PORLOCK PARISH COUNCIL

REPORT – RESPONSIBLE FINACIAL OFFICER

Date: 11 November 2025 **Author:** J Jones Clerk & RFO

Old School Centre – Refurbishment (no further update)
Refurbishment costs remain on track and slightly under budget. However, routine maintenance has identified additional electrical and security requirements, including emergency lighting and fire alarm monitoring, which are not included in the original budget.

Budget Forecasting
The Finance & HR committee members will meet on the 26th November to review the next working draft of the 2026/27 budget. Their review and any recommendations will be presented to council at the December meeting.

Business Risks
There are several key areas of concern that need to be addressed:
Martyn's Law – 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. (No further update)

Business Risks Policy and Register – Risk policy and register to brought up to date and in line with requirements. (No further update)

AGAR Assumption 10 – Due to other priorities training was postponed.

Business continuity – Work needs to be undertaken to assess council's business continuity plans and any recommendations will be put to council.

Emergency plan – Next meeting date to be set. Current working timeline to be reviewed with PERT: Q2 to gather and consider information, prepare and first draft documents, Q3 produce draft final proposal, circulate, seek feedback and any required approvals, Q4 Launch. (No further update)

Retention Policy – Training completed. A proposal policy paper will be put to council in due course.

Government Stocks – Computershare (No further update)

CiLCA Qualification (No further update)

Policies, Procedures, and Documentation (No further update)

Grant Funding
Awarded

- SCF Help Through Winter – Council resolved to apply to the Help Through Winter SCF Grant for funds to support the refurbishment of the boiler at the and a contribution towards the cost of utilities at old school centre, supporting Porlock Community Library's efforts to provide a warm and welcoming space for local residents, particularly during the colder months, ensuring the space remains heated and comfortable for all who visit. Council have been awarded £2500.00.

Being explored

- National Lottery Heritage Fund – Cemetery & Churchyard Improvements out of scope.
- Wessex Water Community Fund – Old School Centre Community Garden (Orchard) – waiting further project detail

EMR Status Report (as of 31 Oct 2025)

The EMR report outlines the status of earmarked reserves, including actual balances, committed spend, and potential future expenditure. 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	Cost Centre	Opening Balance	End of Month Balance	Committed Spend	Available Funds	Potential Future Spend
V/Hall Car Park	320	208	**£3,535.51**	**£5,807.94**	£851.00	£4,956.94	£0.00
Old School Centre	321	207	**£7,609.83**	**£13,743.25**	£10,788.80	£2,954.45	£5,425.80
Water Refill Units	322		**£7,276.00**	**£7,276.00**	£0.00	£7,276.00	£0.00
Asset Replacement	323	Various	**£1,000.00**	**£1,000.00**	£0.00	£1,000.00	£0.00
Doverhay Toilets	324	225	**£1,279.85**	**£1,540.15**	£0.00	£1,540.15	£0.00
War Memorials	325		**£1,000.00**	**£1,000.00**	£0.00	£1,000.00	£0.00
Cemetery & St Dubricius	326	202	**£14,536.34**	**£18,759.97**	£6,430.00	£12,329.97	£8,000.00
Festival & Events	327	232	**£2,750.00**	**£3,643.90**	£2,750.00	£893.90	£0.00
Dovery Manor	328		**£1,000.00**	**£1,000.00**	£0.00	£1,000.00	£0.00
Grounds Maintenance (new for 2026)	329	206	**TBC**	**£0.00**	£0.00	£0.00	£0.00
Sponsorship & Grants	330	104	**£8,425.88**	**£1,571.56**	£921.44	£650.12	£0.00
High Bank Car Park	335	210	**£1,820.50**	**£3,054.85**	£0.00	£3,054.85	£0.00
Defibulator Replacement Fund	336		**£1,000.00**	**£1,000.00**	£0.00	£1,000.00	£0.00
Porlock Projects	337	Various	**£3,728.23**	**£3,728.23**	£2,000.00	£1,728.23	£0.00
Porlock Library	338	215	**£6,007.08**	**£6,277.13**	£1,598.00	£4,679.13	£0.00
Porlock Village Hall	339		**£1,000.00**	**£1,000.00**	£0.00	£1,000.00	£0.00
Environment & Community	340		**£1,241.34**	**£3,339.34**	£0.00	£3,339.34	£0.00
Total			**£63,210.56**	**£73,742.32**	**£25,339.24**	**£48,403.08**	**£13,425.80**