

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 9 JULY 2024

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

FGP24/43 ELECTION OF CHAIR

Peter Noel was nominated by Katie Moore, following no other nominations, this was seconded by Martin Sayers and it was

RESOLVED that Peter Noel be elected as Chair of the Finance and General Purposes Committee for the coming year.

FGP24/44 ELECTION OF VICE CHAIR

Jane Bremner was nominated by Judith Sheppard, following no other nominations, this was seconded by Katie Moore and it was

RESOLVED that Jane Bremner be elected as Vice Chair of the Finance and General Purposes Committee for the coming year.

FGP24/45 APOLOGIES FOR ABSENCE

Apologies had been received from Jane Bremner (away).

FGP24/46 DISPENSATIONS

No written dispensations had been received.

FGP24/47 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP24/48 MINUTES

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

FGP24/49 TERMS OF REFERENCE FOR F&GP COMMITTEE

The slightly amended ToR circulated with the agenda were approved by the Committee.

FGP24/50 SUPPLIER PAYMENTS JUNE AND JULY 2024

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

RESOLVED that the supplier payments for July 2024 (attached C) to date be approved.

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

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

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

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

Proposed that the income and expenditure accounts for April 2024-May 2024 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted.

FGP24/53 RESERVES

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

(b) **BANK TRANSFERS** - The following bank transfers were noted:

- Santander Current – Santander Deposit £10000 On 17 May 2024 (Precept)
- Santander Current – Lloyds £200 On 17 May 2024 (Update Of Reserves)
- Santander Current – Unity £30000 On 17 May 2024 (Update Of Reserves)
- Santander Current – Nat West Current £793 On 17 May 2024 (Update Of Reserves)
- Santander Current – Nat West Deposit £27000 On 17 May 2024 (Update Of Reserves)
- Santander Deposit – Santander Current £15000 On 27 June 2024 (Top Up)

FGP24/54 CLERK'S REPORT

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

FGP24/55 HAZARD AND INCIDENT REPORT – NONE

FGP24/56 FORESHORE COMMITTEE

(a) **LOOKOUT REFURBISHMENT** – Following two quotes received to paint the outside of the windows and doors on the lookout, it is proposed to accept the quote which includes scaffolding (In Committee).

(b) **BEACH ACCESS STEPS REPAIR** – It was noted that as emergency repairs were required, a quote for £250 from Axminster Ironwork had been accepted under delegated authority by the Clerk, in conjunction with Judith Sheppard, from EM Res FSH5 currently standing at £6395.

(c) **SHED RENTAL AGREEMENT – EAST BEACH CONCESSION** – It was agreed that the rental of the shed for the coming year should be at the same rent as previously.

FGP24/57 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) **JUBILEE GARDEN TREE QUOTE** – Following receipt of a quote from the Council's usual tree surgeon, it is proposed to accept the quote which would be taken from the General Reserve for Tree Surgery across the Parish (TRS1). It is hoped that a donation of £100 will also be forthcoming from the adjacent neighbour (In Committee).

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

FGP24/59 GENERAL/ELMS

(a) **ELMS LIFT – CONSIDER LONG TERM FUTURE** – Following the closure of the Elms lift in July 2023, it was reported that only one complaint was received which has since been resolved. It is therefore proposed that the lift be taken out of service permanently and the creation of stud work in front of the doors on all three levels, be looked into.

(b) **CIL REPORT 2023/24 (attached I)** – In line with compliance with the Transparency Code, the CIL report for 2023/24 was approved and would be displayed on the website.

(c) **LAMP POST CHRISTMAS LIGHTS** – It was reported that the Traders had raised enough money (approx. £2000-£2500) to purchase new lamp post Christmas lights. These would be stored in the Elms cellar and the Committee felt that the Council should try and cover the cost of installation annually moving forward. It is proposed that these costs of up to £1500 plus VAT should be taken from Reserve GEN6 Unspent budgets for the current year and budgeted in future.

