

**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**

 **26th August, 2021**

  **PLEASE NOTE DATE TIME VENUE**

 Dear Sir/Madam,

 You are summoned to attend a meeting of the Policy and Finance

Committee which will be held in the Main Library, Street Parish Rooms,

6 Leigh Road, Street on **Tuesday, 7th September, 2021 at 6 p.m.** for the

purpose of transacting the business specified in the following agenda.

Numbers may be restricted in accordance with Covid guidance at the time. All attendees except children under 16 years may be required to check in by scanning the NHS QR code poster or providing their name and number. Current rules must be adhered to including, if relevant, social distancing, wearing a mask and hand sanitizing. Anyone experiencing Covid symptoms must not attend. It may be necessary to invite people in to the meeting in several sessions to keep within permitted numbers. Alternatively residents are encouraged to make written representations on issues rather than attending in person – contact details above.

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 6th July,

 2021 (copies attached).

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

4. EXCLUSION OF PRESS AND PUBLIC

 In accordance with the Public Bodies (Admission to Meetings) Act 1960

 amended by the Openness of Local Government Bodies Regulations 2014, it

 is probable that a resolution will be passed at the meeting to exclude the press

 and public for item no. 6 as it involves tender negotiations.

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5. SCORING TENDERS FOR GROUNDS MAINTENANCE AND OTHER

 (Confidential report attached for members only)

6. GRANTS TO VOLUNTARY BODIES 2021/22 and 2022/23 (report attached)

7. BUSINESS PLAN – STREET CHAMBER OF COMMERCE

 Presentation to be made at the meeting and report attached if ready –

Committee to then consider giving a further grant of £2,000 (£500 given

to fund L. Wolfers, Chair of Council producing the business plan for the

Chamber).

8. TRANSFER OF ASSETS

 On 20th August the LGR Working Group agreed to approach Mendip DC

about a wish list of all parks, Street Football Club and Cranhill Road and South

 Side car parks and to ask for information on current maintenance costs,

 income etc. ahead of the Council meeting on 21st September. This would be

 a complex and costly initiative and very difficult to budget for at this stage.

9. RECEIPTS AND PAYMENTS APRIL TO JUNE 2021 (Confidential report

 attached for members only)

10. PERIODIC REPORTS AND INSPECTIONS (attached)

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To: Councillors P. Birch, S. Carswell, M. Daniells, D. Knibbs, L. Mogg, A. Prior, H. Shearer, N. Smith and L. Wolfers

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 STREET PARISH COUNCIL

 Meeting of the Policy and Finance Committee held on 6th July, 2021 at

6 p.m. in the Main Library, Street Parish Rooms.

 PRESENT: Councillor M. Daniells (Vice-Chair) (In the Chair)

 Councillors: S. Carswell, L. Mogg, A. Prior and

 H. Shearer

 IN ATTENDANCE: Mrs. L.A. Ruff – Clerk

 PRESENT BY

 INVITATION: Councillors: P. Birch, D. Goater and N. Smith

 APOLOGIES: Councillor D. Knibbs – another engagement –

reason accepted

1. ELECTION OF CHAIR

 RESOLVED

 that Councillor Daniells be elected as Chair of the Committee for the

 year.

2. ELECTION OF VICE-CHAIR

 RESOLVED

 that Councillor Mogg be elected as Vice-Chair of the Committee for the

 year.

3. MINUTES

 The minutes of the meeting of the Committee held on 23rd February,

 2021 which had been circulated, were approved as a correct record

 and signed by the Chair.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

 In accordance with the Code of Conduct Councillors Carswell and

Shearer declared an other interest under Appendix B as they were

members of Mendip District Council and that they would keep an open

mind when considering matters at either parish or district level.

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5. GRANTS

 The Clerk submitted a report which had been circulated. Councillor

 D. Goater reported that former Councillor P. Goater had arranged a

 meeting to form a Chamber of Commerce with support from Pillars,

 Strode College and Clarks Village. This was then cancelled at the

 start of Lockdown due to the pandemic. The meeting was adjourned

 from 6.50 p.m. to 6.53 p.m.

