

Porlock Parish

Clerk to the Council
Mrs. D Taylor-Pitkin
Office Opening Hours:
Monday CLOSED
Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 14:00
Friday CLOSED



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Council

Breakdown of current PPC Committees

Committee Name	Responsibilities	Number of members required
Finance & Asset Management Committee	To provide their recommendations to full council regarding the annual budgets, precept requirements, grant applications etc... To advise the Council as to its financial and economic policies and recommend the allocation and control of all its financial resources including capital reserves and ear marked funds. In its Asset Management capacity to keep under review the portfolio of properties owned by the Council and to make recommendations on their optimum use. *Have TOR.	At least 5
Staffing & HR Committee	To provide support to the Clerk with responsibilities to Staff including hiring, interviews, appraisals, contracts etc...To make Recommendations to Full Council of Porlock Parish on all matters relating to staffing and human resources *Have TOR.	At least 3 (requires representation from all genders)
Library	To provide feedback to the PPC from the Library and SCC following the Community Partnership entered into roughly 5 years ago.	At least 2 members
Grievance & Disciplinary Panel	This panel is to provide support to all employees and provide them with the opportunity to air and seek redress for any individual employment grievance which they may have. Grievances may be any concerns, problems or complaints employees wish to raise with the Council. *This panel requires a TOR and a scheme of delegation to provide confidentiality.	At least 3 (requires representation from all genders)



Policies & Documents	To review and recommend to Full Council all PPC documentation including contracts, standing orders and Fin regs etc...	At least 4
Planning	<p>Porlock Parish Council is currently an advisory body to Exmoor National Park Local Planning Authority for all planning applications that relate to the Parish area. The Planning Committee are to make recommendations to the Full Council on all matters relating to its Planning applications and policies.</p> <p>(*The large member suggestion is due to the fact Porlock is a small Village, Planning can be quite contentious and a larger committee will ensure people with connections to the application can note their interest and the Application will still receive a full and unbiased review)</p> <p>*Have a draft TOR which was APPROVED by previous committee but has to be approved at Full Council.</p>	At least 6 *
Cemetery & Open Spaces	<p>This Committee is responsible for all matters associated with the environment and public open spaces which fall within the responsibility of the PPC and is tasked with ensuring that all open spaces are maintained in favourable condition for biodiversity, and for the safe use and enjoyment by Porlock residents and visitors.</p> <p>*Requires a TOR</p>	At least 4

List of community groups which require representatives from the PPC

Coastal Communities Team	Porlock Vale Tourist Association
Defibrillators in Porlock Village	Porlock Weir
District & Parish Forum	Recreation Ground
Doverly Manor	St. Dubricius First School
Exmoor Panel	Village Hall
Henry Rogers Charities	

