

PORLOCK PARISH COUNCIL

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Notice of the Finance and HR Committee Meeting of Porlock Parish Council

To Councillors; D Heath, S Colson, D McCanlis, S McCanlis and J Adlington

You are hereby summoned to attend the Finance & HR Committee meeting at 6:30pm on Wednesday 17th September 2025, at the Old School Centre, Porlock

Dated: Friday 12th September 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 receive and note any Finance & HR committee updates from the Action Log Report
- 5) 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))
- 6) To discuss and consider items for inclusion in the 2026/27 budget and future year forecast planning process:
 - a) Staffing (Resourcing, salaries and hours)
 - b) Inflation
 - c) Maintenance works (Grounds and Building)
 - d) Grounds maintenance contract
 - e) Earmarked and General Reserves
 - f) Other
- 7) To consider the timeline for the 2026/27 budget process
- 8) To consider change of pay grade for the two administration officers from SPC 8 (£13.90) to SPC 12 (£14.82) (Budget)
- 9) Any other business (For information only)

Johnathan Jones

Clerk and Responsible Finance Officer to Porlock Parish Council