

# Charmouth Parish Council

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## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 13 JULY 2021

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

### FGP21/1 APPOINTMENTS

- (a) CHAIR – following nomination and acceptance it was **RESOLVED** that Peter Noel be appointed as Chair of the Committee.
- (b) VICE CHAIR – following nomination and acceptance it was **RESOLVED** that Martin Sayers be appointed as Vice Chair of the Committee.
- (c) WORKS SUB COMMITTEE (4 members) – it was **RESOLVED** that Peter Noel, Martin Sayers, Judith Sheppard and Jane Bremner form the Works Sub-Committee.
- (d) PAYMENT AUTHORISATION SUB-COMMITTEE (any 3 members) – this reminder was noted.

### FGP21/2 APOLOGIES FOR ABSENCE

Apologies were received from Andrew Lightfoot as he didn't realise he was expected to attend.

### FGP21/3 DISPENSATIONS

No dispensations were received.

### FGP21/4 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

### FGP21/5 MINUTES

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 9 March 2021, circulated to members (attached A), were a correct record and were signed by the Chair.

### FGP21/6 SUPPLIER PAYMENTS (MAY, JUNE AND JULY 2021)

**RESOLVED** to approve the Supplier Payments for May (attached B), June (attached C) and July (attached C2) 2021. Additions to the July list to be approved at the Full Council meeting.

### FGP21/7 BANK RECONCILIATION (UP TO END MAY)

The Committee proposed acceptance of the bank reconciliation up to the end of May 2021 (attached D).

**FGP21/8 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END MAY) AND FORESHORE INCOME TRACKER**

Proposed that the income and expenditure accounts for April-May (attached E1) be accepted by the Council. The Foreshore Income Tracker (attached E2) was noted and would be looked at to see if the graphs could be made bigger.

**FGP21/9 RESERVES SCHEDULE (UP TO END MAY)** - The detailed reserves schedule up to the end of May was noted (attached F).

(a) Release of Gen7 (Church Clock) – following a request from St Andrews PCC together with a quote for the restoration of the clock at a cost of £4830, it is proposed that the £2000 held in reserve GEN7 be released to the PCC. The power to make this payment is Section 137 as it is felt that the church clock is of benefit to most parishioners and this has been checked with the internal auditor.

**FGP21/10 DELEGATED AUTHORITY CHECK POINT REPORTS from 24/1/2021 to 4/7/2021 (previously circulated)** – now that the meeting schedule will be restored, it noted that check point reports will not be issued any more.

**FGP21/11 END OF YEAR 2020/21 SURPLUS ALLOCATION (attached G)** – it is proposed that the allocations recommended in the attached report be approved.

**FGP21/12 INSURANCE RENEWAL 2021/22**

- (a) 3 Year Agreement with Zurich – General Renewal – The renewal, cost of £4617.36 (within budget), was reported in the check point reports. The Clerk has checked the policy and doesn't recommend any changes.
- (b) Public Liability amount – Currently £15,000,000 which is considered sufficient.
- (c) Fidelity Guarantee – Currently £250,000 which covers the amount of balances held at any one time.

**RESOLVED** that no changes be made to the current insurance policy.

**FGP21/13 FORESHORE COMMITTEE**

- (a) Renewal of Wi-Fi at Foreshore – It was proposed from the Foreshore Committee and endorsed by the F&GP Committee that the public wifi at the foreshore should not be renewed in the Autumn. The cost of over £2000 a year is considered to high for the benefit now that most people have mobile data.
- (b) Extension of Reed Bed Fence – It was proposed from the Foreshore Committee and approved by the F&GP Committee that the reed bed fence be extended at a total cost of £625 plus VAT to be taken from the Foreshore General Maintenance budget.
- (c) School Parking Permit Review – Following approval at the January Full Council meeting and a subsequent trial for the summer term, it was agreed to continue with an annual permit system for Charmouth School parents at a cost of £20 per school year on the same terms as currently.

**FGP21/14 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE** – no items for consideration by F&GP Committee.

**FGP21/15 FACILITIES MANAGER MONTHLY REPORTS (MARCH-JUNE 2021) (attached H)** – Noted.

**FGP21/16 ELMS**

(a) Office Reconfiguration – update – CLHS have now vacated and quotes have been received for the works required to the room. General decorating will be undertaken in house which will probably be in the Autumn now. Quotes for electrics, alarm, furniture and wifi wiring amount to £6282 plus VAT so far. This

will be covered by the current year's budget of £4000 and the remainder from the balance of GEN4 (currently £7694). It is proposed that this expenditure be approved.

