

Mrs L. A. Ruff
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30th June, 2022

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 Room 6, Crispin Community Centre, Leigh Road, Street on **TUESDAY, 5TH JULY, 2022** for the purpose of transacting the business specified in the following agenda. The meeting will commence at **6.15 p.m.** The Chair will explain the procedures for the meeting.

The public and press are invited to attend.

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 3 May, 2022 (copies attached). **Pages 2-5**
3. DECLARATIONS OF INTEREST AND DISPENSATIONS
4. GRANT APPLICATIONS (report attached) **Pages 6-9**
5. BUDGET 2023/24 (report attached) **Pages 10-12**
6. INVESTMENT OF FUNDS (report attached) **Page 13**
7. BI-ANNUAL GENERIC RISK ASSESSMENT (report attached) **Page 14**
8. COUNCILLORS ALLOWANCE SCHEME **Page 15**
9. CONSIDERATION OF ORGANISATIONS IN STREET
The Committee to consider what was happening with the organisations in Street such as the **Theatre, Victoria Club, Library Trust, Community Centre and Crispin Hall and Greenbank Pool.**

To: Councillors P Birch, S. Carswell, P. Goater, N.Kellett, H.Shearer, N. Smith and L.Wolfers

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin Community Centre, Street on 3rd May, 2022 at 6 p.m.

PRESENT: Councillor M. Daniells (Chair)
Councillors: S. Carswell, A. Prior, N. Smith and L. Wolfers
IN ATTENDANCE: Mrs. L.A. Ruff – Clerk
Councillors: P. Goater, J. Howard, A. Leafe and
T.W.E. Napper
C. Perry – Facilities Manager, Victoria Club
APOLOGIES: Councillors P. Birch, D. Knibbs and H. Shearer – another
engagement – reasons accepted

35. MINUTES

The minutes of the meeting of the Committee held on 8th February, 2022 which had been circulated, were approved as a correct record and signed by the Chair. It was agreed to find out if Greenbank Pool Trust had applied for a grant from Glastonbury Town Council and why the Pool charity declaration stated that the 3 Council representatives were involved in the day to day running of the Pool as this was not appropriate and needed to be clarified or removed.

36. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Carswell declared an other Interest under Appendix B as he was a member of Mendip District Council and that he would keep an open mind when considering matters at either parish or district level.

Councillor Napper declared that he served on the Devon and Somerset Fire and Rescue Committee but was not a member of the Policy and Finance Committee.

37. GRANT APPLICATIONS

The Clerk submitted a report which had been circulated to members. Councillor P. Goater, a trustee of the Victoria Club explained the dire financial position of the organisation. C. Perry explained that a grant of £1,000 was now being requested rather than £500 due to the lack of funding. The Jubilee Celebration and Vic Fest would be free events open to all and it was hoped would encourage more families to the site. It was noted that the Council had previously given an annual grant of £1,000 towards the Football Club fun day which was no longer held.

RESOLVED

A. that a grant of £1,000 be made to the Victoria Club for the Jubilee Celebration and Vic Fest and the funding be taken from the Contingency Fund – the Council's logo to be included on all promotional materials and information sent on having a stall at the events

- B. that a grant of £200 be made to Street Fire Station to replace pads and battery for the AED defibrillator outside the Fire Station and the Clerk to find out when the equipment would need to be renewed and who would be responsible for this
- C. that Councillor P. Goater be asked to check if other defibrillators including those at the British Legion and Strode Theatre were out of date and needed replacement equipment and a GoFundMe page be set up to keep defibrillators up to date.

38. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 PART 3
SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2021/22
ANNUAL INTERNAL AUDIT REPORT 2021/22

The Clerk submitted report and documents which had been circulated, prior to being submitted to the Council on 17th May for consideration and approval. Page 3 of the AGAR – the Annual Internal Audit Report 2021/22 and a letter from Probusiness Ltd. had been circulated and no matters of concern had been raised. In accordance with areas identified for review but not affecting the audit opinion it was noted that in future minutes of Council meetings needed to be published on the Council’s website promptly and, the date given of when new assets were added to the assets register. The other area concerned some bank statements which the Clerk noted – all information could be obtained from Bankline.

RESOLVED

that valuations be obtained for the Parish Rooms for when the alterations were completed and at the present time for the information of members.

RESOLVED TO RECOMMEND

- A. that the internal audit and control reports including the annual risk assessment and internal control procedures, be approved and having considered them it be agreed that the internal audit and control system is adequate
- B. that agreement be given to each of the statements set out in Section 1 of the Annual Return and the Annual Governance Statement 2021/22 be approved and signed by the Chair of the Council meeting on 17th May and the Clerk/RFO at that meeting.

39. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22 PART 3
SECTION 2 – ACCOUNTING STATEMENTS 2021/22

The Clerk submitted a report, Section 2 and supporting documents which had been circulated, prior to being submitted to the Council on 17th May for consideration and approval.

RESOLVED

- A. that after the annual meeting of the Council a confidential meeting be arranged with the Football Club, Scouts and District Council to discuss a particular matter raised in confidence at the meeting – no press or public were present
- B. that the District Council be asked if the Strode Road allotment site could be sold for low-cost housing.

RESOLVED TO RECOMMEND

that Section 2 of the Annual Return, the accounts for the year ended 31st March, 2022 and other documents as circulated, be approved and signed by the Chair of the Council meeting on 17th May, having already been signed by the Clerk/Responsible Financial Officer.

40. INSURANCE AND RISK ASSESSMENT

The Clerk submitted a report which had been circulated. Members gave careful consideration to insurance cover and risk assessment.

RESOLVED

A. that the repairs to the Skate Park be carried out soon so that it could be reopened and an official reopening event and sign be arranged to highlight how much public money had been needed and asking all to monitor the facility – the fence at MacDonalds to be removed if possible and the Police to patrol the area as much as practicable

B. that a group of young people be set up to take responsibility for monitoring the Skate Park and reporting any issues to the Council.

RESOLVED TO RECOMMEND

that the fidelity guarantee should remain at the £1 million band and the report, levels of cover provided and updated risk assessments be agreed subject to the public liability cover being increased from £12 million to £25 million.

41. PERIODIC REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated. Internal control checks for the year ended 31st March 2022 had been carried out by Councillors Carswell, Daniells and Prior during the year on the Bankline system and Councillor Prior would check the accounts at the office on 4th May 2022.

RESOLVED

that the report be approved.

42. RECEIPTS AND PAYMENTS JANUARY TO MARCH 2022

The Clerk submitted the confidential and other report which had been circulated. The detailed income and expenditure report by code at 31st March 2022 appears as Annex A to these minutes in the Minute Book. Attention was drawn to significant variations between the budget set and expenditure/income. With regard to £5,000 earmarked for a sensory garden at Merriman Park it was hoped that this might be provided in the Summer.

RESOLVED

that the reports be approved.

43. PAYROLL SUMMARY 2021/22

The Clerk reported that the confidential report would be circulated to members as soon as it was received from Probusiness Ltd.

RESOLVED

that the action be agreed with any queries being raised with the Clerk and then reported to the Committee if necessary.

The meeting ended at 7.10 p.m.

Councillor Carswell arrived at 6.10 p.m.

To: Policy and Finance Committee
From: Clerk/RFO
Subject: Grant Applications

1. Grant for Football Club Summer Fete and Dog Show

Street Football Club has applied for a grant of £1,000 towards costs of £3,000 to hold a Summer fete and dog show and promote physical exercise in the week leading to Sunday 21st August. A copy of the latest audited accounts and more information including a breakdown of costs has been requested.

2. Support for the Vulnerable in Street

In 2018 it was agreed to raise the precept by £80,000 (25.4%) to fund specified grants including setting up a budget of £55,000 to support issues for Street for vulnerable people, youth services etc.

In 2019 it was agreed that a grant of £55,000 per annum be made to Somerset County Council for 5 years to employ an additional Parent Family Support Adviser for the schools and college in Street and fund specified costs such as training, extra staff for Summer events and activities and expenses subject to an agreement with the County Council to ensure the money was ringfenced and existing PFSA provision was not cut and, a termly report on how the money was being spent. The draft agreement was not received and in November 2019 it was reported that the County Council would be considering PFSA provision as a whole early in 2020 and the matter was put on hold. In March 2020 the pandemic started and major alterations were carried out on the Parish Rooms for council, library and community uses, including to assist the vulnerable. In 2019/20 £35,078 was used from the fund towards the works at the Parish Rooms and in 2020/21 £46,038 was spent mainly on grants to support community organisations such as the Salvation Army through the pandemic. In 2021/22 £24,769 was used to support the work of the Salvation Army, Baptist Church and Crispin Hall/Community Centre in helping the vulnerable.