 RESOLVED

 A. that a grant of £500 be released now through P. Eavis and the

Street Chamber of Commerce bank account for Councillor Wolfers to

charge her time to produce a fully costed business plan to confirm the

 anecdotal evidence of interest in the Chamber and a list of businesses

 wishing to join it

 B. that a grant of £600 be given to the Street and Glastonbury

 Community Learning Partnership to run 6 Forest School days for

 families from Street throughout the Summer – a report to be submitted

 at the end of the holidays and a presentation including letters from

 some of the children to go on the website.

 RESOLVED TO RECOMMEND

A. that up to a further £2,000 be earmarked for Chamber of

Commerce work and the matter be considered again when the

business plan was ready with a representative other than the Chair,

giving a presentation on it to the Committee

 B. that the second grant of £5,000 be made to Mendip YMCA.

6. NEW BANNERS

 RESOLVED

 A. that a grant of £200 be made to St. John Ambulance in recognition

 of the design work for the banners done by S. Hann and a grant of

 £200 be given to the Harvest Church for the work done by D. Thomas

 and £100 be given to the artist S. Hann – the Council had the rights to

 use the designs

 B. that postcards and possibly t-shirts be made with the designs on.

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7. QUOTES FOR NEW LOGO/BRANDING, WEBSITE, SOCIAL MEDIA

 The Clerk submitted a confidential report which had been circulated. It

 was not necessary to exclude the press and public as none were

 present.

 RESOLVED TO RECOMMEND

 A. that Fontology Studio be engaged to create a new logo and brand,

 refresh the website home page and structure and assist with social

 media posts etc. for a total of £2,540 + VAT subject to having more

 detail on the precise spending on the various elements, the social

 media being completely separate and on whether there would be an

 annual subscription for the new software

 B. that 2 new logos including 1 incorporating the Icythosaurus

 currently used, be produced for councillors and residents to consider

 and the use of Fontology for social media etc. be reviewed after 3

 months

 C. that when the new logo has been agreed consideration be given

 to replacing the signs on the approaches to Street with grants towards

 the costs involved being sought from local businesses.

8. RECEPTION FOR COVID AWARD WINNERS

 Consideration was given to the best way of honouring those who had

 helped the people of Street during the pandemic.

 RESOLVED TO RECOMMEND

 A. that £1,000 be spent on a thank you lunch or evening meal to be

 organised this year and the Chair to speak at the Merriman Park Fun

 Day to give an overall thank you to Street rather than to particular

 groups

 B. that the Assistant Clerk in liaison with the Culture Working Group

 be given delegated power to agree the process for the Covid awards

 and details of the lunch/evening meal, with Fontology assisting through

 the use of social media to obtain nominations for awards.

9. BUDGET 2022/23

 The Clerk submitted a report which had been circulated.

 RESOLVED

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 A. that a rates rebate be requested in respect of the Parish Rooms

due to Covid

 B. that further consideration be given to the allocation in 2022/23 for

 Christmas with £15,000 being required for the hire of lights in the High

 Street and at the Parish Rooms and for the usual Cracker event – the

 proposed Winter Wonderland would probably cost much more and

 grants could be sought from local businesses etc. towards this

 C. that CCTV provision for Street be explored.

 RESOLVED TO RECOMMEND

 that the grant of £10,000 for Mendip YMCA be added to the list of

 Annual Grants for 2022/23.

10. INVESTMENT OF FUNDS

 The Clerk submitted a report which had been circulated.

 RESOLVED TO RECOMMEND

 that the report be agreed and investments should not be changed.

11. BI-ANNUAL REVIEW OF RISK ASSESSMENT

 The Clerk submitted a report which had been circulated.

 RESOLVED TO RECOMMEND

 that the report be approved.

12. MP SURGERIES AND HIRING OF PARISH ROOMS

 RESOLVED TO RECOMMEND

 A. that surgeries held by the local MP and the 1 hour a week session

for the Mendip Credit Union in the Parish Rooms should both be free of

 charge and well publicised

 B. that VAT as set out in the report be charged for room hire.

13. PROJECTS

 The Clerk gave a verbal update in respect of the 1924 library building,

 improving the area outside the Parish Rooms, Greenbank Pool and

 the Library Garden mural.

