

Clerk to Porlock Parish Council
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PORLOCK



Parish Room
Old School Centre
PORLOCK
Somerset, TA24 8NP

Parish Council

Notice of a Meeting of the Parish Council

To all Councillors:

You are hereby summoned to attend the following meeting:

Meeting of: Porlock Parish Council
Time: 7pm
Date: Wednesday 12 July 2023
Place: Porlock Village Hall

Dated 7 July 2023

A Health & 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. Apologies for Absence – to receive apologies for absence (LGA 1972 s85 (1))**
- 2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**
Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
- 3. To approve any items to be dealt with after the public, including the press, have been excluded.**
(Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960
- 4. Parish Council vacancies – to receive an update**
- 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 by asking questions, raising concerns or providing comments on matters affecting Porlock Parish (for a maximum of 3 minutes not exceeding 15 minutes in total). No decision can be taken during this session, but the Chair may decide to refer any matters raised for further consideration. (LGA1972 sch12, paras 10(2) (b)
- 6. Somerset Council – to receive reports**

7. Minutes for the Meeting held on the 14 June 2023 – to approve the minutes

8. Asset & Property Portfolio – report previously circulated

- i) Annual Fire Risk Assessment recommendations re book stall – to receive report**
 - a) To review quotes and approve funding for lockable metal cabinets for book stall
- ii) Cemetery management and administration – to receive report**

To review quotes and approve funding as appropriate for:

 - a) Bespoke software for cemetery management/burial administration
 - b) Full Risk Assessment for Memorial stones
 - c) Fireproof cabinet for burial records
- iii) Noticeboards/signage**
 - a) To review quotes and approve funding for new noticeboards for OSC, St Dubricius Church, Methodist Church
- iv) Parish Office security**
 - a) To review quote and approve funding for security shutter

9. Environment & Community Portfolio – report previously circulated

- i) Traffic Calming working group**
 - a) To review quote and approve funding for consultation exercise
 - b) To approve application to Somerset Council for Community Funded 20mph speed limit proposal to include £500 application fee
- ii) Late Night Shopping**
 - a) To approve provisional budget of £1K
 - b) To approve working group and lead councillor

10. Finance – documents previously circulated

- i) To approve and sign the Bank Reconciliation to end June 2023.
- ii) To receive the Detailed Receipts & Payments to end June 2023, Summary to be signed at the meeting
- iii) To approve Locum RFO's hours for June 2023
- iv) To approve Library Officer's overtime for June 2023
- v) To approve final Payments Schedule for July 2023, to be signed at the meeting
- vi) To receive draft minutes from Fin Com 3 July 2023 and approve recommendations as follows:
 - Fin Com Mins item 5. Quarterly budget review:**
 - i) Website build fee £645 to be funded out of EMR 337 Porlock Project Fund
 - ii) Budget virements:
 - £200 from 103 (OSC cost centre no longer used) to 207 4052 OSC Maintenance
 - £535 from 101 4041 (surplus Internal Audit fee) to 207 4052 OSC Maintenance
 - iii) OSC metal cabinets for book stall funded out of EMR 321 OSC
 - Fin Com Mins item 6. EMR review:**
 - i) 320 EMR Recreation Build Programme – nil budget/rename and use for Village Hall car park donations
 - ii) 323 EMR Porlock Legacy Fund – £1000 move remaining fund to 326 Cemetery
 - iii) 339 EMR PVCCT grant - £373.02 move remaining fund to 337 Porlock Project Fund

11. Arrangements (including legal agreements) with other bodies – to receive an update

- i) To approve £1200-1500 plus VAT for legal fees for preparation of new lease with PVTA
- ii) To approve council advisory committee for review of legal agreements (remit to make recommendations to Full Council)

12. High Bank car park permit arrangements

- i) To review and clarify 13 of the Terms & Conditions

13. Policy Review – to review and approve draft policies previously circulated

- i) Grants Policy
- ii) Disciplinary & Grievance Policies
- iii) Sickness & Absence Policy
- iv) Expenses Policy
- v) Equal Opportunities Policy
- vi) Health & Safety Policy
- vii) Social Media & Communications Policy
- viii) Co-option Policy
- ix) Street Trading Policy (use of OSC grounds)
- x) Noticeboard Policy
- xi) Recording Policy – to review
- xii) Access Statement – to review

14. Planning

- i) To receive the draft minutes of the Planning Committee meeting held on 3 July and note consultation response
- ii) To approve Cllr L Bloys as a member of the Planning Committee
- iii) To receive an update regarding the Exmoor National Park Authority consultation on proposed changes to ENPA meeting process

15. Strategic Planning – to receive an update

16. Reports from outside bodies – to receive reports previously circulated

17. Correspondence – to receive the Schedule of Correspondence previously circulated

18. Staffing – supporting documents previously circulated

- i) **Library Officer**
 - a) to approve the new Local Government contract for the Library Officer and align pay scale with NJC
- ii) **OSC Cleaner**
 - a) To approve the new Local Government contract for the Cleaner and align pay scale with NJC
- iii) **Parish Clerk/RFO**
 - a) To approve the updated Local Government contract for the Clerk
- iv) **Admin Officer**
 - a) To approve the job description for the Admin Officer and confirm delegated authority for the Staffing Committee to commence the recruitment process
 - b) To approve a budget for recruitment of the Admin Officer



Clerk/RFO to Porlock Parish Council