

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 11 JULY 2023

In attendance: Cllrs Jane Bremner, Katie Moore, Peter Noel, Martin Sayers, Judith Sheppard and the Clerk, Lisa Tuck.

FGP23/60 ELECTION OF CHAIR

Peter Noel was nominated by Judith Sheppard, following no other nominations, this was seconded by Katie Moore and it was

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

FGP23/61 ELECTION OF VICE CHAIR

Jane Bremner was nominated by Peter Noel, following no other nominations, this was seconded by Martin Sayers and it was

RESOLVED that Jane Bremner be elected as Vice Chair of the Finance and General Purposes Committee for the coming year.

FGP23/62 APOLOGIES FOR ABSENCE

No apologies had been received.

FGP23/63 DISPENSATIONS

No dispensations had been received.

FGP23/64 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP23/65 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 9 May 2023, circulated to members, were an accurate record and these were signed by the Chair.

FGP23/66 SUPPLIER PAYMENTS APRIL 2023 AND MAY 2023

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

RESOLVED that the supplier payments for July 2023 be approved to date. Any additions would be approved by Full Council (to be shown in bold italics – attached C).

FGP23/67 BANK RECONCILIATION (UP TO END MAY 2023)

The Committee proposed approval of the bank reconciliation up to the end of May 2023 (attached D).

FGP23/68 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END MAY 2023) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April 2023-May 2023 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

FGP23/69 RESERVES

(a) SCHEDULE UP TO END JUNE 2023 – Reserves schedule for April-June 2023 (attached F) was noted.

(b) BANK TRANSFERS – the following transfers were noted:

- (i) Santander Current – Santander Deposit £60000 on 18 May 2023 (Precept)
- (ii) Santander Current – Lloyds £10000 on 18 May 2023 (Lottery Grant To Pf2 Reserve)
- (iii) Santander Current – Unity £2461.68 on 18 May 2023 (Cil Payment Cove Cottage To Gen13 Reserve) – To Be Moved From Unity To Nat West Dep
- (iv) Santander Deposit - Santander Current £15000 on 20 June 2023 – Top Up.

FGP23/70 CLERK'S REPORT

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

FGP23/71 HAZARD AND INCIDENT REPORT

No hazards/incidents had occurred.

FGP23/72 HEALTH AND SAFETY AUDIT 2023 – UPDATE;

(a) REVISED HEALTH AND SAFETY POLICY STATEMENT/MANUAL (attached H) - The Clerk confirmed that this is the same as the Statement/Manual approved last year but updated by Worknest following their audit visit in April. It was proposed that the revised Health and Safety Policy Statement/Manual be approved.

FGP23/73 AUDIT SUBMISSION 2022/23 UPDATE - The Clerk reported that the audit submission had been sent with an omission of £36 in fees to Unity Bank which weren't realised until the year end statement was printed (the Internal Auditor didn't spot the error either). Having spoken to BDO, in order to meet the deadline for submission, it was decided to send the pack. It may be that they will require it to be amended and re-approved by Council.

FGP23/74 FORESHORE COMMITTEE

(a) CHARMOUTH STEPPED RAMP ACCESS – UPDATE IN LIGHT OF POSSIBLE FUNDING SOURCE - Peter Noel reported that consideration had been given to applying for a grant from the Community Ownership Scheme but on further investigation this was not felt appropriate. Peter Chapman, Structural Engineer was asked to estimate at an updated figure for costs for this project and suggested that it could be up to £450,000 as opposed to £358,000 in March 2020.

Judith Sheppard reported that the beach access steps (located over the current deflection steps) had been closed following complaints and in accordance with advice received from WorkNest. Two quotes had been received from Axminster Ironwork, one to weld bars to permanently close off the steps (£250 plus VAT) and another to repair the bottom 6 steps (£800 plus VAT). It was agreed by the Committee that the repair quote be accepted and taken from the remainder of the current Beach Access Steps Budget (£800). Urgency is key to endeavour to get the steps open as soon as possible. The idea of re-building the steps would be discussed with a structural engineer early in the Autumn to try and improve the steps significantly before next year.

