



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
6th May, 2020

PLEASE NOTE DATE AND TIME

Dear Sir/Madam,

You are summoned to attend a meeting of the Policy and Finance Committee which will be held virtually using Zoom with remote attendance on **TUESDAY, 12TH MAY, 2020** for the purpose of transacting the business specified in the following agenda. The meeting will commence at **6 p.m.** The Chair will explain the procedures for the meeting. The public and press are invited to attend. If they wish to ask a question, they should email the Parish Clerk - details above, to receive access information. The meeting will be streamed live on YouTube on the Council's YouTube Channel at <https://www.youtube.com/channel/>

Yours faithfully,

L A Ruff

L.A. Ruff
Clerk of the Council

AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered
2. MINUTES
To receive the minutes of the meeting of the Committee held on 4th February, 2020 (copies attached).
3. DECLARATIONS OF INTEREST AND DISPENSATIONS
4. ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN 2019/20 PART 3
SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2019/20
ANNUAL INTERNAL AUDIT REPORT 2019/20

Reports and documents are attached for consideration, prior to being submitted to the Council on 13th May for approval.
The Internal Audit was carried out on 28th April by Mr. Peter Male of Probusiness Ltd.

5. ANNUAL GOVERNANCE AND ACCOUNTABILITY
RETURN 2019/20 PART 3
SECTION 2 – ACCOUNTING STATEMENTS 2019/20

Section 2 and supporting documents attached for consideration, prior to being submitted to the Council on 13th May for approval.

6. ANNUAL GRANTS 2020/21 (report attached)
 7. PROTOCOL FOR REMOTE MEETINGS AND ANNUAL COUNCIL MEETING (report attached)
 8. INSURANCE AND RISK ASSESSMENT (report attached)
 9. PERIODIC REPORTS AND INSPECTIONS (report attached)
 10. RECEIPTS AND PAYMENTS JANUARY - MARCH, 2020 (CONFIDENTIAL report attached for members only)
 11. PAYROLL SUMMARY 2019/20 (CONFIDENTIAL report attached for members only)
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To: Councillors C. Axten, S. Carswell, P. Goater, A. Prior and H. Shearer

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held on 4th February, 2020 at 2.30 p.m.

PRESENT: Councillor P. Goater (Vice-Chair) (In the Chair)
Councillor C.E. Axten (Chair) arrived at
2.35 p.m. and took the Chair

Councillors: S. Carswell and A. Prior

IN ATTENDANCE: Councillor P. Birch
Mrs. L.A. Ruff – Clerk

APOLOGIES: Councillor H. Shearer – illness – reason accepted

23. MINUTES

The minutes of the meeting of the Committee held on 5th November, 2019 which had been circulated, were approved as a correct record and signed by the Chair. It was agreed to ask Strode College again if the fees for the astro could be reduced for Wessex Youth Football Club. It was also agreed to invite the Scout Group to a meeting of the Projects Working Group to discuss the new scout hut at Elmhurst School.

24. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Birch declared an other interest under Appendix B in discussions on the grant for Greenbank Pool as she was a representative on the Management Committee and took no part in the discussion. She also declared an other interest under Appendix B in the additional grant for Strode Theatre as she was a representative on the Board and took no part in the discussion.

25. GRANT – GREENBANK SWIMMING POOL

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

that a grant of £18,000 be made in respect of Greenbank Pool for the financial year 2021/22 subject to confirmation that the Pool will be open for the season, to 3 Council representatives being on the Management Committee (2 to attend any meetings), a discount being offered on season tickets to Street residents and receipt of the latest audited accounts.

26. GRANT APPLICATIONS

The Clerk submitted a report which had been circulated. It was noted that the Crispin Community Centre would probably be applying for grant funding during 2020/21 for projects with vulnerable people.

RESOLVED

A. that Councillor Goater would ask the Community Centre for details of their finances

B. that approval be given to the use of the remaining £400 for activities in the holidays for vulnerable young people as set out in the report

C. that approval be given to producing 15,000 tourism leaflets using grants to be received from Landsec of £500 and from Mendip Tourism of £1,596 and Nina Swift and County Councillor Leyshon be thanked for their work on this project.

RESOLVED TO RECOMMEND

A. that an additional £5,000 be given to Strode Theatre in 2020/21 making the total grant £20,000 and the position be monitored after a year

B. that a grant of £9,800 be given to Mendip Citizens Advice Bureau in 2020/21 as allocated in the budget.

27. HIGH STREET HANGING BASKETS AND PLANTERS

The report of the Assistant Clerk had been circulated.

RESOLVED TO RECOMMEND

that in accordance with Financial Regulation 11.1 (h) the quotation of Sweetacre Nursery for the hanging baskets, planters and trough in 2020 of £2,598 + VAT be agreed and other quotes not sought in view of the good service given by the local company which worked well with SLH Services who did the watering and maintenance.

28. BI-ANNUAL REVIEW OF RISK ASSESSMENT

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

A. that the bi-annual risk assessment be agreed subject to the following -
the likelihood of the Council breaking the law or being sued be reduced from 3 to 2 giving a danger index of 8
the likelihood of an incident at an event be reduced from 3 to 2 giving a danger index of 8

B. that in regard to the risk of harming the reputation of the Council all members be reminded that they should be very careful when on social media and not comment on remarks made.

29. ANNUAL INVESTMENT STRATEGY

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

that the Investment Strategy for 2020/21 be approved subject to Section 1 being altered by the replacement of Clerk and Assistant Clerk with Councillors Axten and P. Goater.

30. RECEIPTS AND PAYMENTS OCTOBER TO DECEMBER 2019

The Clerk submitted a report which had been circulated. The detailed income and expenditure report by code at 31st December 2019 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 -

EXPENDITURE

1101 – 1109 Staffing

Considerable saving made as NPO left 31st March 2019 and ACPO did not start until January 2020.

1361 Elections

£8,822 unspent as no parish elections were held in May 2019.

INCOME

1178 Sponsorship Received

C. and J. Clark Ltd. are no longer giving a grant of £4,000 towards Christmas lights in the High Street.

1179 and 1328 Grants Received
£10,000 Section 106 funding received from Mendip District Council
for the refurbishment of the bus shelters by the Crispin Hall and new
bike racks.

RESOLVED

A. that the reports be noted

B. that the ACPO should start to research how the allocation for
2020/21 of £55,000 for vulnerable people might be spent and County
Councillor Leyshon be asked when the provision of PFSA's was to be
reviewed

B. that the Clerk should attend a meeting on local government
re-organisation being organised for larger councils.

31. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

that the report be noted.

The meeting ended at 3.40 p.m.

To: Council
From: Clerk/RFO
Subject: Annual Governance and Accountability Return 2018/19 Part 3
Section 1 – Annual Governance Statement 2018/19
Annual Internal Audit Report 2018/19

The Council on 19th May 2020 will be asked to consider the annual audit plan, statement of internal control and policy, internal control procedures, Annual Internal Audit Report 2019/20 and the letter from the Council's internal auditors Probusiness Ltd. following the internal audit on 28th April (attached). Members are asked to keep all documents for the Council meeting on 19th May.

The Council will be asked to review the adequacy of internal audit and control carried out on the accounts for the year ended 31st March 2020. Having considered the reports the Council will be asked to consider whether or not the internal audit and control system is adequate and its responses to the statements set out in Section 1 Annual governance statement of the Annual Governance and Accountability Return. A copy of Section 1 is attached to this agenda and members are asked to keep this for the Council meeting on 19th May. Section 1 is then signed by the Chair of the meeting and the Clerk (usually at the Council meeting). In accordance with current guidance the Clerk will sign the Section and arrange for this to be delivered to the Chair for signing and return.

L.A. Ruff
Clerk/RFO
12.05.2020

Annual Internal Audit Report 2019/20

Street Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

28/04/2020

Name of person who carried out the internal audit

PP PROBUSNESS

Signature of person who carried out the internal audit

PP PROBUSNESS

Date

3/5/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



probusiness
accountants

Mrs L Ruff
Street Parish Council
Street Parish Rooms
6 Leigh Road
Street
BA16 0HA

1 May 2020

Dear Mrs Ruff,

Internal Audit of Street Parish Council for the Year Ended 31st March 2020

In accordance with your instructions and acting in accordance with the current regulations and requirements and terms of reference previously sent to us, we have carried out an internal audit of the accounting systems of Street Parish Council for the year ended 31 March 2020.

Our audit was based on the requirements of the Annual Governance and Accountability Return page 3 – Annual internal audit report. The audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the Financial Statements.

It is our opinion that the Council has maintained an adequate system of internal control and management and there are no matters which need to be brought to the attention of the External Auditor. We are pleased to be able to complete page 3 of the Annual Governance and Accountability Return in the affirmative.

We would like to thank you for your assistance in providing the relevant material for our investigations, and should you need further information or advice regarding any matters, we would be happy to help.

Yours sincerely

Probusiness Ltd

Probusiness Ltd, Business Accountants and Advisers, St Lawrence Lodge, 37 Chamberlain Street, Wells, Somerset BA5 2PQ

T: 01749 677989 F: 01749 672651 E: mail@probusinessuk.com W: www.probusinessuk.com

Probusiness is a trading name of Probusiness Ltd Company Registration Number 2850341 VAT Number 639 5428 08

ANNUAL AUDIT PLAN 2019/2020

Pro Business Ltd. have been appointed by the Council to carry out the internal audit of accounts for the year ended 31st March, 2020. The company has given an objective view on whether the financial controls and procedures meet the needs of the Council - see page 5 - Annual internal audit report of the Annual Return and separate letter attached dated

The Council is asked to review the impact of this work by considering the report set out below. The 2011 Accounts and Audit Regulations no longer require an annual review of effectiveness of the system of internal audit. However the internal audit requirements continue and internal controls are to be reviewed.

The role of the internal auditor is to review systems rather than undertaking detailed checks that are more appropriately the responsibility of management. The auditor assists the Council in fulfilling its responsibility for the prevention and detection of fraud or error. The auditor should be aware of risk management issues and understand the accountancy requirements of the legal framework and powers of local councils. The auditor reports to council on the adequacy of systems of control having carried out tests on the systems of the council. Minutes are checked for any suggestion of unusual activity and evidence that risks are being identified and managed.

REVIEW OF ADEQUACY OF INTERNAL AUDIT AND CONTROL

Consideration to be given to the extent of compliance with proper practice.

Expected Standard	Evidence of Achievement	Areas for Development
A. Scope of internal audit	Terms of reference were approved by council on 22nd April, 2020 via email in accordance with current guidance. Scope of audit work takes into account risk management processes and wider internal control Terms of reference define audit responsibilities in relation to fraud	None

B. Independence	<p>Internal Auditor has direct access to those charged with governance (see financial regulation 4.4)</p> <p>Reports are made in own name to management and Probusiness is not connected to the Council in any way other than carrying out the internal audit once a year and carrying out the payroll service as a completely separate service. Probusiness does not assist the Council in the preparation of the Annual Return. Auditor does not have any other role within the Council.</p>	<p>None</p> <p>Internal auditor has no access to payroll operations. In annual letter agreeing to charges stress that payroll must remain completely separate to Internal auditor</p>
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Probusiness Ltd. has again stated that the two operations were completely separated.

C. Competence	<p>No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.</p>	<p>None</p> <p>Probus has done audit for Street, Wells and Glastonbury for some years and has training as necessary from SALC. Probusiness is a firm of chartered accountants.</p>
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D. Relationships	Responsible officer - Clerk/RFO is consulted on the internal audit plan and on the scope of each audit. (Evidence is on audit files). Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of council members are understood; training of members is carried out as necessary. (See member training plan).	None Clerk and Council will be consulted on all docs. and can refer to the Internal Auditor as necessary. Clerk went to SALC
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workshop on accounting and audit on 10th April, 2008. Revised Governance and Accountability in Local Councils 2008 and 2011 Accounts and Audit Regulations were noted by Clerk and Council and it was agreed to report on detailed income and expenditure by account including budget variance on a monthly basis to Council rather than quarterly to the Policy and Finance Committee. The Clerk attended a workshop in January, 2009 at the District Council offices on financial management and a finance and audit update session by SALC on 30th March, 2012. The latest version of Governance and Accountability for Smaller Authorities in England March 2019, will be noted by the Clerk and any changes necessary reported to the Committee.

