

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

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 14 NOVEMBER 2023

In attendance: Cllrs Jane Bremner, Peter Noel, Martin Sayers, Judith Sheppard and the Clerk, Lisa Tuck.

FGP23/101 APOLOGIES FOR ABSENCE

Apologies had been received from Katie Moore (previous engagement).

FGP23/102 DISPENSATIONS

It was noted that all Councillors (except Jane Bremner) have an ongoing dispensation to enable discussion of the precept for the Parish.

FGP23/103 DISCLOSURE OF INTERESTS

The following disclosures of interest were received:

- Judith Sheppard declared that she had been approached about 23/122(d);
- Jane Bremner declared an interest regarding the Citizen's Advice charity fund application;
- Martin Sayers declared an interest regarding the Library and the budget allocation.

FGP23/104 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 4 September 2023, circulated to members, were an accurate record and these were signed by the Chair.

FGP23/105 SUPPLIER PAYMENTS OCTOBER AND NOVEMBER 2023

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 2023 be approved to date. Any additions would be approved by Full Council (to be shown in bold italics – attached C).

FGP23/106 BANK RECONCILIATION (UP TO END SEPTEMBER 2023)

The Committee proposed approval of the bank reconciliation up to the end of September 2023 (attached D).

FGP23/107 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END SEPTEMBER 2023) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April 2023-September 2023 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted and that car park takings continued to be up.

FGP23/108 RESERVES

(a) **SCHEDULE UP TO END SEPTEMBER 2023** – Reserves schedule for April-September 2023 (attached F) was noted.

(b) **BANK TRANSFERS** – There were no bank transfers to report.

FGP23/109 CLERK'S REPORT

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

FGP23/110 BUDGETS

- (a) GENERAL (attached H)** – The draft budget was agreed in principle by the Committee and would be brought back with all the other budgets and precept requirement for formal consideration in January.
- (b) MAINTENANCE (attached I)** - The draft budget was agreed in principle by the Committee and would be brought back with all the other budgets and precept requirement for formal consideration in January.
- (c) MH ROOM CHARGES (attached J)** – The Committee agree that there should be no increase in the MH Room charges for 2024/25. All charges will be agreed finally in January.
- (d) PRECEPT REQUEST LETTER FROM DC** – The usual letter from DC had been received requesting that the precept requirement be submitted by 31 January 2024.

FGP23/111 CHARITY FUND (report attached K)

The applications were discussed and proposed donations contained in the report recommended to Full Council.

FGP23/112 HAZARD AND INCIDENT REPORT

- (a) STORM CIARAN** – A few repairs are required but these will be considered after the winter in case of more storms. It was noted that the team had done an amazing job clearing the aftermath.

FGP23/113 FORESHORE COMMITTEE

- (a) FS56.23(d) REPLACE 4 X BEACH HUTS** - The cost per hut is estimated at £2830 plus VAT - total cost (est £11320) which is proposed to be taken from current budget £3000; next year's proposed budget £5000; Reserve FSH6 £3089 (total £11089) – balance could be taken from FSH1 standing at £16391. It is proposed accept this in principle but consider again in January when budgets have been finalised.
- (b) FS56.23(e) FORAGING CHARGES – INCREASE TO £150 PLUS VAT** – Following recommendation from the Foreshore Committee it was agreed to increase these charges to £150 plus VAT from £110 plus VAT which has been at that level for a number of years.
- (c) FS56.23(h) DONATION LCCP - £200** – Following recommendation by the Foreshore Committee, it was agreed to make a donation of £200 to LCCP from the current Foreshore/General Maintenance Budget.
- (d) COASTAL TRANSITION ACCELERATOR PROGRAMME – UPDATE** – Further information is awaited.
- (e) SIGNAGE PROJECT – INTERPRETATION BOARDS/FORESHORE BEACH ENTRANCE SIGNS** – It is not yet known whether the Coastal Transition Fund will include signage but it is felt important that the new Foreshore signage is in place by the 2024 season and therefore it is proposed that the quote of £7812.88 plus VAT agreed in principle in September now be approved unconditionally. This amount has been earmarked from General Reserve GEN6.
- (f) JUSTPARK CONTRACT RENEWAL (IN RELATION TO FLOWBIRD PROPOSAL)** – It was agreed to renew the unchanged contract with Justpark for a further 24 months in line with not proceeding with the recent Flowbird proposal.
- (g) CHCC WEBCAM PROPOSAL (attached M)** – Further to the meeting with CHCC, they are now seeking a grant of £750 for initial set up costs and approval to mount a camera on the outside of the building under the eaves at the northern end of the building. It is proposed that this be approved and a donation of £750 be made from General Reserve FSH1.

FGP23/114 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) PC54.23 (c) NOTICEBOARD QUOTE** – Further to recommendation by the PF,C&SM Cttee, it is proposed to accept quote for a pin board for the village notice board at a cost of £179 plus VAT. This would be taken from Reserve SN1 village/fsh signage (£3382.47).

(b) PC54.23 (e) CLIMBING FRAME QUOTE - Further to recommendation by the PF,C&SM Cttee, it is proposed to accept quote from Axminster Ironwork of £700 plus VAT to refurb and repaint the square climbing frame. This would be taken from Reserve PF1 (£7326.30).

