

Charmouth Parish Council

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MINUTES OF THE ANNUAL MEETING OF CHARMOUTH PARISH COUNCIL HELD AT THE ELMS ON TUESDAY 22nd MAY 2018

PRESENT: Cllrs. Peter Noel (Chair), Gerry Bearpark, Graham Bender, Judy Fellingham, Paul Oatway, Martin Sayers, Judith Sheppard, Kay Solomon.

IN ATTENDANCE: Melissa Kirkby, Deputy Clerk; Lisa Tuck, Parish Clerk; Daryl Turner, County Councillor; Mr Jeff Prosser, resident.

60.18 ELECT A CHAIR OF THE COUNCIL AND RECEIVE THE CHAIR'S DECLARATION OF OFFICE

RESOLVED unanimously that Peter Noel be elected as Chair for the coming year.

61.18 ELECT A VICE-CHAIR OF THE COUNCIL

RESOLVED unanimously that Paul Oatway be elected as Vice Chair for the coming year.

62.18 REPRESENTATIVES TO EXTERNAL ORGANISATIONS

1. To appoint a representative to the Friends of Charmouth Library – Martin Sayers to continue.
2. To appoint a Footpath Liaison Officer(s) – Ron and Jean Dampier to continue.
3. To appoint 2 Trustees for Charmouth Heritage Coast Centre – Paul Oatway and Judith Sheppard to continue.
4. To appoint 2 Trustees for the Almshouse Charities – Paul Oatway to continue and Gerry Bearpark appointed.
5. To appoint a Public Transport Representative – Graham Bender to continue.
6. To appoint 2 representatives for the DAPTC Western Area Committee – Peter Noel and Paul Oatway to continue.
7. To appoint a representative for the St Andrews Community Hall Management Committee – Graham Bender appointed. Post meeting note – The Management Committee informed the Clerk that they no longer needed a Council representative.
8. To appoint a representative for the Bridport Area Partnership Committee – Martin Sayers to continue.
9. To appoint a representative for the Lyme Regis Area Partnership – Paul Oatway to continue.
10. To appoint a Tree Officer - Graham Bender to continue.
11. To appoint a Highways Officer – Graham Bender appointed.
12. To appoint a representative to the Twinning Association – Kay Solomon appointed.
13. To appoint a Flood Warden/Deputy – Graham Bender and Paul Oatway to continue until the Flood Management Plan is updated and then Paul Oatway will stand down and be replaced

- by Gerry Bearpark.
14. To appoint a representative for the Dorset Partnership for Older People Project – Judy Fellingham to continue.
 15. To appoint a representative to the Charmouth Local History Society (Pavey Group) – Graham Bender appointed.

RESOLVED that the Representatives to External Organisations (items 1-15) were agreed for the coming year.

63.18 APPOINTMENT OF A FORESHORE COMMITTEE

RESOLVED that the Foreshore Committee consist of Gerry Bearpark, Graham Bender, Judy Fellingham, Judith Sheppard and Kay Solomon.

64.18 APPOINTMENT OF A PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

RESOLVED that the Playing Field, Cemetery and Street Management Committee consist of Graham Bender, David Clifford, Judy Fellingham, Martin Sayers and Gerry Bearpark.

65.18 APPOINTMENT OF A PLANNING COMMITTEE

RESOLVED that the Planning Committee consist of Gerry Bearpark, Graham Bender, David Clifford, Judy Fellingham, Judith Sheppard and Kay Solomon.

66.18 APPOINTMENT OF A FINANCE AND GENERAL PURPOSES COMMITTEE

Standing Orders dictate that the Finance and General Purposes Committee should consist of the Chair and Vice Chair of Council, the Chairs of the Foreshore Committee and the Playing Field, Cemetery and Street Management Committee and one other Councillor.

RESOLVED that the Judith Sheppard remain the additional member of the Finance and General Purposes Committee for the coming year.

67.18 APPOINTMENT OF A WORKS SUB-COMMITTEE

Standing Orders dictate that the Works Sub-Committee comprise of the Chairs of the Finance and General Purposes; Foreshore; HR and Playing Field, Cemetery and Street Management Committees and one other councillor.

RESOLVED that the appointment be postponed until the next meeting when the Chairs of Committee are known.

