

**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**

29th October, 2020

 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, 3rd November**, 2020 at **6 p.m.** for the purpose of transacting the

business specified in the following agenda. The meeting will be streamed live

on YouTube on the Council’s YouTube channel at

<https://www.youtube.com/channel/UCiwCtXUydITXA9OpDqQfvIA/video>s

Yours faithfully,,

L.A. Ruff, Clerk of the Council

 AGENDA

1. EMERGENCY PROCEDURES - the Chair will explain emergency exit

 locations and procedures

2. APOLOGIES FOR ABSENCE - acceptance of any reasons offered

3. MINUTES

 To receive the minutes of the meeting of the Committee held on 8th

 September, 2020 (copies attached).

4. DECLARATIONS OF INTEREST AND DISPENSATIONS - Note –

 members do not have a disclosable pecuniary interest in setting the

 precept because they pay council tax for the area (DCLG Guide Sep13)

5. GRANTS – CRISPIN COMMUNITY CENTRE AND GLASTONBURY FM

 To receive a presentation from Michaela Edmunds on plans for the Centre

 and consider more information on a grant for Glastonbury FM.

6. ESTIMATED EXPENDITURE AND PRECEPT FOR 2021/2022

(report attached including confidential section for members only)

7. RECEIPTS AND PAYMENTS JULY - SEPTEMBER 2020 (Confidential report

sent to members only and other details attached)

8. PERIODIC REPORTS AND INSPECTIONS (attached)

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To: Councillors S. Carswell, M. Daniells, P. Goater, L. Mogg, A. Prior, H. Shearer

and N. Smith

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 STREET PARISH COUNCIL

 Meeting of the Policy and Finance Committee held virtually using Zoom

with remote attendance on 8th September, 2020 at 6 p.m.

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

 Councillors: M. Daniells, L. Mogg, A. Prior and

H. Shearer

 IN ATTENDANCE: L.A. Ruff – Clerk

 J. Marshfield – Assistant Clerk

 APOLOGIES: Councillor S. Carswell – another engagement –

reason accepted

1. ELECTION OF CHAIR

 RESOLVED

 that Councillor Prior be elected as Chair until May 2021.

 Councillor Prior In the Chair.

2. ELECTION OF VICE-CHAIR

 RESOLVED

 that Councillor P. Goater be elected as Vice-Chair until May 2021.

3. MINUTES

 The minutes of the meeting of the Committee held on 7th July, 2020

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

 arrangements made for them to be signed by the Chair in accordance

with current guidance.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

 In accordance with the Code of Conduct Councillors Goater and

 Shearer declared an other interest under Appendix B in the grant

 application from the Houndwood Community Group as they were

 members of it. After making representations they left the meeting

 from 7.45 p.m. to 7.50 p.m.

Councillor Mogg declared a disclosable pecuniary interest in the grant

to Greenbank Pool as he worked there but this application was not

considered at the meeting. He also declared a disclosable pecuniary

interest in the application from Crispin Community Focus as he worked

for the applicants and left from 8.04 p.m. to 8.08 p.m.

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Councillor Prior declared an other interest under Appendix B in the

 grant application for We Hear You as he was a fundraiser for the body

 and left after making representations from 6.20 p.m. to 6.31 p.m.

 Councillor P. Goater In the Chair for this item.

5. GRANTS TO VOLUNTARY BODIES 2020/21 AND 2021/22

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

that no application had been received for the grant of £1,000 allocated

for the Football Club Fun Day.

 RESOLVED

 A. that the following grants be made for 2020/21 -

 We Hear You – 50% grant and information to be supplied £ 1,721

 on how the funding would benefit the young of Street before

 consideration was given to giving the other 50% Somerset and Wessex Eating Disorder Association £ 600

 PROMISEworks – seek more information but pay grant £ 2,000

 Street and Glastonbury Carers Support Group – Council to £ 165

 pay Community Centre for room hire directly

 Glastonbury and Street Sea Cadets – other funding options £ 1,500

 available

 Wessex Football Club £ 250

 Street Drum and Trumpet Corps – Council to pay £ 750

 Community Centre for room hire directly

 Street and Walton Men’s Shed – monitor bank balance £ 1,000

 next year to see if funds held have increased

 The Golden Oldies Charity £ 200

 Wessex Youth Football Club – money would have been £ 1,000

 saved in last 6 months due to lack of activities

 Mendip Disabled Association £ 600

 Street Striders Running Club £ 600

 St. Margaret’s Hospice – note total of £3,000 given as £ 1,000

 Twinning Association gave their £1,000 grant – next year

 give £2,000 again

 Houndwood Community Group £ 600

 (total of £11,986 + £11,000 already agreed = £22,986 with £4,014 left

or £2,293 if other 50% of £1,721 given to We Hear You).

