31st January, 2019

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, 5th February, 2019 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 - The Chairman will give details 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 6th

November, 2018 (copies attached).

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

5. GRANT - GREENBANK SWIMMING POOL (report attached)

6. BI-ANNUAL REVIEW OF RISK ASSESSMENT (report attached)

7. ANNUAL INVESTMENT STRATEGY (report attached)

8. REVIEW OF INTERNAL AUDIT (report attached)

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9. GRANT APPLICATIONS AND MINOR MATTERS (report attached)

10. RECEIPTS AND PAYMENTS OCTOBER - DECEMBER, 2018 (attached)

Confidential sections for members only

11. PERIODIC REPORTS AND INSPECTIONS (report attached)

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

L. Hughes and T. Rice

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AGENDA ITEM NO: 3

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held on 6th November,

2018 at 6.35 p.m.

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

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

S. Dowden and L. Hughes

IN ATTENDANCE: Mrs. L.A. Ruff – Clerk

County Councillor L. Leyshon and John Clark for

grant to Street Library

A. Boyd for grant to Windrose Rural Media Trust

L. Capel and M. Edmunds for grant to Crispin

Community Focus

APOLOGIES: Councillor T. Rice (Chairman) – another

engagement – reason accepted

15. MINUTES

The minutes of the meeting of the Committee held on 11th September,

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

and signed by the Chairman.

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Axten declared an

other interest under Appendix B in discussions on the grant from

2019/20 for 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 left the meeting at 7.20 p.m. and returned at

7.35 p.m. when a decision had been made on the grant.

Councillor Appleby declared a personal interest in the grant to Wessex

Youth Football Club as her grandsons were members of it and left the

meeting from 7.55 p.m. to 7.58 p.m. while the matter was considered

after making representations.

Councillor Dowden declared an other interest under Appendix B in

the grant for Mendip YMCA as he was a representative on the

management committee for the Young People’s Centre and left from

8.10 p.m. to 8.15 p.m. while it was considered.

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17. GRANTS

The Clerk submitted a report which had been circulated.

Representatives from organisations seeking a grant, as detailed above,

spoke in support of their application and answered questions. It was

acknowledged that the volume of general enquiries had increased

considerably for the Community Centre and the Council since the

closure of the tourist information centre.

County Councillor Leyshon circulated draft documents relating to the

community library partnership proposal to be submitted to the County

Council by 15th November as an expression of interest in respect of

Street Library. She felt that the proposal with the Library Trust as the

lead partner and owner of the building, was more sustainable than if

the County Council was the lead and that the Library was more likely to

remain open in the long term.

RESOLVED

A. that the following grants for 2018/19 be agreed -

Somerset Care Ltd. – pledge to give funds if the full amount £1,000

needed for the motiview bike is raised

Windrose Rural Media Trust – Glastonbury Town Council £ 224

to be asked to match fund the project

Wessex Youth Football Club £1,500

B. that Street Police Cadets be granted free use of the large room on

the first floor of the Parish Rooms on a Thursday evening or, on a

Tuesday evening apart from when the Council meeting was held,

provided that they assisted with the community events organised by

the Council and they be informed that the value of this was about £640

per annum.

RESOLVED TO RECOMMEND

A. that a grant of £5,000 be given to Crispin Community Focus in

2019/20 provided the Council had a representative on the management

committee for the organisation and that it had regular meetings and a

representative with a deputy on the Crispin Hall Trust

B. that a grant of £5,000 be made to Mendip YMCA for 2018/19 to

support the running of the youth club in Street Young People’s Centre

and that Councillor Carswell be appointed as a representative on the

management committee for the Centre with Councillors Dowden and

Leafe, in place of Councillor Buxton.

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18. ESTIMATED EXPENDITURE AND PRECEPT FOR 2019/2020

The Clerk submitted a report which had been circulated. This included

a confidential section for members only detailing staff salaries etc.

Discussion took place on raising the precept to fund a grant of £20,000

for the Library, £10,000 for the Citizens Advice Bureau and £55,000 to

support issues from Street for Street for vulnerable people, youth

services etc.

RESOLVED

A. that the Chairman of the Council, in liaison with the Clerk should

issue a press release explaining the reasons for the proposal to raise

the precept

B. that the Strategy Working Group should meet at least quarterly to

consider where to support the community of Street.

