

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 11<sup>th</sup> December 2024 at Porlock Village Hall

**Dated:** Friday 6<sup>th</sup> December 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 13<sup>th</sup> November '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 consider Council's formal response on Somerset Council's Electoral Review
- 9) To receive the RFO report
  - a) Update on the Q2+1 budget review
  - b) Earmarked Reserves status report
- 10) To receive and consider the first draft 2025-2026 budget and recommendations from the Finance & HR Committee
  - a) To consider an increase of £10.25 / 5.08% to the permit tariffs for High Bank Car Park to £211.80 per year £17.65 per month.
- 11) To receive and consider Council's work schedule to be included in the tender process for the renewal of the Grounds Maintenance Contract

- 12) To consider for approval and sign the bank reconciliation to end of November '24
- 13) To note with the summary and sign the Detailed Receipts & Payments to end of November '24
- 14) To receive, approve and sign the Final Payments Schedule for December '24
- 15) To consider approving the following spend:
  - a) Fine Memorials - Repairs to unsafe memorials at St Dubricius Churchyard of £1440.00 + VAT
  - b) The Bottom Ship - Council Staff Christmas Lunch contribution of £100 (£20 per head)
  - c) Citizens Advice West Somerset's - Request for a donation
- 16) To receive Water Refill Station report and consider which option to trial at the Old School Centre
  - a) Culligan - £2903.34 + VAT (inc allowance for installation)
  - b) Hydrachill - £2095.00 +VAT (inc allowance for installation)
  - c) Gentworks - £1198.80 + VAT (inc allowance for installation)
  - d) The Water Cooler Company - £1275.50 + VAT (inc allowance for installation)
- 17) Card Payments update
  - a) To receive an update on the Sum Up account & card reader
  - b) To consider setting up a PayPal Business account and once opened, purchase a Zettle Card Machine cost of £199.00
- 18) To consider appointing Paul Russell as the internal auditor for 2024/25 at a cost of £295.00
- 19) To receive an update on the Service Level Agreements with Minehead Eye (Porlock Youth Club)
- 20) To receive and consider adopting the Health & Safety Policy
- 21) To receive and consider adopting the Dignity at Work Policy.
- 22) To sign the Civility & Respect Pledge
- 23) To review and approve Council's website Data Policy and Privacy Notice
- 24) To review and consider Council's website accessibility statement
- 25) To receive and consider the following Terms of Reference:
  - a) Christmas Lights & Trees Working Group
  - b) Late Night Shopping Working Group
  - c) Festivals & Events Working Group
  - d) Old School Centre Community Garden Working Group
  - e) Car Parking Working Group
  - f) Love Where You Live Working Group
  - g) Traffic & Road Safety Working Group
  - h) Planning Committee
- 26) To consider formally appointing Cllr. Sue McCanlis as Council's representative to St Dubricius Church
- 27) To receive the Old School Centre Project Report
- 28) To receive an update from the Christmas Lights & Trees Working Group
- 29) To receive an update on how Council put the Biodiversity Policy into practice
- 30) To receive the Portfolio Report

**31) To receive reports from outside bodies**

- a) Doverly Manor Committee
- b) Porlock Community Library

**32) To note outstanding items:**

- a) To consider signing the Service Level Agreements with Minehead Eye (Porlock Youth Club)
- b) To receive and consider nominations for councillor representative for Porlock Youth Club
- c) To receive and consider the Old School Centre Community Garden proposal
- d) To consider taking part in the Ponds Alive initiative.
- e) To consider the adoption of the refreshed Porlock Parish Council Logo

**33) To receive any other business - For information only**

**34) Date of the next Ordinary Meeting of the Council - 15<sup>th</sup> January '24, at 7pm in Porlock Village Hall**



Johnathan Jones

Clerk and Responsible Financial Officer to Porlock Parish Council