68.18 APPOINTMENT OF AN HR COMMITTEE

RESOLVED that the HR Committee consists of Graham Bender, David Clifford, Judy Fellingham, Martin Sayers and Kay Soloman.

69.18 APPOINTMENT OF AN EMERGENCY COMMITTEE

RESOLVED that the Emergency Committee consist of David Clifford, Judy Fellingham, Peter Noel, Paul Oatway and Judith Sheppard.

70.18 CONSIDER WHETHER OR WHEN THE MEETING SHOULD BE ADJOURNED TO HEAR COMMENTS FROM THE PUBLIC

RESOLVED that comments from the public should continue to be at the start of the meeting for no more than half an hour as currently.

71.18 PUBLIC QUESTIONS, COMMENTS OR REPRESENTATIONS

There were none.

72.18 DORSET COUNTY COUNCIL ISSUES

County Councillor Daryl Turner reported that the Shadow Authority is to be formed by June and will a Shadow Executive will consist of twenty members, ten from DCC and ten from the other authorities. It has fourteen days to meet once a statutory change order has been issued. Its first job is to appoint an interim Chief Executive, a Monitoring Officer and Section 151 (Finance) Officer. The Shawdow Authority's primary aim will be to create a Council that is a legal entity by May 2019. Which will leave little time for anything else.

The Boundary Commission Joint Committee approved the recommendations put forward by the working group on the 15th May 2018, which will now move forward to consultation. 82 councillors. The Marshwood Vale is proposed to be split into two areas, Lyme Regis and Charmouth will have one councillor with the rest of the Marshwood Vale, with an additional piece of Stoke Abbot, having another councillor. This is also going to consultation.

The double yellow lines had been re-installed in Bridge Road following work by Wessex Water.

New Coastal Revival fund of 1 million pounds fund to support the restoration of our iconic and best loved coastal architecture up to £50,000 per project.

73.18 WEST DORSET DISTRICT COUNCIL ISSUES

Land searches are now being processed within fifteen days.

74.18 APOLOGIES FOR ABSENCE

Apologies were received from Cllr David Clifford, away.

RESOLVED to agree the apologies for absence and the reasons given.

75.18 DISPENSATIONS

None received.

76.18 DECLARATIONS OF INTEREST

None declared.

77.18 MINUTES

RESOLVED that the minutes of the meeting held on the 27th March 2018, circulated to members, be agreed as a correct record and were signed by the Chair.

78.18 TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES (FOR REPORT ONLY)

There were none.

79.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FORESHORE COMMITTEE HELD ON 24th APRIL 2018

a) Kayak Storage

Cllr Oatway reported to the members a request made by a resident for a Council owned kayak storage provision at the foreshore. Cllr Oatway reminded the Council of its previous efforts in 2014 to supply a kayak rack storage system, that had not come about due to the restrictions of structures on the covenanted land. Cllr Sheppard asked if the Council could go to the covenant beneficiaries and obtain their consent. Cllr Oatway had said that he had recently spoken to them about the filming due to take place and they were questioning the need for every structure in the area as their primary concern is the land remain untouched. Cllr Oatway said that he would look into this item further and have discussions with the beneficiaries and it could be discussed again at the next Foreshore Committee meeting.

b) 9.7k Proposal to suspend the Policy on drone use at the foreshore for Voltage TV.

Cllr Oatway explained the request from Voltage TV to use a drone as part of their filming for the BBC4 program.

RESOLVED to approve the request to use a drone for filming subject to the details being approved by the Clerk and Facilities Manager.

80.18 TO RECEIVE AND CONSIDER THE REPORT OF THE PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE HELD ON 24TH APRIL 2018

Cllr Sayers reported that he had received positive feedback about the two additional dog bins that had recently been installed. He also reported that the work on the Lych Gate was finished. Gerry Bearpark had agreed to organise the Remembrance Day activities, and complaints had been received about the cutting of the wildflowers on the A35 verges.

a) PCS9.7b – Exclusive Rights of Burial

RESOLVED to accept the Committee recommendation that the Exclusive Rights of Burial agreement should be for the term of 100 years.