E. Audit Planning and reporting	The Audit Plan properly takes account of corporate risk. The Plan has been approved by the Council on 22nd April 2020. Internal audit has reported in accordance with Plan on 13th May, 2020.	None
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REVIEW OF INTERNAL AUDIT AND CONTROL

Consideration was given to the delivery of the internal audit service to the required standard in order to produce the required outcome i.e. assurance on internal control and the management of risks in the body that can be relied on.

Characteristics of Adequacy	Evidence of Achievement	Areas for development
A. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the Council's governance assurance needs.	None An annual internal audit is considered appropriate

for the size, budget and activities of the Council. The matter was reviewed on 5th February 2019 and it was agreed to continue with an annual internal audit after the year end.

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|----|---|--|---|
| B. | Understanding the whole organisation its needs and objectives | The annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council's annual governance statement. | None
Probus has some years experience of local council audit |
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and has received training from SALC. It has also referred to the revised Governance and Accountability in Local Councils 2008 and to Governance and Accountability for Smaller Authorities in England March 2019 and will refer to the updated version.

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| C. | Be seen as a catalyst for change | Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics. | None |
| D. | Add value and assist the organisation in achieving its objectives | Demonstrated through positive management responses to recommendations and follow up action where called for. | None |

It was felt that the Council was constantly reviewing risk management effectively as demonstrated by detailed reports concerning the skate park, Parish Rooms, Merriman Park etc. which have been considered and agreed, including risk assessments.

Recommendations of the Internal Auditor are reported to Council and actions agreed promptly. As recommended by Somerset Association of Local Councils a diary and checklist is kept of financial operations including verification and signing of cheques, and checking bank statements against bank reconciliation.

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| E. | Be forward looking | When identifying risks and in formulating the annual Audit Plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance. | None |
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Governance and Accountability in Local Councils 2008 and 2011 and March 2019 and Accounts and Audit Regulations taken into consideration.

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| F. | Be challenging | Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment. | None |
|----|----------------|---|------|

Procedure for new projects already agreed including consideration of risks, costs etc. - risk assessments made for skate park and Parish Rooms and other assets/activities.

G. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the Council and the legal and corporate framework in which it operates.	None
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The Internal Auditor comes to the Council office for the annual audit and has access to all accounting information. The Clerk is available to answer any questions. All members of the Council were invited to meet Mr. Male this year to speak to him about the work involved in the internal audit.

No significant weaknesses have been identified in consideration of the statement of assurance.

Areas for development or change identified are set out in the Action Plan below together with proposed remedial actions, those responsible for delivering them and deadlines for completion of actions.

ACTION PLAN

No points were recommended by the Internal Auditor -
See letter dated

Having reviewed the adequacy of internal audit and control, it is considered that the internal audit system is satisfactory.

STREET PARISH COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31ST MARCH 2020

1. SCOPE OF RESPONSIBILITY

Street Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council

The Council has appointed a Chair who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and budgets at the level of precept required for the following year at its November - January meeting. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Parish Clerk. The Council regularly reviews its internal controls, systems and procedures.

The Clerk/Responsible Financial Officer

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are approved by Council. Two members of the Council must sign every cheque and direct debit instruction. One of two authorised members must give a second payment authorisation for Bankline payments. A separate debit card current account only holding £2,000 maximum has been opened with 2 debit cards which Councillors Axten or P. Goater in liaison with the Clerk, Assistant Clerk or Assistant Clerk and Projects Officer will use for agreed goods/services. The payments will be scrutinised closely by the two authorised members via Bankline – currently Councillors Axten and P. Goater and by the two appointed members carrying out the bi monthly check on all accounts – currently Councillors Carswell and Prior.

Risk Assessments/Risk Management

The Council carries out regular risk assessments in respect of its activities and regularly reviews its system and controls.

Internal Audit

The Council has appointed an independent Internal Auditor who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually.

External Audit

The Council's External Auditors submit an annual Certificate of Audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of

- * The Council
- * The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- * The independent Internal Auditor who reviews the Council's systems of internal control
- * The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2019/20 financial year. On 17th March 2020 the Council agreed -

In light of the coronavirus (Covid-19) pandemic and government advice this council resolves that:

- (a) Should the council be unable to meet for whatever reason, the Clerk be given delegated authority to progress all ongoing matters and projects and authorise all regular payments and incur expenditure in line with the council's agreed budget
- (b) Any decisions taken under resolution (a) above will be taken, whenever possible, in consultation with the Chair and Vice Chair of Council and the relevant committee chair (if appropriate). A record of all decisions and expenditure incurred under delegated authority will be kept and reported to members when the council next meets
- (c) The authority to decide the council's response to planning applications be delegated to the Clerk or Assistant Clerk, in consultation with the Chair of the Planning Committee and Chair and Vice Chair of Council. Whenever possible, members of the Planning Committee (or Council in the case of large applications) will be informed of applications out for consultation and will be invited to submit comments to the Clerk or Assistant Clerk
- (d) The provisions outlined in resolutions (a) to (c) above will override any requirements to the contrary in the Council's standing orders, financial regulations or terms of reference
- (e) In the interest of staff, volunteer and public safety the Council office will be closed to the public, except by appointment, whenever government advice deems this to be appropriate
- (f) In line with government advice, staff will be encouraged to work from home
- (g) Should the Clerk be unable to perform her duties, the Assistant Clerk or Chair or Vice Chair of Council or if they are unavailable, another councillor will assume the role of Proper Officer and RFO, in an unpaid capacity with the exception of the Assistant Clerk

(h) The Clerk, in consultation with the Chair and Vice Chair, may incur expenditure from the project earmarked reserve where such expenditure will help the community's efforts to support those in need of assistance or prevent social isolation

(i) Should government allow councils to meet virtually (online), the Council will take all reasonable steps to facilitate this

A. Funding to support the community should be made through recognised organisations only such as the Foodbank, Salvation Army and Bridging the Gap and anyone asking for assistance should be referred to an appropriate organisation

B. An email to be sent to the Community Centre and other organisations making it clear that funds were available to them and that if they applied to the Council they would be supported very quickly

C. Positive community news to be posted once a week on the website, Facebook etc.

Whilst no significant Internal Control issues were identified during the year, the Council strives for the continuous improvement of the system it has designed for internal control and has addressed all of the minor issues and weaknesses raised and reported during the review process.



Chair

Clerk of the Council

STREET PARISH COUNCIL INTERNAL CONTROL PROCEDURES

Schedule of specific day to day procedures undertaken by the Clerk/RFO to implement the system of internal controls and facilitate the efficient exercise of the Council's functions, including arrangements for the management of risk.

FINANCIAL SYSTEM

The following measures are taken to ensure that the Council is managed in accordance with proper standards of financial conduct and to prevent and detect fraud and corruption. While the coronavirus emergency continues see the decision detailed above.

Enter income and payments on the schedule to be approved at the next monthly meeting of the Council after checking that the correct amounts have been received or charged and that the service or goods have been given or received. The schedule is initialled by the Chair when it has been approved by the Council and is annexed to the minutes in order to publish all payments.

Enter income and payments on the computerised accounting system. All income is paid into the current account with Nat West within 1 or 2 days of receipt. Income payments are often made by automatic credit. Payments are paid promptly by cheque signed by 2 authorised members or by direct debit if agreed by the Council – recorded with an individual number – when the authority to spend and sum have been checked. The majority of payments are now made by Bankline with Nat West. Payments are set up by the Clerk/RFO or the Assistant Clerk and Projects Officer and then one of two authorised members must give a second authorisation for each payment. Members and Clerk verify cheques against invoices, initialling the cheque book stub and invoice. The Clerk writes the cheque or direct debit no. and the date of the authorising meeting on each invoice. Some payments are made by Councillors Axten or P. Goater in liaison with the Clerk, Assistant Clerk or ACPO using debit cards for the separate current account only holding £2,000 maximum. These payments will be reported to Council each month under a separate heading and will be closely scrutinised by 2 members via Bankline and by 2 members checking the accounts in the office.

Members are informed each month that bank reconciliations for all accounts at the end of the previous month have been prepared successfully and a copy of each is sent to them. Two appointed members receive copies of the current account statements through the post and come in once a month to check the reconciliation against the original bank statements and all other accounts including cheque books, paying in books, that transfers are instant and that staff have only been paid once in the month. The members keeps statements until the audit has been completed.

All members receive a monthly income and expenditure report showing the budget allocation for each code, income and expenditure to date and budget variance. They also receive quarterly reports on all accounts with reconciliations and an explanation of any significant variations in income or expenditure against the budget.

The Clerk/RFO deals with grants received in accordance with any terms under which they were awarded including any funding agreement. A member of staff or a councillor checks that all grants awarded have been used for the purpose for which they were given and if not the body is required to return the money.

Insurance provision is reviewed annually including consideration of the stability of the Council's insurance company.

ADMINISTRATIVE SYSTEM

The Clerk/RFO monitors the invitation of quotations or tenders for goods or services and the awarding of contracts and this is in accordance with standing orders and financial regulations.

The Council has the General Power of Competence and this is used to approve expenditure.

The Clerk/RFO receives regular updates from the Somerset Association of Local Councils and the Society of Local Council Clerks and other bodies on any changes in legislation and reports this to the Council for appropriate action.

PAYE, national insurance and pension payments are made in respect of employees each month and returns made to HM Revenue and Customs. VAT is reclaimed quarterly.

All staff have a written contract of employment which is reviewed annually and each employee has an annual appraisal and salary review. Training needs are also reviewed at least annually.

All minutes of the Council and its committees are numbered consecutively from the start of the Council year and pages are also numbered. The original signed minute books are kept in a locked fire proof cabinet.

There is an agreed written procedure for dealing with enquiries from the public and to deal with responses to consultation requests. There is also an agreed written procedure for document receipt, circulation, response, handling and filing.

Procedures are in place for recording and monitoring members' interests and gifts and hospitality received.

Codes of conduct for members and employees are adopted as considered necessary.

ASSETS

All assets are checked every 6 months by the Clerk, Assistant Clerk or ACPO using a tick list and any potential problems, damage etc. is reported to the Council to consider what action to take.

The Clerk/RFO adds or removes assets at cost value from the asset register and adds or removes them from the insurance policy.

Physical assets are inspected and maintained on a regular basis in accordance with a written procedure.

CONTRACTS FOR SERVICES/GOODS

All contractors are required to provide written confirmation of adequate insurance cover and a risk assessment method statement prior to starting work for the Council. Work is monitored by Council staff/members if considered to be a potential high risk eg. fitting Christmas lights and is checked when completed before payment is made. Service contracts including for the maintenance of Street Skate Park and Merriman Park are checked and recorded every 2 to 3 weeks by a Council employee. Maintenance inspection sheets are also provided regularly by contractors. Annual independent inspections are arranged for trees and play equipment at the Skate Park and Merriman Park and any recommended action is taken promptly as considered necessary by the Council.

There is a 3 year contract in place with breaks with SLH Services for the maintenance and inspection of the Skate Park and Merriman Park and watering of hanging baskets and planters in the High Street.

STREET PARISH COUNCIL

INTERNAL CONTROL POLICY
REVIEWED MAY 2020
NEXT REVIEW MAY 2021

In order to maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption the following processes are in place and reviewed annually to ensure that they are effective. While the coronavirus emergency continues see the Council decision of 17th March 2020 detailed above. In addition a protocol for remote meetings was agreed as an Annex to Standing Orders by the Council on 13th May 2020.

