

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, 25th September 2024, in the Parish Room, The Old School Centre, Porlock

Dated: Wednesday 18th September 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 7th August '24
- 5) To receive and note any updates from the Action Log report
- 6) 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))
- 7) To consider the revised Finance Regulations for recommendation to Council (ref: FH-2024-017/018/019)
- 8) To consider the revised Terms of Reference for the Finance & HR committee (ref: C-2024-019)
- 9) To consider the revised Investment Policy and recommendation to Council (Ref: FH-2024-52)
- 10) To consider bringing forward the recruitment of the additional 12 hrs admin resource at an estimated increase in unplanned spend of £4,000 on this year's budget and recommendation to Council.
- 11) To receive an update on the Q2 budget review process
- 12) To receive an update on the 25/26 budget and to consider the budget planning process for 25/26
- 13) To receive an update on Minehead Eye's draft Service Level Agreement proposal
- 14) To discuss the half yearly appraisal process and which councillors are to support which reviews. (ref: FH-2024-014)
- 15) To receive an update on banking arrangements (ref: FH-2024-048)

- 16) To receive an update on the procedures for making and reporting payments (ref: FH-2024-036)**
- 17) To receive the waste bin report and consider replacement proposals:**
- i) Reinstate Dog waste bin at Sparkhayes lane (£150.00)**
 - ii) Reinstate Dog waste bin at end of Coach Road (150.00)**
 - iii) Replace Dog waste bin at entrance to Orchard Rise, Crawter Drive (£150.00)**
 - iv) Reinstate litter bin outside Chemist on the High Street (no cost use Doverhay Car Park small bin)**
 - v) Replace small litter bin at Doverhay Car Park (no cost use spare Litter & Recycling from OSC)**
 - vi) Reinstate litter bin outside Village Hall (£120.00)**
- 18) To consider authorising payments over £100 and under £200**
- a) Opening an Business Amazon Prime account at a cost of £114 per year to save on monthly delivery costs and benefit from faster delivery and discounted prices**
 - b) Clean It Windows revised quote for eight weekly window cleaning, reduce to £42 per month and annual solar panels and gutter clearing £120.00 per year**
- 19) To consider authorising payments over £200 and under £1000**
- a) Paring works required to the lane behind The Parks - £450**
- 20) To note outstanding items:**
- a) Deferred to the next Committee meeting:**
 - i) Old School Centre security changes (ref: FH-2024-012)**
 - ii) Heating System Review (ref: FH-2024-011)**
- 21) To receive any other business (For information only)**
- 22) To confirm the date of the of the next Finance & HR committee meeting - 5th December 2024**



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