RESOLVED TO RECOMMEND

A. that the report be agreed and the Estimates for 2019/20 be as

attached as Annex A to the minutes in the Minute Book and the precept

on Mendip District Council for 2019/20 to be in the sum of £395,000 –

an increase of 25.4% or £21.62 a year (less than 42p a week) on a

Band D property (council tax base to be confirmed in mid December

and revised figures reported to Council)

B. that subject to approval of A. above, the information for the council

tax section of the District Council’s website be as attached as Annex B

to the minutes in the Minute Book

C. that subject to approval of A. above, the general revenue reserves

be set at £181,277 for 2019/20 to maintain current assets such as

Street Skate Park, the Parish Rooms and Merriman Park and fund new

projects or services as they arise

D. that subject to approval of A. above, the grant to Somerset County

Council towards staffing costs for Street Library should be raised each

year after 2019/20 in line with the Retail Price Index

E. that the new war memorial and plaque be insured on an all risks

basis – the cost of this to be reported to Council

F. that the Clerk and Assistant Clerk should be issued with debit

cards in view of the number of products and services now being

ordered by the Council, following the same procedures as with other

payments – the Clerk to report on the operation of this system and

the safeguards to be put in place before it commenced.

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19. CHARITABLE TRUST FOR INDOOR

SKATE PARK AND ARTS FACILITY

The Clerk submitted emails received on the above from a local

resident.

RESOLVED

that the resident be informed that whilst the Council thought that it was

a lovely idea, it was considered to be over ambitious and therefore it

was not able to support the proposal.

20. CHILDREN’S BIKEATHON IN MERRIMAN PARK

The Clerk reported that the family organising the event for Yeovil

special care baby unit would need to obtain their own insurance and

provide a risk assessment. The event was planned for Summer 2019

and so no details were available at present.

21. RECEIPTS AND PAYMENTS JULY TO SEPTEMBER 2018

The Clerk submitted a report which had been circulated. The detailed

income and expenditure report by code at 30th September 2018

appears as Annex C to these minutes in the Minute Book. Attention

was drawn to the following significant variations between the budget

set and expenditure/income -

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

£8,740 spent on new memorial and plaque will be taken from

earmarked reserves.

1181 Misc. Income

£18,799 received from Somerset County Council for dilapidations in

regard to 1st 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.

RESOLVED

- 6 -

that the reports be noted.

22. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated.

RESOLVED

that the report be noted.

The meeting ended at 8.50 p.m.

Councillor Carswell arrived at 6.55 p.m.

Councillor Appleby left at 8.40 p.m.

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AGENDA ITEM NO: 5

To: Policy and Finance Committee

From: Clerk

Subject: Grant - Greenbank Swimming Pool

In February 2018 it was agreed that a grant of £18,000 be made for Greenbank Pool for 2019/20 subject to confirmation that the Pool would be open for the season, to 3 Council representatives being on the Management Committee (2 to attend each meeting), a discount being offered on season tickets to Street residents and to receipt of the latest audited accounts.

A letter confirming the above requirements has been received from Stephanie Moss who works for the Pool Management Committee and the latest accounts, subject to audit, will be available at the meeting.

The Committee is asked to consider recommending that a grant of £18,000 is made in respect of the Pool for the financial year 2020/21 as requested by the Management Committee. The letter from the Management Committee will be circulated at the meeting.

Further information is available upon request and a visit to the Pool this summer for members could be arranged. There are extensive ongoing maintenance bills and several capital projects on the horizon.

L.A. Ruff

Clerk

05.02.19

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AGENDA ITEM NO: 6

To: Policy and Finance Committee

From: Clerk

Subject: Bi-Annual Review of Risk Assessment

As agreed by Council, this Committee is asked to carry out the annual review of risk assessment and management. Under Financial Regulations when any new activity is being considered, the Clerk/RFO is required to prepare a draft Risk Management policy addressing the legal and financial liabilities and risk management issues for the consideration and if appropriate, adoption by the Council. Separate reports on managing risks associated with projects such as the skate park have been submitted for the consideration of members as necessary.

All information on the Council’s computer system is backed up on to a portable device on a Monday, Wednesday and Thursday and at least one device at any time kept off site in case of fire, flood, theft. The Monday and Thursday device is kept at the home of the Clerk and the Wednesday device at the home of the Assistant Clerk. In due course it appears that everything will be backed up in the cloud via Office 365.

In accordance with advice contained in the Local Councils’ Governance and Accountability Guidance, the Committee is asked to -

1. identify and update key risks facing the Council in achieving its priorities and service objectives

2. evaluate the potential consequences to the Council if an event identified as a risk takes place

3. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

Risks can be placed in high, medium and low categories according to how likely they are to occur and their potential impact.

The annual risk assessment is attached for review.

L.A. Ruff

Clerk

05.02.19

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AGENDA ITEM NO: 7

To: Policy and Finance Committee

From Clerk

Subject: Annual Investment Strategy 2019/2020

It is recommended that the AIS for the next financial year, as set out below, is approved and recommended for adoption by the Council.

