

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 27 SEPTEMBER 2022

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

FGP22/38 APOLOGIES FOR ABSENCE

Apologies were received from Jane Bremner (holiday) and Katie Moore (unwell).

FGP22/39 DISPENSATIONS

There were no dispensations.

FGP22/40 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP22/41 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 12 July 2022, circulated to members, following a minor correction, were an accurate record and these were signed by the Chair.

FGP22/42 SUPPLIER PAYMENTS AUGUST 2022 AND SEPTEMBER 2022

The Supplier Payments for August (attached B) and September (attached C) were noted and it was

RESOLVED that these be approved retrospectively as having been approved by delegated authority.

FGP22/43 BANK RECONCILIATION (UP TO END JULY 2022)

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

FGP22/44 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JULY 2022) AND FORESHORE INCOME TRACKER

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

FGP22/45 RESERVES

(a) **SCHEDULE UP TO END JULY 2022** – Reserves up to the end of July (attached F) were noted.

(b) **BANK TRANSFERS** – Transfers relating to the tractor purchase were noted.

FGP22/46 CLERK'S REPORT

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

FGP22/47 AUDIT 2021/22 CONCLUSION. PKF have completed the Audit for 2021/22 with no matters arising. It is proposed that the Auditor's report be accepted.

FGP 22/48 FORESHORE COMMITTEE

- (a) **BEACH HUT ORDER** – it was reported that the deposit had been paid for the new huts and delivery is expected the second week in October.
- (b) **DISPOSAL OF OLD BEACH HUTS** – it was agreed that the 7 old huts should be advertised locally for sale to Charmouth residents initially at a cost of £300 each on a “first come, first served basis”. Buyers are to collect flat packed huts.
- (c) **EMERGENCY LIGHTS AND OTHER URGENT ELEC WORKS** – A quote from C B Potts amounting to £1115.94 (split between Elms and Foreshore awaited) was approved by the Committee to be taken from the relevant building maintenance budget.
- (d) **CHARITY FUND – AMOUNT AND ADVERTISEMENT** – It is proposed that the following amounts be approved for this year’s Charity Fund: £1000 Youth Groups and £500 Non-Youth Groups. Adverts will be placed for applications to be considered in November.

FGP22/49 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE;

- (a) **PCS32.22(d) WORN PLAYGROUND EQUIPMENT – ADDITIONAL FUNDING** - Replacement of the wooden multi play apparatus is required as it is rotting. Quotes are being sought to enable inclusion in the budgets for 2023/24.
- (b) **PCS32.22(e) BARRS LANE REPAIRS QUOTE** – It was agreed to accept the quote of £540 plus VAT to rake and level out the potholes in Barrs Lane. John Calder to be asked to contribute. To be taken from Playing Field General Maintenance Budget.
- (c) **CEMETERY GRASS CUTTING CONTRACT** – The current grass cutting contractor has stated that he won’t be continuing after the current year. Quotes will be sought but it may be that this can be done “in house”. This will come back to the Committee in due course.
- (d) **CHAPEL ROOF – UPDATE** - O’Brien’s have confirmed a start date of 31 October (scaffolding up 27/28th).

FGP22/50 FACILITIES MANAGER MONTHLY REPORTS (JULY and AUGUST 2022) (attached H)

The reports from the Facilities Manager were noted.

FGP22/51 HEALTH AND SAFETY AUDIT ACTIONS

- (a) **PAT TESTING IN HOUSE – PURCHASE OF EQUIPMENT/TRAINING DVD** – It was agreed to purchase the kit from Parker Bell at a cost of £300 plus VAT. To be taken from the current training budget.
- (b) **LONE WORKING – POLICY/RA (attached I1 and I2)** – It is proposed that both documents be accepted.
- (c) **CHAPTER 8 TRAINING - £180 PLUS VAT FOR 2 STAFF DATE TO BE AGREED** – It was agreed that up to £270 for up to three staff be agreed from the current training budget.

FGP22/52 ELMS

- (a) **JUBILEE PLAQUE FOR ROSES OUTSIDE THE ELMS** – Following a quote of £85 plus VAT it was agreed to proceed with the proof shown. To be taken from the Elms General Maintenance Budget.
- (b) **SEAGULL PROOFING OF ELMS ROOF** – It was reported that the Facilities Manager is obtaining quotes for seagull proofing the Elms roof.
- (c) **SOLAR PANELS – WAY FORWARD FOR ELMS AND OLD CEMENT FACTORY** – It was reported that the Elms isn’t deemed suitable due to the dormer windows and the amount of electricity used by tenants at the Factory is the majority used, mean it wouldn’t be cost effective unless the tenants contributed through their rent. It was therefore agreed that this should not be pursued further at present.
- (d) **UKRANIAN FLAG** – As it was generally felt that as no flag is generally flown through the winter at the Elms due to it getting damaged, it is proposed that the Ukranian flag should be taken down the next time the Union flag is flown (Remembrance Sunday).

