

PORLOCK PARISH COUNCIL

Parish Room, Old School Centre, Porlock Somerset. TA24 8NP

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Minutes of the Finance and HR Committee meeting of Porlock Parish Council held at the Old School Centre on Wednesday the 17th September 2025 at 6.55pm

Councillors Present: D McCanlis (Chair), S Colson (Vice-Chair) & J Adlington

Also present: Clerk J Jones.

Signed: SFCW Dated: 25/3/26

Min Ref:	Minutes	Action
FH-2025-001	1) To receive apologies for absence Apologies received from D Heath & S McCanlis.	
FH-2025-002	2) To consider any declarations of interest and disclosable pecuniary interest dispensations The Chair asked members if there were any declarations, none were declared.	
FH-2025-003	3) To consider items to be dealt with after the public, including press, have been excluded. There were no items proposed.	
FH-2025-004	4) To receive and note any Finance & HR committee updates from the Action Log Report The only outstanding item is included in the agenda, item 8.	
FH-2025-005	5) Public participation There were no members of the public in attendance.	
FH-2025-006	6) To discuss and consider items for inclusion in the 2026/27 budget and future year forecast planning process. The clerk presented to members, first draft of the budget for 2026-27. The draft was prepared using 5% as a baseline increase in inflation where costs are unknown, a 10% increase has been applied on grounds maintenance based on current review of requirements. In this first view of the budget no provision has been made to top up the reserves (general and earmarked) - current general reserves are tracking at around 50% of operating costs, which is at the lower end of what is recommended in the Practitioners' Guide as recommended by the Smaller Authorities Proper Practice Panel. It was noted that inflation is current tracking at 3.8%.	

Members discussed the draft line by line and requested the following adjustments be made to the next revision of the draft budget.

- 100/4008 - Additional 3 hours per week asset admin role only
- 100/4006 - Hybrid gardener role not to be included, further discussion at council required to explore options and focus on volunteer resource
- 000/0000 - Town Ranger not included - currently not a devolved responsibility

	Budget	Variance	%	Precept
2025/26 budget	£145,740			£117,031
Pre meeting draft 2026/27 budget	£166,789	£21,049	14.44%	£144,724
Post meeting draft 2026/27 budget	£158,634	£12,894	8.84%	£135,139

- FH-2025-007** **8.55 Meeting extension 15 mins**
Committee RESOLVED a meeting extension
- FH-2025-008** **7) To consider the timeline for the 2026/27 budget process**
Committee RESOLVED the timeline.
8th Oct - Budget review (Council)
26th Nov - Budget review (FHR working meeting)
10th Dec - Budget review (Council)
7th Jan - Final budget review – if required (FHR working meeting)
14th Jan - Final budget sign off (Council)
- FH-2025-009** **8) To consider change of pay grade for the two administration officers from SPC 8 (£13.90) to SPC 12 (£14.82) (Budget)**
Committee RESOLVED to approve the pay increase under delegated authority of the council.
- FH-2025-010** **9) Any other business (For information only)**
Cllr Colson - Road safety awareness – Further information is being sought on feasibility of holding a session and the community room has been proposed as a potential venue.

Meeting closed at 9.10pm