STANDING ORDERS AND FINANCIAL REGULATIONS

The Council has standing orders and financial regulations in place which govern how it operates. Financial regulations incorporate provisions for securing competition and regulating the manner in which tenders are invited. These are reviewed at least annually, fit for purpose and adhered to.

SAFE AND EFFICIENT ARRANGEMENTS TO SAFEGUARD PUBLIC MONEY

The Council has practical and resilient arrangements in place on how it orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. Safe and efficient arrangements are in place to safeguard public money and these are reviewed at least annually. The RFO has formal responsibility for the proper administration of the Council's financial affairs. Controls over money are included in standing orders and financial regulations including that cheques or orders for payment shall be signed by two elected members. The Council approves the setting up of and any changes to accounts with banks or other financial institutions. It also approves every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates.

Risk assessment and internal controls focus on the safety of the Council's assets, particularly money. The Clerk/RFO undertakes appropriate training as and when necessary.

EMPLOYMENT

The remuneration payable to all employees is approved in advance by the Council. Salaries are reviewed annually and all payments are agreed by the Council each month. There are robust payroll arrangements covering the accuracy and legitimacy of payment of salaries and associated liabilities. The Clerk/RFO determines such payments in liaison with Probusiness Ltd. for PAYE and National Insurance and with Peninsula Pensions for pension contributions. The Council also ensures that it has complied with its duties under employment legislation and has met its pension obligations. General guidance and updates are received as necessary from SALC, South West Councils etc.

VAT

The Council is registered for VAT and has robust arrangements in place for handling its responsibilities with regard to VAT. VAT is reclaimed by the Clerk/RFO for each payment made after checking that this is in accordance with current legislation etc. Quarterly digital submissions are made to HM Revenue and Customs. The Clerk attended training on VAT in May 2016. Professional advice was received in December 2019 regarding the relocation of the library to the Parish Rooms and alteration of the building.

FIXED ASSETS AND EQUIPMENT

The Council's assets are secured, properly maintained and efficiently managed. Appropriate procedures would be followed for any asset disposal and for the use of any resulting capital receipt.

LOANS AND LONG TERM LIABILITIES

Any loan or similar commitment would only be entered into after the Council was satisfied that it could be afforded and that relevant approvals had been obtained. Proper arrangements are in place to ensure that funds are available to make repayments of capital and interest and other liabilities – the sum required for the current loan repayments is included in the annual budget together with the projected cost of the proposed new loan for the alteration of the Parish Rooms.

REVIEW OF EFFECTIVENESS

Regulation 6 of the Accounts and Audit Regulations 2015 requires the Council to review the effectiveness of the system of internal control each financial year. This will inform the Council's preparation of its annual governance statement.

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Street Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>'Yes' means that this authority:</i> <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

13/05/2020

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.street-pc.gov.uk

AUTHORITY WEBSITE ADDRESS

To: Council
From: Clerk/RFO
Subject: Annual Governance and Accountability Return 2019/20 Part 3
Section 2 – Accounting Statements 2019/20

Section 2 Accounting Statements 2019/20 of the Annual Governance and Accountability Return, the accounts and supporting documents as detailed below are attached to this agenda and members are asked to keep all documents for the Council meeting on 19th May -

Section 2 Accounting Statements 2019/20
Income and Expenditure Account and Balance Sheet
End of Year Bank Reconciliation
Explanation of difference between Box 7 and Box 8 Section 2 of AGAR
Details of Debtors, Prepayments, Creditors and Accruals
Explanation of Significant Variations from last year to this year in Section 2 (more than 15%)
Notes to Accounts including Earmarked Reserves
Members Training Plan

The Council on 19th May will be asked to approve the accounts for the year ended 31st March 2020, Section 2 of the AGAR and supporting documents. Section 2 will then be signed by the Chair of the meeting, having been signed by the Clerk/RFO before presentation to the Council. In accordance with current guidance the AGAR will be delivered to the Chair so that he can sign this section and return to the Clerk.

The approved Annual Governance and Accountability Return and documents requested will then be submitted to the external auditors, PKF Littlejohn LLP. The notice of public rights and publication of unaudited AGAR will be displayed on the website and noticeboards from 12th June to 27th July 2020. The dates set for the exercise of public rights are 15th June to 24th July and confirmation of this will be sent to the auditors.

L.A. Ruff
Clerk/RFO
12.05.2020

Section 2 – Accounting Statements 2019/20 for

Street Parish Council

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	344,536	331,418	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	315,000	395,000	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	118,109	33,252	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	100,754	84,503	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	22,222	22,222	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	323,250	273,255	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	331,418	379,690	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	317,144	378,580	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	860,345	865,316	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	100,965	82,171	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

CA Ryn

Date

27/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

13/05/2020

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Street Parish Council 19/20

Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	Income Summary	
315,000	Precept	395,000
1,625	Sponsorship Received	0
9,504	Grants Received	1,555
1,620	Reimbursements	1,919
1,522	Interest Received	1,829
329,271	Sub Total	400,303
	Operating Income	
300	Administration	17,425
82,407	Other	8,445
21,132	Council Building	302
0	Merriman Park	1,777
433,109	Total Income	428,252
	Expenditure Summary	
16,828	General Grants (Ex S137)	29,243
14,004	Christmas (Ex S137)	10,126
8,694	Civic Event & Badges (Ex S137)	4,844
39,525	Sub Total	44,213
	Running Costs	
129,630	Administration	113,587
25,253	Grants	30,800
149,093	Other	68,812
6,541	Skatepark	6,083
64,209	Council Building	76,933
29,737	Merriman Park	35,912
2,240	One Off Projects	0
0	Issues for STREET	3,640
446,227	Total Expenditure	379,981
	General Fund Analysis	
239,741	Opening Balance	205,963
433,109	Plus : Income for Year	428,252
672,850		634,216
446,227	Less : Expenditure for Year	379,981
226,623		254,235
20,660	Transfers TO / FROM Reserves	13,175
205,963	Closing Balance	241,060

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

Current Assets

463	Debtors	0
22,469	VAT Control	4,892
1,263	Prepayments	1,305
14,683	National Westminster Curr A/c	73,387
226,963	CCLA Public Sector Deposit	228,640
38	Petty Cash	32
75,458	Nat West Bonus Saver	75,610
2	Nat West Debit Card Curr A/c	912

341,338

384,778

341,338 Total Assets

384,778

Current Liabilities

9,870	Creditors	4,653
50	Accruals	435

9,920

5,088

331,418 Total Assets Less Current Liabilities

379,690

Represented By

205,963	General Fund	241,060
2,295	EMR Gratuity Fund	2,295
50,160	EMR Parish Rooms Refurb	50,000
0	EMR Neighbourhood Plan Grant	4,890
50,000	EMR Merriman Park Fund	50,000
0	EMR S106 Bus Sh & Bike Racks	8,445
23,000	EMR Skakepark & Scout Hut	23,000

331,418

379,690

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : 27.4.2020

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree with the accounts headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a cash payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority:

STREET PARISH COUNCIL

County area (local councils and parish meetings only):

SOMERSET

Financial year ending 31 March 2020

Prepared by (Name and Role):

L.A. RUFF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Date:

05/05/2020

Balance per bank statements as at

31/03/2020

£

£

Nat West Current Account
CCLA Public Sector Deposit Fund
Nat West Bonus Saver
Nat West Debit Card Current

73,386.9

228,639.6

75,610.0

911.5

378,548.0

Petty cash float (if applicable)

32.3

Less: any unpresented cheques as at 31/3/20

0

0.00

Add: any un-banked cash as at 31/3/20

0

-

Net balances as at 31/3/20 (Box 8)

378,580.3

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

STREET PARISH COUNCIL

County area (local councils and parish meetings only):

SOMERSET

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			379,689.77
Deduct:	Debtors (enter these as negative numbers)		
	HM Revenue and Customs VAT	(4,892.37)	
		(4,892.37)	
Deduct:	Payments made in advance (prepayments) (enter these as negative numbers)		
	Biffa Waste - waste collection Apr to Jun	(425.62)	
	Mendip DC - rates Parish Rooms 1st April	(879.75)	
		(1,305.37)	
Total deductions			(6,197.74)
Add:	Creditors (must not include community infrastructure levy (CIL) receipts)		
	SLH Services - maintain Skate Park Mar	670.92	
	SLH Services - maintain Merr Park Mar	2,415.75	
	SLH Services - remove refix basket brackets	532.97	
	SLH Services - maintenance works Park	42.98	
	SLH Services - maintenance works Skate Park	99.98	
	ER Garrett - clean Parish Rooms March	197.50	
	Brookside School - Christmas party - refreshments	300.00	
	Smith of Derby Ltd. - service of clock in High Street	213.00	
	Crispin Hall Trust - hire Room 6 on 9th March	18.00	
	Concept Products Ltd. - hand sanitizer	140.40	
	Southwest Digital Systems Ltd. - copying March	21.93	
		4,653.43	
Add:	Accruals		
	E.on - electric Christmas lights High St Dec	120.00	
	E.on - gas Parish Rooms March	180.00	
	E.on - electric Parish Rooms March	120.00	
	E.on - electric clock High Street March	15.00	
Total		435.00	
Total additions			5,088.43
Box 8: Total cash and short term investments			378,580.46

STREET PARISH COUNCIL
SCHEDULE OF DEBTORS AND CREDITORS
FOR YEAR ENDED 31ST MARCH, 2020

DEBTORS

None	£	0
TOTAL	£	0
VAT CONTROL	£	4,892.37

PREPAYMENTS

Biffa Waste Services trade and recycling waste collection April to June	£	425.62
Mendip District Council rates Parish Rooms 1 st April	£	879.75
TOTAL	£	1,305.37

CREDITORS

SLH Services – maintenance Skate Park March	£	670.92
SLH Services – maintenance Merriman Park March	£	2,415.75
SLH Services – remove and refix basket brackets	£	532.97
SLH Services – maintenance works Park	£	42.98
SLH Services – maintenance works Skate Park	£	99.98
ER Garrett – clean Parish Rooms March	£	197.50
Brookside School – Christmas party – refreshments	£	300.00
Smith of Derby Ltd. – service of clock in High Street	£	213.00
Crispin Hall Trust – hire Room 6 on 9 th March	£	18.00
Concept Products Ltd. – hand sanitizer	£	140.40
Southwest Digital Systems Ltd. – copying March	£	21.93
TOTAL	£	4,653.43

ACCRUALS

E.on – electric Christmas lights High Street December	£	120.00
E.on – gas Parish Rooms March	£	180.00
E.on – electric Parish Rooms March	£	120.00
E.on – electric clock High Street March	£	15.00
TOTAL	£	435.00

Explanation of variances – pro forma

Name of smaller authority: **STREET PARISH COUNCIL**

County area (local councils and **SOMERSET**)

Insert figures from Section 2 of the AGAR in all **Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- * variances of more than 15% between totals for individual boxes (except variances of less than £200);
- * a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2018/19 £	2019/20 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	344,538	331,418					
2 Precept or Rates and Levies	315,000	395,000	80,000	25.40%	YES		
3 Total Other Receipts	118,109	33,252	-84,857	71.85%	YES		
4 Staff Costs	100,754	84,503	-16,251	16.13%	YES		
5 Loan Interest/Capital Repayment	22,222	22,222	0	0.00%	NO		
6 All Other Payments	323,250	273,255	-49,995	15.47%	YES		
7 Balances Carried Forward	331,418	379,690			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	317,144	378,580				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	850,345	855,316	4,971	0.58%	NO		
10 Total Borrowings	100,985	82,171	-18,794	18.61%	YES		Loan repaid Nov 2023 - principal due increasing and balance outstanding reducing

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

STREET PARISH COUNCIL

SOMERSET

Detailed explanation of variance (with amounts £)
Box 2 Annual Precept - increased by £80,000