(c) REMEMBRANCE DAY WREATH DONATION TO RBL – It was agreed to make a donation of £50 for this year’s wreath (actual cost of wreath £19.99). It was also agreed to replace the two way radio owned by one of the marshalls which was broken whilst being used for the road closures. This is at a cost of up to £150 and can be accommodated in the current Remembrance Day budget. POST MEETING NOTE: A new aerial was sourced at an amended cost of £10.

FGP23/115 FACILITIES MANAGER MONTHLY REPORTS (SEPTEMBER AND OCTOBER 2023) (attached O)
These were noted.

FGP23/116 ELMS

(a) DAMP ISSUES – SECOND OPINION – Peter Noel and Dave Humphrey are trying to arrange a meeting with a local builder to clarify the second opinion on the damp proofing of the flat roof area containing the landing office and the gents toilets.

(b) ELMS LIFT SITUATION – A further letter has been received from the Stamp Club confirming that they hope that the complainant will soon recover from having a new hip and won’t need the lift. It was agreed to wait until the end of the financial year and consider this issue again then.

(c) ENERGY

(i) GAS PAYMENTS – It was reported that the DD for the Elms Gas has increased from £93 to £222 per month. This is probably in anticipation of the end of the current fixed rate but the Clerk would monitor the account.

(ii) RENEWAL OF ENERGY CONTRACTS MARCH 2024 (report attached P) – It is proposed that the renewal with the current provider of the 4 contracts listed in the report be approved.

FGP23/117 GENERAL

(a) WARM HUB INITIATIVE – This had been included in the Charity Fund discussions/report.

(b) BUILDINGS VALUATIONS – BEFORE END OF COUNCIL TERM – QUOTE - Martin Diplock doesn’t undertake such valuations any more, but has given details of local surveyors. Clerk to obtain quotes for future consideration.

(c) COMPUTER REPLACEMENT – QUOTE – It was agreed that the quote from Lawsons Computers to replace the Clerk’s computer at a cost of £554.17 plus VAT be accepted from current Computer Budget.

(d) WIFI BOOSTER (CLERK’S OFFICE) – QUOTE - It was agreed that the quote from Lawsons Computers for a wifi booster in the Clerk’s office at a cost of £120.83 plus VAT be accepted from current Computer Budget.

(f) SHORELINE – FUTURE – An email from the editor of Shoreline was read to the Committee and it was agreed that the Council has neither the expertise or the time to take on even a scaled down version of Shoreline. It is hoped that someone comes forward following the appeal to be made in the next issue.

(g) ELEC INSPECTION REPORTS – INCREASED FREQUENCY – This is now required every 5 years and needs to be undertaken early in the next Financial year. Awaiting quote for inclusion in 24/25 budget.

(h) SECTION 106/CIL FUNDING – It was reported that a further CIL receipt had been received (£1024.81 re Land rear of Alicia Cottage, The Street). The use of this pot of money (RF Reserve GEN13) is limited but should be considered when projects are being discussed.

FGP23/118 POLICIES

(a) BALLOON AND SKY LANTERN RELEASE POLICY (current policy attached Q) – It is proposed that the current policy be accepted without any changes.

FGP23/119 VEHICLES/MACHINERY

- (a) **ANNUAL SERVICING OF MACHINERY** – The Facilities Manager is currently obtaining quotes for consideration in January.
- (b) **TRACTOR TRAINING** – A quote is awaited for tractor training for the new employee. This will be chased up for approval at Full Council.

FGP23/120 ENVIRONMENT WORKING GROUP – NO ITEMS FOR DISCUSSION

FGP23/121 STAFF/HR ISSUES

- (a) **STAFF REPORT (attached S)** – the report was noted and the Clerk's additional hours were approved. It was reported that Cllr Julie Leah is to attend two of the Working Together webinars on DC Tree Project and Litter Free Dorset.
- (b) **LOCAL GOVERNMENT PAY NEGOTIATIONS – UPDATE** – It was confirmed that the agreement for 2023/24 had now been reached, once again of a flat rate of £1925 (£1 per hour) across all scale points, to be backdated to 1 April 2023. This increase/back pay would be applied to the Clerk and Deputy Clerk.

FGP23/122 IN COMMITTEE

- (a) **LEASE 4 – UPDATE** – Completion of the lease took place on 12 October 2023.
- (b) **ELMS 2nd FLOOR ROOM 2 – UPDATE** – Room 2 is now vacant although a desk was left and a set of keys lost. This space continues to be advertised with Martin Diplock.
- (c) **LEASE 17 – UPDATE** – A new tenant moved in on 31 Oct 2023. A small repair has been noticed which is being dealt with by the Agent for payment by the Council.
- (d) **LAND OWNED BY PC, HIGHER SEA LANE (Correspondence attached T)** – A valuation would be sought prior to further discussion.

The meeting closed at 8.20pm.

Proposals:

- FGP23/105 November Supplier Payments - additions
- FGP23/106 Bank Reconciliation
- FGP23/107 Income and Expenditure against Budget
- FGP23/109 Clerk's Report
- FGP23/111 Charity Fund Donations
- FGP23/113(a) Beach Huts
- FGP23/113(e) Signage Project
- FGP23/113(g) Webcam
- FGP23/114(a) Notice board
- FGP23/114(b) Climbing Frame
- FGP23/116(c) (ii) Renewal of Energy Contracts
- FGP23/118(a) Balloon and Sky Lantern Release Policy
- FGP23/119(b) Tractor training
- FGP23/122(d) Lane owned by CPC (IN COMMITTEE)