

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 14 MARCH 2023

In attendance: Cllrs Katie Moore, Peter Noel (Chair), Martin Sayers and the Clerk, Lisa Tuck.

FGP23/21 APOLOGIES FOR ABSENCE

Apologies were received from Judith Sheppard (holiday).

FGP23/22 DISPENSATIONS

No dispensations had been received.

FGP23/23 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP23/24 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 10 January 2023, circulated to members, were an accurate record and these were signed by the Chair.

FGP23/25 SUPPLIER PAYMENTS FEBRUARY AND MARCH 2023

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

RESOLVED that the supplier payments for March 2023 (attached C) be approved to date.

FGP23/26 BANK RECONCILIATION (UP TO END JANUARY 2023)

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

FGP23/27 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JANUARY 2023) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April 2022-January 2023 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

FGP23/28 RESERVES

(a) **SCHEDULE UP TO END FEBRUARY 2023** – Reserves up to the end of February (attached F) were noted.

(b) **BANK TRANSFERS** – no transfers had been undertaken up to the end of February.

FGP23/29 CLERK'S REPORT

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

FGP23/30 HAZARD AND INCIDENT REPORT

No hazards/incidents had occurred.

FGP23/31 FORESHORE COMMITTEE

- (a) **FS11.23(a) FACTORY BUILDING CLOCK SERVICE** – The Foreshore Committee had asked that this be added to the annual contract list. This has been done and will be considered under item 23/35(e).
- (b) **RENT REVIEW – LEASE 1** – to be reported in Committee.

FGP23/32 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) **PCS07.23(c) JUBILEE GARDEN (FUNDS FROM SOUTH WEST BLOOM ALLOWANCE)** – The extract from the latest PF minutes was read to the Committee and it was confirmed that an email had been sent to volunteers with one response having been received so far.

It was proposed that a SW in Bloom fund of £1000 be allocated from the 21/22 Unspent Budgets (GEN6 reserve).

- (b) **PCS09.23(b)ii ENVIRONMENT GROUP – COMMUNITY ORCHARD** – It was agreed that the approximate amount of £470 be approved from the SW in Bloom fund.

FGP23/33 FACILITIES MANAGER MONTHLY REPORTS (JANUARY AND FEBRUARY 2023) (attached H).
Noted.

FGP23/34 ELMS

- (a) **ROOF – BIRD NETTING** - This is required to stop the seagulls building their nests in the gutters adjacent to the East Wing and causing blockages. We will never stop them nesting on the flat rooves. Several quotes have been sought – only one received for £2586 plus VAT! A similar structure using wood and netting will be undertaken in house instead.

FGP23/35 GENERAL/UPDATES

- (a) **INVESTMENT STRATEGY 2023/24 (updated policy attached I)** – It is proposed that this policy be approved.
- (b) **RESERVES POLICY (updated policy attached J)** – It was reported that the amount of general reserve had been increased in line with last 3 years expenditure. It is proposed that this policy be approved.
- (c) **OVERALL RISK ASSESSMENT (updated copy attached K)** – It is proposed that this risk assessment be approved.
- (d) **FINANCIAL RISK ASSESSMENT (updated copy attached L)** – It is proposed that this risk assessment be approved.
- (e) **ANNUAL CONTRACTS 2023/24 (attached M)** – It was noted that the highlighted items are new/significantly amended. The following were approved:
- new 5 year contract for fire extinguisher servicing;
 - continue with CPRE membership of £36 per year but restrict membership to this campaign group only;
 - Addition of Foreshore Clock Servicing as requested by the Foreshore Committee.

Jane Bremner was pleased to see that several items had now been taken “in house”, saving money and hopefully making services more efficient.

- (f) **TELEPHONE LINES – UPDATE** – It was reported that the emergency phone line at the beach had been cancelled as agreed by Fsh Cttee. At the same time cheaper rates for the remaining three lines had been negotiated with Onecom.

- (g) **URGENT ARBORICULTURAL SURGERY – UPDATE AND ALLOCATION OF ADDITIONAL WORK** – It was reported that the work at the Cemetery had been undertaken – some chipping had been done and the larger logs which had been stacked on site had already disappeared. When the work is undertaken at the PF, the logs will be advertised for taking as agreed with Peter Noel and Katie Moore. The information from the Internal Auditor confirming that the decision, without further quotes, was acceptable in the circumstances, was reported to the Committee.

Following the work undertaken, the tree surgeons had reported that another large multi-stemmed tree at the cemetery which was on the “monitoring” list, had been identified as needing urgent felling due to increased ash die back and the likelihood of causing significant damage to neighbouring property if it fell. The cost has been quoted as £2000. It was agreed that the Clerk/Chair of F&GP Committee could give permission for this work under Financial Regulation 4.5. However, following the meeting the Facilities Manager visited the site with the Chair of F&GP and it was agreed that further quotes would be sought. The less urgent work budgeted for 23/24 would be referred to the next PF Committee for consideration.

