

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

2nd July, 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, 7TH JULY**, 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

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 12th

May, 2020 (copies attached).

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

4. GRANTS – MENDIP YMCA AND SALVATION ARMY (report attached)

5. BUDGET 2021/22 (report attached)

6. INVESTMENT OF FUNDS (report attached)

7. BI-ANNUAL GENERIC RISK ASSESSMENT (report attached)

8. CASH FLOW – Councillor Prior to speak

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To: Councillors C. Axten, S. Carswell, P. Goater, A. Prior and H. Shearer

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STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held virtually using Zoom

with remote attendance on 12th May, 2020 at 6 p.m. The Chair gave a

statement on how the meeting would be conducted.

PRESENT: Councillor C.E. Axten (Chair)

Councillors: P. Goater, A. Prior and H. Shearer

IN ATTENDANCE: L.A. Ruff – Clerk/RFO

J. Marshfield – Assistant Clerk

M. Sandiford – Assistant Clerk and Projects Officer

APOLOGIES: Councillor: S. Carswell – another engagement –

reason accepted

32. MINUTES

The minutes of the meeting of the Committee held on 4th February,

2020 which had been circulated, were approved as a correct record

and arrangements would be made for them to be signed by the Chair in

accordance with current guidance.

33. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct the following declarations of

interest were made -

Councillors P. Goater and Shearer – other interest under Appendix B –

District Council – would keep an open mind when considering issues at

either level

Councillor Axten – other interest under Appendix B – Library as Chair

of the Friends of Street Library and Councillor Prior as a Friend of the

Library – did not need to leave the meeting as only decided to wait for

more information

Councillor Axten – other interest under Appendix B – Twinning

Association as a Council representative – did not need to leave the

meeting as organisation did not request a grant

Councillor Prior – other interest under Appendix B – Community Centre

under Crispin Hall CIO as a Council representative – did not need to

leave the meeting as only decided to wait for more information.

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34. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

PART 3 - SECTION 1 – ANNUAL GOVERNANCE STATEMENT

2019/20 AND ANNUAL INTERNAL AUDIT REPORT 2019/20

The Clerk submitted reports and documents, which had been

circulated, prior to being submitted to the Council on 19th May for

consideration and approval. Page 3 of the Annual Governance and

Accountability Return the Annual Internal Audit Report 2019/20 and a

letter from Probusiness Ltd. had been circulated and no matters of

concern had been raised. The Chair thanked the Clerk for all her hard

work in preparing the accounting statements.

RESOLVED TO RECOMMEND

A. that the internal audit and control reports including the annual risk

assessment and internal control procedures, be approved and having

considered them it be agreed that the internal audit and control system

is adequate

B. that agreement be given to each of the statements set out in

Section 1 of the Annual Return and the Annual Governance Statement

2019/20 be approved and signed by the Chair of the Council meeting

and the Clerk at that meeting/soon afterwards in accordance with

current guidance.

35. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/20

PART 3 - SECTION 2 – ACCOUNTING STATEMENTS 2019/20

The Clerk submitted a report, Section 2 and supporting documents

which had been circulated, prior to being submitted to Council on 19th

May for consideration and approval. It was noted that page 22 I

detailed the reasons for the difference in income – administration on

the income and expenditure account between 2018/19 and 2019/20. It

was noted that the Training Plan needed to be altered to add Councillor

Shearer to the list of members who attended the Councillor Essentials

training in November 2019.

RESOLVED TO RECOMMEND

that Section 2 of the Annual Return, the accounts for the year ended

31st March, 2020 and other documents as circulated, be approved and

signed by the Chair of the Council meeting on 19th May soon

afterwards in accordance with current guidance, having already been

signed by the Clerk/Responsible Financial Officer.

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36. ANNUAL GRANTS 2020/21

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

that the Somerset Community Fund had given a grant to the Baptist

Church rather than to the Council.

