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Porlock



Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Notice of a meeting of the Porlock Parish Council Finance & HR Committee

To Councillors; S Colson, D McCanlis, S. McCanlis, D Heath, D Thornton & L Thornton

You are hereby summoned to attend the Council's Finance & HR Committee meeting at 6pm on 4 June 2024 in The Parish Room, The Old School Centre, Porlock.

Dated: 30 May 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 nominations and Election of the Chair**
- 2) **Apologies for absence** – to receive apologies for absence (lga 1972 s85 (1))
- 3) **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))
- 4) **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
- 5) **Public participation** - This section provides an opportunity for members of the public to participate (who are not usually permitted to speak during the meeting except by special invitation of the chair). (lga1972 s 12 paras 10(2) (b))
- 6) **To consider the post of Vice Chair**
- 7) **To receive nominations and Election of the Vice Chair**
- 8) **To discuss and consider adopting Finance & HR Sub Committee(s)**
- 9) **To consider for approval and signing the minutes from the Finance Committee held on 15 Apr '24**
- 10) **To consider for approval and signing the minutes from the HR & Staffing Committee held on 8 Feb '24**
- 11) **To receive reports on outstanding items, from previous committees;**
 - a) Heating system - update
 - b) Business risks - update
 - c) Utility contracts - update
 - d) Appraisals – update
- 12) **To review and consider the Finance & HR Committee Terms of Reference**
- 13) **To review and consider adopting the NALC Finance Regulations and make recommendations to Full Council**
- 14) **To review and consider delegate powers/authority and make recommendations to Full Council**
- 15) **To consider any recommendations following the Internal Audit report**
- 16) **To review the AGAR, Accounting Statement and Notice of Public Rights in preparation for completion and sign off at Full Council meeting 12th June '24**

- 17) To discuss procedures for making and reporting payments and make recommendations to Full Council
- 18) To consider weed removal in Porlock Parish and Budget implications and make recommendations to Full Council
- 19) To consider the Earmarked Reserves report and make recommendations to Full Council
- 20) To discuss and consider amendments to Asset register and make recommendations to Full Council
- 21) To consider the banking arrangements and make recommendation to Full Council
- 22) To consider the use of the corporate credit card and make recommendation to Full Council
- 23) To consider the new investment policy and make recommendations to Full Council
- 24) To consider the use of Point-of-Sale payment device for the office and library and make recommendations to Full Council
- 25) To consider the use of contactless donations at our cash donation points and make recommendations to Full Council
- 26) To consider the Workstation Assessment report and make recommendations to Full Council
- 27) To consider website upgrade report and make recommendation to Full Council.
- 28) To consider Porlock Vale Community Interest Company lease service charges for July – Nov '24 and make recommendations to Full Council
- 29) To consider early termination of Bright HR service agreement and make recommendations to Full Council
- 30) To consider Resource Planning future staffing requirements and make recommendations to Full Council
- 31) To consider purchases over £200 and under £1000 and make recommendations to Full Council
 - a) Doverhay toilets repairs – P Fletcher £503.00 (8, 11 & 22 April 24)
 - b) Old School Centre step strips – Safe Tread - £269.36
 - c) High Bank car park fence repairs – J Chilcott - £560
 - d) Dovere Manor Committee lease agreements, legal reviews – Thorne & Segar - £570 plus vat
- 32) To receive report on purchases over £100 but under £200 - approved by committee Chair
 - a) hand dryer for Doverhay toilets £119.88

In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Parish Council's Standing Order 3 d) the press and public will be excluded from the meeting during the discussion of item 33 on this agenda as the Parish Council will be discussing commercially sensitive business.
- 33) To receive and consider War Memorial subsidence report and quote for repair and make recommendations to Full Council
- 34) To consider date for next Finance & HR Committee meeting



Johnathan Jones
Clerk and RFO to Porlock Parish Council