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Tuesday 9:30 – 14:00  
Wednesday 9:30 – 14:00  
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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 18<sup>th</sup> May 2021 via Zoom

#### Members Present:

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

Also present:

Mrs. D Taylor-Pitkin (Clerk)

#### **1. Review action points of previous Finance Committee Meeting held on the 08th of April 2021.**

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

- Clerk to source two independent quotes for tree survey.  
*This item is to be deferred to the following meeting whilst a suitable second quote is sourced.*
- Clerk to source competitive quotes for a contract phone through the PPC.  
*It was recommended that as an alternative to purchasing a new phone contract for the Clerk it would be prudent to provide a suitable allowance towards the Clerks current phone contract.*
- Clerk/Cllr. Wood to review the lease agreement for the Old School Building.  
*This item is still under review.*
- Clerk to estimate the volume of materials to dispose of and source competitive quotes.  
*Please see Item 2.*
- In depth review of the usage and security of the PPC properties.  
*This Item is still under review.*

#### **2. The FC to review competitive quotes for skip/removal van to assist with removal of excess items at the Parish Office.**

The Clerk provided quotes for a 6yd<sup>3</sup> skip (60 bin bags) from three local companies, Exmoor Skip Hire provided the most competitive service at a cost of £313.20 incl Vat.

**Proposer:** Cllr. Fraser  
**Seconder:** Cllr. Thornton

**UNANIMOUSLY APPROVED**

### **3. To discuss and APPROVE costs of the book storage unit for the Lovelace Centre.**

During the recent lockdown, the Lovelace Centre have received numerous donations of good quality books but unfortunately did not have the facilities to display them. The PVMT have kindly provided a weatherproof design for an external book storage case to be prominently displayed at the Visitor Centre side of the Old School Building. Each Councillor had been provided with a cost breakdown of £738.00 incl Vat.

**Proposer: Cllr. Wood**

**Secunder: Cllr. Ware**

**UNANIMOUSLY APPROVED**

### **4. Discussion regarding the management and revenue of Doverhay and Old School Centre Toilets.**

Following an in-depth discussion regarding the opening times of both the PPC public toilets and the limited access at the Old School Centre for less abled individuals, it was agreed the Clerk will investigate potential solutions for the opening and closing of the toilets. Cllrs Thornton and Fraser are to research potential alterations to the entrance of the Old School Centre which would facilitate easier access for less able-bodied individuals.

It was noted that the toilets on Doverhay are used by a wide range of people including, locals, tourists and visiting delivery drivers. It was therefore proposed that the opening times of both public toilets should be 9am – 6pm.

**Proposer: Cllr. Ware**

**Secunder: Cllr. Thornton**

**UNANIMOUSLY APPROVED**

**Action Points: Clerk to investigate suitable solutions for the opening and Closing of PPC public toilets.**

**Action Points: Cllrs Fraser and Thornton to research suitable methods of access to the Old School Centre for less abled people.**

### **5. To review competitive quotes for insurance for the PPC properties etc...**

As the PPC insurance renewal is due on the 06<sup>th</sup> of June the Clerk sourced potential quotes for the Councillors to review prior to the meeting. Following a brief discussion it was agreed the quote provided by BHIB was far superior and was £719.52 below the current insurer, a further £120.00 was also saved as a annual subscription for Parish Online is also included in the package.

**Proposer: Cllr. Fraser**

**Secunder: Cllr. Wood**

**UNANIMOUSLY APPROVED**

### **6. Legacy Fund update.**

Cllr. Fraser and the Clerk are currently researching this item and will report back at a later date.

### **7. To note any potential future costs.**

The Clerk requested that the cost of potentially moving the PPC noticeboard, currently located at Pollards garage, to the toilet block at Doverhay Car Park is investigated.

**8. To confirm a date for the next Finance Committee Meeting.**

The Clerk advised due to the recent guidance received from SALC and PKF Auditors regarding the submission of the AGAR for the year 2020/2021, the Fin Com should meet to review the Year End Accounts and AGAR on the 15<sup>th</sup> June 2021. As the AGAR requires “wet signatures” and cannot be formerly APPROVED remotely, it was agreed an Extraordinary meeting will be called at the end of June to specifically cater for APPROVAL of the AGAR. This was considered the safest approach as the meeting will only require a quorate number of Councillors, can be held outside and due to the limited content of the Agenda should last no longer than 15 minutes.

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**Chairman of Finance Committee**  
**To be confirmed**

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**Finance Committee Members:**

- Cllr. Fraser (Chairman)
- Cllr. Briggs
- Cllr. McCoy
- Cllr. Thornton
- Cllr. Ware
- Cllr. Wood