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**Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street, Somerset BA16 0HA Tel. (01458) 440588**

**Email** **street.parish@street-pc.gov.uk** **Website www.street-pc.gov.uk**

 **11th May, 2017**

 **Dear Sir/Madam,**

 **You are summoned to attend the Annual Meeting of Street Parish**

 **Council to be held in the John Webster Room, Street Parish Rooms,**

 **6 Leigh Road, Street on TUESDAY, 16th May, 2017 for the**

 **purpose of transacting the business specified in the following agenda.**

 **As agreed by the Council, Public Question Time will take place at**

 **7.15 p.m. before the formal meeting. The Chairman will allow each**

 **person to speak for up to 3 minutes on any subject/s and will firstly**

 **explain emergency procedures/exits. The Council meeting will**

 **commence at approximately 7.30 p.m. or as soon as Public Question**

 **Time is closed by the Chairman. Notes of Public Question Time on**

 **25th April, 2017 are attached for information.**

 **In accordance with standing orders 7 c and d, a member with a**

 **disclosable pecuniary interest must leave the room during the relevant**

 **item of business, unless permitted to remain following the grant of a**

 **dispensation. Councillors with an interest in relation to any item of**

 **business being transacted at a meeting under Appendix B (Other**

 **Interests) or where a matter relates to a financial interest of a friend,**

 **relative or close associate, may (i) make representations, (ii) answer**

 **questions and (iii) give evidence relating to the business being**

 **transacted but must thereafter leave the room, unless permitted to**

 **remain following the grant of a dispensation. At a convenient time**

 **the Chairman will also give this opportunity to any members of the**

 **public wishing to speak on any matter being transacted.**

 **Yours faithfully,**

 **L.A. Ruff, Clerk of the Council**

 **AGENDA**

**1. ELECTION OF CHAIRMAN - To elect the Chairman of the Council for**

 **the year 2017/18. When elected the Chairman signs the Declaration of**

 **Acceptance of Office.**

**2. ELECTION OF VICE-CHAIRMAN - To elect the Vice-Chairman of the**

 **Council for the year 2017/18.**

**3. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.**

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**4. MINUTES**

**To approve as a correct record the minutes of the meeting of the Council held on 25th April, 2017 (attached).**

**5. DECLARATIONS OF INTEREST AND DISPENSATIONS**

**6. COMMUNITY POLICE OFFICER**

**7. PLANNING COMMITTEE**

 **To receive minutes of the meeting on 25th April, 2017 (attached)**

**8. POLICY AND FINANCE COMMITTEE**

 **To receive minutes of the meeting on 9th May, 2017 (attached)**

**9. ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2017**

 **INTERNAL AUDIT AND CONTROL, SECTION 1 AND PAGE 5**

 **A report and documents were circulated with the agenda for the**

 **Policy and Finance Committee on 9th May and members are asked to**

 **bring their copy with them. Council is asked to consider approving the**

**report and documents, review the adequacy of internal audit and control**

**and consider it’s responses to the statements set out in Section 1.**

**10. ANNUAL RETURN FOR YEAR ENDED 31ST MARCH 2017**

 **SECTION 2, ACCOUNTS AND SUPPORTING DOCUMENTS**

 **A report and documents were circulated with the agenda for the**

 **Policy and Finance Committee on 9th May and members are asked to**

 **bring their copy with them. Council is asked to approve the accounts,**

 **supporting documents and Section 2.**

**11. APPOINTMENT OF COMMITTEES (report attached)**

**12. REPRESENTATIVES ON OUTSIDE BODIES (report attached)**

**13. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES (attached)**

**14. PLAY AREAS WORKING GROUP**

 **To receive notes of a meeting held on 26th April 2017 (attached), to**

 **agree which members would inspect Merriman Park in June, July**

 **and August and to receive a verbal report on the meeting on 15th May**

**15. CULTURE WORKING GROUP**

 **To receive notes of the meeting on 8th May, 2017 (attached).**

**16. LIVE BROADCAST OF COUNCIL MEETINGS AND EMAILS**

 **To receive a verbal report from Councillors Dowden and Goater**

**17. SOMERSET DAY EVENT SATURDAY 13TH MAY**

 **Councillor Swift to give a verbal report**

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**18. CHAIRMAN’S INVESTITURE – a representative is needed to read a report**

