

**Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street,**

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6th September, 2018

 PLEASE NOTE DATE

 Dear Sir/Madam,

 You are summoned to attend a meeting of the Policy and Finance

Committee which will be held in the John Webster Room, Street Parish

Rooms, 6 Leigh Road, Street on TUESDAY, 11th September, 2018 for

the purpose of transacting the business specified in the following

agenda. The meeting will commence at 7 p.m.

 Yours faithfully,



L.A. Ruff, Clerk of the Council

 AGENDA

1. EMERGENCY PROCEDURES - to explain the locations of the

 emergency exits and procedures.

2. APOLOGIES FOR ABSENCE - acceptance of any reasons offered

3. MINUTES

 To receive the minutes of the meeting of the Committee held on 3rd

 July, 2018 (copies attached).

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

5. GRANTS TO VOLUNTARY BODIES (report attached)

6. BUDGET 2019/20 (report attached)

7. RECEIPTS AND PAYMENTS APRIL - JUNE 2018 (report for members

 and details attached – C O N F I D E N T I A L)

8. PERIODIC REPORTS AND INSPECTIONS (report attached)

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To: Councillors V. Appleby, C. Axten, S. Carswell, S. Dowden, P. Goater,

 L. Hughes and T. Rice

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 STREET PARISH COUNCIL

 Meeting of the Policy and Finance Committee held on 3rd July,

 2018 at 7 p.m.

 PRESENT: Councillor P. Goater (Vice-Chairman) (In the Chair)

 Councillors: V.A. Appleby, C.E. Axten,

 S. Dowden and L. Hughes

 IN ATTENDANCE: Mrs. L.A. Ruff – Clerk

 APOLOGIES: Councillors: S. Carswell and T. Rice (Chairman)

– another engagement – reasons accepted

1. MINUTES

 The minutes of the meeting of the Committee held on 8th May,

 2018 which had been circulated, were approved as a correct record

 and signed by the Chairman.

 It was noted that the flowers in the horse trough were dead and

 needed to be replaced and then watered.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

 In accordance with the Code of Conduct Councillor Hughes declared

 an other interest under Appendix B in any matters relating to the

 District Council and stated that he would keep an open mind when

 considering issues at either District or Parish level.

 Councillor Axten declared an other interest under Appendix B in

 discussions on the future of the Library and explained the current

 position to other members as she was a representative on the Library

 Committee and a Friend of the Library. She did not leave the meeting

 as no decision was being made.

3. BUDGET 2019/2020

 The Clerk submitted a report which had been circulated. It was noted

 that the Neighbourhood Plan Officer would be investigating a better

 contract for the telephone and broadband at the Parish Rooms to

 reduce costs, move the hub out of the JW Room, allow occasional

working from home and greatly improve the wi fi system.

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The Clerk wished to record the risk involved as the office was always

extremely busy and if the telephone and broadband were not working

nothing much could be done by any of the staff. She did agree that the

current wi fi was very slow quite a lot of the time and should be much

faster.

The budgets for the Skate Park and Merriman Park were noted and

that the Neighbourhood Plan, Funding and Projects Officer would be

drawing up a specification for a performance related contract in respect

of both to run from 1st November.

Discussion took place on financial support for the Library.

Consideration would be given at the meeting in November to adding a

budget for 2019/20 to award a grant of an agreed sum towards the

running of the Library. A grant for the Library would be agreed on a

yearly basis after reviewing the current situation.

RESOLVED

A. that the report be received and the budget for events be split down

to show budgets for each one

B. that Glastonbury Town Council and Pilton Parish Council be asked

if they knew of any specialist contractors who could fill in the minor

cracks in the concrete skate park surfacing

C. that the Crispin Hall Trustees be required to put the meter box for

the clock at the front of the building right as contractors had driven into

it and pushed it out of shape (the Clerk had asked NR Bishop to check

that it was safe and this was the case and the clock was working).

4. INVESTMENT OF COUNCIL FUNDS

 The Clerk submitted a report which had been circulated. Councillor

 Goater and the Clerk were thanked for increasing the amount of

 interest currently earned by Council funds by over £1,000 per annum.

 RESOLVED

 that the report be agreed.

5. GENERAL DATA PROTECTION REGULATION

 The Clerk submitted a report which had been circulated. The

 Committee wished to record that it was very concerned about the

 workload for the Clerk and Assistant Clerk and that compliance with

 GDPR was stopping them from carrying out other work which they

 needed to do.

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 RESOLVED

 that the Clerk should find if the Council had cyber breach insurance

 and in regard to Appendix 9, and should seek advice from a specialist

 lawyer on breach response etc. – the Committee wished the operation

 of GDPR as a whole to be as light as possible in view of the workload

 of staff

 RESOLVED TO RECOMMEND

 that the report and policies and other documents attached be

 adopted by the Council.

6. BI ANNUAL GENERIC RISK ASSESSMENT

 The Clerk submitted a report which had been circulated.

 RESOLVED

 that the report be agreed.

7. REVIEW OF POLICIES

 The Clerk submitted a report which had been circulated. It was agreed

 that the new tenant of the first floor of the Parish Rooms when one was

 found would have their own fire safety plan.

 RESOLVED TO RECOMMEND

 that the following policy changes be made and that all policies be

 reviewed every 2 years -

 Child Protection Policy – Councillor Axten shown as the Child

 Protection Officer

 Health and Safety Policy – Safe Handling and Use of Substances

 in accordance with a COSHH assessment for the ground floor all

 cleaning substances to be kept locked in the cleaning cupboard and

 the cleaning contractor to be issued with a key for the cupboard. No

 such substances to be stored on the first floor by the Council unless

 they were also kept in a locked store.

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8. BUDGET

 With reference to the budget report and sources of income, the Clerk

 and Councillor Appleby gave a confidential verbal report on a market

 appraisal of the first floor of the Parish Rooms carried out by Cooper

 and Tanner Ltd. Figures had been calculated as a guide rent both for

 the whole of the first floor and excluding the large meeting room. The

 agent had also recommended that all improvements including

 decoration should be negotiated as often tenants wished to carry out

 improvements to meet their particular requirements and were happy to

 decorate rooms etc. perhaps with no rent being paid for the first month

 or so. He felt that should the Police not wish to lease the floor then an

 alternative tenant might be found in 2 or 3 months.

 No resolution was passed to exclude the press and public for this item

 as none were present.

 RESOLVED

 that the Clerk in liaison with Councillor Appleby should indicate the

 guide rents received from Cooper and Tanner to the Police Authority

and state that these were subject to approval by the Council and state

that discussions were ongoing with regard to the parking required.

 The meeting ended at 8.40 p.m.

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