

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

Parish Council

Notice of the Annual Parish Council Meeting of Porlock

To all Councillors

You are hereby summoned to attend the Annual Parish Council Meeting at 6pm on Wednesday 8 May 2024 at Porlock Village Hall

Dated: Thursday 2 May 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) **Election of the Chair** – to receive nominations and elect the Chair
- 2) **Election of the Vice-Chair** – to receive nominations and elect the Vice-Chair
- 3) **Apologies for absence** – to receive apologies for absence (LGA 1972 s85 (1))
- 4) **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))
- 5) **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
- 6) **Minutes for the Council meeting held on April 10th '24** - to consider for approval and signing at the meeting
- 7) **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))
- 8) **Discuss the future of the Old School Centre and consider a process for deciding on its reuse**
- 9) **Finance & Governance** – documents previously circulated
 - a) **Annual Policy and Procedures review of:**
 - i) delegation arrangements to committees, sub committees and staff and other local authorities 5.j.v
 - ii) terms of reference for committees 5.j.vi
 - iii) appointment of members to existing committees 5.j.vii
 - iv) review of any new committees in accordance with standing order 4 5.j.viii
 - v) and adoption of standing orders and finance regulations 5.j.ix

- vi) arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses 5.j.x
- vii) inventory of land and other assets including buildings and office equipment 5.j.xiii
- viii) confirmation of arrangements for insurance cover in respect of all insurable risks 5.j.xiv
 - Finance Committee recommend that the Council undertake an accurate assessment of rebuild costs for the Old School Centre and for Doverly Manor on behalf of the Committee and that for this year we stay with our current insurer Clear Councils due to timings. Renewal Quote £1505.00
- ix) representation on or work with external bodies and arrangements for reporting back 5.j.xi
- x) Council's and/or staff subscriptions to other bodies j.5.xv
- xi) Council's complaints procedure 5.j.xvi
- xii) Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (also SO 11,20 and 21) 5.j.xvii
- xiii) Council's policy for dealing with the press/media 5.j.xviii
- xiv) Council's employment policies and procedures 5.j.xix
- xv) Council's Expenditure incurred under s.137 of the Local Government Act 1972 or the power of competence
- xvi) Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council. 5.j.xxi
- b) **Policies & Procedures Review Schedule** – to consider implementing a three year review schedule for the Councils Policies and Procedures and updating the Council's Standing Orders to reflect this
- c) **Bank reconciliation to end of April '24** – to consider for approval and signing at the meeting
- d) **Detailed Receipts & Payments to end of April '24** – to note with Summary and signing at the meeting
- e) **Payments Schedule for May '24** – to consider for approval and signing at the meeting
- f) **NatWest mandate** – to consider the changes to the mandate for NatWest bank
- g) **Finance Committee** - to receive draft minutes from the Fin Com meeting of 15th April '24 and consider for approval the following recommendations:
 - i) Audit arrangements for '24 – will be held on the 16th May '24
 - ii) Annual Governance and Accountability Return – will be completed at the Council meeting 12th June '24
 - iii) Service charge for Porlock Vale Community Interest Company – to be based on last years' service charge calculation method - Recommended for approval
 - iv) Church Finial repair - £235+VAT quote from West Country Blacksmiths – recommended for approval
- h) **Quotes requiring approval** – to consider received quote
 - i) Barrett Corp & Harrington – to consider the quote received for the Reinstatement Cost Assessment for Doverly Manor on behalf of the Committee and the Old School Centre - £1,176.00 (inc VAT)
- i) **Earmarked Reserves** – to consider the report
- 10) **Asset & Property Portfolio report** – to receive an update and consider the report previously circulated
 - a) Cemetery site visit – to agree members of the Cemetery Committee do site visit of Hawkcombe cemetery ahead of first meeting
 - b) Fletcher Plumbing - to consider the quote received to replace the pan & cistern in Doverhay Toilet – £465.00
 - c) **Cemetery Commemorative Bench** - to consider a request for a commemorative bench at Hawkcombe cemetery
 - d) **Hawkcombe playground Commemorative Bench** – to consider a request for a commemorative bench at the old Hawkcombe playground area
 - e) **Cemetery Access** – to discuss what to do about parking and the access issues to Hawkcombe cemetery

- 11) Environment & Community Portfolio** – to receive an update and consider the report previously circulated
- a) Bleed kit scheme** – to receive update and consider funding community bleed kits at locations of the existing defibrillators at a cost of £199 + VAT per kit (limpet kits) with a total cost £995 + VAT (Village x 3, Wier x 1, PVH x 1)
 - b) Love where you live** - to approve a budget for the anti-dog fouling campaign proposal from the Love Where You Live Working Group
 - c) Parish Letter 'Rights of Way'** – to consider how to respond to the rights of way letter received from Somerset Council
 - d) Grassland management and conservation** – to consider recent letter received from Climate Emergency at Somerset Council, in particular not signing up for 'no mow May'
- 12) Porlock Recreation Ground** – to approve the amended constitution of this Charitable Incorporated Organisation
- 13) Planning** - to note any planning matters
- 14) Reports from outside bodies** – to be received
- a)** Somerset Council
 - b)** Dovere Manor Committee
 - c)** Porlock Community Library
 - d)** Porlock Village Hall
- 15) Adoption of new meeting minuting system** – to consider adoption of the new minute referencing system
- 16) Probationary Review** – to consider the recommendations following the probationary review of the Clerk & Responsible Finance Officer
- 17) Clerk Training** – to approve payment of £360 for ILCA to CiLCA preparatory course
- 18) Date of the next ordinary Council meeting** - 12th June '24, at 7pm in Porlock Village Hall



Johnathan Jones
Clerk and Responsible Finance Officer to Porlock Parish Council