

Charmouth Parish Council

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

Telephone (01297) 560826 E-Mail charmouth@dorset-aptc.gov.uk



MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT 7.00PM ON TUESDAY 10 SEPTEMBER 2019 AT THE ELMS

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

FG68.19 APOLOGIES FOR ABSENCE

No apologies were received.

FG69.19 DISPENSATIONS

No dispensations had been received.

FG70.19 DISCLOSURE OF INTERESTS

Paul Oatway declared an interest in item 8(c) on the agenda, and asked that this be taken at the end of the meeting so that he could leave beforehand.

FG71.19 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 9 July 2019 (previously circulated), the minutes of the Payment Authorisation Sub-Committee held on 20 August 2019 (attached A), were a correct record and were signed by the Chair.

FG72.19 SUPPLIER PAYMENTS (SEPTEMBER)

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

It was noted that although the cost of fuel from the current supplier is 6/7p dearer than at a supermarket, Paul Oatway had undertaken an analysis which showed that a saving in the order, and not exceeding £11, weighed against the risk of breach of internal systems of control was not worthy.

FG73.19 BANK RECONCILIATIONS (UP TO END JULY)

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

FG74.19 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JULY), FORESHORE INCOME TRACKER AND DETAILED RESERVES SCHEDULE

The new style income and expenditure accounts for April-July are proposed for acceptance by the Committee. It was noted that these are on a cumulative basis from April each time now. The Foreshore Income Tracker and Reserves Schedule were noted. (All attached D)

FG75.19 FORESHORE COMMITTEE

- (a) Charity Fund – Following discussion at the Foreshore Committee, it was agreed to propose the transfer of £900 for youth groups and £300 for non youth groups from the car park takings to the Charity Fund Reserve. The fund will once again be advertised for allocation in November.
- (b) Beach Hut Security – change locks – an issue has been highlighted by a theft, that locks on 23 huts can be manoeuvred to gain entry. It was agreed to replace with larger, stronger locks at a cost of £23 each (may get a discount for multiple purchase), totalling £529, to be taken from current Beach Hut Maintenance Budget.
- (c) Reimbursement of Stolen Items – In Committee.
- (d) Factory Pointing – The Committee were reminded that following the year end, funds were allocated towards the factory pointing amounting to £13000. It was agreed that an update on anticipated costs would be obtained prior to the Full Council meeting.
- (e) Lease 1 – Update – In Committee.

FG76.19 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) Dorset Council Proposals for grass cutting and weed killing – Following discussion with Char Valley, they have agreed to contribute £25 per year towards the cutting of the small area of grass outside the Parish Boundary around Stonebarrow Lane and therefore CPC have accepted the offer from DC of £449.24 to cut the grass as set out in their original map from April 2020.

With regard to the weed killing, as previously reported, the amount for treatment of re-growth after the initial treatment by DC for this year will be £200 and then it will drop to £100 from 2020.

FG77.19 FACILITIES MANAGER MONTHLY REPORTS (JULY/AUGUST)

Noted (attached F).

FG78.19 DISPOSAL OF PLANT/MACHINERY

- (a) Topper – Following an estimate from Buglers of a value of £500-£600, it was agreed to advertise the topper on EBay, in due course, starting at £300 with a reserve of £500.
- (b) Winch – It was agreed to advertise the winch on EBay starting at £300, with a reserve of £400. Although the cost price was £935, this was some time ago and there is no guarantee that the batteries are any good.

FG79.19 POLICIES

- (a) Communication Strategy – Review – Following circulation of the existing policy (attached G), it was proposed to accept this as it is until the next review.

FG80.19 ELMS

- (a) Elms Pointing – Having secured additional funding at the year end (amounting to £24500) it was proposed to proceed to tender stage with this project subject to asking the Surveyor to review his original report and advise us of the revised potential costs assuming that the works will commence without delay.
- (b) Lease 7 – update – In Committee.
- (c) Lease 16 – update – In Committee.

FG81.19 GENERAL

- (a) Axe Valley and West Dorset Ring and Ride Grant Application 2019/20 – This is a budgeted item and it was agreed that a grant of £140 should be made from the £150 budget (calculated at 12p per elector, 1166, totalling £139.92).
- (b) Insurance Review – increased premium – Following a review of the insurance schedule by the Clerk an additional premium of £91.90 per annum (£81.36 pro rata) is due.

- (c) Asbestos Regulations - Having read through the regulations, it appears that the only people affected are those who deal with, or are likely to come into contact with, asbestos on a regular basis. The Facilities Manager therefore doesn't believe another survey is necessary. We have dealt with the removal/encapsulation as recommended from the 2009 survey.
- (d) Spending Advice Relating to Church Clock - Following an issue in a neighbouring town, the power to spend money on Church repairs was considered and after taking advice from DAPTC there is a conflict between two pieces of legislation upon which a Government ruling is awaited before a decision can be made. The money for the Church Clock repairs should be held until a final answer is known. In the meantime a letter would be sent to the Church explaining the situation.
- (e) Donation to Library re Post Office Service – Thanks – A letter of thanks has been received from the Library for the donation. They will invoice the Council quarterly for the donation agreed for 2019/20 under Section 137 powers.
- (f) Lamp Post Poppies - Linda Bearpark is raising money again to have poppies on the lamp posts in The Street and Lower Sea Lane. She is trying to raise £750 to cover the cost and a donation. So far she has £250. It is proposed that a donation of £250 be given and taken from Earmarked Reserve PF2 (currently standing at £5718.42).

FG82.19 STAFF REPORT (attached H) was noted.

FG83.19 IN COMMITTEE

- (a) Lease 1 – It was reported that as yet no response had been received following the issue of the Section 25 notice on 28 May. Following advice from the Solicitor, a reminder has been set for early October.
- (b) Lease 7 – The original prospective tenant has withdrawn and so this area is back on the market with a sign displayed outside.
- (c) Lease 16 – The current tenant has decided not to move immediately but continues to look. The benefits of a fixed term tenancy as opposed to a periodic tenancy would be sought from the agent.

Paul Oatway left the meeting.

- (d) Reimbursement of stolen items – it was agreed to pay the claimant the £124.49 claimed (receipts provided) for the goods stolen from the beach hut as there was a fault which, although the Council was unaware of, is now being rectified.

The meeting closed at 8.00 pm.

Proposals:

- FG72.19 Supplier Payments – additions
- FG73.19 Bank Reconciliation (up to end July)
- FG74.19 Income & Expenditure against Budget (up to end July)
- FG75.19 (a) Charity Fund Allocation
- FG75.19 (b) Beach Hut Locks
- FG75.19 (d) Factory Pointing
- FG79.19 (a) Communication Strategy Review
- FG80.19 (a) Elms Pointing
- FG81.19 (f) Lamp Post Poppies donation