In February 2022 the Policy and Finance Committee considered applications for a number of grants for 2022/23 and the Council set up a Task and Finish Group to look at vulnerable people and deprivation, what schools said on PFSA funding and all the requirements of organisations including the YMCA and Community Centre. It was agreed that a consensus needed to be reached between all schools and the college on what they wanted. Further to receiving legal advice, it was noted that the previous decision in 2019 was clearly not enacted and no agreement had been entered into by the Council. 2 ½ years had passed and things had changed and it was appropriate to revisit the matter and decide how best to direct resources. Somerset County Council has guaranteed funding for PFSA's until 31st March 2023. The advice received was that any new proposal from the schools should be considered on the merits and the financial position of the Council. Any Council should be wary of making commitments for as long as 5 years and if agreed, there should be robust conditions regarding review and justification for the continuance of the funding. Any meeting should concentrate on the present proposal and not previous events.

There have been major staff changes over a number of months and the matter has not been resolved. On 12th April the Council agreed that this Committee should consider the applications and make final recommendations to Council. The situation with some applications has changed and an update report is attached for consideration. As requested information from Glastonbury Town Council was sought and it was established that it does not directly support vulnerable people but last year gave £7,000 to the Citizens Advice Bureau and sponsored a young persons therapist operating at a school to the value of £700. PFSA provision in Wells is funded by the Blue School. All organisations to provide the latest accounts in accordance with the policy of the Council.

The Committee is asked to consider the updated applications and make recommendations subject to receipt of the latest audited accounts. The Baptist Church do not require grant aid at present. Funding for the tea dances and interactive theatre performances will not be required by the Crispin Hall as the Manager leaves in mid July and there will be no one to organize the activities. £5,000 was agreed on 27th June for the Community Centre to set up a volunteer drivers scheme.

The full current applications have been sent as separate attachments.

L.A. Ruff
Clerk/RFO
05.07.22

ORGANISATION	GRANT REQUEST	FINANCIAL YEAR/S	PURPOSE	ACCOUNTS RECEIVED
Salvation Army	£4,600	2022/23 Aug to Mar	Aldi food vouchers to go with food parcels of fresh and non perishable food for Foodbank £450 per mth Christmas treats and hampers £1,000 Potential fuel top ups in future but would Council wish to fund this?	Yes summary of funds at 31.3.22
YMCA NOTE – Annual grant of £10,000 already paid to operate Youth Club twice a week	£7,740.60 SEND support £3,235.32 Life Skills Prog 7 mth pilot £2,405 additional activities and equipment	2022/23 7 mth pilot for Life Skills		Yes for YMCA Brunel Group Request for Street on 16.6.22
Crispin Hall and Community Centre NOTE – Annual grant of £10,000 already paid towards operating Community Centre and £5,000 agreed 27.6.22 for volunteer driver scheme	£5,000 £600 unspent from Knit and Natter Group for new disco/stage lights for events	2022/23	Towards cost of new lift £15,000 grant from Mendip DC and a further £15,000 needed	Yes

Strode College NOTE – Annual grant of £20,000 already paid for Strode Theatre	£20,000	2022/23	To employ a PFSA	No Requested 16.6.22
Street and Glastonbury Community Learning Partnership NOTE – SCC has guaranteed PFSA funding to 31.3.23	£54,000	£18,000 2020/21 £18,000 2021/22 £18,000 2022/23	To meet the cost of additional PFSA hours which Brookside, Elmhurst and Hindhayes Schools fund It is unusual to pay a retrospective grant and Brookside have confirmed that they are not requesting grant aid in this form Need to clarify with SCC if any agreed funding should be paid to SCC or direct to the school/s	No as school budgets but can provide specific information on request

To: Policy and Finance Committee
From: Clerk
Subject: Budget 2023/24

It was agreed previously that initial consideration be given to the budget for the following financial year at this meeting ahead of the detailed report submitted to the November meeting. I have attached the Estimates for 2022/23 for information.

It was agreed to set the precept for the current financial year at £580,000 to balance income and expenditure and introduce a new allocation of £100,000 for Council reform – staffing/assets/services

L.A. Ruff
Clerk
30.06.2022

STREET PARISH COUNCIL - ESTIMATES 2022/2023

1. ADMINISTRATION

STAFFING

Net Salary Clerk)	
PAYE/NI/Pension)	
Assistant Clerk)	116,484
PAYE/NI/Pension)	
Assistant Clerk and Projects Officer)	
PAYE/NI/Pension)	

GENERAL

Payroll Costs	416
Telephone/Broadband	2,600
Insurance	2,584
SALC/SLCC/Com. Council subscriptions	3,118
Audit	1,964
Print/Post/Stationery	2,000
Binding Council Minutes	145
Advertising and Publicity	204
Room Hire	200
Computer Aid/RBS/Data Protection	3,876
Travel and Subsistence	400
Training – Staff/Members	1,000
Furniture/Equipment/Improvements	2,000
Chair's Allowance	750

