

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 Ordinary Meeting of Porlock Parish Council at 7pm on Wednesday 12th February 2025 to be held at The Village Hall, Porlock.

Dated: Friday 7th February 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 of the Ordinary Meeting of the Council held on the 15th January 2025
- 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 the recommendations from the Finance & HR Committee held on the 29th January 2029:
 - a) The adoption of the Allotment Trust Fund Policy
 - b) The reinvestment of the Treasury Stock 2025 for 12 years into stock title: 4.3/4% Treasury Stock 2038
 - c) The Grant & Sponsorship Fund for 2025-2026 and forecast funding
- 9) To receive the cemetery maintenance and income report and to consider the recommended cemetery fees
- 10) To consider joining the Institute of Cemetery and Crematorium Management at a cost of £100.00 per year for 2025-2026
- 11) To consider the adoption of Council's Personal Electrical Equipment Policy
- 12) To consider using the Repair Café to carry out Council's annual Portable Appliance Testing for a donation of up to £100 (Budget)

- 13) To receive the General & Earmarked Reserves report and to consider:
 - a) Proposed movements from Earmarked Reserves to General Reserves of £63,346
- 14) To consider the procedure for making and reporting payments
- 15) To receive an update from the Car Parking Working Group
- 16) To consider for approval and sign the bank reconciliation to end of January 2025
- 17) To note with the summary and sign the Detailed Receipts & Payments to end of January 2025
- 18) To note the amendments to the Final Payments Schedule for January 2025
 - a) Viking Stationary £21.16 (Payment not presented)
 - b) Jewson – Safety Gear £55.44 (not invoiced – payment deferred)
- 19) To receive, approve and sign the Final Payments Schedule for February 2025
- 20) To consider the grant application from Doverly Manor Management Committee for materials to repair the bridge for £250.00 (EMR 330)
- 21) To consider opening of the following credit accounts:
 - a) Miles Tea & Coffee (Refreshment supplies)
 - b) Exmoor Rambler (Stationery supplies)
 - c) Tool Station (Tools, Equipment & Supplies)
 - d) Pro Body Art (Cleaning & Toiletry products)
- 22) To consider addition of a new 'cash book' in the Rialtas system to manage the corporate credit card account
- 23) To consider signing a 5-year service contract with RICOH for the provision of an office printer at a cost of £109.96 per quarter commencing in April
- 24) To consider the following spend
 - a) Safe Options for two additional shelves for the Community Bookcase £252.00 (Inc VAT) (EMR 340)
 - b) Hodgson Marketing for out of contract website services £255.75 (EMR 321)
 - c) ElanCity Evolis Solar Mobile Sign - £2,500 (existing MSID budget)
 - d) Mobile Speed Indicator Device deployment equipment / signage £717.42 (existing MSID budget)
 - e) Pollards Court – No Parking Signs budget request of £100 (EMR 340)
- 25) To receive an update on the Council's website and IT infrastructure provision
- 26) To receive the Portfolio Report
- 27) To consider approving the placement of a memorial plaque on a bench in the churchyard in memory of Shaun (Leo) O'Gorman
- 28) To receive update the Old School Centre Community Garden proposal including an update on the Ponds Alive initiative
- 29) To receive the Old School Centre project works progress update
- 30) To receive reports from outside bodies
 - a) Village Hall
 - b) Doverly Manor Management Committee
 - c) Porlock Community Library
 - d) Local Community Network
 - e) West Somerset Flood Group

31) To consider the co-option of Suzanne Adlington as a trustee of the Porlock Recreation Ground

32) To receive an update on the Administration Officer recruitment

33) To note outstanding items:

- a) To receive and consider the final draft of 'how Council puts the Biodiversity Policy into practice' document

34) To receive any other business - For information only

35) Date of the next Ordinary Meeting of the Council – 12th March '25, at 7pm at Porlock Village Hall, Porlock



Johnathan Jones

Clerk and Responsible Financial Officer to Porlock Parish Council