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Porlock



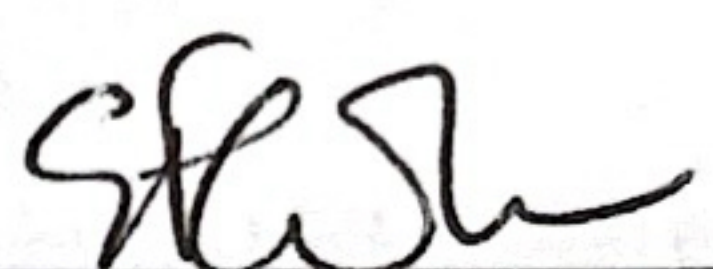
Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Minutes of the Porlock Parish Council Finance & HR Committee Meeting, The Old School Centre, Wednesday 25th September 2024, 6:30 pm *Copies of minutes and non-confidential reports are available on request*

Councillors Present: D McCanlis, S Colson, D Heath, S McCanlis

Also present: Clerk Johnathan Jones

Signed:  Dated: 5/12/24

Min Ref:	Minutes	Action
FH-2024-114	Apologies All committee members were present.	
FH-2024-115	Declarations of interest & pecuniary interests No declarations were made.	
FH-2024-116	Items to be dealt with after the public and press have been excluded. The Chair asked if there were any items that they felt should be discussed in closed session. There were no items proposed requiring the public, including the press to be excluded.	
FH-2024-117	Minutes for the FHR Committee meeting held on the 6th August '24 Committee RESOLVED to approve the minutes with no amendments. The minutes were approved and signed by the Chair. PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTED: IN FAVOUR	
FH-2024-118	Action Log Update There were no updates to the actions log to note	
FH-2024-119	Public Participation There were no members of the public in attendance at the meeting. The Chair requested it be minuted that following an email request from a member of the public with regard to raising a number of questions to the council, that the public are reminded and strongly encouraged to make representation in person at any council meetings which are open to the public. In addition any email queries received will be responded to by the Clerk via email as is standard practice.	
FH-2024-120	Revised Financial Regulations Committee RESOLVED to recommend to Council the adoption of the Revised Finance Regulations at the October meeting. PROPOSED: Cllr. D Heath SECONDED: Cllr. D McCanlis VOTED: ALL IN FAVOUR	



- FH-2024-121 Terms of Reference for the Finance & HR Committee**
Committee RESOLVED to recommend to Council the adoption of the Terms of Reference Finance and HR committee at the October meeting.

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S McCanlis VOTED: ALL IN FAVOUR
- FH-2024-122 Investment Policy**
Committee RESOLVED to recommend to Council, subject to editorial amendments, the adoption of the Porlock Parish Council Investment Policy and the requirement to move the reserves to alternative banks to ensure the combined total of deposits and investments in any one bank does not exceed £85k, the sums protected under the Financial Services Compensation Scheme

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. S Colson VOTED: ALL IN FAVOUR
- FH-2024-123 Recruitment of additional 12hrs administration support**
Committee RESOLVED that given increased workload requirements to recommend Council bringing forward the recruitment activity and start date for the additional 12 hrs administration support agreed by Council in September, at maximum unplanned cost of £4,000.

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. D Heath VOTED: ALL IN FAVOUR
- FH-2024-124 Recruitment activity to be based on previous Admin Officer job profile and advertising and led by Cllr. S McCanlis.**
- FH-2024-125 Q2 budget review process**
The Clerk took the committee through the activity that had taken pace since the Q1 budget review, identifying inaccurately recorded entries and the Q2 budget review process and timescales ensuring all inaccurate nominal code entries have been journalled ahead of Q2 budget review.
- FH-2024-126 25/26 Budget planning process**
Committee RESOLVED to approve the timescales and process to prepare the budget for review and approval by council as present by the Clerk.

PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTED: ALL IN FAVOUR
- FH-2024-127 Minehead Eye- Porlock Youth Club Service Level Agreement**
The Clerk provided an update on activity underway with Minehead Eye to help them prepare the Service Level Agreement. The Clerk raised with the Committee that following a 50% reduction in funding from the Porlock Recreation Committee and the uncertainty of future funding that Minehead Eye would be looking for significant support and funding from the Council to help secure the future running of Porlock Youth Club.
- FH-2024-128 Half yearly appraisal process**
Committee discussed the appraisal process and were in agreement that a mid-year appraisal was not required and that this would take some pressure off the Clerk's workload. The next annual review will be conducted by the Clerk in March '25 and annually thereafter.

FH-2024-129 Banking Arrangements

Unity Trust Bank no longer use the Post Office to deposit cheques. Cheques can be posted to Unity or banked at any NatWest branch. The Clerk advised that posting of cheques raised certain concerns and that cheques will continue to be banked via NatWest, as well as now being able to take card payments in person. It was also noted from the 18th September the Council's current account will be charge transactional fees for any deposits or payments. A review of banking alternatives will be undertaken by the Clerk.

JJ

FH-2024-130 Making and Reporting Payments Procedure

Following the review of the Finance Regulations the Clerk together with the FHR Chair will review the process and procedure. Cllr. D McCanlis suggested purchasing a coin counting machine to improve the counting of cash donations.

JJ

FH-2024-131 Waste Bin Report

Committee RESOLVED the following subject to their being no additional charges by idverde to:

JJ

- i) reinstate dog waste bin at Sparkhayes lane (£150.00)
- ii) not to reinstate the dog waste bin at end of Coach Road (bin at The Drang)
- iii) not to replace Dog waste bin at entrance to Orchard Rise, Crawter Drive
- iv) not to reinstate litter bin outside Chemist on the High Street
- v) replace small litter bin at Doverhay Car Park (with larger spare from OSC)
- vi) reinstate the litter bin outside Village Hall using the one from Doverhay Car Park

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. S Colson VOTED: ALL IN FAVOUR

FH-2024-132 Update Love Where You Live Working Group Lead and request the working group discuss the use of 'Any Bin Will Do' stickers for general waste bins

JJ/LB

FH-2024-133 Payments over £100 and under £200

Committee RESOLVED to approve:

JJ

- a) Opening a Business Amazon Prime account at a cost of £114 per year
- b) Clean It Windows £42 every 8 weeks for window cleaning and £120 for annual solar panels and gutter clearing.

PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTED: ALL IN FAVOUR

FH-2024-134 Payments over £200 and under £1000

Committee RESOLVED to approve the quote from Alan Binding for paring works required to the lane behind The Parks - £450

JJ

PROPOSED: Cllr. D Heath SECONDED: Cllr. S McCanlis VOTED: ALL IN FAVOUR

FH-2024-135 Outstanding Items

Committed noted the agenda items deferred to the next committee meeting

FH-2024-136 Any Other Business (for information only)

There were no other items

FH-2024-137 Next Meeting

Committee noted the next meeting would be held on the Thursday 5th December '24 at 6:30pm in the Parish Room, the Old School Centre

Meeting closed at 8.19pm

