

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](http://www.street-pc.gov.uk)

 **28**th April 2021

 **PLEASE NOTE DATE AND TIME**

Dear Sir/Madam,

You are summoned to attend the Annual meeting of the Street Parish Council which will

be held **virtually using Zoom** with remote attendance **on TUESDAY, 4TH MAY 2021** for the purpose of transacting the business specified in the following agenda. Public Question Time will commence at approximately **6.55 p.m**. The Chair will allow each person who has registered with the Clerk to speak for up to 3 minutes on any subject/s and will firstly explain the procedures for the meeting. Persons speaking will have been informed that the meeting will be recorded. The Council meeting will commence at approximately **7 p.m**. or as soon as Public Question Time is closed by the Chair. Notes of Public Question Time on 27th April are attached **Page 4**. The meeting will be streamed live on YouTube on the Council’s YouTube channel at <https://www.youtube.com/channel/UCiwCtXUydITXA9OpDqQfvIA/videos>

In accordance with standing orders 7 c and d, a member with a disclosable pecuniary interest must leave the meeting and be placed in the waiting room during the relevant item of business, unless permitted to remain following the grant of a dispensation. Councillors

with an interest in relation to any item of business being transacted at a meeting under Appendix B (Other Interests) or where a matter relates to a financial interest of a friend, relative or close associate, may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must thereafter leave the meeting and be placed in the waiting room, unless permitted to remain following the grant of a dispensation. At a convenient time the Chair will also give this opportunity to any members of the public who have registered to speak with the Clerk prior to the meeting.

****

Yours faithfully,

L.A. Ruff

Clerk of the Council

**AGENDA**

1. ELECTION OF CHAIR – to elect the Chair of the Council until May 2022 – when

elected the Chair signs the Declaration of Acceptance of Office – any member

wishing to stand can address the Council for 2 minutes

2. ELECTION OF VICE CHAIR – to elect the Vice Chair of Council until May 2022

3. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.

4. MINUTES

To approve as a correct record the minutes of the meeting of the Council held on 27th April 2021 (attached) **Pages 5 - 12**

5. MATTERS ARISING

 - 1 -

6. DECLARATIONS OF INTEREST AND DISPENSATIONS

 To receive declarations of interest from Councillors on agenda items and to

 receive written requests for dispensations for disclosable pecuniary interests

 (if any). Clerk to grant any requests for dispensation as appropriate.

7. COMMUNITY POLICE OFFICER

8. PLANNING COMMITTEE

To receive the minutes of the meeting held on 27th April (attached) **Pages 13 - 14**

9. POLICY AND FINANCE REPORTS (attached) **Pages 15 - 16**

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

 PART 3 – SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2020/21

 AND ANNUAL INTERNAL AUDIT REPORT 2020/21

 To consider Section 1 of the AGAR and supporting documents (attached)

**Pages 17 – 31** Council is asked to consider approving the reports and documents review the adequacy of internal audit and control and consider it’s responses to

the statements set out in Section 1 Annual Governance Statement

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020/21

 PART 3 – SECTION 2 – ACCOUNTING STATEMENTS 2020/21

 To consider Section 2 of the AGAR and supporting documents (attached) **Pages 32 -**

 **67** Council is asked to approve the accounts, supporting documents and Section 2.

12. REPORT FROM CHAIR/EX-CHAIR

13. APPOINTMENT OF COMMITTEES (report attached) **Pages 68 - 71**

14. REPRESENTATIVES ON OUTSIDE BODIES (report attached) **Pages 72 - 73**

15. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES (attached) **Pages 74-78**

16. CO-OPTION TO NORTH AND SOUTH WARDS (report attached) **Pages 79 - 80**

17. PARISH PATH LIAISON OFFICER – County Cllr. Leyshon to give a verbal

report on behalf of PPLO Jake Dalton.

