

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 12 NOVEMBER 2019 AT THE ELMS

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

FG84.19 APOLOGIES FOR ABSENCE

Apologies were received from Peter Noel and Judith Sheppard.

FG85.19 DISPENSATIONS

No dispensations had been received.

FG86.19 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

FG87.19 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 10 September 2019 (previously circulated), and the minutes of the Payment Authorisation Sub-Committee held on 22 October 2019 (attached A), were a correct record and were signed by the Chair.

FG88.19 SUPPLIER PAYMENTS (NOVEMBER)

RESOLVED to pay the Supplier Payments for November (attached B).

FG89.19 BANK RECONCILIATIONS (UP TO END SEPTEMBER)

The Committee proposed acceptance of the bank reconciliation up to the end of September (attached C).

FG90.19 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END SEPT), FORESHORE INCOME TRACKER AND DETAILED RESERVES SCHEDULE

The income and expenditure accounts for April-September are proposed for acceptance by the Committee. The Foreshore Income Tracker and detailed Reserves Schedule were noted. (All attached D/E)

FG91.19 CLERK'S REPORT (NOVEMBER)

The Clerk's Report for November is proposed for acceptance (attached F).

FG92.19 FORESHORE COMMITTEE

- (a) Tractor Forks Extension – In Committee.
- (b) Lantern Release Policy (attached G) – Paul Oatway explained that the Policy was the same as the one adopted by WDDC prior to its demise. It was proposed that the policy be approved to cover all Council owned areas.
- (c) Car Park Machine incorporating card facility – In Committee.

- (d) Donation to Lyme Forward for Beach Access Ramp – Following an email from Lyme Forward, it was agreed that a donation of £1000 from the current budget of £5000 be made for Simon Williams ongoing consultancy work.
- (e) Lease 1 - Update (In Committee)
- (f) Factory Pointing – Update – The tender documents were sent out on 8/11/19 and are due back on Thurs 28 November. The Deputy Clerk and Cllr Kay Solomon would open these.

FG93.19 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) Wreath Donation – Further to last year's donation of £100 as it was the Centenary year, it was agreed that a £100 donation should be ongoing. The remainder of the current budget stands at £150.

FG94.19 BUDGETS 2020/21

- (a) Setting of Budgets – The budgets for 2020/21 have been considered by the Committees and would now be collated and presented through the Committees in December/January for final approval at the January Full Council meeting.
- (b) Letter from Dorset Council re Submission of Precept Request – The precept request should be received by Dorset Council by 31 January 2020.
- (c) Letter from DAPTC to Dorset Council regarding setting of a tax base – This has been read by Peter Noel and it appears to not be as relevant to Western Area Councils.

FG95.19 VAT RECOVERY

- (a) Spend on Council Buildings 2019/20 – A maximum of £75000 of VAT can be reclaimed on maintenance of Council buildings collectively when VAT is not charged on the usage. This amounts to £37500 net costs. From 1/4/19 – 30/9/19, the total spend is £5034.53 net, leaving £32465.47. Most of this will be taken with the Elms Pointing and any work required to the Ground Floor for letting.

FG96.19 AUDIT

- (a) Interim Internal Audit Report 2019/20 (attached I) – It was noted that there were no recommendations on this report and the conclusion confirmed that currently the internal controls are adequate to meet the needs of the Parish Council. It is proposed that the Interim Internal Audit Report be accepted.
- (b) Quote for Internal Audit Services 2020/21 – A quote to continue with Internal Audit Services for 2020/21 has been received from Bridget Bowen amounting to £800 (the same as the current year). It was proposed that this be agreed as an Annual Contract renewal and be incorporated in budgets for 2020/21.

FG97.19 CHARITY FUND

Both and applications for Youth Group donations and Non Youth Group donations were considered and it is proposed that donations be made from the funds as set out in the attached report J.

FG98.19 FACILITIES MANAGER MONTHLY REPORTS (SEPTEMBER/OCTOBER)

Noted (attached K).

FG99.19 PLANT/MACHINERY

- (a) Topper – It was reported that the topper had sold on EBay for the reserve price of £500.
- (b) Winch – It was reported that the winch had sold on EBay for the reserve price of £400.
- (c) Suzuki Replacement – it was agreed to ask the staff to look into all options for the purchase of a new vehicle and produce a SWOT analysis for the Committee to consider in due course.

FG100.19 HAZARD AND INCIDENT REPORT

- (a) Suzuki Sub Frame Collapse – It was reported that the Suzuki Sub-Frame collapsed while it was being reversed into the parking space at the rear of the Elms. Luckily it didn't happen on the open road and no-one was injured. Although the MOT had just been carried out, an independent view was sought, and confirmed that this issue would not have been picked up routinely.

FG101.19 ELMS

- (a) Elms Pointing – The tender documents were sent out on 7/11/19 and are due back on Thurs 28 November. The Deputy Clerk and Cllr Kay Solomon would open these.
- (b) Garden – Roses – Judith Sheppard viewed the roses as requested by the Full Council in September and it was decided, due to the state of the roses, to go ahead and make the bottom half of the “Twinning Garden” into a rose garden (not a memorial garden). Some additional roses were purchased as well as those donated by the Gardeners Association which incurred a small amount of expenditure from on going budgets.
- (c) Carpet quotes – In Committee.
- (d) Lease 7 – update – In Committee.
- (e) Lease 16 – Type of Tenancy – In Committee.

