

# Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN



Telephone (01297) 560826 E-Mail [clerk@charmouthparishcouncil.gov.uk](mailto:clerk@charmouthparishcouncil.gov.uk)

## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 9 NOVEMBER 2021

In attendance: Cllrs Jane Bremner, Andrew Lightfoot, Peter Noel (Chair), Martin Sayers, Judith Sheppard and the Clerk, Lisa Tuck.

### **FGP21/40 APOLOGIES FOR ABSENCE**

No apologies were received.

### **FGP21/41 DISPENSATIONS**

The Committee were reminded that all Councillors have a current dispensation to discuss the precept up until the next election in 2024.

### **FGP21/42 DISCLOSURE OF INTERESTS**

No disclosures of interest were received.

### **FGP21/43 MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 14 September 2021, circulated to members, were a correct record and were signed by the Chair.

**RESOLVED** to ratify the approvals discussed at the Payment Authorisation Sub-Committee held on 19 October 2021 as this was not quorate. The minutes of the meeting circulated to members, were signed by the Chair as a correct record.

### **FGP21/44 SUPPLIER PAYMENTS (NOVEMBER (attached C))**

**RESOLVED** to approve the Supplier Payments for November (attached C). Any additions will be proposed for approval at the Full Council meeting.

### **FGP21/45 BANK RECONCILIATION (UP TO END SEPTEMBER)**

The Committee proposed acceptance of the bank reconciliation up to the end of September 2021 (attached D).

### **FGP21/46 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END SEPTEMBER) AND FORESHORE INCOME TRACKER**

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

**FGP21/47 RESERVES SCHEDULE (UP TO END SEPTEMBER)** - The detailed reserves schedule up to the end of September was noted (attached F). The Foreshore Committee would start to look at the resurfacing of the car park as this will need thought and planning. 7.5% of car park takings continues to be added to the reserve.

**FGP21/48 CLERK'S REPORT (INCLUDING DELEGATED FINANCIAL APPROVALS) (attached G)** – Approval of the Clerk's report is proposed.

**FGP21/49 INTERNAL AUDIT**

- (a) **INTERIM VISIT (report attached H)** – It was reported that the requirement relating to the transparency section on the website has been amended and the outstanding invoices for DC continue to be chased with progress now hopefully being made. Approval of the internal audit report is proposed.
- (b) **QUOTE FOR 2022/23** – A new quote has been received from Bridget Bowen to provide internal audit services for the year 2022/23 at a cost of £885 (an increase of £25 on the current year). It is proposed that this quote be accepted.

**FGP21/50 BUDGETS 2022/23** – All budgets as discussed by Committees would be pulled together for final consideration/approval at the January Finance/Full Council meetings prior to submission of the precept request by 31 January 2022.

- (a) **GENERAL (attached I)** – The general budget was discussed and approved to move forward. It was agreed that no further funds were required to be budgeted for the Neighbourhood Plan as there is ample in reserves.
  - (i) **Planned donations (request from Bridport Local Area Partnership)** – Following a letter from BLAP requesting donations from Parishes to help with funding, it was agreed that the budgeted figure for Axe Valley and West Dorset Ring and Ride which appears to be permanently closed, should be diverted to a contribution to the running of BLAP. It is very useful for Charmouth to be part of BLAP.
- (b) **MAINTENANCE (attached J)** – The maintenance budget was discussed and approved to move forward.

**FGP21/51 CHARITY FUND (attached K)**

- (a) **YOUTH FUND APPLICATIONS** – Donations are proposed in line with the attached report.
- (b) **NON-YOUTH FUND APPLICATIONS** – Donations are proposed in line with the attached report. Jane Bremner declared an interest in relation to her role as an Adviser for Citizen's Advice.

**FGP21/52 FORESHORE COMMITTEE**

- (a) **BUDGET/CHARGES 2022/23** – Proposal from Foreshore Committee to include £4000 for beach hut replacement as well as leave charges at current level in light of Covid recovery noted. These proposals will be included and brought back to January meetings for approval.
- (b) **JUST PARK TAKINGS** – it was noted how good the income has been since starting payment by phone - £37,831.18 gross taken from 1 Sept 2020 until 30 Sept 2021.

