

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

4 July 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 9 July 2024 at 7.00pm 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

FGP24/43 ELECTION OF CHAIR

FGP24/44 ELECTION OF VICE CHAIR

FGP24/45 APOLOGIES FOR ABSENCE

FGP24/46 DISPENSATIONS - Committee is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

FGP24/47 DISCLOSURE OF INTERESTS - To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

FGP24/48 MINUTES - To resolve that the minutes of the following meeting be signed as a correct record:
(a) FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 MARCH 2024 (attached A)

FGP24/49 TERMS OF REFERENCE FOR F&GP COMMITTEE – REVIEW (attached B)

FGP24/50 SUPPLIER PAYMENTS JUNE 2024 (approved by delegated authority - attached C1) AND JULY 2024 TO DATE (to follow C2)

FGP24/51 BANK RECONCILIATION (UP TO END MAY 2024) (attached D)

FGP24/52 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END MAY 2024) (attached E1) AND FORESHORE INCOME TRACKER (attached E2)

FGP24/53 RESERVES

(a) SCHEDULE UP TO END JUNE 2024 (attached F)

(b) BANK TRANSFERS

(i) SANTANDER CURRENT – SANTANDER DEPOSIT £10000 ON 17 MAY 2024 (PRECEPT)

(ii) SANTANDER CURRENT – LLOYDS £200 ON 17 MAY 2024 (UPDATE OF RESERVES)

(iii) SANTANDER CURRENT – UNITY £30000 ON 17 MAY 2024 (UPDATE OF RESERVES)

(iv) SANTANDER CURRENT – NAT WEST CURRENT £793 ON 17 MAY 2024 (UPDATE OF RESERVES)

(v) SANTANDER CURRENT – NAT WEST DEPOSIT £27000 ON 17 MAY 2024 (UPDATE OF RESERVES)

(vi) SANTANDER DEPOSIT – SANTANDER CURRENT £15000 ON 27 JUNE 2024 (TOP UP)

FGP24/54 CLERK'S REPORT (attached G)

FGP24/55 HAZARD AND INCIDENT REPORT – NONE

FGP24/56 FORESHORE COMMITTEE

- (a) LOOKOUT REFURBISHMENT
- (b) BEACH ACCESS STEPS REPAIR
- (c) SHED RENTAL AGREEMENT – EAST BEACH CONCESSION

FGP24/57 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

- (a) JUBILEE GARDEN TREE QUOTE

FGP24/58 FACILITIES MANAGER MONTHLY REPORTS (MARCH-JUNE 2024) (attached H)

FGP24/59 GENERAL/ELMS

- (a) ELMS LIFT – CONSIDER LONG TERM FUTURE
- (b) CIL REPORT 2023/24 (attached I)
- (c) LAMP POST CHRISTMAS LIGHTS
- (d) HMRC CORPORATION TAX OVERDUE FINES
- (e) MEMORIAL BENCH COSTS 2024
- (f) INSURANCE RENEWAL – REVIEW SCHEDULE
- (g) LLOYDS BANK FSCS EXCLUSIONS LIST
- (h) ELMS DAMP SECOND OPINION
- (i) DC TRIAL REDUCTION IN SOME SEASIDE CAR PARK CHARGES
- (j) FIRE RISK ASSESSMENTS
- (k) MIGRATION OF ELMS AUTODIALLER TO A DIGITAL PLATFORM TO ACCOMMODATE THE SWITCH OFF OF ANALOGUE PHONE LINES

FGP24/60 POLICIES

- (a) FOI PUBLICATION SCHEME – REVIEW (attached J)

FGP/24/61 MACHINERY

- (a) SUZUKI
 - (i) THIRD PARTY DAMAGE
 - (ii) WINDSCREEN
- (b) KUBOTA – DECK

FGP24/62 STAFF/HR ISSUES

- (a) STAFF REPORT (attached K)
- (b) TRACTOR COURSE

FGP24/63 IN COMMITTEE

- (a) ELMS 2nd FLOOR, ROOM 2 – UPDATE
- (b) LEASE 2 RENEWAL – UPDATE
- (c) LAND AT HIGHER SEA LANE – UPDATE
- (d) PROPOSALS FROM HR COMMITTEE
 - (i) REVIEW OF NEW POSITION
 - (ii) SICK PAY