	£
New allocation to support Issues in Street for vulnerable people, youth services etc. in 2019/20	55,000
Funding to Somerset County Council towards cost of staff for Street Library which relocated to the Parish Rooms from May 2019 to avoid closure in accordance with the Street Community Library Partnership agreement	20,000
Additional funding awarded to Mendip Citizens Advice Bureau from 2019/20 – actual increase was £5,300 to give a grant of £9,800	5,000
TOTAL	80,000

STREET PARISH COUNCIL

SOMERSET

Detailed explanation of variance (with amounts £)

Box 3 Total other receipts - reduced by £84,857

	£
Section 106 funding for Ringolds Way play area was received and spent in 2018/19	82,407
Dilapidations for first floor of Parish Rooms received in 2018/19 from Somerset County Council following end of lease and move out	18,799
Less grants were received in 2019/20 as only had £1,555 for refurb of bus shelters. In 2018/19 received £7,444 from Groundworks UK for cost of Neighbourhood Plan and £2,060 from Library Trust for condition reports	7,949
Room hire income reduced in 2019/20 mainly as We Hear You had used their Lottery funding and started to use a room free of charge to continue to provide counselling to those with cancer	2,031
No sponsorship was received in 2019/20. In 2018/19 £1,000 was given towards the cost of Christmas lights in the High Street and £625 from the Street Society towards the cost of relocating the war memorial and refurbishing the old sign posts	1,625
TOTAL	112,811
LESS	
Payments commenced in 2019/20 by Somerset County Council for supply of library services eg. cleaning and security at Parish Rooms in accordance with the terms of a Community Library Partnership agreement	13,750
Section 106 funding received in 2019/20 for new bike racks	8,445
Library income received for hire of DVDs, book orders etc. from May 2019 when Library relocated to Parish Rooms	3,247
Grants received for 2 benches in Merriman Park	1,777
Interest increased as more in balances	308
Reimbursements increased slightly due to insurance payment for shattered glass at a bus shelter	299
Miscellaneous income received in 2019/20 for sale of tables not needed £48 and fee from company operating fair rides at Christmas event £80	128
TOTAL	27,954
	84,857

STREET PARISH COUNCIL

SOMERSET

Detailed explanation of variance (with amounts £)

Box 6 Total Other Payments - reduced by £49,995

	£
Library costs started in 2019/20 when it relocated to the Parish Rooms in May 2019 including an agreed contribution to staff costs and start up costs for automatic door opening and banners Note - £13,750 received from County Council as agreed for staff and £3,247 income from book orders etc.	24,483
Building renovations increased due to cost of relocating office to first floor Parish Rooms for Library relocation £2,576 in 2019/20, and preparations for alteration of building including structural and budget reports £1,430, asbestos survey £1,620 and architect fees to Stage 4 £17,633 less £6,000 spent in 2018/19 on secondary glazing	17,440
Grants increased in 2019/20 more applications being made and agreed including £874 for outdoor lights at the Youth Club, £5,000 to renovate the community sports hall floor and £10,000 for the Street Young People's Centre	12,415
Annual grants increased due mainly to a larger sum being given to the Citizens Advice Bureau	5,547
A new allocation Issues for Street was agreed for 2019/20 to assist vulnerable families etc.	3,640
Small increases in the following allocations due to usual rises charged by companies to meet increased costs etc. - payroll, insurance, audit, admin sundries, print/post/stationery, advertising, legal and professional building fees, community safety, CCTV monitoring, building rates and water/sewerage, janitorial, waste collection	3,426
Maintenance of Merriman Park increased due to a new more costly contract starting in November 2018 to achieve a higher standard	1,525
Computer aid increased due mainly to additional monthly cost of £99 from May 2019 for 365 back up and increased threat protection	1,417
Increase in amount spent on training due to staff training on Sharepoint and first aid	934
Hall hire increased substantially as the Library relocated to the Council's meeting room at the Parish Rooms in May 2019 and as there was not full access to the first floor, other venues were hired	899

several times a month – when the building is altered it will be more suitable for Library, Council and community uses including having a meeting room on the first floor accessed by a lift

Increase in cost of community events mainly due to more spent on Somerset Day 2019/20 including an arts trail	742
---	-----

One new dog bin was installed in 2019/20	292
--	-----

Elections in May 2019 but all were uncontested so minimal admin cost	279
--	-----

Improvements at Merriman Park increased slightly – in 2018/19 £2,075 was spent on removing the sun parlour and £145 on planting trees – in 2019/20 £1,777 was spent on 2 new benches (funded by 2 grants from the local community), £351 on an accessible portaloo in the Summer holidays and £150 on bark around the shelter	58
---	----

TOTAL	73,097
-------	--------

LESS

Ringolds Way play area refurbished in 2018/19	82,538
---	--------

Contingency Fund reduced due to minimal costs in 2019/20 but in 2018/19 £4,000 grant for vulnerable families, £8,685 for cycle/walk study, £2,326 for 2 benches at Woods Batch park, £2,060 for reports on cost/condition of Library building (recovered from Library Trustees)	16,256
---	--------

New war memorial installed in 2018/19	9,165
---------------------------------------	-------

Neighbourhood Plan costs reduced as the Officer responsible left the Council on 31 st March 2019 and it was agreed to put the project on hold while other priorities were pursued	5,036
--	-------

Costs for Christmas 2019 reduced due to 30 new sockets being required in 2018 for lights in High Street £2,634 and display at Greenbank costing £1,045 in 2018 but no cost in 2019 as used again	3,878
--	-------

Building maintenance and repairs reduced mainly due to exterior painting of windows at Parish Rooms in 2018/19 £1,900, asbestos survey £700 and replacing paving slabs £505	2,928
---	-------

Allotment costs reduced as maintenance works to ditch, hedge etc. were only carried out in 2018/19	650
--	-----

Reduction in charges for phone and internet services due to negotiation of improved package with provider	625
Slight reductions in spend on following allocations due to less goods used, services required etc. - Chair's allowance, High Street enhancement, parish awards, building heat and light	529
Furniture/equipment/improvements reduced due to the cost of items and services in 2019/20 being less than in the previous year – 2018/19 funding was spent on a new computer for the Clerk and laptop for Asst. Clerk £1,845 and on secondary glazing for the first floor Parish Rooms - 2019/20 £7,480 on relocation of office to first floor including decorating, vertical blinds, extra sockets, carpet, £842 on new exterior noticeboard, £2,060 on printer, computer for Asst. Clerk and laptop for ACPO, £475 on wi fi set up in Gravenchon Room	497
Less spent on Street Skate Park despite a new more expensive maintenance contract from November 2018 as there was a credit of £2,942 for maintenance April to November 2018 not billed	458
Reduced cost for subscriptions as Survey Monkey was only paid for in 2018/19 and was not needed in 2019/20	252
Reduction in spend on Highways due to difference in cost of projects carried out – 2018/19 £3,331 on third speed indicator device, £1,092 providing and filling grit bins – 2019/20 £2,397 2 No Through Road signs and 1 dog bin, £1,865 refurbish and clean bus shelters	150
Binding of minutes reduced as Planning minutes bound for a number of years in 2018/19 only	130
TOTAL	123,092
	49,995

STREET PARISH COUNCIL
NOTES TO ACCOUNTS FOR YEAR ENDED 31ST MARCH, 2020

ASSETS

All of the twinning gifts, including the large tapestry, and the Council's office and meeting furniture and equipment is kept in Street Parish Rooms, 6 Leigh Road, Street BA16 0HA. At 31st March, 2020 the assets listed below were held.

In accordance with the advice note from Moore Stephens to the audit report for year ended 31st March, 2012, fixed assets valued at insurance value have been correctly restated to purchase price except where this is not known. Original insurance value can then be used as a substitute cost. Commercial concepts of depreciation are not appropriate for local councils. For reporting purposes the 'book' value of fixed assets will usually stay constant until disposal. Leased equipment is not an asset of the Council and therefore is not included – telephone system.

ASSET	VALUE £
5 public signs	887
3 Street signs at approaches from Glastonbury, Walton and Marshalls Elm + 2 tourist signs at approaches from Glastonbury and Walton	
2 No Through Road signs at Grangefields and Clockhouse View and 1 pole for speed indicator devices Somerton Road	1,221
Emergency supplies - hard hats, aqua sacs, jackets etc.	1,345
10 torches and 2 small fire extinguishers for community events	112
Chair's chain of office	284
Vice-Chair's pendant and ribbon	200
Chair's consort pendant and ribbon	67
Large tapestry and beech frame	4,600
Framed tapestry	1,000
Lead crystal glass vase	120
Brass key and display case	100
Painting church Gravenchon (formerly referred to as glass picture)	258
Silver soup bowl	65
Large jug, dish and teapot with stand	101
Cow bell	250
China Calvados jug, tray and 6 small dishes	100
4 small china jugs and 1 cup	20
Camembert cheese board	20
Small blue pendant flag and medallion	20
Large boxed doll and 2 peasant figures	100
Picture of Street Heritage given by the Street Society	200

Drawing by George Skipper of Parish Rooms	200
NOTE – Not original drawing	
1 Large Bowl, jug and 2 mugs of cow design in pottery	100
Framed photo and plaque from M. Tomlinson, Freeman of Street	200
Framed photos of Peter Cabble, Mathew Tomlinson and John Webster and Pete Richards	78
2 Framed twinning oaths for Gravenchon and Isnay	300
Framed photo of members and staff 2011 to 2015	67
Framed photo of members and staff 2015 to 2019	75
Oak honours board of past chairmen	459
Painting of boats on shore dated 2017 from Gravenchon	200
Mural in Woods Batch Underpass – transferred from Crispin School on 15th May, 2012 + new panel Dec. 2015	227 226
Red Telephone Box in Somerton Road near traffic lights on Butleigh Road/Elmhurst Lane crossroads – adopted in November, 2012 from British Telecom	1
Millennium ceramic mural	2,020
7 Dog bins – Keens Elm Lane and Green Lane Avenue – March 2012 £720, Higher Brooks x 2, Overleigh and Leigh Road by Hindhayes – July 2009 £508, Strode Road by Crispin School fields – May 2008 £289	1,797
Dog bin off Brooks Road on David Wilson development	340
Dog bins – 1 at Wraxill Park, 5 at Merriman Park, 1 at Townsend Orchard November 2014	1,180
1 Dog bin at top of Overleigh	248
1 Dog bin at Anthony Road	292
5 Litter bins – Grange Avenue by underpass, Gravenchon Way, Leigh Road by Parish Rooms, Skate Park – transferred from Mendip District Council and relocated from High Street July 2010 and refurbished by the Parish Council and second bin Skate Park	367 500
1 Litter bin – stile opposite Vine Surgery, Hindhayes Lane - transferred from Mendip District Council and relocated from High Street and refurbished by R. Clark and given to P. Council	92
2 Litter bins – Old Bowling Green – R. Clark agreed as assets of the Parish Council although on Trust land	792
1 Litter bin – on path between Vestry Road and Merriman Gardens	500
5 Litter bins at Merriman Park	2,123
1 Litter bin – Library Garden	500
1 Litter bin – Bullmead Parade	419
26 Grit bins	2,500

2 magnetic signs 'Working for SPC' used on vehicles by SLH	27
3 Welcome to Street stones	4,285
9 Map Boards incl. 1 Double Sided Noticeboard in High Street - refurbished in April, 2014 - rear wall by North Side car park, walkway from North Side car park to Farm Road, Farm Road by main crossing, 2 in Cranhill Road car park, map board and noticeboard at front of Crispin Hall, on left of entrance from Clarks Village to High Street opposite Greenbank Pool, on left of entrance from Clarks Village to High Street opposite Boots (NOTE – 1 where clock will go given to Knightstone Housing Association as a noticeboard for Houndwood development)	4,620
Christmas lights for Parish Rooms	1,190
Christmas lights for large tree in planter	626
Christmas light stars for Greenbank display	1,045
Mural on Library Garden Wall	6,575
32 Union Jack Banners and posts	3,198
32 double sided banners of Street – 5 colour designs with fixings for street lights	3,198
31 double sided banners Lance Clark paintings	1,390
NOTE – 80 metal hanging baskets not covered or included as low value and will not last for long.	
5 Metal benches and 12 planters in High Street and 2 planters at front of Parish Rooms	10,000
Boston Pillar Clock with 4 dials at front of Crispin Hall, High Street + meter box installed on 19th August and switched on 26th August, 2014 (Smith of Derby Ltd. to service every 2 years)	19,430
3 Recycled plastic benches – 1 in Farm Road and 2 in Southleaze Orchard	1,088
Ornamental horse trough at The Cross	50,000
Chair's chair	1,000
Speed indicator device and data unit – located outside of Brookside School on a pole	3,200
2 Speed indicator devices and data units – located around Street on poles in 5 or more locations	6,810

