

Clerk to Porlock Parish Council
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Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Notice of a meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the Council meeting at 7pm on Wednesday 13 March 2024 at Porlock Village Hall

Dated: 7 March 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) 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 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) 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) 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))
- 5) Somerset Council** – to receive reports from Somerset Council
 - a) Asset transfer and devolution opportunities for Parish Council – to receive an update and consider any outcomes of the budget meeting held on the 20 February '24
- 6) Minutes for the meeting held on the 14 February 2024** – to consider for approval and signing at the meeting
- 7) Parish Council vacancies** – to receive an update on the recent parish by-election
- 8) Asset & Property Portfolio** – to receive an update and consider the report previously circulated
 - a) Cemetery arrangements – to review the recording system and consider any further actions
 - b) High Bank Car Park - to consider the proposed amendment to the High Bank terms and conditions regarding bays 15 & 16 being a designated double-parking bay, for long vehicles/campervans

- 9) Environment & Community Portfolio** – to receive an update and consider the report previously circulated
- 10) Floral Maintenance contract** – to confirm and approve the details of the Floral Maintenance contract renewal
- 11) Porlock Marsh Working Group** – to consider the proposal to set up an investigative Working Group and lead Councillor
- 12) Festival and Events Working Group** – to consider the proposal to set up a Working Group and Lead Councillor. The purpose of this group is to hold events which will enrich our cultural life and draw people to Porlock in order to support the local economy
- 13) Emergency Plan** – to consider the proposal and setting up of Working Group and lead Councillor
- 14) Informal assessment of Council's performance** – to receive and consider the proposal to conduct an informal review of the council
- 15) Planning of the Annual Parish Meeting** - to consider the arrangements and plan for the '24 APM
- 16) Finance & Governance** – documents previously circulated
- a) Bank reconciliation to end of February '24 – to consider for approval and signing at the meeting
 - b) Detailed Receipts & Payments to end of February '24 – to note with Summary and signing at the meeting
 - c) Payments Schedule for March '24 – to consider for approval and signing at the meeting
 - d) Finance Committee - to receive draft minutes from the Fin Com meeting of 6 Mar 24 and consider for approval the following recommendations:
 - i) to approve the war memorial restoration fund
 - ii) to approve the Porlock Youth Club service level agreement recommendation
 - iii) to approve the business risk assessment review prior to audit
 - iv) to approve Rialtas contract renewal
 - v) to approve NatWest bank mandate changes
 - vi) to approve expenditure exceeding £200
 - (1) Old School Centre (OSC) electrical installation quote from Crosswells
 - (2) OSC Shed/Storage quote from Taunton Sheds
 - (3) The budget to repair the OSC roof
 - e) SLCC annual subscription – to consider for approval
 - f) IT infrastructure migration, management and service proposal – to consider for approval
- 17) Planning**
- a) To receive the draft minutes from the Planning Committee meeting of 14 February '24
 - b) To note any other planning matters
- 18) Reports from outside bodies** – to be received
- a) DMMC – to receive an update on the charity status of the DMMC and next steps

19) Staffing

- a) Flexible Working** – to consider the proposed Flexible Working policy
- b) Clerk mobile** – to consider proposal to fund a mobile number for the Parish Clerk

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 items 20 on this agenda as the Parish Council will be discussing confidential legal matters.

20) Arrangements (including legal arrangements) with other bodies:

- a)** PVCIC Lease – to receive an update on the discussions with the Parish Council's Lawyers
- b)** Old School Centre - to consider best use of the OSC
- c)** PVCIC Letter - to consider the letter from the PVCIC and agree a response



Johnathan Jones

Clerk and RFO to Porlock Parish Council