

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 10 SEPTEMBER 2024

In attendance: Cllrs Jane Bremner, Peter Noel, Judith Sheppard and the Clerk, Lisa Tuck.

FGP24/64 APOLOGIES FOR ABSENCE

Apologies had been received from Martin Sayers (holiday), Katie Moore (personal).

FGP24/65 DISPENSATIONS

No written dispensations had been received.

FGP24/66 DISCLOSURE OF INTERESTS

There were no disclosures of interest.

FGP24/67 MINUTES

RESOLVED that the minutes of the meeting of the Finance and General Purposes Committee held on the 9 July 2024, circulated to members, were an accurate record and these were signed by the Chair.

FGP24/68 SUPPLIER PAYMENTS AUGUST AND SEPTEMBER 2024

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

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

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

FGP24/69 BANK RECONCILIATION (UP TO END JULY 2024)

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

FGP24/70 INCOME AND EXPENDITURE AGAINST BUDGETS INC RESERVES (UP TO END JULY 2024) AND FORESHORE INCOME TRACKER (UP TO END AUGUST 2024)

Proposed that the income and expenditure accounts for April 2024-July 2024 (attached E1) be approved by the Council. The Foreshore Income Tracker (attached E2) was noted particularly the car park takings which are only £300 less as at the end of August than last year (which were at least £10000 more than previous years).

FGP24/71 RESERVES

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

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

FGP24/72 CLERK'S REPORT

It was agreed that the cost of £49.95 per month for Onecom's "Dark Web" monitoring service was not justifiable but before opting out, Lawsons are to be consulted to confirm their thoughts.

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

FGP24/73 HAZARD AND INCIDENT REPORT – NONE

FGP24/74 FORESHORE COMMITTEE

(a) TRANSFER TO CHARITY FUND – Following a recommendation from the Foreshore Committee, it is proposed to transfer £1000 to Youth Fund and £500 to Non-Youth Fund from the car park takings to date. An advert will be placed inviting applications by early November for consideration at the Nov F&GP Cttee/Full Council.

(b) SWIM BUOYS – REPLACEMENT WEIGHTS ETC – Following a recommendation from the Foreshore Committee, it is proposed that up to £2000 be allocated from FSH1 General Reserve to replace the lost/broken chains and sinkers as quoted by Bridport Harbour. The positioning of the buoys will also be looked at to see if they can be brought further into the shore where they may be less vulnerable. It was felt that the situation should be monitored as the cost may start to outweigh the benefit.

(c) FOOTPATH 14 WEST CLIFF, HEDGE CUTTING – INFO AND QUOTE - After the issue last year when some residents commissioned a contractor to cut the hedges on West Cliff and another neighbour persuaded them to cut further back in contravention of the Assent Document, it was agreed that quotes should be sought for the Parish Council to get the hedges cut on an annual basis. Permission was sought from the National Trust who agreed to their small section up to the end of Cliffend being included. Three quotes were sought following a spec being drawn up. One quote has been received from Dorset Council Landscape Services for £553.47 plus VAT and it is proposed to accept this quote so that the Council can be sure that the assent document is being complied with. To be taken from FSH1 General Reserve and to be included in the budgets moving forward.

FGP24/75 PLAYING FIELD, CEMETERY AND STREET MANAGEMENT COMMITTEE

(a) BARRS LANE POTHoles – QUOTE – Following recommendation by the PF,C&SM Committee it is proposed to accept a quote from Martin's Excavations to fill holes and level Barrs Lane - £840 plus VAT. To be taken from PF1 General Reserve. The work approved last year was not undertaken, only a scraping of the lane to level it out. A donation of £100 from the landowner was received at that time which will be used towards this latest work.

FGP24/76 ENVIRONMENT WORKING GROUP

(a) SW IN BLOOM "IT'S YOUR NEIGHBOURHOOD" FINANCIAL CONTRIBUTION – Jane Bremner reported on the success of the SW in Bloom being partly dependant on the two "It's Your Neighbourhood" entries continuing and wondered if a donation could be made to these two groups to persuade them to enter again next year as some of the cost would be covered. It is proposed that £100 be offered to each group (logistics and whether a garden voucher is better will be discussed) which would be dependant on them entering the category again for 2025. The donation to the Library would be taken from the current General PO budget and the donation to St Andrew's community would be taken from Earmarked Reserve GEN5 SW in Bloom.

FGP24/77 FACILITIES MANAGER MONTHLY REPORTS (JULY-AUGUST 2024) (attached H) – the reports were noted.

FGP24/78 BUDGETS 2025-26 – The Clerk reported that the Committees had been asked to think about items for inclusion in the 25-26 budgets with the F&GP Committee considering items for the General and Mtce budgets. Draft budgets will be presented to Committees in October/November for finalisation in January.

