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Porlock



Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

**Minutes of the Porlock Parish Council Finance & HR Committee Meeting,
The Old School Centre, Tuesday 7th August 2024, 6:30 pm**
Copies of minutes and non-confidential reports are available on request

Councillors Present: D McCanlis, S Colson, D Heath, S McCanlis

Also present: Clerk Johnathan Jones

Signed:  Dated: 25/9/24

Min Ref:	Minutes	Action
FH-2024-073	Nominations & Election of the Finance & HR (FHR) Committee Chair Cllr. D McCanlis nominated Cllr. S Colson, who accepted the nomination, there were no other nominations. Proposed: Cllr. D McCanlis Seconded: Cllr. S McCanlis Voted: All in favour	
FH-2024-074	Apologies All committee members were present.	
FH-2024-075	Declarations of interest & pecuniary interests No declarations were made.	
FH-2024-076	Items to be dealt with after the public and press have been excluded. The Chair asked if there were any items that they felt should be discussed in closed session. There were no items proposed requiring the public, including the press to be excluded.	
FH-2024-077	Minutes for the FHR Committee meeting held on the 4th June '24 Committee RESOLVED to approve the minutes with no amendments. The minutes were approved and signed by the Chair. Proposed: Cllr. D Heath Seconded: Cllr. D McCanlis Voted: 3 in favour 1 abstained (not present on 4th June)	
FH-2024-078	Action Log Update C-2024-128 Write to G Dennis requesting the return of grant funds of £1,000 paid in 2022 - Clerk to prioritise writing to G Dennis requesting repayment of £1,000	JJ
FH-2024-079	C-2024-097 Clerk to email street cleaning report to Cllr. S Pugsley. - Clerk to complete report and send to Cllr. S Pugsley ASAP.	JJ

Initials:  Date: 25/9/24

FH-2024-080	C-2024-055 Clerk to coordinate a cemetery site meeting. - Clerk to add to agenda for Ordinary council meeting in September.	JJ
FH-2024-081	Public Participation There were no members of the public in attendance at the meeting.	
FH-2024-082	Responsible Financial Officer Report and Review of FYQ1 Budget 1 April – 30 June '24 Report was received. The discrepancies that had appeared in some of the nominal codes, in particular 4001 - Employer's NI contributions which was showing a projected overspend versus 4000 - the Clerks salary showing an underspend. Cllr. S Colson highlighted that all NI costs had been allocated to 4001 nominal code instead of being split employee / employer costs. It was clear that this was an administration error created in handover and the RFO not being in post during the budget setting period. This should have been identified sooner. Journaling will rectify the errors and rebalance the budget. The RFO and the Chair of the FHR have agreed to go through the budget report line by line before the 2 nd quarter report to ensure all spend has been allocated correctly and as agreed during the 24/25 budget review.	JJ/SC
FH-2024-083	Revised Financial Regulations The Clerk went through the summary of recommended changes following the review the latest NALC Financial Regulations. The committee discussed the proposed changes line by line and agreed amendments as captured by the Clerk, the FHR Chair will sign off the amendments before being circulated to full council.	JJ/SC
FH-2024-084	Committee RESOLVED the amendments as capture by the Clerk, the final revised Finance Regulations are to be considered by full council for adoption at the ordinary meeting of the council in September. PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTED: All in favour	JJ
FH-2024-085	Terms of Reference for the Finance & HR Committee Committee RESOLVED the consolidated standing terms of reference for the previous Finance and Staffing & HR committees be considered for approval by the full council in September, subject to the required amendments being made in line with the revised the finance regulations. PROPOSED: Cllr. D McCanlis SECONDED: Cllr. D Heath VOTED: 3 in favour	JJ
FH-2024-086	Grounds Policy Review update The review is in progress, Cllr. D Heath will meet with the Clerk and the grounds maintenance contractor to help inform the review. The revised draft policy will be presented to full council for consideration in September.	DH
FH-2024-087	Clerk to confirm meeting date with grounds maintenance contractor	JJ
FH-2024-088	Maintenance Contract Review - Update The contract review is informed by the Grounds Policy. The contract review is in plan to take place by October '24. The Committee expressed their concern about the timescales and council's need to achieve this review this autumn as it wasn't achieved last year as	JJ

recommended by the internal auditor 2023/24. The Clerk will submit provide a report to full council at the September meeting.

