

# 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 12 JULY 2022

In attendance: Cllrs Jane Bremner, Andrew Lightfoot, Martin Sayers and the Clerk, Lisa Tuck.

### **FGP22/18 ELECTION OF CHAIR**

Following nomination, it was

**RESOLVED** that Peter Noel be elected as Chair of the Finance and General Purposes Committee.

### **FGP22/19 ELECTION OF VICE CHAIR**

Following nomination, it was

**RESOLVED** that Jane Bremner be elected as Chair of the Finance and General Purposes Committee.

### **FGP22/20 APOLOGIES FOR ABSENCE**

Apologies were received from Peter Noel (holiday) and Judith Sheppard (unwell).

### **FGP22/21 DISPENSATIONS**

No dispensations had been received.

### **FGP22/22 DISCLOSURE OF INTERESTS**

Martin Sayers declared an interest in item FGP22/31(b) on the agenda as a member of the NCI.

### **FGP22/23 MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 8 March 2022, circulated to members, were a correct record and these were signed by the residing Chair.

### **FGP22/24 SUPPLIER PAYMENTS JUNE 2022 AND JULY 2022**

The Supplier Payments for June (attached B) were noted and approved retrospectively as having been approved by delegated authority. It was

**RESOLVED** to approve the Supplier Payments for July to date (attached C).

### **FGP22/25 BANK RECONCILIATION (UP TO END MAY 2022)**

The Committee proposed approval of the bank reconciliation up to the end of May 2022 (attached D).

### **FGP22/26 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END MAY 2022) AND FORESHORE INCOME TRACKER**

Proposed that the income and expenditure accounts for April-May (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

**FGP22/27 RESERVES**

- (a) **SCHEDULE UP TO END MAY 2022** – Reserves up to the end of May (attached F) were noted.
- (b) **BANK TRANSFERS** (attached G) – It was noted that the transfers, in line with the updated reserves, were approved by Peter Noel, Judith Sheppard and the Clerk by delegated authority following the approvals at the May meeting.

**FGP22/28 CLERK'S REPORT**

It was proposed that the Clerk's Report (attached H) be approved by the Council.

**FGP 22/29 REVISED HEALTH AND SAFETY POLICY STATEMENT/MANUAL (attached I)**

It was noted that this revised Health and Safety Policy Statement/Manual was in a different style in line with the new H&S consultants and it was agreed that it is important to adopt their standard document as it aids consistency with them being the responsible individual for H&S. It is therefore proposed that the revised H&S Policy Statement/Manual be accepted and approved.

**FGP22/30 INTERNAL AUDIT 2023/24-2025/26**

A three year quote had been received from the current Internal Auditor as follows: 2023-24 - £945; 2023-25 - £995; 2025-26 – £1,045. It was agreed by the Committee that the quote be accepted from current and future Audit budgets. This will be added to the annual contracts sheet moving forward.

**FGP22/31 FORESHORE COMMITTEE;**

- (a) **RECEIPT OF OFFICIAL BEACON THANKS FOR PARTICIPATION CERTIFICATE FROM THE PAGEANTMASTER** – Noted.
- (b) **REQUEST FROM NCI TO INSTALL A CAMERA TO HELP WITH POTENTIAL INCIDENTS ON EAST BEACH** - Martin Sayers confirmed his declaration of interest and took no part in the discussion. As no responsibility for the proposed CCTV Camera will fall to the Council and the NCI are familiar with the appropriate legislation, it is proposed that permission be given for installation in the CHCC as requested.
- (c) **FS34/22 b. PROPOSAL TO ACCEPT QUOTE FOR THE PURCHASE OF NEW BEACH HUTS (IN COMMITTEE).**

**FGP22/32 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**

- (a) **CHAPEL ROOF – UPDATE** – Quotes had now been received via the Surveyor and this would be considered In Committee.

**FGP22/33 FACILITIES MANAGER MONTHLY REPORTS (FEB, MARCH, APRIL, MAY AND JUNE 2022)**

The reports from the Facilities Manager (attached K) were noted and a vote of thanks given, not only for the comprehensive reports but also for all that has been achieved.

**FGP22/34 TRACTOR REPLACEMENT**

- (a) **CONFIRMATION OF PROCESS FOR PURCHASE** – It is proposed, after advice from the Internal Auditors and DAPTC, that this be treated as a specialised supply/proprietary article and to waive Financial Regulation 11.1 a) vi) which states that the regulations don't apply to "goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price".
- (b) **REPORT ON QUOTES (attached L)** – to be considered In Committee.

