

Charmouth Parish Council

Council Office The Elms St Andrew's Drive Charmouth Bridport Dorset DT6 6LN



Telephone (01297) 560826 E-Mail clerk@charmouthparishcouncil.gov.uk

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 7.00PM ON TUESDAY 5 SEPTEMBER 2023

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

FGP23/80 APOLOGIES FOR ABSENCE

Apologies had been received from Judith Sheppard (previous engagement) and Martin Sayers (holiday).

FGP23/81 DISPENSATIONS

No dispensations had been received.

FGP23/82 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP23/83 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 11 July 2023, circulated to members, were an accurate record and these were signed by the Chair.

FGP23/84 SUPPLIER PAYMENTS AUGUST AND SEPTEMBER 2023

The Supplier Payments for August (attached B) were approved retrospectively as having been approved by delegated authority and it was reported that due to the date of this meeting, the supplier payments for September would also be dealt with by delegated authority and ratified at September Full Council.

FGP23/85 BANK RECONCILIATION (UP TO END JULY 2023)

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

FGP23/86 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JULY 2023) AND FORESHORE INCOME TRACKER

Proposed that the income and expenditure accounts for April 2023-July 2023 (attached D1) be approved by the Council. The Foreshore Income Tracker (attached D2) was noted and that car park takings were up.

FGP23/87 RESERVES

(a) **SCHEDULE UP TO END AUGUST 2023** – Reserves schedule for April-August 2023 (attached E) was noted.

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

- | | | |
|-------|-------------------------------------|--------|
| (i) | Santander Deposit – Unity Trust | £35000 |
| (ii) | Santander Deposit – Lloyds | £4200 |
| (iii) | Nat West Deposit – Nat West Current | £942 |
- (Contingency from Gen6).

FGP23/88 CLERK'S REPORT

It is proposed that the Clerk's Report (attached F) be approved by the Council. The Clerk reported that the John Deere push mower had broken again that afternoon and it was agreed that a quote to repair should be sought in addition to a quote for a new mower.

FGP23/89 HAZARD AND INCIDENT REPORT

The Clerk reported that there had been an incident last week with a particularly aggressive man at the beach when Steven and George had felt so threatened, they had left the area and gone to the Elms for a while. In the process a webcam had been lost. The man in question had also threatened the owners of the gravel/field car park as well as the Fossil Warden.

FGP23/90 AUDIT SUBMISSION 2022/23 – COMPLETION WITH NO MATTERS ARISING (attached G)

It was reported that the Audit for 2022/23 had been completed with no matters arising. It is proposed that this be accepted by Full Council.

FGP23/91 FORESHORE COMMITTEE

(a) TRANSFER TO CHARITY FUND – Further to recommendation by the Foreshore Committee, it was agreed that £500 be transferred to the Non-Youth Charity Fund from this year's car park takings. No transfer will be made to the Youth fund this year, as it already has a significant balance.

FGP23/92 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

No Proposals.

FGP23/93 FACILITIES MANAGER MONTHLY REPORTS (JULY AND AUGUST 2023) (attached H)

These were noted.

FGP23/94 REVIEW OF STANDING ORDERS (schedule of amendments attached I1 and new draft Standing Orders attached I2)

It was reported that the updated Standing Orders are based on the NALC Model SO 2018 (updated April 2022). It is proposed that the updated Standing Orders be accepted and approved.

FGP23/95 BUDGETS 2024/25

It was reported that budgets for 2024/25 are being looked at in conjunction with gathering requests from all Committees. The budget setting document will be circulated for the October/November round of meetings for discussion and final approval in January 2024.

FGP23/96 ELMS

(a) DAMP ISSUES – REPORT FROM SPECIALIST (report attached J)

(i) Following receipt of the damp report, it was agreed that recommendations 1 and 2 (to provide access equipment for the clearing of the hopper and guttering on upper roof area of The Elms £300 plus VAT and to clear guttering of moss etc and seal cracks to external lintel with silicone £100 plus VAT) be undertaken initially by the Council. This £400 would be taken from existing budget for Elms Specific Projects standing at £1000. A copy of the report would be forwarded to the owner of The East Wing.

(ii) With regard to the damp on the rear of the Elms (the land room and gents toilets), it is proposed to Full Council that the quote to apply masonry protection cream to the accessible 3 exposed sides of the area in question be accepted. This should minimise the impact of wind driven rain water penetrating the structure.

(b) GROUND FLOOR OFFICES COMMERCIAL EPC – COST AND RECOMMENDATIONS – A new EPC was required as part of the letting. This was undertaken by the same contractor as previously at a cost of £180 (no VAT). The criteria for business premises had significantly changed which meant that a worse outcome was recorded due to the gas boiler. However, this hasn't prevented letting.