SPC BUILDING

Rates	10,650
Electric/Gas	3,000
Water/Sewerage	428
Waste Collection	1,816
Janitorial	3,264
Maintenance/Renovations	3,000
Legal/Professional	400

LOAN 1 SPC BUILDING REPAYMENTS	22,222
LOAN 2 SPC BUILDING REPAYMENTS	7,985

CONTINGENCY FUND	30,000
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TOTAL 220,506

2. GRANTS TO OUTSIDE BODIES

GENERAL GRANTS	25,000
OTHER GRANTS	
Mendip Citizens Advice Bureau	10,000
Twinning Association	0
Crispin Community Focus	10,000
Strode Theatre	20,000
Mendip YMCA	10,000
Library - Staffing	36,312
GREENBANK SWIMMING POOL	18,000
COMMUNITY SAFETY	1,000
TOTAL	130,312

3. COMMUNITY

CCTV MONITORING	9,665
HIGH STREET ENHANCEMENT	15,700
LITTER AND DOG BINS	2,000
HIGHWAYS	2,500
ISSUES FOR STREET – YOUTH, VULNERABLE	55,000
STRODE ROAD ALLOTMENTS	788
TOTAL	85,653

4. STREET SKATE PARK **9,695**

5. MERRIMAN PARK **33,800**

6. EVENTS

Chair's Investiture/Awards	1,200
Christmas Event/Lights/Party	16,842
Merriman Park Fun Day	6,000
Remembrance/Other	3,000
TOTAL	27,042

7. COUNCIL REFORM - STAFFING/ASSETS/SERVICES **100,000**

TOTAL GROSS PAYMENTS 607,008

To: Policy and Finance Committee
From: Clerk
Subject: Investment of Funds

The Annual Investment Strategy for 2022/23 was agreed in February. Funds are being held as set out below to spread the risk of losing funds in a major financial crisis. Interest rates with CCLA are higher than at Nat West as the risk is probably slightly higher. The CCLA website states that the purchase of PSDF shares is not the same as making a deposit with a bank and is not a guaranteed investment. The main objective of the Council is to seek security for funds.

CCLA Public Sector Deposit Fund Interest 2021/22: £159.57
£229,460 at 31st May.

(There has been a substantial rise in interest rate month on month from January 2022. **The current interest rate is 1.0369%**, previously the rate was at about 0.0283%).

Nat West Business Reserve Acc. Interest 2021/22: £11.76
£180,982 at 29th June.

The current interest rate is 0.10% (substantial rise in interest rate from April 22, previously at 0.01%)

£117,420 in Current Acc. at 29th June.

It is recommended that funds are invested as already agreed until it is appropriate to consider investing some funds for a longer period, changing accounts or paying off some of either of the 2 loans with the Public Works Loan Board.

L.A. Ruff
Clerk
05.07.22

To: Committee
From: Clerk
Subject: Bi-Annual Review of Risk Assessment

As agreed by Council the Committee is asked to carry out the bi 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 consideration and adoption by the Council. Separate reports on managing risks associated with projects such as the Parish Rooms are submitted as necessary.

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 for review.

L.A. Ruff
Clerk
05.07.22

To: Policy and Finance Committee
From: Deputy Clerk/RFO
Subject: Councillors Allowance

Councillor Wolfers had been contacted by a few people with young children who have shown an interest in coming onto the Council and enquired about payment of child-care costs.

SALC advised that a Parish Council cannot cover the cost of childcare, but they can offer a Basic Councillor's Allowance, the level that this would be set at is up to the Council, but should have regards to the recommendation from the District Council and would need to be available to all Councillors; not just the ones with childcare costs. Councillors, of course, don't have to claim this allowance.

In Wales the local councils can cover such costs and pre Covid there was talk of this being introduced into England, but this has now disappeared. It could reappear in the future.

I have liaised with Mendip District Council and they shared their Allowance Scheme. They offer a Basic Allowance to all Members and can offer a Carers Allowance to those Members meeting the eligibility criteria; which is based on the national minimum wage, currently £9.50 p/h.

We could only offer a Basic Councillors Allowance; but the key thing is that this would be on offer to all Members, not just the ones with child care costs. It is important to note that this could prove expensive for the Council.

As an indicator, we have spoken to the Clerk at Wells City Council who has confirmed that they have never paid a Basic Councillors Allowance.

Z L Leach
Deputy Clerk/RFO
30.06.2022