

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 13 NOVEMBER 2018 AT THE ELMS

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

FG11.1 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Judith Sheppard (holiday).

FG11.2 DISPENSATIONS

The Clerk reminded the Committee of the ongoing dispensations held for all Councillors related to discussing the precept.

FG11.3 DISCLOSURE OF INTERESTS

None were received.

FG11.4 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 18 September 2018 and the minutes of the Payment Authorisation Sub-Committee held on 16 October 2018 (attached X), circulated to members, were a correct record and were signed by the Chair.

FG11.5 ACCOUNTS FOR APPROVAL (NOVEMBER)

- (a) Following the installation of a plaque to highlight the whereabouts of the "Tommy", it was agreed that the Council would pay the £57.75 from the remaining amount allocated previously (ER GEN 9).
- (b) It was agreed that the donation for the Poppy Appeal for this year's wreath should be £100 (as per the budget) on this occasion in honour of the 100 year anniversary.

It was then

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

FG11.6 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

The Committee proposed acceptance of the Clerk's Report for November (attached B).

FG11.7 REPORT OF ACCOUNTS (AUGUST/SEPTEMBER)

The Committee proposed acceptance of the report of accounts (attached C).

FG11.8 MONTHLY ACCOUNTS (AUGUST/SEPTEMBER)

The monthly income and expenditure accounts for August/September (attached D) are proposed for acceptance by the Committee.

FG11.9 EARMARKED RESERVES (SEPTEMBER)

The updated earmarked reserves were circulated (attached E) for information.

FG11.10 BUDGETS 2019/20

It was agreed that the draft budgets be considered in detail by the Chair and Vice Chair with the Clerk prior to a special Budget Meeting being arranged in December with final approval taking place in January.

FG11.11 GDPR

- (a) Risk Assessment/Data Map – attached J
- (b) Privacy Notice (General and Staff/Councillor) – attached K
- (c) Record Retention Policy – attached L
- (d) Data Protection Policy – attached M
- (e) Data Breach Policy – attached N
- (f) Subject Access Request Procedure – attached O

It was proposed that items (a)-(f) be adopted.

FG11.12 CHARITY DONATIONS

- (a) It was reported that a thank you letter had been received from Axe Valley and West Dorset Ring and Ride service for this year's donation.
- (b) The Clerk confirmed that 7 applications had been received from local youth groups for this year's fund which stands at a total of £912.46. After consideration of all requests it is proposed that the donations be agreed as follows:

1 st Charmouth Brownies	£100	
1 st Charmouth Rainbows	£90	
1 st Charmouth Guides	£90	
Charmouth Youth Club	£170	
In the Band	£170	
1 st Charmouth Scout Group (2 applications from all factions of the Group)		£290
- (c) The Clerk confirmed that 3 applications had been received from local non-youth groups for this year's fund which stands at a total of £400. After consideration of all requests it is proposed that the donations be agreed as follows:

Charmouth Community Hall	£100
Citizens Advice Bureau	£100
Lyme Forward CIC	£200

FG11.13 FORESHORE COMMITTEE

- (a) Lease 4 Rent Review – It was reported that the rent review for Lease 4 had now been agreed as per the original proposal.
- (b) Beach Access Steps Repairs – IN COMMITTEE
- (c) Beach Shop Damp – IN COMMITTEE
- (d) Memorial Bench Refund – in line with the recommendation by the Foreshore Committee, it was agreed that the memorial bench in question could be removed and the remaining 8 year's maintenance charges amounting to £500.56 plus VAT be refunded.
- (e) CHCC Access Steps – Further to instruction given to the Facilities Manager, it was reported that a quote for £200 had been accepted to repair the access steps to the Centre. This had been agreed by the Chair of Finance and the Clerk, to be taken from the current Factory Maintenance Budget.

FG11.14 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) Footpath Gate Repairs – Further to the Playing Field Minutes, the up to date position was reported by the Chair of the Committee which amounted to 3 of 10 gates being replaced and the replacement of 2 stiles with gates at a total cost of £1610. With a 50% grant this leaves £805 for

the Parish Council to find. It is proposed that this be agreed and by taken from ER SN1 currently standing at £7263.66.