**on progress and future plans from the Planning Committee, Highways**

 **Group, Culture Group, Christmas Group and Merriman Park Group**

**19. CORRESPONDENCE/MINOR ISSUES (table of outstanding member**

**actions to be circulated at next meeting)**

**20. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES**

 **AND COUNTY AND DISTRICT COUNCILLORS – questions to be noted for**

**written replies and matters for consideration referred to the appropriate**

**Working Group.**

**21. ACCOUNTS FOR PAYMENT (schedule of payments attached for**

 **approval and initialling by Chairman) and confidential detailed income**

 **and expenditure by account report at 30th April, 2017, including**

 **budget variance – emailed to members only and bank reconciliations.**

**NOTE – members who are representatives of any bodies etc. receiving a**

**payment should declare an interest and leave the room when the**

**payment is considered. The Council can agree to instruct such a**

**member who is an authorized signatory to sign the cheque if necessary.**

**22. EX-CHAIRMAN’S REPORT**

**23. MATTERS FOR REPORT**

 **Consideration of items not on agenda for information only.**

 **(a) Report from Clerk**

 **(b) Matters raised by members - TO BE NOTIFIED TO THE CLERK IN**

 **ADVANCE OF MEETING.**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To: Chairman and Members of Street Parish Council**

**PARISH AND POLICE SURGERY 11 A.M. TO 12 NOON IN THE PARISH ROOMS**

**WEDNESDAY, 7TH JUNE, 2017 - CLLRS. APPLEBY AND WOOLDRIDGE**

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 **AGENDA ITEM NO: 11**

**To: Council**

**From: Clerk**

**Subject: Appointment of Committees**

**In accordance with Standing Order 4 d to consider the appointment of the following Committees and Working Groups for 2017/18, their terms of reference, the number and time of ordinary meetings, appoint the chairman (and vice-chairman) of standing committees, the place, notice requirements and quorum for a meeting of a committee (no less than three), if the public can participate at a committee meeting. Members are asked to consider that if they with to be appointed to a committee or working group that if possible they will REMAIN ON IT FOR THE WHOLE YEAR.**

**To agree for the three standing committees – Planning Committee, Policy and Finance Committee and Staffing Committee that the terms of reference shall be as set out below, the number, time, place or ordinary meetings to be as set out in the calendar of meetings for 2017/18 attached to the Annual Review of Documents and Procedures, 3 clear days notice to be given of a meeting as set out in Standing Order 3 b, the quorum to be one half of the members of the committee (no less than 3), public question time for the Planning Committee to be held 5 minutes before the start of the formal meeting and other than that the public only to be permitted to speak at a committee meeting if it is adjourned for such a purpose by the Chairman.**

**PLANNING COMMITTEE**

**Previous Members - Councillors Dowden, Goater, Leafe, Rice, Swift, Zaky**

**Previous Chairman - Councillor Rice**

**Previous Vice-Chairman -**

**Quorum = 3**

**Meetings are on the third Tuesday of the month at 6.30 p.m. (6 p.m. if there are a lot of applications to consider) prior to the Council meeting – public question time at 7.15 p.m.**

**Delegated Power - to make recommendations to Mendip District Council as the Local Planning Authority on any application for the Parish. An application of significant importance involving major development will usually be considered by the Committee but it may be considered beneficial for consideration to be made by the Council - this to be decided by the Clerk in consultation with the Chairmen of the Council and Planning Committee.**

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**POLICY AND FINANCE COMMITTEE**

**Previous Members - Councillors Appleby, Axten, Dowden, Goater, Hughes,**

 **Rice**

**Previous Chairman - Councillor Hughes**

**Previous Vice-Chairman - Councillor Rice**

**Quorum = one half of the members of the Committee**

**Meetings are on the first Tuesday in February, July, September and the second Tuesday in May and November starting at 7 p.m.**

**Delegated Power - to agree all grants up to a maximum of £2,000 for any organization in accordance with the agreed policy and within agreed budget limits**

**- to make recommendations to Council on any grants above £2,000**

**- to award grants at any time of the year up to a maximum sum of £3,000 in any financial year, this funding to be taken from the Contingency Fund**

