

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; S Colson, D Heath, D McCanlis & S McCanlis

You are hereby summoned to attend the Parish Council Meeting at 7pm on Wednesday 29th January 2025 at The Old School Centre, Porlock.

Dated: Friday 24th January 2025

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 Finance & HR Committee meeting held on 5th December 2024**
- 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 options for the provision and management of Porlock Parish Council website and make recommendation to Council**
- 8) To consider upgrading Council's IT infrastructure and support provision and make recommendation to Council**
- 9) To consider the Allotment Trust Account Policy and make recommendation to Council**
- 10) To consider Treasury Stock 2025 Options and make recommendation to Council:**
 - a) Redeem Stock**
 - b) Reinvest Stock for 12years: 4.3/4% Treasury Stock 2038**
- 11) Cemetery Costs and Fees:**
 - a) To receive the cemetery maintenance cost report**
 - b) To consider the proposed cemetery fees and make recommendation to Council**

- 12) To discuss and consider the total fund value for the Grant & Sponsorship Budget and make recommendation to Council for:
- a) 2025
 - b) 2026-2028 (3 Years)
- 13) To discuss what needs to be factored into the forecast for 2026-2028 (3 years)
- 14) To discuss how to better manage Earmarked Reserves and make recommendation to Council:
- a) EMR in year Spending (Operational Costs)
 - b) EMR Planning / Forecasts
 - c) EMR 2025-26
- 15) To consider the procedures for making and reporting payments
- 16) To consider Council's Personal Electrical Equipment Policy and make recommendation to Council
- 17) To consider addition of a new 'cash book' in the Rialtas system to manage the corporate credit card account
- 18) To consider the quote for the two additional shelves for the Community Bookcase £252.00 (Inc VAT)
- 19) To consider payment for Hodgson Marketing for out of contract website services £255.75
- 20) To receive updates on the following Business Risks:
- a) Security Information Book
 - b) Locks and Key Log Book Register
 - c) Alarm system
 - d) Fire Risk Assessment (Feb 2023)
 - e) Electrical Inspection (Nov 2023)
- 21) To receive an update on the Old School Centre Project works list progress
- 22) To receive an update on current and future banking arrangements
- 23) To consider staff holiday accruals for 2025-2026
- 24) To note outstanding items:
- a) To receive an update on the Old School Centre Heating System Review (ref: FH-2024-011)
- 25) To receive any other business - For information only
- 26) Date of the next Finance and HR Meeting - 26th March '25, at 7pm at The Old School Centre, Porlock



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council