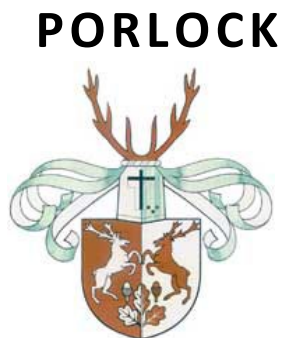


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Office Hours:
Tuesday 10:00 – 14:00
Wednesday 10:00 – 14:00
Thursday 10:00 – 14:00
Friday CLOSED



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 28th July 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 and Cllr. Wood due to family commitments.

2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.

Cllr. Stanyon wished to note an interest due to her position as Visitor Centre Manager.

3. FC to review the Internal Auditors Report 2021/2022.

The FC Committee reviewed the Internal Auditors report and noted the following points:

- The Asset Register is still in the process of being updated and converted to a electronic copy. Once completed it will be added to the PPC website and Parish Online.
- The outstanding VAT queries which were highlighted during the Audit have now been reconciled and a further amount of £2652.67 has been processed.
- Bank Reconciliations are to be signed by the Chair of the Finance Committee and Minuted at the Full Council Meeting.
- The internal Auditor recommended the PPC make use of a debit card instead of a petty cash system. The limits of the debit card and level of access will be reviewed at a later date.
- The PPC should market test the agreements they currently hold with their contractors to ensure they are competitive. This process should be carried out every two years.
- To ensure that cash collection payments are banked promptly and not left in the PPC safe, cash payments are to be taken directly to the post office for processing.
- A cash collection record book has been implemented.
- Risk assessments for the Old School Centre are to be completed.
- A full review of the buildings managed by the PPC will be required on a Health & Safety aspect.
- From the 01st September when the PPC transfers to Unity each payment will be allocated a unique number for easier identification.
- Due to the growth of the business conducted by the PPC over the last two years the Internal Auditor recommended consideration given to the employment of a separate Responsible Financial Officer position.

Following a discussion it was agreed the Clerk to request further clarification from the Internal Auditor on the following queries:

Internal control objective:

- 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.

Action Point: Clerk to confirm VAT allocation with Rialtas

4. FC to review the Annual Governance Statement.

This Item has been deferred to the Finance Committee Meeting to be held on the 25th August 2022.

5. FC to review PPC Accounts for 01st April 2022 – 30th June 2022

Following a review of the first quarter budget it was agreed the Clerk is to add further specific Account Codes to allow for easier identification of overspends and areas which require attention.

It was noted that due to the use of a smaller silo which provides the heating for the Old School Centre there is an increase in the number of deliveries required which adds to the overall cost of the wood pellets.

It was reported that the increase in costs for the public toilet consumables was due to a need for more robust cleaning chemicals as a result of the Covid-19 pandemic.

Future business rate charges for public toilets have been suspended but have unfortunately been backdated for the last four years and payments were made in this financial year.

Action Point: Clerk to £333.00 needs to be moved to the 100-tree project

Action Point: Repair café costs to be allocated to the SCC Climate Grant

6. FC to consider request from Porlock Newsletter for PPC to renew the photocopier lease with Ricoh on their behalf.

Following a discussion it was agreed to renew the photocopier lease with Ricoh on behalf of Porlock Newsletter.

Proposer: Cllr. Fraser
Secunder: Cllr. Dennis

UNANIMOUSLY APPROVED

7. FC to consider donation request received from Oaks Nursery at St. Dubricius First School.

The Oaks Nursery is to apply for a grant using the PPC grant application form.

8. Any Items for report.

Meeting Closed at 11.55am