RESOLVED

A. that Councillor P. Goater be asked to contact Strode Theatre to

request more information on the need for the grant of £20,000

B. that the grant of £5,000 for the Community Centre should not be

paid yet pending advice on the community work being done

C. that the grants of £1,000 each would not be paid to the Football

Club as there would not a fun day or to the Twinning Association which

had agreed not to receive the funding so that it could be spent on

supporting the vulnerable

D. that consideration of payment of the staffing charge in respect of

the library for April to June be deferred until July

E. that a grant of £2,000 be made to St. Margarets Hospice and a

further grant be considered in September – the Twinning Association to

be informed that the funding which they had given up had been given

to this organisation

F. that a grant of £1,000 be made to Street Baptist Church to fund

meals for the vulnerable to mid/end June

G. that consideration of the grant of £3,335 requested by Crispin

School in March to extend the mentor scheme be deferred probably

until September for more information on what was now being done

H. that the letter of thanks for the VE Day cream tea sent by

residents be given to the Street Community Support Group and that

they be publicly thanked for all their hard work at the Council meeting

on 19th May.

RESOLVED TO RECOMMEND

A. that the grant of £9,800 should be paid to Mendip Citizens Advice

Bureau and the organisation be informed that if it needed more funding

the Council would be prepared to look at this

B. that the grant of £18,000 be paid to Greenbank Swimming Pool

Management Committee subject to the Council’s representatives

reporting on the viability of the facility to ensure that it was not likely to

fold after the grant was made.

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37. PROTOCOL FOR REMOTE MEETINGS AND

ANNUAL COUNCIL MEETING

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

A. that the draft protocol for remote meetings be agreed and attached

as an annex to Standing Orders

B. that the annual meeting should not be held in May and the holding

of it be reviewed on 19th May and then at every other monthly meeting.

38. INSURANCE AND RISK ASSESSMENT

The Clerk submitted a report which had been circulated. Members

gave careful consideration to insurance cover and risk assessment.

RESOLVED TO RECOMMEND

that the fidelity guarantee should remain at the £1 million band and the

report and levels of cover provided and updated risk assessments be

agreed.

39. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated. Internal

control checks for November on would be carried out by Councillors

Carswell and Prior when current guidance allowed.

RESOLVED

that the report be approved and that Councillor P. Goater would check

the accounts from November on using the online Bankline system as

an additional internal control.

40. RECEIPTS AND PAYMENTS JANUARY TO MARCH, 2020

The Clerk submitted reports which had been circulated. The detailed

income and expenditure report by code at 31st March, 2020

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

was drawn to significant variations between the budget set and

expenditure/income.

The Chair thanked all 3 members of staff for organising remote

meetings and all the other work which they were carrying out. The

Clerk thanked her 2 assistants for excellent work, particularly in regard

to IT matters.

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RESOLVED

that the reports be noted and the Assistant Clerk and Projects Officer

be instructed to investigate a 3 year rate for gas and electric at the

Parish Rooms and electric for the clock in the High Street comparing

standard rates with a green energy plan.

41. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that in accordance with the Public Bodies (Admission to Meetings) Act

1960 as amended by the Openness of Local Government Bodies

Regulations 2014 and the Local Authorities (Coronavirus) (Flexibility of

Local Authority meetings) (England) Regulations 2020, the press and

public be excluded from the meeting for the following item as it

involved confidential staffing information.

42. PAYROLL SUMMARY 2019/20

The Clerk submitted a confidential report which had been circulated to

members only.

RESOLVED

that the report be noted.

The meeting ended at 7.25 p.m.

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AGENDA ITEM NO: 4

To: Policy and Finance Committee

From: Clerk

Subject: Grants – Mendip YMCA and Salvation Army

On 16th June the Council agreed to defer payment of part or all of the grant of £10,000 to the next meeting and the Council representatives to find out what the funding would be spent on and what work was being carried out currently. Please see documents attached separately to email – update on liaison with YMCA, terms and conditions with KPI points, January 2020 report, conditions document and notes of last meeting on 1st June. Councillors D. Goater and Drew will give a verbal update at the meeting.

