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Porlock



Parish Room
Old School Centre
Porlock
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Parish Council

Minutes of the Finance and HR Committee Meeting of Porlock Parish Council, The Parish Room, The Old School Centre, Wednesday 29th January 2025, 6:30 pm

Copies of minutes and non-confidential reports are available on request

Councillors Present: S Colson (Chair), D Heath, (Vice-Chair), D McCanlis

Also present: Clerk, Johnathan Jones

Signed:  Dated: 26/3/25

Min Ref:

Agenda

Action:

- | | | |
|-------------|---|--|
| FH-2024-161 | Apologies for absence
Cllr. S McCanlis | |
| FH-2024-162 | Declarations of interest and disclosable pecuniary interest dispensations
The Chair asked the committee if there were any interests to be declared. None declared. | |
| FH-2024-163 | Items to be dealt with after the public, including press, have been excluded.
No public in attendance however the Chair recommended that items 7 and 8, for reasons of commercial sensitivity, should be discussed in closed session. As no members of public were present these would be heard as ordered on the agenda. | |
| FH-2024-164 | Minutes of the Finance & HR Committee meeting held on 5th December 2024
Committee RESOLVED to approve the minutes. The Chair signed the minutes.

PROPOSED: S Colson SECONDED: D McCanlis VOTED: All in Favour | |
| FH-2024-165 | Action Log Updates
It was agreed to defer the item to the next Ordinary Meeting of the Council and that future updates would only focus on FHR outstanding actions. | |
| FH-2024-166 | Public participation
There were no public present | |
| FH-2024-167 | 6.35 pm Closed session
The Committee RESOLVED to go into Closed Session.

PROPOSED: D McCanlis SECONDED: D Heath VOTED: All in Favour | |
| FH-2024-168 | Provision and management of Porlock Parish Council website
The committee discussed at length and considered the two contracts. Committee requested further information as discussed to provide a tailored quote for Council. | |

The committee RESOLVED to support a recommendation of a change of supplier subject to obtaining a detailed quote and two references.

PROPOSED: S Colson

SECONDED: D McCanlis

VOTED: All in Favour

FH-2024-169 Council's IT infrastructure and support provision

The committee discussed its current IT provision and new supplier quotation. The committee agreed its principal decision to upgrade the IT infrastructure and service provision focusing on:

- Upgraded the office staff suite
- Email for Cllrs and non-office staff
- IT Security
- Microsoft Office Professional
- Cloud back up
- End user Support
- IT Service
- Migration of Emails/System and Data
- Domain name management & migration

The Committee RESOLVED to upgrade the IT operating system, requesting a revised quote and alternative quotes be put to Council for consideration.

JJ

PROPOSED: D Heath

SECONDED: S Colson

VOTING: All in Favour

FH-2024-170 7.28pm Committee returned to Open Session

FH-2024-171 Allotment Trust Account Policy

The committee RESOLVED to recommend the adoption of the Allotment Trust Policy subject typo corrections.

PROPOSED: D McCanlis

SECONDED: D Heath

VOTING: All in Favour

FH-2024-172 FHR to consider and make recommendation to council on how to manage the one third share of current Allotment Trust Reserve Account. To be added to the next FHR agenda.

JJ

FH-2024-173 Treasury Stock 2025 Options

The Committee RESOLVED to recommend to Council not to redeem the stock.

PROPOSED: S Colson

SECONDED: D Heath

VOTING: All in Favour

FH-2024-174 The committee RESOLVED to recommend to Council the reinvestment of Stock for 12 years to stock title, 4.3/4% Treasury Stock 2038

PROPOSED: D McCanlis

SECONDED: D McCanlis

VOTING: All in Favour

FH-2024-175 Cemetery Costs and Fees:

The Committee received the cemetery maintenance cost report and discussed the cemetery fees proposal.

The Committee DEFERRED making recommendation to Council requesting that options on percentage increase were presented, administration cost should be included, and the overall tariff/rate card be simplified and then presented to Council at the Ordinary Meeting in February.

JJ

SPC

FH-2024-176 8.35pm Meeting Extension

The Committee agreed to a 30-minute meeting extension.

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: All in Favour

FH-2024-177 Grant & Sponsorship Budget Fund:

The committee discussed how to better manage the funds that had been allowed to build up in the Allotment Trust Reserve Account. Subject to the Allotment Trust Fund policy being adopted it was agreed that a three-year plan should be put to council that would seek to return the Grant & Sponsorship fund to a level that would be at an appropriate level funded by annual dividends and interest.

