

PORLOCK PARISH COUNCIL

Old School Centre, West End, Porlock, Somerset. TA24 8NP

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Notice of the Ordinary Meeting of Porlock Parish Council

To All Councillors,

You are hereby summoned to attend the Ordinary Meeting of Porlock Parish Council, to be held at Porlock Village Hall at 7pm on Wednesday 14 October 2026.

Dated: Friday 9 October 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) **Welcome newly elected member Cllr Caroline Bradbury, and receive the signed declaration of acceptance of office and undertaking to abide by the Code of Conduct**
- 3) **Receive declarations of interest and note any dispensations granted**
Members should declare any interests they may have in agenda items. The Council will also consider any prior requests from members for dispensations (NB: this does not preclude later declarations). (Localism Act 2011 s33)
- 4) **Resolve which items are to be considered after the public, including the press, have been excluded**
- 5) *(Public Bodies (Admission to Meetings) Act 1960 s1(2)) In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Order 3(d).*
- 6) **Minutes of meetings** (LGA 1972 s12 para 41(1))
 - a) **Resolve to approve the draft minutes of the Ordinary Council Meeting - 9 September 2026**
- 7) **Receive updates from members on the actions from the log report**
- 8) **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. (LGA 1972 s 12 paras 10(2) (b))
- 9) **Receive the Porlock Youth Club quarterly report and resolve the quarterly sponsorship payment of £856.44**
- 10) **Receive an update regarding the Exmoor National Park's Active Travel Plan audit, including its findings, recommendations and next steps**
- 11) **Resolve to adopt the following Porlock Emergency Response documents:**
 - a) **Framework & Risk Assessment**
 - b) **High-level Plan**
 - c) **Memorandum of understanding – Refuge Agreement**
 - d) **Authorised Volunteer Agreement**
 - e) **Safeguarding Policy**

- 12) Resolve to establish the Porlock Emergency Response Committee and:**
- a) Adopt the committee's Terms of Reference
 - b) Appoint members to the committee
 - c) Elect the committee chair
- 13) Resolve to apply to Somerset Prepared Small Grants Fund for equipment and training for the Porlock Emergency Response Plan including, but not limited to, training PERT members and providing portable power generation at the Old School Centre (as specified by National Grid)**
- 14) Receive the RFO's report and: (FR 1.5)**
- a) Receive the conclusion of the External Auditor's report
 - b) Resolve to adopt the Terrorism and Incident Policy
 - c) Resolve to adopt the eSIM Data Use Policy
- 15) Confirm the independence of Parish and Town Audit Services, approve its appointment as the Council's internal auditor for the year ending 2026/27, and approve its quote of £320.00, as recommended by the Finance & HR Committee**
- 16) Receive and sign the monthly accounts to 30 September 2026: (Financial Regulations)**
- a) Bank & cash reconciliation (FR 2.6)
 - b) Summary and detailed receipts & payments (FR 6.8)
- 17) Receive the tree survey report, and resolve the scope and schedule of works**
- 18) Receive the draft payment report for September 2026 (FR 6.10) and approve the following expenditure (all prices exclude VAT):**
- a) Dartmoor Tree Surgery – tree works as detailed in the quote:
 - i. Old School Centre £800 (207/4117)
 - ii. St Dubricius Church £525 (202/4117)
 - iii. High Bank Car Park £195 (210/4117)
 - iv. Zig Zag Path £830 (206/4117)
 - v. Four sites combined at discounted rate of £1,865 (split)
 - vi. Porlock Cemetery £1,035 (202/4117)
 - b) Advance Arboriculture – preparation and submission of three notices to Exmoor National Park – £150.00 (206/4117)
 - c) Parish Council Websites – development and maintenance of the Porlock Emergency website, www.porlock.net – (EMR 340)
- 19) Resolve to invest in the Civic-ly asset management system at a cost of £66 per month (101/4031), or £792 per year, with an initial setup fee of £499.00 (EMR 321), and to transfer the Asset Register from the manual records**
- 20) Resolve to replace the noticeboards at the top of the Old School Centre steps and add a budget of £2,200 (excluding VAT) for consideration in the working draft of the 2027/28 budget, subject to final review and Council approval**
- 21) Resolve grant applications from:**
- a) Porlock Christmas Lights Group – Christmas Trees and Lights – a budget of £500.00 (EMR 330), and delegate authority to the Clerk to make the purchases and payments outlined in the application
 - b) Stacked Wonky, on behalf of the Traders of Porlock – Late Night Shopping – a budget of £1,635.00 (EMR 330), and delegate authority to the Clerk to make the purchases and payments outlined in the application
- 22) Receive an update from Somerset Council's representatives**

23) Receive nominations and resolve the election, membership or appointment of representatives for the following Council roles:

- a) Council Vice-Chair**
- b) Planning Committee membership**
- c) Finance & HR Committee membership**
- d) Finance & HR Chair**
- e) Burials & Memorials Committee membership**
- f) Environment & Amenities Committee membership**
- g) Grievance and Disciplinary panel membership**
- h) Porlock Emergency Response Team Council Lead**
- i) Coastal Communities representative**
- j) Porlock Vale CIC representative**
- k) Rogers & Holes Charity representative**
- l) Highways representative**
- m) Authorised bank signatories**

24) Receive the Portfolio Report

- a) Discuss the Council's riparian responsibilities and whether it should provide a coordinating role for riparian owners, resolve next steps and make a recommendation to the Council**

25) Resolve to carry out a review of the requirements and the Council's status in relation to the NALC Local Council Award Scheme Silver Award

26) Note outstanding items: (none)

- a) Minutes of meetings:**
 - i. Receive the draft minutes of the Finance & HR Committee Meeting – 16 September 2026**
 - ii. Receive the draft minutes of the Planning Committee Meeting – 7 October 2026**
 - iii. Receive the draft minutes of the Environment & Amenities Committee Meeting – 7 October 2026**
- b) Receive the Finance & HR Committee's recommendations from its meeting held on 16 September 2026 and:**
 - i. Receive the working draft of the 2027–28 budget**
 - ii. Receive the working draft of the five-year forecast for 2028/29–2032/33**
 - iii. Resolve to maintain general reserves at a minimum of 50% of total expenditure**
 - iv. Resolve to adopt the draft Banking Architecture, Policy and Financial Procedures**
 - v. Resolve to adopt the draft Training and Development Policy**

27) To receive any other business – for information only

28) Date of the next Ordinary Meeting of Porlock Parish Council

11 November 2026 at 7pm at Porlock Village Hall