

**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**

28th October, 2021

 PLEASE NOTE VENUE

 Dear Sir/Madam,

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

Committee which will be held in **Room 6, Crispin Community Centre,**

**Leigh Road, Street** on **Tuesday, 2nd November**, 2021 at **6 p.m.** for the

purpose of transacting the business specified in the following agenda.

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 7th

 September, 2021 (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 – STRODE THEATRE, CRISPIN COMMUNITY CENTRE

 To receive presentations from representatives of Strode College and the

 Crispin Community Centre in regard to their grant applications for 2022/23

6. ESTIMATED EXPENDITURE AND PRECEPT FOR 2022/2023

(report attached including confidential section for members only)

7. RECEIPTS AND PAYMENTS JULY - SEPTEMBER 2021 (Confidential report

sent to members only and other details attached)

8. 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 7th September,

2021 at 6 p.m. in the Main Library, Street Parish Rooms.

 PRESENT: Councillor M. Daniells (Chair)

 Councillors: S. Carswell, D. Knibbs, L. Mogg,

A. Prior, H. Shearer, N. Smith and L. Wolfers

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

 APOLOGIES: Councillor P. Birch – illness - reason accepted

14. MINUTES

 The minutes of the meeting of the Committee held on 6th July, 2021

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

 signed by the Chair.

15. DECLARATIONS OF INTEREST AND DISPENSATIONS

 In accordance with the Code of Conduct Councillor Shearer declared

an other interest under Appendix B as she was a member of Mendip

District Council and that she would keep an open mind when

considering matters at either parish or district level. Councillor

Carswell arrived after this item.

Councillor Wolfers declared a disclosable pecuniary interest in the

grant application and presentation from Street Chamber of Commerce

as she worked freelance for the body and left the meeting while this

was considered from 6.50 p.m. to 7.22 p.m.

Councillor Mogg declared a disclosable pecuniary interest in the grant

for Greenbank Pool as he worked there but this matter was not

discussed. He declared an other interest under Appendix B in the

grant for the Community Centre as he was a representative and left the

meeting from 8.08 p.m. to 8.15 p.m.

 Councillor Shearer declared an other interest under Appendix B in the

 grant application for Houndwood Community Group as she was a

 member of the Group and left while this was considered from 7.48 p.m.

 to 7.55 p.m.

 Councillor Prior declared an other interest under Appendix B in the

 grant for We Hear You as he was a volunteer and left from 7.20 p.m.

 to 7.25 p.m.

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16. EXCLUSION OF PRESS AND PUBLIC

 No press or public were present.

17. SCORING TENDERS FOR GROUNDS MAINTENANCE AND OTHER

 The Clerk submitted a confidential report which had been circulated to

 members. The 4 tenders received were scored using the agreed

 criteria.

 RESOLVED

 that SLH Services Ltd. be asked to explain the price given for the

 hanging baskets and planters

 RESOLVED TO RECOMMEND

 that SLH Services Ltd. be engaged to carry out the grounds

 maintenance and other works as specified from 1st November 2021

 to 31st October 2024 for £52,100 + VAT per annum.

18. LIBRARY GARDEN AND MURAL

 The Clerk explained the minor risk that the Welcome Back Fund grant

 of £17,000 being applied for towards the project costs was not agreed

 as it was on privately owned land although this was open to the public.

 RESOLVED TO RECOMMEND

 that it be noted that Mendip District Council had confirmed by email

that the Contract Manager for the WBF had stated that the activities

were considered eligible for the grant of £17,000 and it be agreed

that if contracts were entered into for the project and the grant was not

paid, the Council would meet the cost if necessary.

19. BUSINESS PLAN – STREET CHAMBER OF COMMERCE

 M. Beasley, a local businessman presented the business plan for the

 new Street Chamber of Commerce and copies were circulated at the

 meeting. A Community Interest Company would be set up so that

 grants could be applied for. It was felt important to include all

 businesses such as those operating online.