(b) CHCC Q and A'S RE COASTAL DEFENCES – REQUEST FOR MEETING (attached I) - It was agreed that Judith Sheppard and Martin Sayers would look through this information in detail and bring it back to the Committee in September, prior to a meeting with CHCC.

(c) NATURAL ENGLAND – REED BED SURVEY QUOTE - Rob Lloyd of Natural England, has decided against the initial funding due to red tape and is looking for another pot of money. In the meantime, a quote has been received from Dorset Environmental Records Centre to undertake a survey and report back on management recommendations at a cost of £425 plus VAT. It was agreed by the Committee that the management recommendations particularly would be very useful and that this should go ahead asap with CPC paying for it from the current FSH General Maintenance budget.

(d) LANDSLIP SUPPLIES FOR CORDONING OFF - Following a big landslip right on the eastern border of CPC land recently, the Coastguard cordoned the beach off as best they could but there are no supplies left in the beach office to enable this. DC had previously provided signs and stakes/tape several years ago which have now been used and washed away. In view of the relatively small amount this would cost, it was agreed that CPC purchase a small supply of stakes/tape and rope to use with the signs to enable the Coastguard to cordon off future slips from the current FSH General Maintenance budget.

FGP23/75 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE;

(a) PCS31.23 b) CYCLE PARKING – QUOTES – Following recommendation by the PF, C&SM Committee, it was proposed that an amount of up to £1050 be allocated from reserve SN1 to enable the installation of three cycle stands adjacent to the Jubilee Garden in Lower Sea Lane.

(b) PCS31.23 c) NEW PLAY EQUIPMENT – QUOTES – Following recommendation by the PF, C&SM Committee, it was proposed to accept Option 1 from Sovereign Play, to install the play tower in the existing bark pit with the existing spring mobiles and install the basket swing in new surfacing to the western side between the bark and the railings (this would need slightly tweaking to allow enough room for access to other facilities). It was however, proposed not to accept the suggested Coronation Plaque but to seek a quote from the Council's regular supplier in due course (as well as one for the orchard). The total cost amounts to £25401.31 plus VAT which it is proposed is funded as follows: £10000 Lottery grant; £5066.97 Earmarked Reserve PF2 (Playground equipment) and the remainder, £12000 to be allocated from General Reserve GEN6. None of the optional extras are to be included either.

(c) BOLLARD LIGHT BY SCOUT HUT – QUOTES – It was reported that the bollard light nearest the scout hut has been snapped off for the third time. Two quotes had been received from the previous contractor, Sparkbrights to either replace again (£140.89 plus VAT) or to cap off (£128.90 plus VAT). It was agreed by the Committee that this light should be capped off and the funds taken from the current PF General Maintenance Budget.

FGP23/76 FACILITIES MANAGER MONTHLY REPORTS (MAY AND JUNE 2023) (attached K) – These were noted.

FGP23/77 GENERAL/UPDATES

(a) PARK AND RIDE SERVICE 2023 – CONFIRMATION OF POSITION – An email had been received from LRTC confirming that due to the need to change provider at short notice, Charmouth cannot be included in the Park and Ride Service for the 2023 season. However, discussions will include Charmouth for 2024. In addition, LRTC have confirmed in writing that no contribution to the 2022 season shortfall will be expected from CPC.

(b) ELMS LIFT – REPORTED FAULTS BY ORONA - Following the latest lift inspection by Orona (the contracted service engineers) they have stated:

- That the RAM seals are leaking and require replacement at a cost of £1559.34 plus VAT – these were replaced in Autumn 2019 and the continued seepage has been highlighted with them following comment from the Zurich Engineer. This is purported to be normal “sweat” during the first few months after installation but hasn't been raised since, therefore, they recommend replacement again.
- That the pitstop button needs replacing at a cost of £410 plus VAT – apparently this is still working but is now not compliant with the regulations and should be replaced.