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 RESOLVED

 A. that a group including Councillor Drew be set up to determine

 what should be in place under the current situation at the break

 clause on 31st March 2023 and, what should be in place if the library

 was moved back to the 1924 building

 B. that the offer from Landsec as owners of the area outside of the

Parish Rooms by the side entrance, to enhance and maintain it without

cost to the Council be accepted subject to full liaison with the Council

on the improvements

C. that a grant of £5,000 be applied for from Creative Mendip to

improve the Library Garden mural subject to agreement from the

Library Trust – basic details must be submitted by 9th July

D. that there was not enough notice to consider having a fun fair at

Merriman Park in the next week or so but this could be considered in

the future.

 The meeting ended at 8.45 p.m.

 Councillor Prior left at 6.50 p.m.

 Councillors Birch and D. Goater left at 7.30 p.m.

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 **AGENDA ITEM NO: 6**

To: Policy and Finance Committee

From: Clerk

Subject: Grants to Voluntary Bodies 2021/22 and 2022/23

There is an allocation of £25,000 for grants in 2021/22 and £1,000 for community safety. Details of applications are attached. Grants already agreed this year are as follows -

From General Grants Allocation -

Forest School – Elmhurst in Summer holidays £ 600

Street Chamber of Commerce – Business Plan £ 500

Mendip YMCA – paid in April and July £10,000

**Leaving £13,900 with any overspend coming from Contingency Fund of**

**£29,500. Note around £10,000 left of grant for Library.**

From Issues for Street – Vulnerable etc. Allocation of £55,000 - no expenditure to date.

The second half of the report relates to applications for 2022/23 from organisations needing an annual grant. Grants already made which were in the budget for the current year are as follows:

Greenbank Swimming Pool £32,000

Mendip Citizens Advice Bureau £ 9,800

Crispin Community Focus £10,000

Street Twinning Association £ 1,000

Strode Theatre £20,000

Street Library – staffing – paid quarterly – allocation of £30,100 £20,600

£35,600 estimate less £15,000 SCC grant = £20,600 estimate - Saving £ 9,500

Consideration will be given in November to the grants allocation for the following year. A notice inviting applications was advertised in the local newspaper in May and those received are detailed below. Bodies involved in the care of children and young people/vulnerable people have been asked if their policies and practices are in accordance with the Home Office Code and they have answered in the affirmative. Within 3 months of having a grant a written report should be sent explaining how funding has been used and how recognition has been given to the Council’s contribution.

L.A. Ruff

Clerk

07.09.21

 AGENDA ITEM NO: 9

To: Policy and Finance Committee

From: Clerk

Subject: Receipts and Payments April to June 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 is 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.

BUDGET VARIATIONS APRIL TO JUNE 2021

EXPENDITURE DETAIL

The following allocations have had more significant sums spent/not spent during this quarter.

1335 War Memorial

£21,838 spent on moving war memorial within Merriman Park as agreed.

1602 Merriman Park Improvements

£1,187 spent on a new bench and trees funded by grants from local people.

1800 Issues for Street

Expenditure of £179 on hand sanitiser, wipes etc. is shown under 1801 Coronavirus. No other expenditure from allocation of £55,000.

INCOME DETAIL

1179 Grants Received

£100,000 not received as SCC Climate Emergency grant of £55,000 was not awarded towards improving the pathway along the bypass from Clarks Village car park entrance to the roundabout. The other £45,000 would have been Section 106 funding from Street Business Park held by Mendip District Council.

L.A. Ruff

Clerk

07.09.21

 AGENDA ITEM NO: 10

To: Policy and Finance Committee

From: Clerk

Subject: Periodic Reports and Inspections

**Bank Transfers and Reconciliations**

The quarterly report on any transfers between accounts for 1st April to 30th June 2021 is detailed in the Receipts and Payments for that period – agenda item 9.

The detailed income and expenditure report for each month is emailed to members with the latest bank reconciliations and earmarked reserves schedule. The latest bank statements received have been checked and a reconciliation completed successfully for each account – see agenda item 9.

**Internal Control**

As agreed arrangements will be made for Councillors Carswell and Prior will carry out the inspection of accounts from 1st April 2021. Councillors Daniells and Mogg are also checking the accounts via Bankline. They will verify the bank statement against the reconciliation with the Clerk or ACPO in attendance to answer any queries. Any other member is welcome to inspect the accounts by arrangement with the Clerk.

**Staff Mileage and Hours**

The Chair or Vice-Chair of the Staffing Committee or another member as necessary have approved the time, leave and mileage sheets for staff to 30th June 2021.

L.A. Ruff

Clerk

07.09.21