The Salvation Army are continuing with the Food Bank on a permanent basis and are also planning to set up a Job Club. Councillor Axten to report on this project and any funding needed at this stage.

L.A. Ruff

Clerk

07.07.20

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AGENDA ITEM NO: 5

To: Policy and Finance Committee

From: Clerk

Subject: Budget 2021/22

It was agreed previously that initial consideration be given to the budget for the following financial year at this meeting ahead of the detailed report submitted to the November meeting. I have attached the Estimates for 2020/21 for information. The Council will need to decide if it is going to postpone the Christmas Cracker event until 2021 as arrangements need to be made well in advance.

It was agreed to set the precept for the current financial year at £460,000 to balance income and expenditure excluding the one off capital project for the alteration of the Parish Rooms.

L.A. Ruff

Clerk

07.07.20

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STREET PARISH COUNCIL

ESTIMATES 2020/2021

1. ADMINISTRATION

Net Salaries )

PAYE/NI/Pension )

Assistant Clerk ) 112,169

PAYE/NI/Pension )

Neighbourhood Plan Officer )

PAYE/NI/Pension )

Payroll Costs 416

Telephone/Broadband 3,788

Insurance 1,964

SALC/SLCC/Com. Council subscriptions 2,727

Audit 1,632

Print/Post/Stationery 2,000

Binding Council Minutes 140

Advertising and Publicity 350

Room Hire 714

Computer Aid/RBS/Data Protection 2,921

Travel and Subsistance 900

Furniture/Equipment/Improvements 2,000

Rates – Street Parish Rooms 10,643

Electric/Gas – Street Parish Rooms 3,500

Water/Sewerage – Street Parish Rooms 400

Waste Collection – Street Parish Rooms 1,584

Janitorial – Street Parish Rooms 2,562

Maintenance/Renovations – Parish Rooms 3,000

Legal/Professional – Parish Rooms 1,000

TOTAL 154,410

2. GENERAL GRANTS 25,000

3. OTHER GRANTS -

Mendip Citizens Advice Bureau 9,800

Twinning Association 1,000

Crispin Community Focus 5,000

Strode Theatre 15,000

Football Club – Fun Day 1,000

Library 21,700

TOTAL 53,500

4. CONTINGENCY FUND 30,000

5. CCTV MONITORING 9,289

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6. GREENBANK SWIMMING POOL 18,000

7. CHAIRMAN’S ALLOWANCE 750

8. TRAINING – CLERK/MEMBERS 1,000

9. STREET SKATE PARK 8,314

10. MERRIMAN PARK 31,000

11. ALLOTMENTS 860

12. HIGH STREET ENHANCEMENT 15,000

13. LOAN REPAYMENTS – STREET PARISH ROOMS 22,222

AND NEW LOAN – SPR 8,111

14. COMMUNITY SAFETY 1,000

15. PARISH AWARDS 180

16. CHRISTMAS LIGHTS/PARTY 11,000

17. CHAIRMAN’S INVESTITURE/EVENTS 10,000

18. LITTER AND DOG BINS 2,000

19. NEIGHBOURHOOD PLAN 2,000

20. HIGHWAYS 2,500

21. ISSUES FOR STREET (YOUTH, VULNERABLE PEOPLE ETC.) 55,000

22. ALTERATION OF PARISH ROOMS FOR 206,242

COUNCIL/COMMUNITY/LIBRARY

(NOTE - £52,718 allocated in 2019/20 = £258,960 Total Cost)

TOTAL GROSS PAYMENTS 667,378

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AGENDA ITEM NO: 6

To: Policy and Finance Committee

From: Clerk

Subject: Investment of Funds

The Annual Investment Strategy for 2020/21 was agreed in February and is attached for information. Funds are being held as set out below to spread the risk of losing funds in a major financial crisis. Interest rates with CCLA are higher than at Nat West but the risk is probably slightly higher and when the second half of the precept is received it has been agreed to put this in the Nat West Business Reserve Account. The CCLA website states that the purchase of PSDF shares is not the same as making a deposit with a bank and is not a guaranteed investment. There will of course be substantial payments to be made in the coming months for the alteration of the Parish Rooms and new play area in Merriman Park. The main objective of the Council is to seek security for funds.

