

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 8th MAY 2018 AT THE ELMS

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

FG7.1 APOLOGIES FOR ABSENCE

Apologies were received and accepted from David Clifford (holiday).

FG7.2 DISCLOSURE OF INTERESTS

Peter Noel declared an interest with regard to the application for Little Hedges, Higher Sea Lane.

FG7.3 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 13th March 2018, circulated to members, were a correct record and were signed by the Chair.

FG7.4 ACCOUNTS FOR APPROVAL (APRIL and MAY)

RESOLVED to pay the Accounts for Approval for April (retrospectively – attached Aa) and May (attached B).

Paul Oatway asked if the Elms disabled toilet could be looked at a bit further with regard to aesthetics which were not included in the original contract. He agreed with the Clerk that some boxing of pipes would complete the work and this was not included in the original spec.

FG7.5 REPORT OF ACCOUNTS (MARCH)

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

FG7.6 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

The Committee proposed acceptance of the Clerk's Report for May (attached C). Paul Oatway highlighted the Dorgard purchased for the Pavey Room door and stated that as this room is used more often for Council business recently, it is of benefit to all.

FG7.7 MONTHLY ACCOUNTS/FORESHORE INCOME TRACKER (MARCH)

The monthly income and expenditure accounts for March (attached D) are proposed for acceptance by the Committee and the Foreshore income tracker (attached E) for March was noted.

FG7.8 END OF YEAR FINANCE REPORT

(a) The earmarked reserves (attached F) as at 31 March 2018 were noted and proposed for acceptance. It was noted that a response had been received from Rev Stephen Skinner asking if the Church Clock reserve could be held until the result of the HLF Bid is known in the Autumn.

- (b) The end of year finance report (attached G) showing the proposed allocation of unspent budgets was discussed and deferred until the end of the meeting.

FG7.9 2017/18 AUDIT

- (a) Annual Accounts – these were circulated to Committee members (attached H). It is proposed that the accounts for the year 2017/18 be approved and accepted.
- (b) Annual Return to Auditor
 - (i) Annual Governance Statement – The Committee considered each statement and is confident that “yes” can be answered to all boxes. It is proposed that the Annual Governance Statement (attached I) for 2017/18 be approved and accepted.
 - (ii) Accounting Statements – the figures in the Accounting Statements (attached J) are based on the Annual Accounts. It was proposed that the Accounting Statements for 2017/18 be approved and accepted.
- (c) Internal Audit Report – A letter had been received from Mr Bob Hughes (attached K), Internal Auditor following his visits/checks for 2017/18 and he had signed the Annual Return (attached L). There were no internal control failures and it is proposed that the internal audit report be approved and accepted. It is noted that he expressed his concern at the time taken to undertake the flat conversion and the rise in budget from original estimates. The Committee understood the reasons which were that the work had originally been planned to be undertaken ‘in house’ and that this was never realistic or possible, therefore causing time to elapse and the budget to increase.
- (d) Bank Reconciliation – It is proposed that the bank reconciliation (attached M) be approved and accepted.

FG7.10 APPOINTMENT OF INTERNAL AUDITOR 2018/19

Due to the need for the Internal Auditor to have indemnity insurance, three quotes had been sought to appoint an official Internal Auditor for the year 2018/19. Bob Hughes had been given the opportunity to quote but had declined. It is proposed to accept the joint highest quote (only by 8%) based on recommendation of the contractor and information given on background and work to be undertaken. It is proposed that this expenditure be taken from the end of year unspent budget surplus.

FG7.11 ASSET REGISTER 2018

The Asset Register as at 31 March 2018 (attached N) was circulated and showed the movements throughout the year.

- (a) It is proposed to accept the writing off of equipment shown in bold, and
- (b) It is proposed to accept the adding of new equipment shown highlighted in yellow.

FG7.12 COMMUNITY PARTNERSHIP ENGAGEMENT BETWEEN UNITARY AND PARISH COUNCILS

- (a) Meeting at WDDC attended by the Chair and Clerk – Peter Noel reported on the meeting and that not much more was learned than previously. The Council still await an approach from the Local Government Review Consultants with regard to discussing the possible delivery of WDDC services in Charmouth by the Parish Council.
- (b) DAPTC Survey on LGR matters – Peter Noel reported that response had been requested by 20 May if possible. *POST MEETING NOTE: As this is an extensive survey that needs thought, an extension of time has been requested to allow this to be dealt with by a small Working Group after the Full Council Meeting.*

FG7.13 SECTION 106 CIL MONIES

Although projects had been collated from community groups, thought to possible Council projects should be given. Work would be undertaken and a proposed submission presented to Full Council for approval.

