

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 Parish Council Meeting of Porlock

To all Councillors

You are hereby summoned to attend the ~~Annual~~ Parish Council Meeting at 7pm on Wednesday 10th July 2024 at Porlock Village Hall

Dated: Friday 5 July 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 the minutes for the Ordinary Council meeting held on 12 June '24
- 5) To consider for approval and signing the minutes for the Extraordinary Meeting of the Council held on 26 June '24
- 6) To consider for approval and signing the minutes for the Finance & HR Committee meeting held on 2nd July '24
- 7) To receive the draft minutes from the Planning Committee meeting held on the 27th June '24
- 8) To receive and note any updates from the Action Log report
- 9) 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))

Finance & Governance

- 10) To receive the future use financial scenarios of the Old School Centre.
- 11) To consider for approval and sign the Bank reconciliation to end of June '24
- 12) To note with the summary and sign the Detailed Receipts & Payments to end of June '24 – to note with Summary and signing at the meeting

- 13) To consider for approval and sign the Payments Schedule for July '24
- 14) To receive the Utility Contracts Update/Review (ref: FH-2024-013)
- a) Water 2 Business Doverhay Car Park - Update
 - b) Octopus Electricity Contract
 - i) To consider switching tariffs to obtain potential savings of £340-400 inc VAT
 - ii) To consider installation of Smart meter for the Old School Centre
 - c) BT service report
 - i) To consider change of contract or supplier for the Parish Office & Community Library Phone services with potential savings of £478.52 - £1,413.99 inc VAT
- 15) To consider setting up a Late Night Shopping working group and appoint a lead Cllr and a budget suggested to be in the region of £1,500 (EMR 340)
- 16) To consider the removal of D Thornton from Council's bank authority
- 17) To receive and consider nominations for Porlock Parish Council's representation of Porlock Village Hall
- 18) To receive and consider nominations for Porlock Parish Council's representation of Porlock Vale Defibrillator Scheme
- 19) To consider the Clerk as Porlock Community Library Representative as stated in the Community Library Partnership Agreement
- 20) To receive and consider nominations for Porlock Parish Council Asset & Property Portfolio lead
- 21) To receive the Environment & Community Portfolio Report
- 22) To receive the Asset & Property Portfolio report
- 23) To receive reports from outside bodies
- a) Somerset Council
 - b) Doverly Manor Committee (June & July)
 - c) Porlock Community Library
 - d) Porlock Village Hall (No report this month)
- 24) To note outstanding items:
- a) Deferred to next Ordinary Council meeting:
 - i) To receive and consider the Bio Diversity Policy (ref: C-2024-134)
 - b) Deferred to future Council meeting:
 - i) Roles of Chair & Vice Chair – Annual Parish Council Meeting May 2025 (ref: C-2024-006)
- 25) To receive any other business - For information only
- 26) Date of the next Ordinary Meeting of the Council - 11th September '24, at 7pm in Porlock Village Hall



Johnathan Jones
Clerk and Responsible Finance Officer to Porlock Parish Council