

# Charmouth Parish Council

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## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 9 MAY 2023

In attendance: Cllrs Katie Moore, Peter Noel (Chair), Judith Sheppard and the Clerk, Lisa Tuck.

### **FGP23/38 APOLOGIES FOR ABSENCE**

Apologies were received from Martin Sayers (unwell).

### **FGP23/39 DISPENSATIONS**

No dispensations had been received.

### **FGP23/40 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### **FGP23/41 MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 14 March 2023, circulated to members, were an accurate record and these were signed by the Chair.

### **FGP23/42 SUPPLIER PAYMENTS APRIL 2023 AND MAY 2023**

The Supplier Payments for April (attached B) were approved retrospectively as having been approved by delegated authority and the Clerk confirmed that the supplier payments for May 2023 would be available for approval at the Full Council meeting (attached C).

### **FGP23/43 BANK RECONCILIATION (UP TO END MARCH 2023)**

The Committee proposed approval of the bank reconciliation up to the end of March 2023 (attached D).

### **FGP23/44 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END MARCH 2023) AND FORESHORE INCOME TRACKER**

Proposed that the income and expenditure accounts for April 2022-March 2023 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

### **FGP23/45 RESERVES**

**(a) SCHEDULE UP TO END MARCH 2023** – Reserves schedule for 2022/23 (attached F) are proposed for approval by Full Council.

**(b) BANK TRANSFERS** – transfer of £10000 from Santander Deposit-Santander Current on 16 March was noted.

### **FGP23/46 CLERK'S REPORT**

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

### **FGP23/47 HAZARD AND INCIDENT REPORT**

No hazards/incidents had occurred.

**FGP23/48 ASSET REGISTER AS AT 31 MARCH 2023**

Propose that the Asset Register as at 31 March 2023 (attached H) be approved by the Council.

**FGP23/49 END OF YEAR FINANCE REPORT**

(a) **APPROVAL OF REPORT** (attached I) – proposed for approval by Full Council;  
(b) **ALLOCATION OF UNSPENT BUDGETS** – proposed that the unspent budgets be transferred as follows:

- Transfer of specific unspent budgets as set out in the report;
- Set aside amount required to top up 23/24 budgets = £6659;
- Establish new reserve for future Tree Surgery – suggest £10000;
- Establish new reserve for Emergency Needs – suggest £15000;
- Combine remainder with Reserve GEN6.

**FGP23/50 2022/23 AUDIT**

(a) **ANNUAL INCOME/EXPENDITURE ACCOUNTS (Document J1)/BALANCE SHEET (Document J2)** -

Propose approval by Full Council

(b) **ANNUAL RETURN TO AUDITOR;**

i) **ANNUAL GOVERNANCE STATEMENT (Document K)** - Propose approval by Full Council

ii) **ACCOUNTING STATEMENTS (Document L)** - Propose approval by Full Council

(c) **INTERNAL AUDIT REPORT** – to be considered at Full Council following visit on 16 May

(d) **REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL (Document M)** - Propose approval of the report by Full Council

(e) **BDO - CONFLICT OF INTEREST DECLARATION** – confirm that there are no conflicts of interest with BDO LLP.

**FGP23/51 FORESHORE COMMITTEE**

(a) **FS21.23 (e) LOWER CHAR COMMUNITY PROJECT FUNDING REQUEST** – following a recommendation from the Foreshore Committee, it is proposed that £200 from General Reserve FSH1 be donated to the Lower Char Community Project to allow targeted testing of the River Char.

**FGP23/52 PLAYING FIELD, CEMETERY & STREET MANAGEMENT COMMITTEE**

(a) **PCS18.23 (g) TREE WORK** – following a recommendation from the PF,C and SM Committee, it is proposed that the Council suspend Financial Regulations in this case and approve the work amounting to £3420 plus VAT quoted and included in 23/24 budget on the following basis:

- Good work carried out by the current tree surgeon (specialist) therefore limited number of contractors to do the work.
- Council have a contractor who has the specialist skills required.
- It is difficult to find another contractor to undertake the specialist work and get three quotes. The current contractor is available and ready to do the work now.

**FGP23/53 FACILITIES MANAGER MONTHLY REPORTS (MARCH AND APRIL 2023) (attached N) –**

Noted.

**FGP23/54 INSURANCE**

(a) **BUILDINGS VALUATIONS** – it was agreed by the Committee that in line with Council policy the buildings should be independently valued for insurance purposes early in 2024 before the end of the current Council term.

(b) **INCREASE FIDELITY GUARANTEE** – it was agreed by the Committee, In line with internal auditors recommendation last year, that the Fidelity Guarantee cover be increased to £300,000.

(c) **RENEWAL 2023/24** – following a quote from Zurich for a new 3 year agreement of £5033.62 per annum including Engineering (lift etc) (£4809 per year 2020-2023) and receipt of a comparable quote from Gallaghers (Hiscox Insurance) of £6535.97 for one year plus Engineering and Contractors Insurance (Allianz) of £478.41 for one year, it is proposed to Full Council to accept the Zurich long term agreement quote which is within budget. The cover is satisfactory with the exception of the Fidelity Guarantee which will be increased as set out above.

