

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 following meeting:

Meeting of: Porlock Parish Council Annual Meeting
Time: 7pm
Date: Wednesday 10 May 2023
Place: Porlock Village Hall

Dated 4 May 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

Cllr Lesley Thornton
Temporary volunteer Clerk

1. To ELECT the Chair as the first formal business of the meeting
2. To RECEIVE the Declaration of Acceptance of Office of the Chair
3. To ELECT the Vice-Chair
4. To RECEIVE Apologies for Absence. (LGA 1972 s85 (1))
5. To ELECT (5 vacancies) and receive Declaration of Acceptance of Office as appropriate
6. To CO-OPT (1 vacancy) and receive Declaration of Acceptance of Office as appropriate
7. To RECEIVE Declarations of Interest and Disclosable Pecuniary Interest Dispositions
Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispositions that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))
8. To APPROVE any 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

9. 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 by asking questions, raising concerns or providing comments on matters affecting Porlock Parish (for a maximum of 3 minutes not exceeding 15 minutes in total). No decision can be taken during this session, but the Chair may decide to refer any matters raised for further consideration. (LGA1972 sch12, paras 10(2) (b))

10. To RECEIVE reports from Somerset Council

11. To APPROVE nomination of a councillor for election to the Exmoor National Park Authority 2023

12. To APPROVE the Minutes for the Full Council Meeting held on the 12 April 2023

13. To RECEIVE a report from the Clerk. (Action Log report only)

14. To RECEIVE Portfolio reports

i. Assets & Property

- a) To REVIEW and update the Fixed Asset Annual Review Form
- b) To RECEIVE a report regarding the proposed defibrillator at Doverhay toilets
- c) To RECEIVE a report regarding the OSC sign
- d) To APPROVE funding for contractor site visit to War Memorial
- e) To APPROVE the creation of a working group for the Dunster Steep project and to agree a council facilitator
- f) To APPROVE the creation of a working group for Parish Speed Limits project and to agree a council facilitator

ii. Environment & Community

- a) To APPROVE the floral maintenance contractor for 2023/24 and agree related expenditure within budget

15. Finance

- i. To APPROVE and sign the Bank Reconciliation to end April 2023.
- ii. To RECEIVE the Detailed Receipts & Payments to end April 2023, Summary to be signed at the meeting
- iii. To APPROVE Locum RFO's hours for April 2023
- iv. To APPROVE Library Officer's overtime for April 2023
- v. To APPROVE final Payments Schedule for May 2023, to be signed at the meeting
- vi. To APPROVE the schedule of Direct Debit payments for 2023/24
- vii. To APPROVE the updated Asset Register (SO 5.j.iii)
- viii. To APPROVE the Service Charge (utilities) for PVTa for 2023/24
- ix. To REVIEW and APPROVE the Grants policy

16. External Audit Annual Governance & Accountability Return AGAR 2022/23

- i. To RECEIVE the Locum RFO Report & Accounting Statements for 2022/23
- ii. To RECEIVE the Internal Auditor's report for 2022/23
- iii. To APPROVE the External Audit Annual Governance Statement for 2022/23
- iv. To APPROVE the External Audit Accounting Statements for 2022/23
- v. To APPROVE the dates for the Period of the Exercise of Public Rights for the AGAR 2022/23

17. Annual Governance Review (in line with Standing Orders)

- i. To REVIEW Register of Members' Interests
- ii. To APPROVE Committee/Portfolio membership/TOR and Chair/Lead Members (SO j.v,vi,vii,viii)
- iii. To APPROVE the Standing Orders (adopted March 2023) (SO 5.j.ix)
- iv. To APPROVE the Financial Regulations (adopted March 2023) (SO 5.j.ix)
- v. To REVIEW arrangements (including legal agreements) with other local authorities, not for-profit bodies and businesses (SO 5.j.x)
 - a) Doverly Manor – see agenda item 20
 - b) PVTa – annual lease agreement
 - c) Porlock Village Hall – Parish Council as Custodian Trustee
 - d) Lovelace Centre – photocopier agreement
 - e) Somerset Council – lease agreement for Doverhay Toilet block
 - f) Porlock Manor Estate – lease agreement for Village Hall car park
 - g) Dunster Steep – SC Highways licence
 - h) Doverhay Triangle – SC Highways licence
 - i) Recreation ground – Parish Council as Representative Charity Trustee (see item 18)
- vi. To APPROVE representation on external bodies and method of reporting back (SO.j.xi)
- vii. To APPROVE the Insurance arrangements for 2023/24 (SO 5.j.xiv)
- viii. To APPROVE the council's annual subscriptions (SO.j.xv)
- ix. To APPROVE the Complaints procedure (adopted March 2023) (SO 5.j.xvi)
- x. To APPROVE the policy review schedule for 2023/24 (Annual Cycle) (SO.j.xvii/xviii/xix)
- xi. To APPROVE the Co-option procedure
- xii. To REVIEW expenditure under s137 of the LGA1972 or the General Power Of Competence (SO.j.xx)
- xiii. To APPROVE the calendar of meeting dates for 2023/24 (SO 5.j.xxi)

18. To note the election of Trustees to the Recreation Ground CIO

Richard Maw – elected

Sue McCanlis – re-elected

19. Strategic Plan – to agree a process for setting objectives for the life of this Council and a corresponding four-year time frame

20. Doverly Manor

- i. To RECEIVE a report re lease arrangements
- ii. To CONSIDER a request from Doverly Manor to pay the annual water bill

21. To RECEIVE the Planning Committee minutes and note consultation responses

22. To RECEIVE an update regarding Clerk and Cleaner recruitment

23. To RECEIVE correspondence