

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 SEPTEMBER 2021

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

FGP21/22 APOLOGIES FOR ABSENCE

Apologies were received from Jane Bremner who is on holiday.

FGP21/23 DISPENSATIONS

No dispensations were received.

FGP21/24 DISCLOSURE OF INTERESTS

No disclosures of interest were received.

FGP21/25 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 13 July 2021, circulated to members (attached A), were a correct record and were signed by the Chair.

FGP21/26 SUPPLIER PAYMENTS (AUGUST (attached B) and SEPTEMBER (attached C))

RESOLVED to approve the Supplier Payments for August (attached B. September payments to be approved at the Full Council meeting.

FGP21/27 BANK RECONCILIATION (UP TO END JULY)

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

FGP21/28 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JULY) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April-July (attached E1) be accepted by the Council. The Foreshore Income Tracker (attached E2) was noted and Peter Noel confirmed that he is looking at this to see if the graphs could be made bigger.

FGP21/29 RESERVES SCHEDULE (UP TO END JULY) - The detailed reserves schedule up to the end of July was noted (attached F).

FGP21/30 CLERK'S REPORT (INCLUDING DELEGATED FINANCIAL APPROVALS) – Approval of the Clerk's report is proposed.

FGP21/31 COMPLETION OF AUDIT 2020/21 – NO MATTERS ARISING – It is proposed that the Auditors report with no matters arising be approved.

FGP21/32 FORESHORE COMMITTEE

(a) **CHARITY FUND** – Following a proposal from the Foreshore Committee, it was

RESOLVED that a transfer be made from the car park takings to the charity fund of £1200 (£900 for youth groups and £300 for non-youth groups). It was also agreed that the fund should be advertised for applications by the end of October.

FGP21/33 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) **SPEEDING DEVICE** – Following a request that the Committee allocate funds in next year's budgets for the purchase of a SID at approx. £1,500 - £2,000, Peter Noel confirmed that budgets will now start to be looked at and this can be included initially in the PF budget. No proposal can be made at the moment until the overall budget position is known.

FGP21/34 FACILITIES MANAGER MONTHLY REPORTS (JULY-AUGUST 2021) (attached H) – The reports were noted.

FGP21/35 ELMS

(a) **OFFICE RECONFIGURATION – UPDATE** – The Clerk reported that the reconfiguration is moving on well: Broadband hard wiring completed to new office; new office decorated and elects/alarm completed in both rooms; old office now to be cleared and decorated; filing cupboards awaited.

(b) **EAST WING DAMP** – Following a complaint from owners of East Wing regarding damp on the adjoining wall, the Facilities Manager has sought advice from 4 builders, 2 have responded as follows:
Builder 1 suggests gully replacement at £3205.50 plus VAT (also recommend that the East Wing upsize their guttering)
Builder 2 - not only are the East Wing gutters full of moss but they are too small and the slates over hang the gutter, so under heavy conditions the water would miss the gutter entirely.
Recommended using a deeper and wider gutter, the hopper head is also completely clogged full of moss etc, and it is assumed that the gutter is discharging into the hopper head which subsequently disperses onto the Elms lead valley. This should not happen and should go down the neighbours own downpipes. The lead valleys themselves, although have some moss on are in good condition with plenty of cover on flashings etc.

RESOLVED to recommend the advice of Builder 2 to the owners of the East Wing.

(c) **LIFT**

i) **INSPECTION REPORT** – latest report from Orona shows no issues;

ii) **QUOTE FROM ORONA** – Despite the clean report just received, a quote of £1244.60 plus VAT has been received to Supply and fit a new standard full height infrared detector, providing safety to users by preventing the doors from closing if any of the infrared beams are broken in accordance with BS EN-81-80 section 5.7.6. This issue hasn't been raised by the Zurich engineer and it was agreed should not be pursued currently.

(d) **ELMS FLAT CEILING REPAIRS – QUOTE** – Quote received through the letting agent to repair the ceiling in the flat where it was damaged by water earlier this year

RESOLVED to accept the quote received by the agent of £250 plus VAT to be taken from the Elms Ongoing Maintenance Budget.

(e) **ELMS – “NO SMOKING SITE”** – It was agreed by the Committee that from the start of a new tenancy on the Flat, the whole of the Elms site a “no smoking” area.

