PORLOCK PARISH COUNCIL

Old School Centre, Porlock Somerset. TA24 8NP

01643 863350 info@porlockparishcouncil.gov.uk

www.porlockparishcouncil.gov.uk

Notice of the Finance and HR Committee Meeting of Porlock Parish Council

To Councillors: S Colson (Chair), D Heath (Vice Chair), D McCanlis, J Adlington and M Vernon

You are hereby summoned to attend the Finance & HR Committee meeting at 6:00pm on Wednesday 16 September 2026, at the Old School Centre, Porlock.

Dated: Friday 11 September 2026

Johnathan Jones
Clerk and Responsible Financial Officer

A Health and 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) **Receive apologies for absence** (LGA 1972 s85 (1))

2) **Resolve any 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 member for Dispensations (NB this does not preclude any later declarations) (LGA 1972 s12 para 41(1))

3) **Resolve items to be dealt with after the public, including press, have been excluded.** (Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960)

4) **Resolve the minutes of the Finance & HR Committee meeting held on the 30 June 2026** (LGA 1972 s12 para 41(1))

5) **Receive and note any Committee updates from the action log report**

6) **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 s 12 paras 10(2) (b))

7) **Review the working draft of the 2027-28 budget line by line and the committee's recommendations to Council on:**
   a) **increases in proposed employee hours for 2027/28 and 2028/29**
   b) **employee pension provision**
   c) **addition of data e-SIMs for council employees**
   d) **legal services increase to cover the potential transfer of Dovery Manor to a new CIO**
   e) **gardens and green spaces maintenance**
   f) **Doverhay & Old School Centre public toilets change of recommended minimum donation**
   g) **Village Hall Parking change of recommended minimum donation**
   h) **Other identified items**

8) **Identify and discuss current service obligations under Somerset Council and identify potential budget and forecast requirements**

9) **Review the working draft of the 5-year forecast 2028/29 – 2032/33 and the committee's recommendation to Council**

10) **Resolve maintaining general reserves at a minimum 50% of total expenditure and the committee's recommendation to Council**

11) **Resolve the independence and appointment of Parish and Town Audit Services as Council's internal auditor for year ending 2026/27 and quote of £320.00** (101/4041)

12) **Resolve the following spend under the committee's delegate authority :**
    a) **JFC Computers - Porlock Emergency Response domain - £30.00 per year** (101/4032 EMR 340)
    b) **JFC Computers - Three additional HP Monitors** (101/4033 EMR 321)

13) **Resolve the Council's draft Banking Architecture, Policy and Financial Procedures and the committee's recommendation to council**

14) **Resolve the Council's draft Training and Development Policy and the committee's recommendation to Council**

15) **Receive the Clerk's Personal Development Plan**

16) **Resolve the RFO's attendance to the SLCC regional Finance Seminar in Salt Ash 26th November 2026 and subsequent expenses claim (Mileage & Sustenance)** (100/4050)

17) **Resolve for reasons of business continuity to recommend to Council access to the following accounts for the Assets and Memorials Officers**
    a) **Unity Bank - Current and Savings – Administration and payment requisitions only**
    b) **NatWest - Business Reserve – Administration only**
    c) **Lloyds Bank - Corporate Card – Administration only**

18) **Outstanding Items** (For awareness only)
    a) **Role Reviews & Evaluations**
    b) **Salary v hourly contracts for all staff**
    c) **Review 5 years**
    d) **Revised Appraisal Form (Revised)**
    e) **Grievance and Disciplinary Policy 2023**
    f) **Risk Strategy Policy & Register**
    g) **Publication Scheme**
    a) **Bank Account Reviews**
    b) **Future funding of Porlock Youth Club 2028/29 onwards**
    h) **FH-2025-019-9c Asset register - review and obtain quotes for repainting and décor renewal at the OSC.**
    i) **FH-2025-019-9d Asset Register - create budget proposal for office furniture replacements.**
    j) **FH-2025-019-9e Asset register - review budget requirements for urgent repairs**

19) **Any other business** (For information only)

20) **Date of the next scheduled meeting of the Finance & HR committee**
    6 January 2027, 6pm at the Old School Centre, Porlock