**FGP22/35 GENERAL/UPDATES**

- (a) **GAS AND ELECTRICITY ACCOUNTS – UPDATE** – It was confirmed that the Council is on a fixed price dual fuel tariff with EDF until 2024.
- (b) **NON DOMESTIC RATES BILLS** – Rates bills for the Foreshore, Cemetery and the Elms for 2022/23 were all within budgeted figures.

- (c) JUBILEE PLAQUE FOR ROSES OUTSIDE THE ELMS** - Instead of financial help with the Jubilee roses/lamp post plaques, Linda Bearpark has asked if the Council could provide a plaque for the Elms Garden to go with the two roses to be planted there in the Autumn. It was agreed by the Committee that this be organised by the Clerk and taken from the amount remaining in Reserve GEN6 for the Jubilee celebrations.
- (d) PLAQUE REPLACEMENT (BERT SMITH)** - Two plaques on the mill stones at the Foreshore in memory of Bert Smith (significant Councillor from the 80's) need replacement as they have faded and are virtually unreadable. It was agreed that a quote obtained from Creative Solutions for £75.10 plus VAT be accepted and paid for by the Council from the Foreshore General Maintenance budget.
- (e) HEDGEHOGS R US PROJECT (attached M)** – It was agreed by the Committee that 50 Hedgehog Highway surrounds was probably too many for Charmouth's requirements and that 10 would be more suitable. It was agreed to liaise with Char Valley PC initially to see if they are taking part and if Charmouth PC would purchase 10 from them. It was agreed that no charge would be made to the public if 10 could be obtained.
- (f) THERMAL IMAGING CAMERA – UPDATE** – It was confirmed that contact is awaited from Belinda Bawden regarding this, as the Community Energy Champions from Lyme have bought cameras and are prepared to include Charmouth and Char Valley in the project.
- (g) TREE RISK ASSESSMENT QUOTE (attached N)** - Required under H&S (confirmed by consultants at recent H&S audit). It was agreed by the Committee that the quote from the Council's regular tree surgeons (Hardy Tree Surgeons) for £695 plus VAT be accepted and taken from the current Arboriculture Surgery budget.
- (h) ELMS CLEANING – UPDATE** – The current cleaner at the Elms has informed the Clerk that she has obtained a full time office position. However, she would like to continue cleaning at the Elms for 2 hours every other weekend. The Clerk considers that as the room isn't used as much as it was before Covid, this should be sufficient. She has agreed to keep her rates the same (£15 per hour) rather than put them up as planned. The situation will continue to be monitored.
- (i) PROTOCOL FOR THE DEATH OF THE SOVEREIGN OR OTHER SENIOR ROYAL OR NATIONAL FIGURE – UPDATE FROM DAPTC** – It was noted that the update relates to the times for reading of the proclamation. As the Parish Council policy is not specific about times, there is no need to make any amendments.
- (j) CHANGE OF DATE FOR SEPT F&GP COMMITTEE MEETING** – It was felt that it is better to stick to the previously advertised calendar of meetings if at all possible and therefore it was agreed to wait and see nearer the time how many members of the Committee are available to attend the scheduled date.
- (k) NEW PC FOR OFFICE ADMINISTRATOR (attached O)** – It was agreed by the Committee to approve the purchase of a new PC up to £500 plus VAT from the current General, Computer budget of £2000.

#### **FGP22/36 STAFF/HR ISSUES**

- (a) STAFF REPORT (attached P).** The report was noted and approval was given for the payment of the additional hours for the Deputy Clerk as set out.

**FGP22/37 IN COMMITTEE**

- (a) **BEACH HUT QUOTES (attached Q)** – It is proposed that the recommendation set out in the report be approved for implementation at the end of Sept when the current rental period ends.
- (b) **FORESHORE RENT REVIEWS** – agreement had been received from both tenants (Leases 2 and 3) to the Council’s proposals in May.
- (c) **CHAPEL ROOF QUOTES** – Following correspondence from Daryl Chambers, Bridport TC Surveyor (attached R) it is proposed to accept the recommendation as set out.
- (d) **TRACTOR QUOTES** – It is proposed to accept the recommendation in the report (attached L) but instead of trading in the old tractor, to accept the subsequent independent offer for purchase of Council’s tractor for £8500 plus VAT (in excess of trade in price of £8000).

The meeting closed at 8.45pm.

**Proposals:**

- FGP22/24 Supplier Payments July additions
- FGP22/25 Bank Reconciliation
- FGP22/26 Income and Expenditure against Budget
- FGP22/28 Clerk’s Report
- FGP22/29 Health and Safety Policy Statement/Manual
- FGP22/34(a) Process for purchase of a new tractor
- FGP22/37(a) New Beach Huts Purchase (In Committee)
- FGP22/37(b) Chapel Roof (In Committee)
- FGP22/37(c) Tractor (In Committee)