

PORLOCK PARISH COUNCIL

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

To Councillors; D Heath, S Colson, D McCanlis, S McCanlis and J Adlington

**You are hereby summoned to attend the Finance & HR Committee meeting at 6:00pm on Wednesday
25th March 2026, at the Old School Centre, Porlock.**

Dated: Friday 20th March 2026

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) **Resolve any declarations of interest and disclosable pecuniary interest dispensations**
Members to declare any interests they may have in agenda items and consideration of any prior requests from member for Dispensations (NB this does not preclude any 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) **Resolve the minutes of the Finance & HR committee meeting held on the 17th September 2025 (LGA 1972 s12 para 41(1))**
- 5) **Receive and note any Finance & HR 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) **Review council's Financial Regulations and resolve the following:**
 - a) **Change/add the delegated spend authority for 5.15:**
 - i) **Clerk to under £300 (exc VAT)**
 - ii) **Environment & Amenities and Burials and Memorials Committees to £2,000 (exc VAT)**
 - iii) **Finance & HR committee to £5,000 (exc VAT)**
 - b) **Contract thresholds and requirements for 5.6, 5.8 - 5.10**
 - c) **The inclusion of permitted overruns on approved spend**
 - d) **Subject to the resolution of 1b, the criteria/value of overruns on approved spend**
- 8) **Resolve the proposed changes, as highlighted in the revised draft, to the Finance & HR terms of reference for recommendation to council.**
- 9) **Receive the Asset Register report, resolve next steps and recommendations to council**
- 10) **Receive the initial draft of the year ending 31 March 2026 financial report**

11) Resolve council's earmarked reserves requirements for 2026-27 for recommendation to council including:

- a) New earmarked reserves, limitations and transfers**
- b) Earmarked reserves set to return to operational cost at the end of 2026-27**
- c) End of year balance adjustments across the earmarked reserve portfolio**
- d) Required movement of funds from general reserves to earmarked reserves**
- e) The value and investing of funds from the community library reserve to British Government Stocks**

12) Receive an update on current business banking and resolve next steps

13) Resolve the value of the sponsorship and grants fund 2026-27 for recommendation to council

14) Resolve the draft list of regular and contractual payments for 2026/27 for recommendation to (Fin Reg 6.8)

15) Resolve the payroll internal controls process for recommendation to council

16) Resolve to review council's current pension arrangements and the cost involved in joining the Local Government Pension Scheme in April 2027

17) Receive the National Association of Locals Councils pay awards for 2026-27

18) Any other business (For information only)



Johnathan Jones

Clerk and Responsible Finance Officer to Porlock Parish Council