FGP24/79 ELMS

(a) ELMS LIFT – QUOTES (In Committee)

FGP24/80 GENERAL

- (a) ANNUAL AUDIT 2023-24 CONCLUSION** – It was reported that the Audit for 23-24 had been concluded with no matter arising, however other matters which don't affect the Auditors opinion are: "The Council have provided minutes resolving to reappoint the internal auditor but the minutes do not indicate whether independence of the internal auditor has been considered, which is not in line with best practice contained in the practitioners' guide." This was noted by the Committee and would be considered when the next appointment is made. It is proposed to Full Council that the Annual Audit Conclusion Report be accepted. An invoice for £840 plus VAT has also been received.
- (b) HMRC CORPORATION TAX OVERDUE FINES – UPDATE** - Finally, after many phone calls and communications, a letter has been received from HMRC confirming that Corporation Tax isn't due, together with a cancellation of the overdue fees!
- (c) AIBMS DATA SECURITY COMPLIANCE** – It was reported by the Clerk that management of data security compliance has been handed to AIBMS at a cost of £15 per month – for the Council to undertake this complicated process itself would cost £3.50 per month but currently £25 per month is being charged for non-compliance. It was agreed that AIBMS undertaking the compliance is the best solution.
- (d) UNITY TRUST BANK FSCS ANNUAL REVIEW/CHARGES** – As with all banks now, an Annual review/declaration has been completed to confirm that the Council is eligible for FSCS protection due to an annual budget of less than 500,000 Euro (£423,526).
- (e) VILLAGE DIARY** – Jane Bremner reported on an idea mentioned previously – it is felt that the Council could do this on its website as there is software which allows chronological listings and deletion of outdated items. This may encourage people to visit the Council website also. It was agreed that this should be explored further and a quote sought from Sonder Digital for the package required.
- (f) SWITCH OVER FROM ANALOGUE TO DIGITAL PHONE LINES – UPDATE RE ELMS AUTODIALLER** - It has been agreed now by the supplier (Onecom) that the Elms Fire Alarm Autodialler can remain on the analogue line and therefore at present doesn't need upgrading as previously suggested. The switchover to digital will take place at the Beach Office and the Elms Office next Friday 13 September.
- (g) WORKNEST H&S AUDIT** – Due to a change of personnel, the annual WorkNest H&S Audit is later this year and will take place on 19 September.
- (h) CHARMOUTH YOUTH CLUB – PUBLICITY FOR NEW COMMITTEE AND FURTHER MEETING** – Distribution of the poster has been undertaken for another EGM on 15 September when hopefully officials will be appointed. Mike Smith has confirmed that there is a balance of in excess of £10,000 in the Youth Club's Lloyds Bank account which includes the £3,000 granted to them by the Council.

FGP24/81 POLICIES

- (a) FINANCIAL REGULATIONS – UPDATED FROM NEW NALC MODEL (attached I)** – The latest model is in a different format and therefore the current Financial Regulations have needed to be re-written. The Committee noted and approved the highlighted sections where specific figures are included and propose acceptance of the updated Financial Regulations to Full Council.
- (b) COMMUNICATION POLICY – RE-WRITTEN (attached J)** – This policy was outdated and has been re-written by Jane Bremner in line with changing legislation. It is proposed that the Communication Policy be accepted by Full Council.

FGP24/82 MACHINERY/VEHICLES

- (a) SUZUKI WINDSCREEN** - As reported previously due to the truck being an import model, obtaining the correct windscreen has proved difficult. However a windscreen has now been sourced through a Suzuki dealer in Exeter. A new quote was received from the windscreen company which was agreed by the

insurance company. This has now been ordered and is expected in the next couple of weeks. The other bodywork damage will then be undertaken and the MOT conducted.

FGP24/83 STAFF/HR ISSUES

(a) STAFF REPORT (attached K) – The Committee approved payment of the Clerk’s additional hours (16 from 6 July-6 Sept).

(b) COVER/CONTRACTORS – Although several options were available to help with staff absence, the Facilities Manager doesn’t feel this is necessary currently. However, the Clerk was given authority to use contractors if the situation changes.

FGP24/84 IN COMMITTEE

(a) LEASE 2 RENEWAL – UPDATE – Since the meeting, this lease has now been finalised.

(b) LAND AT HIGHER SEA LANE – UPDATE - Still awaiting an update following the Statement of Truth completed by the Clerk.

(c) ELMS LIFT - QUOTES - Three quotes sought to place studwork in front of 3 x lift doors but be removable in the future if the lift is ever reinstated. It was felt that as the unused lift is not dangerous, this should be held in abeyance for the time being.

The meeting closed at 8.10pm.

Proposals:

- FGP24/68 September supplier payment additions
- FGP24/69 Bank Reconciliation
- FGP24/70 Income and Expenditure against Budget
- FGP24/72 Clerk’s Report
- FGP24/74(a) Transfers to Charity Fund
- FGP24/74(b) Swim buoy replacement parts
- FGP24/74(c) Footpath 14 annual hedge cutting
- FGP24/75(a) Barrs Lane Potholes
- FGP24/76(a) SW in Bloom “It’s Your Neighbourhood” donations
- FGP24/80(a) Annual Audit 2023-24 Conclusion Report
- FGP24/81(a) Updated Financial Regulations
- FGP24/81(b) Updated Communication Policy