

PORLOCK PARISH COUNCIL

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Minutes of the Finance & HR Committee Meeting of Porlock Parish Council held at 4.00pm at the Old School Centre on Tuesday the 30 June 2026

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

Also present: No members of the public were present. The Clerk, J Jones, was also present.

Signed: _____ **Dated:** _____

Min Ref:

Minutes

Action:

- FH-2026-001** **1) Receive apologies for absence (LGA 1972 s85 (1))**
No apologies were received. Cllr S McCanlis tendered her resignation from the Committee. The Chair asked that the Committee's thanks and appreciation for her contribution to the Committee over the years be recorded.
- FH-2026-002** **2) Resolve any declarations of interest and disclosable pecuniary interest dispensations**
No declarations were received.
- FH-2026-003** **Resolve items to be dealt with after the public, including press, have been excluded.**
RESOLVED. To amend the motion to: In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and the Council's Standing Order 3 d), the press and public will be excluded from the meeting during discussion of items **15** and **16** on this agenda for reasons of commercial sensitivity and contractual personnel matters.
- FH-2026-004** **3) Resolve the minutes of the Finance & HR Committee meeting held on the 25 March 2026**
RESOLVED. The minutes were signed by Cllr Colson.
- FH-2026-005** **4) Receive and note any Committee updates from the action log report**
FH-2025-027-16 Pensions - undertake a review of the Council's pension arrangements and produce a report outlining potential options and associated costs for consideration by the Committee and Council. – Information has now been received from the Local Government Pension Scheme provider and will be incorporated into a report for the September FHR meeting. JJ
- FH-2025-022-12 Banking - undertake a review of the Council's banking arrangements and produce a report outlining potential options and associated costs with suitably rated banks. – Not started. Cllr Colson raised concerns that the Council holds too much money with Unity. This should now be marked as urgent and taken to Council in September. JJ

FH-2025-019-9c Asset register - review and obtain quotes for repainting and décor renewal at the OSC. – Quotes have been received and will be presented to the FHR Committee in September.

JJ

FH-2025-019-9d Asset register - create a budget proposal for office furniture replacements. - Not started.

JJ

FH-2025-019-9e Asset register - review budget requirements for urgent repairs (Doverhay Toilets, Cemetery structures, Hawkcombe Shed). - An item is scheduled on the September FHR agenda.

JJ

FH-2026-006 5) Public participation

There were no members of the public present.

FH-2026-007 6) Resolve to recommend to Council that the Clerk's delegated authority be amended to include:

- a) Authorisation of overtime required to cover staff or contractor absence;
- b) Payment of staff and councillor expenses in line with the Council's Financial Regulations and budget authority

RESOLVED.

FH-2026-008 7) Resolve to request from Wellers a quote and scope of works for the potential transfer of Doverly Manor to a new charitable incorporated organisation (CIO)

RESOLVED. As amended to include 'as custodian trustee or equivalent' in scope of works 1c.

FH-2026-009 9) Resolve the method statement, schedule, and agree a budget for inspection and remedial works not exceeding £2,000 exc VAT, for the annual memorial inspection of loose & unsafe memorials of the closed churchyard at St Dubricius Church and Porlock Cemetery and the committee's recommendation to council (202/4120)

RESOLVED.

FH-2026-010 10) Resolve to recommend to council delegating authority to Somerset Libraries to sign the Donate IT service agreement (Fixy)

RESOLVED.

FH-2026-011 11) Receive the draft Q1 2026-2027 budget report

Due to a system issue, there was no report available. The report will be presented at the next Ordinary Council meeting.

FH-2026-012 12) Resolve the process and timeline for setting Council's 2027-28 budget and three-year forecast

The Chair and the Clerk took members through the timeline and process, with additional focus on producing a mid-range forecast.

FH-2026-013 Find a suitable date for the budget workshop with Chairs and the FHR Committee as a minimum before the FHR meeting on 16 September 2026.

JJ

Members received the current budget items requested for consideration. The Clerk and members reviewed the current list line by line.

RESOLVED.

FH-2026-014

JJ

Members discussed options for increasing engagement regarding the budget and forecasting. The Clerk is to work with Cllr Colson on how and when this should take place around the end of September.

- FH-2026-015** **13) Resolve that new or unplanned recurring operational expenditure be recorded as overspend to improve budget reporting and create greater transparency**
RESOLVED. To amend the motion to include 'and create greater transparency'.
RESOLVED.
- FH-2026-016** **14) Resolve the process, timeline and member allocation to carry out the three-yearly review of all Council employed roles including job descriptions, contracts and pay scale ranges**
RESOLVED: Timeline delayed, starting on 1st September. Cllr Vernon nominated to carry out the reviews with the Clerk before they are presented to FHR.
- FH-2026-017** Include an appeals timeline. JJ
- FH-2026-018** **Enter closed session to discuss items 15 & 16**
- FH-2026-019** **15) Resolve to recommend to Council the 2026-27 spinal column point increments based on performance reviews**
RESOLVED: Subject to performance review papers being provided as pre-read material.
- FH-2026-020** **5:56pm Meeting Extension 10 mins to 6:10pm**
RESOLVED.
- FH-2026-021** **16) Resolve to recommend to Council changing the Council's accounting software from Rialtas to Scribe from 1 April 2027.**
RESOLVED.
- FH-2026-021** **17) Any other business** (For information only)
Cllr Colson reiterated that September will be a busy month for budget activity, so commitment to dates once secured is key.
- FH-2026-022** **18) Date of the next scheduled meeting of the Finance & HR committee –16th September 2026, 6pm at the Old School Centre, Porlock**

Meeting closed at 6:10pm.