18. STREET COMMUNITY LIBRARY PARTNERSHIP

To receive notes of the meeting on 28th April and a brief history **Pages 81 – 82**

19. HIGHWAYS WORKING GROUP

 Meeting scheduled for 29th April cancelled - no **Page 83**

20. CHAIR UPDATES FROM OTHER COMMITTEES/WORKING GROUPS

21. CORRESPONDENCE/MINOR MATTERS (attached) **Page 84**

22. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES

 AND COUNTY AND DISTRICT COUNCILLORS

 Questions to be noted for written replies and matters for consideration

 referred to the appropriate working group. All reports received have been

 emailed to members.

 - 2 -

23. ACCOUNTS FOR PAYMENT (schedule of payments to be approved and

initialing by Chair to be arranged) and confidential detailed income and expenditure

by account report at 30th April 2021 including budget variance –

emailed to members only with bank reconciliations and earmarked reserves

schedule. Final report for May will be sent to members in early June. **Page 85**

24. MATTERS FOR REPORT

 Consideration of items not on agenda for information only

 (a) Report from Clerk

 (b) Matters raised by members - TO BE NOTIFIED TO THE CLERK IN

 ADVANCE OF MEETING.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To: Chair and Members of Street Parish Council

**NOTE** Members are reminded that they **must update their register of interests** within 28 days of receiving any further gift or hospitality with an estimated value of at least £25 by completing the **Update Form** and returning it to the Monitoring Officer, Mendip District Council

 - 3 -

 AGENDA ITEM NO: 9

To: Council

From: Clerk

Subject: Policy and Finance Reports

**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 review it annually. As agreed on 27th April the details will be reviewed by the Clerk/RFO in consultation with the Chair and Vice-Chair, quotes obtained for a new 3 year insurance agreement and a quote accepted. Levels of cover will be assessed having regard for the values of items and probability of risks. The assets register is included in the notes to the annual accounts (agenda item no. 11) and is updated each year to include any new equipment etc. Sums given relate to the cost at purchase. Sums in the insurance schedule are increased slightly each year. 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. Business interruption cover of £30,000 would allow £10,000 per annum for additional expenses to rent an office etc. if the Parish Rooms was damaged in a 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.

On 21st June 2007 it was agreed that an annual check be carried out that the fidelity guarantee is sufficient when the insurance policy is agreed/renewed in June. The Internal and External Auditors have 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 2021 totalled £292,333 and one half of the precept for 2021/22 is £235,750 totalling £528,083. Therefore it is recommended that the fidelity guarantee is kept at the £1 million band.

**Periodic Reports and Inspections**

Bank Transfers

The quarterly report on transfers between accounts for 1st January - 31st March, 2021 is detailed in the Receipts and Payments report below.

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 Daniells or Mogg giving the second authorization before they can be paid. The debit card current account holds a maximum of £2,000 so that Councillors Daniells or Mogg in liaison with the Clerk/Assistant Clerk/ACPO can make authorized payments for online goods and services etc.

Clerk’s Time Off In Lieu and Mileage

The Chair of the Council/Chair of the Staffing Committee have received and approved a record of the Clerk’s holiday, time off in lieu and mileage for January – March, 2021.

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 the report below. Copies of reconciliations are now emailed to each member on a monthly basis.

 - 15 -

**Receipts and Payments January to March 2021**

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.

Full confidential report attached separately as usual.

Expenditure Detail

1311 Library

Overspend on budget of £19,926 but grant of £15,000 received for supply of library services from Somerset County Council as set out in the Community Library Partnership agreement.

1602 Merriman Park Improvements

£104,144 spent on a new play area for 0 to 11 year olds with fence across Park and combination gate. £50,000 from earmarked reserves and £50,000 from a local trust.

Income Detail

1577 PWLB Loan

Loan of £100,000 taken out in July 2020 towards cost of altering the Parish Rooms following consent from Secretary of State.

1677 Merriman Park Grants Received

£50,000 received for new play area from a local trust and £638 in grants for new benches and trees.

