

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 Ordinary Meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the Parish Council Meeting at 7pm on Wednesday 13th November 2024 at Porlock Village Hall

Dated: Friday 8th November 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 9th October '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 receive an update from Somerset Council representatives
- 8) To receive and consider the revised Grounds Policy
- 9) 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
- 10) To receive and discuss the report on the War Memorial first maintenance visit from MS Group
- 11) To receive an update on and consider signing the Service Level Agreements with Minehead Eye
- 12) To receive and consider nominations for councillor representative for Porlock Youth Club

- 13) To receive the Old School Centre Project Report
- 14) To receive the RFO report
- 15) To consider approving the following spend:
 - a) To consider local government services pay agreement 2024/25 - £1,364.94 (from budget)
 - b) Tree Survey Cemetery, Churchyard, Old School Centre & Zig Zag – Threetop £300 (from EMR 320 & 321)
- 16) To consider for approval and sign the bank reconciliation to end of October '24
- 17) To note with the summary and sign the Detailed Receipts & Payments to end of October '24
- 18) To receive, approve and sign the Final Payments Schedule for November '24
- 19) To receive an update on the Old School Centre Community Garden Working Group including the Boat Pump feature
- 20) To consider Porlock Community Orchard's request for the continued use of the Old School Centre grounds
- 21) To receive an update from the Christmas Lights & Trees Working Group
- 22) To receive an update on the Community Health & Wellbeing programme being run by Somerset Association of Local Councils and Somerset Council.
- 23) To receive and consider nominations for lead councillor or disbanding of the Emergency Working Group
- 24) To receive and consider nominations for lead councillor for the Love Where You Live Working Group
- 25) To receive an update on what council needs to do to meet the requirements set out under the Civility & Respect Pledge
- 26) To receive the Portfolio Report
- 27) To consider locking up the toilets at Doverhay and the Old School Centre one hour earlier until the clock go forward in spring 2025
- 28) To receive reports from outside bodies
 - a) Doverly Manor Committee
 - b) Porlock Community Library
 - c) Porlock Village Hall
- 29) To note outstanding items:
 - a) To consider alternative water refill units
 - b) To consider the adoption of the refreshed Porlock Parish Council Logo
- 30) To receive any other business - For information only
- 31) Date of the next Ordinary Meeting of the Council - 11th December '24, at 7pm in Porlock Village Hall



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council