FGP22/53 REVIEW OF FINANCIAL REGULATIONS (attached J1 and J2) – It is proposed that the updated Financial Regulations be approved.

FGP22/54 GENERAL/UPDATES

- (a) **HEDGEHOGS R US PROJECT – UPDATE** – Char Valley aren't taking part in this project and LRTC are still to consider it.
- (b) **THERMAL IMAGING CAMERA – UPDATE** – Awaiting further details from LRTC.
- (c) **2030 VISION PROJECT – RECOMMENDATION REPORT FROM ENVIRONMENT WG (attached K)** – It is proposed that the recommendation from the Environment WG not to actively engage with this project be approved.
- (d) **BANK SIGNATORIES – ADDITION** – It is proposed that Jane Bremner as Vice Chair of the F&GP Committee be added as a signatory to all bank accounts. There are currently only three other signatories and the Clerk.
- (e) **OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS – STRONGLY RECOMMENDED AGAINST BY DAPTC** – Following very strong advice from DAPTC, it was agreed not to opt out of the arrangements.
- (f) **ELECTRICITY ACCOUNT – CHANGES TO DD** – It was noted that the Elms monthly payment to rise from £75 to £87; PF monthly payment to rise from £13 to £31. Both increases are due to usage not rise in costs which are fixed until March 2024.
- (g) **E GILLINGHAM DECEASED ESTATE - £77.32** has been received via a Solicitor in Exeter for seats on the cliff. It is understood that this amount won't go very far so it should be used in the most appropriate way the Council feel. It was agreed by the Committee that this be used for the maintenance of existing seats.

FGP22/55 VEHICLES/MACHINERY

- (a) **TRACTOR**
- (i) **WAX OILING QUOTE** – It is proposed that a quote of £495 plus VAT from the supplier of the new tractor, be agreed for the wax oiling of the underneath of the vehicle. This would be taken from MC1 Reserve.
- (ii) **INCREASE IN INSURANCE PREMIUM COSTS** – It was noted that due to the value of the new tractor the annual insurance costs have risen from £356 to £926. This will be considered when budgeting for 2023/24
- (b) **ANNUAL SERVICING OF MACHINERY (attached L)** – Further to discussions between the Clerk and the Facilities Manager it is proposed that all except the Kubota mower be sent to MNR Mowers, Honiton at a cost of £1902.50 plus VAT and the Kubota be sent to Axminster Garden Machinery, as they are a recognised dealer, at an approximate cost of £240 plus VAT. Total cost of approx. £2200 plus VAT to be taken from the John Deer Mtce budget of £1000 and the remainder from the 21/22 Surplus Fund (GEN6) – budgets to be adjusted for 2023/24 in line with Worknest's requirements.

FGP22/56 STAFF/HR ISSUES

- (a) **STAFF REPORT (attached M)** – The report was noted and the payment of the Clerk's additional hours approved.
- (b) **ELMS CLEANING** - The external cleaning contractor has given up the cleaning of the Elms which was costing £15 per hour for 2 hours per week. It was agreed by delegated authority that the Office Administrator be employed for additional 2 hours per week on her current rate to undertake this additional work. Her new weekly hours rise to 25 from the beginning of September.
- (c) **LOCAL GOVERNMENT PAY NEGOTIATIONS** – The National Employers have agreed to make a one year offer (1 April 2022-31 March 2023) to the unions representing the main local government NJC workforce. This effects the Clerk and Deputy Clerk and would be covered partly by the current budgets which allowed for the unknown increase and if necessary, by the contingency within the salaries budget.

(d) STAFF SICKNESS – The Deputy Clerk’s ongoing sickness was reported. Her contract of employment (and the Clerk’s) allows for 6 month’s full pay, followed by 6 month’s half pay for long term sickness. Official “fit notes” are being requested and received.

FGP22/57 IN COMMITTEE

(a) CHCC LEASE RENEWAL – Following a meeting this morning between reps of CHCC, Peter Noel, Judith Sheppard and the Clerk, it is proposed that a new lease be offered to CHCC on the basis set out in the notes of the meeting (attached N).

The meeting closed at 8.20pm.

Proposals:

- FGP22/43 Bank Reconciliation
- FGP22/44 Income and Expenditure against Budget
- FGP22/46 Clerk’s Report
- FGP22/47 Acceptance of Auditor’s Report
- FGP22/48(d) Charity Fund amounts
- FGP22/51(b) Lone Working Policy/RA
- FGP22/52(d) Ukranian Flag
- FGP22/53 Financial Regulations
- FGP22/54(c) 2030 Vision Project
- FGP22/54(d) Bank Signatory addition
- FGP22/55(a)(i) Wax Oiling of Tractor (In Committee)
- FGP22/55(b) Annual Servicing of Machinery (In Committee)
- FGP22/57 Lease Renewal (In Committee)