

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

Parish Council

Notice of the Ordinary Meeting of Porlock Parish Council

To all Councillors

You are hereby summoned to attend the parish council meeting at 7pm on Wednesday 11th September 2024 at Porlock Village Hall

Dated: Friday 6th September 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 apologies for absence - (LGA 1972 s85 (1))
- 2) To consider any 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) To consider 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) To consider for approval and signing the minutes for the ordinary meeting of the council held on 10th July '24
- 5) To consider for approval and signing the minutes for the extraordinary meeting of the council held on 13th August '24
- 6) To receive and note any updates from the Action Log report
- 7) 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))
- 8) Review and consider the layout options for the future use of the Old School Centre
- 9) To consider adoption of the Council's Working Group Protocol
- 10) To receive and consider proposals from the Traffic Working Group
 - a) Signage Sparkhayes road/camp site signs – to consider a budget of £750 allocating spend from EMR 337 – Porlock Project Fund
 - b) Mobile Speed Indicator Device – to consider a budget of £4000 allocating spend from EMR 337 Porlock Project Fund
- 11) To consider the War Memorial Maintenance Contract Proposal and length of contract - one (£2,520.00) or three years (£7,080.00) and allocating spend from EMR 337 – Porlock Project Fund.

- 12) To consider the future of the War Memorial Working Group now the restoration has been completed
- 13) To receive an update on the water refill units and West Country Blacksmiths
- 14) Receive an update from the Late Night Shopping Working Group
- 15) To consider setting up Christmas Lights Working Group and to receive nominations for lead councillor
- 16) To consider an initial budget of £500 for Christmas Lights allocating spend from EMR 340 Environment & Community
- 17) To receive an update on the Porlock Community Library's 10th birthday plans
- 18) To receive the Portfolio Report as replacement to the Asset & Property and Community and Environment Portfolio Reports
- 19) To consider for approval and sign the Bank reconciliation to end of July '24
- 20) To note with the summary and sign the Detailed Receipts & Payments to end of July '24
- 21) To receive and sign the Final Payments for August '24
- 22) To consider for approval and sign the Bank Reconciliation to the end of August '24
- 23) To note with the summary and sign the Detailed Receipts & Payments to the end of August '24
- 24) To receive and sign the Final payments for September '24
- 25) To receive the draft minutes of the Finance & HR Committee meeting held on the 7th August '24
- 26) To receive and consider the recommendations of Finance & HR Committee (FHR):
 - a) the FHR Chair election
 - b) the removal of L Thornton from Council's bank authorities (Unity Trust Bank & NatWest)
 - c) adding Cllr. D Heath to the Council's bank authorities (Unity Trust Bank & NatWest)
 - d) adding Cllr. S Colson to the Council's NatWest bank authority
 - e) the addition of 12hrs administration support at the same hourly rate currently £13.28 to be included in the '25/26 budget.
- 27) To receive an update on NatWest online banking access
- 28) To consider removal of A Dallaway from Council's bank authorities (Unity Trust & NatWest)
- 29) To consider the addition of J Jones as Online Administrator for Unity Trust Bank
- 30) To receive the updated Workstation Assessment Report
- 31) To receive and consider nominations for lead councillor for the Love Where You Live Working Group
- 32) To receive and consider nominations for Council's Henry Rogers Charity representative
- 33) To receive an update on current by-elections running 6th – 13th September '24
- 34) To consider adoption of the updated Porlock Parish Council logo

35) To receive reports from outside bodies

- a) Somerset Council
- b) Dovery Manor Committee
- c) Porlock Community Library
- d) Porlock Village Hall

36) To note outstanding items:

- a) Deferred to next Ordinary Council meeting:
 - i) To receive the report on what Council needs to do to meet the requirements set out under the Civility & Respect Pledge
 - ii) To receive an update on the Old School Centre Community Garden Working Group including recommendations for the boat pump feature
 - iii) To receive and consider the Bio Diversity Policy (ref: C-2024-134)
 - iv) To receive and consider the revised Grounds Policy
 - v) To receive an update on the Community Plan
 - vi) To receive and consider the adoption of the Council's revised Finance Regulations
 - vii) To receive and consider the adoption of the Council's Finance & HR Committee Terms of Reference
 - viii) To receive and consider the adoption of the Council's Investment Policy

37) To receive any other business - For information only

38) Date of the next Ordinary Meeting of the Council - 9th October '24, at 7pm in Porlock Village Hall



Johnathan Jones
Clerk and Responsible Financial Officer to Porlock Parish Council