**Payroll Summary 2020/21** - see attached Confidential report.

L.A. Ruff

Clerk

04.05.21

 - 16 -

 AGENDA ITEM NO: 10

To: Council

From: Clerk

Subject: Annual Governance and Accountability Return 2020/21

 Part 3 – Section 1 – Annual Governance Statement 2020/21

 And Annual Internal Audit Report 2020/21

The Council is asked to consider the annual audit plan, statement of internal control and policy, internal control procedures (attached separately with Section 1), and the Annual Internal Audit Report 2020/21 and the letter from the Council’s internal auditors Probusiness Ltd. following the internal audit on 29th April (to follow).

The Council is asked to review the adequacy of internal audit and control carried out on the accounts for the year ended 31st March 2021. Having considered the reports the Council is asked to consider whether or not the internal audit and control system is adequate and it’s 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. 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

04.05.21

 - 17 -

 AGENDA ITEM NO: 11

To: Council

From: Clerk/RFO

Subject: Annual Governance and Accountability Return 2020/21 Part 3

 Section 2 – Accounting Statements 2020/21

Section 2 Accounting Statements 2020/21 of the Annual Governance and Accountability Return, the accounts and supporting documents as detailed below are attached separately -

Section 2 Accounting Statements 2020/21

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 is asked to approve the accounts for the year ended 31st March 2021, 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/she 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 11th June to 26th July 2021. The dates set for the exercise of public rights are 14th June to 23rd July and confirmation of this will be sent to the auditors.

L.A. Ruff

Clerk/RFO

04.05.21

 - 32 -

 AGENDA ITEM NO: 13

To: Council

From: Clerk

Subject: Appointment of Committees

In accordance with Standing Order 4 d to consider the appointment of the following Committees and Working Groups for 2021/22, their terms of reference, the number and time of ordinary meetings, appoint the chair (and vice-chair) of standing committees, the place, notice requirements and quorum for a meeting of a committee (no less than three), if the public can participate at a committee meeting. Members are asked to consider that if they wish to be appointed to a committee or working group that if possible they will REMAIN ON IT FOR THE WHOLE YEAR. All meetings will be held remotely if guidance allows.

To agree for the three standing committees – Planning Committee, Policy and Finance Committee and Staffing Committee that the terms of reference shall be as set out below, the number, time, place or ordinary meetings to be as set out in the calendar of meetings for 2021/22, 3 clear days notice to be given of a meeting as set out in Standing Order 3 b, the quorum to be one half of the members of the committee (no less than 3), public question time for the Planning Committee to be held 5 minutes before the start of the formal meeting and other than that the public only to be permitted to speak at a committee meeting if it is adjourned for such a purpose by the Chair.

PLANNING COMMITTEE

Previous Members - Councillors Birch, Knibbs, Leafe, Mogg, Smith, Wolfers

Previous Chair - Councillor Wolfers

Previous Vice-Chair - Councillor Mogg

Quorum = 3

Meetings are on the third Tuesday of the month at 6 p.m. prior to the Council meeting – public question time at 5.55 p.m.

Delegated Power - to make recommendations to Mendip District Council as the Local Planning Authority on any application for the Parish. An application of significant importance involving major development will usually be considered by the Committee but it may be considered beneficial for consideration to be made by the Council - this to be decided by the Clerk in consultation with the Chairs of the Council and Planning Committee.

 - 68 -

POLICY AND FINANCE COMMITTEE

Previous Members - Councillors Carswell, Daniells, Knibbs, Mogg, Prior, Shearer, Smith

Previous Chair - Councillor Prior

Previous Vice-Chair - Councillor Daniells

Quorum = one half of the members of the Committee

Also to agree that Councillors Carswell and Prior will scrutinize the accounts every quarter when this can be done safely and until then Councillors Daniells and Mogg will scrutinize using Bankline and that Councillors Daniells and Mogg are authorized to operate the Bankline system with the Clerk and ACPO.

Meetings are on the first Tuesday in February, May, July, September and November starting at 6 p.m.

