PORLOCK PARISH COUNCIL

REPORT – RESPONSIBLE FINANCIAL OFFICER

Date: 11 May 2026 **Author:** J Jones, Clerk & RFO

Payroll Calculation Error Identified
As part of the 2025/26 year-end payroll review and the implementation of the new Payroll Internal Controls Process (adopted on 8 April 2026) carried out by the RFO, an error was identified in the calculation of the council's sole salaried employee's pay. The payroll calculation was found to include a discrepancy equivalent to 1.53 hours per week. Further analysis confirmed that the error originated in May 2024 and resulted in a cumulative overpayment of £2232.99.

The issue has been fully investigated with oversight of the Chair of the FHR committee and Chair of the council and confirmed to affect no other employees. Full recovery of the overpayment was taken from the April 2026 pay run. Revised payroll controls have been implemented to ensure accurate reconciliation of annual salary values to monthly payments and to prevent any recurrence. The matter was reported immediately on discovery to the FHR Chair, Vice-Chairs and Chairs, and this report is provided for Council's information.

Statutory Sick Pay Changes
As of 6 April 2026, the first stage of the implementation of the Employment Rights Act 2025 will bring about changes to sick pay arrangements, as follows:

- Statutory Sick Pay (SSP) will be available to **all** eligible employees regardless of their earnings. The Lower Earnings Limit is removed.
- SSP will be payable from the first full day of sickness absence. The three-day waiting period is removed.
- The rate of SSP for all employees will be calculated at 80% of their average weekly earnings or the flat weekly rate, **whichever is lower**. The SSP rate from 6 April 2026 is £123.25 per week.

For sickness absence that started before 6 April 2026 and is ongoing after that date, the employee will be entitled to SSP if:

- Their sickness started after 22 September 2025
- Before 21 September but there had been periods where they had returned to work between 22 September and 5 April 2026.

According to government figures, the new SSP legislation brings up to a million employees within the sick payments for the first time with no requirement that the weekly minimum earnings reach a certain level before they qualify.

Internal Audit
This was completed on the 15th April. The following recommendations were raised and are on this month's agenda:

- Review council's Risk Management Strategy to ensure that is up to date
- Transferring the maintenance of its asset register to a software package to ensure that going forward it meets all the requirements, as outlined by the SAPPP Practitioners Guide
- Contact council's web provider to ensure it meets the accessibility requirement

Annual Governance and Accountability Report (AGAR)
This has been completed and submitted to council for their consideration.

Old School Centre – Refurbishment (No Update)
Refurbishment costs remain on track and slightly under budget. Currently waiting costs to address the emergency lighting requirements as highlighted in the recent review.

Business Risks

Martyn's Law (No update) – Formally known as the Terrorism (Protection of Premises) Act 2025, has now received Royal Assent. It is anticipated that there will be a 24-month implementation period. A report has been produced to help council understand the legislation at high level and council's responsibilities.

Business Risks Policy and Register (May 26) – As Identified in the internal Auditirs report a review is required is required of council's risk strategy as the last review was conducted in 2023.

Business continuity (Ongoing – No update) – Work continues to add to the council's operating manual for all council activities. This will form part of council's business continuity plans. Once a review of council's plans has been completed any recommendations will be put to council.

Fire Risk Assessment (No update) - Once the emergency lighting works have been approved and completed, a reassessment will be arranged.

CiLCA Qualification (May 2026)
Thirteen learning outcomes (LO) have been completed – Unit one & two. 17 Units remain. A three-month extension has been granted by SLCC until 31 August 2026.

Policies, Procedures, and Documentation (May 2026)
Annual Parish Council Meeting – Council will conduct its annual review of polices and procedures during the meeting as set out under its standing orders.

Cemetery Regulations – B&M committee will review the final set of regulations before final recommendations are put to council for consideration.

Grant Funding (No update)

EMR Status Report (11 May 2026)

The EMR report outlines the status of earmarked reserves, including actual balances, committed spend, and potential future expenditure. This includes all transfers as agreed 8 April 2026. Forecast income is excluded.