FG102.19 GENERAL

- (a) Climate Change Emergency – An email had been received from Cllr Ray Bryan of Dorset Council to ask whether Town and Parish Councils are joining Dorset Council in declaring a Climate Change Emergency. The Executive Advisory Panel are working together to bring about changes that are within Dorset Council's control and Cllr Bryan is lobbying Central Government to ensure that, as a nation, everything is done to reduce carbon emissions to as close to zero as possible as soon as possible. Officers are drawing up a process which would help Town and Parishes to carry out their own Carbon Footprint Audit. It was agreed that this should be referred to Full Council for discussion.
- (b) ID Cards for Councillors – Following a suggestion by Peter Noel, it was agreed to obtain ID cards for Councillors at a cost of approx. £10 per Councillor. At the suggestion of the Clerk, it was agreed that the funds be taken from the Chairman's Fund.
- (c) Holiday Guide – Map/Interactive App – Following the issue with the redesign of the Charmouth Visitor Guide early this year and the withdrawal of the new guide from circulation, it was agreed to review the situation after the season. The Clerk reported that very few enquiries for stock of the old guide had been received and no negative feedback of there not being a new guide had been received. It was noted that Lyme Regis had recently replaced their holiday guide with a map and interactive app which was felt to be the way forward. It was agreed that this should be referred to Full Council for discussion.
- (d) New Model Financial Regulations – Further to receipt of the new Model Financial Regulations from NALC, Paul Oatway would once again scrutinise these and bring a revised set back for approval before the end of the current financial year.

FG103.19 ELMS

- (a) Elms Lift
 - (i) Insurance Report – the 6 monthly report from Zurich did not pick up any issues with the lift now that the Ram Seals have been replaced.
 - (ii) Quote for Autodialler – a quote had been received from Orona (Service contract provider) for £1137.19 plus VAT to install an autodialler to the lift. This would involve a phone line and associated charges too and it was considered that as this had been risk assessed and mitigating steps taken (notices etc), as well as the fact that Zurich do not raise the issue as a problem, the quote should not be followed up.

- (b) Phone Bills – Change of Provider – It was noted that all phone accounts have been changed from BT to Onecall who still use Openreach lines, saving a total of over £600 per year.
- (c) Elms Gas – Change of DD – It was noted that the DD payments for the Elms gas were decreasing from £73 to £63 per month from October 2019.
- (d) Bank Charges – It was noted that Santander are to increase from 1/1/20 and some Nat West charges are to increase from 7/12/19.

FG104.19 STAFF

- (a) Report (attached L) was noted and particularly that the outside staff are managing to cover the whole Christmas period for which they are thanked.
- (b) Eye Test Reimbursement – It was agreed that for any staff using a computer screen as part of their job, the cost of an eye test could be reclaimed along with the cost of glasses if these are only required for screen work and no other use. This is in line with the current law.

FG105.19 IN COMMITTEE

- (a) Tractor Forks Extension – it was proposed by the Committee that the lowest quote be accepted to extend the tractor forks. This expenditure would be taken from General Reserve FSH2.
- (b) Car Park Machine incorporating card facility (analysis attached H) – The Committee propose, subject to the demonstration of the Flowbird machine tomorrow morning, that a new Flowbird machine with card facility be purchased and installed at a cost of £5299 plus VAT. The Gold Service Contract should be included at a cost of £487 plus VAT and should be budgeted accordingly. Budgets should also reflect the transaction charges for the card facility.
- (c) Lease 1 – update – it was agreed to follow the advice of the Surveyor/Valuer with regard to negotiations.
- (d) Elms Carpets – it was agreed to accept the quotation as set out in the attached report M, to be undertaken in the next financial year.
- (e) Lease 7 – update – it was reported that the prospective tenant is keen to proceed in line with the report of the special Council meeting previously circulated. The Clerk continues to negotiate detailed terms.
- (f) Lease 16 – update – with regard to which type of tenancy to use, it was agreed to consider this when a change of tenant occurs.

The meeting closed at 8.30 pm.

Proposals:

- FG88.19 Supplier Payments – additions
- FG89.19 Bank Reconciliation (up to end September)
- FG90.19 Income & Expenditure against Budget (up to end September)
- FG91.19 Clerk’s Report (November)
- FG92.19 (b) Lantern Policy
- FG96.19 (a) Interim Internal Audit Report
- FG96.19 (b) Audit Services 2020/21 Quote
- FG97.19 Charity Fund Donations

FG102.19 (a) Climate Change Emergency – **discussion**

FG102.19 (c) Map/Interactive App - **discussion**

Proposals In Committee:

- FG105.19 (a) Tractor Forks Extension
- FG105.19 (b) Car Park Machine
- FG105.19 (d) Elms Carpets