

**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**

18th 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, 23rd February**,

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

The meeting will commence at **7 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. ELECTION OF VICE-CHAIR – to elect the Vice-Chair following the resignation of

P. Goater

3. MINUTES

To receive the minutes of the meeting of the Committee held on 2nd February, 2021

(attached).

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

5. STRODE THEATRE

To receive a presentation on future plans – grant of £20,000 in 2021/22 already

agreed – R. Peters, Manager

6. RE-OPENING RAILWAY STATION

P. Edge, Chair of Langport Transport Group will give a short presentation on the

project to re-open a railway station on the existing line in the Langport – Somerton

area. A request will be made for a small grant. A grant of £50,000 will be given by

the Department of Transport and a further £15,000 needs to be raised locally.

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7. ACCOUNTS SYSTEM

Following the resignation of P. Goater approval is sought to appoint Councillor Mogg

to operate the Bankline system with Councillor Daniells and the Clerk and ACPO and

to be issued with a Council debit card.

8. ALTERATION OF PARISH ROOMS (final report of costs, savings and contribution from

Somerset County Council attached for information)

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To: Councillors S. Carswell, M. Daniells, 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 2nd February, 2021 at 6.08 p.m.

PRESENT: Councillor A. Prior (Chair)

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

L. Mogg and N. Smith

IN ATTENDANCE: Mrs. L.A. Ruff – Clerk

APOLOGIES: Councillors D. Knibbs and H. Shearer – another

meeting/engagement – reasons accepted

15. MINUTES

The minutes of the meeting of the Committee held on 3rd November,

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.

16. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Goater declared an

other interest under Appendix B as he was a member of Mendip

District Council and that he would keep an open mind when

considering matters at either parish or district level.

17. BI-ANNUAL REVIEW OF RISK ASSESSMENT

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

that the report be approved and a new debit card be requested in the

name of Councillor Daniells to replace that formerly held by C. Axten.

18. ANNUAL INVESTMENT STRATEGY

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

that there could be negative equity in future and so although interest

rates were very low this was better than that.

RESOLVED TO RECOMMEND

that the Annual Investment Strategy for 2021/22 be approved.

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19. RECEIPTS AND PAYMENTS OCTOBER – DECEMBER 2020

The report of the Clerk had been circulated. The detailed income and

expenditure report by code at 31st December 2020 appears as Annex A

to these minutes in the Minute Book. Attention was drawn to the

following significant variations between the budget set and income or

expenditure -

EXPENDITURE

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

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.

RESOLVED

that the reports be agreed.

20. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

that the report be agreed.

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21. MATTERS FOR REPORT

Staff and members were in regular contact with local organisations

including the Salvation Army, Theatre and Community Centre and it

was felt that if they needed a grant they would contact the Council. It

was also noted that if the Council decided to apply for a grant this was

usually a lot of work and it would be best to employ a professional

grant writer.

It was not necessary to hold the Chair’s Investiture and it was unlikely

that this could take place in 2021 in any event due to the pandemic.

It was intended that the event would become more of an awards

ceremony with local organisations nominating their heros of Street.

The event might be held in the Crispin Hall. There was a real need to

recognise those who had helped through the pandemic.

£10,000 had been earmarked for a post Covid celebration and it was

felt that this should be well planned and involve everyone. It could

incorporate the re-opening of the library, Greenbank Pool, Merriman

Park with an indoor option in the event of bad weather. Local

businesses could sell beer, burgers etc.

It was agreed that grant applications should be considered by the

Committee for scrutiny before going to the Council unless the grant

was needed for an emergency. The Clerk pointed out that it was

sometimes more efficient to hold an extraordinary meeting of the

Council, as with the grant to Greenbank Pool, so that information

could be considered and a decision reached. There was often a lot

of business being dealt with and not enough time to hold extra

meetings.

The meeting ended at 6.52 p.m.

Councillor Carswell arrived at 6.17 p.m.

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AGENDA ITEM NO: 8

**ALTERATION OF PARISH ROOMS FOR COUNCIL AND LIBRARY 2020**

**C O S T S**

Building Contract with Melhuish and Saunders Ltd. £185,282.14 **Note**: Original agreed price was £177,408.15 + additions of £7,874 for repointing more exterior walls, damp proof coursing for floors and other works. There were also savings on a number of items including repairs to the large window in the 1st floor office rather than replacing the window.

Architect fees to Orme Ltd. for Stages 1 and 5 £ 43,571.90 Note: Stages 1 – 3 agreed initially £16,651, 4 – 5 £26,920.90

Moving Council office from ground to first floor – block doorway, £ 8,511.39 plaster, sockets, blinds, carpet, decorating, locks

Removals to Crispin Centre units and back for SPC and Library £ 4,780.00

Relocating access controls for doors and lift £ 2,226.00

Access separated for 2 doors and auto open for Library £ 2,133.00

New signs for front and side of building £ 2,254.96

Asbestos survey + missed roof space £ 1,870.00

Structural calculations including for lift £ 1,455.00

Budget estimates for original options £ 950.00

Library noticeboard, towel and toilet roll holder, threshold strip £ 1,020.00

Packing boxes, safety boots, credit checks, redirect post £ 745.61

Insurance for renovations £ 596.09

Relocate copier and Clerk’s PC to access accounts system £ 329.00

Fire safety strategy £ 200.00

Lift phone line and reconnections £ 180.00

**T O T A L £256,105.09**

**LESS GRANT FROM SCC £ 19,778.10**

**T O T A L £236,326.99**

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**LESS ADDITIONAL SAVINGS £ 19,504.17**

Allowance made for temporary office and library but £11,642.00 not needed due to pandemic and home working 50% reduction charge library staff April to June 2020 £ 4,250.81 3 months rates rebate as P Rooms unoccupied £ 2,742.36 Rates rebate from 2019/20 £ 869.00

**T O T A L £216,822.82**

SCC CONTRIBUTION FOR NEW LIBRARY FURNITURE, £ 30,221.90 RELOCATION OF COMMS BOX AND ICT EQUIPMENT

**ONGOING COSTS**

ANNUAL LOAN REPAYMENTS FOR 14.5 YEARS £ 7,985

ANNUAL CONTRIBUTION LIBRARY STAFF TO 31.3.23 £ 21,000 + OR LONGER AS AGREED

**SUMMARY**

This was a long and complex project involving a number of changes as it progressed. In August 2020 I was given delegated authority in consultation with Councillors Axten, P. Goater and Leafe to approve additional works provided that sums agreed for the project and associated costs were not exceeded. Additions included repointing all of the exterior walls except for much of the frontage which did not require work, putting a sloped roof over the lift area, improvements to drainage at the side and front, new boarding and damp proof coursing for floors.

As planned a modern, light and spacious building with lift access to the first floor has been created for council, library and community use. The space is very versatile and will enable the delivery of multiple services for the benefit and enjoyment of local residents of all ages for many years ahead. There should be no need to carry out any further works on the building for at least 10 years other than routine maintenance, for which allowance has been made.

Finally I would like to pay tribute to former Councillors Claire Axten and Peter Goater whose vision, enthusiasm and commitment were the main factors in the success of this project.

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