 RESOLVED

 that a grant of £2,000 be given to the Chamber of Commerce, it be

 asked to consider it’s name and to submit a monthly report to the

 Business Action Group which would support the organisation.

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20. GRANTS TO VOLUNTARY BODIES 2021/22 AND 2022/23

 The report of the Assistant Clerk had been circulated.

 RESOLVED

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

 Somerset and Wessex Eating Disorder Association £ 700

 We Hear You (hire charge to be paid to the Council £2,000

 for use of the Isny Room)

 Street and Walton Men’s Shed £1,000

 St. Margaret’s Somerset Hospice £ 600

 Houndwood Community Group £ 600

 Glastonbury FM £ 500

 Wessex Youth Football £1,000

 (total to date of £6,400 + £11,100 already agreed = £17,500 with

 £7,500 left)

 B. that Street Drum and Trumpet Corp be offered free use of the

 Parish Rooms instead of a grant to use the Community Centre and if

 this was declined the application be reviewed

 C. that the following organisations be asked to make a presentation

 to an additional meeting of the Committee -

 Mendip Minds Matter – more clarification including if it overlaps with

 other organisations and accounts and free use of the Parish Rooms to

 be offered

 Strode College Sports Centre – accounts to be submitted

 Crispin Community Centre - £5,000 agreed for 2022/23 and give

 details of what they plan to do – see below

 Strode Theatre – what Arts Council grant has been spent on, why staff

 were made redundant rather than being furloughed, benefit of grants

 given to Street, discount for Street residents

 D. that Street Bowling Club be informed that the Council would not be

 making a grant to it and suggested that fund raising be organised

 E. that consideration be given to having a charity to support each

 year nominated by the Chair – the Clerk pointed out that the staff were

 already very busy and that she felt under a lot of pressure

 RESOLVED TO RECOMMEND

 that the following grants be made in 2022/23 -

 Citizens Advice Mendip £10,000

 Crispin Community Centre – presentation – see above £ 5,000

 Street Twinning Association – no grant needed £ 0

 Strode Theatre – presentation – see above To be

 agreed

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21. TRANSFER OF ASSETS

 The Clerk was waiting for the District Council to respond to the wish list

 submitted of all parks, Street Football Club, Cranhill Road and South

 Side car parks. Ownership of the Victoria Club had been circulated to

 members. It was felt that the Council might not wish to take over

 Woods Batch as it was held in a trust and not much could be done on

 it such as events. The Clerk emphasised that this would be a complex

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

22. RECEIPTS AND PAYMENTS APRIL TO JUNE 2021

 The confidential report had been circulated to members. The income

and expenditure report at 30th June 2021 appears as Annex A to the

minutes in the Minute Book. The following were noted.

 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.

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.

 RESOLVED

 that the report be agreed.

23. PERIODIC REPORTS AND INSPECTIONS

 RESOLVED

 that the report circulated be agreed.

 The meeting ended at 8.26 p.m.

 Councillor Carswell arrived at 6.08 p.m.

 Councillor Wolfers left at 8 p.m.

 Councillor Shearer left at 8.15 p.m.

 Councillor Smith left at 8.20 p.m.

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 AGENDA ITEM NO: 6

To: Policy and Finance Committee

From: Clerk

Subject: Estimated Expenditure and Precept for 2022/2023

1. 2021/2022

The Council’s precept for the current year is £471,500 (£460,000 in 2020/2021). The balance carried forward from 2020/2021 was £292,333 compared with a balance of £379,690 the previous year. The estimated balance at the end of the current financial year is £322,389.

2. 2022/2023

The Council Tax base for this Parish for 2021/2022 was equivalent to 3808.45 band D properties. A precept of £3,808.45 would equal a parish tax of £1 per band D property. The Council Tax base for 2022/2023 will be notified by Mendip District Council in mid December. General inflation was around 2% and this has been used for the budget next year. Using the figure of 2% the Parish Council’s target figure for the precept would be £480,930.

