

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 8 MARCH 2022

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

FGP22/01 APOLOGIES FOR ABSENCE

No apologies were received.

FGP22/02 DISPENSATIONS

No dispensations had been received.

FGP22/03 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

FGP22/04 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 9 November 2021, circulated to members, were a correct record and were signed by the Chair.

RESOLVED that the minutes of the Payment Authorisation Sub-Committee held on 15 December 2021, circulated to members, were a correct record and were signed by the Chair..

FGP22/05 SUPPLIER PAYMENTS FEBRUARY 2022 (attached C) AND MARCH 2022 (attached D)

The Supplier Payments for February (attached C) were noted as being approved by delegated authority. It was

RESOLVED to approve the Supplier Payments for March to date (attached D).

FGP22/06 BANK RECONCILIATION (UP TO END JANUARY 2022)

The Committee proposed acceptance of the bank reconciliation up to the end of January 2022 (attached E).

FGP22/07 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JANUARY 2022) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April-January (attached F1) be accepted by the Council. The Foreshore Income Tracker (attached F2) was noted.

FGP22/08 FORESHORE COMMITTEE – both items were deferred to be dealt with In Committee.

(a) **FS10.22 b. LEASE 3 – RENT/VALUATION**

(b) **FS10.22 f. CAR PARK TARMAC REPAIRS AND REMARKING - QUOTES**

FGP22/09 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) CHAPEL ROOF – SPEC/TENDER PROCESS QUOTE – Following increasing slipped slates at the Chapel, advice had been sought from Bridport TC's Surveyor as to the way forward. He visited with the Facilities Manager and the Clerk and has advised that the building requires re-roofing. He has subsequently provided a quote to undertake the writing of a spec and the whole tender process including overseeing the contract. A rough idea of cost for the re-roofing is required to enable this to progress. It is proposed that this quote be accepted to commence when funds are in place to cover the cost. The cost of the surveyor fees would be taken from General Reserve CEM1 currently standing at £1659.

FGP22/10 STORM DAMAGE

(a) SLATES – FACTORY AND CHAPEL – APPROVED BY DELEGATED AUTHORITY – agreed £300 from MAC Building for both;

(b) BEACH HUTS – IN HOUSE USING MAINLY EXISTING MATERIALS;

(c) BEACH ACCESS STEPS – REPAIRS APPROVED BY DELEGATED AUTHORITY – agreed £800 from Axminster Ironwork – different to £800 approved last Autumn for new step. Enough in budget for both.

(d) BOWLS GREEN FENCE – IN HOUSE REPAIR COSTS – proposed to undertake these repairs in house at a cost of £410, to be taken from General Reserve PF1.

FGP22/11 FACILITIES MANAGER MONTHLY REPORTS (NOV and DEC 2021, JAN 2022) (attached G) – noted by the Committee.

FGP22/12 ENVIRONMENT WORKING GROUP

(a) "GOOD FOR CHARMOUTH" ARTICLES – The Committee were shown the recent first "Good for Charmouth" hints and tips article which had been approved for inclusion in the next Shoreline magazine. It was agreed that these informative, non-controversial articles could be included regularly in Shoreline and on the website under a separate section in order to build up a catalogue.

(b) THERMAL IMAGING CAMERA – CONTACT WITH LRTC – It was agreed that, as a starting point, the Clerk contact Lyme Regis TC and Char Valley PC to ascertain whether they would be in agreement to a joint venture to purchase a thermal imaging camera which would be available (through a trained volunteer network) for householders to see where energy efficiency is lacking in their home. Peter was concerned about who would look after and monitor the use. The cost of a camera is approximately £350-£400.

FGP22/13 HEALTH AND SAFETY REVIEW/CONTRACT – WORKNEST (attached H) – Following concern expressed at the recent staff appraisals, it is proposed to accept a 5 year fixed deal for Health and Safety Support with Worknest at £1975 per annum. Worknest will become the responsible individual which is a huge undertaking as well as providing a bespoke service commencing with a complete "on site" review of existing systems. They have been used by a nearby TC for 10 years and many other town and parishes in the region. Access to free training is available for the first 12 months. This would be taken from this year's surplus and budgeted thereafter.

Currently, it isn't considered necessary for Charmouth PC to have the HR support.

There is an optional extra of insurance against the risk associated with regulatory enforcement at a cost of £155 per year.

Post meeting note: With regard to legal expenses, the Council don't have specific legal expenses cover for health and safety claims but if there was a Health and Safety prosecution which Zurich would defend, this would be covered under the Public Liability side of the insurance cover.

