

Clerk to Porlock Parish Council
Office Tel: 01643 863350
clerk@porlockparishcouncil.gov.uk
www.porlockparishcouncil.gov.uk

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 Council meeting at 7pm on Wed 13 December 2023 in the Village Hall

Dated: 8 December 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 they may have in agenda items and consideration of any prior requests from members for Dispensations (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
- 3. 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. 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 sch12, paras 10(2) (b)
- 5. Somerset Council – to receive reports**
- 6. Minutes for the Meeting held on the 8 November 2023 – to consider for approval and signing at the meeting**
- 7. Parish Council vacancies**
 - i) By-election for 4 vacancies - to receive an update
 - ii) Co-option for 1 vacancy - to consider applications for Co-option
- 8. Asset & Property Portfolio – report previously circulated**

- i) Village Hall car park tree works – to note the quote received and the tree works carried out
- ii) St Dubricius churchyard tree works – to note the revised specification for the tree works
- iii) Cemetery - to receive an update regarding mapping software
- iv) War Memorial – to receive the report and consider proposal for funding

9. Environment & Community Portfolio – report previously circulated

- i) Event update
 - a) LNS – to receive a report
 - b) Wassail – to consider arrangements for the Porlock Wassail on 6 January

10. Somerset Council asset transfer and devolution opportunities for Parish Councils – to consider letter received from SC Leader and approve Parish Council response (see also agenda item 12 ii)

11. Finance & Governance – documents previously circulated

- i) Bank Reconciliation to end November 2023 – to consider for approval and signing at the meeting
- ii) Detailed Receipts & Payments to end November 2023 – to note with Summary to be signed at the meeting
- iii) Payments Schedule for December 2023 to include Late Night Shopping budget - to consider for approval and signing at the meeting
- iv) Petty Cash – to review use
- v) Risk Management Review
 - a) Annual Fixed Asset Review process – to receive an update
 - b) Risk Assessment review process – to receive an update
 - c) Asset Register – to review updates
- vi) Library expenditure – to consider for approval
 - a) Fast Track book scheme – additional funding of £150 from EMR
 - b) Bug Hotel event – funding of £100 from EMR
- vii) Grant applications – to consider for approval
 - a) Village Hall - application for heating system upgrade
 - b) St Dubricius Primary School – application for curriculum enhancement
- viii) Internal Auditor – to consider for approval the appointment of Paul Russell of Microshade VSM for 2023/24

12. Draft budget for 2024/25 – previously circulated

- i) Draft budget for 24/25 – to consider for approval including precept request
- ii) SC Devolution opportunities – to consider for approval budget (EMR) allocation for 24/25
- iii) Grants to community groups – to consider for approval the annual allocation for 24/25
- iv) High Bank car park fees – to consider 24/25 fees for approval
- v) Cemetery fees – to consider 24/25 fees for approval
- vi) EMR for 24/25 – to consider for approval
- vii) Charging Schedule for use of Old School Centre grounds – to consider implementation

13. Somerset Association of Local Councils – to consider letter from SALC Chairman regarding SALC service provision and approve Parish Council response

14. Planning

- i) To approve Cllr Martin Stenning as a member of the Planning Committee
- ii) To note any other planning matters

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

16. Arrangements (including legal agreements) with other bodies

- i) PVCIC lease – to receive an update

17. Employment – to receive an update

- i) Parish Clerk/RFO – to receive an update regarding recruitment
- ii) OSC Caretaker - to receive an update and consider arrangements for holiday/sickness cover
- iii) Pension provision – to consider employer contributions for the Admin Officer

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 18 ii) and iii) on this agenda as the Parish Council will be discussing confidential terms of tender documents.

18. Council Tender documents

- i) To agree the process for the review of tenders and award of the contract, in line with Fin Regs
- ii) Grounds Maintenance - to consider for approval the draft tender document and contract price
- iii) Toilet Cleaning – to consider for approval the draft tender document and contract price

A handwritten signature in black ink, appearing to read 'A. Dallaway', is written on a light yellow rectangular background.

Clerk/RFO to Porlock Parish Council