81.18 TO RECEIVE THE REPORT OF THE PLANNING COMMITTEE HELD ON 10TH APRIL AND 8TH MAY 2018

Cllr Oatway reported in Cllr Clifford absence – there was nothing further to add.

82.18 TO RECEIVE AND CONSIDER THE REPORT OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 8th MAY 2018

a) FG6.4 Accounts for approval - May additions

RESOLVED that the additions to the Accounts for Approval for May be accepted and approved.

Accounts For Approval - April:

| | |
|-----------------------------|-------------------|
| HMRC (PAYE) | £1,248.59 |
| Groves Nurseries | £20.97 |
| Amazon | £17.21 |
| A J Supplies | £662.76 |
| JRB Enterprise Ltd | £214.20 |
| Garry Pitcher | £15.50 |
| Prospect Garage | £130.53 |
| DAPTC | £15.00 |
| Axminster Ironwork | £300.00 |
| Keeley Windows Ltd | £183.42 |
| Mole Avon Trading Ltd | £102.39 |
| Morgans of Charmouth | £30.79 |
| Orona | £552.12 |
| Cartridge Save | £179.81 |
| Tutorcare Ltd | £354.00 |
| Lyreco | £241.16 |
| Crosby Building Contractors | £5,733.71 |
| Ebay (Serpro) | £64.95 |
| Photomounts UK | £9.40 |
| Viking | £116.99 |
| | <hr/> |
| | £10,193.50 |

Accounts For Approval - May:

| | |
|------------------|-----------|
| HMRC (PAYE) | £2,707.71 |
| Travis Perkins | £138.00 |
| Western Power | £146.32 |
| John Peers | £441.28 |
| Zurich | £141.53 |
| Lyme Online | £55.00 |
| Doodle Computers | £72.00 |

| | |
|------------------------|-----------------|
| Keeley Windows | £57.60 |
| A J Supplies | £108.36 |
| Lyreco | £99.53 |
| C B Potts | £758.71 |
| Prospect Garage | £125.84 |
| Michael Jones Surveyor | £1,886.64 |
| Lyme Forward | £1,040.35 |
| Mole Avon | £25.50 |
| Linda Bearpark | £150.00 |
| Fireco | £138.00 |
| Kitson & Trotman | £450.00 |
| DAPTC | £25.00 |
| MAC Building | £7,318.66 |
| Currys/PC World | £579.98 |
| Argos | £39.98 |
| Prime Software | £73.33 |
| Abode | £595.00 |
| | <hr/> |
| | 17174.32 |

b) FG7.5 Report of Accounts - March

REPORT OF ACCOUNTS FOR MARCH 2018

| | £ | £ | £ |
|---|----------|------------|------------|
| | | Current Ac | Deposit Ac |
| Cash Book Balance at 28 February 2018 | | 22,109.81 | 201,491.56 |
| Income: | | | |
| Transfer to Current Account | 0.00 | | 0.00 |
| Scrap Metal | 168.00 | | |
| PF/Cem Services Recovered/Fees | 125.00 | | |
| Foreshore - Rents/Car Park/Beach Huts etc | 4,857.55 | | |
| Elms Rent/MH Room | 905.85 | | |
| Interest/VAT Recovered | 1.03 | | 61.83 |
| | <hr/> | 6,057.43 | |
| Expenditure: | | | |
| Transfer from Deposit Account | 0.00 | | 0.00 |
| Accounts paid in March (inc PAYE) | 8,859.70 | | |
| B&CE Holdings Ltd (Pensions) | 112.23 | | |
| Petty Cash | 0.00 | | |
| Travel expenses | 124.20 | | |
| Viking (Printer) | 116.99 | | |
| Amazon (key safe) | 17.21 | | |

9,230.33

Direct Debits:

| | |
|-------------------------------------|----------|
| Santander charges | 68.86 |
| BT - Main Office Phone | 95.16 |
| BT - Fsh Office | 49.89 |
| BT - Fsh Emergency Phone | 55.84 |
| BT - Broadband | 91.63 |
| Water2Business (Foreshore) | 148.50 |
| WDDC - Foreshore/Cemetery Rates | 0.00 |
| WDDC - Elms Rates | 0.00 |
| DCC - Foreshore/Cemetery Bins | 150.00 |
| EDF Gas - Elms | 81.00 |
| EDF Energy - Foreshore | 212.00 |
| EDF Energy - Elms | 63.00 |
| EDF Energy - Playing Field Pavilion | 1.00 |
| EDF Energy - Depot | 13.00 |
| EDF Energy - Cemetery Chapel | 25.00 |
| Public Works Loan Board | 0.00 |
| Wages - Net | 7,995.70 |
| HMRC (VAT) | 0.00 |

