

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 8 NOVEMBER 2022

In attendance: Cllrs Jane Bremner (Vice Chair), Katie Moore, Martin Sayers, Judith Sheppard and the Clerk, Lisa Tuck.

FGP22/58 APOLOGIES FOR ABSENCE

Apologies were received from Peter Noel (holiday).

FGP22/59 DISPENSATIONS

All Councillors (except Jane Bremner) hold an ongoing dispensation relating to the setting of the precept.

FGP22/60 DISCLOSURE OF INTERESTS

Jane Bremner disclosed an interest in the application for financial assistance from Citizen's Advice.

FGP22/61 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 27 September 2022, circulated to members, were an accurate record and these were signed by the Chair.

FGP22/62 SUPPLIER PAYMENTS OCTOBER 2022 AND NOVEMBER 2022

The Supplier Payments for October (attached B) were approved retrospectively as having been approved by delegated authority and it was

RESOLVED that the supplier payments for November 2022 (attached C) be approved to date.

FGP22/63 BANK RECONCILIATION (UP TO END SEPTEMBER 2022)

The Committee proposed approval of the bank reconciliation up to the end of September 2022 (attached D).

FGP22/64 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END SEPTEMBER 2022) AND FORESHORE INCOME TRACKER

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

FGP22/65 RESERVES

(a) **SCHEDULE UP TO END OCTOBER 2022** – Reserves up to the end of October (attached F) were noted.

(b) BANK TRANSFERS

- (i) **£60000 SANTANDER CURRENT- SANTANDER DEPOSIT - 2nd HALF OF PRECEPT** - Noted;
- (ii) **£9197.33 LLOYDS-SANTANDER CURRENT – BALANCE OF NEW BEACH HUTS** - Noted.

FGP22/66 CLERK'S REPORT

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

FGP22/67 BUDGETS

- (a) **GENERAL** (attached H)
- (b) **MAINTENANCE** (attached I)
- (c) **MH ROOM CHARGES** (attached J)

It is proposed that the General and Maintenance budgets be recommended for approval following amendment to the Section 137 Library donation budget to £600 which allows for an increase in rent for the post office of £11 per week instead of £10 per week. The Christmas Lights budget would decrease to £250. It is proposed that the MH Room charges not be increased for 2023/24.

FGP22/68 CHARITY FUND

It is proposed that the donations as set out in the Charity Fund Report (attached K) be approved.

FGP22/69 HAZARD AND INCIDENT REPORT

- (a) **FALLEN TREE – ELMS 2 NOVEMBER 2022** – Noted.

FGP22/70 FORESHORE COMMITTEE

- (a) **RENT REVIEW – LEASE 1 (IN COMMITTEE)**
- (b) **DISPOSAL OF OLD BEACH HUTS – UPDATE** – it was reported that 6 huts have been sold now (4 to Charmouth residents and 2 outside of the Parish). It was agreed that now that external sales had been exhausted, the remaining hut be sold for the same amount of £300, via a ballot for any interested staff and Councillors.

FGP22/71 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE;

- (a) **CHAPEL ROOF – UPDATE** – It was reported that the scaffolding is now erected and the work will commence this week. When originally approved, an additional amount of £2056 was allowed on top of the quoted price to cover fascias and gutters. A quote has now been received from the existing contractor to rub down and stain the existing fascias and barge timbers as well as supply new black deep flow gutters and down pipes. It was agreed that the quoted price of £887.54 plus VAT be approved as this is within the allocated budget.

FGP22/72 FACILITIES MANAGER MONTHLY REPORTS (SEPTEMBER AND OCTOBER 2022)

The Facilities Manager's reports (attached L) were noted.

FGP22/73 ELMS

- (a) **BREAK CLAUSE – LEASE 7 (IN COMMITTEE);**
- (b) **ELMS FLAT LOFT SPACE** – The tenant of the Flat has asked if the loft can be used for storage space. It was agreed by the Committee that this isn't suitable for the following reasons: the space isn't boarded out so would need strategic positioning of stored items; there is very little headroom; there are cables and pipes for the services. There is a padlock on the hatch door which was agreed by the Council prior to initially renting out the flat.

