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Office Hours:  
Tuesday 9:30 – 14:00  
Wednesday 9:30 – 14:00  
Thursday 9:30 – 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 05<sup>th</sup> November 2020 via Zoom  
<https://us02web.zoom.us/j/87415904729>

### Members Present:

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

### Also present:

Mrs. D Taylor-Pitkin (Clerk)  
Cllr. Rayner

### 1. Apologies

Apologies were received from Cllr. Milne due to family commitments.

### 2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

### 3. Review action points of previous Finance Committee Meeting held on the 06<sup>th</sup> August 2020.

#### Action Points Update:

- **PVTA Rent Rebate request deferred from the 30<sup>th</sup> June 2020**  
Please see Item 6
- **PVTA Grant Application deferred from Finance Committee meeting held on the 06<sup>th</sup> August 2020**  
Please see Item 7
- **Clerk to source competitive quotes for a contract phone through the PPC**  
This Item has been deferred to the following meeting.

### 4. To consider the potential benefit and costs of establishing a local radio station within Porlock

Mr Dennis provided a report on the benefits of improving forms of communication for the community of Porlock, particularly in the current climate. Supporting documentation is attached.

Following the presentation and after questions and some discussion it was proposed that the PPC recommend the provision of £1,000 towards the start-up costs for the radio station. These funds are to be sourced from the Arts Festival Fund which will leave a estimated balance of £300.00 to be used for further art projects.

**Proposer:** Cllr. McCoy  
**Seconded:** Cllr. Ware

**UNANIMOUSLY APPROVED**

## **5. Bi-annual review of PPC accounts.**

All Councillors in attendance had been provided with supporting documentation to review on the 04<sup>th</sup> November 2020. After consideration It was proposed to recommend APPROVAL of the PPC accounts for the 6 months to 30<sup>th</sup> September 2020.

**Proposer:** Cllr. Maw  
**Seconder:** Cllr. Ware

**UNANIMOUSLY APPROVED**

## **6. To consider the rent rebate request from the PVTa from the 27<sup>th</sup> March 2020 – 30<sup>th</sup> June 2020 as APPROVED on the 30<sup>th</sup> June with adherence to requested caveats (information attached).**

The PVTa have provided their response to the initial request from the PPC to define their role within the Community, documentation attached. After a robust discussion, the Finance Committee recommended the PPC suspend the rent payments for the Visitor Centre for three months.

**Proposer:** Cllr. Maw  
**Seconder:** Cllr. Wood

**UNANIMOUSLY APPROVED**

## **7. To consider the PVTa grant application previously deferred from the 06<sup>th</sup> August 2020 (information attached)**

Following a review of the application form the PPC have requested further information regarding the number of members their organisation currently caters for.

**Action Point:** Clerk to contact Mrs Stanyon for further information.

## **8. Further consideration of Items raised at the Budget Review held on the 03<sup>rd</sup> November 2020**

The Finance Committee have made the following recommendations for the 2020/2021 Budget to be considered by the Full Council on the 11<sup>th</sup> November 2020:

- i. To raise the Precept to £69,500 (previously £66,000 since 2018)
- ii. To increase the budget for the Clerk's salary by 10% (exact figure available upon request)
- iii. To increase the current salary payscale for the Clerk to SCP21 (£13.78 per hour) and back date to April 2020 in line with a recommendation by SALC. (information available upon request)
- iv. To initialise a fund for Civil Contingency for £2,000
- v. To transfer £8,000.00 to a ear marked fund titled The Porlock Contingency Fund.

**Proposer:** Cllr. Maw  
**Seconder:** Cllr. Wood

**UNANIMOUSLY APPROVED**

## **9. Village Hall Car Park lease.**

Due to its sensitive nature this Item is not available to the general public.

**10. Legacy Fund update**

This item has been deferred to the following meeting.

**11. To discuss any potential future costs**

It was noted a trees survey is now overdue.

**Action Point:** Clerk is to source two quotes from providers for Full Council to review.

**12. To confirm a date for the next Finance Committee meeting**

The next Committee meeting is to be held on the 01<sup>st</sup> December 2020

**Meeting Closed at 11:46am**

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**Chairman of Finance Committee**  
**11<sup>th</sup> November 2020**

**Finance Committee Members:**

Cllr. Maw (Chairman)

Cllr. Fraser

Cllr. Milne

Cllr. Ware

Cllr. Wood