

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: After the Annual Parish Meeting
Date: Wednesday 12 April 2023
Place: Porlock Village Hall

Dated 1 April 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. (LGA 1972 s85 (1))**
- 2. To ELECT (5 vacancies) and receive Declaration of Acceptance of Office as appropriate.**
- 3. To CO-OPT (1 vacancy) and receive Declaration of Acceptance of Office as appropriate.**
- 4. To RECEIVE 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 APPROVE any items to be dealt with after the public, including the press, have been excluded. (Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960**
- 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 29 March 2023.**
- 9. To RECEIVE a report from the Clerk.**
- 10. To RECEIVE Portfolio reports**
 - i. Assets & Property**
 - a) To APPROVE expenditure for maintenance items arising from Fire Risk Assessment
 - b) To AGREE to create a working group to consider a request from The Porlock Community Association, via David Hancock, to install a Defibrillator on the Doverhay Car Park Toilet block
 - ii. Environment & Community**
 - a) To RECEIVE an update regarding plans for the King's Coronation
- 11. Finance**
 - i. To APPROVE and sign the Bank Reconciliation to end March 2023.
 - ii. To RECEIVE the Detailed Receipts & Payments to end March 2023, Summary to be signed at the meeting
 - iii. To APPROVE Locum RFO's hours for March 2023
 - iv. To APPROVE Library Officer's overtime for March 2023
 - v. To APPROVE final Payments Schedule for April 2023, to be signed at the meeting
 - vi. To RECEIVE a report from the Finance Committee Chair regarding the implementation of recommendations from the 2022 RFO Financial Review Report
 - vii. To review and APPROVE role of Locum RFO
 - viii. To RECEIVE an update on Internal and External Audit for 2022/23
- 12. To RECEIVE the Planning Committee minutes and note consultation responses**
- 13. To RECEIVE the Staffing Committee minutes from 17 March 2023 and APPROVE recommendations**
 - i) To APPROVE Term Contractors (defer to May meeting)
- 14. To RECEIVE an update on High Bank car park permit arrangements.**
- 15. To AGREE a short-term process for writing and approving regular council multimedia communications**
- 16. To APPROVE a Communication Policy (consider adoption of policy).**
- 17. To RECEIVE an update on the Annual Cycle.**
- 18. To APPROVE further representatives to outside bodies.**
- 19. To RECEIVE correspondence.**