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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

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

## Parish Council

**Minutes of the Finance Committee meeting held at 10 am on 3<sup>rd</sup> November 2022 in the Parish Office at the Old School Centre.**

**Members Present:**

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

Also present:

RFO Annie Dallaway by Zoom  
Mrs. L. Thornton, Mr. D. McCanlis

**1. Apologies**

None.

**2. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**

None.

**3. Receive the RFO's Financial Review Report.**

FinCom has received the RFO's Report dated 26<sup>th</sup> October 2022 and will be reviewing its recommendations with a view to recommending a course of action to the full Council at its meeting on November 9<sup>th</sup> next.

**4. Review the Payments Schedule for November 2022.**

The Schedule was reviewed for accuracy and completeness and will be recommended for **approval** at the next full Council meeting.

**Proposer: Cllr. Fraser**

**Seconder: Cllr. Wood**

**UNANIMOUSLY APPROVED**

**5. To review the April to October 2022 accounts.**

The accounts for the Unity Trust account were reviewed and accepted as complete and correct as presented. They will be **recommended** for acceptance at the next full Council meeting.

**6. To further consider the Budget for the next Financial Year.**

Based upon the current year's Budget a line-by-line review was undertaken with a view to a draft being prepared based upon the Rialtas template. The intention is to bring a draft to the Council meeting in December for adoption.

Out of the review the following were noted:

1. Salaries of staff need to be reviewed against the appropriate scale or national standards.
2. A formula for the allocation of utilities for the Old School Centre is needed. An equitable means of doing that is being investigated.
3. The need for the services of Bright HR is required.
4. The PPC website needs attention and quotes for its upgrading are required.

**7. Items for report.**

None.

**8. Date of Next Meeting.**

November 24<sup>th</sup> at 10.00 am at the Parish Office.

**Meeting Closed at 11.45 am.**