

# 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](mailto:clerk@charmouthparishcouncil.gov.uk)

**7 November 2024**

**To: All members of the Charmouth Parish Council, Finance and General Purposes Committee**

**Ladies and Gentlemen: You are summoned to a meeting of Charmouth Parish Council Finance and General Purposes Committee to be held at the Elms on Tuesday 12 November 2024 at 6.30pm when the following business will be transacted.**

Yours faithfully



**Lisa Tuck, Parish Clerk**

## **AGENDA**

Members: Jane Bremner, Katie Moore, Peter Noel, Martin Sayers, Judith Sheppard

**FGP24/85 APOLOGIES FOR ABSENCE**

**FGP24/86 DISPENSATIONS** - Committee is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

**FGP24/87 DISCLOSURE OF INTERESTS** - To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

**FGP24/88 MINUTES** - To resolve that the minutes of the following meeting be signed as a correct record:

**(a) FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10 SEPTEMBER 2024 (attached A)**

**FGP24/89 SUPPLIER PAYMENTS OCTOBER 2024 (approved by delegated authority - attached B) AND NOVEMBER 2024 TO DATE (to follow C)**

**FGP24/90 BANK RECONCILIATION (UP TO END SEPTEMBER 2024) (attached D)**

**FGP24/91 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END SEPTEMBER 2024) (attached E1) AND FORESHORE INCOME TRACKER (UP TO END OCTOBER 2024) (attached E2)**

**FGP24/92 RESERVES**

**(a) SCHEDULE UP TO END OCTOBER 2024 (attached F)**

**(b) BANK TRANSFERS - NONE**

**FGP24/93 CLERK'S REPORT (attached G)**

**FGP24/94 CHARITY FUND (report to follow H)**

**FGP24/95 HAZARD AND INCIDENT REPORT – NONE**

**FGP24/96 FORESHORE COMMITTEE**

- (a) FACTORY FIRE ALARM AND AUTODIALLER REPLACEMENT/SIM CARD;**
- (b) PROPOSED PROJECTS TO BE UNDERTAKEN THIS WINTER FROM FSH1 RESERVE – TO BE DEALT WITH UNDER BUDGETS;**
- (c) CAR PARK MACHINE MAINTENANCE CONTRACT 2025/26.**

**FGP24/97 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**

- (a) REMEMBRANCE DAY WREATH DONATION;**

**FGP24/98 ENVIRONMENT WORKING GROUP**

- (a) DORSET COMMUNITY GRANTS – COMMITMENT OF 25% (£1000);**

**FGP24/99 FACILITIES MANAGER MONTHLY REPORTS (SEPT-OCT 2024) (attached I)**

**FGP24/100 BUDGETS 2025-26**

- (a) PROPOSED BUDGETS (WAGES TO BE DEALT WITH IN COMMITTEE) (attached J);**
- (b) PROPOSED CHARGES (attached K);**
- (c) PROPOSED PRECEPT REQUIREMENT FOR 2025/26;**
- (d) PROJECTS/ITEMS TO BE UNDERTAKEN FROM RESERVE GEN6 IN CURRENT YEAR (attached L);**
- (e) TAX BASE 2<sup>ND</sup> HOMES CALCS.**

**FGP24/101 ELMS**

- (a) FIRE ALARM – LETTER FROM FIRE SERVICE;**
- (b) ELMS OUTSIDE SENSOR LIGHTS.**

**FGP24/102 GENERAL**

- (a) VILLAGE DIARY FUNCTION FOR WEBSITE – UPDATE;**
- (b) WORKNEST H&S ANNUAL AUDIT;**
- (c) LLOYDS COMMUNITY ACCOUNT CHANGES;**
- (d) ONECOM INVOICES;**
- (e) CHANGE OF LOCKS;**
- (f) WATER/LEGIONELLA RISK ASSESSMENTS (3 YEARLY) – QUOTE.**

**FGP24/103 POLICIES**

- (a) HEALTH AND SAFETY POLICY MANUAL 2024 (attached M)**

**FGP24/104 MACHINERY/VEHICLES**

- (a) SUZUKI – WINDSCREEN COMPLETED, DENT STILL TO BE UNDERTAKEN;**
- (b) LONG REACH HEDGE TRIMMER - LATEST POSITION;**
- (c) REPLACEMENT BATTERY STRIMMER – FROM RESERVES (attached N);**
- (d) REPLACEMENT HAND HELD PETROL BLOWER – FROM RESERVES;**
- (e) ANNUAL MACHINERY SERVICING (attached N).**

**FGP24/105 STAFF/HR ISSUES**

- (a) STAFF REPORT (attached O);**
- (b) LOCAL GOVERNMENT PAY AGREEMENT.**

**FGP24/106 IN COMMITTEE**

- (a) LAND AT HIGHER SEA LANE – UPDATE**