

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 th March 2023
Place....	Porlock Village Hall

Dated 3rd March 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

CLlr Lesley Thornton
Temporary volunteer Clerk

- 1. To RECEIVE Apologies for Absence. (LGA 1972 s85 (1))**
- 2. To ELECT a vice-chair following the resignation of Marc Mariner on Thursday 23rd February 2023**
- 3. To provide an update on the remaining casual vacancies.**
- 4. 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))
- 5. To agree any items to be dealt with after the public, including the press, have been excluded.**
- 6. 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))

- 7. To RECEIVE reports from Somerset County Council and Somerset West and Taunton Council District Councillors.**
- 8. To APPROVE the Minutes for the Full Council Meeting held on the 8th February 2023.**
- 9. To RECEIVE a report from the Clerk.**
- 10. To RECEIVE an update on the War Memorial**
- 11. To RECEIVE Portfolio reports**
 - i. Assets & Property –**
 - a. Maintenance required at the Doverhay Toilets
 - b. Maintenance required at the OSC and overall appearance
 - c. Benches
 - ii. Environment & Community**
 - a. Grass Cutting Contract
 - b. Floral display maintenance
 - c. Footpath maintenance required in St. Dubricius Churchyard
- 12. To RECEIVE a report from Cllr Colson regarding the 4Rs project and the Porlock Arts Project**
- 13. To RECEIVE a report from Cllr D Thornton regarding the Library**
- 14. To RECEIVE a report from Cllr D McCanlis regarding Doverly Manor**
- 15. To AGREE the location to site an external water refill point at the Old School Centre**
- 16. To APPROVE the appointment of a Councillor to co-ordinate the Annual Parish Meeting, to be held on Wednesday 12th April at 6pm, to be followed by a short Council Meeting.**
- 17. FINANCE**
 - i. To RECEIVE the minutes of the Finance Committee meeting 22.2.23 and APPROVE the recommendations therein:
 - a. To APPROVE £250 for the purchase of books for the Library Fast Track Trial
 - b. To APPROVE £50 additional funding for the Porlock Flag
 - c. To review the High Bank car park permit fees for 23/24 and APPROVE an increase of 10%
 - d. To APPROVE the revised Finance Regulations to be signed at Full Council meeting 8th March 2023
 - e. To APPROVE the revised Finance Committee Terms of Reference to be signed at Full Council meeting 8th March 2023
 - ii. Risk Management Review
 - a. Approve Asset Register
 - b. Receive update on Fixed Asset Review & Risk Assessments
 - c. Approve Business Risk Management document
 - iii. To APPROVE and sign the Bank Reconciliation to end February 2023.
 - iv. To RECEIVE the Detailed Receipts & Payments to end February 2023, summary to be signed at the meeting
 - v. To APPROVE Locum RFO's hours for February 2023
 - vi. To APPROVE Library Officer's overtime for February 2023
 - vii. To APPROVE final Payments Schedule for March 2023, to be signed at the meeting
 - viii. To APPROVE the Portfolio Terms of Reference, to be signed at the meeting.
 - ix. To RECEIVE a report from the Finance Committee Chair regarding the implementation of recommendations from the 2022 RFO Financial Review Report

- x. To APPROVE expenditure of £20 for the booking of a double table on behalf of the Library at the Country Fair 6.8.23 at the Recreation Ground
 - xi. To receive an update on the National Lottery Grant application for the Coronation celebrations and APPROVE funding from EMR if the application is unsuccessful.
 - xii. To RECEIVE an update on the PVTA grant application which was withdrawn by the PVTA on 21st February 2023
- 18. To APPROVE the recommendations of the Planning Committee Meeting held on the 8th March 2023 prior to the Full Council meeting**
- a) 6/27/23/004 COMBE VIEW, THE DRANG, PORLOCK, MINEHEAD, TA24 8LF
- 19. To RECEIVE an update on the Dunster Steep Path project**
- 20. To ADOPT NALC Model SO, to be signed by the Chair at the meeting**
- 21. To ADOPT NALC Model Complaints Procedure, to be signed at the meeting**
- 22. To APPROVE the Planning Committee Terms of Reference, to be signed at the meeting**
- 23. To APPROVE the HR & Staffing Terms of Reference, to be signed at the meeting**
- 24. To CONSIDER further Councillor appointments to the Finance and Planning Committees**
- 25. To CONSIDER Recruitment**
- a. To RECEIVE an update on the Clerk and OSC Cleaner and to AGREE to advertise the Cleaner's job immediately
 - b. To DELEGATE recruitment of clerk and or cleaner to HR & Staffing committee
- 26. To RECEIVE an update on the Annual Cycle**
- 27. To APPOINT further representatives to outside bodies.**
- 28. To RECEIVE correspondence.**
- 29. To RECEIVE further reports from reps to outside bodies if they have been submitted with the Agenda papers (Highways, Porlock Vale Tourist Association, Porlock Weir, Recreation Ground, St. Dubricius First School, Village Hall).**