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1st November, 2018

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, 6 Leigh Road, Street on Tuesday, 6<sup>th</sup> November, 2018 at 6.30 p.m. for the purpose of transacting the business specified in the following agenda.

Yours faithfully,

L.A. Ruff, Clerk of the Council

AGENDA

1. EMERGENCY PROCEDURES - the Chairman will explain emergency exit locations 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 11th September, 2018 (copies attached).
4. DECLARATIONS OF INTEREST AND DISPENSATIONS - Note – members do not have a disclosable pecuniary interest in setting the precept because they pay council tax for the area (DCLG Guide Sep13)
5. GRANTS  
To consider applications received since the meeting in September (report attached)
6. ESTIMATED EXPENDITURE AND PRECEPT FOR 2019/2020  
(report attached including confidential section for members only)
7. CHARITABLE TRUST FOR INDOOR SKATE PARK AND ARTS FACILITY

To consider the attached emails from Leon Lyons

8. CHILDREN'S BIKEATHON IN MERRIMAN PARK

A local family are organizing a fundraising event in Merriman Park on Sunday 18<sup>th</sup> November in liaison with Yeovil Hospital to raise funds for their special care baby unit.

9. RECEIPTS AND PAYMENTS JULY - SEPT 2018 (report for members and details attached - Confidential)

10. PERIODIC REPORTS AND INSPECTIONS (attached)

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To: Councillors V.A. Appleby, C. Axten, S. Carswell, S. Dowden, P. Goater, L. Hughes and T. Rice

**STREET PARISH COUNCIL**

Meeting of the Policy and Finance Committee held on 5th September, 2017 at 7 p.m.

**PRESENT:** Councillor T. Rice (Chairman)

Councillors: V.A. Appleby and P. Goater

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

**APOLOGIES:** Councillors: C.E. Axten, S. Dowden and L. Hughes – another engagement – reasons accepted

**13. MINUTES**

The minutes of the meeting of the Committee held on 4th July, 2017 which had been circulated, were approved as a correct record and signed by the Chairman.

**14. DECLARATIONS OF INTEREST AND DISPENSATIONS**

District Councillor Rice declared that he would keep an open mind when considering matters at either district or parish level. In accordance with the Code of Conduct the following members declared an other interest under Appendix B in grant applications for the reasons stated and therefore there was not a quorum present and an informal recommendation was made by the remaining 2 members -

Councillor Rice – grant for Strode College all weather pitch as he was a member of a football team which used the facility  
Councillor Appleby – grant for Tourist Information Centre as she served on the Management Board.

**15. GRANTS TO VOLUNTARY BODIES 2017/18 AND 2018/19**

The Clerk submitted a report which had been circulated. Mike Dear and Katy Quinn of Strode College thanked the Council for the grant already given of £30,000. A further £5,000 was being requested to complete funding for the project which totalled £200,000 and included improved security, access and fencing. Michaela Edmunds of Crispin Community Focus explained the numerous activities being run for older people to deal with loneliness and other issues. She reported on the need for the grant requested of £5,000 for 2018/19.

RESOLVED

A. that the following grants be made for 2017/18 -

Mendip Community Transport	£ 1,000
Street Chrysanthemum, Dahlia and Vegetable Society	£ 100
Cruse Bereavement Care	£ 750
St. Margarets Hospice	£ 2,000
1 <sup>st</sup> Street Scout Group	£ 450
Mendip Disabled Association	£ 600
Golden Oldies Charity	£ 497.60
Glastonbury FM	£ 600
Street Fire Station	£ 500
Street Men's Shed	£ 1,000

B. that the following grant be approved for 2018/19 -

Street Twinning Association	£ 752.50
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C. that grants should not be awarded to the following organisations due to the number of applications, some of which were for significant amounts -

Glastonbury Community Development Trust  
TS5C

Mid Somerset RAFA - event is a success and does not need support

D. that consideration of a grant of £1,000 for 2018/19 for the Football Club fun day be deferred and information be requested on what had happened at the fun day in June 2017 including how many had attended and who the event had been aimed at

E. that the allocation of £1,000 for flowers in the High Street and at the Parish Rooms included with Other Grants be removed for 2018/19 and the funding added to the allocation for High Street Enhancement.

RESOLVED TO RECOMMEND

A. that the following grants be made for 2017/18 -

YMCA – want a report on better engagement with children	£ 5,000
Street Parish Church – bell tower	£ 5,000

INFORMAL RECOMMENDATION AS NO QUORUM -

Strode College – resurface all weather pitch (£30,000 already given)	£ 5,000
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(total of £22,497.60 - underspend of £2,502.40 from the grants allocation of £25,000)

B. that the following grants be approved for 2018/19 -

Mendip Citizens Advice Bureau	£ 4,500
Strode Theatre	£15,000
Crispin Community Focus	£ 5,000

INFORMAL RECOMMENDATION AS NO QUORUM -

Street Tourist Information Centre – subject to a financial report being received including how the grant for 2017/18 had been used in relation to St. Dunstans House	£ 5,000
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(total for 2018/19 of £31,252.50 including £1,000 yet to be agreed for Football Club fun day - £347.50 less than in 2017/18)

16. REVIEW OF POLICIES

The Committee reviewed the Social Media, Child Protection and Equal Opportunities policies which had been circulated.

RESOLVED TO RECOMMEND

that the policies should not be altered at present (the Clerk would draw up a policy on live broadcasting using the information received from Councillor Dowden for the Council to consider in October and this would then be added to the Social Media policy).