The proposed budget for 2022/2023 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 £480,000 would give an estimated tax of £126.04 on a Band D property (an increase of £2.24 from this year or 19p a month or 1.8% - £123.80 in 2021/22). This would balance income with expenditure. The Government will not cap local council precepts for 2022/23 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

02.11.21

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COUNCIL TAX - STREET PARISH COUNCIL

 2021/22 2022/23 Change %

 £ £

Gross Expenditure 590,212 (budget) 507,008 - 14.1

466,332 (actual 507,008 + 8.7

 est.)

Less Income 24,889 18,160 - 27

Transfer Reserves - 1,012 - 8,848 + 774

Council Tax 471,500 480,000 + 1.8

Requirement

Tax Base 3808.45 Notified in -

 mid Dec.

Basic Council Tax Band D 123.80 126.04 + 1.8

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STREET PARISH COUNCIL

PRECEPT CALCULATION 2022/2023

Bank Balances 1st April, 2021 292,333

Add Receipts to 31st March, 2022 probable 496,389

 788,722

Less Payments to 31st March, 2022 probable 466,333

Balances (probable) at 31st March, 2022 322,389

2022 to 2023

Budgeted Income (excl. Precept) -

Bank Interest 100 Estimate

Strode Road Allotments - rent 300

Hire of meeting rooms at Parish Rooms 960

Library Income 1,800

Somerset County Council – supply Library services 15,000

 18,160

 340,549

Less Budgeted Payments 507,008 Estimate

 - 166,459

Less Balances required at 31st March, 2023 -

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

Sensory Garden Merriman Park 5,000

S106 Bike Racks Merriman Park 3,753

Community Support/New Services (Unitary Changes) 65,000

General Revenue Reserves 184,523

Total 313,461

 - £479,920

PRECEPT REQUIRED FOR 2022/2023 £480,000

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**NOTES TO APPENDIX A**

**EXPENDITURE**

**ADMINISTRATION**

**GENERAL**

TELEPHONE/BROADBAND

Around £2,445 spent in 2021/22. The cost of the office mobile used to take photos at events for social media etc. reduced from August 2020 by about £40 a month. A new BT phone line was required to the lift for use in an emergency at a cost of around £150 a year. A new cheaper deal with BT started in August 2021 for calls and broadband at a cost of around £1,355 a year.

INSURANCE

The annual cost will rise if new assets are acquired and added to cover. There was an increase of around £600 a year from October 2020 due to an increased number of play equipment items in the new play area at Merriman Park – public liability only.

SALC/SLCC/SWC/PONLINE SUBSCRIPTIONS

For the current year subscriptions were -

South West Councils £ 445

Somerset Assocation of Local Councils £1,492

Society of Local Council Clerks £ 310 estimate

Parish Online mapping service £ 210 estimate

Photoshop + for posters etc. £ 600 estimate

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AUDIT

£1,300 for external audit of Annual Governance and Accountability Return and £625 for internal audit. Overspend of £293.

ADVERTISING AND PUBLICITY

Invoice not received for notice in the local newspaper relating to grant applications and there was no Annual Parish Meeting in 2020.

ROOM HIRE

The Parish Rooms are now used for Council and Committee meetings and informal meetings are sometimes held on Zoom. The Council was charged around £220 per meeting to use the Theatre studio room when social distancing and other measures were in place. A requirement of any future grant could be free use of the studio 5 times a year.

COMPUTER AID/RBS/DATA PROTECTION

16 member and 3 staff Office 365 emails with advanced protection cost £123 per month + £50 for back up. 1 year anti virus protection for all PCs and laptops £366. Support and maintenance of the website totals around £300. Support and year end closedown for the accounting system totals around £600 and the data processing fee is £35.

TRAVEL AND SUBSISTANCE

This includes mileage claimed by staff and members. Due to the pandemic none was claimed in 2020 and not much in 2021.