Office and computer equipment (for office furniture see Furniture fixtures and fittings below under Street Parish Rooms) -	
1 Dell Vostro 3268 computer, Dell flat screen, keyboard, mouse, wrist support June 18 for ACPO	£ 625
1 Dell Vostro 3470 computer for Clerk June 19	£ 541
1 Dell Notebook laptop for Asst. Clerk June 19	£ 517
1 Dell Vostro 3470 computer for Asst Clerk December 19	£ 447
1 Dell Vostro 15 5000 Notebook laptop for ACPO with keyboard mouse and carrying case	£ 661
2 x Sony W830 DL Cameras	£ 190
Fellowes W 81Ci shredder	£ 249
Fellowes Saturn A3 laminator	£ 88
Dell Vostoro 3550 laptop and case with Office 2010 and anti virus For Clerk June 18	£ 841
Optoma DLP projector and pull down screen	£1,325
ASUS b53s USB laptop docking power station	£ 109
Samsung 22 inch LED monitor	£ 117
MS wired desktop 400 USB keyboard with mouse	£ 12
Guillotine	£ 28
QNAP 4TB 2X 2TB WD RED Slimline to back up info. and 3 x 1TB USB 2.5 3.0 ext Backup Drive	£ 649
Dell cable lock for Asst. Clerk's computer	£ 26
Meraki MR 12 and power adapter for wi fi in Council office	£ 262
Meraki MR 20 in Gravenchon Room	£ 197
Hole punch	£ 22
Konica Minolta colour digital photocopier	£1,822
Konica Minolta black BizHub 4402P printer	£ 549
HP OfficeJet Pro 7720 printer at Clerk's house	£ 128
Laptop power pack	£ 10
Projector, interactive whiteboard and normal whiteboard - large room on 1 st floor	£ 300
Total	£9,715
Street Parish Rooms, 6 Leigh Road, Street BA16 0HA	
Purchased on 19th May, 2009 for a price of -	£220,000
The building is in good condition having been updated and altered to provide the accommodation required for Council and community uses and to provide facilities for the disabled. It has been rewired and has new radiators, boilers, kitchens and toilets. Practical completion of the renovations took place on 6th December, 2010 and this is the date on which the Clerk moved in and operated from the building.	
Renovation costs - these items will deteriorate over time	£149,353
NOTE – Additional costs of £53,080 included in list of building fixtures and fittings including kitchen units, flooring, boilers	
Additional renovation costs - lease, surveys etc.	£ 24,961
The building should not need to be updated for 20 to 30 years. The Clerk as instructed by Street Parish Council, has overall responsibility for the building.	

Ground floor area - 1,100 sq. ft. lettable space + ancillary acc.
 First floor area - 1,100 sq. ft. lettable space + ancillary acc.
 Pedestrian right of way to level side access, opposite the rear of
 Crispin Hall, access with steps at front from Leigh Road and
 vehicular access over service yard for loading/unloading only to
 side access with steps.
 Building and office furniture, fixtures and fittings -

Step ladder	£ 25
Display boards	£ 248
2 x 3 panel event boards	£ 346
2 desks and corner unit – Clerk	£ 600
Plastic Darcy high back chair and lumbar cushion – Clerk	£ 107
Small desk – Clerk	£ 217
2 metal 4 drawer filing cabinets	£ 280
4 metal cupboards	£ 600
6 half moon and 5 rectangular tables on wheels	£ 1,823
1 small rectangle meeting table	£ 50
(6 large meeting tables £800 given to Scouts on 8.11.14 – agreed by Council 21.10.14)	
2 clocks, 2 plastic bins, 3 pin boards, micromark fan	£ 160
Desk fan and pedestal fan	£ 43
20 plastic chairs – given to Crispin Com. Centre 21.1.14 as not needed and nowhere to store them (£50)	£ -
Dimplex portable oil radiator	£ 99
Small Lec fridge	£ 100
2 jug kettles, kitchen bin	£ 29
Portable projector screen	£ 107
Mobile whiteboard/flipchart	£ 134
First aid box	£ 32
Reception desk, pedestal, 2 drawer filing cabinet, cupboard, cloth high back chair	£ 941
Kitchen units + cooker and fridge on ground floor	£ 4,000
Flooring – vinyl and carpet	£12,500
2 Condensing boilers and radiators throughout building	£17,000
Toilets throughout including 2 disabled, cubicles, sinks	£ 4,000
Fire and intruder alarm system	£ 5,000
Pigeon protection equipment	£ 3,000
Induction loop – ground floor JW Room	£ 1,022
Patch panel – ground floor JW Room	£ 148
Blinds – ground floor and 5 pairs of curtains/tracks in JW Room	£ 1,326
8 grey vertical blinds 1 st floor – office and 2 meeting rooms	£ 1,161
3 Phone system on ground floor (£2,102) – not included now as equipment is leased from BT	-
1 additional Avaya phone purchased	£ 37
Mobile swing sign	£ 200
A4 single post menu board to advertise surgeries etc.	£ 32
Henry hoover and key cabinet	£ 120

Russell Hobbs hoover for store as not plastered – dusty	£ 45
Rack shelving in understairs store room	£ 80
Fire extinguishers – ground floor	£ 400
3 Fire extinguishers – 1 st floor	£ 175
Fireplace in Clerk's office	£ 1,000
Extractor fans, electric hand driers, light fittings, security door locks	£ 3,230
Post box	£ 68
Noticeboard and signs at front and side of building	£ 942
2 metre angled flagpole 2 Union Jack, 1 Street flag	£ 755
1 St. George's flag, 1 Red Ensign flag	
55 wooden and cloth stacking chairs (12 with arms)	£ 1,980
72 White dinner and side plates, cups and saucers,	£ 822
6 sugar bowls, 4 milk jugs, 30 tumblers and 22 glasses,	
3 hot water flasks, 60 knives, forks, spoons, 72 teaspoons,	
12 serving spoons, 4 salt and pepper sets, 3 tier silver tea trolley	
(see desk and pedestal fans above £43)	
Small saucepan	£ 6
Dustpan and brush	£ 2
Set of 4 stubby screwdrivers	£ 2
Christmas tree for inside Parish Rooms and grotto lights	£ 30
Green gazebo for grotto	£ 110
White camouflage netting for grotto	£ 147
Weights for gazebo	£ 20
3 Canopro Lite gazebos – 2 green, 1 black	£ 1,039
Gazebo weights and sack trucks	£ 242
2 pop up gazebos	£ 108
Queue posts for line to wait for Santa	£ 147
Banner 'Presented by SPC'	£ 41
Banner re Library	£ 54
Christmas banner for field by skate park	£ 35
Desk screening for Clerk's desk and reception area and shelves in cupboard by store room	£ 1,175
Additional light in store room and at rear door	£ 135
No parking sign at Parish Rooms and lane to Allotments	£ 230
Secondary glazing units for windows – ground floor	£ 3,422
Secondary glazing units for windows – first floor	£10,820
Leaflet display unit	£ 198
Wet floor sign	£ 10
Intercom system and electric door lock	£ 350
Long reach hanging basket waterer	£ 10
4 floodlights on side of building	£ 784
2 x Key cabinets	£ 60
Beech Twinning cabinet for gifts with 7 display bridges	£ 2,163
Past twinning cabinet for gifts – returned by Elmhurst Sch	£ 1,500
Automatic opening side door with touch panel and bell and video entry system	£ 7,885
Lockable pedestal cabinet	£ 49
20 strings of lights for large Christmas tree in planter	£ 626

Small bin and kettle for staff kitchen	£	15
4 sets of xmas lights	£	12
Extension lead	£	10
25m Extension lead with Timeguard CB008 RCD breaker	£	30
People Counter by main entrance for Library	£	189
ACPO 3 drawer unit	£	119
ACPO chair	£	60
Door stop	£	9
24 sherry glasses	£	27
70 event poppies	£	350
Town crier outfit and Santa suit	£	169
Elf costume	£	11
2 xmas banners	£	92

On 1st Floor -

Desk, 4 tables, 2 tub chairs	£	200
3 drawer unit	£	159
Office chair	£	222
Fridge	£	129
Kettle	£	20
Tea, coffee, sugar jars, 7 mugs, 2 bowls, 2 large and 2 small plates, 4 glasses, 4 knives, forks, spoons, teaspoons	£	45
Dustpan and brush	£	5

Total £ 98,257

Street Parish Council uses the John Webster Room about 8 times a month for meetings with 5 to 55 people attending. The John Webster Room is being used once a month by a local carers group, PACT, Street Drum and Trumpet Corps and Street Twinning Association. It is also used for occasional events, meetings and training sessions. Anything from 5 to 55 people attend such sessions. A charge of £8 per hour is made for the small meeting room and £15 per hour for the John Webster Room. Any organisation can apply for a grant to meet or assist with the cost of room hire.

Street Skate Park, off the Westway, Street BA16 0HW

Construction completed and skate park opened to public on afternoon of 18th December, 2009.

Cost of construction - equipment and associated groundworks £82,500

NOTE - These items will deteriorate over time

Cost for lease - legal, turf, waste, acoustics and associated works £34,400

Ordnance grid ref. ST 471364

Area - 0.2 of a hectare

Official opening ceremony on 20th March, 2010

Additional works in 2011/2012 - bod paving at either end of concrete skate park, stoning of vehicular entrance £ 1,700

Additional works in 2012/2013 - new palisade fencing	£ 6,945
Additional works in 2013/2014 - litter bin near concrete park	£ 260
Additional works in 2015/2016 - side panel to youth shelter	£ 1,652
Allotments at Strode Road, Street – 25 plots – transferred from Mendip District Council on 10th March, 2006	£ 1
Merriman Park, Street – transferred from Mendip District Council on 2nd October, 2014 – freehold – 2.16 acres – stone bandstand base, paths, 4 litter bins, 1 dog bin, 5 lights, wire and wall boundary with hedging, 50 trees, enclosed play area with 2 sets of swings, see saw, slide and climbing frame and safety surfacing, 9 seats – 2 new signs put up for Parish Council Improvements and refurbishment works -	£ 1
5 new lanterns for 5 lights 2015/2016	£ 2,395
Play area for 10 to 16 year olds	£40,000
Widening main entrance	£ 2,391
2 removable bollards at main entrance	£ 896
3 carved tree trunks	£ 4,500
Extension of path	£13,318
3 lights along extension of path	£ 2,400
Concrete table tennis table with mulch surface	£ 6,761
Bus Shelter in Glaston Road with perch seating and info board	£ 4,915
2 Bus Shelters by Crispin Hall, Leigh Road	£ 1,555
Metal and stone display in centre of roundabout by McDonalds	£ 1,269
New war memorial and plaque in garden by United Reformed Church	£ 8,740
5 Removable Bollards on south side pavement High Street from junction with Vestry Road	£ 1,876

The basis of valuation of these assets is the original purchase price or estimated value. The value of each item is reviewed annually by the Policy and Finance Committee in May although the asset value on the asset register will usually remain as the purchase price until disposal.

TOTAL FIXED ASSETS AND LONG TERM ASSETS	£865,316
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FURNITURE/EQUIPMENT/IMPROVEMENTS

£12,553 includes £7,419 to move office to 1st floor including new carpet and blinds and redecorating.