 B. that no grant be given to Street Bowling Club as it was a private

 members club and would set a precedent for contributing to fixed

 costs of other such clubs

 C. that consideration be given to linking different organisations

 together to coordinate what was being provided and avoid duplication

 eg. mentoring services – Councillor Shearer undertook to look at this

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 D. that quotes be obtained from SLH Services and others to refurbish

 the 2 finger posts and to move the speed indicator devices around

 Street

 E. that a grant of £1,000 be made to Street Twinning Association in

 2021/22

 F. that Robin Peters, Manager of Strode Theatre be invited to attend

 the meeting of the Council on 15th September to discuss the application

 for a grant of £20,000 in 2021/22, other grants which might be obtained

in the next 6 months and when the facility might reopen.

 RESOLVED TO RECOMMEND

 A. that the following grants be made in 2021/22 -

 Citizens Advice Mendip £ 9,800

 Crispin Community Group – Council appreciated what the £ 5,000

 Group was doing, wanted successes to be shared with the

 parish and needed to be careful with funds – thus wanted

 the 2 Council representatives on the body to be invited to

 quarterly meetings and required more information on how

 the additional £5,000 would be spent, qualitive data on the

 reach of the Community Centre and how it was working with

 other organisations to avoid duplication and give value for

 money

 B. that consideration be given to earmarking £20,000 as a grant for

 Strode Theatre to be paid when it reopened to the public – reassurance

 to be sought on how the building was being maintained, the position

 with the bid for substantial funding from the Arts Council and when the

 Theatre might reopen.

6. FINANCIAL POSITION TO APRIL 2021

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

 that the District Council was considering the provision of new CCTV

 cameras and a decision had yet to be reached. The Chair thanked the

 Clerk for her work on producing the consolidated report.

 RESOLVED

 that the report be noted and the income and expenditure projection

 circulated should be sent out with the other monthly reports to

 members.

 RESOLVED TO RECOMMEND

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 A. that the Clerk in consultation with Councillors Axten and P. Goater

be given delegated authority to agree to additional repointing to the

outside walls of the Parish Rooms provided that agreed budgets were

not exceeded as scaffolding was already in place

 B. that the nationally agreed pay award of 2.75% backdated to 1st

 April 2020 be agreed (the budget allocations allowed for a 2% rise)

 C. that the funds held with CCLA should remain at £228,894.

7. RECEIPTS AND PAYMENTS APRIL TO JUNE 2020

 The Clerk submitted reports which had been circulated. The detailed

 income and expenditure report by code at 30th June 2020 appears as

 Annex A to these minutes in the Minute Book.

 RESOLVED

 that the report be noted.

8. PERIODIC REPORTS AND INSPECTIONS

 The Clerk submitted a report which had been circulated.

 RESOLVED

 that the report be noted.

 The meeting ended at 9 p.m.

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 AGENDA ITEM NO: 6

To: Policy and Finance Committee

From: Clerk

Subject: Estimated Expenditure and Precept for 2021/2022

1. 2020/2021

The Council’s precept for the current year is £460,000 (£395,000 in 2019/2020). The balance carried forward from 2019/2020 was £379,690 compared with a balance of £331,418 the previous year. The estimated balance at the end of the current financial year is £299,473.

2. 2021/2022

The Council Tax base for this Parish for 2020/2021 was equivalent to 3786.90 band D properties. A precept of £3,786.90 would equal a parish tax of £1 per band D property. The Council Tax base for 2021/2022 will be notified by Mendip District Council in mid December and may well have a variance this year due to factors including an estimate that less people will pay their council tax than the 99% in previous years. The resulting increase may be slightly higher than set out below but the Council’s proportion of the total bill is relatively small and it is unlikely that any increase will be more than a few pounds a year. General inflation is around 2% and using this figure the Parish Council’s target figure for the precept would be £469,200.