TRAINING – STAFF/MEMBERS

2021/22 - £1,000 allocated for ACPO to do CiLCA course £750 and any other. £760 was paid in 2019/20 for the 3 staff to do First Aid courses which will be undertaken in Spring 2022.

ELECTIONS

£9,100 was allocated in 2019/20 for the elections held in May 2019. However none of the 3 wards were contested and the costs only amounted to £279. Unless a bye election is called there will be no cost until May 2022 when the next elections are likely to be held with the elections for the new Unitary Authority. It has been stated that any costs will be met by the Unitary and thus no allocation has been made.

CHAIR’S ALLOWANCE

The allocation of £750 is usually spent on bouquets for staff/members due to bereavement etc., wreaths for Remembrance, tickets to local concerts etc. **The Chair would like to give any funds left to Somerset and Dorset Air Ambulance.**

FURNITURE/EQUIPMENT/IMPROVEMENTS

2021/22 - £4,037 - £2,895 for new CCTV monitoring system inside and outside Parish Rooms, £18 wrist rests, £1,124 new PC, monitor, speaker and webcam for Breakout Room. Overspend of £2,037.

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**SPC BUILDING**

RATES

There was a rebate of £869 from 2019/20 and £2,742 in 2020/21 due to the building being empty while the works were carried out. This was used towards the additional costs of altering the Parish Rooms. There will be no change in rates with the Library operating in the Parish Rooms but the description needs to be changed with the Valuation Office.

ELECTRIC/GAS

The energy supplier for the building changed from December 2020 from Eon to Opus and a saving of around £200 a year prior to recent price increases.

JANITORIAL

2021/22 - cleaning costs have increased due to Covid and the need to clean the ground and first floors more frequently.

MAINTENANCE/RENOVATIONS – PARISH ROOMS

The allocation of £3,000 includes 6 monthly checks of the security and fire alarm and of the lift from May 2021, boiler servicing, annual clearing out guttering and minor repairs, £380 in 2021 for 3 year independent fire risk assessment.

PWLB LOANS

Loan 1 will be repaid on 13th November 2023. This was a fixed annuity loan at 3.56%. Therefore the allocation of £22,222 in 2023/24 will be the last.

Loan 2 for £100,000 towards the cost of altering the Parish Rooms commenced from 24th July 2020 with the first payment due on 25th January 2021. The last payment will be made on 24th January 2035. This was also a fixed annuity loan at 2.01% for 14 years and 6 months.

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CONTINGENCY FUND

£29,500 allocation for 2021/22.

Summer survey – printing, postage £ 1,139

VAT advice £ 250

Path clearance £ 200

Miscellaneous incl. Bankline fee, checks, searches £ 500 est.

TOTAL £ 2,089

ADD the following overspends -

Staffing £ 4,850

Audit £ 293

Subscriptions £ 236

Room hire £ 210

Computer aid £ 332

Training £ 300

High Street enhancement £ 948

Furniture/equipment/improvements £ 2,037

Library £ 5,500

Move war memorial £ 14,787

Allotments £ 309

Skate Park £ 1,386

Christmas £ 842

TOTAL £ 32,030

TOTAL £ 34,119

LESS the following underspends -

Travel and subsistence £ 200

Telephone/broadband £ 1,355

Print/post/stationery £ 800

Maintenance Parish Rooms £ 1,000

Legal/professional Parish Rooms £ 400

Grants £ 5,500

Community safety £ 1,000

Bins £ 2,000

Highways £ 1,175

Issues for Street - vulnerable £ 14,811

Investiture £ 900

Merriman Park Fun Day £ 1,225

Events – Remembrance etc. £ 2,450

TOTAL £ 32,816

£1,303 spent

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**GRANTS TO OUTSIDE BODIES**

GENERAL GRANTS

£19,500 spent or agreed to date including the additional £2,000 for the Chamber of Commerce. 2 applications totalling £12,000 for 2021/22 are pending awaiting further information/presentations. I have not added this additional sum to the calculations. I have assumed that the grants for 2022/23 on for the Community Centre and Strode Theatre will be agreed but if not the money can be used for another purpose.

