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1<sup>st</sup> September, 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, 6TH SEPTEMBER, 2022** for the purpose of transacting the business specified in the following agenda. The meeting will commence at **6 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 5 July, 2022 (copies attached). **Pages 3 - 6**
3. DECLARATIONS OF INTEREST AND DISPENSATIONS
4. GRANT APPLICATIONS 2022/23 and 2023/24 (report attached) **Pages 7 - 8**  
To consider grant applications – attached separately, and hear from the Chair/Secretary of Street Bowling Club.
5. RELOCATION OF SCOUTS TO STREET FOOTBALL CLUB SITE  
Councillor P. Goater to report on a potential option for the scouts to move from the existing hut at Portland to the former nursery unit at the Football Club - £23,000 is earmarked for the new scout hut
6. INCOME GENERATION (report attached) **Pages 9 - 10**
7. INVESTMENT OF FUNDS (report attached) **Page 11**

8. RECEIPTS AND PAYMENTS (April to June 2022) **Page 12**  
(Confidential report attached for members only)
9. PERIODIC REPORTS AND INSPECTIONS (attached) **Page 13**
10. BUDGET AND PRECEPT FOR 2023/24  
Preparation of this report is starting for submission at the meeting in November. For a number of years I have added 2% to the allocations for the following 2 financial years for inflation but am thinking of adding 10% this time.

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To: Councillors: P. Birch, S. Carswell, P. Goater, N.Kellett, T.W.E. Napper, 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 5 July 2022 at 6.15pm

- PRESENT: Councillor P. Goater (Chair)  
Councillors: P. Birch, N. Kellett, H. Shearer and L. Wolfers
- PRESENT BY INVITATION: Councillors: D.Goater, B.Knickerbocker, A.Leafe, T. Napper and B. Reina
- IN ATTENDANCE: L.A. Ruff – Clerk/RFO  
Z. Leach– Deputy Clerk and RFO  
County and District Councillor L.Leyshon
- APOLOGIES: Councillors: S.Carswell, N.Smith – another engagement – reasons accepted.

1. MINUTES

The minutes of the meeting of the Committee held on 3 May, 2022 which had been circulated, were approved as a correct record and signed by the Chair.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct the following declarations of interest were made:

Councillors P.Goater and Shearer declared an other interest under Appendix B in any matters relating to the District Council and stated they would keep an open mind when considering issues at either District or Parish level.

Councillor Shearer declared an other interest under Appendix B in any matters relating to the County Council and stated that she would keep an open mind when considering issues at either County or Parish level.

Councillor Napper declared an other interest under Appendix B in any matters relating to Street Football club as he was a member.

Councillor Wolfers declared a disclosable pecuniary interest in any matters relating to Street and Glastonbury Chamber of Commerce as she worked freelance for them.

Councillor Leafe explained that the PFSA funding application from the Glastonbury and Street CLP was not in respect of his role.

All Councillors both former and new had recently received guidance and training on the Code of Conduct and declaring an interest.

### 3. GRANT APPLICATIONS – MENDIP YMCA AND SALVATION ARMY

The Clerk submitted a report which had been circulated which included all information submitted with the full applications.

#### **Grant for Street Football Club, Summer Fete and Dog Show.**

All the relevant information was not currently available but would be available before the next Full Council meeting. A general discussion followed about the numbers usually in attendance at the summer event and the Councils desire to continue to support the event.

#### **Support for the vulnerable in Street.**

A discussion took place around the fact that the responsibility for PFSA funding was that of the County Council and the government. A more general discussion took place around the need for social care and mental health provision more widely across the community of Street and how the Parish Councils funds could be best spent and in a sustainable way.

Councillor Leafe explained the overwhelming challenges he and other PFSA's faced on a daily basis. Other support services were inadequate due to lack of staff and funding. They were trying to be proactive and work as cost effectively as possible, e.g., Forest School activities in the summer. It was important to make children happy rather than depressed. He explained that often those with mental health issues did not want to go out and so would not access any pop-up services set up at the community centre. PFSA's were able to build up a relationship with people who would then accept help from them.

The meeting was adjourned from 6.38pm to 6.40pm for a representative from the CLP to speak.

Councillor Leafe left the meeting from 6.38pm - 6.48pm

#### **Strode College**

A discussion took place around whether Strode College can dovetail with some of the services of the local schools and the £20,000 requested could form a group fund with all schools working collaboratively

#### **Salvation Army**

A discussion followed about the probable future need to investigate funding of fuel top ups given the escalating fuel costs and the challenge for those volunteering.

## **YMCA**

A discussion followed about the need for greater outreach work in the community and the need to allocate funds more directly in this area. A discussion followed about the potential for the Council to advertise the scope for future Grant applications it wished to receive to address the priorities identified as a Council.