ANNUAL INVESTMENT STRATEGY 2019/2020

STREET PARISH COUNCIL

In accordance with the Local Government Act 2003 section 15(1)(a) the Council on 18th November, 2004 adopted the Guidance on Local Government Investments by agreeing to draw up an Annual Investment Strategy for the financial year 2005/2006 and by agreeing that the AIS should be approved each February thereafter for the next financial year.

ANNUAL INVESTMENT STRATEGY FOR YEAR ENDED 31ST MARCH, 2020

The general policy objective is that the Council should invest prudently the surplus funds held on behalf of the Street community. The Council will seek the highest rate of return consistent with proper levels of security and liquidity. The Annual Invesment Strategy must be approved by the Full Council and can be varied during the year subject to Council approval.

At present most funds are held in the Nat West current and Business Reserve accounts and the CCLA Public Sector Deposit Fund. The British Government has guaranteed deposits of up to £75,000 for some parties and it seems that this does apply to parish councils. Interest rates in various accounts are still very low but CCLA PSDF offers a gross interest rate of 0.3739% (changes daily) compared to 0.01% with Nat West Business Reserve Account. More funds have been transferred to CCLA to gain over £1,000 per annum in interest provided funds remain at about the same level.

1. For the financial year ended 31st March, 2020 the balances, other than sums transferred from time to time to the National Westminster Bank current account to pay invoices etc. shall be held as follows -

Up to £2,000 in the Nat West Debit Card current account (for online payments made by the Clerk and Assistant Clerk)

Up to £60,000 in the Nat West current account

£75,000 + in the Nat West Business Reserve account

£225,000 + in the CCLA Public Sector Deposit Fund

The interest rate on the loan of £250,000 with the Public Works Loan Board is 3.56% with half yearly payments of £11,111.11. The loan will be repaid on 13th November, 2023.

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Money will still be held in reserves for the following and the updated

earmarked reserves are attached -

Gratuity £ 2,295

Future fund for Skate Park and Scout Hut £ 23,000

Parish Rooms refurbishment £ 50,160

Future fund for Merriman Park (no Heritage Lottery bid) £ 50,000

TOTAL £125,455

General Revenue Reserves £181,277

TOTAL £306,732

2. As considered appropriate, the Clerk in consultation with the Chairman and Vice-Chairman of Council, will ask the Committee to review the investment of some funds in a Time Deposit, Bond etc. bearing in mind funds received and required and to make a recommendation to the Council.

3. All accounts shall be operated by the Clerk/Responsible Financial Officer who shall report transferson a quarterly basis to the Policy and Finance Committee. In the absence of the Clerk/RFO the accounts shall be operated by the Chairman of the Policy and Finance Committee and either the Chairman or Vice-Chairman of the Council and that RBS Software be engaged as necessary to give professional assistance.

L.A. Ruff

Parish Clerk

05.02.19

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AGENDA ITEM NO: 8

To: Committee

From: Clerk

Subject: Review of Internal Audit

The Council has appointed an independent Internal Auditor, Probusiness Ltd., which reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The adequacy and effectiveness of internal audit is reviewed annually. More detailed reports will be submitted at the May meeting with the Annual Return and supporting documents.

For the financial year 2018/2019 the External Auditors, PKF Littlejohn have chosen to test – details not yet received. No matters were raised for 2017/18.

With regard to Assertion 6 Probusiness carry out the annual internal audit in May after the year end. They complete the relevant section of the Annual Return and also write to the Council with their observations. SALC had advised that due to the numerous activities and the size of the precept now of £395,000 + the Council should consider having an internal audit carried out on a quarterly basis rather than once a year. This would increase the annual cost by around £1,500 and give more work to the Clerk/RFO but would improve the governance of the Council and last year it was agreed to remain with the annual audit. Alternatively an internal audit could be carried out twice a year. Glastonbury Town Council and Wells City Council have a similar or larger budget and currently have an annual internal audit after the year end but other smaller councils have a quarterly audit.

L.A. Ruff

Clerk

05.02.19

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AGENDA ITEM NO: 9

To: Committee

From: Clerk

Subject: Grant Applications and Minor Matters

NEW FLOOR FOR COLLEGE SPORTS CENTRE

On 11th December 2018 representatives of Strode College asked for a grant towards the cost of providing a new floor for the Sports Centre. They had made a bid to Sport England for £50,000 and if this was successful it would meet most of the cost for the floor. Funding had also been requested from Glastonbury Town Council and surrounding parish councils. The success of the bid will not be known until around the end of February so it is suggested that this application is considered at the March meeting of the Council.

If a grant is given then it must be stated that this is due to the Centre being used by the community and that therefore the Council has the power to make the grant. In December 2018 during Public Question Time it was agreed that the Council would look favourably at this with a view to supporting the project.

