

# 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 JANUARY 2024

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

### **FGP25/01 APOLOGIES FOR ABSENCE**

Apologies had been received from Jane Bremner (away).

### **FGP25/02 DISPENSATIONS**

No dispensation requests have been received.

### **FGP25/03 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### **FGP25/04 MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 12 November 2024, circulated to members, were an accurate record and these were signed by the Chair.

### **FGP25/05 SUPPLIER PAYMENTS DECEMBER 2024 AND JANUARY 2025**

The supplier payments for December (attached B) were approved retrospectively as having been approved by delegated authority and it was

**RESOLVED** that the supplier payments for January 2025 (attached C) to date be approved.

Any additions would be approved by delegated authority and ratified retrospectively at the next Full Council Meeting.

### **FGP25/06 BANK RECONCILIATION (UP TO END NOVEMBER 2024)**

The Committee proposed approval of the bank reconciliation up to the end of November 2024 (attached D).

### **FGP25/07 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END NOVEMBER 2024) AND FORESHORE INCOME TRACKER (UP TO END DECEMBER 2024)**

It was proposed that the income and expenditure accounts for April 2024-November 2024 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted, again particularly the car park takings which have now exceeded the budgeted figure for the year.

### **FGP25/08 RESERVES**

(a) **SCHEDULE UP TO END DECEMBER 2024** - Reserves schedule for April-December 2024 (attached F) was noted.

(b) **BANK TRANSFERS** – There were no bank transfers to report.

## **FGP25/09 CLERK'S REPORT**

It is proposed that the Clerk's Report (attached G) be approved by the Council. The Clerk reported that in addition, an urgent repair had been required for the chain saw and a service undertaken at the same time. This amounted to a cost of £78.64 plus VAT.

## **FGP25/10 AUDIT 2024/25**

### **(a) INTERIM INTERNAL AUDIT REPORT (attached H)**

The Clerk reported on the following recommendations in the report and the status of those:

- The Council must review, update and adopt the risk assessment before 31 March 2025 – **this is standard on everyone's recommendations, we always do this anyway.**
- During the internal audit review it was noted that VAT had been reclaimed on one payment that was not supported by a valid VAT invoice. This was discussed with the clerk. **This has been corrected.**
- The SumUp fees, which are only six amounts of £0.59 each for the period to November 2024 have been recorded as negative expenditure. As these amounts are fees they should be recorded as a payment. However, the amount is so small no action is required. **This practice will be followed from now on.**
- The links to the schedules of payments over £500 for June 2024 and July 2024 on the website were not working at the time of my visit. **This has been corrected.**

It is proposed that the report be accepted and approved by Full Council.

## **FGP25/11 UPDATE OF EXPENDITURE FROM RESERVE GEN6**

The Clerk reported on the list of items approved in November 2024 and which ones had been ordered/purchased to date.

## **FGP25/12 HAZARD AND INCIDENT REPORT – NONE**

## **FGP25/13 FORESHORE COMMITTEE**

### **(a) LEASE 3 RENEWAL (IN COMMITTEE)**

## **FGP25/14 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE**

**(a) RESURFACING EACH END OF SLIDE** – In line with the recommendation from the PF,C&SM Committee, an amended quote for wetpour at each end of the original slide had been received amounting to £2009.12 plus VAT. It is proposed that this quote be accepted and taken from the current PG Equip budget standing at £787/PG Equip Reserve (PF2) standing at £3067.

**(b) URGENT CEMETERY TREE WORK** – It was reported that urgent work had been required to remove a dangerous limb at a cost of £250 and a further leaning tree which had moved and was recommended to be removed (cost of £850) as if it fell it would be over the allotments and A35! These were approved by delegated authority as urgent works and will be taken from Reserve TRS1 Tree Surgery across the Parish.

## **FGP25/15 ENVIRONMENT WORKING GROUP**

**(a) HIRE OF LIBRARY MEETING ROOM FOR ENVIRONMENT EXCHANGE SESSIONS** - Meetings were to continue in the Bank House Café in December, January and February. Thereafter, a request was made for funding to cover the cost of hiring the meeting room in the library (@£7 per month for 9 months pa amounting to £63 pa) on a trial basis. The Committee felt that as this figure isn't currently budgeted and the Council try not to pay for external meeting rooms as a general rule, the Elms should be used initially as this is free of charge and is available on a Saturday morning.

**FGP25/16 FACILITIES MANAGER MONTHLY REPORTS (NOV-DEC 2024) (attached I)** – The Facilities Manager’s reports were noted and the hard work of the team acknowledged.

**FGP25/17 ELMS**

**(a) ONGOING DAMP** – It was reported that as several areas of damp have been identified at the Elms, a damp monitor had been purchased and professional advice would be sought.

