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Tuesday 10:00 – 14:00
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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 31st May 2022 in the Parish Office at the Old School Centre.

Members Present:

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

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

1. Apologies

Apologies were received from Cllr. Allenby due to family commitments and Cllr. Wood due to a Doctors appointment.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

Cllr. Stanyon wished to note an interest due to her position as Visitor Centre Manager.

3. Finance Committee to appoint a Chairman.

Cllr. Ware nominated Cllr. Fraser for re-election as the Chairman for the Finance Committee and was Seconded by Cllr. Stanyon.

Proposer: Cllr. Ware
Seconder: Cllr. Stanyon

UNANIMOUSLY APPROVED

4. Review action points of previous Finance Committee Meeting held on the 05th April 2022.

- In depth review of the usage and security of the PPC properties.
This Item is ongoing.
- Legacy Fund Review.
Please see Item 13.
- Clerk to contact alternative quotes for heating source at OSC.
Cllr. McCoy provided the Clerk with contact details for a local trader.
- Clerk to contact Feed In Tariff for confirmation of PPC charges.
This Item is ongoing.

5. Update on the transfer to Unity Bank

The Clerk reported that the transfer to Unity Bank would begin once the members of the New Finance Committee had all signed up for the new PPC email accounts. Unity Trust will then contact each member with their security details.

6. FC to consider a budget to appoint a Grounds person to oversee planting and maintenance of the floral displays along the High Street.

Following a robust discussion it was agreed the FC would RECOMMEND to Full Council that the PPC appoint a Grounds person to maintain the floral displays along Porlock High Street. The position would be for 8-10 hours per week at £10.00 per hour and is to be funded by the Beautification Grant which currently holds £2,000. An advert is to be drafted for APPROVAL and a job description/list of responsibilities is to be reviewed by the Staffing & HR Committee and then provided to Full Council.

Proposer: Cllr. Fraser
Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

7. FC to discuss criteria for the extension of the Emergency Town Centre Recovery Fund following feedback from SW&T.

The Clerk reported that Lisa Tuck, who is the Economic Development, Growth and Inclusion Service Manager for Somerset West & Taunton, has advised the fund can be spent on similar activities to those set out by the ETCR Fund, and may also be used to support Village initiatives during the Queens Jubilee celebrations. Due to the timing of the Election it was not possible for the PPC to meet prior to the Jubilee and it was therefore advisable to ring fence some of the Fund for the Jubilee once the costs are confirmed. The PPC had previously APPROVED £1,000 be set aside for the Jubilee Celebration in the budget at the beginning of this financial year. It was agreed this fund could be treated along the same lines as the Arts Festival Grant, which was regularly publicised and encouraged Community Groups to approach the PPC for funding subject to an agreed grant criteria. After further discussion regarding Late Night Shopping and further pop up events the following RECOMMENDATION was proposed:

- £2,000.00 to be ring fenced for Queens Platinum Jubilee Celebration.
- £3,000.00 ring fenced for Community Projects to be applied for via the PPC, subject to an agreed grant criteria.

Proposer: Cllr. Fraser
Seconder: Cllr. Dennis

UNANIMOUSLY APPROVED

8. FC to review a potential budget to facilitate the continuation of the Pop-up events throughout the summer.

Please see Item 7.

9. FC to review the Insurance renewal invite from the current Insurer.

Following a brief discussion it was confirmed there is a slight increase of £116.10 to the renewal premium it was RECOMMENDED to continue with the current Insurer.

Proposer: Cllr. Ware
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

10. FC to consider budget for Queens Jubilee Items.

Please see Item 7.

11.FC to review the Climate Grant and Installation of the water points.

A grant was received from SCC back in late '20/21 for the 4Rs project, the Repair Cafe and Water Points were to be located around the Vale. The first two elements have been successfully implemented however the Water Points project requires some attention and as the original lead Councillor for this project is no longer with the Parish Council it was agreed to appoint a new Councillor to manage the project. Following a discussion Cllr. Gundrill was RECOMMENDED for the role:

Proposer: Cllr. Stanyon
Seconder: Cllr. Dennis

UNANIMOUSLY APPROVED

12.FC to consider the PVT Grant Request.

Grant request has been temporarily withdrawn.

13.Update on the Community Legacy Fund.

Cllr. Wood had previously noted the below update:

I have received some preliminary input from Maitland and Walker that requires analysis of the options. It needs careful review and I should be in a position to provide some recommendations to the next Fin Com as to next possible steps.

14.To consider the Cemetery costs and re-purchasing of graves.

The PPC have been approached regarding the re-purchasing of a burial plot and a refund of the Exclusive Rights of Burial. The Clerk had sought advice from two local Councils and Funeral services located in Minehead. It was noted a grave space is only legally owned for a period of 75 years, therefore the amount of time the plot has been owned should be subtracted from the 75 years. After a discussion the following RECOMMENDATION was Proposed:

The Item is calculated on a pro-rata basis for the EROB and the Exhumation, any additional costs to be met by the interested parties and the ground to be returned to its previous state. This is subject to the correct/legal permissions being granted.

Proposer: Cllr. Fraser
Seconder: Cllr. Stanyon

UNANIMOUSLY APPROVED

15.FC to confirm dates for Extraordinary Meeting for the Finance Committee and Full Council to review and confirm AGAR prior to the 29th June 2022.

The following dates were suggested:

- 23rd June 2022 for Finance Committee to review AGAR.
- 29th June 2022 for Full Council to APPROVE AGAR.

16. FC to appoint following tasks:

- Sourcing of recording equipment for PPC Meetings and publication of the PPC website
 - Completion of the Asset Register for the PPC
- Cllr. Stanyon volunteered to assist with both Items.

17.To discuss potential future costs.

- Clerk noted that due to the increase of the work load and extra hours involved in her role that a position for an Assistant Clerk should be considered at the next Budget meeting. This Item is also to be reviewed by the Staffing & Hr Committee.

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

Due to the size of the Finance Committee it was agreed the meetings should now be held on Thursdays inside the Library and the next meeting is to be booked for the 07th July 2022.

Meeting Closed at 11.19am