**OTHER GRANTS**

TWINNING ASSOCIATION - no grant needed for 2022/23.

CRISPIN COMMUNITY CENTRE - £5,000 agreed and it has been assumed that a further £5,000 will be paid when further information has been received.

LIBRARY - £35,600 in 2021/22 for staff costs in accordance with the CLP agreement less agreed grant from the County Council for supply of library services of £15,000 = £20,600. It is estimated that around £1,800 will be received for charges and donations this year and beyond. It has been assumed that the CLP agreement will carry on after the break clause of 31st March 2023 although this is still being considered.

MENDIP YMCA

£10,000 taken from General Grants allocation of £25,000 up to 2021/22. It was agreed that from 2022/23 this be added to the annual Other Grants.

COMMUNITY SAFETY

£1,000 unspent. The Council has a duty to consider the prevention of crime and disorder in all that it does under section 17 of the Crime and Disorder Act 1998 extended by the Police and Justice Act 2006 and the Policing and Crime Act 2009. This funding has been used in the past for grants given for this purpose such as the Somerset Motor Project.

**COMMUNITY**

CCTV MONITORING

It has been assumed that £9,475 allocated will be paid to Mendip District Council although no invoice has been received yet and monitoring was not carried out for some time due to staff shortage etc. The future of the service is being reviewed by the District Council with the Police in liaison with the town councils.

HIGH STREET ENHANCEMENT

Overspend of around £948 to come from Contingency Fund due to having new banners in 2021 at a cost of £2,096. It has been assumed that there will be no new banners in 2022/23 and 2023/24. From 2022/23 the full costs of the new contract with SLH are included - watering and maintenance of hanging baskets £10,250, supply, hanging and removing baskets and planting planters Spring, Summer and Winter £3,000, installing and removing banners £700, electric for clock £144, cleaning bus shelters quarterly £1,150, graffiti removal £200, cleaning bin in High Street £192.

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LITTER AND DOG BINS

No new bins needed in 2021/22.

NEIGHBOURHOOD PLAN

£4,890 in Earmarked Reserves as the remaining grant from Groundworks UK which should be repaid if not spent as detailed in the application bid. At present the Council has decided to focus on a number of other priorities.

HIGHWAYS

New bike racks were provided at Greenbank Pool in 2020/21 from £10,000 Section 106 funding received in 2019/20. £1,555 of this was spent in 2019/20 on refurbishing the bus shelters by the Crispin Hall and £3,753 remaining will be used to provide extra bike racks in Merriman Park.

From 2022/23 under the new contract with SLH Services £1,350 will be spent on moving and charging the speed indicator devices and maintaining the roundabout.

ISSUES FOR STREET – YOUTH, VULNERABLE

£189 spent on hand sanitiser, wipes, face masks etc. Consideration in October 2021 of how to help the vulnerable and it has been assumed that £40,000 will be granted to various community organisations.

MOVE WAR MEMORIAL

£19,811 expenditure in 2021/22 with £5,000 grant from Merriman Park Community Group. £5,000 earmarked for sensory garden in Park.

STRODE ROAD ALLOTMENTS

£788 - 50% of £1,575 under new contract with SLH Services from 1st November 2021 for 3 years to carry out clearing the ditch, drains and path, and trimming the hedge. The cost is shared with Crispin School due to the shared boundary. There was also a cost of £381 to replace the entrance fence.

GREEN ISSUES

This code was used for expenditure on cycle racks etc.

CYCLEWAY EXTENSION

£55,300.55 Section 106 funding from Street Business Park for improvements to the pedestrian network and associated works in the vicinity with no time limit. The ACPO submitted a bid to Somerset County Council for Climate Change Emergency funding after 1st December for around £45,000 to extend the cycle/walk way from the entrance to Clarks Village car park off the bypass to the roundabout. However this was not successful. SCC may have included this in a similar Active Travel Fund bid and further details are awaited.