FGP22/74 GENERAL/UPDATES

(a) RECYCLED 'CHAT' BENCHES – This is an idea from a recent DAPTC Newsletter and is felt could incorporate the trial of the first recycled material bench. It is proposed that initially one bench be purchased from the remainder of the Jubilee allowance of £800 held in reserve GEN6. A plaque/carving be added to the effect:

HAPPY TO CHAT BENCH
Sit here if you don't mind someone stopping to say Hello

Charmouth Parish Council

It is proposed that a bench be purchased (exact design to be agreed) and situated at the front of the Elms on the gravel.

(b) WARM HUB – Judith Sheppard reported back on the research undertaken following the last Full Council meeting. It seems like morning would be a good time as people tend to go out to do shopping etc and after lunch would rather stay in to prepare for the dark evening. It doesn't look as though any other space in the village will be operating as a "warm hub". Grants are available from DC for up to 80% of the project cost with a minimum bid of £1000.

It is therefore proposed that the remainder of the Non Youth Charity Fund of £200 be used to fund (tea, coffee, cake etc) two sessions a week (initially through Dec until Christmas – 7 sessions) on a Tuesday and Thursday morning from 10.30am to 12 noon. One Councillor will be present with a member of office staff available to ensure any safeguarding issues are covered.

(c) SCRIBE SUBSCRIPTION 23/24 – 20% INCREASE - The Clerk reported that these increases would be included in the budgets for 23/24 and that the auditors endorse Scribe and feel that you get a very good package/service for the money charged.

FGP22/75 VEHICLES/MACHINERY

(a) ANNUAL SERVICING OF MACHINERY – Regarding the service of the Kubota agreed in September, as the Facilities Manager is still awaiting an update on the estimated price of £240 from the proposed supplier, it is now proposed to accept an alternative price of £320 plus VAT instead, for the basic service plus any parts required, from another Kubota dealer who will attend to the machine on site (£60 extra from GEN6).

FGP22/76 STAFF/HR ISSUES

(a) STAFF REPORT (Doc M) - The staff report was noted and the Committee approved payment of the Clerk's additional hours from Sept-early Nov.

(b) LOCAL GOVERNMENT PAY NEGOTIATIONS – UPDATE - Details had now been received from NALC regarding the NJC Pay Award for 22/23. The new hourly and back pay amounts for the Clerk and Deputy were reported to the Committee. The back pay from 4 April-11 November would be paid w/c 14 November. The new figures will be fed into the calculations for the 23/24 wages plus an estimated 4% increase.

(c) STAFF SICKNESS UPDATE – Jane Bremner updated the Committee on the latest staff sickness.

FGP22/77 IN COMMITTEE

(a) RENT REVIEW – LEASE 1 – Following confirmation from the Council's Valuer, it is proposed to amend the proposal from the Foreshore Committee and increase the annual rent by 6% for the remaining three years of the current lease.

(b) BREAK CLAUSE – LEASE 7 – Following the Council’s Solicitor’s advice, it is proposed that the tenant’s notice to invoke the break clause in the lease on 31/12/22 be accepted.

It is also proposed that Martin Diplock be instructed to readvertise the space at the same rent as currently.

The meeting closed at 8.15pm.

Proposals:

- FGP22/62 November Supplier Payments - additions
- FGP22/63 Bank Reconciliation
- FGP22/64 Income and Expenditure against Budget
- FGP22/66 Clerk’s Report
- FGP22/68 Charity Fund donations
- FGP22/74(a) Recycled “Chat Bench” – principle/design
- FGP22/74(b) Warm Hub – logistics/funding
- FGP22/75 Kubota annual service – amended supplier
- FGP22/77(a) Rent Review – Lease 1 (In Committee)
- FGP22/77(b) Break Clause – Lease 7 (In Committee)