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Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 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 25th August 2022 in the Parish Office at the Old School Centre.

Members Present:

Cllr. Fraser, Chairman
Cllr. Dennis, Cllr. McCoy, Cllr. Rayner,
Cllr. Stanyon & Cllr. Ware

Also present: Mrs. D Taylor-Pitkin (Clerk)

1. Apologies

Apologies were received from Cllr. Allenby due to family commitments.

Cllr. Wood attended the meeting remotely via Zoom.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

None were noted.

3. FC to review highlighted clerical error. Due to its sensitive nature this Item is to be considered A CLOSED SESSION.

Following a review of the Clerk's statement for the FC APPROVAL to recommend to Full Council the suggested course of action.

Proposer: Cllr. Dennis
Seconder: Cllr. Stanyon

UNANIMOUSLY APPROVED

4. FC to review the Internal Auditors response regarding the Annual Internal Audit Report 2021/2022

Following the FC meeting held on the 28th July 2022 the Clerk contacted the Internal Auditor for clarification on his responses to the below queries on page 3 of 6:

- e. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
The Internal Auditor confirmed that whilst cash collections were left in the safe adequate controls have now been in put place to ensure there is not a recurrence. Cash Collections are now recorded and banked directly with the Post Office.
- h. Asset and investments registers were complete and accurate and properly maintained.

The Internal Auditor confirmed that he has seen the asset register and it was adjusted in value for the year - although there is still work to do on it.

5. FC to review the revised Annual Governance Statement and year end accounts for 2022.

After a review of the AGAR the Finance Committee resolved to RECOMMEND APPROVAL to Full Council with the following observations:

Response to Section 1 – Annual Governance Statement 2021/2022 page 4:

The PPC have marked “no” on Box 2 of the Annual Governance Statement as whilst a list of payments made and received were provided to Full Council the PPC had continued to function under Covid measures and payment vouchers were not produced for signature.

As of the 01st September 2022 the PPC have transferred to Unity Trust Bank which requires signatures from 2 Councillors and the REFO/Clerk in order to authorise and process the payments and payment vouchers are to be provided at Full Council with a list of payments to be reviewed.

The PPC have marked “no” in Box 6 due to the Council still operating in Covid-19 measures and failed to pick up an administrative error in posting some details of income and expenditure.

This has now been identified and rectified. As with the above response, two Councillors will be authorising the payments along with the locum RFO following APPROVAL at Full Council.

The PPC have marked “no” in Box 7 due to an oversight on the part of the Clerk, the Auditor’s report for 2020/2021 was not circulated to the Full Council.

The Report has now been circulated and the recommendations have been put in place.

It was also reported that Lesley Thornton had provided an up to date report of the PHSSG Accounts which were also reviewed and reconciled with the Parish Council Accounts.

**Proposer: Cllr. Fraser
Seconder: Cllr. Dennis**

UNANIMOUSLY APPROVED

6. FC to consider the following grant requests received from local community groups:

- i. Application received from PVRTA to provide a “Shoppers Guide” for the Traders of Porlock. It was confirmed the shoppers guide is to advertise the Traders along Porlock High Street **Following consideration of the application the FC resolved to RECOMMEND to the Full Council to support the above application in the sum of £2,500 and the funds to be provided by ETCRF.**

**Proposer: Cllr. Fraser
Seconder: Cllr. Dennis**

3 Councillors ABSTAIN

3 Councillors APPROVE

- ii. Application received from PVTA for the PPC consider re-stating the annual grant from the PVTA.

It was noted that the PVTA provides an invaluable service to the Community as well as the hospitality industry and the traders along Porlock High Street. It was confirmed a strategic plan has been prepared by the PVTA and potential measures are being investigated to mitigate on-going running costs. Following a review of the application it was agreed that the Visitor Centre / PVTA should be supported and to defer this item to be considered as a budget consideration for 2023/2024.

**Proposer: Cllr. Fraser
Seconder: Cllr. Rayner**

UNANIMOUSLY APPROVED

- iii. Application received from The Oaks Nursery for an addition to their learning/play equipment.

It was agreed that more information is required in order the application to be considered in full and has been referred back to the applicant.

- iv. Application received from Porlock Weir Gig Club to provide a grant towards new wooden youth oars.

It was agreed that more information is required in order the application to be considered in full and has been referred back to the applicant.

- v. Application received from Traders of Porlock for assistance with the annual Late Night Shopping event held in Porlock.

The FC have APPROVED RECOMMENDING this grant for APPROVAL with a caveat that local entertainers are considered in order to support them and the funds of £1250.00 to be allocated from the remaining ETCRF.

**Proposer: Cllr. Fraser
Seconder: Cllr. Dennis**

UNANIMOUSLY APPROVED

7. FC to review the request from the PVCCT to allocate £120 of remaining balance to support Porlock Vale Arts Group.

Cllr. Wood reported the Group is proposing to meet on a regular but informal basis at different locations in and around the Village. To facilitate those meetings it has been suggested that the PVCCT allocate £120 of the remaining balance of its earmarked fund to support the next three gatherings.

**Proposer: Cllr. Fraser
Seconder: Cllr. Rayner**

2 Councillors ABSTAINED

4 Councillors APPROVED

8. FC to RECOMMEND the purchase of a recording device for future Full Council and Committee Meetings.

The suggested model costs £150.00 and is a zoom H2 handy, the audio recordings will be loaded on to the PPC website and will be available for the public to download.

Proposer: Cllr. Fraser
Seconder: Cllr. Stanyon

UNANIMOUSLY APPROVED

9. Any Items for Report.

Porlock Legacy Fund

Cllr. Wood provided an update on the Legacy Fund, Maitland and Walker solicitors have been consulted and have provided a quote of £3,000 to £ 4,000 to initiate the set up. There are 3 or 4 avenues to pursue and following further investigation Cllr. Wood will report back at a later date.

Appointment of an External Auditor

SAAA appoint the External Auditors for the Councils located in Somerset. The PPC has to decide by the 28th October 2022 if they would like to opt out of the selection process and appoint their own or allow the SAAA to source the External Auditor. The External Auditors are rotated on a five yearly basis.

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

29th September 2022.

Meeting Closed at 12:33