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Clerk to the Council

Parish Room
Old School Centre
West End
PORLOCK
Somerset TA24 8QD

Parish Council

Minutes of the Extraordinary Finance Committee meeting held at 10 am on 6th October 2022 in the Parish Office at the Old School Centre.

Members Present:

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

Also present: Cllr. Gable

1. Apologies

From Cllr. McCoy.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None.

3. To review the role of the Finance Committee and RFO.

- i. In view of NALC's advice the proposal is to take the locum RFO on to the payroll. The FC propose to follow that advice and so **recommend** that action to the full Council. Details attached.

Proposer: Cllr. Fraser

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

- ii. In light of the engagement of the RFO the FC consider it appropriate to institute an independent review of their financial procedures and to separately engage the RFO for that purpose. The FC **recommend** that course of action and have requested the RFO to submit a proposal for consideration at the Council meeting. Details attached.

Proposer: Cllr. Fraser

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

4. To review the Annual Budget for the next Financial Year.

A preliminary review of the current year's budget was undertaken. Additional input is required and a further review will take place at the next FC meeting. The budget needs to be adopted in the month of November.

5. To review PPC accounts for the month of September 2022.

- i. The attached Payments Schedule was reviewed and **recommended** for approval at the next Council meeting.

Proposer: Cllr. Fraser

Seconder: Cllr. Ware

- ii. The attached Summary Receipts and Payments for the YE 30th September and Bank Reconciliation Statement were reviewed and accepted save for an unexplained difference of £14.58. This may be associated with the change to Unity Trust from NatWest and will be clarified.

6. To consider a request for an additional £100 for the LNS event.

The Council have previously approved expenditure of £1,250 for this event, the funds to come from the ETCRF based upon their terms and conditions. The revised proposal, which is attached, is understood to involve the PPC in forming a committee or sub-committee with a view to keeping the link between the PPC and the traders. The FC notes that the Council is very keen to promote the relationship between it and the traders. The aim of this arrangement would appear to be that the Council:

- 1. Secure insurance cover for the event.
- 2. Undertake the financial management of the funding as fiscal agent.
- 3. Participate in a Steering or Sub-committee.

In relation to 3. above no member present is able to participate in a Steering or Sub-committee. When Cllr. McCoy returns to the UK the matter will be raised with him.

Accordingly, the FC proposes and will **recommend** to Council the following:

- i. Increase the funding for LNS by £100 to bring the total to £1,350, per the attached revised proposal.
- ii. PPC will explore the requirements for the provision of the insurance cover and make reasonable efforts to put it in place. Risk assessments will need to be undertaken by the LNS organisers and depending upon the insurance requirements this may require the PPC to impose some terms and conditions.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

UNANIMOUSLY APPROVED

7. To consider making a contribution towards the cost of batteries for the Christmas Season.

The FC notes that the Council has previously made contributions for this purpose. Based upon the estimate from BuyABattery the FC **recommends** expenditure of a total of £282.00 inclusive of VAT which will be recoverable.

Proposer: Cllr. Gable

Seconder: Cllr. Ware

UNANIMOUSLY APPROVED

8. To review reimbursement of Jubilee Flower Arch expenses.

The FC noted that the Jubilee event expenses had been approved at an earlier Council meeting and also noted that this item was covered under Item 5. Above.

9. To review the cost of signage at the OSC.

The signage for the OSC has been under consideration for some time and a form and design has been reviewed by the PPC, the Lovelace Centre, the PVTA and the Community Library. Per the estimate provide by First Design in the sum of £275.00 the FC **recommends** this expenditure.

Proposer: Cllr. Wood

Seconder: Cllr. Fraser

10. Items for Report.

None.

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

To be confirmed.

Meeting Closed at 11.46 am