Delegated Power - to agree all grants up to a maximum of £2,000 for any organization in accordance with the agreed policy and within agreed budget limits

- to make recommendations to Council on any grants above £2,000

- to award grants at any time of the year up to a maximum sum of £3,000 in any financial year, this funding to be taken from the Contingency Fund

- to make recommendations to Council on matters of policy including positive ways of using financial resources

- to receive various reports as detailed in Financial Regulations.

STAFFING COMMITTEE

Previous Members - Councillors Carswell, D. Goater, Knibbs, Leafe, Napper, Shearer, Smith

Previous Chair - Councillor Shearer

Previous Vice-Chair - Councillor Leafe

Quorum = one half of the members of the Committee

Meetings are held in January and July and as and when necessary.

Remit - to consider all staffing matters including staff absence, annual appraisals and salary reviews and make recommendations to Council.

GRIEVANCE AND DISCIPLINARY PANEL

Required by the Employment Act 2002 and the Dispute Resolution Regulations 2004 SI No. 752. This and the Appeal Panel will deal with any disputes that may arise.

Previous Members - Councillors Birch, Drew, Mogg

APPEAL PANEL

Previous Members - Councillors Daniells, Napper + 1

 - 69 -

WORKING GROUPS

A written report from any of the Groups detailing proposals to be submitted to the Council as necessary. No meeting to be held unless at least 3 members can attend.

HIGHWAYS WORKING GROUP

Previous Members - Councillors Mogg, Napper, Shearer, Smith with County Councillor Leyshon

Previous Chair - Councillor Mogg

Previous Vice-Chair - Councillor Smith

Remit - car parking generally including new lining and resident permit

schemes, street lighting, advertising boards, street cleaning, dog bins, bus shelters, Mendip Community Transport, High Street enhancement, grit bins

PROJECTS WORKING GROUP

Previous Members – Councillors Birch, Carswell, Daniells, Knibbs, Leafe, Prior, Shearer

NOTE – any councillor to attend

Previous Chair - Vacant

Previous Vice-Chair - Councillor Shearer

Remit - alteration of Parish Rooms, refurbishment of Merriman Park, any current projects/issues - IN VIEW OF COUNCIL’S WORKLOAD AND PARISH ROOMS BEING COMPLETED TO CONSIDER WHETHER TO DISBAND THIS GROUP

CULTURE WORKING GROUP

Previous Members – Councillors Daniells, D. Goater, Knibbs, Shearer, Wolfers

CHRISTMAS WORKING GROUP

Previous Members – Councillors Daniells, D. Goater, Shearer, Wolfers

BUSINESS ACTION GROUP

Previous Members – Councillors Birch, Knibbs, Mogg, Prior, Smith

COMMUNITY SUPPORT WORKING GROUP

Previous Members – Councillors Boyce, Carswell, Drew, D. Goater, Leafe, Mogg, Prior, Smith, Wolfers

UNITARY WORKING GROUP

Previous Members – Councillors Carswell, Drew, Knibbs, Napper, Prior, Shearer, Smith

EMERGENCY PLAN MANAGEMENT TEAM

Previous Members - Councillors Carswell, Prior, Shearer and the Parish Clerk, Fire Officer, PCSO

Lead Co-ordinator in order of priority - Chair of Council, Vice-Chair of Council

Remit - to review the Street Emergency Plan annually around April and as necessary and to implement the Plan in the event of an emergency in liaison with the 4 rest centres - British Legion, Unity Club, Victoria Club and Football Club

 - 70 -

STREET COMMUNITY LIBRARY PARTNERSHIP

Street Parish Council is lead partner with Somerset County Council and Friends of Street Library

Councillors Daniells and Drew – D. Goater as Deputy, 1 County Councillor, 1 Somerset Library Service Officer – now 3, 2 Friends of Street Library – Parish Clerk to service committee

ANNUAL REPORT

Clerk in consultation with Chair and Vice-Chair of Council

PRESS RELEASES

Assistant Clerk (or Clerk) in consultation with Councillors Leafe and Shearer.