(c) 2ND FLOOR ROOM 2 – BLANKED OFF SOCKET – After advice from the Council's regular electrician, it has been decided to leave this socket at present.

FGP23/97 GENERAL/UPDATES

(a) ELMS LIFT – LIFT TAKEN OUT OF SERVICE – COMPLAINT RECEIVED – A complaint had been received from a member of the Stamp Club who use the Elms regularly that he requires the lift for a hip disability. It was agreed to respond on the basis that the costs to make the lift serviceable are prohibitive and have to be justified against the amount of use. This will be considered when budgeting takes place for 2024/25.

(b) ADVERTISEMENT OF CHARITY FUND – It was agreed that the Charity Fund for both Youth and Non-Youth groups be advertised again for consideration of application in November.

In addition, notification had been received from Linda Bearpark that the lamp post poppies would be displayed again this year. It was agreed to show support from the Council by way of a donation of £150 again this year. This would be taken from Reserve GEN6

(c) CIVILITY AND RESPECT PROJECT (report attached K) – It was agreed to revisit this after the election of a new Council next year.

(d) SIGNAGE PROJECT – INTERPRETATION BOARDS/FORESHORE BEACH ENTRANCE SIGNS – QUOTE – It is understood that Sally King is on holiday and that a quote will be available by the Full Council meeting.

(e) UPDATE OF BANKING MANDATES – It was reported that finally Jane Bremner is now a signatory on all Council bank accounts.

(f) CPC RECORDS AT DORSET HISTORY CENTRE (background information attached L) – It was agreed that nothing could be done about the lost archives from the 50's, 60's and 70's. However, if and when any future records are sent to the Dorset History Centre, proper processes will be followed and receipts obtained.

(g) OUTREACH POST OFFICE – PARKING – Peter Noel reported that the outreach post office is to close in the Library and Hollands Room with a replacement van visiting on a Thursday between 9.30am and 2pm instead. It was felt that the best place for this to park is near the Hollands Room but that this is beyond the remit of the Parish Council.

FGP23/98 VEHICLES/MACHINERY

Annual servicing is being looked at by the Facilities Manager and costings will be available for consideration in November.

FGP23/99 ENVIRONMENT WORKING GROUP

(a) PURCHASE OF BULBS – It was agreed that bulbs could be purchased through the office from the remainder of the allocated fund in Reserve GEN6 currently standing at £376.48.

(b) WHATSAPP GROUP – Jane Bremner reported that this idea isn't workable for the Parish Council as there is no central mobile device which is manned all the time.

FGP23/99 STAFF/HR ISSUES

(a) STAFF REPORT (attached M) – the report was noted and the Clerk's additional hours were approved. It was agreed that some of the hours in lieu for the Facilities Manager should be paid.

(b) RECRUITMENT UPDATE – adverts have been placed for a new Works Maintenance Operative but as yet no credible enquires have been received.

- (c) **STAFF APPRECIATION** – various options were discussed and a proposal will be circulated when budgets have been looked at. Jane Bremner commented that the Council would have to scale back expectations in relation to cover and work undertaken moving forward if staff levels remain lower.
- (d) **WORKNEST HR CONTRACT – QUOTE (attached N)** – It is proposed that a one year contract for WorkNest HR be taken out at a cost of £2343 plus VAT (inc insurance) to try and resolve some complicated HR issues. This money would be taken from Reserve GEN6 (currently standing at £11017.78 uncommitted funds).

FGP23/100 IN COMMITTEE

- (a) **LEASE 7 – UPDATE** – This new 5 year lease had now been completed.
- (b) **LEASE 4 – UPDATE** – A completion date is expected imminently.
- (c) **ELMS 2nd FLOOR ROOM 2 – UPDATE** - Although notice had been given, this tenant is to remain on a month by month basis whilst a new tenant is being found.
- (d) **LEASE 17** – The Committee made a decision between two prospective tenants and the agent will be requested to seek references before a final decision is made.

The meeting closed at 8.25pm.

Proposals:

- FGP23/84 September Supplier Payments
- FGP23/85 Bank Reconciliation
- FGP23/86 Income and Expenditure against Budget
- FGP23/87 Clerk's Report
- FGP23/87 Consider mower situation
- FGP23/90 Completion of Audit for 22/23 – no matters arising
- FGP23/94 Updated Standing Orders – accept and approve
- FGP23/96(a)(ii) Elms Damp quote (IN COMMITTEE)
- FGP23/97(d) Signage Project – quote to manage project (IN COMMITTEE)
- FGP23/99(c) Staff Appreciation – ratification of proposal agreed by delegated authority (IN COMMITTEE)
- FGP23/99(d) WorkNest HR Contract