FG7.14 FORESHORE COMMITTEE

- (a) Paul Oatway reported that the Lyme Forward round 1 bid for the Coastal Community Fund 5 has gone in but the failure rate is high. The result of round 1 will be heard in July with the second round submission in October if required. The bid is entitled Gateway for Dorset Businesses and consists of 4 projects bundled together including Charmouth Seafront Improvements. One of the requirements of the Parish Council was that a Consultative Committee be formed to keep track and that an independent Chair be appointed. Based on the fact that Adrian Ragbourne had now left LRDT, and following his agreement to take on the role, Paul Oatway proposed that Adrian be appointed as Chair of the Consultative Committee.
- (b) The Committee agreed the release of a second donation to Lyme Forward to cover Simon Williams' latest invoice of £1040.35. This is from the 2017/18 budget to be transferred to a dedicated earmarked reserve. A schedule of future donations is to be chased up.
- (c) Following allocation of beach huts for the summer season 2018 it was agreed by the Committee that the two small pink huts which remain unlet at the full price, be offered to unsuccessful resident's draw applicants on a re-draw basis and at the same price as the other resident's draw huts.

FG7.15 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

Over a period of time, playground equipment companies had been sought, consultation had taken place with the community and a package of improvements put together to improve the playground for younger children. On this basis it is proposed to accept the lowest quote and the funds be taken from PF2 Earmarked Reserve.

FG7.16 WORKS SUB-COMMITTEE

- (a) Facilities Manager monthly reports – Noted (attached O).

FG7.17 FUTURE BUDGETS – STRATEGY TO DEAL WITH AGREED COMMITMENTS

Paul Oatway reported that a strategy is required across the board, but specifically refers to the £10000 agreed for the CCF Project in 19/20 and 20/21 budgets. It is proposed that £10000 be allocated from the 17/18 unspent budgets to offset £5000 in 19/20 and £5000 in 20/21.

FG7.18 ELMS/GENERAL

- (a) Flat Conversion
 - (i) Paul Oatway reported that since work had commenced several issues had been noticed by the Builders which need attention but are not necessarily part of the contract. It is therefore agreed that the following expenditure up to £1000 be allocated from the 17/18 unspent budgets:
 - Loose tiles on step (£120);
 - Corrugated roof (£750);
 - Upgrade of gutters and rainwater downpipe (£75).
 - (ii) It was agreed by the Committee that the original requirement for a separate lit mirror and shaver point be stuck with.
 - (iii) It is proposed that the cash flow payments to the contractor be agreed as set out in the Surveyor's email (attached P).

- (iv) The Clerk requested that the Project Board start looking at the parking issue at the rear of the Elms after completion, as soon as possible.
- (b) 2nd Floor
- (i) Lease 10 – it was reported that the Tenancy at Will would not start until the works required had been completed. These were progressing as follows:
- Fire alarm bell/light – installed at a cost of £171.67 plus VAT;
 - Carpet – following quotes, the lowest quote of £490 plus VAT was accepted by the Committee;
- Both these items had been previously agreed to be taken from 18/19 Elms Specific Projects budget.
- (c) Pointing of Elms Building – It is proposed that the only Surveyor quote received (3 sought) be accepted and taken from the Earmarked Reserve GEN8 16/17 Surplus P5.
- (d) Fire Alarm System Replacement of Detector Heads – Following a quote from the current Fire Alarm maintenance contractor it is proposed that the quote to replace the Fire Alarm Detector Heads at the Elms be agreed and be taken from the 17/18 Unspent Budgets.

