

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

You are hereby summoned to attend the Finance & HR Committee meeting at 6:30pm on Wednesday, 7th August 2024, in the Parish Room, The Old School Centre, Porlock

Dated: Thursday 1st August 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 nominations and elected the Finance & HR Chair
- 2) To receive apologies for absence - (LGA 1972 s85 (1))
- 3) 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))
- 4) 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
- 5) To consider for approval and signing at the meeting the minutes for the Finance & HR Committee meeting held on 4th June '24
- 6) To receive and note any updates from the Action Log report
- 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) To receive the Responsible Finance Officer's report and review FYQ1 Budget 1 April – 30 June '24
- 9) To consider the revised Finance Regulations for recommendation to Council (ref: FH-2024-017/018/019)
- 10) To consider the revised Terms of Reference for the Finance & HR committee (ref: C-2024-019)
- 11) To receive an update on the Grounds Policy review (ref: FH-2024-037)
- 12) To receive an update on the Maintenance Contract review (ref: FH-2024-037)
- 13) To receive the report and discuss funding of Old School Centre future use and recommendations to Council
 - a) Earmarked Reserve available funds
 - b) Community grants opportunities
 - c) Estimate cost of works based on list of possible options
- 14) To consider setting up a Community Grants earmarked reserve fund and recommendation to Council (ref: FH-2024-044)

- 15) To consider the draft Investment Policy and recommendation to Council (Ref: FH-2024-52)
- 16) To receive and consider the Asset Review & Risk Assessments progress report and recommendations to Council
- 17) To consider removal of Lesley Thornton from the bank authority and recommendation to Council
- 18) To consider addition of Cllr. D Heath as additional bank signatory and recommendation to Council
- 19) To consider addition of Cllr. S Colson to the NatWest bank signatory and recommendation to Council
- 20) To consider Workstation Assessment report and recommendations to Council (ref: FH-2024-056)
- 21) To discuss current and future resource issues and recommendations to Council (ref: FH-2024-060)
- 22) To receive and consider the use and purchase of emergency radio system as part of the Council's emergency plan and recommendation to Council at a cost of £445 exc VAT
- 23) To receive consider the purchase of a Points of Sales machine and recommendations to Council at a cost of £139 (Ref: FH-2024-53)
- 24) To consider setting up Contactless Donations and recommendation to Council (Ref: FH-2024-054)
- 25) To receive the report and consider window cleaning provider and frequency at the old school centre with potential annual saving of £312
- 26) To consider authorising payments over £100 and under £200
 - a) Website outstanding invoice 2023/24 - £177.45
 - b) Website plugin upgrade at a cost of £303 (Ref: FH-2024-057)
 - c) Clear Councils Insurance additional premium of £133.59
- 27) To consider authorising payments over £200 and under £1000
 - a) Water Heater Library at a cost of £587.61
 - b) Idverde contract 24/25 (Two dog waste bins) at a annual cost of £599.04
 - c) Coomber Security Digital Communicator £350
- 28) To consider proposed the schedule of Finance & HR committee meetings for 24/25
- 29) To note outstanding items:
 - a) Deferred to the next Committee meeting:
 - i) Procedures for making and reporting payments (ref: FH-2024-036)
 - ii) Banking Arrangements (ref: FH-2024-048)
 - iii) Old School Centre security changes (ref: FH-2024-012)
 - iv) Heating System Review (ref: FH-2024-011)
 - v) Appraisals review (ref: FH-2024-014)
- 30) To receive any other business (For information only)
- 31) To confirm the date of the of the next Finance & HR committee meeting



Johnathan Jones -
Clerk and Responsible Finance Officer to Porlock Parish Council