**FGP21/53 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**

- (a) **BUDGET/CHARGES 2022/23** – Proposal from PF Committee to not purchase dog gloves any more with the budget being amended accordingly and to increase the flower planter budget from £100 to £200 as well as increase in cemetery charges by 2% rounded up or down to the nearest pound were noted. These proposals will be included and brought back to January meetings for approval.

**FGP21/54 FACILITIES MANAGER MONTHLY REPORTS (SEPT-OCT 2021) (attached L)** – noted.

**FGP21/55 ELMS**

- (a) **OFFICE RECONFIGURATION – UPDATE** - The filing cupboards are built and yet to be rearranged, the new office is almost complete and the old office now needs the counter building and eventually for Dave to move down. It's a slow process trying to organise and physically whilst keeping up with day

to day tasks. The Clerk and Deputy Clerk are now in the office two mornings a week each and working from home the other two. The Committee agreed that a token of appreciation should be bought from the Chairman's fund for the Clerk's husband and sons for building the cupboards etc.

- (b) **EAST WING DAMP – UPDATE** – The owner of the east wing has confirmed that they have had a handyman clear their gutters and seal the lead gutter on the Elms side where he believes water is encroaching and causing a problem. This was presumably undertaken from the Elms roof although it was noted that no permission was sought to access the roof. Time will tell whether this is successful.
- (c) **ZURICH INSURANCE LIFT INSPECTION REPORT** – no defects reported.

#### **FGP21/56 GENERAL**

- (a) **BANK MANDATE VARIATIONS UPDATE** – still awaiting removal of two signatories from the Nat West Accounts and application to be submitted to set up an account with Unity Trust Bank as discussed at the Payment Authorisation Sub-Committee and subsequently ratified at the start of this meeting.
- (b) **MISSING CHEQUES** - a batch of beach hut cheques from April had not been credited and were missing at the bank's end. Following an approach to the bank, these were located strangely quickly and subsequently all credited.
- (c) **MEMORIAL BENCH COSTS** – Propose to increase the charges agreed in 2015 in line with inflation etc - £1278.87 plus VAT for bench, engraved plaque, installation and mtce for up to 10 years as well as eventual removal. Propose to increase to £1861.48 plus VAT.

#### **FGP21/57 VEHICLES/MACHINERY**

- (a) **SUZUKI CARRY PICK UP – UPDATE** – All the commissioned work has been completed on the new truck with the V5 expected from DVLA shortly. Katherine would like to take Dave to fetch the truck from Torque GT. The Committee reminded that she should claim her mileage for the journey there and back.

#### **FGP21/58 STAFF**

- (a) **REPORT (attached M)** – The report was noted as well as the fact that the Clerk and Deputy Clerk still have a significant amount of holiday outstanding. This is being addressed currently.

#### **FGP21/59 IN COMMITTEE**

- (a) **LEASE 5 – UPDATE** – lease now completed.
- (b) **LEASE 14 – RENEW** – this would be discussed again at the F&GP Committee in January 2022.
- (c) **ELMS 2<sup>nd</sup> FLOOR ROOM 2** – it was reported that the current tenants are to relinquish the room in February 2022. Martin Diplock is to be instructed to market the space at rent in line with his professional advice.

The meeting closed at 8.15pm.

#### **Proposals:**

|             |                                       |
|-------------|---------------------------------------|
| FGP21/44    | Supplier Payments November additions  |
| FGP21/45    | Bank Reconciliation                   |
| FGP21/46    | Income and Expenditure against Budget |
| FGP21/48    | Clerk's Report                        |
| FGP21/49(a) | Internal Audit Report                 |
| FGP21/49(b) | Internal Audit Quote 2022/23          |
| FGP21/51(a) | Youth Charity Fund donations          |
| FGP21/51(b) | Non-Youth Charity Fund donations      |
| FGP21/56(c) | Memorial Bench costs                  |