- FH-2024-089 Old School Centre future use funding options**
The reports were received by the Committee. There are two primary earmarked reserves available for funding any project costs; EMR 321 and 337 with a current value of circa £45k. In addition there are several available sources for external funding that would help fund any project and operational costs subject to final future plans. A list of potential work items had been identified covering the various options all subject to decisions on the future plans.
- FH-2024-090 Meeting extension**
Committee RESOLVED a 40min extension.
- PROPOSED: Cllr. D McCanlis SECONDED: Cllr. D Heath VOTED: All in favour
- FH-2024-091 Community Grants Earmarked Reserve Fund**
Committee DEFERRED the item to a future meeting, to be determined. JJ
- PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTED: All in favour
- FH-2024-092 Investment Policy**
Committee RESOLVED that a further review of the draft policy will be conducted by Cllr. S Colson and Cllr. D McCanlis to make it appropriate and specific for Porlock Parish Council this will then be put to full council for consideration at the September meeting. DM/SC
- PROPOSED: Cllr. S McCanlis SECONDED: Cllr. S Colson VOTED: All in favour
- FH-2024-093 Clerk to forward existing word version and other Parish Council examples to Cllrs. S Colson and D McCanlis** JJ
- FH-2024-094 Asset Review Report**
Committee RESOLVED that where recommendations from the Doverhay Toilet Asset Review were regulatory these should be carried out as soon as possible and additional recommendations be put to full council for consideration at the September meeting. JJ
- PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTED: All in favour
- FH-2024-095 Removal of L Thornton from the Council's Bank Authority**
Committee RESOLVED to recommend that L Thornton was removed from the Council's bank authority. JJ
- PROPOSED: Cllr. D Heath SECONDED: Cllr. S McCanlis VOTED: All in favour
- FH-2024-096 Addition of Cllr. D Heath as signatory to the Council's Bank Authority**
Committee RESOLVED to recommend that Cllr. D Heath was added to the Council's bank authority. JJ
- PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTED: All in favour
- FH-2024-097 Addition of Cllr. S Colson to the NatWest Bank Authority** JJ

Committee RESOLVED to recommend that Cllr. D Heath was added to the Council's bank authority.

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. D Heath VOTED: All in favour

FH-2024-098 Workstation Assessment Report

Committee RESOLVED the recommendations made in the Workstation Assessment Report be carried out as a requirement under Health & Safety at Work legislation and that the report and action status be shared with council at the September meeting.

JJ

PROPOSED: Cllr. S McCanlis SECONDED: Cllr. D Heath VOTED: All in favour

FH-2024-099 Current and Future Resourcing

The clerk gave an update on current workload and actual worked hours. Committee were in agreement that the current 8 hours admin officer support was insufficient for the needs and workload of the Clerk and the Council's current agenda. Committee discussed how many additional hours would be required, which the clerk had suggested a conservative increase of 12 hours as a first step which would provide a total of 20hrs admin officer support per week, 4 hours per day.

As this is not in budget and the required time involved in recruiting for the post would put significant strain on capacity, it was suggested by the Clerk that the post commences from April 2025, with the recruitment process starting later this year.

Committee RESOLVED to recommend to Council that an additional 12hrs Administration support be agreed and included in the budget for April 2025 at the same hourly rate (currently £13.28).

PPC

PROPOSED: Cllr. S Colson SECONDED: Cllr. D McCanlis VOTED: All in favour

FH-2024-100 Emergency Radio System

Committee DEFERRED to the Emergency Plan Working Group for consideration with the wider emergency plan which will be presented to full council at a future meeting.

DM

PROPOSER: Cllr. S Colson SECONDED: Cllr. D Heath VOTED: All in favour

FH-2024-101 Point of Sales Machine

Committee RESOLVED to purchase a point of sales machine for the office at a cost of £139.00. Clerk is to ensure that the set up and or administration process allows for easy allocation of funds to relevant budget codes.

JJ

PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTED: All in favour

FH-2024-102 Contactless Donations

Committee RESOLVED to trial contactless donations in addition to the current cash donation points at no set up or monthly cost to the Council.

JJ

PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTED: All in favour

FH-2024-103 Window Cleaning at the Old School Centre

Committee RESOLVED that the window cleaning be moved to an 8 weekly cycle, as it was felt that the current four weekly cycle was not required. This would saving £312 per year

JJ

and that the Clerk should seek to test the market rate and value for money by obtaining revised quotes from other companies.

PROPOSED: Cllr. S Colson SECONDED: Cllr. S McCanlis VOTED: All in favour

Payments for Authorisation under £200:

FH-2024-104	- Hodgson Marketing - Website outstanding invoice 23/24 £177.45 – Approved	JJ
FH-2024-105	- Hodgson Marketing - Website upgrade plug ins £183 PA / £120 one off build) £303 – Approved for inclusion in 25/26 budget	JJ
FH-2024-106	- Clear Councils Insurance – Additional insurance premium £133.59 – Approved	JJ

PROPOSED: Cllr. D McCanlis SECONDED: Cllr. D Heath VOTED: All in favour

Payments for Authorisation under £1000:

FH-2024-107	- Fletcher Plumbing - Water Heater Library £587.61 - Approved	JJ
FH-2024-108	- idverde contract 24/25 (two dog waste bins) £599.04 – Approved	JJ
FH-2024-109	- Coomber Security Digital Communicator £175 PA & installation one off £175) £350.00 – Approved	JJ

PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTED: All in favour

FH-2024-110	FHR Meeting Schedule 24/25 Committee RESOLVED the schedule of committee meetings for 24/25	JJ
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PROPOSED: Cllr. S Colson SECONDED: Cllr. D Heath VOTED: All in favour

FH-2024-111	Deferred Items Committed noted the agenda items deferred to the next committee meeting
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FH-2024-112	Any Other Business (for information only) There were no other items
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FH-2024-113	Next Meeting Committee noted the next meeting would be held on the Tuesday 25 th September '24 at 6:30pm in the Parish Room, the Old School Centre
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Meeting closed at 9.31pm

