

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 Council meeting at 7pm on Wed 17 January 2024 in the Village Hall

Dated: 11 January 2024

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. Chair's Announcements**
- 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 sch12, paras 10(2) (b)
- 6. Somerset Council – to receive reports**
- 7. Minutes for the Meeting held on the 13 December 2023 – to consider for approval and signing at the meeting**
- 8. Parish Council vacancies**
 - i) By-election for 4 vacancies - to receive an update

7.30pm

9. Asset & Property Portfolio – report previously circulated

10. Environment & Community Portfolio – report previously circulated

- i) To approve Cllr Don Heath as a member of the Portfolio

11. Somerset Council asset transfer and devolution opportunities for Parish Councils – to consider further correspondence received from SC Leader

12. Finance & Governance – documents previously circulated

- i) Bank Reconciliation to end December 2023 – to consider for approval and signing at the meeting
- ii) Detailed Receipts & Payments to end December 2023 – to note with Summary to be signed at the meeting
- iii) Payments Schedule for January 2024 to include Late Night Shopping budget update - to consider for approval and signing at the meeting
- iv) Rialtas Cloud finance software – to consider quote for second user
- v) To receive draft minutes from the Fin Com meeting of 4 Jan 24 and consider for approval the following recommendations:
 - a) To approve the draft 24/25 budget (version 4 to include proposed amendments) and precept of £93,940 (Fin Com mins item 7 i)
 - b) To approve a new EMR Devolution with an allocation of £25K (Fin Com mins item 7 ii)
 - c) To approve a 4.7% increase in High Bank car park fees for 24/25 (Fin Com mins item 7 iii)
 - d) To approve that the Council goes out to tender for the Grounds Maintenance contract in Autumn 2024 (Fin Com mins item 9)
 - e) To approve that the Council goes out to tender for the Toilet Cleaning contract in Autumn 2024 (Fin Com mins item 10)
 - f) To approve that the Council organises a meeting with PVCIC. (Fin Com mins item 11 ii). See agenda item 16 ii)
- vi) Committee membership
 - a) To approve Cllr Don Heath as a member of the Planning Committee
 - b) To approve Cllr Don Heath as a member of the Staffing Committee
- vii) Committee TOR
 - a) Committee TOR – to review involvement of non-committee member councillors and consider amendment of TOR
 - b) Planning TOR – to consider adding consideration of Licensing applications to the TOR

8pm

13. Planning

- i) To receive the draft mins from the Planning Committee meeting of 4 Jan 2024
- ii) To note any other planning matters

14. Community Plan – to review the revised draft document and receive further input from councillors

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

8.15pm

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 16 on this agenda as the Parish Council will be discussing legal advice and item 17 on this agenda as the Parish Council will be discussing confidential staffing matters.

16. Arrangements (including legal agreements) with other bodies

- i) Doverly Manor Management Committee – to receive an update re Charity status and consider the Fixed Asset Review report (report previously circulated)
- ii) Old School Centre premises – to receive an update re the PVCIC draft lease and consider the use of the shared premises (report previously circulated)

17. Staffing

- i) To receive the draft mins from the Staffing committee meeting of 16 Jan 2024 and consider the recommendations

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

Clerk/RFO to Porlock Parish Council