

Office Tel: 01643 863350
Email: porlockpc@gmail.com
Website: www.porlock.org/porlockpc
Office Hours:
Tuesday 9:30 – 14:00
Wednesday 9:30 – 14:00
Thursday 9:30 – 14:00
Friday CLOSED



Clerk to the Council
Mrs. D. Taylor-Pitkin
Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8QD

Parish Council

Minutes of the Finance Committee meeting held at 10am on 08th April 2021 via Zoom

Members Present:

Cllr. Fraser, Chairman
Cllr. McCoy, Cllr. Ware
& Cllr. Wood.

Also present:

Cllr. McCanlis
Cllr. Thornton
Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

None were received.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

3. Review action points of previous Finance Committee Meeting held on the 01st of December 2020.

Due to the current lockdown the below items have been deferred until the following meeting.

- **Clerk to source two independent quotes for tree survey**
Please see Item 7.
- **Clerk to source competitive quotes for a contract phone through the PPC.**
Deferred to next meeting.
- **Clerk/Cllr. Wood to review the lease agreement for the Old School Building.**
Please see Item 5.
- **Clerk to contact Peninsula for a review proposal.**
Please see Item 9.
- **Clerk to estimate the volume of materials to dispose of and source competitive quotes.**
Deferred to the next meeting.
- **Update on debit card for the Clerk.**
The PPC are to continue their transfer to another Bank which will allow the debit card facility.

4. The FC to consider potential options for future meetings following the change of legislation on the 07th May 2021.

Due to the change of the legislation scheduled for the 07th May 2021, the Finance Committee Members were provided with a report which outlined potential options to ensure the PPC continued to operate within current Government guidelines. It is worth noting that LLG (Lawyers in Local Government) in association with ADSO (Association of Democratic Officers) and Hertfordshire County Council have applied to allow local authorities to continue to meet remotely. The Application is to be reviewed on the 21st April 2021, however it was considered prudent to have plans in place to ensure minimal interruption to the running of the PPC and the adherence to the current Government guidelines.

Following a review of the report and a brief discussion the following recommendation was proposed:

The PPC to continue to meet remotely and all PROPOSALS/RECOMMENDATIONS/ to be conducted via email/Doodle Poll with paper copies provided upon request.

Proposer: Cllr. McCoy
Secunder: Cllr. Fraser

APPROVE – 3 Councillors
AGAINST - 1 Councillor

5. The FC to review the usage and security of the following PPC properties:

Old School Building
Village Hall Car Park
High Bank Car Park

Cllr. Wood and the Clerk to review the situation and provide a report for the Full Council to review.

6. The FC to review potential quotes for revised signage for the High Bank and Village Hall Car Park

The FC were provided with two quotes for the new signage and after a brief discussion Cllr. Wood recommended the PPC use the quote provided by local company First Design.

Proposer: Cllr. Wood
Secunder: Cllr. Fraser

UNANIMOUSLY APPROVED

7. The FC to consider potential quotes for a tree survey of PPC property.

This item has been deferred to the next meeting as only one quote has been received.

8. To consider and recommend to Full Council a budget to maintain the floral displays from 2022 onwards.

Cllr. Thornton provided a report for the FC to review prior to the meeting, please see attached. Following a discussion it was highlighted that coordination between the several community groups within the Village would help to enable the resources of the Village. Cllr. Wood recommended the PPC support the initiative in principle and the requested amount is passed for consideration at the 2022/2023 Budget Review in October/November.

Proposer: Cllr. Wood
Secunder: Cllr. Fraser
UNANIMOUSLY APPROVED

9. Consideration of the comparative quotes provided by Peninsula and Bright HR – Clerk to report.

Following a review of the quotes provided the FC agreed to recommend the quote provided by HR Bright.

Proposer: Cllr. Ware
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

10. FC to consider and APPROVE required credit limit for PPC accounts held with Jewson and Minehead Garden Centre.

The FC recommend a credit limit of £500 for Jewsons predominantly to assist with large purchases by the Porlock Village Maintenance Team.

The FC recommend the following system to be put in place with Minehead Garden Centre to facilitate purchases made by the PHSSG. A purchase order is to be raised by Cllr Thornton and issued to the Clerk, the Clerk will then contact the Garden Centre and confirm the items for purchase and the person who is to attend. All purchases will be noted at the Full Council and PHSSG meetings.

Proposer: Cllr. McCoy
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

11. Legacy Fund Update.

This Item has been deferred to the next meeting.

12. FC to review and consider a salary increase for the PPC Grass Cutting Contract.

It was previously noted by the Chairman that the salary for the Grass Cutting Contract had not been reviewed/increased for over three years. As a result the Clerk investigated with neighbouring Councils for comparative quotes of the Grass Cutting Contracts they have in place. It was acknowledged that Mr Binding has provided an exceptional and reliable service to the Parish Council for many years at more than reasonable costs. Following a full discussion it was recommended an annual increase to the Grass Contract by 10%.

Proposer: Cllr. Fraser
Seconder: Cllr. McCoy

UNANIMOUSLY APPROVED

13. To discuss potential future costs.

- Neighbourhood Plan following the publication of the White Paper – to be reviewed at a later date
- Move noticeboard from the bridge to the Doverhay Car Park – to be reviewed at a later date

11. To confirm a date for the next Finance Committee meeting.

The FC APPROVED the next Committee meeting to take place on the 11th May 2021 at 10am.

Meeting Closed at 11:41am

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Chairman of Finance Committee
To be confirmed