PORLOCK PARISH COUNCIL

REPORT – RESPONSIBLE FINACIAL OFFICER

Date: 9 January 2026 **Author:** J Jones, Clerk & RFO

Precept Payment 2026/27 (Feb 26)
Somerset Council have confirmed that the precept payment will be in full in April 2026.

Bank Charges (Feb 26)
Unity Trust have notified council of an increase in processing charges from the 1st February 2026 as set out below:

Service	Current Price	New price
Monthly Account fee	£6.00 per month	£7.00 per month
Cash deposits (per £100*)	60p (Post Office) 50p (NatWest)	70p (Post Office and NatWest)
Cheque deposits	30p each	40p each
Bacs	14p per transaction	15p per transaction
Bulk Faster Payments	30p per transaction	25p per transaction
International payments	£24.00	£20.00
CHAPS	£28.00	£25.00

* Cash paid in per £100 or part thereof, for each payment calculated monthly and charged quarterly.

Request for Information (Feb 26)
New request for information forms have now been implemented. This will be sent out when engaging with all new third parties to collate vital company information as part of council's due diligence checks. Contract or supplier spend thresholds will be discussed at the FHR committee meeting in March.

Hawkcombe Cemetery (Feb 26)
Lessons Learned Review - Council will resolve at the February's ordinary meeting the framework used to carry out the review.

Memorial Works – Following the review six quotes from Memorial Masons, Memorial Worx have been selected as the preferred contractor to carry out the unsafe memorial restoration works. Due to the weather works are planned to commence mid March.

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
NatWest bank account (Feb 26) – Following the recent purchase of stocks it was advised by NatWest to move to online banking as the account currently used for the allotment trust fund account cannot be used with online banking making and transactions manual and labour intensive. A motion has been put to council to open a NatWest online bank account and savings account.

Council Payroll (Feb 26) – The current arrangements will end at the end of March 2026. Alternative providers are being sought as well as assessing if payroll can be brought in house. A proposal will be put to council at the March meeting.

High Bank Parking permit arrears (Feb 26) – One parking permit remains in arrears. Despite recent correspondence and a commitment to settle the account in January, the outstanding amount currently stands at £212.40.

Martyn's Law (No further 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 (Feb 26) – Work has commenced on updating the Risk policy and register to brought up to date and in line with requirements.

Asset Register (Feb 26) – The asset register has undergone a review with new categories included following internal controls training. The register now includes asset review information which provides a single data source as well as additional data such as estimated life, disposal date and min ref and current value fields to ensure compliance with guidelines.

Business continuity (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.

Emergency plan – Following January's ordinary council meeting Cllr. Colson will take the lead on developing the Porlock Emergency Response Plan and will provide an update on progress at the March meeting of the council.

Retention Policy (No update) – Following training a draft retention policy is in progress which will include procedure to digitisation and future storage of historic files.

Fire Risk Assessment (No update) – Once the emergency lighting works have been approved and completed, a reassessment will be arranged. Fire Warden training to be held on the 11th February 2026.

Government Stocks – Computershare
The new stocks certificate was received on the 26th January 2026 - £7,385.

CiLCA Qualification (No update)
Due to other work priorities, there has been no further progress against the portfolio.

Policies, Procedures, and Documentation (No further update)
Cemetery Regulations – The first review of the regulations has been carried out by the parish office. This is now out for review by the B&M Committee members.

Grant Funding (No update)
Somerset Rivers Authority Grant Fund – Equipment has been received currently in storage at the OSC until council have resolved flood warden arrangements.

Being explored

- Wessex Water Community Fund – Old School Centre Community Garden (Orchard) – waiting further project detail

EMR Status Report (as of 31 Jan 2026)

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
V/Hall Car Park	320	208	**£3,535.51**	**£2,763.10**	£0.00	£2,763.10
Old School Centre	321	207	**£7,609.83**	**£12,479.64**	£6,199.09	£6,280.55
Water Refill Units	322		**£7,276.00**	**£7,276.00**	£0.00	£7,276.00
Asset Replacement	323	Various	**£1,000.00**	**£500.00**	£0.00	£500.00
Doverhay Toilets	324	225	**£1,279.85**	**£583.17**	£0.00	£583.17
War Memorials	325		**£1,000.00**	**£500.00**	£0.00	£500.00
Cemetery & St Dubricius	326	202	**£14,536.34**	**£23,419.97**	£2,909.00	£20,510.97
Festival & Events	327	232	**£2,750.00**	**£2,587.07**	£1,439.00	£1,148.07
Dovery Manor	328		**£1,000.00**	**£500.00**	£0.00	£500.00
Repairs/Improvements (new for 2026)	329	206	**TBC**	**£0.00**	£0.00	£0.00
Sponsorship & Grants	330	104	**£8,425.88**	**£365.12**	£65.00	£300.12
High Bank Car Park	335	210	**£1,820.50**	**£2,006.69**	£0.00	£2,006.69
Defibulator Replacement Fund	336		**£1,000.00**	**£500.00**	£0.00	£500.00
Porlock Projects	337	Various	**£3,728.23**	**£2,078.23**	£2,000.00	£78.23
Porlock Library	338	215	**£6,007.08**	**£6,522.71**	£1,598.00	£4,924.71
Porlock Village Hall	339		**£1,000.00**	**£500.00**	£0.00	£500.00
Environment & Community	340		**£1,241.34**	**£2,465.91**	£2,152.80	£313.11
Total			**£63,210.56**	**£65,047.61**	**£16,362.89**	**£48,684.72**