The proposed budget for 2021/2022 is set out in Appendix A to this report for consideration – see separate attachment including confidential staff details. The estimated precept required, as detailed in the Appendix of £465,000 would give an estimated tax of £122.79 on a Band D property (an increase of £1.32 from this year or 11p a month or 1%). This would balance income with expenditure. The Government will not cap local council precepts for 2020/21 but it is advisable to consult the community regularly on the activities of the Council and the level of council tax.

If the precept requirement of the parish is greater than £100,000 the Council is required to provide details of the planned expenditure for the year as this information will be published on the District Council’s website/council tax leaflet. Suggested details are attached for consideration and recommendation to Council.

L.A. Ruff

Parish Clerk and

Responsible Financial Officer

03.11.20

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COUNCIL TAX - STREET PARISH COUNCIL

 2020/21 2021/22 Change %

 £ £

Gross Expenditure 667,378 (budget) 583,712 - 12.5

726,326 (actual 583,712 - 19.6

 est.)

Less Income 186,109 117,700 - 36.8

Transfer Reserves - 153,878 - 1,012 - 99.3

Council Tax 460,000 465,000 + 1.1

Requirement

Tax Base 3786.90 Notified in -

 mid Dec.

Basic Council Tax Band D 121.47 122.79 + 1.1

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STREET PARISH COUNCIL

PRECEPT CALCULATION 2021/2022

Bank Balances 1st April, 2020 379,690

Add Receipts to 31st March, 2021 probable 646,109

 1,025,799

Less Payments to 31st March, 2021 probable 726,326

Balances (probable) at 31st March, 2021 299,473

2021 to 2022

Budgeted Income (excl. Precept) -

Bank Interest 400 Estimate

Strode Road Allotments - rent 300

Hire of meeting rooms at Parish Rooms 300

Reimbursements 700

Library Income 1,000

Somerset County Council – supply Library services 15,000

Section 106 funding £55,300 and SCC Climate 100,000

Change bid £24,700 for extension of cycle/walkway

 117,700

 417,173

Less Budgeted Payments 583,712 Estimate

 - 166,539

Less Balances required at 31st March, 2022 -

Gratuity 2,295

Future Fund - Skate Park/Scout Hut 23,000

Neighbourhood Plan Grant 4,890

Parish Rooms – 5 year exterior paintwork 5,000

Post Covid Celebration 10,000

Replacement Fund for Skate Park 10,000

Community Support/New Services (Unitary Changes) 55,000

General Revenue Reserves 188,276

Total 298,461

 - £465,000

PRECEPT REQUIRED FOR 2021/2022 £465,000

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BALANCES REQUIRED AT 31ST MARCH, 2022

GENERAL REVENUE RESERVES

SALC recommends unearmarked reserves are a minimum of about 6 months revenue expenditure in the current difficult financial climate - £262,955 for expenditure of £525,909 in 2020/21 excluding the one off alteration to the Parish Rooms – and a maximum of 12 months revenue expenditure. The reason for setting the level for general revenue reserves should be minuted and I recommend that the sum should be £188,276 for 2021/22 to maintain current assets such as Street Skate Park, the Parish Rooms and Merriman Park and fund new projects or services as they arise.

It appears that a new unitary authority will be elected from May 2023 with a shadow authority from May 2022. A working group has been set up to begin considering assets and services which the Council may wish to take over from the County and/or District Council and the potential costs involved. The Council will also continue to support organisations through the pandemic as a priority and all expenditure is being considered very carefully. The Council has a high profile in the community and is involved in many different local issues. People/organisations contact the staff daily for information and advice.

**SUMMARY**

Balances from 2019/20 to 2020/21 will decrease by around £80,000. Earmarked reserves were spent this year of £50,000 on the Merriman Park play area and £50,000 on alterations to the Parish Rooms. It was estimated last year that balances would be around £200,000 with £30,000 earmarked and £170,000 in general revenue reserves. However during the year about £70,000 was saved from a number of allocations not needed due to the pandemic and the Parish Rooms being closed for 4 months while the works were carried out. £75,000 has been suggested for earmarked reserves at 31st March 2022 for a post Covid celebration, replacement fund for the Skate Park which was completed in December 2009 and community support/new services following formation of the new unitary council – details attached. Funds can continue to be earmarked for specific purposes and can be used for other purposes subject to agreement by the Council. The Council has agreed to discuss ideas to support the community in the current ongoing crisis with the Community Centre, Salvation Army, YMCA etc. General revenue reserves have also been increased by £10,000 in line with current guidance. The budget for 2021/22 allocates £37,000 for the Contingency Fund and £55,000 for Issues for Street giving £92,000 in flexible funds available for whatever purposes the Council agrees are needed.

