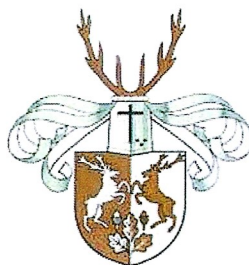


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Porlock



Parish Room
Old School Centre
Porlock
Somerset, TA24 8NP

Parish Council

Finance Committee Meeting

The Parish Room, Old School Centre, Monday 15 April, 6pm

Copies of minutes and reports are available on request

Present: Cllr. L Thornton (Chair), Cllr. D McCanlis, Cllr. S Colson, Cllr. D Thornton

Also present: Parish Clerk, Johnathan Jones

Signed: L Thornton Dated: 4/6/24

Minutes

1) Apologies for absence

All present

2) Declarations of interest and disclosable pecuniary interest dispensations

None disclosed

3) Items to be dealt with after the public, including press, have been excluded.

The Chair advised that there were no matters that needed to be discussed in closed session

4) Public participation

No public in attendance

5) Minutes for the meeting held on the 19 Mar '24

The Minutes were approved and signed by Cllr L Thornton

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis ALL IN FAVOUR

6) Outstanding items from meeting held on the 19 Mar '24

a) Heating System – a plumber has been contacted who will come to look at the water heater in the library kitchen and to provide advice on the efficiency of the current OSC heating system. Clerk to arrange a meeting with Cllr D Thornton & the plumber to go through the items.

b) Update to Asset Register – Flood equipment needs adding, Clerk to check with the internal auditor regarding taking Doverly Manor off the asset register due to reinstating of Doverly Manor Committee Charity status. Clerk also to check if the Apple Press should be on the register and insurance status. Cllr D McCanlis raised concern about the visibility and awareness of the register. Cllr L Thornton reminded Cllrs that the register is available on the parish Council website. Clerk to review and update the asset register.

c) Business Risks, Security – There is ongoing work to change the locks pending quotes. Business accounts and passwords need to be recorded and put on the safe in a sealed envelope. On going IT changes will address the shared logon on credentials for the Microsoft account. Cllrs discussed the

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6/1/24

question raised at the Annual Parish Meeting about the need for holding £40k in a EMR Cllrs agreed that this was still required as devolution of services from Somerset Council and the cost impact on the Parish Council was still unknown and is the Council acting responsibly, as set out in the financial regulations business risks and proper practices.

7) Financial Regulations – to review and make recommendation to Full Council

The committee reviewed the Financial Regulations in detail and noted changes and or concern where the adoption or application of the regulations are not being met in part or fully. The Council discussed procedures to be implemented to ensure requirements would or could be met.

The Committee RESOLVED that Cllr LT will to make the changes to the Financial Regulations with the revised version with tracked changes and comments being highlighted and circulated to Full Council as recommendation.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. S Colson ALL IN FAVOUR

8) Procedures for making and reporting payments

The Committee discussed the current procedures for making and reporting payments cycle and the need to come up with a different system and procedures whereby the accounts are updated weekly rather than in one hit at month end.

The Committee DEFERRED to make recommendations to full Council until the Committee had received and reviewed the Payments, Receipts and Reporting Procedure.

The Committee RESOLVED that the Clerk in conjunction with Cllr L Thornton will to prepare Internal Payments, Receipts and Reporting Procedure document.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis ALL IN FAVOUR

9) End of Year arrangements

- a) Audit process - Internal Audit will be held in May, Paul Russell Internal Auditor has a 20 years' experience as a Clerk and will provide half a day's training on 17 April 2024
- b) AGAR - Council will be required to answer the assertions during the June Full Council meeting
- c) End-of-year accounts – Clerk to get a cost from Rialtas to do year end close before the Internal Audit
- d) EMR list – These will be reviewed at May meeting.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis ALL IN FAVOUR

10) Service charge for PVCIC

The committee discussed the service charge for the PVCIC and if to base it on last years' service charge calculation method.

The Committee RESOLVED the recommendation that the service charge for the year will be based on the same calculation as the previous year based on actual bill.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. S Colson ALL IN FAVOUR

11) Insurance/Long Term Agreements end June 24

The Clerk has requested an insurance renewal quote from the Parish Council's insurer. There was a discussion about obtaining up to date rebuild costs for Doverly Manor on behalf of the Dover Manor Committee and the OSC and to review and update contents insurance valuation.

The Committee RESOLVED that the Clerk shall request the insurance company to do an accurate assessment of rebuild costs for the Old School Centre and Doverly Manor and that for this year we stay with our current insurer due to timings.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D McCanlis ALL IN FAVOUR

Initials: LT Date: 14/6/24

12) Utility contracts, Somerset Council SLAs and other PPC contracts due for renewal

The Committee discussed the various contracts that require reviewing, BT, Electricity, Somerset Council, Waste collections, grounds maintenance and toilet cleaning.

The Committee RESOLVED that the Clerk will look into the utilities contracts and provide an update on status and opportunities. Cllr L Thornton and the Clerk to get a better understanding on Somerset Council & Idverde Service Level Agreement's and to both review with the current grounds maintenance & toilet cleaning contractors current services provided.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton ALL IN FAVOUR

13) Expenditure exceeding £200

- a) Church Finial repair - £235+VAT quote from West Country Blacksmiths

The Committee RESOLVED to recommend to full council to accept the quote.

PROPOSED: Cllr. L Thornton SECONDED: Cllr. D Thornton ALL IN FAVOUR

The meeting closed at 20:02

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16/6/24