- That a smoke detector should be fitted to the top of the lift shaft – the company who do the fire RA advise taking the advice of the service company. The Fire Alarm Engineer is concerned about the logistics of fitting and providing an electricity supply in the top of the lift shaft, and the resultant cost.

It was agreed that due to the ongoing costs against the relatively low use of the lift, this should be made “Out of Order” indefinitely. The service contract with Orona would be cancelled, the insurance company informed and the Elms tenants/regular MH Room customers informed.

(c) ENGAGEMENT WITH COMMUNITY RE ENVIRONMENT ISSUES, SESSIONS AT OLD BANK CAFÉ - The Committee agreed to support a request from the Environment WG to hold informal get togethers at the Bank House café on Saturday mornings on a trial basis from September in order to engage with more people regarding environmental issues in the village.

(d) CHARMOUTH LOCAL HISTORY SOCIETY – HAPPY TO UPDATE MEMBERS OF THEIR ACTIVITIES – It was noted that CLHS had offered to come and update the Council on their activities and it was suggested that they be invited to next year’s APM.

(e) PRACTICAL GUIDANCE TO HELP DEAL WITH AN UNAUTHORISED ENCAMPMENT – A communication had been received from DAPTC which details the course of action to be taken if/when an unauthorized encampment arrives on Parish land. In order to implement the process for a Section 62 notice to be served by the Police, a payment of £600 is required to be paid to Dorset Council. It is proposed that if the PC is required to request a Section 62 notice be served for an encampment on Council land an amount of £600 can be committed from General Reserve GEN6 Unspent Budgets. It was suggested that other land owners be informed. *POST MEETING NOTE: After checking with DAPTC, it was advised that the communication to Parish and Town Councils should not be shared and that landowners had been informed separately of the process by Dorset Council.*

(f) DESK MOVE – CUPBOARDS – In order to carry out the desk move agreed by the HR Committee, 2 new cupboards are required for the landing room. It is proposed that 2 x 160cm high cupboard @ £588.00 each plus VAT = £1176 plus VAT be purchased from General Reserve GEN4 Upkeep of the Elms.

FGP23/78 STAFF/HR ISSUES

(a) STAFF REPORT (attached L) – The staff report was noted including approval of the Clerk’s additional hours.

(b) SUMMER DEMAND MANAGEMENT

(i) COMMENCEMENT DATE OF SEASONAL BEACH ASSISTANT – Due to staff shortages, the start date had been brought forward to 15 June 2023 therefore causing a slight impact on the budget but still within.

(ii) GRANT FROM DC - Following an email from Dorset Council asking if we would still be interested in funding, an order had been received for £1500. An invoice will therefore be issued at the end of the season as in previous years.

FGP23/79 IN COMMITTEE

(a) LEASE 7 – UPDATE – This lease is now progressing and should be finalised shortly.

(b) LEASE 4 – UPDATE – This lease has now been agreed by both parties and is being finalised.

(c) LEASE 6 – RENEWAL – It was agreed by the Committee to the annual renewal at the same rate as last year.

(d) ELMS 2nd FLOOR

i) TENANCY – The current tenant in Room 2 has given notice to leave by 2 August. Martin Diplock have been asked to advertise with the same terms/rent as previously.

ii) ADDITIONAL SOCKET - There is a blanked off double socket in Room 2 which would be useful if reinstated. Ben Potts has been asked to look at why it is blanked off and reinstate if possible.

- (e) **DAMP ISSUES** - Further to correspondence from neighbours it was agreed that the Council should ask another builder to come and look (both inside and out) to advise on solutions to the problem.

The meeting closed at 8.10pm.

Proposals:

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| FGP23/66 | July Supplier Payments |
| FGP23/67 | Bank Reconciliation |
| FGP23/68 | Income and Expenditure against Budget |
| FGP23/70 | Clerk's Report |
| FGP23/72(a) | Health and Safety Policy Statement/Manual |
| FGP23/75(a) | Cycle stands |
| FGP23/75(b) | Play Equipment |
| FGP23/77(e) | Unauthorised Encampment - Section 62 Notice costs |
| FGP23/77(f) | Cupboards for desk move |