

**Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street, Somerset BA16 0HA Tel. 07539 414205 Email street.parish@street-pc.gov.uk Website www.street-pc.gov.uk**

28th January, 2021

**PLEASE NOTE 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, 2nd February**,

2021 for the purpose of transacting the business specified in the following agenda.

The meeting will commence at **6 p.m.**

Yours faithfully,

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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 3rd November, 2020

(attached).

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

5. ANNUAL INVESTMENT STRATEGY (report attached)

6. RECEIPTS AND PAYMENTS OCTOBER - DECEMBER, 2020 (attached)

Confidential sections for members only

7. PERIODIC REPORTS AND INSPECTIONS (report attached)

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To: Councillors S. Carswell, M. Daniells, P. Goater, D. Knibbs, 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 3rd November, 2020 at 6 p.m.

PRESENT: Councillor A. Prior (Chair) (In the Chair)

Councillors: S. Carswell, M. Daniells, P. Goater,

L. Mogg and H. Shearer

PRESENT BY Councillor A. Leafe (Chair of Council)

INVITATION:

IN ATTENDANCE: L.A. Ruff – Clerk/RFO

M. Edmunds – Crispin Community Centre

APOLOGIES: Councillor: N. Smith – another engagement –

reason accepted

9. MINUTES

The minutes of the meeting of the Committee held on 8th September,

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

and signed by the Chairman.

10. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Prior declared an

other interest under Appendix B in the grant application from Crispin

Community Centre as he was a representative of the Council on that

organisation. After making representations he left the meeting from

6.18 p.m. to 6.35 p.m. Councillor P. Goater (Vice-Chair) took the Chair

for this item.

11. GRANTS – CRISPIN COMMUNITY CENTRE

AND GLASTONBURY FM

M. Edmunds gave details of plans made jointly between the

Community Centre, Salvation Army, Baptist and Mission Churches for

a community Christmas in Street. Plans had been made under the

previous restrictions but the new guidelines would now be followed.

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It was planned to deliver biscuits to those over 80 years with a card

made by a pupil of Hindhayes, Brookside or Elmhurst School. Food

and toy hampers would be delivered to vulnerable families. There

would be a drive through carol service in the College car park. All the

churches would give out Christingle packs to families from the Library

Garden on Saturday 12th December. On Christmas Day the Baptist

Church would deliver pre-ordered Christmas lunches and subject to

restrictions a socially distanced sit down dinner would be served to a

small number who had pre-booked. A Go Fund Me page had been set

up and contributions would be made by supermarkets and Coxs

Charity. Two organisations had each applied to the Community

Foundation for a grant of £250. The joint request to the Council was

for £2,000.

The Clerk reported that Glastonbury FM would come back with more

information regarding their grant request when they had considered the

implications of the rent on their building doubling from January.

RESOLVED

A. that a grant of £2,000 be made to the joint Christmas appeal and

where possible the Council’s logo and ‘Supported by Street Parish

Council’ be displayed – it was noted that the Salvation Army might

need up to £5,000 more funding in January as donations were usually

down then but the community need could be considerable

B. that the grant application from Glastonbury FM be deferred until

an update had been received.

12. ESTIMATED EXPENDITURE AND PRECEPT FOR 2021/2022

The Clerk submitted a report which had been circulated, including a

confidential section for members only detailing staff salaries etc. The

Chair wished to record his gratitude to the Clerk for all her work in

producing the detailed report.

It was noted that the precepts of the County and District Councils were

capped but for 2020/21 those of local councils were not. It was also

noted that a representative of Greenbank Pool would be speaking at

the Council meeting on the issues which they faced and the

implications. It was generally felt that the Council needed to retain

funds in the current difficult financial situation due to the coronavirus

epidemic and other factors including services being taken on when the

new unitary authority was set up. Councillor Daniells wished to discuss

the possibility of having a co operative shop for essentials in the High

Street at the Projects Working Group.

The Clerk reminded members that the first loan would be repaid in

November 2023 and there would then be an additional £22,222

available. She also confirmed that the Council could at any time

agree to change earmarked reserves and use funds for a different purpose.

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RESOLVED TO RECOMMEND

A. thatapproval be given tothe report and the Estimates for 2021/22

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

precept on Mendip District Council for 2021/22 to be in the sum of

£471,500 – an increase of 2.5% or £3.04 (25p a month) on a Band D

property (council tax base to be confirmed in mid December and

figures revised accordingly)

B. that subject to A above the information for the council tax section

of the District Council’s website/leaflet be as attached as Annex B to

the minutes in the Minute Book

C. that subject to A above the earmarked reserves at 31st March

2022 be as attached as Annex C to the minutes in the Minute Book

C. that subject to A above the general revenue reserves be set at

£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

D. that the Clerk in consultation with the Chair of Council should

agree the best and most cost effective storage solution for Christmas

display items etc. having regard to the value of items stored, ease of

access and security.

