PORLOCK PARISH COUNCIL

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

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

You are hereby summoned to attend the Finance & HR Committee meeting at 6:30pm on Wednesday 25 November 2026, at the Old School Centre, Porlock.

Dated: Friday 20 November 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. **Receive declarations of interest and consider requests for dispensations in respect of disclosable pecuniary interests**
   Members to declare any interests they may have in agenda items. Consider any prior requests from members for dispensations (this does not preclude 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. **Approve the minutes of the Finance & HR Committee meeting held on 16 September 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. **Receive the Employee Role Reviews report and revised job descriptions; agree the Committee's recommendations to Council on items 7a–c; and resolve items 7d–g:**
   a. **Approve the revised job role descriptions and the recommended adoption date;**
   b. **Approve the additional staffing requirements and phasing;**
   c. **Approve an annual overtime budget, with delegated authority to the Clerk;**
   d. **Conduct a review of out-of-hours requirements and security arrangements;**
   e. **Address identified health and safety concerns, compliance requirements and equipment needs;**
   f. **Develop a longer-term workforce plan;**
   g. **Agree the minimum frequency at which role reviews and grade evaluations are conducted.**

8. **Receive the budget forecast summary, the second working draft of the 2027/28 budget and the 2028/29–2031/32 forecast; and agree the Committee's recommendations to Council on items 8a–d:**
    a. **Approve the draft 2027/28 balanced budget;**
    b. **Approve the draft 2027/28 precept;**
    c. **Adopt the forecast to 2031/32 as an indicative planning framework, to be reviewed annually;**
    d. **Authorise the Clerk/RFO to make presentational and consequential adjustments only where these do not change the approved net budget or precept. Any material change, including any change to the net budget or precept, must be referred to Council for approval before implementation. The budget and precept remain subject to Council's final approval at its Ordinary Meeting in January 2027.**

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

10. **Any other business** (For information only)

11. **Date of the next scheduled meeting of the Finance & HR Committee**
    6 January 2027, 6pm at the Old School Centre, Porlock