- End of Month Balance – Actual EMR balance
- Committed Spend – Authorised but unpaid expenditure
- Available Funds – Balance minus committed spend
- Potential Future Spend – Known but unauthorised future costs
- Potential Remaining Fund – Available funds minus forecasted future spend

	Account Code	2026/27 Opening Balance	End of Month Balance	Committed Spend	Uncommitted Funds	2026/27 Opening Balance	Potential Future Spend	Potential Remaining Fund
V/Hall Car Park (General Maintenance)	320	£1,504.21	**£1,398.72**	£0.00	£1,398.72	£118.72	£0.00	£118.72
Old School Centre (General Maintenance)	321	£11,951.71	**£11,811.81**	£7,424.09	£4,387.72	£11,811.81	£3,747.80	£639.92
Water Refill Units	322	£7,276.00	**£7,276.00**	£0.00	£7,276.00	£7,276.00	£0.00	£7,276.00
Asset Replacement (Under £500)	323	£1,000.00	**£1,000.00**	£0.00	£3,220.00	£1,500.00	£0.00	£1,500.00
Doverhay Toilets	324	£1,007.37	**£1,028.71**	£0.00	£1,458.71	£1,008.71	£0.00	£1,008.71
War Memorials	325	£1,000.00	**£1,000.00**	£0.00	£1,000.00	£1,500.00	£0.00	£1,500.00
Cemetery & St Dubricius	326	£22,071.97	**£21,500.25**	£17,602.00	£3,930.25	£18,232.25	£6,695.00	-£6,064.75
Festivals & Events	327	£1,511.07	**£1,511.07**	£1,500.00	£11.07	£911.07	£0.00	-£588.93
Dovery Manor	328	£1,500.00	**£1,500.00**	£0.00	£1,500.00	£2,500.00	£0.00	£2,500.00
Grounds Maintenance	329	£2,694.00	**£2,384.00**	£1,688.00	£1,890.00	£5,078.00	£1,200.00	£2,190.00
Sponsorship & Grants	330	£8,870.88	**£546.57**	£65.00	£481.57	£8,870.88	£0.00	£8,805.88
Cemetery & St Dubricius (Refurb/Replace)	331	£1,000.00	**£1,000.00**	£0.00	£1,000.00	£2,000.00	£5,000.00	-£3,000.00
Doverhay Toilets Refurb/Replace)	332	£1,000.00	**£1,000.00**	£0.00	£1,000.00	£2,000.00	£0.00	£2,000.00
Old School Centre (Refurb/Replace)	333	£1,000.00	**£1,000.00**	£0.00	£1,000.00	£2,000.00	£0.00	£2,000.00
V/Hall Car Park (Refurb/Replace)	334	£1,000.00	**£1,000.00**	£0.00	£1,000.00	£2,000.00	£0.00	£2,000.00
High Bank Car Park	335	£1,528.90	**£996.20**	£0.00	£996.20	-£703.80	£0.00	-£703.80
Defibrillator (Refurb & Replace)	336	£1,000.00	**£3,000.00**	£2,000.00	£1,000.00	£3,500.00	£0.00	£1,500.00
Porlock Projects	337	£578.23	**£578.23**	£119.70	£458.53	£1,078.23	£250.00	£708.53
Porlock Library	338	£6,456.54	**£6,628.22**	£1,598.00	£5,030.22	£6,628.22	£0.00	£5,030.22
Porlock Village Hall	339	£1,000.00	**£1,000.00**	£0.00	£1,000.00	£1,500.00	£0.00	£1,500.00
Emergency Response Planning	340	£2,015.91	**£2,015.91**	£0.00	£2,015.91	£1,565.91	£0.00	£1,565.91
High Bank Car Park (Refurb & Replace)	341	£500.00	**£500.00**	£0.00	£500.00	£1,000.00	£0.00	£1,000.00
Defibrilllator (General Maintenance)	342	£500.00	**£100.00**	£0.00	£100.00	£600.00	£0.00	£600.00
Parish Elections	343	£1,373.00	£1,373.00	£0.00	£2,746.00	£2,746.00	£0.00	£2,746.00
Total		**£79,339.79**	**£71,148.69**	**£31,996.79**	**£44,400.90**	**£84,722.00**	**£16,892.80**	**£35,832.41**