The Committee RESOLVED to recommend to Council subject to revised calculations and adjustments

JJ

- a) The 2025-26 fund would support the sponsorship of Porlock Youth Club £ £3,425. plus £5,000 (Total in year fund of £8,425)
- b) 2026 -2028 (3 Years) Funds to be rebased and presented to Council starting at £5,000 in 2026-27 and reducing in 2027-28 to achieve in year earning level funding by 2028-29

FH-2024-178 Earmarked Reserves

The clerk gave an overview of the current use of EMRs and how they are managed along with operational costs and historic movements to a from General Reserves/EMRs.

Following a discussion with Rialtas it has been identified Council are managing its reserves through the EMRs and not through Council's General Reserves with EMRs used for the known projects one off works. The clerk presented a rebased view of General Reserves and EMRs and the committee reviewed the current and proposed EMRs and what they are for and how operational budgets are managed.

The Committee requested that the general reserves and EMRs figures be reviewed based on the discussion and put to full Council at the February meeting.

JJ

FH-2024-179 To consider the procedures for making and reporting payments

Item DEFERRED to February's Ordinary Meeting of the Council

FH-2024-180 To consider Council's Personal Electrical Equipment Policy and make recommendation to Council

Item DEFERRED to February's Ordinary Meeting of the Council

FH-2024-181 To consider addition of a new 'cash book' in the Rialtas system to manage the corporate credit card account

Item DEFERRED to February's Ordinary Meeting of the Council

FH-2024-182 To consider the quote for the two additional shelves for the Community Bookcase £252.00 (Inc VAT)

Item DEFERRED to February's Ordinary Meeting of the Council

FH-2024-183 To consider payment for Hodgson Marketing for out of contract website services £255.75

Item DEFERRED to February's Ordinary Meeting of the Council

FH-2024-184 To receive updates on the following Business Risks:

- a) Security Information Book
- b) Locks and Key Logbook Register
- c) Alarm system
- d) Fire Risk Assessment (Feb 2023)
- e) Electrical Inspection (Nov 2023)

Items DEFERRED to February's Ordinary Meeting of the Council

FH-2024-185 To receive an update on the Old School Centre Project works list progress

Item DEFERRED to February's Ordinary Meeting of the Council

FH-2024-186 To receive an update on current and future banking arrangements

Item DEFERRED to March's Finance & HR Committee meeting

FH-2024-187 9.05pm Meeting Extension

The Committee agreed to a 25-minute meeting extension.

FH-2024-188 Forecast for 2026-2028 (3 years)

The committee discussed forecasting and agreed the following areas should be considered:

- 5% increase across the board allowing for inflation
- Increase legal fees (2k increase)
- Operational costs v using EMRs
- Grants sponsorship
- EMRs sinking funds (known projects/one offs)
 - Old School Centre (Sinking Fund – Not operational spend)
 - Village Hall (Sinking Fund - Not grants)
 - OSC Garden (Project)
 - Devolution (What's operational costs)
 - Museum / Manor (Sinking Fund - Not grants)
 - Working Groups (Late night shopping, trees etc. – what is operational)
- Grounds Maintenance (Climate change impacts)
- Cemetery increased in costs
- IT infrastructure

FH-2024-189 To consider staff holiday accruals for 2025-2026

The clerk reported that all staff will have used their accruals from 2023-24 by the end of the year apart from the Clerk. The Clerk still has 17 days holiday to use, 12 of which have been booked before year end however for business continuity the Clerk felt taking the full 17 days was not appropriate and requested 5 days be carried over.

The Committee RESOLVED the accrual of 5 days holiday from the Clerks 2024-25 holiday entitlement to 2025-26. Noting that there would be no further accrual into future years. The wellbeing of staff is important, and holiday is part of this. All Council staff must take their required leave any unused holiday in 2025-26 will not be carried forward.

PROPOSED: S Colson

SECONDED: D McCanlis

VOTING: All in Favour

FH-2024-190 Outstanding items:

- a) To receive an update on the Old School Centre Heating System Review (ref: FH-2024-011)
- b) To receive an update on current and future banking arrangements

The above items were noted

FH-2024-191 Any other business

No other business declared

FH-2024-192 Next Finance and HR Meeting

26th March '25, at 6:30pm at The Old School Centre, Porlock

Meeting closed 9.26pm