(h) KING’S CORONATION – There had been some suggestion of a mug/coin for the village children but the logistics, cost and consequent waste of this idea makes it impractical. Instead, the idea of new play equipment in line with that already discussed by the PF Committee being provided as a Coronation project, along with the community orchard, was suggested. Details of a special coronation package of play equipment had been received from Sovereign Play amounting to under £15000 plus VAT including installation and surfacing. It was proposed that this be looked at further and that if the grant applied for is not forthcoming, the additional £10,000 be allocated from the 21/22 Unspent Budgets (GEN6 reserve) to enable ordering of whatever equipment is considered the most appropriate, after the April PF Committee meeting.

It was confirmed that a Party in the Park (Events Committee) is to be held on the Coronation weekend (Saturday 6 May).

(i) WARM SPACE – UPDATE - Jane Bremner reported that the Warm Space at the Bank House Café was going very well and one invoice for Dec/Jan of £70 had been received. The initiative will continue until the end of March and Sam at the Bank House Café is aware of the remaining budget (£120). Either Katie, Judith or Jane had managed to attend most sessions and spread the word that the Parish Council were sponsoring the event.

(j) BANK SIGNATORIES – UPDATE - Santander chased up to see if this is now completed; Nat West needs to be chased up again; Lloyds and Unity yet to be tackled!

(k) REQUEST FOR FUNDING OF SAFETY MIRROR (RIVERWAY/LOWER SEA LANE) (attached N) – A request had been received from the residents of Riverway regarding the replacement of their highway safety mirror and whether the Parish Council could contribute towards this. It was agreed that they should be directed to Dorset Council in the first instance and that they could write in, as an official resident’s group, for funding from the Non-Youth Charity Fund in the Autumn.

(l) TWO WAY RADIOS FOR LONE WORKING/EMERGENCY COMMUNICATION - This issue had arisen from the H&S Audit and Lone Working Policy/Risk Assessment. It is therefore proposed to purchase a set of 6 Motorola Licence-free two way radios (as owned by CHCC and tested around the village by Dave and the staff) to enable each outside staff member to have one at all times, as well as one for Dave and one in the office with Katherine. This will enable a code phrase to be set which would cover the emergency procedure in the Lone Working RA. The cost of less than £250 plus VAT to be taken from the remainder of Mtce Contingency Budget (£250).

(m) PARK AND RIDE – UPDATE ON 2022 POSITION AND STANCE FOR 2023 – Peter Noel reported that he had eventually received an update from LRTC on the latest position with the Park and Ride for 2022 and the position moving forward for 2023. LRTC have received an invoice from First Buses of £23000 for the shortfall in last year’s service but they are discussing how this figure has been reached with First and aren’t expecting any contribution from Charmouth PC. However, moving forward for 2023, it may well be that concessionary travel will not be permitted on this “stand alone” park and ride service, which is where the problems could have occurred last year. It is proposed that Charmouth be included in the Park and Ride service for 2023 and that a contribution towards this year’s service of £2500 be approved. This will be taken from the allocation previously earmarked in Reserve GEN6.

- (a) **STAFF REPORT (attached O)** – The staff report was noted and payment of the Clerk and Deputy Clerk’s additional hours of 6 and 1 respectively were approved.
- (b) **SEASONAL BEACH ASSISTANT** - As recommended by the Foreshore Committee, George Lugg is to return as Seasonal Beach Assistant again for the 2023 Season. It was agreed by the Committee that a £1 an hour rise on last year’s rate, in line with the National Living Wage, was appropriate as this is still within the budget. George would commence work on Thursday 22 June and finish on Monday 11 September, working Thursday-Monday evenings.

FGP23/37 IN COMMITTEE

- (a) **RENT REVIEW – LEASE 1** – It is proposed that the 4.5% increase negotiated with the tenant be approved by Full Council.
- (b) **NEW LEASE – LEASE 4 – UPDATE** – The tenant has now appointed a Solicitor to liaise with the Council’s Solicitor regarding the finalisation of the new lease.
- (c) **NEW TENANT – LEASE 7 – REPORT** – Following the withdrawal of the first tenant, letting to the second tenant in line is now progressing.
- (d) **ELMS 2nd FLOOR – LETTING UPDATE** – Both 2nd floor rooms have now been re-let on rolling Tenancy at Wills.

The meeting closed at 8.15pm.

Proposals:

- FGP23/25 March Supplier Payments – additions
- FGP23/26 Bank Reconciliation
- FGP23/27 Income and Expenditure against Budget
- FGP23/29 Clerk’s Report
- FGP23/32(a) SW in Bloom Fund
- FGP23/32(b) Community Orchard – tree purchase
- FGP23/35(a) Investment Strategy 2023/24
- FGP23/36(b) Reserves Policy
- FGP23/35(c) Overall Risk Assessment
- FGP23/35(d) Financial Risk Assessment
- FGP23/35(e) Annual Contracts 2023/24
- FGP23/35(g) Urgent additional tree felling
- FGP23/35(h) Back up funding for Play Equipment for Coronation
- FGP23/35(m) Park and Ride Service 2023 Donation
- FGP23/37(a) Rent Review (Lease 1) – IN COMMITTEE