New computers for Clerk and Asst. Clerk and laptops for Clerk and ACPO	£3,520
Second laser printer	£ 549
Meraki for guest wi fi in Gravenchon Room	£ 475
New noticeboard at side of Parish Rooms	£ 842

Overspend of £10,553 taken from Contingency Fund.

NEIGHBOURHOOD PLAN COSTS

£2,000 unspent as Plan on hold but grant from Groundworks UK of £4,890 held in earmarked reserves must be repaid if not used for specified purposes.

GENERAL GRANTS

Overspend of £4,243 from Contingency Fund including £10,000 for Mendip YMCA – Young Peoples Centre and £5,000 to renovate the sports hall floor at the College.

OTHER GRANTS

Underspend of £13,514. £1,000 grant to Football Club Fun Day not requested. One off costs of setting up Library in Parish Rooms for banners and access control of £1,616. Library staffing costs of £22,863.96 paid from opening on 29 May 2019. £13,750 received from SCC as agreed + library income of £3,247 leaves a cost of £5,866.96 from the allocation of £20,000.

CONTINGENCY FUND

The computerised accounts show a total of £2,146 including Admin Sundries.
See calculations below

Sundries including newspapers, milk and minor supplies	£ 1,058
Cleaning phone box and Woods Batch underpass	£ 427
Candidate expenses – ACPO interviews	£ 111
Works at Ringolds Way play area to reinstate ground	£ 550
TOTAL	£ 2,146

ADD overspent allocations -	
General grants	£ 4,243
Computer aid/data protection	£ 1,400
Furniture/equipment/improvements	£10,553
Civic and other events	£ 3,111
Highways	£ 352
Merriman Park improvements	£ 501
Building Renovations	£22,502
Legal and professional Building	£ 682
TOTAL	£43,344

ADD planned expenditure which will now be in 20/21 -	
Moving war memorial	£ 9,000
Temporary office relocation	£16,422
Alteration of Parish Rooms – using £51,500 from Issues For Street as agreed	£52,718
TOTAL	£78,140

LESS underspent allocations -	
Staffing costs – vacant post	£27,900
Travel and subsistence	£ 500
Neighbourhood Plan	£ 2,000
Other grants including Library	£13,514
Allotments	£ 860
High Street enhancement	£ 2,000
Community safety	£ 600
Christmas	£ 3,928
Elections	£ 8,822
Litter and dog bins	£ 1,708
Skate Park	£ 2,200
Merriman Park maintenance	£ 1,200
Issues for Street	£51,500
TOTAL	£116,732

Gives expenditure of £6,898 and a surplus of £33,102 from the £40,000 allocation.

ALLOTMENTS

£860 not spent in 2019/20 but maintenance will be needed in 2020/21. 50% of costs met by Crispin School due to shared boundary.

S106 HIGH STREET ENHANCEMENT

Underspend of around £2,000. Banners were not displayed in 2019. A blanket consent for any banner is being sought. The Union Jack banners will be displayed for a week in May for VE Day and then the banners with the silhouette designs will go up. The new designs can be displayed in 2021 using the blanket consent.

WAR MEMORIAL

An allocation of £9,000 to move the WW1 memorial to the edge of Merriman Park was not spent in 2019/20 but this project should be completed in the first half of 2020/21. It is likely that the cost will be greater but hopefully savings can be made on other budgets.

COMMUNITY SAFETY

Underspend of £600.

CHRISTMAS

£9,700 spent including -

Year 1 of 3 year contract for lights in High Street	£5,617
Christmas Cracker including road closure marshalls	£2,303
£1,133 and health and safety officer £560	
Large tree and lights at Parish Rooms	£1,481

Underspend of £2,500 on allocation and £1,428 was received for stalls and gifts from Santa. This leaves an underspend of £3,928.

CIVIC AND OTHER EVENTS

£10,111 spent including -

Twinning event in April 2019	£ 412
Somerset Day including Art Trail £1,358	£ 2,505
Chair's Investiture	£ 376
Merriman Park Fun Day	£ 6,064
Remembrance parade and large poppies	£ 511
Discover Your Community event	£ 243

Overspend of £3,111 from Contingency Fund.

ELECTIONS

Saving of £8,822 as no elections were held in May 2019.

LITTER AND DOG BINS

£1,708 unspent.

HIGHWAYS

£4,407 spent on -

2 No Through Road signs, 1 SID post and 1 dog bin	£ 2,397
Cleaning bus shelters	£ 310
Refurbishing bus shelters by Crispin Hall	£ 1,555
New grit bin	£ 145

£1,555 Section 106 funding received from Mendip District Council to refurbish bus shelters and a further £8,445 which will be used to provide new bike racks. Overspend of £352 from Contingency Fund.

SKATE PARK MAINTENANCE AND IMPROVEMENTS

Street Skate Park was opened in December 2009. The Council has a 30 year lease for the land from the J and F Clark Trust.

SLH Services started the new 3 year maintenance contract from 1st November 2018 at a cost of £670.92 per month. No improvements have been made during the year. The annual independent inspection was £135. Minor repairs totalled £738.50. There was an underspend of £2,200 as the previous contractor did not invoice for maintenance from April to October 2018 and was a creditor from the previous year.

BUILDING MAINTENANCE AND REPAIRS

The Council moved in to the Parish Rooms in December 2010. Since it's creation in 1974 it had not had a building of it's own to operate and meet in.

The budget of £3,000 was spent on checks on the boilers, fire extinguishers and alarms system and minor repairs.

BUILDING RENOVATIONS

£22,502 spent on -

Improvements to new office on first floor including blocking in doorway	£ 2,576
Architect fees to Stage 4 of project to alter building	£16,651
Surveys for alteration of building – asbestos, structural, budget estimates and fire safety	£ 3,275

Allowance was made for the fees and surveys in the costs agreed recently for the alteration of the Parish Rooms.

BUILDING RATES

At least 3 months rate relief will be granted on the Parish Rooms while the alterations are carried out and I will apply for 6 months relief. This will give a saving of atleast £2,600. I will also apply for 100% small business rate relief on the temporary office and library unit.

MERRIMAN PARK MAINTENANCE

The freehold of the Park was transferred to the Council by Mendip District Council on 2nd October, 2014.

From 1st November 2018 SLH Services started a 3 year contract to maintain the Park at a cost of £2,415.75 per month. The standard of care has been greatly improved and is now at the level required by the Council.

Tree works £475, annual inspection of play areas £150 and annual tree survey £275 and minor repairs £378. There is an underspend of about £1,200.

MERRIMAN PARK IMPROVEMENTS

Bark around shelter	£ 150.00
Accessible portaloo during Summer holidays	£ 351.20
From Contingency Fund	£ 501.20

2 new benches funded by 2 grants received from local Group and resident	£1,776.66
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ISSUES FOR STREET

£3,500 spent on grant of £1,000 for activities during Summer holidays for vulnerable children and grant of £2,500 for breakfast club in Crispin Hall. It was agreed to use the remaining £51,500 towards the costs of altering the Parish Rooms for Council, Library and community use.

EARMARKED RESERVES at 31st March, 2020 - £138,630 - See attached sheet.

NOTE - General Revenue Reserves are not shown as an Earmarked Reserve. SALC recommends that unearmarked reserves are a minimum of 3 months revenue expenditure i.e. approximately £115,284 for 2020/21, and a maximum of 12 months revenue expenditure, £461,136. It was agreed for 2020/21 to have £178,821 in General Revenue Reserves to maintain current assets such as Street Skate Park and Merriman Park and fund new projects or services as they arise. The balance sheet at 31st March, 2020 gives a General Fund of £241,060.

INCOME

GRANTS RECEIVED £1,777

2 equal grants from a local group and resident for 2 new benches in Merriman Park.

SECTION 106 FUNDING £10,000

£1,555 spent on refurbishing the 2 bus shelters by Crispin Hall and £8,445 to provide new bike racks in agreed locations received from Mendip District Council.

REIMBURSEMENTS £1,919

Money collected from traders and stall holders for cost of gazebos/tables and presents from Santa	£ 1,428
Credit refund on gas	£ 181
Insurance settlement for replacement pane Glaston	£ 310
Road bus shelter	

ROOM HIRE INCOME £302

We Hear You now have free use of a room once a week to give a counselling service for local people affected by a cancer diagnosis as the organisation's Lottery money has been spent. When the alterations are completed it is hoped to hire out the rooms on the first floor and achieve a higher income.

MISCELLANEOUS INCOME

£48 for tables sold as not needed and £80 fee for fair rides at Christmas Cracker.

LIBRARY INCOME

£3,247 received from the opening of the Library at the Parish Rooms on 29th May 2019 to 31st March 2020 for fees charged to order books, hire DVDs etc. The Library closed to the public on 19th March due to the coronavirus and it is not known when it will reopen. There may not be space for DVDs when the alterations are completed as a digital den is to be provided for young people.

Earmarked Reserves at 31.03.2020

Reserve	Opening Balance	Used to Fund expenditure	Added in Year	Closing Balance
Gratuity – NOTE – as recommended by External Auditors Aug. 2014, advice will be sought from NALC/ SLCC before making any payments to the Clerk	2,295.00	-	-	2,295.00
Future Fund Skate Park/ Scout Hut	23,000.00	-	-	23,000.00
Parish Rooms refurbishment	50,160.00	160.00	-	50,000.00
Future Fund - Merriman Park	50,000.00	-	-	50,000.00
Cycle Study and Bus Shelters S106 Funding – MDC	-	1,555.00	10,000.00	8,445.00
Neighbourhood Plan Grant	-	-	4,890.00	4,890.00
TOTAL	125,455.00	1,715.00	14,890.00	138,630.00

STREET PARISH COUNCIL

TRAINING PLAN FOR CLERK AND MEMBERS 2019/2020 STATEMENT OF INTENT

Wherever possible, the Chair to attend a training event organised by the Somerset Association of Local Councils on Chairship and newly elected members to attend an induction event.

All members to be notified of any training offered by the County and District Councils, SALC etc. and to attend if possible.

The Clerk to attend any training event arranged by SALC, District Council etc. considered to be appropriate to the work of the Council and particularly in respect of financial matters. The Assistant Clerk has gained the CiLCA qualification and to attend occasional training appropriate to her work. The Assistant Clerk and Projects Officer will start the CiLCA qualification course when he has gained sufficient experience – not before January 2021.

The schedule below details how the previous Training Plans were acted upon and how the Statement of Intent for 2020/2021 will be implemented.

L.A. Ruff
Parish Clerk
05.05.20

MEMBERS AND STAFF TRAINING PLAN 2019/20

Training in 2020/21 will be similar to previous years and any relevant additional training provided by SALC etc. will be attended. It is good practice for the new Chair in May 2020 to go on training for Chairship and for new councillors to attend Good Councillor training. This training is provided by SALC, particularly following elections. Mendip District Council also provides training on planning for those on the Planning Committee.

24 th July 2019	The Council as an Employer	L. Ruff
12 th September 2019	Level 1 Certificate and Introduction to Planning Application Process for Parish Councils	Cllrs. D. Goater, Prior, Birch, P. Goater
24 th October 2019	Office 365 training – PC Comms	L. Ruff and J. Marshfield
13 th November 2019	Councillor Essentials – SALC	Cllr. Prior, Drew, Birch, D. Goater
5 th February 2020	The Essential Clerk – 1 day workshop	M. Sandiford

BOOKED IN 2020/21

2 nd and 3 rd April 2020	First Aid Refresher – St. John Ambulance	L. Ruff and J. Marshfield
22 nd to 24 th April 2020	First Aider Course – St. John Ambulance	M. Sandiford

NOTE - ABOVE CANCELLED ON 20TH MARCH 2020 DUE TO CORONAVIRUS EMERGENCY

To: Committee
 From: Clerk
 Subject: Annual Grants 2020/21

Normally in April/May when the first half of the precept has been received the annual grants are paid. For 2020/21 these are as follows:

Mendip Citizens Advice Bureau	£ 9,800
Street Twinning Association	£ 1,000
Strode Theatre – additional £5,000 agreed 18.02.20	£20,000
Crispin Community Centre	£ 5,000
Street Football Club – Fun Day	£ 1,000
Library – staffing	£21,700
Greenbank Swimming Pool	£18,000

Mendip CAB are very busy assisting local people remotely and have requested that their grant be paid. There has been a significant amount of unplanned expenditure to provide mobiles and IT equipment for volunteers. Data protection requirements preclude the use of volunteers own equipment to process and store sensitive client information. In 5 weeks they have assisted 369 people with 910 problems mostly Covid 19 related such as employment rights, Universal Credit, other benefits, housing, referrals to food banks and accessing emergency client funds from the Local Assistance Scheme. They are planning for the lifting of the lock down and expect a significant increase in requests for advice when the moratorium on housing evictions ends, furloughing ends, debt enforcement restarts and when the personal debt consequences of the lock down become apparent. Other channels for client to access services are being developed and details will be sent to the Council to publish on the website.