 - 71 -

 AGENDA ITEM NO: 14

To: Council

From: Clerk

Subject: Representatives on Outside Bodies

To consider the appointment of representatives to serve on the following outside bodies for 2021/22. The previous representatives were -

Victoria Club Charitable Incorporated Organisation Cllrs. Birch, Napper

Greenbank Swimming Pool Man. Com. Cllrs. Birch, Prior, Smith

 2 members to attend each

 meeting

Glastonbury Tribunal Ltd. – Street TIC Cllr. Leafe – Parish Council

Street Chamber of Trade and Commerce Cllrs. Birch, Mogg, Napper, Prior,

Wolfers – any 2

Street Twinning Association Cllrs. Carswell, Leafe

Somerset Association of Local Councils Chair or Clerk

Street Young People’s Centre Cllrs. Carswell, D. Goater,

Strode Theatre Board of Management Cllrs. D. Goater, Wolfers

 Non Voting – Cllr. Birch

Merriman Park Community Group Cllrs. Boyce, Carswell, Daniells,

 Mogg with local residents

 and reps of local organisations

NOTE - this Group considers renovation of the Park in accordance with the new

design and assists in organizing the annual Fun Day. It is chaired by a councillor

and reports to the Council as necessary.

Mendip CCTV Users Group Cllr. Napper

 Deputy – Cllr. Leafe

Crispin Hall Charitable Incorporated Organisation Cllr. Wolfers

 Deputy – Cllr. Prior

 grant requirement

Street Business Park Cllr. Prior – PC

 Cllr. Napper – MDC

 - 72 -

Parish Rooms Emergency Contacts Clerk, Asst. Clerk, ACPO,

 Cllr. Leafe

Coxs Charity Cllrs. Birch, Napper

YMCA including the Foyer Cllrs. Drew, D. Goater, Prior

Child Protection Officers for SPC Cllrs. Drew, Leafe

Parish Path Liaison Officer Mr. J. Dalton

Members should note that if they serve on local bodies as representatives of the Council they would be covered by the Council’s insurance for anything unless it was something which the organization had done itself, in which case the body’s own insurance would be responsible.

L.A. Ruff

Clerk

04.05.21

 - 73 -

 AGENDA ITEM NO: 15

To: Council

From: Clerk

Subject: Annual Review of Documents and Procedures

Council is asked to review and adopt Standing Orders, Financial Regulations and to review the Code of Conduct – see green booklet. The protocol for remote meetings is attached as an annex to Standing Orders.

In accordance with Standing Orders the Council is asked to review the following.

1. Arrange review of inventory of land and assets – Assistant Clerk and ACPO to review all assets in May and November and then report on whether they are all in good health and safety order.

3. Arrange review and confirmation of arrangements for insurance cover in respect of all insurance risks – Council on 27th April agreed to delegate review and new agreement to Clerk with Chair and Vice-Chair - recommendations made to Council as necessary.

4. Clerk reviewed all policies in January/February 2021. Council is asked to review and adopt - complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000, the General Data Protection Regulation policies and LGPS employer discretions policy (attached). The information set out below from PC Comms should be added to the Personal Data Audit under the General Questions section.

5. Review of subscriptions – attached

6. Review of delegation arrangements to Clerk/RFO – attached.

7. To agree the attached meeting dates for 2021/22 subject to guidance on holding remote or physical meetings. The **Annual Parish Meeting must be held by 1st June** each year and cannot be held remotely. Guidance will be updated as soon as any is received but if a physical meeting must be held in 2021 it is proposed that this should be held from 6.30 p.m. on Tuesday, 25th May in the main library, Parish Rooms.

L.A. Ruff

Clerk

04.05.21

 - 74 -

INFORMATION FROM PC COMMS ON DATA STORAGE AND PROTECTION

**Just a quick overview,**

SharePoint should be where you store company files, i.e. files that need to be shared with others, hold sensitive data etc.