9,050.58

Cash Book Balance at 31 March 2018

9,886.33 201,553.39

Represented by:

| | | |
|-------------------------|--------------------|-------------------|
| Santander Current Ac | | 9,886.33 |
| Santander Deposit Ac | Working | 49,544.48 |
| | Contingency | 421.04 |
| | Earmarked Reserves | <u>151,587.87</u> |
| | | 201,491.56 |
| Nat West Account | | 1,000.00 |
| Nat West Savers Account | | 2,407.44 |

c) FG7.6 Clerk's Report for May

RESOLVED that the Clerk's Report for May 2018 be accepted and approved.

d) FG7.7 Monthly Accounts – March

RESOLVED that the Monthly Accounts for March 2018 be accepted and approved.

- e) FG7.8 Earmarked Reserves

RESOLVED that the Earmarked Reserves as at 31st March 2018 be accepted and approved.

- f) FG7.9(a) Annual Accounts

RESOLVED that the Annual Accounts for 2017/2018 be accepted and approved.

- g) FG7.9(b)(i) Annual Governance Statement

RESOLVED that the Annual Governance Statement be accepted and approved.

- h) FG7.9(b)(ii) Annual Return Accounting Statements

The Clerk explained that the Public Loan Board had sent out incorrect statements. This had now been rectified and new documents issued.

RESOLVED that the Annual Return Accounting Statements be accepted and approved.

- i) FG7.9(c) Internal Audit Report

The Clerk reported that there were new regulations which should be reviewed as it has implications for the Council. The new internal auditors would be doing the work as a contract rather than as a resident of the parish. Cllr Noel raised the issue of the current Internal Auditor's letter regarding the increased expenditure on the flat. Cllr Oatway said he was in the process of drafting a response explaining the history of the decisions made during the project.

RESOLVED that the Internal Audit Report be accepted and approved.

- j) FG7.9(d) Bank Reconciliation

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

- k) FG7.11(a) Asset Register - Written Off Equipment

The Asset Register as at 31 March 2018 had been circulated and showed the movements throughout the year.

RESOLVED to accept and approve the writing off of equipment listed.

- l) FG7.11(b) Asset Register - Acquired Equipment

Cllr Oatway pointed out that the boat winch wasn't listed on the asset register but was in the Council's possession.

RESOLVED to accept and approve the adding of new equipment listed.

- m) FG7.12 DAPTC Local Government Review Questionnaire

It was agreed that Cllr Noel, Cllr Sayers and Cllr Bender would meet later in the week to answer the questionnaire.

n) FG7.13 Section 106 CIL Monies

Cllr Oatway explained that the Section 106 money was available for projects in the village. The Clerk had produced a list of projects that might be able to gain funding.

RESOLVED that the list of projects circulated to the meeting be accepted and approved for submission to WDDC for consideration for Section 106 funding.

o) FG7.14(a) Foreshore Consultative Committee Chair

Cllr Oatway explained that a Foreshore Consultative Committee would cover the whole regeneration of the foreshore and get consensus between the various landowners and operators. Adrian Ragbourne is independent from Charmouth Council and Lyme Forward and has a lot of knowledge about systems and what is going on at the foreshore.

RESOLVED that Adrian Ragbourne be appointed as the Consultative Committee Chair.

p) FG7.17 Allocation to offset CCF project commitments 2019/20 and 2020/21

RESOLVED that £10,000 be allocated from the 2017/2018 unspent budget to offset £5,000 in 2019/2020 and £5,000 in 2020/2021.

q) FG7.20(b) Standing Orders and Financial Regulations Amendments

Cllr Oatway explained that the paper circulated to members laid out the changes proposed to standing orders to comply with the systems of internal control.

