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Office Hours:

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

## PORLOCK



Clerk to the Council  
Parish Room  
Old School Centre  
West End  
PORLOCK  
Somerset TA24 8QD

## Parish Council

**Minutes of the Finance Committee Meeting**  
**The Parish Room, Old School Centre, Monday 3 July 2023, 6pm**  
*Copies of minutes and reports are available on request*

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

**Also present:** Parish Clerk, Annie Dallaway

1. **Apologies accepted by the council:** None received
2. **Members to declare any interests they may have in agenda items:** None declared
3. **Items to be dealt with after the public, including the press have been excluded:** There were none.
4. **Public Participation**  
There were no members of the public in attendance at the meeting.
5. **To review the quarterly budget 1 April – 30 June 2023 – report filed with minutes**  
The Clerk had previously circulated a budget monitor report for 1 April – 30 June 2023, based on a review of the Detailed Receipts & Payments Rialtas Report for the first quarter of the financial year. PPC Fin Regs require an explanation of material variance in excess of 15%. Committee agreed that in future the quarterly budget monitor would include a variance of 15% or £200, in line with recommendations from External Audit.
  - i) **101 4029 Website** expenditure code is forecast to overspend due to the development costs of the new website and a support cost for 22/23 billed in this financial year. Annual costs for the website comprise £352 for annual maintenance and £99.98 for the Word Press annual renewal plus a further £120 for the domain name spread over two years. Any additional maintenance support will be invoiced separately.  
**Committee recommended that the build fee for the new website £645 could be funded out of EMR 337 Porlock Project Fund as this is a one-off cost.**  
**PROPOSED BY CLLR L THORNTON; SECONDED BY CLLR D MCCANLIS. RECOMMENDED FOR APPROVAL TO FULL COUNCIL.**  
**ALL IN FAVOUR.**

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14/1/24

- ii) **207 4052 OSC Maintenance** expenditure code is forecast to overspend with 65% of the budget spent in the first quarter.

**Committee recommended the following virements:**

**£200 from 103 (OSC cost centre no longer used) to 207 4052**

**£535 from 101 4041 (surplus Internal Audit fee) to 207 4052**

**PROPOSED BY CLLR L THORNTON; SECONDED BY CLLR D THORNTON. RECOMMENDED FOR APPROVAL TO FULL COUNCIL. ALL IN FAVOUR.**

- iii) **OSC Metal cabinets for book stall**

**Committee recommended funding out of EMR 321 OSC.**

**PROPOSED BY CLLR D THORNTON; SECONDED BY CLLR D MCCANLIS. RECOMMENDED FOR APPROVAL TO FULL COUNCIL. ALL IN FAVOUR.**

**DH toilets** - PPC currently makes a quarterly re-charge to Somerset Council for a proportion of the electricity costs for the toilets as the supply covers both the lights for the toilets and the car park. Committee recommended that PPC contact SC to suggest that the contribution is calculated retrospectively at year end as an agreed percentage of total costs. Cllr D Thornton will review historic data and liaise with the Clerk accordingly. **ACTION: DT/AD**

**Heating system** - committee noted that the existing heating system is not very energy efficient. Cllr D Thornton will take advice from a heating engineer and feedback to council. **ACTION: DT**

**Water butts** – the committee noted that water butts are to be installed in order to conserve water for floral maintenance and reduce costs.

**Utility costs** - the Clerk reported that she felt it was confusing to split the utility costs in the accounts between the OSC, the PVTA and the Library cost centres. The percentage split is arbitrary and serves little purpose. Committee agreed to review total costs at year end and consider how to apportion or budget as necessary. This relates to water, business rates and wood fuel costs.

**Clerk salary** - the Clerk reported that she had far exceeded her agreed locum hours in recent months. The permanent contract for the Clerk commenced 1 July 2023 and the Clerk will monitor her hours carefully to ensure that staffing costs stay within budget.

## **6. To review the EMR**

Committee reviewed the existing EMR funds and agreed how the funds should be managed – report filed with minutes.

**Committee made the following recommendations:**

- i. **320 EMR Recreation Build Programme – nil budget/rename and use for Village Hall car park donations**
- ii. **323 EMR Porlock Legacy Fund – £1000 move remaining fund to 326 EMR Cemetery**
- iii. **339 EMR PVCCT grant - £373.02 move remaining fund to 337 EMR Porlock Project Fund**

**PROPOSED BY CLLR L THORNTON; SECONDED BY CLLR D THORNTON. RECOMMENDED FOR APPROVAL TO FULL COUNCIL. ALL IN FAVOUR.**

**7. To review the draft grants policy and application form**

A revised application form, policy and guidance document was circulated for review. Also, some draft text for the grants page on the website. Councillors will provide feedback and the proposed draft documents will be presented for Full Council approval.

**8. To receive an update regarding Business Rate liabilities for council assets**

i) **Old School Centre** – the committee agreed to contact Somerset Council to request a review of the rateable split of the premises.

ii) **Cemetery** – there is a credit to be claimed on the account for 22/23.

*Cllr D McCanlis declared an interest as he is a High Bank car park permit holder. Cllr D McCanlis remained in the room but did not participate in the debate for 8 iii)*

iii) **High Bank car park** – the committee agreed to seek clarification of eligibility for Small Business Rate Relief.

iv) **Doverly Manor** – there is a credit to be claimed on the account for 22/23. The committee agreed to seek clarification of eligibility for rate relief.

The Clerk will action as above and also take general advice regarding the eligibility of all sites for SBRR. **ACTION AD**

**9. To review completed Asset Review Forms and Risk Assessments**

LT, DT and DM are working hard to introduce a robust system of risk management for PPC fixed assets. The updated Annual Asset Review Schedule will be filed with the minutes.

The meeting closed at 8.20pm

Signed:

Date:

  
4/1/24.