

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 14th NOVEMBER 2017 AT THE ELMS

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

FG3.1 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Judith Sheppard who is on holiday.

FG3.2 DISCLOSURE OF INTERESTS

There were none received.

FG3.3 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 10th October 2017, circulated to members, were a correct record with the exception of one amendment to FG2.13 which should read, "The Jurassic Coast Trust are asking for £750 for **2017/18**", rather than "2018/19". These were signed by the Chair.

FG3.4 ACCOUNTS FOR APPROVAL (NOVEMBER)

RESOLVED to pay the Accounts for Approval for November (attached A).

FG3.5 REPORT OF ACCOUNTS (OCTOBER)

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

FG3.6 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

The Committee propose acceptance of the Clerk's report for November 2017 (attached C).

FG3.7 MONTHLY ACCOUNTS/FORESHORE INCOME TRACKER (OCTOBER)

The monthly income and expenditure accounts for October (attached D) are proposed for acceptance by the Committee and the Foreshore income tracker (attached E) up to the end of October was noted.

FG3.8 BUDGETS 2018/19

These will be discussed by Peter Noel and Paul Oatway for formal approval in December. The Clerk reported a recent communication via DAPTC which confirms that the Government has no plans to cap Town and Parish Council precepts for the next financial year.

FG3.9 CHARITY FUND

(a) **APPLICATION LETTERS** - 4 letters had been received for the Local Youth Group Charity Fund which stands at £1559.46. All Groups had, as requested, provided copies of their accounts. It is proposed that the Council approve the following payments to these groups:

1 st Charmouth Scout Group (encompassing Beavers, Cubs, Scouts and Venture Scouts) – Request for donation towards a new tent (£575), a ground sheet for an existing tent (£70) and new guttering etc for the hut (£100) at a total cost of £745	£700
1 st Charmouth Brownies – Request for donation towards ongoing running costs/arts and crafts materials	
Current cost of meeting venue amounts to £300 per year	£300
1 st Charmouth Rainbows – Request for donation towards a coach trip to Wimborne for the Rainbows	
In the Region Art Event at a total cost of £325	£300
1 st Charmouth Guides – Request for a donation towards the Huish Woods Annual Camping Trip of £200	£200

A total of £1500, which would leave £59.46 in the fund.

A further letter had been received from Charmouth Village People for the Non-Youth Group Fund which stands at £300. They are to be asked for an idea of the amount they require together with their latest annual accounts prior to the Full Council meeting but it is proposed that a donation up to £300 be approved.

- (b) GRANT AWARDING POLICY** – Following advice at a recent training event, the Deputy Clerk had drafted a Grant Awarding Policy which includes a form for groups to complete when applying for a grant from the Council. This will be looked at in detail and brought back to the Committee for approval prior to next year’s advertisement of the Charity Fund.

FG3.10 FORESHORE COMMITTEE

- (a) BEACH ACCESS PROJECT** – Paul Oatway confirmed that he had met with Adrian Ragbourne and Simon Williams to establish the way forward with regard to releasing the budgeted funds for the Beach Access Project. Lyme Forward are to amend/agree a template provided by Paul of a document which outlines the proposal for how the project will be run. This will be returned together with an email asking for the first donation to cover Simon Williams first stage payment of £2988.20. This should all be received prior to the Full Council meeting and if so, it is proposed that the first donation be approved from the £10,000 budgeted.

FG3.11 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) PAVILION SHOWERS

- (i) It is proposed following recommendation from the Playing Field Committee, that funds of up to £2500 from Earmarked Reserve PF1 be committed (to include a contingency) to add to the donation from Charmouth Football Club of £500 and the grant from The Football Foundation of £2000, to cover the cost of refurbishing the showers at the pavilion. The £2500 would be allocated as follows: £300 from the current Pavilion Maintenance budget (standing at £981.27) and the remainder up to £2200 from PF1 Earmarked Reserve.
- (ii) In connection with this, it is proposed that the middle of the three quotes be accepted which amounts to £4000. It is felt that this represents best value overall.

- (b) DOG BIN SITING** – The Playing Field Committee have received approval from DCC to site five more dog bins, and therefore the Committee propose to accept the quote from DCC of up to £700 to site five bins at locations on the highway. DCC have the appropriate Chapter 8 training to enable work on the highway which Parish Council staff do not have currently. The £700 would be taken from the PF1 Earmarked Reserve.

