

# Charmouth Parish Council

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## MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT THE ELMS AT 6.30PM ON TUESDAY 12 NOVEMBER 2024

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

### **FGP24/85 APOLOGIES FOR ABSENCE**

Apologies had been received from Jane Bremner (holiday).

### **FGP24/86 DISPENSATIONS**

All Councillors have an ongoing dispensation relating to discussion of the precept, which applies to this meeting.

### **FGP24/87 DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

### **FGP24/88 MINUTES**

**RESOLVED** that the minutes of the meeting of the Finance and General Purposes Committee held on the 10 September 2024, circulated to members, were an accurate record and these were signed by the Chair.

### **FGP24/89 SUPPLIER PAYMENTS OCTOBER AND NOVEMBER 2024**

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

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

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

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

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

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

Proposed that the income and expenditure accounts for April 2024-September 2024 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted, again particularly the car park takings which are already approaching the budgeted figure for the year.

### **FGP24/92 RESERVES**

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

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

**FGP24/93 CLERK'S REPORT**

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

**FGP24/94 CHARITY FUND (attached H)** – It is proposed that the donations suggested in the attached report be agreed.

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

**FGP24/96 FORESHORE COMMITTEE**

- (a) **FACTORY FIRE ALARM AND AUTODIALLER REPLACEMENT/SIM CARD** - Due to urgency based on the fact that the Autodialler hasn't worked since the change to digital phone lines, quotes from C B Potts (our regular fire alarm engineer) totalling £1599.47 plus VAT were agreed by delegated authority to install a new Sim Card Autodialler and at the same time an updated Fire Alarm Panel. This would be taken from the FSH1 General Reserve.
- (b) **PROPOSED PROJECTS TO BE UNDERTAKEN THIS WINTER FROM FSH1 RESERVE – TO BE DEALT WITH UNDER BUDGETS** – this list will be discussed under the budget item.
- (c) **CAR PARK MACHINE MAINTENANCE CONTRACT 2025/26** – It is proposed to renew the car park machine maintenance contract for 2025/26 with Flowbird at a cost of £875 plus VAT (Fsh Car Park Mtce budget). The current year's cost was £851.70 plus VAT.

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

(a) **REMEMBRANCE DAY WREATH DONATION** – It was noted that the actual cost of the wreath is £20 and it was agreed to make a donation the same as last year of £50 to the RBL Poppy Appeal.

**FGP24/98 ENVIRONMENT WORKING GROUP**

(a) **DORSET COMMUNITY GRANTS – COMMITMENT OF 25% (£1000)** - Andrew Lightfoot had asked permission to consult with local groups and apply for £4000 from the Dorset Community Grant Fund which would mean a commitment from CPC of £1000. This had been agreed in principle by delegated authority. However, it looks like it isn't going to happen at the current time due to groups not being able to commit.

**FGP24/99 FACILITIES MANAGER MONTHLY REPORTS (SEPT-OCT 2024) (attached I)** – The Facilities Manager's reports were noted and as always the hard work of the team acknowledged.

**FGP24/100 BUDGETS 2025-26**

- (a) **PROPOSED BUDGETS (WAGES TO BE DEALT WITH IN COMMITTEE) (attached J)** – The Budgets had been reviewed by the relevant Committees and all requests were accommodated either in the budgets or from reserves. Acceptance of budgets as set out is proposed to Full Council.
- (b) **PROPOSED CHARGES (attached K)** - Acceptance of charges as set out is proposed to Full Council.
- (c) **PROPOSED PRECEPT REQUIREMENT FOR 2025/26** – The Committee propose an increase of just under 3% for the 2025/26 precept amounting to £104500. The usual letter has been received from DC requesting the precept request by 31 January. It is planned to submit the request in December this year when the budgets have been approved.
- (d) **PROJECTS/ITEMS TO BE UNDERTAKEN FROM RESERVE GEN6 IN CURRENT YEAR (attached L)** – It is proposed that the list of projects/items amounting to £35215 be undertaken in the current year using General Reserve GEN6.
- (e) **TAX BASE 2<sup>ND</sup> HOMES CALCS** – Partial information had been received from DC but it wasn't clear at this stage what the actual position would be.

**FGP24/101 ELMS**

(a) **FIRE ALARM – LETTER FROM FIRE SERVICE** – There had been two false alarm calls in August which were on Saturdays when the building wasn't occupied. No cause could be found by Fire Alarm Engineer

and no further false alarms had occurred since. There is a query as to whether one, or even both, of these alarms related to the Old Cement Factory rather than the Elms. The Fire Service will consider charging if this occurs regularly.

**(b) ELMS OUTSIDE SENSOR LIGHTS** - The lantern light by the Tractor isn't working currently – Ben Potts has checked all the outside lights and the rest are fine. A new bulb has been ordered for the lantern.

#### **FGP24/102 GENERAL**

**(a) VILLAGE DIARY FUNCTION FOR WEBSITE – UPDATE** – It was agreed to proceed with this idea which would incur minimal cost in enabling the diary function already included on the website and from then on it would be administered by the Clerk.

