86% was given to CHCC; The existing planning application has been resubmitted; DC are arranging for a contractor to remove the metal spikes from bottom of deflection steps. In addition, a response has now been received from the dedicated DCF/CTAP Officer confirming that they may not be able to attend the APM but have arranged an on-site meeting with PC and CHCC. DCF News also has a link to a specific Charmouth CTAP page.

**FGP24/34 PLAYING FIELD, CEMETERY & STREET MANAGEMENT COMMITTEE –** No proposals.

**FGP24/35 FACILITIES MANAGER MONTHLY REPORTS (JAN & FEB 2024) (attached H) –** Noted.

**FGP24/36 ELMS**

**(a) DAMP ISSUES – SECOND OPINION – UPDATE –** Peter reported that he hopes to have more information by the next meeting.

**(b) RE-MARKING OF ELMS PARKING BAYS –** It was

**RESOLVED to accept the lowest quote received of £645 plus VAT from H C Lewis to re-mark the Elms parking bays. This would be taken the current Elms Specific Projects budget standing at £700.**

**FGP24/37 GENERAL**

**(a) BUILDINGS VALUATIONS –** It was confirmed that new valuations had been received and will be used to update insurance valuations when renewed in June.

**(b) ANNUAL CONTRACTS 2024/25 (attached I) –** It was

**RESOLVED that the Annual Contracts for 2024/25 be approved and that the highlighted items be noted/approved, including the renewal of the CPRE membership.**

**(c) CORPORATION TAX – DEMAND FOR OVERDUE FINES – UPDATE –** No response has been received from HMRC to date.

**(d) PARK & RIDE 2024 –** Unfortunately there is no scope to include Charmouth for the 2024 season due to the extortionate cost of providing a third bus. However, it is hoped to open discussions with other operators for subsequent year's.

**(e) 5 YRLY ELECTRICAL TESTS – ADDITION OF LOOKOUT –** It was reported that a budget of £2300 is included in the 24/25 budgets for the 5 yearly electrical tests following a quote from C B Potts. It is subsequently

**RESOLVED to accept an additional quote of £200 to include the Lookout. This would be taken from the 24/25 Foreshore General Maintenance Budget.**

**(f) CARD PAYMENTS/PHONE** – It is proposed to purchase a new 4/5G phone for the beach staff which makes calls, takes photos, can check the car park tickets and link to a card machine. Two new upgraded sum up card machines – one for the office and one for the beach office will enable card payments at all sites. Total cost of £350 initial outlay plus £8 per month for a rolling contract. The initial costs would be taken from 24/25 ongoing maintenance budgets and the monthly fee from the Foreshore phone budget.

#### **FGP24/38 POLICIES**

**(a) INVESTMENT STRATEGY 2024/25 (attached J)** – Proposed to accept as set out.

**(b) RESERVES POLICY (attached K)** – Proposed to accept as set out.

**(c) OVERALL RISK ASSESSMENT (attached L)** – Proposed to accept as set out.

**(d) FINANCIAL RISK ASSESSMENT (attached M)** – Proposed to accept as set out.

**(e) FINANCIAL REGULATIONS – AMENDMENT (attached N)** - In line with internal auditors comments it is proposed to accept the updates regarding contracts as set out.

**(f) STANDING ORDERS – AMENDMENT (attached O)** - In line with internal auditors comments it is proposed to accept the updates regarding contracts as set out.

#### **FGP24/39 VEHICLES/MACHINERY**

**(a) INCREASED JOHN DEER SERVICE/MAINTENANCE COSTS** – It was confirmed that the total cost of the machinery servicing amounted to £3059.66p + VAT (£183.86 more than agreed Jan 2024). This is still within the combined budget of £4021.67 (made up from GEN6 £878.14; 23/24 MC service bud £1423.68; 23/24 JD Mtce bud £1367.72; 23/24 Kubota Mtce bud £352.13).

**(b) TRACTOR USE/PF CUTTING CHANGES** – Advice has been received from the tractor trainer from Hush Farms that:

- The tractor front loader needs testing once a year. This has been confirmed with Zurich and will now undergo a PUWER test as part of the insurance schedule.
- Unfortunately, to make the boat launch slip will be pushing the tractor to its limits. The wheels would need to be extended to help stop it from tipping. An alternative plan is going to be put together to use the tractor for grass cutting at the PF as the John Deere mower is starting to need serious expensive attention.

#### **FGP24/40 ENVIRONMENT WORKING GROUP – meeting not held until 19 March.**

#### **FGP24/41 STAFF**

**(a) REPORT (attached P)** – The staff report was noted and the following approved:

- Clerk's remaining holiday days from 23/24 allowed to be used immediately after Easter on 2&8 April;
- Clerk's additional 20 hours from Jan-March.

#### **(b) NEW EMPLOYEE**

**(i) ADDITIONAL BUDGET FOR EARLIER START** – It was agreed by the Committee that there would be sufficient surplus at the year end to allocate up to £4500 to allow a potential new employee to start prior to the retirement of the current member if necessary.

**(ii) ADVERT PLATFORMS/COSTS** – It was agreed initially to advertise the position on various social media notice boards/job sites as well as the Council's website and physical notice boards. Depending on the response, it was agreed to take out an advert in the Midweek Herald/online Jobs 24 Devon if necessary at a cost of approximately £450 plus VAT. Following the HR Committee meeting, it was reported that the idea of employing an apprentice had been investigated but it was felt that this is not appropriate for the Council at the current time.

(c) **SICK PAY POLICY** – Jane Bremner reported on the proposed changes to the sick pay policy and as such the possible introduction of a service and attendance allowance. Advice had been sought from auditors, NALC and WorkNest and such a scheme is possible but any changes must be by negotiation. This was agreed in principle and figures would be available for the Full Council Meeting.

**FGP24/42 IN COMMITTEE**

- (a) **ELMS 2<sup>nd</sup> FLOOR ROOM 2 – UPDATE** – There has been occasional interest but no offers to date.
- (b) **LAND OWNED BY PC, HIGHER SEA LANE – UPDATE** – The sale of the land is progressing.
- (c) **FS14.24(a) LEASE 2 RENEWAL** – It is recommended to accept the proposal set out (Confidential Document Q attached).

The meeting closed at 7.00pm.

**Proposals:**

- FGP24/27 March supplier payment additions
- FGP24/28 Bank Reconciliation
- FGP24/29 Income and Expenditure against Budget
- FGP24/31 Clerk's Report
- FGP24/33(a) Beach hut platform/grading of sand
- FGP24/37(f) Phone/card machines
- FGP24/38(a) Investment Strategy 2024/25
- FGP24/38(b) Reserves Policy
- FGP24/38(c) Overall Risk Assessment
- FGP24/28(d) Financial Risk Assessment
- FGP24/28(e) Financial Regulations amendment
- FGP24/28(f) Standing Orders amendment
- FGP24/42(c) Sick Pay Policy (In Committee)
- FGP24/42(c) Lease 2 Renewal (In Committee)