

Charmouth Parish Council

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MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 18th SEPTEMBER 2018 AT THE ELMS

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

FG10.1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

FG10.2 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FG10.3 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 10th July 2018, circulated to members, were a correct record and were signed by the Chair.

FG10.4 ACCOUNTS FOR APPROVAL (SEPTEMBER)

RESOLVED to pay the Accounts for Approval September 2018 (attached A).

FG10.5 CLERK'S REPORT/DELEGATED FINANCIAL APPROVALS

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

FG10.6 REPORT OF ACCOUNTS (JUNE/JULY)

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

FG10.7 MONTHLY ACCOUNTS (JUNE/JULY)

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

FG10.8 EARMARKED RESERVES (JUNE/JULY)

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

FG10.9 BUDGETS 2019/20

- (a) General/Elms – The draft budget was circulated (attached F) and discussed. The missing figures for the Asbestos Inspection (£2000) and Arboricultural Report (£1500) had now been received and will be added together with a figure of £3000 for Elms 2nd Floor Heating. In addition, future running of toilets etc should be included.
- (b) Maintenance/Depot – The draft budget was circulated (attached F) and discussed. In addition to a figure towards replacement of the Suzuki Pickup, a figure of £8450 would be added to replace the Kubota mower.

The budgets will be consolidated and brought back through the next round of meetings before finalising in November.

- (c) Information from SLCC on draft Local Government Finance Settlements – Confirmation has been received that Parish Precepts will not be capped again for the 2019/20 year.
- (d) WDDC Parish Precept Form – This is the annual request for the precept for 2019/20 which should be submitted to WDDC by 31 January 2019.

FG10.10 FORESHORE COMMITTEE

- (a) CHCC Rent Review – To date no response has been received to the Council's letter of 26 July. A chaser letter would be sent.
- (b) Filming Permission – The Clerk reported that following a request from Ricochet Ltd to film on the beach later this week for "Celebrity 5 Go Camping", permission has been granted following receipt of all relevant documents and agreement to pay the £550 fee. However, they have requested permission to use a drone which is contrary to Council Policy. It was agreed by the Committee that special permission should not be given unless there are exceptional circumstances due to the nuisance clause in the covenants, therefore this request is refused.

FG10.11 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

There were no financial proposals from the Committee.

FG10.12 WORKS SUB-COMMITTEE

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

FG10.13 ELMS

- (a) Elms Repointing – Paul Oatway is drafting a document.
- (b) Lift – The works previously agreed have been completed and the previous query of ventilation has been mentioned again. The engineer suggests drilling holes in the motor room door (which is a much simpler solution to the previous suggestion) and this will be undertaken in house during the winter.

FG10.14 GENERAL

- (a) Change to cash deposit arrangements from August 2018 – To date no response has been received from Santander. A chaser letter would be sent.
- (b) BT Accounts – The Clerk reported an increase in the BT charges across all areas which is in line with their general price rises. In addition the Elms Broadband invoice for May 2018 included an "over usage" charge of £40 which is being refunded as, although the usage was double the average month (40gb instead of 20gb) it didn't go over the monthly usage allowance of 50gb. Usage is being monitored and passwords changed for the guest wifi to ensure this doesn't happen.
- (c) Suzuki Pickup Pre-MOT costs – The Facilities Manager booked the Suzuki in for a pre-MOT check as he knew that it would fail on certain items. Greig & Allen have now advised that work itemised amounting to £1076.69 is required to ensure it passes the MOT which is also included. MOT is due by 30 September 2018. It was agreed by the Committee that this essential work should be undertaken and taken from the current Machinery/Vehicle Replacement budget currently standing at £3800.

- (d) Audit 2017/18 – A query had been received from the Auditor following submission of the Annual Return in June which related to the PWLB payment which was taken in April 2018 rather than March due to the way the end of the month fell. Peter Noel confirmed that he had responded.

FG10.15 COMMUNITY PARTNERSHIP ENGAGEMENT BETWEEN UNITARY AND PARISH COUNCILS

- (a) Meeting with Nick Randle, LGRC – Following the meeting, Nick Randle had confirmed that the Council's proposals had been put to the Shadow Executive Committee meeting last Monday and he would inform of the outcome in due course.
- (b) Grants to Voluntary and Community Sector – Shadow Executive Committee – Confirmation has been received that it is recommended that the grants to voluntary and community sector organisations (excluding the five town partnerships in West Dorset), are rolled forward for another year.

FG10.16 SECTION 106 APPLICATIONS

Following report to the Foreshore and PF, C&SM Committees that the grants had been awarded, official letters have now been received and forwarded as necessary. Any Council projects will be dealt with through the relevant Committee.

FG10.17 CHARITY FUND

- (a) Letter from Axe Valley and West Dorset Ring and Ride Service Ltd – The Annual budgeted donation has been requested from the Ring and Ride which amounts to £137.38 (12p per elector x 1144). It was agreed by the Committee to pay this donation and request posters for display in the Hollands Room and Doctors surgery.
- (b) 2018/19 Charity Fund Allocation – It was agreed to advertise for applications which would be considered in November.

FG10.18 STAFF REPORT – Noted (attached H).

FG10.19 IN COMMITTEE

- (a) Elms Lease Issues – A response would be sent in reply to a complaint from a tenant.
- (b) Wages Budget 2019/20 – This was discussed and agreed to be amended (attached I).
- (c) Elms Cleaning – Liaison is taking place with the contractor following some on-going issues.

The meeting closed at 7.55pm.

Proposals:

- FG9.4 Accounts for approval – September additions
FG9.5 Clerk's Report for Sept
FG9.6 Report of Accounts – June/July
FG9.7 Monthly Accounts – June/July
FG10.14(c) Suzuki essential work – to note retrospectively