

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 the Porlock Parish Council Finance Committee

To Councillors; S Colson, D McCanlis, D Thornton & L Thornton

You are hereby summoned to attend the Council Finance Committee meeting at 4pm on Wednesday 6 March 2024, in The Parish Room, The Old School Centre

Dated: 1 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 doesn't 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) **Minutes for the meeting held on the 4 January '24** – to consider for approval and signing at the meeting
- 6) **Outstanding items from meeting held on the 4 Jan '24**
 - a) Heating System – to receive an update and consider budget implications
 - b) Water butts for floral maintenance – to receive an update and consider budget implications
 - c) Grounds Maintenance Contract – to receive an update and agree next steps
 - d) Public Toilet Cleaning contract – to receive an update and agree next steps
- 7) **Somerset Council Financial situation and devolution opportunities** – to receive an update
- 8) **Quarterly budget review 1 Jan – 31 Mar 2024 and the EMR** – to review and make recommendations to Full Council

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- 9) **Asset Register** – to review/update and make recommendations to Full Council
- 10) **Porlock Youth Club** – to consider the draft service level agreement from Minehead Eye and make a recommendation to Full Council
- 11) **Internal audit arrangements** - to consider the arrangements in place for the internal audit April '24
- 12) **End of year close arrangements** – to consider the arrangements in place for the end of year close.
- 13) **Risk assessments review prior to audit (as part of Business Risk Assessment)** – to consider and make recommendations to Full Council
- 14) **Rialtas contract renewal** – to consider the renewal of Rialtas contract and make recommendations to Full Council
- 15) **Review clerk consultancy work** – budget of £2k to end May
- 16) **Nat West Bank Mandate** – To consider and make recommendations to Full Council
 - a) to consider adding J Jones, Parish Clerk to Bank Mandate March '24
 - b) to consider removing A Dallaway
- 17) **Payroll arrangements for next financial year 24/25** – To consider quote from Dorrill Accountancy
- 18) **Expenditure exceeding £200** – to consider and make recommendation to Full Council
 - a) Old School Centre (OSC) electrical installation quote from Crosswells
 - b) OSC Shed/Storage quote from Taunton Sheds for supply and installation
 - c) Repairs needed to OSC roof
- 19) **Business Rate Liabilities for Council assets** – To receive an update

A handwritten signature in black ink, appearing to read 'J Jones'.

Johnathan Jones
Clerk and RFO to Porlock Parish Council