OneDrive, should be used as personal storage. i.e files that only mean something to you, work in progress, don’t need to be shared with others, aren’t sensitive or critical to the business.

MS Teams, in case you are using this, this also uses SharePoint for storage.

**Retention policies**

SharePoint and OneDrive both have a retention period of 30days, this means when a file is deleted it sits in a recycle bin for 30 days, before being permanently deleted.

Same applies to Email.

**Data Subject Request (DSR)**

E-Discovery is a tool provided by Microsoft 365, it is a very powerful search utility which can help you with data requests by searching all content on criteria provided and displaying a report of what, where and when it was created etc.

**Online Backup**

We also take backups of Email, OneDrive, Sharepoint and Teams using an online tool called Datto Cloud Backup, this takes a backup 3 times per day. Every day and has a 1 year retention policy.

This means you can recover items for up to 1 year, and then they are permanently deleted.

The storage used by Datto is UK based, the retention periods can be changed as required.

When a user leaves you can decide if you wish to purge the backups associated with that user. (note this will not remove all files that user has been mentioned in etc.

You can also search for data within the backups for DSR purposes.

**Notes:**

If a user stores files locally on there computer or USB drive this falls outside of the above and is not monitored or maintained, user training is required to keep data in the designated areas.

OneDrive Sync – this is where files form SharePoint are also stored on the local machine, this is fine and accepted, as long as the devices are encrypted, have a secure password and are set to lock after a period of time (as per our recommendation)

Microsoft also supplies a Compliance Centre for 365 which can help manage this not all settings will apply to you, but we can assist if required.  [Microsoft 365 compliance center - Microsoft 365 Compliance | Microsoft Docs](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdocs.microsoft.com%2Fen-us%2Fmicrosoft-365%2Fcompliance%2Fmicrosoft-365-compliance-center%3Fview%3Do365-worldwide&data=04%7C01%7CACPO%40street-pc.gov.uk%7C10263ea7e9844ba9e6f108d8dd5bbf57%7C1b2a435d8c0c4c29a248215370c6a4ab%7C0%7C0%7C637502733438774127%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XHcQpUmZK2Ofw6Cu%2FvG1VDqNhaSJk1GPfImB%2BlAmr58%3D&reserved=0)

MFA – Multifactor authentication is recommended for all user accounts.

Cyber Essentials – you may also wish to look at going down the Cyber Essentials route, this will help you maintain a minimum level of security and works alongside GDPR, however you will need some tools to help you monitor your computers. [About Cyber Essentials - NCSC.GOV.UK](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ncsc.gov.uk%2Fcyberessentials%2Foverview&data=04%7C01%7CACPO%40street-pc.gov.uk%7C10263ea7e9844ba9e6f108d8dd5bbf57%7C1b2a435d8c0c4c29a248215370c6a4ab%7C0%7C0%7C637502733438774127%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Vd4Xu7zUgGGPc54ERcLC952uQlse%2ByrhtSpp96eNhB8%3D&reserved=0)

 - 75 -

ANNUAL REVIEW OF SUBSCRIPTIONS

Subscriptions paid in 2020/21 -

South West Councils – employment advice £ 428

Somerset Association of Local Councils £1,488

Society of Local Council Clerks £ 317

Parish Online mapping system £ 203

POWERS DELEGATED TO CLERK

Under section 101 of the Local Government Act 1972 the Council can arrange for the discharge of any of its functions by an officer as well as by a committee or sub-committee. Standing orders or council resolutions commonly provide for specific areas of decision-making to be delegated to the Clerk and sometimes this is in consultation with one or more specified members. There is no power to delegate to a single member. Standing Order 5 j v states that at the annual meeting of the Council there will be a review of delegation arrangements to committees, sub-committees, employees and other local authorities.

