

**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**

3rd February, 2022

**PLEASE NOTE TIME DATE 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,**

**8th February**, 2022 for the purpose of transacting the business specified in the

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

Yours faithfully,

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L.A. Ruff, Clerk of the Council

AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered

2. ELECTION OF VICE-CHAIR – Councillor Mogg resigned on 18th January.

3. MINUTES

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

2021 (attached) and the informal part agreed by Council on 16th November 2021.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

5. GRANT APPLICATION – GREENBANK SWIMMING POOL (report attached)

6. GRANT APPLICATIONS – VULNERABLE PEOPLE FUND AND OTHER (report attached)

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

8. ANNUAL INVESTMENT STRATEGY (report attached)

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

Confidential sections for members only

10. PERIODIC REPORTS AND INSPECTIONS (report attached)

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

and L. Wolfers

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STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin

Community Centre on 2nd November, 2021 at 6 p.m.

PRESENT: Councillor M. Daniells (Chair)

Councillors: P. Birch, A. Prior, L. Mogg, N. Smith

and L. Wolfers

IN ATTENDANCE: L.A. Ruff – Clerk/RFO

M. Edmunds – Crispin Community Centre

K. Quinn – Principal, Strode College

P. Davies – Vice Principal Finance and Resources

F. Moussa – Interim Manager Strode Theatre

APOLOGIES: Councillors: S. Carswell, D. Knibbs and

H. Shearer – another engagement – reasons

accepted

24. MINUTES

The minutes of the meeting of the Committee held on 7th September,

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

and signed by the Chair.

25. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillors Prior and Wolfers

declared an other interest under Appendix B in the grant application

from Crispin Community Centre as they were representatives of the

Council on that organisation. They both stated that they only observed

at meetings and therefore felt they could take part in consideration of

the item.

Councillors Birch and Wolfers declared an other interest under

Appendix B in the grant application for Strode Theatre as they were

representatives of the Council on that organisation. Councillor Birch

stated that she was a non voting member and could take part in the

item. Councillor Wolfers stated that she only observed at meetings and

left the meeting before the item was considered.

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26. GRANTS – CRISPIN COMMUNITY CENTRE

AND STRODE THEATRE

M. Edmunds gave a presentation on the numerous services being

delivered to the local community from the Community Centre and

Crispin Hall. The slides would be sent to all councillors.

F. Moussa and P. Davies explained how the grant for 2022/23 for

Strode Theatre would be used to benefit the Street community.

Subsidies would be given to local groups and there would be

specific projects including the first literary festival in partnership with

the library. There would be cross cultural activities and Fares was

attending meetings of the Council’s Culture Working Group. The

Theatre was a key component of the College. A community outreach

programme would be supported. The Theatre was treated as a

department of the College with its own cost code structure. The

pantomime company would be semi commercial and would provide

about 6 of the lead roles and the others would come from the

community. It was noted that a room would be made available at a

reduced rate for meetings in an emergency separately to the

agreement regarding the grant.

RESOLVED TO RECOMMEND

A. that the additional grant of £5,000 for 2022/23 be awarded to the

Crispin Community Centre and also £1,000 to employ a grant writer

B. that a grant of £20,000 be awarded to the College for Strode

Theatre for 2022/23 subject to the legality of making the grant to the

College being checked – the Theatre would continue to be available

free of charge for the Chair’s Investiture.

h27. ESTIMATED EXPENDITURE AND PRECEPT FOR 2022/2023

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

confidential section for members only detailing staff salaries etc. It was

agreed that members be asked again if they wished a paper copy of

agendas to be sent to them. It was also agreed to find out if a refund

was due on water charges for the Parish Rooms when it was being

refurbished. Someone to possibly go on a course on seeking

alternative sources of income at some time. It was agreed to find out

about the possibility of making some parks into community allotments

or planting trees on them and receiving payment for this.

RESOLVED TO RECOMMEND

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A. thatapproval be given tothe report and the Estimates for 2022/23

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

precept on Mendip District Council for 2022/23 to be in the sum of

£580,000 – an increase of 23% or £28.49 (£2.37 a month) on a Band D

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

figures revised accordingly) – allocation of additional funds to be

agreed and press release made to explain rise

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

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

the minutes in the Minute Book

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

2023 be as attached as Annex C to the minutes in the Minute Book

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

£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

E. that consideration be given to not having an allocation for the

Chair’s Investiture of £1,200 and this becoming part of the Fun Day

E. that if an annual grant application is for more than £5,000 a

presentation must be given with a breakdown of how the money will be

spent

F. that an extraordinary meeting of the Council be held in December

to review the additional grants for the Salvation Army, Baptist Church

and Community Centre.