No communication has been received to date from Strode Theatre which is closed until 1st June. The Community Centre have requested their grant but given no detail and no doubt are not yet certain when and how the facility will begin to operate again. The Committee may therefore wish to consider payment of these grants when more information has been submitted.

The Football Club did not request the grant last year and will not be holding a Fun Day in June so this grant will not be required. The Twinning Association have stated that they are not applying for their grant in 2020/21 as they support the Council in assisting vulnerable residents during the crisis, the Spring visit to Gravenchon was cancelled and if the Autumn visit to Isny does go ahead it will be in a new financial year for them.

The invoice for library staff from January to March 2020 is due soon and will be paid as the library did not close due to the coronavirus emergency until the end of March. The temporary CLP agreement states that 'In consideration of the Staffing Charge, SCC will provide staff to manage the day to day operation of the CLP during the Staffed Opening Hours, ...' Consideration needs to be given to payment from April until such time as it is safe for staff to return to work. Confirmation has been given that staff have not be furloughed. This sort of eventuality was not envisaged or covered by the current agreement and when time allows SCC will consider how this issue should be dealt with. The next invoice for staff April to June will not be received until July.

A request has been received from Greenbank Pool for payment of the grant. They hope to open this season when Government guidance allows but state that they will be making substantial losses after a large investment in a new boiler to heat the pool and wet play area this Spring. They have stated that they are very grateful to the Council for the grant without which losses would be even greater. Approval has been given to the grant subject to the Pool being open for the season, 3 representatives serving on the Management Committee and a discount being offered to Street residents. The full reports received are attached.

The Council has also received a letter from St. Margarets Hospice Care which was awarded a grant of £2,000 in September last year. The hospice care continues with day services and outpatient appointments suspended to protect patients and their families. Essential visits across the county and family support and bereavement services continue. There is a 24 hour advice line. With regard to the coronavirus they are sharing expertise on symptom management and practical end of life care support with other health care professionals through online webinars, training videos etc. to help the whole community prepare for what is to come. Much of their fundraising has been postponed or cancelled for the foreseeable future which will result in a shortfall of around £1 million + a further £1 million reduction in income due to the temporary closure of 33 shops. They have asked that if the Council can support them at this difficult time they would be extremely grateful.

Street Baptist Church have just requested an additional £1,000 to fund meals for the vulnerable to mid/end June. They have been providing the service for 7 weeks and the number of residents assisted has risen from 53 in week 1 to 138 in week 7.

As already reported at informal remote meetings the grants given out to date are -

Street Community Support Group – publications and website	£1,129
Street Baptist Church – meals on wheels	£1,000
Salvation Army – Food Bank – food parcels and Aldi vouchers	£1,000
Street and Glastonbury Sea Cadets – 50% of ongoing costs	£ 500
Street and Glastonbury Lions – message in a bottle scheme	£ 100

Mahalia's Wellness Kitchen application was declined as this was not a non profit making organization or a charity. Salvation Army have been awarded a further £25 approximately for leaflets informing the elderly that they will be given a cream tea to celebrate VE Day on 8th May. The Council has applied for grants of £7,500 from Western Power and £5,000 from the Somerset Community Fund. The Lions Club has written to thank the Council for their grant and the other organisations have expressed their gratitude for the swift assistance.

L.A. Ruff
Clerk
12.05.20

Second report re delaying opening Greenbank Pool by Sarah Todd

15.04.2020

Dave, Richard and Sarah have discussed the following issues which need to be considered:--

1. **Delayed opening** – The opening date of 16th May seems unlikely with the Government's current guidance. We are likely to miss all of May and possibly some of June. Dave's two session day – with a clearing and cleaning break plus a limit on numbers is a possible way forward. Sarah has contacted Sportsoft the entry software the pool uses – they have an online booking system which may make it possible for users to book in advance for a session. Dave has also considered emails in advance but this may not be practical on a busy day.

Coronavirus dictates the need for social distancing which means we have to consider carefully how to manage the grass area and changing rooms to minimise the transmission of this virus. This is very difficult. There will have to be a severe restriction in the number of people able to visit the pool. This will make it very expensive to run the pool. Sarah has checked 10 outdoor pools and none of them are saying when or how they will open.

Action: Richard, Dave and Sarah meeting at Greenbank Pool on 22nd April to look at the best strategy to take towards opening the pool.

2. **Staff training** – This has been rescheduled for 1st June. It may need to be delayed again and Dave has notified the trainer, who is flexible and happy to support us.

We have 27 lifeguards who need DBS updates and 4 cashiers this year.

Actions:- Sarah has contacted a new company, Swift Check to do this online. They anticipate it taking 2 to 4 weeks. This will be underway from 20th April.

3. **Season ticket sales** so far amount to 39. All of these have been contacted by post/email. 2 have requested refunds.

Actions:- Sarah to contact them by 15th April – they can either have a refund or transfer their payment for a season ticket in 2021 at 2020 prices.

Decision on whether to offer season tickets from June will be decided on 22nd April. We will consider prices being altered pro rata then.

4. **Stock for pool** – Chemicals for pool have arrived but some still on order. The ones that have arrived can be stored till 2021 if necessary.

Action: Decisions about buying any other stock not to be made till 22nd April.

5. **Maintenance of the pool** – Bristol Water visited the site on 6th April but failed to bring traffic lights so this final link is still pending. **Action: Bristol Water to be chased regarding final link to Wilfrid Road by 22nd April.**

The boiler will test run weekend 17th April. Electrical fixing tests will then go ahead for the whole site. **Action: Dave to organise once boiler working.**

Legionella tests have been delayed and dates to be agreed once opening confirmed.

Dave has painted the pool and has been instructed not to fill until a date is confirmed.

6. **School bookings/pool hire** – at the moment these are on hold. Only Elmhurst has a daytime booking. Dave has taken no bookings for May or June. Action: bookings will resume once we have a date for opening.
7. **Insurance** – to be contacted re delayed opening by 22nd April.
8. **Food services** – to be contacted once have a reopening date.

Second email sent 29.04.20

Despite delaying our opening at the moment due to lockdown we are hoping that we will be able to open the pool sometime this summer season. We are continuing painting the pool, installing a new water supply etc so that we can open.

As you will see from the budget we sent to you with our grant request on: 8th January 2020, we have made significant investments in the pool for this year so that our facility is more enjoyable for the residents of Street. We have replaced our outdated and inefficient boilers with a more environmentally friendly boilers which will heat not just the pool but also the water for the wet play area. We have also purchased new bins to encourage our users to recycle their waste. These bins cost almost £10,000. With a shorter season we are definitely going to make significant losses so we really need the council's grant of £18,000 this year.

If we open it is also going to be very expensive as we will need to manage the spectators and swimmers carefully. We are regularly meeting to consider how we do this to ensure public safety and compliance with Public Health England requirements. This will mean greater investment in hand sanitisers and also cleaning equipment. Another reason why we will definitely need your grant.

Obviously when we do reopen we will continue to offer discounts on season tickets to Street residents, these new tickets will be at a pro rata rate.

If we are unable to open due to Government restrictions we will make a significant loss so on every count we hope the Council will still continue to support the pool.

To: Committee
From: Clerk
Subject: Protocol for Remote Meetings and Annual Council Meeting

A draft protocol for remote meetings is attached for consideration. This would be attached as an annex to Standing Orders.

In view of the coronavirus emergency there is no requirement to hold the annual Council meeting this year and the next annual meeting could be held in May 2021. The Chair, Vice-Chair, committee and working group memberships and representatives on outside bodies would stay the same but councillors could change which committees etc. they were on at any time. This was discussed at the informal remote meeting on 29th April and it was proposed that the annual meeting should not be held in May but that this be reviewed at each or every other monthly Council meeting. The current Chair and Vice-Chair were happy to continue, particularly in view of the major building project in progress to alter the Parish Rooms. It was also felt that the Chair's connection with the District Council as a member of the Cabinet was very useful during the coronavirus emergency.

L.A. Ruff
Clerk
12.05.20

STREET PARISH COUNCIL PROTOCOL FOR REMOTE MEETINGS

ADOPTED 19TH MAY 2020
REVIEW DATE EVERY 2 YEARS – MAY 2022

1. Introduction

On 4th April 2020 the Government introduced The Local Authorities (Coronavirus) (Flexibility of Local Authority meetings) (England) Regulations 2020 to allow local councils to meet remotely. This protocol sets out how Street Parish Council will continue to operate during the pandemic and at any other time when Regulations allow the holding of remote meetings. It will be attached as an Annex to the Council's Standing Orders.

At present the Council is operating on the Zoom platform but it may meet in another electronic, digital or virtual location such as internet locations, web addresses or conference call telephone numbers.

The Council has paid for a subscription to Zoom and informed all councillors of how to access the platform and that they should contact a member of staff if they have any technical issues or need headphones.

2. Preparation for a meeting

The meeting will be advertised in the normal manner on the website but there will not be notices on noticeboards. The meeting notice will give details of how the public can observe the meeting which will be streamed live on the Council's YouTube channel and if they wish to ask a question to contact the Clerk by email. The agenda will be sent out within the normal time frames and all non confidential papers will be available on the Council's website.

Minutes of meetings will be produced and displayed on the website in the normal manner. Minutes will be circulated after the meeting and signed by the Chairman using arrangements in line with current guidance or when the Council finally meets face to face. Apologies will need to be given in the normal manner.

The normal required standards of behaviour and discussion must be applied in the same manner as a face to face meeting. Please also be patient with those who are less experienced in this platform. Please also respect confidentiality and do not breach the Code of Conduct.

If a councillor is deemed to have an interest in a matter and would normally leave a physical meeting, then the host will place them in the waiting room and then bring them back into the meeting when the matter has been considered. Alternatively they may be required to log out of the meeting and will receive a chat message, text message or email from the host inviting them back into the meeting when the matter has been considered.

There may be technical issues during the meeting and the Clerk/Assistant Clerk may have to ask for clarification, for dialogue to be repeated in order to make sure that everyone has the opportunity to be heard.

3. Process to host meetings for councillors

The Clerk/Assistant Clerk/Chair will host the meeting and set up the meeting perimeters. An email invitation will be sent to councillors from the host and they will need to click on the link and if necessary, enter the meeting ID number and password.

Before entering the meeting please ensure that you are in a private place where there is little background interference/noise/people. It is difficult to hear on occasions and some might wish to use a headset with a microphone.

On entering the meeting you will be placed in a waiting room. The host allows access and you will join with your microphone muted. When the host has seen you and can verify you, you will be unmuted.

A check will be done to establish that you can be heard and, where practicable seen and that you can hear and, where practicable see others at the meeting. All councillors other than the Chair and the Clerk/Assistant Clerk will then be muted. If the Chair invites someone to speak they can be unmuted. Please do not interrupt others. If you wish to speak during the meeting, please raise your hand using the functionality provided for the attention of the host. When you speak please state your name for the benefit of those who might not be able to see you.

