

Clerk to Porlock Parish Council
Office Tel: 01643 863350
clerk@porlockparishcouncil.gov.uk
www.porlockparishcouncil.gov.uk



Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Notice of the Ordinary Meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the Parish Council Meeting at 7pm on Wednesday 15th January 2025 at Porlock Village Hall

Dated: Friday 10th January 2025

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 the minutes for the Ordinary Council meeting held on 11th December 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 receive an update from Somerset Council representatives
- 8) To receive the RFO report
 - a) 2024-25 Q3 Budget Review & Q4 Forecast
 - b) Earmarked Reserves Status Report
- 9) To receive and consider the final 2025-2026 budget and Precept of £117,031
- 10) To consider the amendment to the Investment Policy to include provision for Treasury Stock investments
- 11) To consider the amendment to Grants Policy to include Porlock Community Benefit Sponsorship
- 12) To consider signing the Porlock Community Benefit Sponsorships with Minehead Eye (Porlock Youth Club):
 - a) Porlock Youth Club 2024 6 month Community Benefit Sponsorship Grant of £925.76
 - b) Porlock Youth Club 2025-2028 annual Community Benefit Sponsorship Grant of £3,425.76
- 13) To receive and consider nominations for Council representative of Porlock Youth Club

- 14) To receive and consider Council's work schedule to be included in the tender process for the renewal of the Grounds Maintenance Contract
- 15) To consider for approval and sign the bank reconciliation to end of December 2024
- 16) To note with the summary and sign the Detailed Receipts & Payments to end of December 2024
- 17) To note and sign the amendments to the Final Payments Schedule for December 2024
- 18) To receive, approve and sign the Final Payments Schedule for January 2025
- 19) To consider approving the following spend:
 - a) A Binding - Villes Lane fencing (remove & replace)
- 20) To receive the Old School Centre project works list & progress update
- 21) To consider to adopt the Dignity at Work Policy
- 22) To consider signing the Civility & Respect Pledge
- 23) To consider the adoption of the refreshed Porlock Parish Council Logo
- 24) To receive an update from the Late Night Shopping Working Group and discuss actions for 2025
- 25) To consider the proposed amended Terms of Reference for the Late Night Shopping Working Group
- 26) To receive an update from the Christmas Lights & Trees Working Group and discuss actions for 2025
- 27) To receive an update on how Council puts the Biodiversity Policy into practice
- 28) To receive and consider the Old School Centre Community Garden proposal
- 29) To consider taking part in the Ponds Alive initiative
- 30) To consider the following Terms of Reference:
 - a) Love Where You Live Working Group
 - b) Old School Centre Community Garden Working Group
- 31) To receive the Portfolio Report
- 32) To receive an update on the Administration Officer recruitment and timeline
- 33) To discuss Council's representation on the Porlock Village Hall Management Committee
- 34) To receive reports from outside bodies
 - a) Doverly Manor Committee
 - b) Porlock Community Library
 - c) Local Community Network
- 35) To note outstanding items:

None
- 36) To receive any other business - For information only
- 37) Date of the next Ordinary Meeting of the Council - 12th February '25, at 7pm in Porlock Village Hall



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council