28. RECEIPTS AND PAYMENTS JULY TO SEPTEMBER 2021

The Clerk submitted reports which had been circulated. The detailed

income and expenditure report by code at 30th September 2021

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

was drawn to the following significant variations between the budget

set and the income/expenditure.

EXPENDITURE 1371 Green Issues

£100,000 expenditure included in 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 1677 Merriman Park Grants Received

£5,000 from 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.

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RESOLVED

that the report be noted.

29. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated.

RESOLVED

that the report be agreed.

The meeting ended at 8.15 p.m. when Councillor Birch left and a few

additional recommendations were made during the informal part – see

separate notes.

Councillor Wolfers left at 7 p.m.

NOTES OF INFORMAL PART OF MEETING WHEN THERE

WAS NOT A QUORUM

Councillors Daniells, Mogg, Prior and Smith agreed to contact the District Councillors to assist a shop owner in the Bayliss Centre who had taken out what they thought was a grant during the pandemic and now were in severe difficulties as it had to be repaid.

RECOMMENDATIONS

1. that the Staffing Committee should look at what additional staff were needed, subject to the precept being raised to £580,000

2. that the £10,000 earmarked for a post Covid celebration be moved to the £65,000 set aside for Community Support/New Services (Unitary changes).

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AGENDA ITEM NO: 5

To: Policy and Finance Committee

From: Clerk/RFO

Subject: Grant Application – Greenbank Swimming Pool

On 12th January 2021 the Council agreed to make a grant of £32,000 for the Pool to be mothballed with the Trust and Council working closely together. The usual grant of £18,000 was paid in 2020 although the Pool could not open due to Covid restrictions, to support and retain this major facility and attraction which was seen as important to local residents, businesses and for tourism. The application for 2022 has now been received of £30,000 and supporting accounts etc. have been sent separately to members. The request is £12,000 more than the grant made in 2020 and previously of £18,000 - £18,000 has been allocated in the budget. The increase is to ensure the Street family season ticket remains as affordable as possible for families in Street and due to increasing energy costs in 2022. The Endowment Fund is in company shares and the lack of dividend cannot be ignored. A reduced dividend was received in the year to 2019 and no dividend has been paid since. The Pool will be open for a minimum 20 week season from April/May to mid September. It will open as soon as maintenance, recruitment and training allows.

If the Committee was minded to recommend a grant of £30,000 for 2022 certain criteria could be specified such as a discount on the family season ticket for Street residents, the Pool being open for the season, receipt of the latest audited accounts and the Council having 3 representatives on the Pool Management Committee – any 2 to attend. The additional £12,000 could be taken from the Contingency Fund of £30,000.

A representative of the Pool Trust may attend the meeting to answer any questions.

L.A. Ruff

Clerk/RFO

08.02.22

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AGENDA ITEM NO: 6

To: Council

From: Clerk

Subject: Grant Applications – Vulnerable People Fund and Other

Approval has already been given to a grant of £10,000 in 2022/23 to Crispin Community Centre for operation and activities and this is allocated in the budget. An application has been submitted for the usual £10,000 grant to deliver 2 sessions a week at Street Youth Club by the YMCA and there is a separate budget allocation for this. Details attached separately.

The Crispin Hall and Community Centre have £4,000 allocated for the tea dance until March 2022. Following on from the successful first tea dance which was such a fantastic event they would like to submit a new proposal based on the actual spend and a revised budget for this event. They would like to receive an extra £2,360 for the tea dance to take place once a month for the whole year in 2022. The funding will support the cost of a live band, dance compare, refreshments and admin/hall costs. This would average at the tea dance costing £530 per month or £6,360 for 12 months at great enjoyment of the people of Street.

The Crispin Hall also has an assigned budget of £600 for a Knit and Natter group. Currently the group do not need supplies as they often bring their own projects to work on so it is proposed to spend this money on buying stage and disco lighting for the inclusive disco. When this was set up a donation was received from Higgos Insurance to purchase PA disco equipment. The Manager bought some second hand disco lights herself but they do longer function. New stage lighting would help the event and be available to other Hall users to use and enjoy from local community groups to planned events organized inhouse or by outside organisations.

Council on 7th December 2021 agreed that I should report back on the decision made previously regarding raising the precept by £55,000 to support vulnerable people and what was agreed in regard to funding PFSAs. It was also agreed that the schools be asked to submit a report on the need for funding of PFSAs and County Councillor Leyshon to find out if funding for this role was confirmed until April 2023 and after.

