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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 01st December 2020 via Zoom
<https://us02web.zoom.us/j/84313432728>

Members Present:

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

Also present:

Mrs. D Taylor-Pitkin (Clerk)
Cllr. McCanlis
Mrs. D Stanyon (Manager of Porlock Visitor Centre)
Mrs. C Gladstone (Member of PVTA)
Mr. R Schmidt (Member of PVTA)

1. Apologies

None were received.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

3. Review action points of previous Finance Committee Meeting held on the 05th November 2020.

Action Points Update:

- **Clerk to source two independent quotes for tree survey.**
The Clerk advised two local companies have been contacted and will supply their quotes for comparison in due course.
- **Clerk to source competitive quotes for a contract phone through the PPC**
This Item has been deferred to the following meeting.

4. Further consideration of the PVTA grant request (initially submitted on the 13th July 2020)

Please see attached report provided by Mrs. D Stanyon. Following a discussion on the issue of the desirability and how the PVTA might meet the needs of the Community the following proposal was recommended:

The PPC request sight of a projected budget for the following financial year in order to consider the grant proposal and will determine if there is an appetite for the services that they wish to provide.

Proposer: Cllr. Wood
Seconder: Cllr. Milne

UNANIMOUSLY APPROVED

5. The FC to review and recommend the transfer of the Old School Centre Caretaker salary from the PVTa to the PPC.

Following a request by the PVTa Cllr. Maw proposed the salary for Caretaker at the Old School Centre is transferred for processing by the PPC from the 01st January 2021.

Proposer: Cllr. Maw
Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

6. Confirmation of result of External Audit provided by PKF-Littlejohn

The Clerk reported PKF-Littlejohn have completed the external audit for year end March 2020 with a satisfactory result.

7. Legacy Fund update

Cllr. Maw advised research is being carried out and the matter will be reported on a later date.

8. Consideration of the proposal provided by Peninsula – Clerk to report

The Clerk reported following a review of the current workload and with the expectation of further responsibilities/duties to follow once the Unitary Authority decision has been reached it would be prudent to research potential support for elements of the Clerk role. Following a review of the Peninsula proposal it was agreed further investigation is required.

Action Point: Cllr. Fraser is to contact Peninsula to review proposal.

Action Point: Clerk is to investigate further.

9. To consider the grant request from Porlock Community Toddler Group.

Following consideration of the application provided it was agreed to recommend **APPROVAL** of £150.00 be donated to Porlock Community Toddler Group from The Porlock Allotment Fund.

Proposer: Cllr. Wood
Seconder: Cllr. Milne

UNANIMOUSLY APPROVED

10. To discuss potential future costs

- i. Thankyou gifts for Porlock Vale Maintenance Team
Cllr. McCoy wished to note the PPC gratitude for all the work that the Maintenance team have carried out over the year. An agreed budget of £100 is to be allocated for thank you gifts.

Proposer: Cllr. Wood
Seconder: Cllr. Milne

UNANIMOUSLY APPROVED

- ii. Hire of skip/industrial shredder to assist with disposal of outdated information/rubbish/sensitive documentation at the Parish Office. After a brief discussion it was agreed to review the structure/role of the Old School Building with a view to the storing of documentation and the use of space.

Action Point: Clerk/Cllr. Wood to review the lease agreement for the Old School Building.

Action Point: Clerk to estimate the volume of materials to dispose of and source competitive quotes.

11. To confirm a date for the next Finance Committee meeting

The next Committee meeting is to be held on the 02nd February 2020

Action Point: Clerk to provide quarterly accounts to the end of December 2020 for review.

Meeting Closed at 11:23am

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Chairman of Finance Committee
09th December 2020

Finance Committee Members:

Cllr. Maw (Chairman)
Cllr. Fraser
Cllr. Milne
Cllr. Ware
Cllr. Wood