Plans have been prepared for the project and permissions would need to be obtained from Highways and Clarks International as well as planning consent concerning the works and adoption of the completed path

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**STREET SKATE PARK**

£10,086 estimated expenditure in 2021/22 including the higher cost of the new contract with SLH Services from 1st November 2021 and ad hoc repairs etc. of £1,379 and £300 graffiti removal/vandalism. This gives an overspend of £1,386.

Under the new contract the cost for a full year from 2022/23 will be £7,995 for maintenance and inspections with £1,400 allowance for ad hoc repairs etc. and £300 for graffiti removal/vandalism.

**MERRIMAN PARK**

£32,675 estimated expenditure in 2021/22 including the higher cost of the new contract with SLH Services from 1st November 2021, annual trees survey and category 1 works, £150 annual inspection of 2 play areas and ad hoc repairs due to vandalism, graffiti removal etc. of £1,800.

Under the new contract the cost for a full year from 2022/23 will be £29,780 for maintenance and inspections with £1,100 allowance for ad hoc repairs etc. and £1,800 for graffiti removal/vandalism.

£133,636 spent in 2020/21 - £101,350 new 0 to 11 years play area and combination gate (£50,000 from Earmarked Reserves and £50,000 grant from a local trust), £28,989 maintenance and inspections by SLH Services, £1,825 annual trees survey and category 1 works, £788 repairs to lights, £150 annual inspection of 2 play areas.

**EVENTS**

CHAIR’S INVESTITURE/AWARDS

£300 estimated expenditure for hoisting flags on death of Prince Philip, Somerset Day etc. in 2021/22. Underspend of £900.

CHRISTMAS EVENT/LIGHTS/PARTY

2021/22 - £11,842 estimated - £9,042 hire/install/remove lights High Street and Parish Rooms – last year of 3 year agreement, £2,500 Mini EATS festival 20th November, £300 older persons party.

It is planned to have a new and exciting event for 2022 with potentially greater cost still to be agreed. I have allowed an additional £5,000 from 2022/23 and sponsorship will also be sought.

MERRIMAN PARK FUN DAY

2021/22 - £4,775 spent on radios, cones, security guards, first aid, trailer steps, portaloos, litter bins and sound and lights giving an underspend of £1,225. The Merriman Park Community Group made a collection during the event.

REMEMBRANCE/OTHER

2021/22 - £550 estimated for road closure for Remembrance. No other events held. Underspend of £2,450.

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**ALTERATION OF PARISH ROOMS**

The total allocated for the project was £258,960 with £52,718 allocated in 2019/20 and £206,242 in 2020/21. £177,408 for the works, £50,000 for the library interior and £31,552 for project costs – architect, surveys etc. This was funded by a loan of £100,000 from PWLB, £50,000 from earmarked reserves, £50,000 SCC grant for library furniture, shelving etc. with any remaining funds being given to SPC as a grant, £17,640 allocation 2019/20, £35,078 reallocation 2019/20 from Issues for Street, £6,242 additional allocation 2020/21.

The Parish Rooms was transformed in 2020 into a light, spacious, modern, multiple use building capable of delivering many kinds of valuable and exciting services to the local community. The exterior of the building has been completely refurbished and should not require further work or expense for decades other than minor maintenance and repainting woodwork every 5 years. £5,000 in earmarked reserves for this.

**TEMPORARY RELOCATION OFFICE**

Estimated cost for temporary office in Community Centre, temporary library in Clarks Village and removals was £15,100. Due to the pandemic staff have worked at home and the library was closed and the only cost was for removals of £4,780 giving a saving of £11,642 in 2020/21.

**INCOME**

PRECEPT 2022/23 AND 2023/24

Considerations are progressing on potential transfer of assets such as all parks, Football Club, part of Victoria Club and South Side and Cranhill Road car parks. To date 3 parks are to be discussed. The new Unitary Authority may decide to close some facilities/services from 2023 on if local councils do not agree to take them on such as public toilets. It is therefore possible that more staff will be needed and costs will increase.