At Policy and Finance Committee on 6th November 2018 when considering the precept and budget for 2019/20 discussion took place on raising the precept to fund a grant of £20,000 for the Library, £10,000 for the Citizens Advice Bureau and £55,000 to support issues for Street for vulnerable people, youth services etc. The precept was raised by 25.4% from £315,000 to £395,000.

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On 14th May 2019 Council agreed that a grant of £55,000 per annum be made to Somerset County Council for 5 years to employ an additional PFSA for the schools and College in Street and fund specified costs such as training, extra staffing for Summer events and activities and expenses subject to -

* an agreement being entered into with the County Council to ensure that the money was ringfenced for these purposes and existing PFSA provision was not cut – legal advice to be sought and Councillor Carswell to be involved in the negotiations
* provision of a termly report on how the money was being spent to be considered by the Community Support Working Group.

At Council on 16th July 2019 it was reported that a draft agreement had not been received and there was no provision in place for the Summer holidays. It was agreed to make a grant of £1,000 to the Street and Glastonbury CLP to assist with costs of organizing activities in the Summer holidays for vulnerable families. From memory I think that Brookside then decided to fund their own PFSA. No further request for assistance was received. Councillor Leyshon has received confirmation that funding for PFSAs is confirmed until April 2023.

It was also agreed in December that the Committee should consider the grant application for the pilot project from the YMCA and an application for the £10,000 grant to deliver 2 sessions a week at the Youth Club in 2022/23 – see first paragraph.

Finally, having spoken to the Salvation Army and a few other organisations on the front line for assistance to those in need it would seem that a central multi use hub would be a good way of delivering a variety of services if one could be set up at some time in the future. This has worked well in other places with no stigma attached to those accessing the food bank as people are coming in and out for a number of purposes eg. to volunteer, access other services. Duplication of provision can also be avoided and more people may access assistance if it is in one central place. There is a link on the Council’s website to Community

Connectors where information on all available resources is updated regularly.

L.A. Ruff

Clerk/RFO

08.02.22

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**GRANTS AGREED/REQUESTED FROM**

**ALLOCATION OF £55,000 IN 2021/22 AND 2022/23**

|  |  |
| --- | --- |
| **AMOUNT AND STATUS** | **ORGANISATION AND PURPOSE** |
| **2021/22** |  |
| £ 189 Spent | SPC - hand sanitizer, masks etc. |
| £24,230 Paid/Agreed  Oct 21 to Mar 22 | Salvation Army - Foodbank – vouchers, fresh and non perishable, Christmas treats and hampers  Community Centre and Crispin Hall - all inclusive disco, Knit and Natter, tea dance, Winter soup kitchen  Baptist Church - meals and hot showers homeless, Christmas meals and gifts  Street Community Support Group - signposting leaflet |
| **TOTAL £24,419**  **UNSPENT £30,581** |  |
|  |  |
| **2022/23** |  |
| £18,000 Requested | Brookside, Elmhurst and Hindhayes Schools - for provision of an extra PFSA currently funded by the 3 schools  Letter attached  Kate Nester – Headteacher Hindhayes Infants School and Chair of Street and Glastonbury CLP to speak at 7.30 pm |
| £ Requested | Crispin School - towards provision of PFSA  No application submitted |
| £20,000 Requested | Strode College - to fund provision of PFSA  Application and supporting documents attached  Tanya Schottlander – Director of Student Services and DSL to speak at meeting |
| £13,381 Requested  (£10,000 Requested – separate budget allocation) | YMCA - 7 month pilot project from April to October 2022  Application and supporting documents attached  Jessica Lewin – Youth Worker to speak at meeting at 6 pm  YMCA - annual grant to deliver 2 sessions a week at Street Youth Club – see application and supporting documents |
| £ ? Review Mar 22  £ 2,360 Requested  £ ? Requested  (£10,000 Agreed – separate budget allocation) | Salvation Army, Community Centre, Baptist Church, SCSG  Previous average £4,810 per mth = £57,720 per yr  Applications for 22/23 not yet received except for -  Crispin Hall – to fund a tea dance once a month for whole of 2022 – see proposals in report above.  Lauren Capel – Manager to speak at meeting  Michaela Edmunds – Community Centre Manager to speak on need for some funding and support to set up a transport service for the local community  Crispin Hall – to operate the Community Centre and activities |
| **TOTAL £53,741**  **(£30,581 unspent 21/22)** |  |

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AGENDA ITEM NO: 7

To: Policy and Finance Committee

From: Clerk

Subject: Bi-Annual Review of Risk Assessment

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

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

In accordance with advice contained in the Local Councils’ Governance and Accountability Guidance, the Committee is asked to -

1. identify and update key risks facing the Council in achieving its priorities and service objectives

2. evaluate the potential consequences to the Council if an event identified as a risk takes place

3. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

Risks can be placed in high, medium and low categories according to how likely they are to occur and their potential impact.

