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Office Hours:
Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 14:00
Friday CLOSED



Clerk to the Council
Mrs. D. Taylor-Pitkin
Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8QD

Parish Council

Minutes of the Finance Committee meeting held at 10am on 23rd June 2022 in the Parish Office at the Old School Centre.

Members Present:

Cllr. Fraser, Chairman
Cllr. Allenby, Cllr. Dennis, Cllr. McCoy, Cllr. Rayner,
Cllr. Stanyon, Cllr. Ware & Cllr. Wood

Also present: Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

All councillors were present.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

Cllr. Stanyon wished to note an interest with Agenda Item 9.

3. To review and Recommend APPROVAL to Full Council the transfer to ear marked reserves.

The Clerk provided a brief background for the Ear Marked funds and the origins of the funds to be allocated as listed below:

- £1984.00 transferred to Old School Building Maintenance (rent from VC)
- £2225.00 transferred to Car Parks (permits from High Bank)
- £493.75 transferred to Porlock Library (donations/income)

Proposer: Cllr. Fraser

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

4. To review and Recommend APPROVAL of the Annual Accounts.

Following concerns raised regarding the allocation of items to the incorrect account code/cost centre it was considered best practise to request assistance from the provider of the PPC Finance package. They are to re-allocate the items to the correct account code for review at the Extraordinary meeting to be held on Wednesday 29th June 2022.

5. To review and Recommend APPROVAL of the Annual Governance Statement.

This item is to be deferred to the Extraordinary meeting to be held on Wednesday 29th June 2022.

6. FC to review the legal costs for installation of safe passageway on Dunster Steep.

The FC discussed the ongoing costs of the project and the potential budget. Once costs have been confirmed a budget will be placed before Full Council for review. It was noted that APPROVAL for the transfer of £1500.00 to the Ear Marked Fund titled The Porlock Project Fund was agreed at the Full Council meeting held on the 13th April 2022. Following a robust discussion the FC have proposed to recommend £1,200.00 to cover the legal costs for the land owner.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

5 Councillors APPROVE

3 Councillors ABSTAIN

7. FC to consider a budget for promotion of the bus service.

Somerset Bus Partnership are currently campaigning to improve the bus service throughout Somerset and encourage residents to make use of the bus service in order to ensure the most rural of areas still retain their service. It was highlighted that during the save the bus campaign which took place in 2017 the public raised £2,984.34 to contribute to the retention of the bus service and part of this fund could be used for a publicity campaign which would involve a leaflet drop including bus information and a timetable. FC RECOMMEND the amount of £2,984.34 is transferred to an EMF labelled Transport.

Proposer: Cllr. Wood

Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

8. FC to consider invoices received for Queens Platinum Jubilee

After a review of the costs it was noted that a further invoice for flags which totalled £95.98 is to be added to the list below:

Craft supplies for make your own crown craft tent £200.35

Design for Jubilee sign/badge £69.60

Commemorative coin for local school children £1,000

Road signs for procession £108.00

Floral Arch £244.57

Eagle Plant for portaloos £198.00

Punch & Judy £150.00

Morris Dancers £100.00

Online digital gallery @ VC £150.00

20 x union jack flags and blank banners £95.98

Total **£2316.50**

This leaves a total of £683.50 in the Fund for Jubilee items. Cllr. Stanyon then provided a background report on the digital display to be hosted at the Visitor Centre. First Design Print are to create a digital online gallery which will be accessible on the PVTA website, there will also be a physical display held within the Visitor Centre which could potentially include a plaque and various images.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

9. FC to consider budget for a visual display of the Queens Jubilee at the Visitor Centre.

Please see Item 8.

10.To discuss potential future costs.

It was estimated that there are currently 75 surplus "Porlock Gift" coins, it was agreed to RECOMMEND to Full Council that these coins are made available in the Visitor Centre at a cost of £6.00.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

7 Councillors APPROVE

1 Councillors ABSTAIN

It was noted that that further funds may be required for the Dunster Steep project prior to the budget review meeting scheduled for November.

11. To confirm a date for the next Finance Committee Meeting.

Due to the size of the Finance Committee it was agreed that the meetings should now be held on Thursdays inside the Library and the next meeting is to be booked for the 28th July 2022.

Meeting Closed at 11.16am