#### **FGP 23/55 WEBSITE**

(a) **UPDATE QUOTE (report attached O)** – the Committee agreed to accept the quote from Sonder Digital of £250.44 plus VAT to update the website’s basic layout. This cost will be taken from the current Computer budget.

(b) **INSTAGRAM ACCOUNT** – the Committee agreed to the setting up of Instagram Account to expand social media coverage.

(c) **SOCIAL MEDIA – COMMUNICATIONS STRATEGY** – It was noted that this needs updating and that it will be brought back to the Committee for approval in due course.

#### **FGP23/56 GENERAL/UPDATES**

(a) **BANK MANDATES – ADDITIONAL SIGNATORY** – Santander and Lloyds are completed and Nat West is almost completed. Unity is still to do.

(b) **NON DOMESTIC RATES BILLS** – it was noted that all rates bills were within budget for the coming year. It was reported that a claim has been submitted for the ongoing empty period of Elms Ground Floor Office. *(Post meeting note: A three month rate free period has been approved from 1 January-31 March 2023 but rates are now payable from 1 April 2023.)*

(c) **CLOUD BACKUP – PACKAGE WITH IONOS COMMENCED (report attached P)** – following previous approval to take the backup “in house”, this was noted.

(d) **LIFT SERVICE** – it was noted that this had already been reported in the Clerk’s Report.

(e) **HEALTH AND SAFETY AUDIT 2023** – it was confirmed that Worknest had attended and undertaken the audit on 4 April. A report of actions will be brought to the Committee in July.

(f) **PARK AND RIDE SERVICE** – following confirmation that no donation is required towards the park and ride for 2022 and approval of a donation of up to £2500 for 2023 at the March meeting, Peter Noel reported that an email had been received from Lyme Regis TC confirming that First Buses had pulled out of running the Park and Ride for 2023. Other options were being looked at and the position would be confirmed in due course. It should be noted that this is very much a Lyme Regis initiative to which Charmouth has been included as an example of collaborative working. It isn’t expected that a written report will be received as all confirmations have been received by email and reported to the Council at the next meeting.

(g) **CIL NEIGHBOURHOOD PAYMENT - £2461.68 (COVE COTTAGE)** – A CIL payment has been received from Dorset Council and will be added to Reserve GEN13 CIL payments.

#### **FGP23/57 VEHICLES AND MACHINERY**

(a) **TRACTOR/KUBOTA INSURANCE RENEWAL** – it was confirmed that John Peers (Broker) has shopped around to find a better quote for the tractor and Kubota insurance as AXA had increased significantly for the coming year. A new quote of £727.23 for tractor (£877.56 2022/2023 budget £1200) and £161.45 for Kubota (£237 2022/2023 budget £350) which includes IPT and an increased broker fee of £125, has been accepted.

(b) **PERMANENT LOAN OF MOWER FROM LRTC – CUTTING OF LONG GRASS** – following a recommendation from the Facilities Manager, it was agreed that the long term loan of a mower from Lyme Regis TC be approved. This would enable the cutting of grass left long through differential mowing. The mower has a full Service History (last serviced Jan 2023).

## **FGP23/58 STAFF/HR ISSUES**

- (a) **STAFF REPORT (to follow Q)** – it was noted that Dave will probably increase his hours in lieu over the next weeks/months until a replacement WMO is appointed.
- (b) **SEASONAL BEACH ATTENDANT – GRANT STATUS 2023** - DC have confirmed that there is no grant funding available for this season. George has confirmed that he would be willing to work from 11am-7pm on a Sunday (1.5 hour increase per week on previously agreed hours) which can be covered by the budget.
- (c) **WORKS MAINTENANCE OPERATIVE POSTION - UPDATE.** No applications received by closing date. Readvertised stating that Seasonal applications will be considered. Closing date of 12 May. With regard to rubbish, it was agreed that a letter be sent to the tenants asking for their help with minimising the amount of refuse.

## **FGP23/59 IN COMMITTEE**

- (a) **NEW LEASE – LEASE 4 – UPDATE** - the tenant has now appointed a Solicitor and further communication is awaited. Following advice from the Council's Solicitor, rent has continued to be invoiced even though the old lease has now ended.
- (b) **NEW TENANT – LEASE 7 – UPDATE** – drawing up of a new lease is still ongoing but it was agreed that if this doesn't progress, the space will be re-advertised.

The meeting closed at 8.05pm.

### **Proposals:**

- FGP23/42 May Supplier Payments
- FGP23/43 Bank Reconciliation
- FGP23/44 Income and Expenditure against Budget
- FGP23/45 Reserves Schedule for 2022/23
- FGP23/46 Clerk's Report
- FGP23/48 Asset Register 22/23
- FGP23/49(a) End of year Finance Report
- FGP23/49(b) Allocation of unspent budgets
- FGP23/50(a) Annual Accounts/Balance Sheet
- FGP23/50(b)i) Annual Governance Statement
- FGP23/50(b)ii) Accounting Statements
- FGP23/50(c) Internal Audit Report
- FGP23/51(d) Review of Effectiveness of Internal Control
- FGP23/50(e) BDO conflict of interest declaration
- FGP23/51(a) Donation to Lower Char Community Project
- FGP23/52(a) Tree work
- FGP23/54(c) Insurance Renewal 2023/24