FG11.15 WORKS SUB-COMMITTEE

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

FG11.16 ELMS

- (a) Pointing of Elms Building – PO drafting document.
- (b) Lift – the 2 monthly inspection report from Orona has been received with no issues arising.
- (c) Use of Elms as a refuge in case of fire at St Andrews House – Further to a request from the Warden, it was agreed by the Committee that we should be helping our neighbours should the need arise. Keys would be issued to the Warden for her safe keeping.
- (d) Elms Cleaning Contract – the Clerk reported that following problems with the original contractor, she had reverted to the other contractor who quoted. They had now started and were proving successful. The financial implications are no different. The change of contract was noted and approved by the Committee.
- (e) Car Parking Line Marking – IN COMMITTEE

FG11.17 GENERAL

- (a) Change to cash deposit arrangements from August 2018 – Despite a chaser letter being sent to Santander, no response has yet been received. In the meantime, cash deposits continue to be paid in through the Post Office.
- (b) Internal Audit 2018/19 – The Clerk reported that Bridget Bowen is to make an initial visit on Friday 23 November and the Committee agreed that the Clerk should sign the letter of engagement which had been circulated.
- (c) Banking – further to agreement last year to move the Council's main current account, the Clerk reported that she was only just setting up the third account with Lloyds. The changing of signatories (and again after more resignations) had taken so long. However, the problems arise with internet banking where personal accounts are shown alongside the Parish Council accounts for individual signatories and until these issues are resolved, it was agreed to keep Santander as the main current account but when the Lloyds account is finally open to ensure that funds are spread evenly across all 3 establishments.
- (d) Holiday Guide Revamp/Reprint – Peter Noel would form a Working Group with the Traders to discuss the reprint/revamp of the current holiday guide before next season and would report back to the Committee in January.
- (e) Equal Opportunities Policy – The existing policy had been circulated and Paul Oatway undertook to review this and bring it back to the next Committee meeting.
- (f) Request for Commemorative Bench, Lower Sea Lane – It was agreed in principle that the Council could take on a bench on highway land with the donor paying all the costs incurred. However location is an issue and this needs to be established prior to final approval being given.
- (g) Electrical Report on all Council Buildings – Quotes would be forthcoming prior to the next meeting in January.

FG11.18 COMMUNITY PARTNERSHIP ENGAGEMENT BETWEEN UNITARY AND PARISH COUNCILS

An email had been received from Nick Randle of LCRC confirming that the Shadow Executive of the new Unitary Authority had not supported the WDDC proposal to transfer assets to Parish and Towns with a lump sum. They were however prepared to transfer the Lower Sea Lane Car Park toilets on a long lease with a peppercorn rent and no financial incentive. It is proposed that this offer be refused.

With regard to the Foreshore Toilets, the lease between CPC and WDDC would be scrutinised by the new Dorset Council and if they are unable to find a “get out” clause, they would continue to honour the lease.

FG11.19 STAFF REPORT (attached U)

FG11.20 IN COMMITTEE

- (a) Beach Access Steps Repairs – Following a visit by the Foreshore Committee the Facilities Manager sought quotes to undertake all repairs and it was agreed by the Finance Committee that the lowest quote be accepted and taken from the budgeted figures for Beach Steps Maintenance/Rebuild (£1500).
- (b) Beach Shop Damp Quotes – The proposal is that the application of Paragraph 11.1(c) of the Parish Council’s Financial Regulations be used for the repairs to the structure of the Beach Shop within the Old Factory Building. Paragraph 11.1(c) allows the Parish Council *‘to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.’* The reason for applying Paragraph 11.1(c) is because it is expedient to execute the repairs as a matter of urgency using the sitting contractor so that this part of the building is available for use by the tenant at the start of the 2019 season, whilst ensuring that the Surveyor scrutinises the quoted prices to ensure that the proposed charges are fair and reasonable as well as the completed works provide value for money. The sitting contractor has undertaken other large building contracts for the Parish Council and has delivered the contracts ‘on-time’, within the ‘cost envelopes’ without cost escalation. Further it is proposed that the Parish Council suspends Financial Regulation 4.1, in accordance with Financial Regulation 18.2, the requirement for expenditure over £5,000 to be approved by the Parish Council. The Parish Council creates a special sub-committee called the Factory Building 2018-19 Repairs Sub Committee, comprising of the Parish Council Chairman, Vice-Chairman, Chair of the Foreshore Committee (with the Chair of the Playing Fields, Cemetery and Street Management as a reserve member) and authorises the said sub-committee to authorise expenditure up to £20,000. Further it is proposed that value in Standing Order 18(c) be increased in respect of this proposal to £40,000.
- (c) Car Park Line Marking Quotes – when the Planning permission is granted, it is proposed to accept the lowest quote to mark out the car park at the rear of the Elms. This would be taken from the remainder of the Elms Flat Budget.

The meeting closed at 8.10pm.

Proposals:

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| FG11.5 | Accounts for approval – November additions |
| FG11.6 | Clerk’s Report for November |
| FG11.7 | Report of Accounts – August/Sept |
| FG11.8 | Monthly Accounts – August/Sept |
| FG11.11 | GDPR Documents (a)-(f) |
| FG11.12 | Charity Fund Donations |
| FG11.14 | Footpath Gate Repairs |
| FG11.18 | Transfer of Assets |
| FG11.20(b) | Beach Shop Damp Quotes (IN COMMITTEE) - Report attached |
| FG11.20(c) | Car Park Line Marking Quotes (IN COMMITTEE) |