FGP22/14 GENERAL

- (a) UNITY TRUST BANK ACCOUNT – PROPOSED DEPOSIT** – in line with the background paper (now attached H2) showing how funds would be distributed, it is proposed that the accounts be split as set out which makes them all under the £85,000 per establishment guaranteed under the FSCS. Money needs to be accessible in order to be able to shuffle funds as and when specific reserves are used.
- (b) COMPLAINTS PROCEDURE** (attached I)
- (c) EQUALITY AND DIVERSITY POLICY** (attached J) – remodelled to be based on NALC model although Jane Bremner stated that this has moved on to be Equity, Diversity and Inclusion now. Perhaps the NALC model will have caught up for when this is looked at next time.
- (d) FREEDOM OF INFORMATION – PUBLICATION SCHEME** (attached K) – No changes proposed
- (e) INVESTMENT STRATEGY 2022/23** (attached L) – updated to include new Unity Trust account
- (f) RESERVES POLICY** (attached M) – updated to include redistribution of funds
- (g) OVERALL RISK ASSESSMENT** (attached N) – reviewed and updated to include unplanned loss of the Clerk as suggested by CiLCA examiner
- (h) FINANCIAL RISK ASSESSMENT** (attached O) – reviewed and updated to include online completion of register of interest forms by Councillors

It is proposed that items (b)-(h) be accepted and approved.

- (i) REQUEST FOR FINANCIAL ASSISTANCE – EXPLORER SCOUT** – Unfortunately, Sec 137 donations don't allow for helping individuals – this can only be considered through the General Power of Competence. As the Clerk is now qualified GPC could be applied for after the next election in 2024 if two thirds of the allocated quota (8 of 11) of Councillors apply for election. It was noted that this donation is not legally possible but it should be suggested that she write to the local Rotary Club.
- (j) COMMUNITY GOVERNANCE REVIEW – DRAFT RECOMMENDATIONS** – noted that DC agreed on 5/2/22 to the recommendations from PC's, including Charmouth. The process of public consultation now starts.

FGP22/15 VEHICLES/MACHINERY

- (a) SALE OF OLD CARRY PICK UP** – following the approval in January, it was subsequently approved by the Chair and Vice Chair of Council not to pursue the "We Buy Any Van" route due to the Suzuki having been SORN and the costs involved in retaxing and insuring to take it to Yeovil to probably be told it is worth much less than originally offered. It was then decided to pursue the EBay sale option which hasn't been straight forward either. There is no option to sell as a Local Government organisation and the account would have to be set up in the Clerk's name and linked to the Council bank account. It was suggested that a sale via Autotrader may be more appropriate for a relatively small cost (£36). If this wasn't successful, approval was given for the suggested EBay route to be taken. The price requested remains at £1500 initially.

Post meeting note: The Suzuki has been sold via Autotrader for £1500.

FGP22/16 STAFF/HR ISSUES

- (a) STAFF REPORT** (attached P) – Noted.
- (b) HOMEWORKING AGREEMENT CLERK/DEPUTY CLERK** – Policy agreed Jan 22, now completed by Clerk and Deputy and approved by the Committee.
- (c) CLERK/DEPUTY CLERK NJC PAY AWARD FROM APRIL 2021** – The pay award from April 2021 has now been approved and it was agreed that the backpay be paid to the Clerk (32p/34p per hour backdated

= £399.50) and Deputy (29p per hour backdated = £284.20). New rates will then apply from week 50 with no pay award agreed from 1 April 2022 yet. These rates and provision for 22/23 are covered by the current and coming budgets.

(d) FULL PAY FOR POSITIVE COVID STAFF WITH VACCINATIONS – following approval of the statement that fully vaccinated staff would be paid for self isolation if Covid is contracted, it was agreed that this should still apply even though self isolation is no longer legally compulsory.

(e) SEASONAL BEACH ATTENDANT – ADVERT (attached Q) – it was agreed to advertise as set out now and if the right person/people apply, perhaps cover over Easter and for the subsequent bank holidays could be included before the main July/August season. There is enough wages contingency to cover this if necessary.

FGP22/17 IN COMMITTEE

(a) LEASE 14 RENEWAL – It was reported that **the** Events Committee is still paying rent for the shed even though the official agreement has expired. Liaison is ongoing currently with the Events Committee following its recent AGM to find out who the officials are and who should sign the agreement.

(b) FS10.22 b. LEASE 3 – RENT/VALUATION – It is proposed that the recommendation from the Foreshore Committee be accepted.

(c) FS10.22 f. CAR PARK TARMAC REPAIRS AND REMARKING – QUOTES – Both quotes were available for comparison and it is proposed to accept the cheapest quote for repairs/remarking only to be taken from General Reserve FSH2. This reserve should continue to be built up, through the transfer of 7.5% of car park takings, for complete resurfacing in approximately 10 years' time as recommended.

The meeting closed at 8.15pm.

Proposals:

FGP22/05	Supplier Payments March additions
FGP22/06	Bank Reconciliation
FGP22/07	Income and Expenditure against Budget
FGP22/09(a)	Chapel Roof tender process
FGP22/10(d)	Bowling green fence repairs
FGP22/13	H&S Contract/Insurance
FGP22/14(a)	Redistribution of funds in bank accounts
FGP22/14	
(b)-(h)	Policies/Risk Assessments
FGP22/17(b)	Lease 3 Rent/Revaluation
FGP22/17(c)	Patching/relining of Foreshore Car Park