

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, J Adlington and M Vernon

You are hereby summoned to attend the Finance & HR Committee meeting at 4:00pm on Tuesday 30 June 2026, at the Old School Centre, Porlock.

Dated: Thursday 25 June 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) **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))
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) 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 the discussion of items 14, and 15 on this agenda for reasons of commercial sensitivity and contractual personnel matters.
- 3) **Resolve the minutes of the Finance & HR Committee meeting held on the 25 March 2026** (LGA 1972 s12 para 41(1))
- 4) **Receive and note any Committee updates from the action log report**
- 5) **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))
- 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**
- 7) **Resolve to request from Wellers a quote and scope of works for the potential transfer of Dovere Manor to a new charitable incorporated organisation (CIO)**
- 8) **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)

- 9) Resolve to recommend to council delegating authority to Somerset Libraries to sign the Donate IT service agreement (Fixy)**
- 10) Receive the draft Q1 2026-2027 budget report**
- 11) Resolve the process and timeline for setting Council's 2027-28 budget and three-year forecast**
- 12) Resolve that new or unplanned recurring operational expenditure be recorded as overspend to improve budget reporting**
- 13) 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**
- 14) Enter closed session to discuss items 14 & 15**
- 15) Resolve to recommend to Council the 2026-27 spinal column point increments based on performance reviews**
- 16) Resolve to recommend to Council changing the Council's accounting software from Rialtas to Scribe from 1 April 2027**
- 17) Any other business** (For information only)
- 18) Date of the next scheduled meeting of the Finance & HR committee –16th September 2026, 6pm at the Old School Centre, Porlock**