

Clerk to Porlock Parish Council
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Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Notice of the Ordinary Meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the Parish Council Meeting at 7pm on Wednesday 9th October 2024 at Porlock Village Hall

Dated: Friday 4th October 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 11th September '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 Minehead Eye's Service Level Agreement Proposal to sponsor Porlock Youth Club for:
 - a) 6 months from the 1 October '24 to the 31st March '25 at a cost of £925.76 (+ VAT)
 - b) 3 years from 1st April 2025 to the 31st March 2028 for the annual sum of £3,425.76 (+ VAT)
 - c) Use of the Old School Centre Community Hub and Gardens
- 8) To discuss the Enhanced Highway Maintenance (EHM) Pilot
- 9) To receive an update from Somerset Council representatives
- 10) To consider if council wish to explore in principle, the proposal received to let the larger of the two rooms at the Old School Centre (OSC) to a Community Business Enterprise
- 11) To receive and consider the principal OSC future use space options including the pros and cons and make a final decision

- 12) To receive the Q2 Budget Review and RFO report
- 13) To receive and consider the Bio Diversity Policy
- 14) To receive the memorial report and consider the approach outlined in the report to make the memorials safe.
- 15) To consider the cost of providing all day free parking in Doverhay and/or Central car parks for shoppers; spend to come from the Late Night Shopping budget and/or EMR 340:
 - a) Saturday the 14th December or Wintertide Festival - £48.36 (Both) £23.83 (Doverhay) £24.53 (Central) + VAT
 - b) Saturday 7th and 21st December in December - £145.08 (Both) £71.49 (Doverhay) £73.59 (Central) + VAT
- 16) To consider approving the following spend:
 - a) Jewson quote for two sanders batteries and charger to refurbish the benches £581.93 (Budget)
 - b) Somerset Rivers Authority Annual Subscription £5.00 (EMR 341)
 - c) J Jones - Contribution towards prescription for DSE use - £75.00
 - d) C Harding - Contribution towards prescription for DSE use - £75.00
- 17) To receive the asset report for Doverhay toilets and consider the following recommendations:
 - a) Reinstatement or replacement of the disused toilet in the Left hand store (3f) – Estimate £465 (EMR 324)
 - b) Removal of the disconnected toilet in the right store (4b) – Estimate £220 (EMR 324)
- 18) To receive the draft minutes of the Finance & HR Committee meeting held on the 25th September '24
- 19) To receive and consider the recommendations of Finance & HR (FHR) Committee:
 - a) adopting of the council's revised Finance Regulations
 - b) adopting of the council's FHR Committee Terms of Reference
 - c) adopting of the council's Investment Policy
 - d) beginning the recruitment of an Administration Officer for 12hrs a week with a maximum cost impact of £4,000 for recruitment and salary (subject to start date) for the current financial year
- 20) To consider for approval and sign the Bank reconciliation to end of September '24
- 21) To note with the summary and sign the Detailed Receipts & Payments to end of September '24
- 22) To receive and consider for approval the Final Payments for October '24
- 23) To receive and consider member nominations for the FHR committee
- 24) To consider addition of nominated FHR members to the council's bank authorities (Unity & NatWest)
- 25) To consider the first meeting of the Cemetery Committee or disbanding the committee as six months have now lapsed since the resolution was made to form the committee
- 26) To consider donating the Cycle racks purchased by the Porlock High Street Support Group funds to the Porlock Recreation Ground
- 27) To consider the adoption of the Council's Working Group Protocol
- 28) To consider the setting up and nominations as lead councillor of the Car Park Working Group
- 29) To consider council's entry and receive nominations as lead councillor for the Christmas Tree Festival 2024 at St Dubricius church
- 30) To receive the Portfolio Report

- 31) To receive an update of the Rights of Way meeting held in the summer
- 32) To receive an update on the Old School Centre Community Garden Working Group including the Boat Pump feature
- 33) To receive an update on the Community Plan
- 34) To receive reports from outside bodies
- a) Doverly Manor Committee
 - b) Porlock Community Library
 - c) Porlock Village Hall
- 35) To note outstanding items:
- a) What council needs to do to meet the requirements set out under the Civility & Respect Pledge
 - b) Porlock Parish Council Logo Update - redesign
 - c) Water Refill Units – Alternative options
 - d) To receive and consider the revised Grounds Policy
 - e) To discuss what could be done to resolve the crumbling of the mortar being used to secure the cobbles at the war memorial caused by weed growth.
 - f) To receive and consider council's requirements for the renewal of the Grounds Maintenance Contract:
 - i) The work schedule that will be included in the contract tender process
 - ii) The term being a two year contract as recommended by the internal auditor
 - iii) The timescales for the tender process
 - g) To receive an update on the Community Health & Wellbeing programme being run by Somerset Association of Local Councils and Somerset Council.
- 36) To receive any other business - For information only
- 37) Date of the next Ordinary Meeting of the Council - 13th November '24, at 7pm in Porlock Village Hall



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council