**- to make recommendations to Council on matters of policy including positive ways of using financial resources**

**- to receive various reports as detailed in Financial Regulations.**

**STAFFING COMMITTEE**

**Previous Members - Councillors Appleby, Axten, Leafe, Rice, Swift,**

 **Wooldridge**

**Previous Chairman - Councillor Appleby**

**Previous Vice-Chairman - Councillor Wooldridge**

**Quorum = one half of the members of the Committee**

**Meetings are held as and when necessary.**

**Remit - to consider all staffing matters including staff absence, annual appraisals and salary reviews and make recommendations to Council. The Committee will line manage the Neighbourhood Plan, Funding and Projects Officer with the Chairman and Vice-Chairman as the contacts.**

**GRIEVANCE AND DISCIPLINARY PANEL**

**Required by the Employment Act 2002 and the Dispute Resolution Regulations 2004 SI No. 752. This and the Appeal Panel will deal with any disputes that may arise.**

**Previous Members - Councillors Axten, Napper, Rice**

**APPEAL PANEL**

**Previous Members - Councillors Emery, Hughes, Swift**

**WORKING GROUPS**

**A written report from any of the Groups detailing proposals to be submitted to the Council as necessary. No meeting to be held unless at least 3 members can attend.**

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**HIGHWAYS WORKING GROUP**

**Previous Members - Councillors Dowden, Hughes, Napper, Rice, Swift,**

 **Wooldridge**

**Remit - car parking generally including new lining and resident permit**

**schemes, street lighting, advertising boards, street cleaning, dog bins, bus shelters, Mendip Community Transport, High Street enhancement, grit bins**

**Leigh Road feasibility study on improvements**

**JOINT LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP**

**Previous Members - Chairman of Council and Councillors Dowden, Goater, Napper and members of Walton Parish Council and if appropriate, members of Glastonbury Town Council**

**Remit - to discuss the development brief for the new development in Walton with District Council officers and land owners. Either Clerk to attend each meeting.**

**STREET SKATE PARK ADVISORY GROUP**

**Previous Members - Councillors Dowden, Emery, Leafe, Napper and the Clerk/Assistant Clerk, representatives of the young users of facility, Cllr. Mrs. Gagg of Walton Parish Council and a PCSO**

**Remit - to consider all matters relating to the Skate Park and report to Council. The Clerk has delegated power to deal with all matters in liaison with the Advisory Group and within the annual budget set by the Council.**

**PLAY AREAS WORKING GROUP**

**Previous Members - Councillors Appleby, Axten, Hughes, Rice, Wooldridge**

**Remit - to consider future play area provision in Street including existing play areas.**

**MERRIMAN PART COMMUNITY GROUP**

**Previous Members - Councillors Appleby, Axten, Emery, Hughes, Wooldridge and 16 local residents including representatives of Neighbourhood Watch, Street Society, 1st Street Scouts, local churches, Police Cadets**

**Remit - to consider the renovation and other matters relating to Merriman Park including the new design and annual Fun Day. The Group to be chaired by a councillor and to report to Council for decisions.**

**CHRISTMAS WORKING GROUP**

**Previous Members - Councillors Appleby, Axten, Emery, Rice, Swift, Wooldridge, Zaky**

**Remit - to consider details of the annual event and decorations in the High Street area and Greenbank Pool.**

**EMERGENCY PLAN MANAGEMENT TEAM**

**Previous Members - Councillors Goater, Napper, Leafe, Rice, Zaky and the Parish Clerk, Fire Officer, PCSO**

**Lead Co-ordinator in order of priority - Chairman of Council, Vice-Chairman of Council, Councillor Napper, Councillor Leafe**

**Remit - to review the Street Emergency Plan annually around April and as necessary and to implement the Plan in the event of an emergency in liaison with the 4 rest centres - British Legion, Unity Club, Victoria Club and Football Club**

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**HEALTH AND WELL BEING WORKING GROUP**

**Previous Members - Councillors Hughes, Napper, Rice**

**Remit - to consider any issues and report to Council**

**WAR MEMORIAL WORKING GROUP**

**Previous Members - Councillors Appleby, Swift, representatives of British Legion, Street Society, Shadrach Trust, Parish Church and other interested persons**

