

# Charmouth Parish Council

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## MINUTES OF A SPECIAL MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON MONDAY 29<sup>TH</sup> APRIL 2019

PRESENT: Cllrs. David Clifford, Judy Fellingham, Peter Noel (Chair), Paul Oatway (Vice Chair), Martin Sayers, Judith Sheppard, Kay Solomon.

IN ATTENDANCE: Lisa Tuck, Parish Clerk

### 35.19 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

### 36.19 APOLOGIES FOR ABSENCE

No apologies were received.

### 37.19 DISPENSATIONS

On-going dispensations are in place regarding discussion of the precept.

### 38.19 DECLARATIONS OF INTEREST

There were none.

### 39.19 END OF YEAR FINANCE REPORT

#### (a) Report of Accounts Feb/March 2019

**RESOLVED that the Report of Accounts for Feb/March 2019 be approved.**

	£	£	£	£	£	£
		Santander	Santander	NatWest	NatWest	Lloyds
		Current	Deposit	Current	Deposit	Current
Cash Book Balance at 31 January 2019		39,411.92	177,336.03	£1,000.00	2409.68	0.00
<b>Income:</b>						
Transfer to Current Account	30,000.00		0.00			
PF rents/services/Sec 106 Grant	1,739.64					
Cemetery Fees/Sec 106 Grant	3,110.00					
Foreshore - Rents/Car Park/Beach Huts	14,975.66					
Elms Rent/MH Room/recovered	3,140.01					
HMRC (VAT recovered)	0.00					
Transfer to Nat West (Gen and RF Res)					81442.80	

Transfer to Lloyds (EM Res/Cont)				40270.27
Interest	<u>2.75</u>	178.62		4.37
		52,968.06		
<b>Expenditure:</b>				
Transfer from Deposit Account	0.00	30,000.00		
Accounts paid in February (inc PAYE)	32,619.49			
Accounts paid in March (inc PAYE)	14,898.62			
B&CE Holdings Ltd (Pensions)	687.04			
Lyme Forward Reissued cheque	200.00			
Travel Expenses	32.40			
Petty				
Cash	162.37			
Transfer to Nat West (Gen and RF Res)		81,442.80		
Transfer to Lloyds (EM Res/Cont)		40,270.27		
Elms flat letting fee	120.00			
		48,719.92		
<b>Direct Debits:</b>				
Santander charges	141.34			
BT - Main Office Phone	71.99			
BT - Fsh Office (inc broadband)	167.17			
BT - Fsh Emergency Phone	61.74			
BT - Autodialler/Bband	109.08			
Water2Business (Foreshore)	150.00			
WDDC - Foreshore/Cemetery Rates	0.00			
WDDC - Elms Rates	0.00			
DCC - Foreshore/Cemetery Bins	109.20			
EDF Gas - Elms	136.00			
EDF Energy - Foreshore	374.00			
EDF Energy - Elms	138.00			
EDF Energy - Playing Field Pavilion	98.00			
EDF Energy - Depot	18.00			
EDF Energy - Cemetery Chapel	14.00			
Public Works Loan Board	0.00			
Wages - Net	16,991.50			
HMRC (VAT)	<u>0.00</u>			
		<u>18,580.02</u>		
Cash Book Balance at 31 March 2019	<u>25,080.04</u>	<u>25,801.58</u>	<u>1,000.00</u>	<u>83,856.85</u>
				<u>40,270.27</u>
Represented by:				
Santander Current Ac		25,080.04		
Santander Deposit Ac	Working	25,801.58		
Nat West Current Ac		1,000.00		
Nat West Savers Account	Gen/Ringfenced Res	83,856.85		
Lloyds Current Ac	Earmarked Res/Cont	<u>40,270.27</u>		
		176,008.74		

(b) Monthly Accounts Feb/March 2019

**RESOLVED that the Monthly Accounts for Feb/March 2019 be accepted and approved.**

(c) Earmarked Reserves April 2019

**RESOLVED that the Earmarked Reserves as at April 2019 be accepted and approved.**

(d) Allocation of Surplus

**RESOLVED that the re-allocation of unspent budgets be approved as set out in the end of year finance report with the surplus funds being carried forward to be considered by the Finance Committee in July.**

(e) Asset Register as at 31/3/19

**RESOLVED that the Asset Register as circulated, showing the acquisitions and “write offs” during the 18/19 year be approved.**

40.19 2018/19 AUDIT

(a) Annual Accounts

**RESOLVED (6:1 abstention) that the Annual Accounts for 2018/2019 be accepted and approved.**

(b) AGAR Annual Governance Statement

**RESOLVED that the AGAR Annual Governance Statement 18/19 be accepted and approved.**

(c) AGAR Annual Accounting Statements

**RESOLVED that the AGAR Annual Accounting Statements 18/19 be accepted and approved.**

(d) Bank Reconciliation

**RESOLVED that the Annual Bank Statement Reconciliation be accepted and approved.**

41.19 PLANNING

(a) Confirmation of comments re Application No. WD/D/19/000606 The Workshop, Langmoor Manor, Fernhill – Erection of a stable – No comments had been made on the portal since the Planning Committee meeting and it was therefore agreed to send the comments drafted by the Committee at the meeting earlier in April.

(b) Application No. WD/D/19/000739 East Beach Kiosk, Lower Sea Lane – Replace Kabin and Decking – The Parish Council cannot comment on this application due to having a financial interest as the applicant is a tenant.

42.19 CHARMOUTH HOLIDAY GUIDE – REDESIGN

Peter Noel showed the Council a copy of a map which the Traders would like the new holiday guide based on, without adverts. Discussions had taken place with companies for the design and printing and two quotes had been received, it was therefore

**RESOLVED to accept the quote from Footeprints to design and print 10,000 copies at a cost of £1999 plus VAT including a contingency. This will be taken from the current year’s budget of £2000 (additional funds also available in Earmarked Reserve).**

It was noted that this new format Holiday Guide will be re-printed annually at cost of £200-£300 for amendments and £800 for printing at today’s prices plus inflation.

It was also agreed to look into whether any advertisers were to be compensated following the last print run and include the fact that free wifi is available at the beach and that a webcam will be added shortly.

43.19 IN COMMITTEE

**RESOLVED that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

- (a) Charmouth Foreshore Unit 1 – Three proposals had been received via the agent for the lease of Unit 1. These were considered and discussed but after an initial proposal was not supported it was

**RESOLVED to wait until the next Full Council meeting on 21 May for a final decision to be made. In the meantime, the vacancy will also be advertised on the Council’s website, directing enquiries to the agent.**

For the benefit of new Councillors, Paul Oatway explained the differences between the lease agreements at the Foreshore and what this meant for the tenants/Council.

- (b) Post Office – Peter Noel updated the Council about the closure of the Post Office earlier than expected on 15 May 2019. There was a discussion about the banking of car park funds and the Clerk confirmed these could be taken to Lyme Regis Post Office on the same basis as currently. With regard to distribution of cash to local businesses prior to banking, the logistics of this will be discussed with the Internal Auditors when they visit in May.

Meeting closed at 8.05pm.

Signed .....

Dated .....