Details have yet to be determined but it is suggested that consideration is given to the precept for 2022/23 being increased by say £100,000 in preparation for such changes. The cost of an additional full time officer with on costs could be around £30,000 alone. If the £55,000 allocated for the vulnerable is committed then only £30,000 Contingency Fund will remain with flexibility for whatever arises during the year. A precept of £580,000 would give a Band D of £152.29 – a rise of £28.49 or £2.37 a month or 23%. If such action was agreed a press statement should be made as previously to explain the increase. A further increase may be considered necessary in 2023/24.

ROOM HIRE PARISH ROOMS

We Hear You will hire the Isny Room from October at £80 per month giving an income of £480 in 2021/22 and £960 per annum thereafter. I have not anticipated any additional income as with Council activities increasing due to Unitary and other factors it seems likely that it will need additional space.

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SECTION 106 CYCLE/WALKWAY AND

SCC CLIMATE CHANGE BID

£55,300.55 Section 106 funding held by Mendip District Council from Street Business Park to use for improvements to the pedestrian network and associated works in the vicinity, with no time limit. The proposal is to provide a tarmac path to link up the cycle/walk route between the roundabout by Glaston Road and the entrance to The Grange car park. The total cost is estimated at £100,000. A bid for £45,000 was made to Somerset County Council from the Climate Change Fund but was not successful.

Clarification will be sought as to whether the Section 106 funding will be transferred to this Council or the new Unitary if not spent before 1st April 2023. See expenditure note above explaining the issues with this project.

REIMBURSEMENTS

The external auditors, PKF Littlejohn drew attention to this when auditing the Annual Return for year ended 31st March 2021 and stated that reimbursements should be netted off against the corresponding expenditure code. This will be done from 2021/22 on.

GRANTS RECEIVED

2020/21 - £50,000 from a local trust as 50% funding of new play area in Merriman Park.

2021/22 - £5,000 Merriman Park Community Group towards cost of moving war memorial within Park. Council agreed to earmark £5,000 towards a sensory garden.

£979 and £1,230 grants for 2 memorial benches in Merriman Park.

GRANT SCC LIBRARY

It was agreed that SCC would contribute £50,000 to the alteration of the Parish Rooms with the cost of new furniture, shelves, IT equipment etc. in the Library likely to total about £30,000. The remaining £21,078 was paid to SPC as a grant in 2020/21.

SUPPLY LIBRARY SERVICES

It has been assumed that the CLP agreement will carry on after the break clause of 31st March 2023 although this is still being considered.

LIBRARY INCOME

Fees when ordering books, hiring DVDs etc. and any donations. It is hoped that the Library can remain open during Winter 2021 into 2022 without Covid restrictions.

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BALANCES REQUIRED AT 31ST MARCH, 2023

GENERAL REVENUE RESERVES

SALC recommends unearmarked reserves are a minimum of about 6 months revenue expenditure in the current difficult financial climate - £233,167 for expenditure of £466,333 in 2021/22 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 £184,523 for 2022/23 to maintain current assets such as Street Skate Park, the Parish Rooms and Merriman Park and fund new projects or services as they arise.

The new unitary authority will operate from 1st April 2023 with a shadow authority from May 2022. Consideration has started of 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 2020/21 to 2021/22 will increase by around £30,000 or more depending on expenditure such as on vulnerable people. Earmarked reserves at 31st March 2023 as proposed are attached.

Funds can continue to be earmarked for specific purposes and can be used for other purposes subject to agreement by the Council. The budget for 2022/23 allocates £30,000 for the Contingency Fund and £55,000 for Issues for Street giving £85,000 in flexible funds available for whatever purposes the Council agrees are needed. It may be agreed to commit much of the £55,000 to support community organisations such as the Salvation Army, Baptist Church and Crispin Community Centre.

