

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; L Thornton, D Heath, S Colson, D McCanlis & S McCanlis

You are hereby summoned to attend the Finance & HR Committee meeting at 6pm on Tuesday 2th July 2024 at the Parish Room, The Old School Centre

Dated: Thursday 27th 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 for the Finance & HR Committee meeting held on 4th June '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 note any updates from the Action Log report**
- 7) **To receive updates on Utility Contracts Update/Review and consider recommendations to Council (ref: FH-2024-013)**
 - a) **Water 2 Business Doverhay Car Park - Update**
 - b) **Octopus Electricity Contract – Tarriff renewal / Smart Metering**
 - c) **BT Phone & Internet Contract – Current service cost investigation and Vodafone quote**
- 8) **To consider revised Finance Regulations for recommendation to Council (ref: FH-2024-017/018/019)**
- 9) **To receive an update on the Grounds Policy Review (ref: FH-2024-037)**

- 10) To consider setting up a Grants Earmarked Reserves Fund (ref: FH-2024-044)**
- 11) To consider the draft Investment Policy and recommendation to Council (Ref: FH-2024-52)**
- 12) To consider Workstation Assessment report and recommendations to Council (ref: FH-2024-056)**
- 13) To review FYQ1 Budget 1 April – 30 June '24**
- 14) To note outstanding items:**
- a) Deferred to next Committee meeting:**
 - i) Terms of reference for the Finance & HR committee (ref: C-2024-019)**
 - ii) Procedures for making and reporting payments (ref: FH-2024-036)**
 - iii) Banking Arrangements (ref: FH-2024-048)**
 - iv) Heating System Review (ref: FH-2024-011)**
 - v) Business Risks - OSC security changes (ref: FH-2024-012)**
 - vi) Resource Planning (ref: FH-2024-060)**
 - vii) Appraisals review (ref: FH-2024-014)**
 - viii) Maintenance Contract review (ref: FH-2024-037)**
 - ix) Asset Review Forms & Risk Assessments**
 - b) Deferred to future Committee meetings:**
 - i) Points of Sales machine (Ref: FH-2024-53)**
 - ii) Contactless Donations (Ref: FH-2024-054)**
 - iii) Website Upgrade (Ref: FH-2024-057)**
- 15) To consider proposed the schedule of Finance & HR committee meetings for 24/25**



Johnathan Jones
Clerk and Responsible Finance Officer to Porlock Parish Council