RESOLVED to change Financial Regulations to state that where it is proposed to enter into a contract the amount should now be £10,000 or above before tenders are invited

RESOLVED to change Standing Orders to state that there will be a Payments Authorisation Sub-committee of the Finance Committee, made of any four members of the Finance Committee, (three to be a quorate), to meet on the months when the Finance Committee doesn't, to authorise payments to suppliers.

r) FG7.21(c) Allocation Of Funds To Cover Extra Office Hours

Cllr Oatway expressed his view that a formal document should be signed by the Clerk/Deputy Clerk confirming that they were happy to be paid extra hours monthly.

RESOLVED to approve the allocation of £8,000 from the 2017/18 unspent budget fund to staff wages for extra hours payments to the Clerk and Deputy Clerk.

s) FG7.22 Allocation of 2017/18 Unspent Budgets

Cllr Noel read out the previously circulated list of re-allocation of unspent budgets which totalled £23,550. There is also approximately £1,100 which has been placed in the contingency fund.

RESOLVED to approve and accept the reallocation of unspent budgets from 2017/18 totalling £24671.24.

t) Insurance Renewal 2018/19

The Clerk explained that the insurance was due for renewal and the notice had arrived after the Finance meeting. The Council is in a three-year agreement with Zurich. This year's premium is within budget and lower than previous year. The Clerk has reviewed the policy and the cover is the same as previously.

RESOLVED to approve and accept the insurance renewal premium for 2018/2019 from Zurich Insurance at £5796.98.

83.18 COUNCILLOR VACANCIES

The Clerk reported that authorisation has been received to from WDDC to advertise the vacancy for co-option, created by Richard Acton's resignation.

84.18 SOCIAL MEDIA

The Clerk reminded Councillors that when they comment on social media to make sure it is very clear whether they are commenting as an individual. Any statement on behalf of the Council needs to be authorised through the office first.

85.18 REPORTS FROM NOMINATED REPRESENTATIVES OF ORGANISATIONS OR REPRESENTATIVES ATTENDING MEETINGS ON BEHALF OF COUNCIL

Cllr Oatway spoke about his recent attendance at a Trustee's meeting of Charmouth Heritage Coast Centre. He reported that they had good financial reserves even though they had spent considerable funds on new cabinets this year.

86.18 CORRESPONDENCE AND COMMUNICATIONS

Cllr Noel spoke about the email received from Robert Vincent. It details the use of permits by parents dropping off and collecting children from Charmouth Primary School. Unfortunately, some people have abused the permits and so Mr Vincent has withdrawn them. Some people will be able to apply for a new permit but that application process will go through Mr Vincent and not the school.

Cllr Noel spoke about the email received from Changing Spaces requesting a letter of support for their HLF bid, from the Council and also stating that their presentation at the Village meeting was well received.

RESOLVED to send a letter to Tom Roberts Associates expressing the Council's support of Changing Spaces for their Heritage Lottery Fund bid.

Emails received from:

15/05 Robert Vincent Charmouth Primary School parking concessions
Mon 22/05 Pauline Berridge Request for support letter for Changing Spaces group
Mon 22/05 Dorset CPRE CPRE Spring edition of 'The Dorset Review' Magazine and Consultations
Fri 18/05 Local Government Resource Centre Notes from West Dorset Parishes meeting 2nd May 2018
Fri 18/05 Dorset Association of Parish and Town Councils DAPTC E-Newsletter 09 - May 2018
Fri 18/05 Bridport TC BLAP Parish Liaison Meeting 23-05-18
Thu 17/05 DAPTC Western Area Secretary DAPTC Western Area meeting - 7pm Thursday 24 May 2018
Wed 16/05 Chris Boothroyd Steering Group meeting
Tue 15/05 Paul R. Oatway RE: Free access to aerial photography data
11/05/2018 Briport TC Bridport Local Area Partnership Bulletin 11-05-18
11/05/2018 Daryl Turner Fwd: Charmouth double yellows replacement
11/05/2018 Dorset Coast Forum Dorset Coast Forum ENews - May 2018
08/05/2018 Daptc FW: NALC Newsletter – 3 May 2018
02/05/2018 Daptc FW: Views wanted on healthcare services for children and young people in Dorset
27/04/2018 Bridport TC Bridport Local Area Partnership Bulletin 27-04-18
26/04/2018 Dorset CC Highways news: Can we help your local charity?
26/04/2018 Bridport TC BLAP Annual Assembly Minutes 12-04-18
26/04/2018 Bridport TC BLAP Parish Liaison Notes
24/04/2018 LymeForward Lyme Regis Foodbank
23/04/2018 Dorset Association of Parish and Town Councils Updates from DAPTC
23/04/2018 Dorset Highways Highways Working Together SharePoint Updates
19/04/2018 DAPTC Western Area Secretary Fwd: DWP Fly tip Campaign-Leaflets, posters and flyers
17/04/2018 Lyme Regis TC Gateway Card
16/04/2018 Elaine Pawsey Mayor Information 2018-19
13/04/2018 Bridport TC Bridport Local Area Partnership Bulletin 13-04-18
12/04/2018 Dorset Highways RE: ROAD TRAFFIC REGULATION ACT 1984, TEMPORARY ROAD CLOSURE, BRIDGE
ROAD/WESLEY CLOSE/ELLESDON, CHARMOUTH
11/04/2018 Bridport TC RE: BLAP Parish Liaison Meeting
10/04/2018 Daryl Turner FW: Chideock work Highways England
09/04/2018 Chideock Parish Clerk Chideock - Copy response to WDDC Devolution Survey
09/04/2018 Bradpole Parish Council - Copy response to WDDC Devolution Survey
09/04/2018 MWDF Submission of the Bournemouth, Dorset & Poole Mineral Sites Plan and Waste Plan to the Secretary
of State
06/04/2018 Daryl Turner Funding towards SFB to Businesses
05/04/2018 Phil Tritton Charmouth Traders minutes
03/04/2018 Dorset Highways Highways news: Fixing more of Dorset's roads
29/03/2018 LymeForward Improving out-of-hours medical services
29/03/2018 Bridport Local Area Partnership Bulletin 29-03-18
29/03/2018 Dorset CPRE Spring newsletter from Dorset CPRE, consultations and events
26/03/2018 DAPTC Western Area Secretary Minutes from DAPTC Western Area meeting held on 22 Feb 2018

Hard copy / letters received from:

24/04 DAPTC – Newsletter 08
9/04 Connect roads - Report on project road performance A30/A35 Exeter to Bere Regis
1/04 CPRE - The Dorset Review magazine
01/04 The magazine of the NALC – Local Council Review
01/04 CPRE - Countryside Voice magazine
01/04 CPRE – Field Work magazine

87.18 EXCHANGE OF INFORMATION

Cllr Fellingham said that although she had reported to DCC the pot holes in Barrs Lane road surface, and had told the work had been completed, it was still particularly bad. After discussion it was decided that the Clerk would report it again. County Councillor Daryl Turner said that if Cllr Fellingham would contact him with the reference number she had been given, he would investigate it for her.

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) FG7.10 Appointment of Internal Auditor

The Chair explained that due to the requirements of Financial Regulations and the need for the internal auditor to have insurance, three quotes have been sought and received. The current auditor had been invited to quote but declined. It was

RESOLVED to accept the quote for £750.00 for the year 2018/19, to be paid from end of year (17/18) unspent budget surplus.

b) FG7.15 Playground Equipment Quote

RESOLVED to accept the lowest priced quote £15,070.00 for new playground equipment to be paid from the end of year transfers and Playing Field Earmarked Reserves.

c) FG7.18(a) (iii) CCF Release of Funds

RESOLVED to approve the payment of interim invoices for the Elms Flat once they have been accepted and signed off by the surveyor and manager of the Council's project board.

d) FG7.18(c) Elms Pointing Surveyor

RESOLVED to accept the quote to survey and produce a report for the repointing of the Elms. The amount being £850.00 to be paid from earmarked reserves (from 2016/2017 unspent budget).

e) FG7.18(d) Elms Fire alarm Detector head replacement

RESOLVED to approve and accept the quote of £489.77 for the fire alarm detector heads replacement.

f) FG7.19(f) Asbestos Actions

RESOLVED to approve and accept the lowest quote of £1150.00 to action the outstanding items of asbestos. To be paid from the 2017/18 unspent budgets.

Meeting closed at 9.20pm.

Signed

Dated