- (d) **HMRC CORPORATION TAX OVERDUE FINES** - Following advice from the internal auditor, a letter was sent to HMRC on 1 Dec 2024 asking when and how CPC has been registered for Corporation Tax, as it shouldn't be! No reply received to date.
- (e) **MEMORIAL BENCH COSTS 2024** – The Committee agreed the updated costs for a 3 seater recycled material bench including plaque, installation, maintenance for 10 years and removal which amounts to £1620 plus VAT (if wooden bench required as replacement for example £2337 plus VAT).
- (f) **INSURANCE RENEWAL – REVIEW SCHEDULE** – Following the checking of the schedule by the Clerk it was agreed by the Committee to update building valuations in line with recent valuations, remove the lift inspection and add the PUWER inspection of the tractor front end loader. It was agreed that the Public Liability cover of £15m and Fidelity Guarantee of £500,000 were sufficient.
- (g) **LLOYDS BANK FSCS EXCLUSIONS LIST** – Following receipt of a letter from Lloyds Bank stating that CPC wouldn't be covered by FSCS as it falls under one or more of its exclusions. It has since been clarified that as CPC is a local authority with turnover of less than £500,000, it would be covered by the scheme.
- (h) **ELMS DAMP SECOND OPINION** - No second opinion has been forthcoming. As this is related to the Council part of the building, it was agreed to continue to monitor the situation over next winter.
- (i) **DC TRIAL REDUCTION IN SOME SEASIDE CAR PARK CHARGES** – It was noted that a trial is underway by DC to keep the parking charges at the off peak winter rate for this season at the following car parks: Swannery, Weymouth; West Bay Road and Charmouth Road, Lyme Regis. The trial doesn't currently cover Lower Sea Lane, Charmouth but this could well be reviewed if the trial is successful.
- (j) **FIRE RISK ASSESSMENTS** – Fire risk assessments are due for 4 Council buildings. It was agreed to accept the quote from Vale Fire for £120 plus VAT per building which would be taken from each individual areas building maintenance budget.
- (k) **MIGRATION OF ELMS AUTODIALLER TO A DIGITAL PLATFORM TO ACCOMMODATE THE SWITCH OFF OF ANALOGUE PHONE LINES** – It was reported that the fire alarm autodialler at the Factory Building which was replaced last year, is compliant with the switch over of the phone lines to a digital platform. However, the one at the Elms is not compliant and therefore it was agreed that the quote received from the Council's usual alarm engineer, C B Potts, of £343.80 plus VAT to upgrade the autodialler at the Elms, be accepted. This would be taken from Elms Ongoing Maintenance Budget currently standing at £1139.50.

FGP24/60 POLICIES

- (a) **FOI PUBLICATION SCHEME – REVIEW (attached J)** – This was agreed by the Committee without amendment.

FGP/24/61 MACHINERY

(a) SUZUKI

(i) **THIRD PARTY DAMAGE** – An accident has occurred in LSL when a third party drove into the Suzuki whilst being driven by the Facilities Manager, causing minor damage to wing. A quote had been obtained from Oxenbury's, Bridport of £350 plus VAT and as the insurance company wanted to write the vehicle off due to age, it was agreed with the third party that they would pay for the repairs. These funds had been received and the repairs are awaited.

(ii) **WINDSCREEN** Not long after the accident, a crack appeared in the windscreen – due to the truck being an import model, obtaining the correct windscreen has proved difficult. All avenues are being explored to obtain the correct windscreen.

(b) **KUBOTA – DECK** – Call out and labour to lower the cutting deck at a cost of £96 plus VAT had been approved by delegated authority.

FGP24/62 STAFF/HR ISSUES

(a) **STAFF REPORT (attached K)** - The staff report was noted including approval of the Clerk's additional hours.

(b) TRACTOR COURSE – It was agreed by the Committee to send the new WMO on a 4 day tractor training course at Bicton College next April (NPTC Level 2) at a cost of £420 plus VAT. This would be taken from the training budget. It was also agreed that a training agreement should be entered into.

FGP24/63 IN COMMITTEE

(a) ELMS 2nd FLOOR, ROOM 2 – It was confirmed that Room 2 has now been let on a Tenancy at Will basis from 2 July.

(b) LEASE 2 RENEWAL – It was confirmed that this is nearing completion.

(c) LAND AT HIGHER SEA LANE – It was confirmed that the land needs to be registered prior to any sale but the interested party has pulled out due to other ongoing commitments. Permission has been given by delegated authority for the Solicitor to seek modest legal costs to date of £400 plus VAT and disbursements from the prospective purchaser as per the original agreement.

(d) PROPOSALS FROM HR COMMITTEE

(i) REVIEW OF NEW POSITION – It is proposed to proceed as set out in the confidential report (attached L).

(ii) SICK PAY – It is proposed to revert to the status quo with regard to payment of sick pay, as set out in the confidential report (attached L).

The meeting closed at 7.35pm.

Proposals:

- FGP24/50 July supplier payment additions
- FGP24/51 Bank Reconciliation
- FGP24/52 Income and Expenditure against Budget
- FGP24/54 Clerk's Report
- FGP24/56(a) Lookout Refurbishment Quote (In Committee)
- FGP24/57(a) Jubilee Garden Tree Quote (In Committee)
- FGP24/59(a) Elms Lift permanent closure
- FGP24/59(c) Lamp Post Christmas Lights installation
- FGP24/63(d)(i) Review of New Position (In Committee)
- FGP24/63(d)(ii) Sick Pay (In Committee)