**Remit - to consider the new war memorial in the garden by the United Reformed Church and then moving the existing memorial within Merriman Park and to report back to Council**

**STRATEGY WORKING GROUP**

**Previous Members - Councillors Appleby, Axten, Dowden, Goater, Hughes, Napper, Rice, Swift, Zaky**

**Remit - to meet twice a year to set objectives and then review**

**CULTURE WORKING GROUP**

**Previous Members - Councillors Appleby, Axten, Dowden, Leafe, Rice, Swift, Zaky**

**Remit - to consider initiatives and a way forward and report back to Council**

**WALKING/CYCLING STUDY WORKING GROUP**

**Previous Members - Councillors Goater, Rice and Swift and from Glastonbury Town Council Councillors Avalon and Knight and 3 representatives from Walton Parish Council**

**Remit - to assist Sustrans with the Study by helping with local queries, facilitating contact with landowners and acting as a sounding board as the project progresses and report back to Council**

**NEIGHBOURHOOD PLAN STEERING GROUP**

**Previous Members - Councillors Hughes, Rice and District Councillor Sen,**

**Councillor Napper or a newly elected County Councillor, Liz Leyshon, Sharon Morgan of the Vine Surgery, a Schools contact, Philip Eavis of Street Chamber of Trade**

**ANNUAL REPORT**

**Clerk in consultation with Chairman and Vice-Chairman of Council**

**PRESS RELEASES**

**Clerk/Assistant Clerk in consultation with Councillor Swift, Chairman and Vice-Chairman of Council.**

**L.A. Ruff**

**Clerk**

**16.05.17**

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 **AGENDA ITEM NO: 12**

**To: Council**

**From: Clerk**

**Subject: Representatives on Outside Bodies**

**To consider the appointment of representatives to serve on the following outside bodies for 2017/18. The previous representatives were -**

**Mendip Health and Well Being Board Cllr. Rice**

 **Deputy – Cllr. Emery**

**Victoria Field Charity Committee Cllrs. Axten, Napper, Swift**

**Greenbank Swimming Pool Man. Com. Cllrs. Dowden, Rice, Zaky**

 **2 members to attend each**

 **meeting**

**Glastonbury Tribunal Ltd. – Street TIC Cllr. Appleby – Parish**

 **Council, Cllr. Hughes –**

 **District Council but not**

 **appointed by MDC**

**Street Chamber of Trade and Commerce Chairman or Vice-Chairman**

 **Cllrs. Dowden, Napper, Rice**

**Street Twinning Association Cllrs. Axten, Leafe**

**Mendip Citizens Advice Bureau Man. Com. Cllrs. Dowden, Hughes,**

 **Leafe**

**Somerset Association of Local Councils Chairman or Clerk**

**Local Manager for List of Buildings of Historic Cllrs. Swift, Zaky**

**and Architectural Importance**

**Street Young People’s Centre Cllrs. Dowden, Emery,**

 **Leafe, Wooldridge**

**Street Young People’s Centre Man. Com. Cllrs. Appleby, Napper**

**Street Library Committee Cllrs. Axten, Napper**

**Strode Theatre Board of Management Cllrs. Napper, Rice**

 **Non Voting – Cllrs.**

 **Dowden, Zaky**

**Mendip CCTV Users Group Cllrs. Appleby**

 **Deputy – Cllr. Wooldridge**

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**Crispin Community Focus Man. Com. Chairman**

**Street Business Park Cllrs. Dowden, Rice – PC**

 **Cllr. Napper – MDC**

**Parish Emergency Contacts Chairman, Clerk, Cllr.**

 **Napper – see also priority**

 **list in Emergency Plan**

**Coxs Charity Cllrs. Appleby, Axten**

**YMCA Cllr. Rice**

**Child Protection Officer for SPC Cllr. Emery**

**Members should note that if they serve on local charities as representatives of the Council they act as managing trustees and take on all responsibilities of charity trustees. If trustees act prudently, lawfully and within the terms of their governing document, any liabilities they incur as trustees can be met out of the charity’s resources. If however, they act otherwise they would be in breach of trust and trustee indemnity insurance does not provide protection in such cases. The majority of outside bodies do not have trustee indemnity insurance. A charity would need approval from the Charity Commission before such cover could be sought. Those serving on bodies could take out insurance cover themselves and must consider the possible risks of their position before agreeing to serve.**