FG7.19 GENERAL

- (a) National Non Domestic Rate Bills – the bills for 18/19 had been received and were as follows:
- Cemetery - £688.75 (within budget of £750);
 - Foreshore - £11520 (within budget of £11565);
 - Elms 1st Floor - £2841.09 (slightly over budget of £2652).
- (b) Annual Fire Extinguisher Contract – Further to acceptance of the annual contracts in March, it is now agreed by the Committee to accept the 5 year contract with Vale Fire Safety at a cost of £185 plus VAT per year from 18/19 – 22/23 inclusive.
- (c) New Office PC – Due to increased workload it is necessary to purchase a new desktop computer which will free up the laptop for meetings and accounts. Further to quotes being sought, it is agreed that up to £650 be allocated from the 17/18 Unspent Budget fund to purchase the required machine and software.
- (d) Aluminium “Tommy” Donation – Further to the Council’s previous expression of support for Linda Bearpark’s fund raising for lamppost poppies and an aluminium “There but not There Tommy” for Braggs Corner, it was agreed by the Committee to donate the £150 which is required to complete the fund raising as well as the cost of siting of “Tommy” by a Chapter 8 qualified contractor up to a cost of £350, all (up to £500 in total) to be taken from the 17/18 Unspent Budget fund.
- (e) Charmouth Visitor Guide – Further to a query from the Traders it was agreed to form a Working Group in the Autumn to include the Traders to discuss the re-print/re-design of the Visitor Guide for the 2019 season. In addition, the error of where Herringbone was located on the map needs to be resolved before more maps are printed and following two prices the lowest of £30 plus VAT from Creative Solutions is to be accepted to amend the map accordingly.
- (f) Asbestos Report Actions – Further to the Asbestos Report in 2009, the Facilities Manager had now gone through this and identified actions which had never been followed up. Having obtained three quotes from specialist companies, it is proposed to accept the lowest quote.

FG7.20 PROCEDURAL

- (a) GDPR Regulations – The Clerk confirmed that these new regulations entail a huge amount of work which is currently in progress and will be brought back for approval as soon as possible.
- (b) Review of Financial Regulations/Standing Orders – These are required to allow for approval of supplier payments during the months when no meetings are held and to change the tender figure from £5000 to £10000. A report will be submitted to Full Council for approval.

- (c) Banking Update – Further to approval last year to move the bank accounts around, the Clerk reported that this is still progressing, albeit slowly. Signatures have needed updating and other issues have held things up. This will continue to be progressed although it is not considered a priority at present.

FG7.21 STAFF (report attached Q)

- (a) Holiday – The Clerk reported that all holiday dates for staff and Councillors are recorded on a separate calendar in the office and can be viewed by Councillors at any time.
- (b) Wage Rates – The new NJC Salary scales have been agreed for 2018/19 and it was noted that for the Clerk and the Deputy Clerk, these are within budget for the current year. In addition, it was agreed to increase the Deputy Clerk's salary point by one (to Pt 29) to take into account the gaining of the ILCA qualification (pre qualification to CILCA which is still being worked on). These changes will be implemented and backdated to 1 April 2018.
- (c) Hours – payment of overtime hours for the Clerk and Deputy are agreed as set out in the report and it was proposed that an extra amount of £8000 is to be allocated from the 2017/18 unspent budgets to cover the additional work required at present.

FG7.22 ALLOCATION OF 2017/18 UNSPENT BUDGETS

It is proposed to allocate the unspent budgets (both those identified to Earmarked Reserves and the sums allocated throughout these minutes) as set out in the End of Year Finance Report (attached G).

The meeting closed at 8.30pm (having started early at 6.40pm).

Proposals:

- FG7.4 Accounts for approval – May additions
- FG7.5 Report of Accounts – March
- FG7.6 Clerk's Report for May
- FG7.7 Monthly Accounts – March
- FG7.8 Earmarked Reserves as at 31 March 2018
- FG7.9 (a) Annual Accounts
- (b) (i) Annual Return Annual Governance Statement
- (ii) Annual Return Accounting Statements
- (c) Internal Audit Report
- (d) Bank Reconciliation
- FG7.10 Appointment of Internal Auditor (IN COMMITTEE)
- FG7.11 (a) Asset Register written off equipment
- (b) Asset Register acquired equipment
- FG7.12 Working Group to complete LGR Questionnaire etc
- FG7.13 Section 106 CIL Monies
- FG7.14 (a) CCF5 Consultative Committee Chair
- FG7.15 Playground Equipment Quote (IN COMMITTEE)
- FG7.17 Allocation to offset CCF Project commitments in 2019/20 and 2020/21
- FG7.18 (a) (iii) Cash flow (IN COMMITTEE)
- FG7.18 (c) Elms pointing surveyor (IN COMMITTEE)
- FG7.18 (d) Elms Fire Alarm Detector Head Replacement (IN COMMITTEE)
- FG7.19 (f) Asbestos Actions (IN COMMITTEE)
- FG7.20 (b) Financial Regulation and Standing Order amendments
- FG7.21 (c) Allocation of funds to cover extra office hours
- FG7.22 Allocation of 17/18 Unspent Budgets