THE SOMERSET WOOD

Somerset County Council, Taunton Deane Borough Council, Cheddon Fitzpaine and West Monkton Parish Councils have formed a partnership to create The Somerset Wood to commemorate the county’s fallen in World War One. It will cover 23 acres and comprise 11,281 trees to be planted over the next 3 winters. It will be located in the largely rural parish of Cheddon Fitzpaine. The first planting of 1,200 trees will be within the new Country Park that is also being planned. 11,281 matches the number of names listed in The Somerset Book of Honour, kept at Wells Cathedral. Offers of physical, organizational or financial assistance have been requested.

NEW SECTION OF FENCE AT RINGOLDS WAY PLAY AREA

It was agreed to obtain a quote from SLH Services to provide fencing to obscure an unsightly section of wall at Ringolds Way play area to bring it up to the same standard as the newly refurbished park. Mendip District Council are agreeable to the Council paying for the work and will then become responsible for the fence which will match that already along that side of the park. The owners of the adjoining house own the wall and requested the fencing as it is a bit higher than the wall and will hopefully stop young people from climbing over to retrieve balls etc. At a site visit it was noted that the wall leans at the end inside the park and that when holes are dug for the new concrete posts it may be made more unstable and could collapse.

In the circumstances members are asked if they wish to proceed stating that the Council will not hold any liability for the wall if it falls down when the new posts and fencing is fitted.

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BUILDING SURVEY REPORT ON EXTERIOR OF PARISH ROOMS

db+PAUL were engaged by the Neighbourhood Plan Officer to hire a cherry picker and carry out a building survey of the exterior of the Parish Rooms. The roof, chimneys, external carpentry, windows/doors and external walls were inspected and the schedule of works provided included all items which required repair or alteration. It was recommended that the flat roof section in the centre of the roof was redesigned to prevent previous issues with collection of debris etc. It appeared that more attention had been given to the roof area but the company have stated that all of the exterior was inspected and that no other areas required work. They are requesting that their invoice of 30th October for £810.70 + VAT and the invoice of 15th November for the cherry picker of £686.25 + VAT be paid.

L.A. Ruff

Clerk

05.02.19

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AGENDA ITEM NO: 10

To: Policy and Finance Committee

From: Clerk

Subject: Receipts and Payments October – December 2018

Details of receipts and payments for the quarter have been emailed to members.

The income and expenditure by account code report is attached.

BUDGET VARIATIONS OCTOBER TO DECEMBER 2018

On 18th June 2013 the Council agreed, as recommended by Probusiness Ltd. the internal auditor, that the quarterly report on income and expenditure by code should be attached to the Committee minutes when considered and details given in the minutes of comments and explanations made when considering variations between budget set and expenditure or income. This was to evidence the reasons behind any such variations and that these had been considered by the Council.

EXPENDITURE DETAIL

1145 Furniture/Equipment/Improvements

£9,750 overspend including £8770 50% deposit on windows refurbishment taken from earmarked reserves and the payment from Somerset County Council for dilapidations. £1,845 was spent on a computer and screen for the NPO and a new laptop for the Clerk. The overspend less the funding from earmarked reserves amounts to £980 and will be taken from the Contingency Fund.

1170 Neighbourhood Plan Costs

£4,685 spent to date and this will be covered by a grant from Groundworks UK.

1335 War Memorial

£6,500 came from earmarked reserves.

1503 Building Renovations

£6,045 included £6,000 second payment for windows refurb taken from earmarked reserves.

INCOME DETAIL

1178 Sponsorship Received

£1,000 received from C and J Clark Ltd. towards Christmas lights in the High Street reduced from previous grants of £4,000.

1181 Miscellaneous Income

£18,799 received from Somerset County Council for dilapidations relating to first floor of Parish Rooms previously leased by it.

1375 S106 Bus Shelters Crispin Hall

Around £9,000 of funding still to be claimed to carry out some of the proposals set out in the cycle/walk study. This will be done before the deadline in June.

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AGENDA ITEM NO: 11

To: Policy and Finance Committee

From: Parish Clerk

Subject: Periodic Reports and Inspections

Bank Transfers and Reconciliation

The quarterly report on any transfers between accounts for 1st October - 31st December, 2018 will be detailed in the Receipts and Payments for that period - agenda item no. 12.

The detailed income and expenditure report for each month is now emailed to members with the bank reconciliations, successfully completed, and earmarked reserves.

Internal Control

As agreed Councillors Carswell and Goater carry out the monthly inspection of accounts, verifying the bank statement against the reconciliation with the Clerk in attendance to answer any queries. Any other member is welcome to inspect the accounts by arrangement with the Clerk.

Overtime and Mileage

The Chairman of the Council/Staffing Committee has received and approved a record of all members of staff Time Off In Lieu, annual leave and mileage for October to December, 2018.

L.A. Ruff

Clerk

05.02.19

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