SALC advises that only full Council can set the precept, borrow, agree capital expenditure, exercise the general power of competence. The current delegations to the Clerk/RFO are set out below and in Financial Regulation 4.10

1. delegated power in consultation with the Chair or Vice-Chair, to make payments and deal with the facility within the agreed budget limit – major issues to be reported to the Council

2. delegated power in consultation with the Chair, to agree a location with the landowner etc. and purchase and fit up to 4 new dog bins a year at the request of residents at a total cost of £1,200 per annum subject to the District Council agreeing to empty the new bins

3. delegated power in consultation with the Chair or Vice-Chair, subject to necessary permissions, to deal with minor works of less than £1,500 for any Council property or activity – 3 quotes to be obtained if possible where the value is above £500, and the expenditure to then be reported to Council. This delegation is subject to any governance issues such as appointing the internal auditor, being considered by the Council.

**4**. Standing Order 13 e states that a decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final. Any dispensation may permit the councillor to speak, or to speak and vote. SALC advises that if the Proper Officer was not sure whether to grant a dispensation they could take it to the Council for a decision.

 - 76 -

 

**Mrs. L.A. Ruff, Clerk of the Council, Street Parish Rooms, 6 Leigh Road, Street, Somerset BA16 0HA Tel. 07539 414205 or 07927 556387**

**Email street.parish@street-pc.gov.uk Website www.street-pc.gov.uk**

DATES OF COUNCIL MEETINGS JUNE 2021 TO MAY 2022

Public Question Time begins at 6.55 p.m.

Council Meeting begins at 7 p.m. approx. (depending on length of Public Question Time)

Meetings are held virtually using Zoom and live streamed on YouTube – details on website and agendas

TUESDAY, 15TH JUNE 2021

TUESDAY, 20TH JULY, 2021

TUESDAY, 17TH AUGUST, 2021

TUESDAY, 21ST SEPTEMBER, 2021

TUESDAY, 19TH OCTOBER, 2021

TUESDAY, 16TH NOVEMBER, 2021

TUESDAY, 7TH DECEMBER, 2021

TUESDAY, 18TH JANUARY, 2022

TUESDAY, 15TH FEBRUARY, 2022

TUESDAY, 15TH MARCH, 2022 – ANNUAL PARISH MEETING AT 6.30 PM IF HELD (CANNOT BE HELD REMOTELY) FOLLOWED BY COUNCIL MEETING AT ABOUT 7.30 PM

TUESDAY, 12TH APRIL, 2022

GOOD FRIDAY ON 15TH APRIL

TUESDAY, 17TH MAY, 2022 - ANNUAL COUNCIL

INVESTITURE OF NEW COUNCIL CHAIR TO BE AGREED

 - 77 -

MEETINGS OF THE POLICY AND FINANCE COMMITTEE JULY 2021 TO MAY 2022 Meeting begins at 6 p.m.

(Note - Arrangements may be altered by Council as necessary)

TUESDAY, 6TH JULY, 2021 - Interest Rates for Investments

TUESDAY, 7TH SEPTEMBER, 2021 - Grant Applications

TUESDAY, 2ND NOVEMBER, 2021 - Estimated Expenditure and Precept for 2022/23

TUESDAY, 1ST FEBRUARY, 2022 - Risk Assessment, Annual Investment Strategy

TUESDAY, 10TH MAY, 2022 - Income and Expenditure Account and Balance Sheet and Annual Return

MEETINGS OF PLANNING COMMITTEE JUNE 2021 TO MAY 2022

Meetings held on 3rd Tuesday of month -

Public Question Time begins at 5.55 p.m.

Planning Meeting begins at around 6 p.m. depending on Question Time

15TH JUNE, 2021

20TH JULY, 2021

17TH AUGUST, 2021

21ST SEPTEMBER, 2021

19TH OCTOBER, 2021

16TH NOVEMBER, 2021

7TH DECEMBER, 2021

17TH JANUARY, 2022

15TH FEBRUARY, 2022

15TH MARCH, 2022

12TH APRIL, 2022 (GOOD FRIDAY 15TH APRIL)

17TH MAY, 2022

Other meetings of the Council and its Committees are held as necessary and full details of all meetings are displayed in the Public Library, at Street Parish Rooms and on the Community Noticeboard in front of the Crispin Hall, High Street, Street.