13. RECEIPTS AND PAYMENTS JULY TO SEPTEMBER 2020

The Clerk submitted reports which had been circulated. The detailed

income and expenditure report by code at 30th September 2020

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

was drawn to the following significant variations between the budget

set and the income/expenditure.

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

Epidemic and the Parish Rooms being closed for 4 months while the

alterations were carried out.

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.

RESOLVED

that the report be noted.

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14. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated.

It was noted that there would be no mobile library in Street at present

as due to the lockdown the Crispin Hall would be closed and the area

at the rear unavailable and also due to the risk assessment and short

notice. In accordance with current restrictions the Clerk in consultation

with the Chair of Council and Councillor P. Goater would consider the

soft launch and use of the Parish Rooms.

RESOLVED

that the report be agreed.

The meeting ended at 7.20 p.m.

Councillor Shearer arrived at 6.35 p.m.

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AGENDA ITEM NO: 4

To: Policy and Finance Committee

From: Clerk

Subject: Bi-Annual Review of Risk Assessment

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

Pre Covid before the office was closed, all information on the Council’s computer system was backed up on to a portable device on a Monday, Wednesday and Thursday and each device kept off site in case of fire, flood, theft by the 3 staff members. All files are now backed up in the cloud via Office 365. The accounts are backed up on to a memory stick and kept off site.

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.

L.A. Ruff

Clerk

02.02.2021

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AGENDA ITEM NO: 5

To: Policy and Finance Committee

From Clerk

Subject: Annual Investment Strategy 2021/2022

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 2021/2022

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, 2022

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

At present most funds are held in the Nat West current and Business Reserve accounts and the CCLA Public Sector Deposit Fund. The British Government has guaranteed deposits of up to £75,000 for some parties and it seems that this does apply to parish councils. Interest rates in various accounts are still very low but CCLA PSDF offers a gross interest rate of around 0.0361% (changes daily) compared to 0.01% with Nat West Business Reserve Account. More funds have been transferred to CCLA to gain slightly more interest per annum in interest provided funds remain at about the same level.

1. For the financial year ended 31st March, 2022 the balances, other than sums transferred from time to time to the National Westminster Bank current account to pay invoices etc. shall be held as follows -

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

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

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The interest rate on the fixed annuity 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. The second fixed annuity loan was taken out on 24th July 2020 with the PWLB of £100,000 over 14.5 years to part fund the alteration of the Parish Rooms for library/council/community use. The interest rate is 2.01% with half yearly payments of £3,992.

Money will be held in reserves for the following -

Gratuity £ 2,295

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

Neighbourhood Plan Grant £ 4,890

Parish Rooms 5 Year Exterior Paintwork 2025 £ 5,000

Post Covid Celebration £ 10,000

Replacement Fund Skate Park £ 10,000

New Services (Unitary changes)/Community Support £ 55,000

TOTAL £110,185

General Revenue Reserves £188,276

TOTAL £298,461

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.

L.A. Ruff

Parish Clerk

02.02.2021

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AGENDA ITEM NO: 6

To: Policy and Finance Committee

From: Clerk

Subject: Receipts and Payments October – December 2020

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

The income and expenditure by account code report is attached.

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

EXPENDITURE DETAIL

1358 Civic Event and Badges

£10,000 allocation not spent on Chair’s Investiture, Merriman Park Fun Day and other events due to the pandemic and added to Earmarked Reserves for a post Covid celebration.

1800 Issues for Street

Just under £13,000 remaining to support the community and vulnerable people.

INCOME DETAIL

1179 Grants Received

Original grant from Somerset County Council towards refurbishment of Parish Rooms was £50,000. It was agreed that the cost of the new library furniture, moving the comms cabinet and ICT equipment would be taken from this which will leave a final grant of around £18,000.

1185 Supply of Library Services

£11,250 paid at 31st December in accordance with the CLP agreement with a further £3,750 due for January to March 2021.

1577 PWLB Loan

A second loan was taken out on 24th July 2020 towards the costs of altering the Parish Rooms of £100,000 minus the admin fee of £35.

1677 Merriman Park Grants Received

Grant of £50,000 received from a local trust as 50% match funding for new 0 to 11 years play area within the Park.

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AGENDA ITEM NO: 7

To: Policy and Finance Committee

From: Parish Clerk

Subject: Periodic Reports and Inspections

Bank Transfers and Reconciliation

The quarterly report on any transfers between accounts for 1st October - 31st December, 2020 will be detailed in the Receipts and Payments for that period - agenda item no. 6.

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

Internal Control

As agreed when restrictions allow Councillors Carswell and Prior will carry out the quarterly inspection of accounts, verifying the bank statement against the reconciliation with the Clerk/ACPO in attendance to answer any queries. Councillor P. Goater scrutinizes the accounts using the Bankline system. Any other member is welcome to inspect the accounts by arrangement.

Overtime and Mileage

The Chair of the Council/Staffing Committee has received and approved a record of all staff Time Off In Lieu, annual leave and mileage for October to December, 2020.

L.A. Ruff

Clerk

02.02.2021

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