

Clerk to Porlock Parish Council
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PORLOCK



Parish Room
Old School Centre
PORLOCK
Somerset, TA24 8NP

Parish Council

Notice of a Meeting of the Parish Council

To all Councillors:

You are hereby summoned to attend the Council meeting at 7pm on Wed 8 November 2023 in the Village Hall

Dated: 3 November 2023

A Health & Safety announcement will be made at the start of the meeting.

This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.

AGENDA

- 1. Apologies for Absence – to receive apologies for absence (LGA 1972 s85 (1))**
- 2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**
Members to declare any interests they may have in agenda items and consideration of any prior requests from members for Dispensations (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
- 3. Items to be dealt with after the public, including the press, have been excluded. (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**
- 4. Public Participation.**
This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate. (LGA1972 sch12, paras 10(2) (b)
- 5. Somerset Council – to receive reports**
- 6. Minutes for the Meeting held on the 11 October 2023 – to consider for approval and signing at the meeting**
- 7. Parish Council vacancies – to receive an update**
- 8. Asset & Property Portfolio – report previously circulated**
 - i) Noticeboards/signage – to receive an update
 - ii) Cemetery - to consider purchase of mapping software

9. Environment & Community Portfolio – report previously circulated

- i) Late Night Shopping – to receive a report

10. Finance & Governance – documents previously circulated

- i) Bank Reconciliation to end October 2023 – to consider for approval and signing at the meeting
- ii) Detailed Receipts & Payments to end October 2023 – to note with Summary to be signed at the meeting
- iii) Payments Schedule for November 2023 - to consider for approval and signing at the meeting
- iv) Risk Management Review
 - a) Business Risk Management doc – to review and consider for approval
 - b) Annual Fixed Asset Review process – to receive an update
 - c) Risk Assessment review process – to receive an update
- v) Committee membership – to review

11. Community Plan – to review progress and receive any additional input

12. Climate and Ecology Bill – to consider draft motion from Zero Hour

13. Policy Review – to consider draft policies/documents for approval (previously circulated)

- i) Use of Old School Grounds policy appendices: application form and charging schedule
- ii) Library:
 - a) Safeguarding Policy
 - b) Safeguarding guidance for volunteers
 - c) Health and Safety guidance for volunteers
 - d) Barring policy

14. Planning

- i) WTCA 23/12 Village Hall car park, Porlock TA24 8QD – to note application
- ii) To note any other planning matters

15. Arrangements (including legal agreements) with other bodies

- i) PVCIC lease – to receive an update

16. Reports from outside bodies – to receive reports previously circulated

17. Employment

- i) To note the new Local Government NJC pay scales to be backdated to 1 April 2023
- ii) OSC Caretaker
 - a) To consider the appointment and contractual terms for the Caretaker
 - b) To consider arrangements for holiday/sickness cover
 - c) To consider a budget for the purchase of hand tools for the Caretaker
- iii) Admin Officer
 - a) To consider additional hours for cemetery administration
 - b) To consider Cemetery training for the Admin Officer
- iv) Parish Clerk/RFO – to receive report regarding current workload and remote working
 - a) To consider payment of overtime worked from 1 July 2023
 - b) To consider payment of travel time on top of monthly contract hours
 - c) To consider the recruitment of a full-time Parish Clerk/RFO including pay scale
 - d) To consider the budget and process for advertising including the draft job advert

- e) To consider the delegation of the recruitment process to the Staffing Committee with final appointment to be approved by Full Council

A handwritten signature in black ink, reading "A Dalloway", is displayed on a light yellow rectangular background.

Clerk/RFO to Porlock Parish Council