FGP21/36 GENERAL

(a) BANK MANDATE VARIATIONS

i) REMOVAL OF SIGNATORIES – In order to remove Paul Oatway and David Clifford as signatories from the Santander, Lloyds and Nat West accounts, it was

RESOLVED that the authorised signatories in the current mandate for all Bank Accounts be changed to remove Paul Oatway and David Clifford in accordance with the detail of Authorised Signatories. The current mandates will continue as amended.

ii) ADDITION OF SIGNATORIES – In view of the difficulties encountered when signatories were last added, it was

RESOLVED to continue with the existing signatories only, Cllrs Peter Noel, Judith Sheppard, Martin Sayers and the Clerk, Lisa Tuck.

(b) DORSET COUNCIL PARKING CHARGE STRATEGY COMPLETION – Judith Sheppard reported that she was disappointed that she had taken part in the consultation on DC parking charges and they had ignored the Parish Council's pleas and increased the charges in Lower Sea Lane Car Park regardless.

(c) POLICIES

i) CODE OF CONDUCT (attached I) – using LG Assoc Model in line with Dorset Council. This will enable the Monitoring Officer at DC to deal more effectively with any complaints. It is proposed that the draft Code be approved by Council;

ii) VOLUNTEER POLICY (attached J) – the draft report has been prepared in view of the proposal for volunteers by the Environment WG. The Risk Assessment will include how to deal with cancellation etc and each specific project will be assessed and if necessary a Councillor appointed to brief volunteers as per the Clerk's instructions and have access to the database for contacting in case of cancellation. It is proposed that the draft policy be approved by Council;

iii) COUNCILLOR/EMPLOYEE PROTOCOL (attached K) – The draft protocol has been prepared to reiterate protocol to both Councillors and employees. It is proposed that the draft protocol be approved by Council.

(d) COMMUNITY GOVERNANCE REVIEW CONSULTATION (report attached L) – The results of the consultation were discussed and it was agreed that the recommendation in the report be discussed at Full Council.

(e) STREET POPPIES – REQUEST FOR DONATION – A request has been received from Linda Bearpark for a donation towards the street poppies. Linda understanding how hard things are this year and is struggling to reach the target figure. She thinks this will probably be the last year, ending on the 100 year anniversary of the Royal British Legion. It is proposed that a donation of £200 be given to the street poppies, to be taken from the General Maintenance Budget (currently standing at £1488.79).

FGP21/37 VEHICLES/MACHINERY

(a) SUZUKI CARRY PICK UP – UPDATE AND QUOTES – It was confirmed that the new Suzuki pickup is at Torque GT in Devon and will undergo, free of charge, odometer/speedometer conversion and undersealing. After inspection, the mechanics have only identified the need for spark plug replacement - £45.90 plus VAT; the Facilities Manager requested a price to fit a flashing orange light - £182 plus VAT; and it has been advised that other similar vehicles have had LineX load bed lining which will protect the bed from damage and ultimately rust - £783.60 plus VAT (inc transport of the vehicle).

RESOLVED that, as money has been saved on the original budget approved for the vehicle, the extras be agreed at a total cost of £1011.50 plus VAT.

FGP21/38 STAFF

(a) **REPORT (attached M)** – The report was noted, and it was

RESOLVED to pay the Deputy Clerk's overtime of 14 hours for July and August from the contingency within the current Salaries Budget.

FGP21/39 IN COMMITTEE – Councillors were reminded that this section is strictly confidential, for this room only, as the Council must be very careful when dealing with staff and lease issues.

(a) **LEASE 5 – UPDATE** – The Solicitor has been chased up regarding the new lease.

(b) **LEASE 17 – UPDATE** – The current tenancy has moved onto a periodic tenancy as it is understood that the current tenant is looking for alternative accommodation.

The meeting closed at 8.15pm.

Proposals:

- FGP21/26 Supplier Payments September
- FGP21/27 Bank Reconciliation
- FGP21/28 Income and Expenditure against Budget
- FGP21/30 Clerk's Report
- FGP21/31 Auditor's Report
- FGP21/36(c) i) Code of Conduct
- FGP21/36(c) ii) Volunteer Policy
- FGP21/36(c) iii) Councillor/Employee Protocol
- FGP21/36(d) Community Governance Review Consultation – Recommendations
- FGP21/36(e) Street Poppy Donation