#### **FGP21/17 GENERAL**

- (a) Draft Terms of Reference (attached I) – Propose approval to Full Council but with no mention of a minimum number of meetings per year in case of exceptional circumstances;
- (b) Dorset Council Parking Charge Strategy (attached J) – Judith Sheppard reported on the proposals by Dorset Council to raise the price of parking in Lower Sea Lane Car Park in line with charges in their Lyme Regis car parks. The Committee agreed that tiered parking charges are not appropriate for Charmouth and the following has been sent to Dorset Council.

“Further to your previous correspondence with Judith Sheppard, Charmouth Parish Council's Finance and General Purposes Committee discussed the proposed changes to the car park charges for the Dorset Council controlled Charmouth Car Park at its meeting on Tuesday evening.

The Committee unanimously felt that it would be totally unsuitable to introduce the proposed summer charges for the Charmouth Car Park.

It was felt that it would unfairly impact on local residents who might use the car park. It would also discourage tourists from parking there as other beach car parks are cheaper. When the beach car parks are full, because of the proposed increase in charges, visitors will try and park in side roads causing congestion, risks to pedestrians and inconvenience to the local residents.

We would urgently ask you to reconsider your plans to have summer parking charges in Charmouth. Many thanks for your consideration.”

- (c) Replacement Office Laptop – This is to use for meetings, Zoom calls etc as the current one is very slow. It was

**RESOLVED** that costs of £650 plus VAT by approved to be taken from current computer budget.

- (d) Code of Conduct Training and Review – Adoption of a new Code of Conduct in line with Dorset Council's will be brought to Council later in the year.
- (e) Community Governance Review Consultation – It was agreed that a working group be formed to undertake consultation with neighbouring parishes and residents about the possibility of reconfiguring Charmouth's boundary to make it more logical. The working group would consist of Jane Bremner, Peter Noel and Martin Sayers and would report back to the F&GP Committee in September in time to approve official comments by Full Council before the end of the consultation in October.
- (f) Follow up Holiday Guide item from March 2020 – The Committee reconsidered the minute from March 2020 when the production of a visitor map was approved which was never progressed due to Covid. It was felt now that this idea is outdated and not something that the Parish Council needs to progress currently. Peter Noel informed the committee that he is aware that the traders are still discussing options of both a map and a bus between Charmouth and Lyme.

#### **FGP21/18 MACHINERY**

- (a) Tractor Sharing Request – a request was received from Lyme Regis TC regarding the possibility of sharing each others tractors if one or other of them are out of action. After discussions with the Facilities Manager, a reply was sent confirming that this would not work due to the tractor being required by both Councils at the same time of day, eg, early morning.

#### **FGP21/19 SERVICES/CHARGES**

- (a) Edf DD for Electricity Charges – playing field pavilion increase from £10 to £13 per month – noted.

#### **FGP21/20 STAFF**

- (a) Report (attached K) – Noted.

**FGP21/21 IN COMMITTEE**

- (a) Lease 6 – Renewal – Shed behind the Factory – following recommendation from the Foreshore Committee it is proposed to let this for another one year agreement at the same rent as previously;
- (b) Lease 5 – Renewal/Request – This lease is about to be completed for a further 6 years as previously agreed. A further request has been received from the tenant’s solicitor which should be considered by Full Council.
- (c) Lease 17 – Latest Position – in line with recommendation from the agent (and agreed by delegated authority) the tenancy to continue on a rolling basis.

The meeting closed at 8.30pm.

**Proposals:**

- FGP21/6 Supplier Payments July additions
- FGP21/7 Bank Reconciliation
- FGP21/8 Income and Expenditure against Budget
- FGP21/9(a) Release of GEN7 to St Andrews PCC
- FGP21/11 End of Year 2020/21 Surplus Allocation
- FGP21/13(a) Foreshore Wifi
- FCP21/16 Elms office reconfiguration expenditure
- FGP21/17(a) Terms of Reference

**In Committee:**

- FGP21/21(a) Lease 6 renewal
- FGP21/21(b) Lease 5 request – discussion required
- FGP21/21(c) Further update available