**FGP25/18 GENERAL**

**(a) VILLAGE DIARY FUNCTION FOR WEBSITE – UPDATE** – It was reported that posters/social media posts had been recently undertaken to promote this new initiative. It is planned that the diary would go live on the Council’s website shortly with a link from Charmouth.org.

**(b) ONECOM INVOICES** - A credit was received for the over charge and the monthly invoices seem to have settled into a regular amount now.

**(c) CHARITY FUND ACKNOWLEDGEMENTS** – Thanks had been received for all donations made. In addition, an application had been received from Charmouth Library for the purchase of an outside storage box at a cost of £170. It was proposed, seconded and

**RESOLVED that a donation of £170 be made to the Library for the purchase of an outside storage box and this would be taken from the current remaining Library/PO budget.**

**(d) VILLAGE NOTICE BOARD** – A suggestion had been received from the Events Cttee to have a lockable board on Lower Sea Lane as notices are being removed. It was noted that this has always happened and the charm of the current board is that it is large and accessible to all. In addition, a new backboard had only been purchased for the existing board last year. No lockable board would be as big as the current board with the largest available being 21 x A4 sheets, made in aluminium at a cost of £747.87 excl posts. There is also concern that opening of such large doors would require two people due to the wind taking them. It was agreed that this idea shouldn’t be taken any further at the current time.

**(e) LATEST WEBSITE ACCESSIBILITY REGULATIONS – QUOTE FOR AUDIT** – Following the recent internal audit the Clerk had been informed that compliance with the latest Website Accessibility Regulations is required. Advice had been sought from the current website provider who informs that: “WCAG 2.2. AA is a self-guided checklist. There isn't any sort of official 'certification' or official documentation once you've passed - it's basically down to you as the site owner and provider as agency to say 'yes, we believe we've met all of the criteria and the site is compliant.'”

A top end quote of £3250 plus VAT has been provided to undertake an audit to ensure compliance but it is actually thought that the Charmouth site is likely to be quite simple and the majority of it already compliant. There's around 55 success criteria that need to be ticked off on every single page and download throughout the website.

It is proposed that the quote be accepted by Full Council and this be taken from General Reserve EM1 Emergency Needs standing at £15000.

**(f) TAX BASE CONFIRMATION FROM DORSET COUNCIL** – Peter Noel confirmed that this had been received but it makes less sense than usual due to the way second home tax has been calculated. As always, Charmouth PC’s budget and precept requirement has been set using the usual method.

**(g) FIRE BRIGADE ATTENDANCE AT BUILDINGS** – The Clerk reported that due to a new policy, the fire brigade will attend the Cement Factory if notified by autodialler as it is classed as a museum (due to CHCC) but NOT the Elms as it is considered commercial (even though there is an attached dwelling). It was agreed that a letter be sent to Dorset and Wilts Fire and Rescue Service asking them to wave the policy for the Elms due to the attached occupied dwellings and the fact that the building is let in evenings and weekends to outside groups as well as use by tenants during out of hours periods.

**FGP25/19 POLICIES**

**(a) COUNCILLOR/EMPLOYEE PROTOCOL – REVIEW (attached J)** – Acceptance of the updated policy is proposed to Full Council.

**FGP25/20 MACHINERY/VEHICLES**

**(a) ANNUAL MACHINERY SERVICING UPDATE** – The Clerk confirmed that most of the machinery had now been serviced and this had come in under budget so far.

**(b) DISPOSAL OF REDUNDANT MACHINERY/IMPLEMENTS** - Disposal by selling to a contact had been approved by delegated authority.

**FGP25/21 STAFF/HR ISSUES**

**(a) STAFF REPORT (attached K)** – noted.

**FGP25/22 IN COMMITTEE**

**(a) LAND AT HIGHER SEA LANE – UPDATE** - Application logged with Land Registry, Solicitor awaiting further response. Nothing further heard to date.

**(b) ELMS 2<sup>nd</sup> FLOOR ROOM 2 – NEW TENANT** - The Clerk reported that a new tenant took over the tenancy at will on 7 October.

**(c) LEASE 3 RENEWAL** – In line with the recommendation from the Foreshore Committee, it is proposed that a new lease be drawn up with exactly the same terms as the current one including all legal fees to be paid by the tenant.

The meeting closed at 7.40pm.

**Proposals:**

|             |                                       |
|-------------|---------------------------------------|
| FGP25/05    | January supplier payment additions    |
| FGP25/06    | Bank Reconciliation                   |
| FGP25/07    | Income and Expenditure against Budget |
| FGP25/09    | Clerk's Report                        |
| FGP25/10(a) | Internal Audit Interim Report         |
| FGP25/14(a) | Resurfacing each end of slide         |
| FGP25/18(e) | Website Accessibility Audit           |
| FGP25/19(a) | Councillor/Employee Protocol          |
| FGP25/22(c) | Lease 3 Renewal (In Committee)        |