Details of meetings, agendas and minutes can be accessed via the website www.street-pc.gov.uk or by contacting the Parish Clerk.

 - 78 -

 AGENDA ITEM NO: 16

To: Council

From: Clerk

Subject: Co-Option to North and South Wards

The Chair to call for nominations to fill the vacant seats in the North and South Wards by co-option to the Council (procedure attached). As the period of the vacancy has more than 6 months to run the Council must co opt to fill it. In each case a poll was not claimed in time. Public notices have been displayed inviting suitably qualified people to apply to the Council for co option on the website and Facebook. The candidates who have stated that they wish to be considered for the vacant seat are as follows and their forms are attached for members -

None as at 4th May - if no one comes forward by the date of the meeting the

Item will be placed on the agenda for the next meeting.

All persons have certified in writing that they meet the criteria for eligibility set out in section 79 of the Local Government Act 1972 to be a member of the Council and are not disqualified pursuant to section 80 of the Act. To qualify as a candidate persons must live, have a business or work in Street or within 4.8 km for at least 1 year or be on the electoral role and be over 18 years of age.

Any candidate who is to be considered for co option until the end of the current term in May 2023 must be proposed and seconded at the meeting. Voting will be carried out in public by show of hands and candidates will be invited to go in to the waiting room for this.

The Council can then agree that the successful candidate is appointed to the committees and working groups which they indicated on the form that they wished to serve on.

L.A. Ruff

Clerk

04.05.21

 - 79 -

A successful candidate must have received an absolute majority vote of those present and voting i.e. over half of the votes cast. If this is not the case voting continues until someone does have an absolute majority of votes cast. This is done by striking off the candidate with the least number of votes and the remainder must then be put to the vote again.

This will mostly be a satisfactory procedure but if several candidates have obtained the same number of least votes and the aggregate of the others is less than a normal quorum eg. 3:2:2:2:2, it may be thought wise not to strike off all those with the least votes together but, if negotiations for withdrawals fail, to strike them off one by one, in an order determined by vote.

If there is an equal number of votes the Chair can use their casting vote to decide on a candidate. The new co-opted member can if present, sign the declaration of acceptance of office and then take part in the meeting but as it will be a remote meeting and, if not present can sign before or at the next ordinary meeting of the Council.

 - 80 -

 AGENDA ITEM NO: 21

To: Council

From: Clerk

Subject: Correspondence/Minor Issues

1. Bankline

Approval is sought for 1 or 2 councillors to join Councillors Daniells and Mogg in being authorised to operate the Bankline system with the Clerk or ACPO. Payments are set up by the officer and a second authorisation is required by one of the authorised members. This would give more cover in the event of illness etc.

2. Multi User Path on A39

Greenways and Cycle Routes work for Mendip DC to progress multi user paths. As this Council already has the topographical survey and detailed design drawing – needs to be 3 metres where possible, this could be submitted to the County Council for a Section 278 with parts of the Strawberry Line in Dulcote and Shepton Mallet. It would also need planning consent and it would be hoped that the Section 106 funding could accompany the plans.

County Councillor Leyshon will report further on this proposal for consideration.

L.A. Ruff

Parish Clerk

04.05.21

 - 84 -

 AGENDA ITEM NO: 23

To: Council

From: Clerk

Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30th April, 2021 have been prepared successfully and sent to all members with the monthly income and expenditure by account report and earmarked reserves. Each reconciliation and original bank statement will be signed by Councillors Carswell and Prior as part of the monthly check of accounts when guidance allows and Councillors Daniells and Mogg are doing an online check.

Receipts and payments will be detailed and a final report for May will be sent to members in early June.

L.A. Ruff

Clerk

04.05.21

Approved by Council on 4th May 2021 and initialled by Chairman:

 - 85 -