

Clerk to the Council
Mrs. D Taylor-Pitkin

Office Opening Hours:

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| Monday | CLOSED |
| Tuesday | 9:30 – 14:00 |
| Wednesday | 9:30 – 14:00 |
| Thursday | 9:30 – 14:00 |
| Friday | CLOSED |

Porlock Parish



Council

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Minutes of the Finance Committee meeting held at 10am on 04th November 2021 at Porlock Community Library.

Members Present:

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

Also present:

Cllr. McCanlis
Mr S Coulson
Mrs R Walker
Mrs. D Taylor-Pitkin (Clerk)

1. Apologies.

Apologies were received from Cllr. Briggs due to last minute work commitments.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

3. Review action points of previous Finance Committee Meeting held on the 18th May 2021:

- Clerk to source two independent quotes for tree survey.
Please see Item 11.
- In depth review of the usage and security of the PPC properties.
Please see Item 5.
- Legacy Fund Review.
This item is still ongoing.

4. FC to review proposal to fund insurance cover for Repair Café – Mr. Coulson & Mrs. Walker to report.

Following a review of the report provided by Mr. Coulson and Mrs. Walker (please see attached) the following RECOMMENDATION was proposed:

The FC RECOMMEND the PPC provide the insurance premium for the Repair Café at a cost of £450.00 - £500.00 subject to the provision of further information.

Proposer: Cllr. Fraser

Seconder: Cllr. Wood

UNANIMOUSLY APPROVED



5. Review of the profits and loss of the PPC Assets – Cllr. Wood to review.

Please see attached report. It was noted that better information was available post production of the report and that per the Budget figures the PPC's assets would likely generate a loss of approximately £12,000 for the Fiscal Year. This would inform the Budget and Precept development for the upcoming year.

6. Review of the electricity contract with Bulb for the PPC owned assets – Clerk to report.

Following the announcement that Bulb have collapsed the issue of transferring the PPC account to another provider has been raised. The PPC account is currently in credit for £286.77, following a brief discussion the FC RECOMMENDATION is to remain with Bulb for the time being.

Proposer: Cllr. Thornton

Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

7. To review costs for the installation of CCTV for the PPC owned assets – Clerk to report.

All Councillors were provided with two quotes to review, after a discussion regarding placement and signage the following RECOMMENDATION was proposed:

The FC RECOMMEND the PPC purchase the 4K Ultra HD Wi-Fi NVR Security System at £479.99.

It was noted that there will likely be some additional modest expenditure involved in the installation process and annual maintenance of the system.

Proposer: Cllr. McCoy

Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

8. Review of cleaning materials and hygiene equipment for the PPC owned public toilets – Clerk to report.

Following a review of the list of cleaning materials and hygiene equipment, which have been Covid tested, provided by Chemex the FC RECOMMEND the PPC APPROVE the use of the new materials In order to ensure the safety of the members of the public who frequent the Public Toilets.

Proposer: Cllr. Fraser

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED



9. Review of quote for safety rails at Hawkcombe Cemetery – Clerk to report

Following the completion of a Risk Assessment it was noted that at least three sets of stairs in the Cemetery may not provide sufficient support for visiting members of public. A quote was provided for the installation of handrails at a cost of £4500.00. After a robust discussion it was agreed to consult with the PPC insurer and confirm the level of cover and potentially request a review of the area.

10. FC to consider the use of the £1300.00 from a previous fund to provide for the maintenance of the PHSSG Floral displays – Cllr. Thornton to report

Following a report provided by Cllr. Thornton the following RECOMMENDATION was proposed:

The FC to RECOMMEND the PPC place £1300.00 in an ear marked fund for future beautification of the Village.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

11. Review of quotes provided for treatment of trees at Hawkcombe Cemetery.

This Item has been deferred to the following meeting as not all quotes have been received.

12. FC to consider the maximum of £1500.00 for a topographical survey for Dunster Steep – Cllr. Wood

After a report delivered by Cllr. Wood the FC RECOMMEND the PPC provide the funds (not to exceed £1500.00) for a topographical survey. Please see attached information

13. Items for Report.

No items were noted.

14. To discuss potential future costs.

- Recording equipment for PPC £220

This Item is still under review.

15. To confirm a date for the next Finance Committee Meeting.

It was agreed the date for the next Finance Committee Meeting will be discussed at the Budget Review meeting on the 04th December 2021.



Finance Committee Members:

Cllr. Fraser (Chair)

Cllr. Briggs

Cllr. McCoy

Cllr. Thornton

Cllr. Ware

Cllr. Wood



Members are reminded that the Council has a general duty to consider the following matters in the exercise of its functions: Equal Opportunities (race, gender, sexual orientation, marital rights and any disability), Crime and Disorder, Health and Safety, and Human Rights. This notice must be left at or sent by post to the usual place of residence of every Member of the Council, three days at least before the Meeting