The bi-annual risk assessment is attached separately for review.

L.A. Ruff

Clerk

08.02.2022

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AGENDA ITEM NO: 8

To: Policy and Finance Committee

From Clerk

Subject: Annual Investment Strategy 2022/2023

It is recommended that the AIS for the next financial year, as set out below, is approved and recommended for adoption by the Council.

ANNUAL INVESTMENT STRATEGY 2022/2023

STREET PARISH COUNCIL

In accordance with the Local Government Act 2003 section 15(1)(a) the Council on 18th November, 2004 adopted the Guidance on Local Government Investments by agreeing to draw up an Annual Investment Strategy for the financial year 2005/2006 and by agreeing that the AIS should be approved each February thereafter for the next financial year.

ANNUAL INVESTMENT STRATEGY FOR YEAR ENDED 31ST MARCH, 2023

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

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

1. For the financial year ended 31st March, 2023 the balances, other than sums transferred from time to time to the National Westminster Bank current account to pay invoices etc. shall be held as follows -

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

Up to £60,000 in the Nat West current account

£75,000 + in the Nat West Business Reserve account

£225,000 + in the CCLA Public Sector Deposit Fund

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The interest rate on the fixed annuity loan of £250,000 with the Public Works Loan Board is 3.56% with half yearly payments of £11,111.11. The loan will be repaid on 13th November, 2023. The second fixed annuity loan was taken out on 24th July 2020 with the PWLB of £100,000 over 14.5 years to part fund the alteration of the Parish Rooms for library/council/community use. The interest rate is 2.01% with half yearly payments of £3,992.

Money will be held in reserves for the following -

Gratuity £ 2,295

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

Neighbourhood Plan Grant £ 4,890

Parish Rooms 5 Year Exterior Paintwork 2025 £ 5,000

Sensory Garden Merriman Park £ 5,000

Replacement Fund Skate Park £ 10,000

New Services (Unitary changes)/Community Support £ 75,000

TOTAL £125,185

General Revenue Reserves £184,523

TOTAL £309,708

2. As considered appropriate, the Clerk in consultation with the Chair and Vice-Chair of Council, will ask the Committee to review the investment of some funds in a Time Deposit, Bond etc. bearing in mind funds received and required and to make a recommendation to the Council.

3. All accounts shall be operated by the Clerk/Responsible Financial Officer or the new officer replacing the Assistant Clerk and Projects Officer who shall report transferson a quarterly basis to the Policy and Finance Committee. In the absence of the Clerk/RFO and the ACPO replacement the accounts shall be operated by the Chair of the Policy and Finance Committee and either the Chair or Vice-Chair of the Council and that RBS Software be engaged as necessary to give professional assistance.

L.A. Ruff

Parish Clerk

08.02.2022

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AGENDA ITEM NO: 9

To: Policy and Finance Committee

From: Clerk

Subject: Receipts and Payments October – December 2021

Details of receipts and payments for the quarter have been sent to members, including the income and expenditure by account code report.

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

EXPENDITURE DETAIL

1113 – 1114 ACPO Salary etc.

There will be a saving of around £3,000 as the ACPO is leaving at the end of January and the new post will not be in place until around mid March.

1800 Issues for Street

At present around £30,000 is unallocated. Consideration will be given in February to a number of grant applications in regard to this fund.

INCOME DETAIL

1179 Grants Received

£5,000 Creative Mendip grant with £4,000 for murals on Library Garden wall and £1,000 towards the Literary Festival in Spring 2022. £400 towards blinds for Parish Rooms from the Friends of the Library. Grants of £100,000 not agreed as yet to extend the pathway on the bypass.

1677 Merriman Park Grants

£5,000 from Merriman Park Community Group towards cost of moving war memorial to corner of Park. £2,310 for memorial benches. £450 from MPCG towards cost of inflatables for Fun Day.

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AGENDA ITEM NO: 10

To: Policy and Finance Committee

From: Parish Clerk

Subject: Periodic Reports and Inspections

Bank Transfers and Reconciliation

The quarterly report on any transfers between accounts for 1st October - 31st December, 2021 will be detailed in the Receipts and Payments for that period - agenda item no. 9.

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

Internal Control

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

Overtime and Mileage

The Chair of the Council/Staffing Committee has received and approved a record of all staff Time Off In Lieu, annual leave and mileage for October to December, 2021.

L.A. Ruff

Clerk

08.02.2022

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