The meeting will still be chaired in the normal manner. The Clerk/Assistant Clerk might have a greater input to guide the meeting to the next item, as some will not have access to an agenda for the duration of the meeting if they do not have a printer.

If there is to be a vote this will be carried out by the Clerk/Assistant Clerk reading out the name of each attending councillor so that they can state whether they are for, against or abstaining from the proposal being considered. This may also be done by asking councillors to raise their hand visually and/or using the functionality provided until asked to put their hand down.

If a councillor has a problem with hearing etc. during the meeting, they should use the chat box to type a message which will be seen by the host. If people speak over others or if there is a time delay and matters are not heard the Clerk/Assistant Clerk will ask for people to repeat and to speak in turn. All councillors will have the text number of the host and can send a message during the meeting if they are experiencing issues.

If the Council resolves to exclude the press and public from part or all of a meeting, the Chair will make a statement to explain the reasons for this. The Chair will thank the public for their attendance, notify councillors that a new meeting invitation will be immediately issued by email to them only, and close the remote meeting.

4. Public participation

The agenda will include an invitation for the public to contact the Clerk/Assistant Clerk by email if they wish to ask a question at the meeting. They will be sent an agenda and on the day of the meeting will be sent a link to the meeting, with the ID number and password. They will be asked to check that the link works prior to the meeting.

On arrival at the meeting they will be held in a waiting room and let in against a list of names held by the host. This is to avoid the entry of unknown people who have disrupted other public meetings with inappropriate behaviour. A check will be done to ensure that each can be heard and, where practicable seen and that they can hear and where practicable see others at the meeting.

To: Committee
 From: Clerk
 Subject: Insurance and Risk Assessment

Financial regulation 15.2 states that the Responsible Financial Officer shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it. A copy of the current policy with Zurich Municipal will be sent by email before the meeting and the Committee is asked to review the levels of cover provided, bearing in mind the value of each item (sums based on initial cost of acquisition) and the probability of risks. The assets register is included in the notes to the annual accounts (agenda item no. 5) and is updated each year to include any newly acquired equipment etc. Sums given in the assets register relate to the cost at purchase and those in the insurance schedule are increased slightly each year.

On 21st June, 2007 it was agreed that an annual check is carried out that the fidelity guarantee is sufficient, when the insurance policy is renewed in June. The Internal and External Auditors recommended that this should be at a level at least equivalent to the total of the balances held plus one half of the precept. Balances held at 31st March, 2020 totalled £379,690 and one half of the precept for 2020/21 is £230,000 totalling £609,690. Therefore it is recommended that the fidelity guarantee is kept at the £1 million band.

The current policy was renewed under a 3 year agreement made for June, 2018 to 2021 and the premium in 2019 was £1,925. Cover for the Council with Zurich Municipal includes the current asset register, detailed in the notes to accounts, public liability cover of £12 million, employers liability £10 million, libel and slander £250,000 and legal expenses of £200,000. The Skate Park and Merriman Park are only covered for public liability due to the relatively high cost of insuring equipment etc. against vandalism etc. Funds could be earmarked for any necessary repairs etc. and future refurbishment or replacements. There is cover of £30,000 for business interruption and this would give £10,000 per annum for additional expenses associated with renting a replacement office etc. if the Parish Rooms was badly damaged by fire etc.

Zurich have stressed the importance of having adequate levels of cover for all sections of the policy so that the Council is not left exposed in the event of a claim.

Risk assessments from SLH Services to maintain the Skate Park and Merriman Park have been amended to take account of guidance relating to coronavirus and any other works will also be risk assessed with the current emergency in mind. The Parish Rooms is being checked each week as required by the insurers. Mendip District Council offered to pay the second half of the precept now rather than in September and this was accepted. £230,000 will be transferred to the Business Reserve account with Nat West as this carries less risk than CCLA where £228,000 is already held.

L.A. Ruff
 Clerk
 12.05.20

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

Bank Transfers

The quarterly report on transfers between accounts for 1st January - 31st March, 2020 is detailed in the Receipts and Payments for that period - agenda item 10.

Internal Control

As agreed by Council on 11th February, 2010 a diary and checklist for financial operations is kept including when cheques are verified and signed and by which members, when bank statements are received by the Clerk and Councillors Carswell and Prior and when they compare the statement to the bank reconciliation, checks transfers and checks that only 1 payroll payment is made each month for each employee. Most payments are now made by Bankline with the Clerk/ACPO setting them up and then Councillor Axten or Goater giving the second authorization before they can be paid. A debit card current account has recently been opened to hold a maximum of £2,000 so that Councillors Axten or P. Goater in liaison with the Clerk/Assistant Clerk/ACPO can make authorized payments for online goods and services etc. and no longer need to use their own card and seek repayment.

Clerk's Time Off In Lieu and Mileage

The Chairman of the Council/Chairman of the Staffing Committee have received and approved a record of the Clerk's holiday, time off in lieu and mileage for January – March, 2020.

Bank Reconciliation

The latest bank statements received from Nat West and CCLA have been checked and a reconciliation successfully completed in each case as detailed in agenda item 10. Copies of reconciliations are now emailed to each member on a monthly basis.

L.A. Ruff
Clerk
12.05.20

To: Committee
From: Clerk
Subject: Receipts and Payments January to March 2020

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 be attached to the Committee minutes when it was considered and details be given in the minutes of comments or explanations made when considering variations between the budget set and expenditure. This was to evidence the reasons behind any such variations and that these had been considered by the Council.

Expenditure Detail

1101 to 1114 Staff Costs

Over £27,000 was saved during the year as the Neighbourhood Plan Officer left on 31st March 2019 and the ACPO did not start until January 2020.

1145 Furniture/Equipment/Improvements

An additional £12,000 was spent on moving the office to the first floor and new computers and laptops and this funding came from the Contingency Fund.

1800 Issues for Street

£51,500 not spent and it was agreed that this funding could be used towards costs associated with the alteration of the Parish Rooms.

Income Detail

1328 S106 Funding Bike Racks

£8,445 was received from Mendip District Council as Section 106 Funding to be used to provide new bike racks in Street. Work on several locations is ongoing.

L.A. Ruff
Clerk
12.05.20

Detailed Income & Expenditure by Account 31/03/2020

Month No: 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1176 Precept	0	395,000	395,000	0			100.0%
1178 Spnsorship Received	0	0	4,000	4,000			0.0%
1179 Grants Received	0	1,555	11,000	9,445			14.1%
1180 Reimbursements	0	1,919	700	(1,219)			274.1%
1181 Misc Income	0	128	0	(128)			0.0%
1183 Allotment Income	0	300	300	0			100.0%
1184 Library Income	100	3,247	0	(3,247)			0.0%
1185 Supply of Library Services	7,500	13,750	0	(13,750)			0.0%
1190 Interest Received	139	1,829	1,200	(629)			152.4%
1328 S106 Funding Bike Racks	0	8,445	0	(8,445)			0.0%
1578 Room Hire Income	0	302	0	(302)			0.0%
1677 Merriman Park Grants R'ved	0	1,777	0	(1,777)			0.0%
Total Income	7,738	428,252	412,200	(16,052)			103.9%
Expenditure Detail							
1101 <i>Total Staff Costs</i>	<i>9,181</i>	<i>84,135</i>	<i>11,145</i>	<i>27,010</i>		<i>27,010</i>	100.3%
1102 <i>1101-1114</i>							104.2%
1105 Payroll Costs	34	408	379	(29)		(29)	107.7%
1106							118.4%
1107							142.6%
1108							0.0%
1109							4.3%
1110 Telephone/Broadband	149	3,616	3,500	(116)		(116)	103.3%
1112 Insurance	0	1,925	1,974	49		49	97.5%
1113							0.0%
1114							0.0%
1115 Subscriptions and Publications	0	2,352	2,363	11		11	99.5%
1120 Audit	0	1,600	1,400	(200)		(200)	114.3%
1124 Admin Sundries	53	1,058	0	(1,058)		(1,058)	0.0%
1125 Print, Post & Stationery	191	2,204	2,000	(204)		(204)	110.2%
1126 Binding Council Minutes	0	130	140	10		10	92.9%
1130 Hall Hire	114	924	0	(924)		(924)	0.0%
1136 Advertising & Publicity	0	57	350	293		293	16.2%
1137 Computer Aid/Data Protection	173	4,073	2,500	(1,573)		(1,573)	162.9%
1140 Travel & Subsistance	124	369	900	531		531	41.0%
1145 Furniture/ Equip/Improvements	1,370	14,023	2,000	(12,023)		(12,023)	701.1%
1170 Neighbourhood Plan Costs	0	0	2,000	2,000		2,000	0.0%
1201 General Grants (Ex S137)	100	29,243	25,000	(4,243)		(4,243)	117.0%
1202 Other Grants	0	30,800	51,800	21,000		21,000	59.5%
1301 Contingency Fund	0	1,088	40,000	38,912		38,912	2.7%

Continued over page

Detailed Income & Expenditure by Account 31/03/2020

Month No: 12

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
1310 Greenbank Swimming Pool	0	18,000	18,000	0		0	100.0%
1311 Library	0	24,483	0	(24,483)		(24,483)	0.0%
1316 Legal & Professional-Building	0	1,682	1,000	(682)		(682)	168.2%
1317 Allotment costs	0	0	860	860		860	0.0%
1320 Chair's Allowance	0	194	750	556		556	25.9%
1321 Training - Clerk & Members	0	1,165	700	(465)		(465)	166.4%
1325 S106 High St Enhancement	840	13,756	15,000	1,244		1,244	91.7%
1335 War Memorial	0	60	9,000	8,940		8,940	0.7%
1340 Community Safety	0	400	1,000	600		600	40.0%
1341 CCTV Monitoring	0	9,051	9,051	0		0	100.0%
1356 Parish Awards	0	45	180	135		135	24.9%
1357 Christmas (Ex S137)	420	10,126	12,200	2,074		2,074	83.0%
1358 Civic Event & Badges (Ex S137)	180	4,844	7,000	2,156		2,156	69.2%
1361 Elections	0	279	9,100	8,822		8,822	3.1%
1362 Litter and dog bins	0	292	2,000	1,708		1,708	14.6%
1370 Highways	0	4,407	2,500	(1,907)		(1,907)	176.3%
1402 Skateboard Park Maintenance	1,577	6,083	8,051	1,968		1,968	75.6%
1501 Building Heat and Light	660	3,368	2,900	(468)		(468)	116.1%
1502 Building Maintenance & Repairs	0	2,779	3,000	221		221	92.6%
1503 Building Renovations	982	23,485	0	(23,485)		(23,485)	0.0%
1505 Building Rates	0	11,303	10,400	(903)		(903)	108.7%
1506 Building Water & Sewerage	234	363	400	37		37	90.6%
1511 Janitorial Costs	409	2,476	2,259	(217)		(217)	109.6%
1512 Building Waste Collection	12	1,565	1,444	(121)		(121)	108.3%
1520 PWLB Capital Repayment	0	18,794	18,000	(794)		(794)	104.4%
1521 PWLB Interest	0	3,429	4,222	793		793	81.2%
1601 Merriman Park Maintenance	4,874	28,176	29,414	1,238		1,238	95.8%
1602 Merriman Park Improvements	0	2,278	0	(2,278)		(2,278)	0.0%
1603 Merriman Park Events	0	5,459	0	(5,459)		(5,459)	0.0%
1800 Issues for Street	0	3,500	55,000	51,500		51,500	6.4%
1801 Coronavirus	140	140	0	(140)		(140)	0.0%
Total Overhead	21,818	379,981	470,882	90,901	0	90,901	80.7%
Total Income	7,738	428,252	412,200	(16,052)			103.9%
Total Expenditure	21,818	379,981	470,882	90,901	0	90,901	80.7%
Net Income over Expenditure	(14,080)	48,271	(58,682)	(106,953)			
Movement to/(from) Gen Reserve	(14,080)	48,271					