

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

PORLOCK



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 02nd February 2021 via Zoom
<https://us02web.zoom.us/j/85472659262>

Members Present:

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

Also present:

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

1. Apologies

None were received.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispositions.

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.
- Clerk to source competitive quotes for a contract phone through the PPC.
- Clerk/Cllr. Wood to review the lease agreement for the Old School Building.
- Clerk to contact Peninsula for a review proposal.
- Clerk to estimate the volume of materials to dispose of and source competitive quotes.

4. The FC to review the PPC accounts to 31st December 2020 – Clerk to report.

All Councillors were provided with the following documentation to review prior to the meeting:

- PPC Detailed Receipts and Payments by Budget Heading
- PPC Summary Receipts and Payments by Budget Heading
- PPC Trial Balance – 31st December 2020

Following a satisfactory review of the documentation provided, Cllr. Maw proposed to **APPROVE** the PPC accounts to the 31st December 2020.

Proposer: Cllr. Maw
Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

5. The FC to consider transferring the PPC accounts from current software to Scribe – Clerk to report.

All Councillors were provided with the below documentation to review prior to the meeting:

- Scribe Councillor Information Pack
- Annual Scribe quotation

Following review of the above information and a brief description of the training provided by Scribe to the Clerk and Cllr. Maw on the 28th of January 2021, the Clerk confirmed the current provider for the Finance Package used by the PPC have provided a free upgrade and offered further training on the current system. As a result the Clerk recommended the PPC continue with the current provider on a three-month trial basis, with a review to be scheduled for May 2021.

Proposer: Cllr. Ware
Secoder: Cllr. McCoy

UNANIMOUSLY APPROVED

6. FC to APPROVE the following payments and receipts for February:

Name	Description	Amount	Reference
HMRC	National Insurance and Tax contributions	338.47	BACS
Mrs. D Taylor-Pitkin	Clerk Salary	****	BACS
Mr. E Nichols	OSB Caretaker salary	125.44	
Coomber Security	Call out charge for the 16 th October 2020	68.16	BACS
Mark Jones	Cleaning D H & OSB Toilets for February	289.50	BACS
PKF Audit fee	Audit fee for 2019/2020	360.00	BACS
T & C Electrical	Call out fee and review of repair work	122.40	BACS
Alan Leonard	Replaced light fitting at D H Toilets 09 th December 2020	35.00	BACS
D Taylor-Pitkin	Working from home allowance – PPC to cover extra costs of heating/electricity - £6.00 a week from the 04/01/2021 – 01/03/21	£54.00	BACS
Dell	New laptop for Clerk (VAT £115.80)	694.80	BACS
Zoom	February subscription	14.39	BACS
SLCC	Annual membership	185.00	BACS
NEST	Clerk Pension – Parish Council and Clerk contributions	70.80	Direct Debit
Bulb	Monthly payment for Old School Building including the Library, Electricity supply	81.00	Direct Debit
Bulb	Monthly Payment for D H Toilets Electricity supply	33.00	Direct Debit
BT	Telephone & Internet for Parish Office/Library	81.67	Direct Debit

Bank Balances on the 01st February 2021:

PPC Current Account: £169,996.86
Allotment Trust Account: £17,436.76

Payments received:

Name	Description	Amount	Reference
M & M McCoy	Friends of Porlock Library Donation	8.00	Automatic Credit
Bay 12	High Bank Car Park	12.50	Automatic Credit
P & W Day	Friends of Porlock Library Donation	5.00	Automatic Credit
E & I Ellis	Friends of Porlock Library Donation	5.00	Automatic Credit
Porlock Newsletter	Re-charge of Ricoh contract including copies	438.04	Automatic Credit

Proposer: Cllr. McCoy
Seconder: Cllr. Wood

UNANIMOUSLY APPROVED

7. The FC to review and APPROVE selection process for Co-Option of new Councillors – Clerk to report.

The Clerk confirmed there are currently two options which meet the PPC requirements to remotely perform the co-option of the new Councillors. Following a discussion the Clerk provided a demonstration of the Zoom Poll facility. During the demonstration it was confirmed that the results of the Zoom Poll can be published to all attendees of the meeting and the details of the vote remain confidential. Cllr. Fraser proposed the Zoom Poll facility.

Proposer: Cllr. Fraser
Seconder: Cllr. Maw

UNANIMOUSLY APPROVED

8. Legacy Fund update – Cllr. Maw to report

Cllr. Maw advised he is currently researching other Councils who have enlisted in the type of scheme and will report back at a later date.

9. The FC to APPROVE the use of a debit card for the PPC account with suggested amount of £200.00 - Clerk to report.

The Clerk confirmed that the current process for the procurement of stationary, computer supplies, postage etc... is for the Clerk to purchase the items and then request a refund from the PPC. As a result the PPC cannot claim back the VAT element of the cost of the item purchased. Therefore it was recommended the PPC provide the Clerk with a debit card with a capped amount of £200.00.

Proposer: Cllr. Maw
Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

10. The FC to consider setting up a PPC Facebook Page – Clerk to report.

Following a robust discussion where concerns were raised due to the security involved with use of social media it was proposed that the Clerk set up a PPC Face Book page on a trial basis with a review at the Full Council meeting in March.

Proposer: Cllr. Maw
Seconder: Cllr. Wood

APPROVE – 4 Councillors
AGAINST - 1 Councillor

11. To discuss potential future costs.

Whilst the following Items do not incur additional costs the Clerk wished to note:

- Following a recommendation by SW&T District Council, Code of Conduct training is to be provided to the Full Council at the end of March (including new Councillors) on an agreed date.
- The Clerk is to initialise a payment facility on the PPC website for users of the High Bank Car Park.

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

The next Committee meeting is to be scheduled for the end of March 2021.

Meeting Closed at 11:24am

.....
Chairman of Finance Committee
To be confirmed

Finance Committee Members:

- Cllr. Maw (Chairman)
- Cllr. Fraser
- Cllr. Ware
- Cllr. Wood