

Office Tel: 01643 863350
clerk@porlockparishcouncil.gov.uk
www.porlockparishcouncil.org
Office Hours:
Tuesday 9:30 – 15:00
Wednesday 9:30 – 15:00
Thursday 9:30 – 15:00
Friday CLOSED

PORLOCK



Parish Room
Old School Centre
West End
PORLOCK
Somerset, TA24 8QD

Parish Council

Notice of a Meeting of the Parish Council

For the Attention of: Councillors L Thornton, S McCanlis, M Mariner, D Thornton and D McCanlis.

You are hereby summoned to attend the following meeting:

Meeting of.... Porlock Parish Council
Time.... 19:30
Date.... Wednesday 14th December 2022
Place.... Porlock Village Hall

Dated 08th December 2022

A Health & Safety announcement will be made at the start of the meeting

AGENDA



A Dallaway
Locum RFO

- 1. To ELECT a Chair of Porlock Parish Council.**
- 2. To ELECT a Vice-Chair of Porlock Parish Council.**
The elected Chair/Vice-Chair will read and sign their Declaration of Acceptance of Office
- 3. To MINUTE signing of Declarations of Acceptance of Office of Councillors elected 18.11.22**
- 4. To RECEIVE Apologies for Absence and to approve reasons provided. (LGA 1972 s85 (1))**
- 5. To ELECT Chairs and members for the following committees: Finance, HR & Staffing and Planning.**
- 6. To APPROVE a temporary, voluntary Clerk.**
- 7. To RECEIVE an update regarding Casual Vacancies, following the resignations of Cllrs Wood, Ware, McCoy, Fraser and Gable and to accept their resignations.**
- 8. To CO-OPT up to 2 Councillors from the applications received by the deadline of 5pm Monday 12th December 2022.**
- 9. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**
Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))

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10. Public Participation.

This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or providing comments on matters affecting Porlock Parish (for a maximum of 5 minutes each not exceeding 15 minutes in total). No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. (LGA1972 sch12, paras 10(2) (b))

11. To RECEIVE reports from Somerset County Council and Somerset West and Taunton Council District Councillors.

12. To APPROVE the Minutes for the Full Council Meeting held on the 9th November 2022.

13. Finance

- i. To APPROVE the Minutes for the FinCom Meeting of the 24th November 2022
- ii. To APPROVE the recommendations from the FinCom Meeting of the 24th November 2022
 - a. To review and approve the FinCom response to the Locum RFO's Financial Review Report dated 26th October, 2022.
 - i. Accept the recommendations therein.
 - ii. Accept the FinCom response thereto.
 - b. To redact staff salary payments on the monthly Payments Schedule.
 - c. To allocate up to £50 for the installation of the new OSC sign.
 - d. To approve all PPC employees to receive NMW rates backdated to 1 April 22 as necessary.
 - e. To approve all PPC employees to be paid in line with new NMW rates from 1 April 23.
 - f. To approve all PPC employees appointed on NJC pay scales to be paid at the correct rates (including pension & NI contributions) backdated to 1 April 21 as appropriate.
- iii. To APPROVE and sign the Bank Reconciliation to end November 2022.
- iv. To RECEIVE the Detailed Receipts & Payments to end November 2022
- v. To APPROVE Locum RFO's hours for November 2022 and Final Payments Schedule for December 2022
- vi. To APPROVE application for Unity credit card
- vii. To RECEIVE an update on transferring Allotment Account to Unity
- viii. To APPROVE expenditure not exceeding £250 to provide winter colour in PPC floral displays
- ix. To APPROVE expenditure to date for Late Night Shopping
- x. To RECEIVE an update on the External Audit for 21/22
- xi. To RECEIVE an update on the draft Budget/Precept setting and grant applications
- xii. To RECEIVE an update on the Asset Register
- xiii. To APPROVE change of bank mandate signatories for Unity Bank

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14. To REVIEW the draft Annual Cycle from the Locum RFO and APPROVE the introduction of an Annual Cycle of Council Business.
15. To REVIEW and APPROVE the Clerk and RFO job descriptions and APPROVE the recruitment of a separate Clerk & RFO
16. To RECEIVE correspondence.
17. To RECEIVE reports from outside bodies: Coastal Communities, Doverly Manor, Highways, Porlock Library, Porlock Vale Tourist Association, Porlock Weir, Recreation Ground, St. Dubricius First School, Village Hall.