

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

Parish Council

Notice of the Parish Council Meeting of Porlock

To all Councillors

You are hereby summoned to attend the Parish Council Meeting at 7pm on Wednesday 12th June 2024 at Porlock Village Hall

Dated: Thursday 6th June 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 of the Annual Parish Council meeting held on 8th May '24
- 5) 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))
- 6) To receive and consider the 2023/24 Internal Audit Report
- 7) To consider completing and signing at the meeting, Section 1 - the Annual Governance Statement of the Annual Governance and Accountability Return 2023/24
- 8) To receive and consider signing at the meeting, Section 2 - the Accounting Statements of the Annual Governance and Accountability Return 2023/24
- 9) To consider the notice period of the exercise of public rights being the 24th June to the 2nd August '24
- 10) To consider the proposal from Somerset Wildlife Trust regarding the Old School Centre Community Garden
- 11) To review and discuss suggestions received for Old School Centre (Ref: C-2024-017)
- 12) To discuss and consider the process and next steps to deciding the future use of the Old School Centre (Ref: C-2024-017)

13) Finance, HR & Governance

- a) To discuss and consider removal of Council's representation with the Porlock Vale Community Interest Company SO 5.j.xi (Ref: C-2024-032)
- b) To receive an update from the Chair regarding Council's representation with the Porlock Recreation Ground Committee SO 5.j.xi (Ref: C-2024-033)
- c) To consider for approval and signing at the meeting the Bank reconciliation to end of May '24
- d) To note with summary and signing at the meeting the Detailed Receipts & Payments to end of May '24
- e) To consider for approval and signing at the meeting the Payments Schedule for June '24
- f) To receive draft minutes from the Finance and HR Committee meeting held on the 4th June '24
- g) To consider for approval the following recommendations made by the Finance & HR Committee:
 - i) The Apple Press in the Old School Centre Community Garden will be added back on to the Asset Register as a community asset with a nominal value of £1, as per the other community assets in the village that Porlock Parish Council are custodians of.
 - ii) Set up the Clerk with a Lloyds Bank Multi-pay credit card under the existing terms and conditions
 - iii) The service charge for Porlock Vale Community Interest Company will be based on 2022/23 charges with an increase of 10%.
 - iv) Early termination of the Bright HR Service agreement which ends 4th May 2026 costing £1104 saving £276
 - v) Accept the quote for £3,360 from MS-Group to undertake the subsidence repair work required to the War Memorial at Dunster Steep - see War Memorial Subsidence Report
 - vi) **Payments**
 - (1) Doverly Toilet Repairs – P Fletcher Plumbing £503.00 (8,11, & 22 April)
 - (2) Old School Centre step strips – Safe Tread - £269.36
 - (3) High Bank car park fence repairs – J Chilcott - £560
 - vii) **Earmarked Reserves**
 - (1) 322 'SCC Climate Grant' to rename to 'Water Refill Units'
 - (2) 328 'Doverly Manor' to return funds to of £20,000 to General Reserves
 - (3) 330 'Allot Revenue Reserve' rename to 'Treasury Stock Grants'
- h) To consider paying the legal fees to conduct reviews of the lease agreements on behalf of Doverly Manor Committee
 - i) To consider to approve payment of the quote from Thorne & Segar of £570 to conduct reviews of the lease agreements on behalf of Doverly Manor Committee
 - j) To consider writing to the grantee following West Somerset Radio's announcement to cease broadcasting
 - k) To consider a request for volunteering at the Parish Office by an A-level student

14) To discuss and consider for signing at the meeting the Civility & Respect Pledge

15) To consider an initial draft of the Community Plan and discuss how to communicate the plan to residents.

16) To consider the model Biodiversity policy

17) To consider for adoption the Porlock Parish Council Performance Review Process

18) To discuss and consider Porlock Parish Council's nomination for the Somerset Council Chairs Community Awards

19) To receive an update and consider Council's response on the disposal of land next to the old toilet block at the Central Car Park

20) To receive the Asset & Property Portfolio report (including Working Groups updates)

21) To receive the Environment & Community Portfolio report (including Working Groups updates)

- a) To receive an update on the Parish Letter 'Rights of Way' (ref: C-2024-065)
- b) To consider purchasing a Wildlife on the marsh info board/information centre £220.00
- c) To discuss supporting the 3 Hill Climb Cycling event in Porlock 14th & 15th September '24
- d) To consider having a stall at the Recreation Country Fair on Sunday 4th August '24

22) To note any planning matters

23) To receive reports from outside bodies

- a) Somerset Council
- b) Dovery Manor Committee
- c) Porlock Community Library
 - i) To consider the funding request for future events at the Porlock Community Library
 - ii) To consider the payment of overtime May and June for the Library Manager instead of Time of In Lieu (TOIL)
- d) Porlock Village Hall
- e) Local Community Network

24) To receive and consider the Council's Action Log

25) To note outstanding items:

- a) Deferred to next Council meeting:
 - i) Terms of reference for committees (ref: C-2024-019)
 - ii) Adoption of the Finance Regulations (ref: C2024-025)
 - iii) Policies and Procedures review (ref: C-2024-041)
 - iv) Grounds Policy review (ref: C2024-066)
- b) Deferred to future Council meeting:
 - i) Roles of Chair & Vice Chair – Annual Parish Council Meeting May 2025 (ref: C-2024-006)

26) Date of the next ordinary Council meeting - 10th July '24, at 7pm in Porlock Village Hall



Johnathan Jones
Clerk and Responsible Finance Officer to Porlock Parish Council