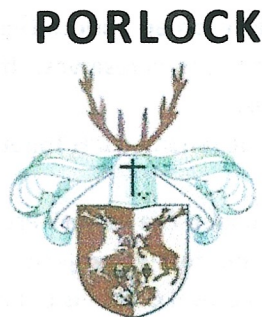


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Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 14:00
Friday CLOSED



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 05th April 2022 in the Parish Office at the Old School Centre.

Members Present:

Cllr. Fraser, Chairman
Cllr. McCoy, Cllr. Thornton
Cllr. Ware & Cllr. Wood.

Also present:

Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

Cllr. Briggs was not in attendance.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

3. Review action points of previous Finance Committee Meeting held on the 01st March 2022.

- In depth review of the usage and security of the PPC properties.
This Items is ongoing.
- Legacy Fund Review.
This Items is ongoing.
- Clerk to contact Simon Freeguard for review of heating source at OSC.
Clerk is due to chase again shortly as a response has not been received.
- Clerk to contact Feed In Tariff for confirmation of PPC charges.
A response is awaited.

4. FC to review PPC accounts up to 31st January 2022

Following a review of the paperwork provided, it was noted the reports did not provide an accurate breakdown of the payments processed from the Ear Marked Funds. It was agreed the Clerk is to contact Rialtas to raise the query and provide further reports. A quarterly budget monitoring timetable is to be implemented going forward with further training sessions of the Finance Package.

This Item has been deferred to the next Finance Committee Meeting to be held on the 03rd May 2022.

5. FC to discuss PPC Reserves.

Following a report detailing the current Ear Marked Funds provided by Cllr. Wood, the below RECOMMENDATIONS were PROPOSED:

320 E/M - Recreation Build Prog –is to be re-named Extension to the High Street Fund 2022

323 E/M - HMRC Refund – is to be renamed Porlock Legacy Fund and the funds currently held in there are to be transferred back into general reserves. It is RECOMMENDED a deposit of £1,000.00 is transferred from general reserves.

324 E/M - D H Toilet Re-Build – is to be renamed D H Toilet Fund and to receive a deposit of £1500.00 from general reserves.

337 E/M – Shellfish Trial – is to be named The Porlock Project Fund with a deposit of £1500.00 from General Reserves. This fund is to cater for PPC projects such as Dunster Steep etc...

340 E/M – currently houses the Art Festival Grant –is to be renamed Environment & Amenities Fund (a grant policy will be provided in due course) and will receive a deposit of £2,500 from general reserves.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

Action Point: Clerk is to contact internal auditor for advice on budget setting and whether it should be determined net of VAT.

6. FC to discuss the transfer to Unity Bank and schedule a review of the PPC Financial Regulations.

The Clerk advised the Finance Committee may look quite different following the Election on the 05th May 2022, this will have a knock-on effect to the current registered bank signatories. It was agreed that it makes sense to begin the transfer to Unity Bank when the new Council is in situ and following confirmation of the new Committee structure. It was noted that the PPC Standing Orders are currently under review and in order to tighten the Financial Controls currently in place, once the Committee Structure is confirmed, the PPC Financial Regulations will require attention.

7. FC to review outstanding charges for wood pellets/heating for 2021.

Following a discussion it was agreed the Clerk to review the wood pellet charges for 2021/2022 and invoice the PVTA.

Cllr. Ware noted that the charges from Bulb have increased significantly without prior notification and the amounts of the current direct debit payments are not enough. Following a discussion of the current charges the FC RECOMMEND to amend the amount of the current payments to be as follows:

	Current amount of Direct Debit Payment	RECOMMENDED amount of Direct Debit Payment
D H Toilet	£38.09	£76.18
Community Library	£72.81	£145.62
Parish Office/VC	£40.00	£80.00

Proposer: Cllr. Fraser
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

Action point: Clerk to calculate and confirm the wood pellet charges.

8. FC to review the extension of the Emergency Town Centre Recovery Grant.

It was noted that a further £5,000 has been provided by SW&T as an extension to the ETCRG. A report has been provided by Cllr. Thornton confirming that the three Councillors currently responsible for the ETCRG would like responsibility of the extra funds for the Extension of the ETCRG to be transferred to the PPC.

9. Clerk to confirm new process for purchasing/processing payments/grants on behalf of the PPC.

The Clerk noted over the previous year the PPC have played host to a number of Community grants such as, the PHSSG and the SCC Climate Fund as well as enlisting the services of the Porlock Maintenance Team to assist with PPC projects. These groups/grants have then used the same local retailers who have subsequently billed the PPC. Following this experience the Clerk sought advice from the internal auditor to tighten the financial controls and to stream line the billing process. Going forward, any purchase made on the PPC accounts held at the local retailers will require a Purchase Order with an individual reference number. This process will make the posting of the monthly accounts more efficient.

10. FC to review increase in toilet cleaning charges.

This Item is to be deferred to the following meeting so that further information can be sought.

11. FC to consider transfer of PPC emails to .GOV domain.

The Clerk reported following a GDPR training course that the present Councillors currently use their own private email accounts. This could cause issues if personal information was deemed to be mishandled by the email account holder. It was also noted that using a .gov.uk email address would ensure that any emails sent or received would be for official purposes only. When receiving an email from a private address it might be unclear as to the reason for the email.

The FC RECOMMEND the PPC provide the new Council with .gov email addresses at the following cost:

.gov.uk domain name - £110 + VAT every two years.
Hosting including email services - £49.99 + VAT every year.

Proposer: Cllr. Thornton
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

12. Clerk to confirm the timetable for the External Audit.

PKF have confirmed that the date of submission for the external Audit has been confirmed as the 01st July 2022.

13. Any items for Report.

None were noted.

14. To discuss potential future costs.

- Recording equipment for PPC £220

Action Point: Cllr. Thornton is to research the equipment required.

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

Next meeting has been booked for 10am 03rd May 2022 at the Parish Office.

Meeting Closed at 11.39am