The 3 year maintenance agreement with SLH Services for the maintenance/inspection of Merriman Park and the Skate Park will end on 31st October 2021. It is good practice to consider quotes for such agreements for 3 to 5 years as this should reduce the overall cost. If unitary negotiations are ongoing a contract can be rolled over for a year at the same cost and terms. The hiring of the Christmas lights from Blachere is under a 3 year agreement which will end after Christmas 2021. The 3 year insurance agreement with Zurichs will end on 7th June 2021. The agreement for internal audit and payroll with Probusiness includes the year ended 31st March 2022.

Despite the Covid crisis, home working and remote meetings this year the Council will have -

* provided a large new play area within Merriman Park
* refurbished the Parish Rooms with a new library facility, IT suite, digital den and lift and all exterior works completed
* replaced cycle racks at Greenbank Pool
* considered significant planning applications on development of land west of Somerton Road and at Street Business Park
* moved the war memorial in Merriman Park
* produced a cycle/walk leaflet and information for the website and been involved in electric bike hire
* produced a new business Facebook page and linked with local businesses to offer support including on the new district online shopping website
* supported local organisations and the community through the pandemic with grants, temporary closure of the High Street etc.

This has been done using the current budget, earmarked reserves, Section 106 funding of £10,000 – bike racks, match funding from a local trust of £50,000 – play area and a contribution of £50,000 from Somerset County Council for the alterations at the Parish Rooms. Next year it is hoped to utilise a further £55,300 Section 106 funding and a further £45,000 from the SCC Climate Change Emergency Fund or another source to extend the cycle path from the entrance to The Grange car park to the roundabout.

INFORMATION FOR COUNCIL TAX LEAFLET

The Committee is asked to agree that the following information should appear on the District Council leaflet/website -

Expenditure 2020/21 2021/22

Administration/CCTV/Events £191,940 £196,703

Grants £ 78,500 £ 96,100

Greenbank Swimming Pool £ 18,000 £ 18,000

Skate Park/Merriman Park £ 39,314 £ 41,000

Parish Rooms incl. loans/Community/High Street £336,624 £130,909

Community Safety/Cycle Path/Neighbhood Plan £ 3,000 £101,000

 Gross Expenditure £667,378 £583,712

Less: Income £ 53,500 £117,700

 Reserves £153,878 £ 1,012

 Precept £460,000 £465,000

 AGENDA ITEM NO: 7

To: Committee

From: Clerk

Subject: Receipts and Payments July to September 2020

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

The following report is brief as detailed notes are included in the report at item no. 5 on the budget and precept for 2021/22.

BUDGET VARIATIONS JULY TO SEPTEMBER 2020

EXPENDITURE DETAIL

1301 Contingency Fund

No expenditure to date and substantial savings made in a number of allocations due to events etc. being cancelled due to the Coronavirus emergency and the Parish Rooms being closed for 4 months while the works were carried out.

INCOME DETAIL

1179 Grants Received

Somerset County Council will contribute £50,000 to the alteration of the Parish Rooms with around £26,000 being needed for the new furniture etc. and the remaining funds being given to the Council as a grant.

1577 PWLB Loan

Second loan of £100,000 minus £35 fee taken out with PWLB for 14.5 years towards costs of altering the Parish Rooms.

L.A. Ruff

Clerk

03.11.20

 AGENDA ITEM NO: 8

To: Committee

From: Clerk

Subject: Periodic Reports and Inspections

Bank Transfers and Reconciliations

The quarterly report on any transfers between accounts for 1st July to 30th September 2020 is detailed in the Receipts and Payments for that period – agenda item 7.

The detailed income and expenditure report for each month is emailed to members with the latest bank reconciliations and schedule of earmarked reserves. The latest bank statements received have been checked and a reconciliation completed successfully for each account – agenda item 7.

Internal Control

As agreed Councillors Carswell and Prior have received a copy of the current account statements and will carry out the monthly inspection of accounts when Covid guidance allows. They have verified the bank statement against the reconciliations sent out each month by email. Councillor P. Goater also scrutinises the accounts using the Bankline system.

Staff Mileage and Hours

The Chairman or Vice-Chairman of the Staffing Committee has approved the time, leave and mileage sheets for staff to 30th September 2020.

L.A. Ruff

Clerk

03.11.20