**(b) WORKNEST H&S ANNUAL AUDIT** – A very positive audit had been held with a new consultant from Worknest who was very sensible and practical. Update of the portal is now awaited so that Dave/Lisa can go through all suggestions. The updated H&S Policy Manual is proposed for approval below.

**(c) LLOYDS COMMUNITY ACCOUNT CHANGES** – This account will incur an account mtce fee of £4.25 per month and day-to-day banking charges from 14 January 2025. All the different banking providers (4 in total) are required to ensure that the FSCS thresholds are not exceeded.

**(d) ONECOM INVOICES** - Following transfer of the phone lines from analogue to digital, the cost of Onecom monthly invoice has nearly doubled! The Clerk is liaising with Onecom to sort this out and has been promised a credit when the October invoice is received.

**(e) CHANGE OF LOCKS** - Following the non-return of a set of keys, it was agreed by delegated authority to change the locks on the beach office gate and the depot gate which would incur costs of approximately £150.

**(f) WATER/LEGIONELLA RISK ASSESSMENTS (3 YEARLY) – QUOTE** – These assessments are overdue and therefore it is proposed to accept the quote from the specialist company of £1014.80 plus £200 for testing if required, total of £1214.80 plus VAT to be taken from BM1 Reserve (Building Mtce standing at £20000).

#### **FGP24/103 POLICIES**

**(a) HEALTH AND SAFETY POLICY MANUAL 2024 (attached M)** - Following the WorkNest H&S Audit recently, it is proposed that the updated Health and Safety Policy Manual 2024 be approved by Full Council.

#### **FGP24/104 MACHINERY/VEHICLES**

**(a) SUZUKI – WINDSCREEN COMPLETED, DENT STILL TO BE UNDERTAKEN** - The imported windscreen had now been installed and the insurance co have paid for this minus the £75 excess. The dent is being undertaken this week.

**(b) LONG REACH HEDGE TRIMMER - LATEST POSITION** - The old hedge trimmer was worn out. A Stihl battery trimmer was hired from Fowlers at a cost of £55 plus VAT for a week as a trial. Unfortunately this was very heavy and not practical for the amount of hedges which need cutting. Therefore, it is proposed that a new Stihl petrol long reach hedge trimmer be purchased at a cost of £689.90 plus VAT. This would be taken from General Reserve MC1.

**(c) REPLACEMENT BATTERY STRIMMER – FROM RESERVES (attached N)** – It is proposed that a new Stihl battery strimmer be purchased together with the batteries/charger etc at a cost of £1361.08 plus VAT. This would be taken from General Reserve MC1. This is starting the process of moving towards battery machinery as it becomes man enough to cope with the Council's needs.

**(d) REPLACEMENT HAND HELD PETROL BLOWER – FROM RESERVES** – As the battery versions are still not up to scratch according to suppliers, it is proposed that a new Stihl petrol blower be purchased at a cost of £279 plus VAT. This would be taken from General Reserve MC1.

**(e) ANNUAL MACHINERY SERVICING (attached N)** – It is proposed that the quotes for the annual machinery service amounting to £3051.70 plus any repairs be accepted. This will be taken from the

current machinery budgets totalling £2420.01, leaving £631.69 to be taken from General Reserve MC1 plus any repairs.

#### **FGP24/105 STAFF/HR ISSUES**

- (a) STAFF REPORT (attached O)** – The Committee approved payment of the Clerk’s additional hours (30 from 7 Sept-8 Nov) as well as an additional 12 hours for Staff Member 2.
- (b) LOCAL GOVERNMENT PAY AGREEMENT** – Following agreement of the Local Government Pay Award for 2024/25 it was noted that the Clerk’s wage rate would increase by 60p per hour, backdated to 1 April 2024.

#### **FGP24/106 IN COMMITTEE**

- (a) LAND AT HIGHER SEA LANE – UPDATE** – It was reported that the application had now been logged with Land Registry and a further response is awaited by the Solicitor.
- (b) WAGE RATES FOR 2025/26** – It is proposed that the wage rates as set out in the detailed salary sheet included with the budgets (report J) be approved as part of the overall budgets.

The meeting closed at 7.20pm.

#### **Proposals:**

- FGP24/89 November supplier payment additions
- FGP24/90 Bank Reconciliation
- FGP24/91 Income and Expenditure against Budget
- FGP24/93 Clerk’s Report
- FGP24/94 Charity Fund Donations
- FGP24/96(c) Car Park Machine Maintenance Contract
- FGP24/100(a) Budgets 25/26 (Wage rates In Committee)
- FGP24/100(b) Charges 25/26
- FGP24/100(c) Precept Requirement 25/26
- FGP24/100(d) Projects/items to be undertaken from Reserve GEN6 in current year
- FGP24/102(f) Water/Legionella Risk Assessments
- FGP24/103(a) Health and Safety Policy Manual 2024
- FGP24/104(b) Replacement Long Reach Petrol Hedge Trimmer
- FGP24/104(c) Replacement Battery Strimmer
- FGP24/104(d) Replacement Petrol Blower
- FGP24/104(e) Annual machinery servicing
- FGP24/106(b) Wage rates 25/26 (In Committee)