CCLA Public Sector Deposit Fund at about 0.2636% £1,677 interest per annum

£228,828 currently held

Nat West Business Reserve Acc. at about 0.01% £152 interest per annum

£75,934 currently held

£194,487 in Current Acc. as first half of precept paid of £230,000.

It is recommended that funds are invested as already agreed until it is appropriate to consider investing some funds for a longer period, changing accounts or paying off some of either of the 2 loans with the Public Works Loan Board.

A request is made to allow access to the Business Reserve Account via Bankline in addition to the Current Account and Debit Card Current Account. Access to Bankline is limited to the Clerk, ACPO, Councillors Axten and P. Goater and each has their own password and code reader. It would enable this Account to be closed down easily each month without the need to receive the bank statement in the post. It would also enable easy transfer of funds between the 3 Accounts. Current Account statements will in future only be sent to the Council office. 2 members of staff will copy these and send out to councillors appointed to scrutinize the accounts for the purpose of prevention of fraud.

L.A. Ruff

Clerk

07.07.20

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Annual Investment Strategy 2020/2021

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

ANNUAL INVESTMENT STRATEGY 2020/2021

STREET PARISH COUNCIL

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

ANNUAL INVESTMENT STRATEGY FOR YEAR ENDED 31ST MARCH, 2021

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

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

1. For the financial year ended 31st March, 2021 the balances, other than sums transferred from time to time to the National Westminster Bank current account to pay invoices etc. shall be held as follows -

Up to £2,000 in the Nat West Debit Card current account (for online payments made by Councillors Axten and P. Goater in liaison with the Clerk and Assistant Clerk)

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

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

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

The interest rate on the loan of £250,000 with the Public Works Loan Board is 3.56% with half yearly payments of £11,111.11. The loan will be repaid on 13th November, 2023. It is proposed to take out a new loan of £100,000 over 14.5 years from the PWLB to part fund the alteration of the Parish Rooms for library/council/community use. Final approval will be considered on 25th February and the annual loan repayments will be around £8,111.

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

earmarked reserves are attached -

Gratuity £ 2,295

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

Parish Rooms refurbishment – to be used in 2020/21 £ 50,000

subject to final agreement on 25th February 2020

Future fund for Merriman Park £ 50,000

Neighbourhood Plan Grant £ 4,890

TOTAL £130,185

General Revenue Reserves £178,821

TOTAL £309,006

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

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

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AGENDA ITEM NO: 7

To: Committee

From: Clerk

Subject: Bi-Annual Review of Risk Assessment

As agreed by Council the Committee is asked to carry out the bi annual review of risk assessment and management. Under Financial Regulations when any new activity is being considered the Clerk/RFO is required to prepare a draft risk management policy addressing the legal and financial liabilities and risk management issues for consideration and adoption by the Council. Separate reports on managing risks associated with projects such as the Parish Rooms are submitted as necessary.

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

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

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

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

Risks can be placed in high, medium and low categories according to how likely they are to occur and their potential impact. The bi annual risk assessment is attached for review. **You can click on the link at the top of the page to see this in larger print**.

L.A. Ruff

Clerk

07.07.20

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[**https://streetparishcouncil.sharepoint.com/Officers/Officers%20Documents/AS%20Clerk/Agendas%20&%20Minutes/2020/Copy%20of%20Annual%20Risk%20Assessment%202020.xlsx**](https://streetparishcouncil.sharepoint.com/Officers/Officers%20Documents/AS%20Clerk/Agendas%20&%20Minutes/2020/Copy%20of%20Annual%20Risk%20Assessment%202020.xlsx)



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