

Clerk to Porlock Parish Council
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Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Notice of the Finance and HR Committee Meeting of Porlock Parish Council

To Councillors; D Heath, S Colson, D McCanlis & S McCanlis

You are hereby summoned to attend the Finance & HR Committee meeting at 6:30pm on Thursday, 5th December 2024, in the Parish Room, The Old School Centre, Porlock

Dated: Friday 29th November 2024

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

This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

Agenda

- 1) To receive apologies for absence - (LGA 1972 s85 (1))**
- 2) To consider any declarations of interest and disclosable pecuniary interest dispensations**
Members to declare any interests they may have in agenda items and consideration of any prior requests from member for Dispensations (NB this does not preclude any later declarations) (LGA 1972 s12 para 41(1))
- 3) To consider items to be dealt with after the public, including press, have been excluded. (Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960**
- 4) To consider for approval and signing at the meeting the minutes for the Finance & HR Committee meeting held on 25th September 2024**
- 5) To receive and note any updates from the Action Log Report**
- 6) 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 Chair) to participate. (LGA1972 s 12 paras 10(2) (b))
- 7) To discuss and agree the Finance and HR Committee's role and responsibilities**
- 8) To receive a update on the Q2+1 Budget report**
- 9) To receive the Earmarked Reserves Report**
- 10) To receive the Allotment Trust Report**
- 11) To review line by line the work in progress 2025/26 Budget**
- 12) To consider recommendation of the 2025/26 Budget first draft to Council**
- 13) To receive an update on the Admin Officer Recruitment**

14) To note outstanding items:

a) Deferred to the next Committee meeting:

- i) To consider the procedures for making and reporting payments (ref: FH-2024-036)**
- ii) To consider/receive an update on Business Risks - Old School Centre security (ref: FH-2024-012)**
- iii) To receive an update on the Old School Centre Heating System Review (ref: FH-2024-011)**
- iv) To receive an update on banking arrangements (ref: FH-2024-048)**

15) To receive any other business (For information only)

16) To confirm attendance at and time of the budget working meeting on the 16th December 2024

17) To confirm the date of the of the next Finance & HR committee meeting – 29th January 2024



Johnathan Jones

Clerk and Responsible Finance Officer to Porlock Parish Council