

PORLOCK PARISH COUNCIL

RESPONSIBLE FINANCIAL OFFICER (RFO) REPORT

SEPTEMBER 2025



Financial Overview

All cost centres remain within budget, with no areas of concern identified at this time. A quarterly review of EMR (Earmarked Reserves) coding is scheduled to ensure all entries are current and accurately recorded.

Staff Costs

Staff costs continue to show an underspend, with one month of savings following the recruitment of an additional administration officer. Budgeted overtime was also underspent during Q1.

Old School Centre – Boiler Maintenance

A recent service of the wood pellet boiler revealed significant maintenance requirements to ensure safe and efficient operation. The total cost of £1,249.40 was unbudgeted and will result in an overspend in Cost Centre 207 (Old School Centre). The service identified a fully blocked chimney, posing a fire and safety risk, and necessitated urgent remedial work. Additionally, the absence of two valves had caused the boiler to operate continuously, though the duration and inefficiency of this operation remain unknown.

Old School Centre – Refurbishment

Refurbishment costs remain on track and slightly under budget. However, routine maintenance has identified additional electrical and security requirements, including emergency lighting and fire alarm monitoring, which were not included in the original budget.

Budget Forecasting

Preparations for the 2026–2027 budget and three-year financial forecast are progressing well. The Finance & HR Committee will conduct its initial review of the proposed budget on 17th September.

Government Stocks – Computershare

Forms have been submitted. Further updates will be provided once confirmation is received.

FSCS Annual Review 2025 – Local Authority Eligibility

The Financial Services Compensation Scheme (FSCS) protects eligible deposits up to £85,000 in the event of institutional failure. The council has completed its eligibility check and remains covered under the FSCS scheme.

CiLCA Qualification

Portfolio training has been completed, and work has commenced on the submission, which is due by 31 May 2026. The training has highlighted several areas requiring council discussion to support portfolio completion. A CiLCA-qualified Clerk is one of the two prerequisites for the council to adopt the General Power of Competence; the second is that two-thirds (eight) of council members must be elected.

Martyn's Law – Anti-Terrorism Legislation

The council continues to monitor developments regarding Martyn's Law. Advisory notes from NALC are under review, and a report will be presented to council in due course. The council has registered with Protect UK. Although the legislation is not expected to come into force until March 2027, a preliminary review is underway to assess compliance requirements.

Policies, Procedures, and Documentation

Council is requested to review several new and revised policy and procedural documents at this month's meeting, as identified through CiLCA training. Additional documents will be presented

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monthly and incorporated into the council's annual policy cycle. An updated list will be shared at the October meeting.

Standard Operating Procedures (SOPs) are now being documented to support the development of a council workbook, which will enhance continuity planning.

Grant Funding Applications

Awarded:

- Somerset Prepared – Flood/Emergency Plan Equipment
In Progress:
- National Lottery Heritage Fund – Cemetery & Churchyard Improvements
- Wessex Water Community Fund – Old School Centre Community Garden (Orchard)

EMR Status Report (as of 30 August 2025)

The EMR report outlines the status of earmarked reserves, including actual balances, committed spend, and potential future expenditure. Forecast income is excluded.

- End of Month Balance – Actual EMR balance
- Committed Spend – Authorised but unpaid expenditure
- Available Funds – Balance minus committed spend
- Potential Future Spend – Known but unauthorised future costs
- Potential Remaining Fund – Available funds minus forecasted future spend

Note: If all committed spend is realised during FY 2025–26, the EMR fund will be insufficient. Forecasted income is expected to mitigate this shortfall.

	Account Code	Cost Centre	Opening Balance	End of Month Balance	Committed Spend	Available Funds	Potential Future Spend	Potential Remaining Fund
V/Hall Car Park	320	208	£3,535.51	£4,558.92	£0.00	£4,558.92	£851.00	£3,707.92
Old School Centre	321	207	£7,609.83	£17,959.30	£12,040.80	£5,918.50	£5,425.80	£492.70
Water Refill Units	322		£7,276.00	£7,276.00	£0.00	£7,276.00	£0.00	£7,276.00
Asset Replacement	323	Various	£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
Doverhay Toilets	324	225	£1,279.85	£1,408.66	£0.00	£1,408.66	£0.00	£1,408.66
War Memorials	325		£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
Cemetery & St Dubricius	326	202	£14,536.34	£17,201.11	£1,740.00	£15,461.11	£12,690.00	£2,771.11
Festival & Events	327	232	£2,750.00	£3,970.59	£2,750.00	£1,220.59	£0.00	£1,220.59
Doverly Manor	328		£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
Sponsorship & Grants	330	104	£8,425.88	£3,123.00	£2,137.88	£985.12	£500.00	£485.12
High Bank Car Park	335	210	£1,820.50	£2,836.54	£0.00	£2,836.54	£0.00	£2,836.54
Defibrillator Replacement Fund	336		£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
Porlock Projects	337	Various	£3,728.23	£3,728.23	£3,339.43	£388.80	£0.00	£388.80
Porlock Library	338	215	£6,007.08	£5,916.65	£1,598.00	£4,318.65	£0.00	£4,318.65
Porlock Village Hall	339		£1,000.00	£1,000.00	£0.00	£1,000.00	£0.00	£1,000.00
Environment & Community	340		£1,241.34	£1,241.34	£0.00	£1,241.34	£0.00	£1,241.34
Total			£63,210.56	£74,220.34	£23,606.11	£50,614.23	£19,466.80	£31,147.43