FG3.12 WORKS SUB-COMMITTEE

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

FG3.13 ELMS/GENERAL

- (a) **ELMS DISABLED TOILETS** – Quotes had been sought by the Facilities Manager to refurbish the ladies toilets at the Elms 1st floor to make them fully disabled compliant. Subject to sight of the design to ensure that it is fully compliant with the regulations, it is proposed to accept the cheapest quote received.
- (b) **ELMS FIRE DOORS** – Following acceptance of the quote from Crosby Builders to replace the fire doors at the Elms, the Clerk and Vice-Chair of Finance Committee had approved an additional £390 plus VAT as it became apparent that new overhead closers were required as a matter of urgency to allow the job to progress. This additional amount still kept the price as the lowest received.
- (c) **MALLORY HAYTER ROOM** – Following an enquiry from a Charitable local group to use the MH Room on a weekly basis for only 2 hours each Wednesday evening, it was agreed to half the evening rate cost to £6 for this usage only. Spot checks could be made to ensure that the occupancy is not exceeding 2 hours but it was felt that a weekly income could not be turned away.
- (d) **FLAT CONVERSION** – Following receipt of the Surveyor's report, Paul Oatway had produced a Project Manager's report (attached G) which shows the current position with regard to the refurbishment costs of the flat. It is proposed, subject to the allocation of the additional funds required (£10,000 – in addition to the £34,000 already allocated in Earmarked Reserves and End of Year Surplus), to:
- (i) Appoint a Project Board comprising of four persons empowered in the first instance to resolve the issues identified in the Surveyor's report and to manage the project between F&GP Committee meetings.
 - (ii) Acknowledge that the investment provides a poor return on the capital invested, as measured by the Government standard economic appraisal methodology. However, considering the sunk costs issue and the long term viability after year 12 together with the housing benefit to the community that the project proceeds to the tender stage.
- (e) **2ND FLOOR VACANT ROOM** – Following report last month, it is confirmed that the Elms Ground Floor tenant will be taking the spare 2nd floor room on the same basis as the previous tenant from 1 December 2017. The Tenancy at Will will run for 2 years and be reconsidered along with the renewal of the Ground Floor lease at that time. The tenants propose to decorate the space prior to occupation from 1 December.
- (f) **FILING CUPBOARD** – The Clerk reported that the Office Assistant is starting to tackle the filing system which needs complete re-organisation. In this regard, the filing system hardware needs to be updated to make it more user friendly and a new cupboard purchased to replace the one with a broken door. Having obtained three quotes, it is proposed that the most competitive price for a new cupboard and inserts amounting to £715 plus VAT from Office Supermarket be accepted and taken from the remainder of the current budget for Elms Ongoing Projects.
- (g) **UTILITIES** – The following changes to utilities direct debits had been made by suppliers but all should remain within budget after recovery from tenants:
- Elms Electricity (EDF) £61 to £63 per month from Oct 2017;
 - PF Electricity (EDF) £102 to £1 per month from Oct 2017;
 - Foreshore Electricity (EDF) £239 to £212 per month from Oct 2017;
 - Elms Gas (EDF) £68 to £81 per month from Oct 2017;
 - Foreshore Water (Water2Business) £20.50 to £148.50 per month from Jan 2018.

FG3.14 WEST DORSET ASSETS IN CHARMOUTH

Following the letter sent to WDDC last month, a response has been received indicating that they would welcome a meeting to discuss the transfer of Charmouth assets to the Parish Council. A meeting would be arranged with Peter Noel, Paul Oatway and the Clerk.

FG3.15 CORRESPONDENCE

(a) AXE VALLEY AND WEST DORSET RING AND RIDE – Following the donation made last month, a thank you letter has been received.

FG3.16 STAFF

(a) POLICIES

(i) Lone Worker Policy – Paul Oatway explained that the need for this had come to light whilst discussing the procedures for dealing with the Portugese Man O’ War jellyfish recently. The Clerk stated that the Deputy Clerk had provided a draft which was passed to David Clifford and Paul Oatway to amend as necessary prior to adoption.

(b) HOLIDAY – The Committee noted that the office would be closed to the public between Christmas and New Year as usual but that the Office Assistant would be in for one morning to count and bank the money.

The meeting closed at 8.05pm.

Proposals:

- FG3.4 Accounts for approval - additions
- FG3.5 Report of Accounts
- FG3.6 Clerk’s Report
- FG3.7 Monthly Accounts
- FG3.9(a) Charity Fund donations
- FG3.10 Beach Access Project
- FG3.11(a) (i)Pavilion Showers allocation of funds
(ii)Pavilion Showers award of contract (In Committee)
- FG3.11(b) Dog bin siting
- FG3.13 (a) Elms Disabled Toilet award of contract (In Committee)
- FG3.13(d) (i)Elms Flat Project Board appointment
(ii)Proceed of Elms Flat to tender stage
- FG3.13(f) Elms Office Filing Cupboard and Inserts

Signed

Dated