**L.A. Ruff**

**Clerk**

**16.05.17**

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 **AGENDA ITEM NO: 13**

**To: Council**

**From: Clerk**

**Subject: Annual Review of Documents and Procedures**

**In accordance with Standing Orders the Council is asked to review the following.**

**1. Review and adoption of Standing Orders, Financial Regulations and review of the Code of Conduct - members are asked to bring their copy of the green booklet containing these documents with them for consideration. Changes were recently introduced in view of the 2015 Regulations. A further review would be undertaken prior to the introduction of any new legislation. Financial systems to be reviewed to see if any changes are needed eg. following any significant change of procedure or key staff. Every 5 years the duties of the Responsible Financial Officer are to be reviewed and this will be done by the Policy and Finance Committee in July as the last review took place in 2012.**

**2. Arrange review of inventory of land and assets – Cllr. Goater + 1 member to review all assets in May and November from a list supplied by the Clerk and then report on whether they are all in good health and safety order.**

**3. Arrange review and confirmation of arrangements for insurance cover in respect of all insurance risks – Policy and Finance Committee considered this on 9th May and recommendations made to Council as necessary.**

**4. Dates, times, place of meetings for year ahead – attached**

**5. Arrange review of complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – 12 months from when Councillors Appleby and Axten reviewed the documents in 2016, probably in July**

**6. Review of subscriptions – attached**

**7. Review of delegation arrangements to Clerk/RFO – attached.**

**L.A. Ruff**

**Clerk**

**16.05.17**

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**ANNUAL REVIEW OF SUBSCRIPTIONS**

**Subscriptions paid in 2016/17 -**

**South West Councils – employment advice £ 362**

**Somerset Association of Local Councils £1,337**

**Society of Local Council Clerks £ 274**

**Local Council Advisory Service – health and safety £ 95**

**Parish Online mapping system £ 168**

**As agreed last year fees totaling nearly £100 for the Local Council Review, Community Council and Campaign to Protect Rural England will be cancelled in 2017/18.**

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**POWERS DELEGATED TO CLERK**

**Under section 101 of the Local Government Act 1972 the Council can arrange for the discharge of any of its functions by an officer as well as by a committee or sub-committee. Standing orders or council resolutions commonly provide for specific areas of decision-making to be delegated to the Clerk and sometimes this is in consultation with one or more specified members. There is no power to delegate to a single member. Standing Order 5 j v states that at the annual meeting of the Council there will be a review of delegation arrangements to committees, sub-committees, employees and other local authorities.**

**SALC advises that only full Council can set the precept, borrow, agree capital expenditure, exercise the general power of competence. The current delegations to the Clerk/RFO are set out below and in Financial Regulation 4.10**

**1. delegated power in consultation with the Skate Park Advisory Group, to make payments and deal with the facility within the agreed budget limit – major issues to be reported to the Council**

**2. delegated power in consultation with the Chairman, to agree a location with the landowner etc. and purchase and fit up to 4 new dog bins a year at the request of residents at a total cost of £1,200 per annum subject to the District Council agreeing to empty the new bins**

**3. delegated power in consultation with the Chairman or Vice-Chairman, subject to necessary permissions, to deal with minor works of less than £1,000 for any Council property or activity – 3 quotes to be obtained if possible where the value is above £500, and the expenditure to then be reported to Council. This delegation is subject to any governance issues such as appointing the internal auditor, being considered by the Council.**

**Policy and Finance Committee on 9th May considered amending FR 4.10 and FR 11.1 (h) to allow that the Clerk/RFO shall strive to obtain 3 estimates where the value is above £1,500 and can deal with minor matters less than £1,500 with the Chairman or Vice-Chairman. This level was discussed with the Internal Auditor on 4th May and would allow the Clerk to proceed with more works in view of the heavy workload and the good governance and audit controls in place.**

**4. Standing Order 13 e states that a decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final. Any dispensation may permit the councillor to speak, or to speak and vote. SALC advises that if the Proper Officer was not sure whether to grant a dispensation they could take it to the Council for a decision.**

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