The new 3 year maintenance agreement with SLH Services for the maintenance/inspection of Merriman Park and the Skate Park and other works will start on 1st November 2021. It is good practice to consider quotes for such agreements for 3 to 5 years as this should reduce the overall cost. 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 Zurich will end on 7th June 2024. The agreement for internal audit and payroll with Probusiness includes the year ended 31st March 2022.

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Despite the ongoing Covid crisis and other issues this year the Council will have -

* Enhanced the centre of Street with new banners, relocation of planters

from Crispin Hall to Crispin Centre, updated fingerposts, worked with

partners to upgrade the area at the side of the Parish Rooms and on the potential redevelopment of the former Tesco building and Crispin Centre - grants were obtained to refurbish the Library Garden and produce a new mural but the Council decided not to proceed as the land was privately owned and some Council funding would have been necessary

* Set up a new 3 year grounds maintenance contract including a number of other works with SLH Services from 1st November 2021
* Installed a CCTV system inside and outside the Parish Rooms
* Considered significant planning applications on development of land at Oaklands Nursery and proposed pole and cabinets for broadband
* Moved the war memorial in Merriman Park
* Been involved in detailed considerations on the future of the Library in the Parish Rooms or the 1924 building, Strode Theatre and the future of Greenbank Pool
* Supported/organised the Merriman Park Fun Day, event to mark the 100th anniversary of the WW1 war memorial in the Park, the Remembrance parade and service and the Christmas Street Sparkle EATS event and started to plan a bigger event for Christmas 2022
* Continued to support local organisations and the community through the pandemic with grants and received a presentation on mental health
* Been involved in discussions with broadband upgrading including with Truespeed
* Reviewed all staffing grades
* Supported the new Street Chamber of Commerce with grants and liaison with the Business Action Group
* Carried out a survey of residents to determine new ideas and their priority with the community so that a 5 year plan can be drafted
* Considered the provision of digital boards in the centre to improve community engagement, embrace new technology, support local businesses and potentially generate some income
* Considered a new logo and branding for the Council with improvements to the website and social media
* Been involved in discussions with the County Council and other partners on the local government review and possible transfer of assets from the District Council.

Projects etc. are funded using the current budget, earmarked reserves, Section 106 funding and grants from local trusts/people.

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 ANNEX B

INFORMATION FOR COUNCIL TAX LEAFLET

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

Expenditure 2021/22 2022/23

Administration/CCTV/Events £189,203 £202,448

Grants £ 96,100 £111,312

Greenbank Swimming Pool £ 32,000 £ 18,000

Skate Park/Merriman Park £ 41,000 £ 43,495

Parish Rooms incl. loans/Community/High Street £130,909 £130,753

Community Safety/Cycle Path/Neighbhood Plan £101,000 £ 1,000

 Gross Expenditure £590,212 £507,008

Less: Income £117,700 £ 18,160

 Reserves £ 1,012 £ 8,848

 Precept £471,500 £480,000

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 AGENDA ITEM NO: 7

To: Committee

From: Clerk

Subject: Receipts and Payments July to September 2021

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 2022/23.

BUDGET VARIATIONS JULY TO SEPTEMBER 2021

EXPENDITURE DETAIL

1371 Green Issues

£100,000 expenditure included in the budget with matching income from grants however a County Council grant of around £45,000 has not been secured as yet and thus the project is on hold.

INCOME DETAIL

1677 Merriman Park Grants Received

£5,000 from the Merriman Park Community Group towards the cost of moving the war memorial within the Park – the Council has earmarked £5,000 towards a sensory garden. £2,659 grants from local people for new benches.

L.A. Ruff

Clerk

02.11.21

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 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 2021 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 Councillor Prior has received a copy of the current account statements and will carry out the monthly inspection of accounts. Councillors Carswell, Daniells and Mogg also scrutinise the accounts when providing the second authorisation for payments under the Bankline system.

Staff Mileage and Hours

The Chair or Vice-Chair of the Staffing Committee has approved the time, leave and mileage sheets for staff to 30th September 2021.

L.A. Ruff

Clerk

02.11.21

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