

Clerk to Porlock Parish Council  
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# PORLOCK



Parish Room  
Old School Centre  
PORLOCK  
Somerset, TA24 8NP

## Parish Council

### Notice of a Meeting of the Parish Council

To all Councillors:

You are hereby summoned to attend the following meeting:

Meeting of.... Porlock Parish Council  
Time.... 19:00  
Date.... Wednesday 8<sup>th</sup> February 2023  
Place.... Porlock Village Hall

Dated 3<sup>rd</sup> February 2023

*A Health & Safety announcement will be made at the start of the meeting*

*This meeting will be recorded in accordance with NALC's Guidance on Recording of Parish Meetings.*

#### AGENDA

**Clr Lesley Thornton**  
Temporary volunteer Clerk

- 1. To RECEIVE Apologies for Absence and to approve reasons provided. (LGA 1972 s85 (1))**
- 2. To welcome the Councillors elected uncontested on Friday 27<sup>th</sup> January, to minute signing of their Declaration of Acceptance of Office and to provide an update on the remaining casual vacancies.**
- 3. Declarations of Interest and Disclosable Pecuniary Interest Dispensations.**  
*Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e). (NB this does not preclude any later declarations) (LGA 1972 sch12, para 41(1))*
- 4. To agree any items to be dealt with after the public, including the press, have been excluded.**
- 5. Public Participation.**  
*This section provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate by asking questions, raising concerns or providing comments on matters affecting Porlock Parish (for a maximum of 3 minutes not exceeding 15 minutes in total). No decision can be taken during this session, but the Chair may decide to refer any matters raised for further consideration. (LGA1972 sch12, paras 10(2) (b))*

- 6. To RECEIVE reports from Somerset County Council and Somerset West and Taunton Council District Councillors**
- 7. To APPROVE the Minutes for the Full Council Meeting held on the 11<sup>th</sup> January 2023**
- 8. To RECEIVE a report from the Clerk**
- 9. To RECEIVE Portfolio reports**
  - i. Assets & Property**
    - a. Maintenance required at the Doverhay Toilets
    - b. Maintenance required at the OSC and overall appearance
  - ii. Environment & Community**
    - a. Grass Cutting Contract
    - b. Floral display maintenance
    - c. Footpath maintenance required in St. Dubricius Churchyard
- 10. FINANCE**
  - i. To APPROVE the limit of £500 for the Unity credit card
  - ii. To APPROVE Programme Administrators for the Unity credit card
  - iii. To RECEIVE an update on the Allotment Account
  - iv. To APPROVE to remove signatories on the existing NatWest Allotment Account and add new signatories
  - v. To APPROVE and sign the Bank Reconciliation to end January 2023.
  - vi. To RECEIVE the Detailed Receipts & Payments to end January 2023
  - vii. To APPROVE Locum RFO's hours for January 2023
  - viii. To APPROVE Library Officer's overtime for January 2023
  - ix. To APPROVE final Payments Schedule for February 2023
  - x. To APPOINT the Internal Auditor for 22/23
  - xi. To CONSIDER and APPROVE using Cloud based Rialtas software
  - xii. To CONSIDER and APPROVE applying for a National Lottery Grant for the Coronation celebrations
  - xiii. To RECEIVE an update on the PVTA grant application following meeting with PVTA where it was agreed to defer any decision to March Full Council meeting
- 11. To APPROVE the Minutes and recommendations of the Planning Committee Meeting held on the 1<sup>st</sup> February 2023**
- 12. To ADOPT NALC Model SO, to be signed by the Chair at the meeting**
- 13. To ADOPT NALC Model Code of Conduct**
- 14. To APPROVE the Terms of Reference for the portfolio groups**
- 15. To RECEIVE an update on the Finance Committee Regulations and Terms of Reference**
- 16. To RECEIVE an update on the Planning Committee Terms of Reference**
- 17. To RECEIVE an update on Asset Review and Risk Management review**
- 18. To RECEIVE an update on the Annual Cycle**
- 19. To RECEIVE an update on the implementation of recommendations from RFO Review**
- 20. To RECEIVE an update on the recruitment for the Clerk**
- 21. To APPOINT further representatives to outside bodies.**
- 22. To RECEIVE correspondence**

- 23. To RECEIVE reports from outside bodies: Coastal Communities, Doverly Manor, Highways, Porlock Library, Porlock Vale Tourist Association, Porlock Weir, Recreation Ground, St. Dubricius First School, Village Hall**
- 24. To NOTE next Finance Committee meeting time/date/place**
- 25. To NOTE the date and time of the next Full Council meeting to be held at the Village Hall**