17. INTERNAL AUDIT AND PAYROLL

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

A. that Probusiness Ltd. be engaged to carry out the internal audit of the Council's accounts for the years ended 31<sup>st</sup> March 2019 and 2020 for a maximum fee of £600 + VAT per annum in view of the company's knowledge of local government finance and the Council's systems and, the reasonable level of the fee

B. that Probusiness Ltd. be engaged to carry out the payroll function for the 3 employees and to file the annual PAYE return online, as a completely separate function to the internal audit, for a fee of £34 + VAT per month up to 31<sup>st</sup> March 2020.

18. RECEIPTS AND PAYMENTS APRIL TO JUNE, 2017

The Clerk submitted reports which had been circulated. The detailed income and expenditure report by code at 30th June, 2017 appears as Annex A to these minutes in the Minute Book. Attention was drawn to the following significant variations between the budget set and expenditure/income -

A. Andy Kinghan started work with the Council on 7<sup>th</sup> August 2017 and so slightly more than a quarter of the salary and other costs of this post will not be spent in the current financial year – Neighbourhood Plan, Funding and Projects Officer

B. £2,000 allocation for furniture/equipment/improvements unspent in the quarter but in the next quarter there will be costs of the NPO's furniture and equipment

C. £4,690 allocated for building rates but at present rates are not payable. This may change when notification has been made that the Council now controls the whole building

D. Somerset County Council vacated the first floor of the Parish Rooms on 30<sup>th</sup> June 2017 so going forward the rental income of £10,500 per annum will be lost. The Parish Rooms Working Group has begun discussions on the future use of the building.

RESOLVED

that the reports be noted.

19. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

that the report be noted and Councillor Goater be appointed to carry out the monthly inspection of accounts from May 2017 onwards in place of Councillor Rice.

The meeting ended at 9 p.m.

To: Policy and Finance Committee  
From: Clerk  
Subject: Grants

Grant applications were considered for the current financial year at the September meeting and £15,772 is unspent to date. The following applications have since been received for consideration.

### **Somerset Care Ltd.**

A donation has been requested towards costs of over £5,000 for a motiview bike to remain at Southlawns. A trial period is coming to an end and residents have really enjoyed using the equipment.

### **Windrose Rural Media Trust**

Amanda Boyd will be attending to speak on the application for a grant of £448 towards the cost of hosting musician Aaron O'Rourke in February 2019. 35 music students at Strode College will work with him. His specialism is the Mountain Dulcimer.

### **Wessex Youth Football Club**

An application has been made for a grant of £ - details given at meeting.

### **Street Police Cadets**

The Cadets would like to use a room in the Parish Rooms one evening a week free of charge. It was agreed to consider drawing up a contract where in return for use of the building they agree to assist at community events.

### **Crispin Community Focus for 2019/20**

£5,000 was requested for 2019/20 and consideration was deferred in September for more information on the accounts for the organisation. Information will be available at the meeting and the Manager, Michaela Edmunds will be attending.

L.A. Ruff  
Clerk  
06.11.18

To: Committee  
From: Clerk  
Subject: Receipts and Payments July to September 2018

In 2013 it was agreed as recommended by the internal auditor, that the quarterly report on income and expenditure by code should be attached to the Committee minutes and details included in the minutes of considerations on variations between the budget and actual expenditure or income. This was to evidence the reasons behind variations and that they had been considered by the Council.

The following report is brief as detailed notes are included in the report at item no. 6 on the budget and precept for 2019/20.

#### BUDGET VARIATIONS JULY TO SEPTEMBER 2018

##### EXPENDITURE DETAIL

###### 1145 Furniture/Equipment/Improvements

Includes £8,770 as 50% of cost of renovating windows at Parish Rooms which will be taken from earmarked reserves. £1,845 for new laptop, computer and set up.

###### 1170 Neighbourhood Plan Costs

£2,515 spent to date and costs will be recovered through a grant from Groundworks UK.

###### 1335 War Memorial

£6,500 spent to date and will be taken from earmarked reserves.

##### INCOME DETAIL

###### 1181 Misc Income

£18,799 received from Somerset County Council for dilapidations in regard to 1<sup>st</sup> floor of the Parish Rooms following the termination of their lease.

###### 1338 S106 Funding Ringolds Way Play Area

£82,407 received from Mendip District Council to fund the refurbishment of the play area by this Council before handing it back to the District Council.

To: Committee  
From: Clerk  
Subject: Periodic Reports and Inspections

#### Bank Transfers and Reconciliations

The quarterly report on any transfers between accounts for 1<sup>st</sup> July to 30<sup>th</sup> September 2018 is detailed in the Receipts and Payments for that period – agenda item 8.

The detailed income and expenditure report for each month is emailed to members with the latest bank reconciliations and schedule of earmarked reserves. The latest bank statements received have been checked and a reconciliation completed successfully for each account – agenda item 8.

#### Internal Control

As agreed Councillors Carswell and Goater have carried out the monthly inspection of accounts up to 30<sup>th</sup> September. They have verified the bank statement against the reconciliation with the Clerk in attendance to answer any queries. Any other member is welcome to come to inspect the accounts by arrangement with the Clerk.

#### Staff Mileage and Hours

The Chairman or Vice-Chairman of the Staffing Committee has approved the time, leave and mileage sheets for staff to 30<sup>th</sup> September 2018.

L.A. Ruff  
Clerk  
06.11.18