## **Crispin Hall and Community Centre**

The Councillors discussed the general requirement for greater scoping documents to accompany Grant applications. It was acknowledged that the installation of a lift is required to enable full access to the upstairs meeting rooms. The Crispin Hall and Community Centre requires the Grant from the Council to secure the funding of the remaining £10,000 from elsewhere.

## **RESOLVED**

A. that a grant of £1,000 be given to Street Football Club for their summer fete and dog show; subject to receipt of accounts and a breakdown of how this will be spent before the next Council meeting.

B to go back to the new Principal of Strode College and discuss group funding and everyone working together within the schools where they need support.

## **RESOLVED TO RECOMMEND**

A. that a Grant of £27,000 be made to Street and Glastonbury Community Learning Partnership as a one-off payment towards the cost of additional PFSA hours.

B. that a grant of £4,600 be made to the Salvation Army for Aldi food vouchers, Foodbank and Christmas treats and hampers.

C that the Grant application from YMCA for £7,740.60 for SEND support, £3,235.32 for a life skills programme pilot and £2,405 for additional activities and equipment be refused and instead a group comprising of Councillors: Birch, D.Goater, Kellett, Knickerbocker, Napper, Shearer and Wolfers be set up to draft a request for Grant applications from local organisations to support local people in Street.

D that a Grant be made to the Crispin Hall and Community Centre of £4,400 towards the cost of a new lift (must be returned if not spent on lift), with the £600 unspent from Knit and Natter group, to be repurposed and put towards the cost of the lift.

## **4. BUDGET 2023/24**

The Clerk submitted a report, which had been circulated. The Clerk informed the Committee that the last repayment for Loan1 of £22,222 is due in November 2023. Therefore, from the 24/25 financial year this will be additional monies available to the Council.

A brief discussion took place about the need to monitor the cost-of-living rise and the subsequent effect on the budgeted running costs for the Parish Rooms and to explore other avenues for making savings in running costs.

## **RESOLVED**

A. that the report be agreed, and quotations be obtained for the installation of solar panels and batteries at the Parish Rooms – Grants to be investigated.

5. INVESTMENT OF FUNDS

The Clerk submitted a report which had been circulated.

RESOLVED

that funds continue to be invested as they currently are and will be reviewed again, at the next meeting of the Policy and Finance Committee.

6. BI-ANNUAL GENERIC RISK ASSESSMENT

The Clerk submitted a report which had been circulated. The Risk Assessment had been updated to take account of the recruitment of the DCRO and ACCE who will be obtaining the CILCA qualification prior to the Clerk retiring in March 2023.

The Risk Assessment was amended to show that the Social Media Policy is updated every two years and not annually and that data is now automatically backed up in the Cloud.

RESOLVED

that the bi-annual risk assessment be agreed.

7. COUNCILLORS ALLOWANCE SCHEME

The Deputy Clerk submitted a report which had been circulated.

RESOLVED

that the report was regretfully noted.

8. CONSIDERATION OF ORGANISATIONS IN STREET

A discussion followed of the organisations within Street, including the Football Club, that were potentially at risk of closure. It was agreed to find out what the current share price for Clarks International was and if dividends had started again. It was recognised that by the Council providing Grants to organisations, in certain circumstances this enabled them to secure further funding from elsewhere. It was reported that Strode College is looking to consider the Theatre having its own bank account.

The meeting ended at 7.45pm

Councillor Leafe left at 7pm

To: Policy and Finance Committee  
 From: Clerk/RFO  
 Subject: Grant Applications 2022/23 and 2023/24

There is an allocation of £25,000 for grants in 2022/23 and £1,000 for community safety. Details of applications totalling £21,300 are attached. Grants already agreed this year are as follows -

Street and Glastonbury Carers Group – hire of Room 6 once a mth at £18 – application not made but approval sought to continue as in previous years – 1 <sup>st</sup> floor of Parish Rooms not convenient	£ 216
Victoria Club – Jubilee event and Vic Fest	£ 1,000
Street Fire Station – defibrillator – not paid yet as no details given	£ 200

**Leaving £24,584 with any overspend coming from the Contingency Fund of £30,000.**

Grants already agreed from Issues for Street – Vulnerable etc. Allocation of £55,000 -

Glastonbury and Street Community Learning Partnership – one off payment for additional PFSA hours at Hindhayes and Elmhurst Schools	£27,000
Crispin Hall CIO – Volunteer Drivers Scheme	£ 5,000
Salvation Army – Foodbank and Christmas	£ 4,600
Crispin Hall CIO – towards repairing lift	£ 4,400

**Leaving £14,000 although -**

- £20,000 for PFSA at College on hold for meeting to discuss working with all schools
- £13,380 for 3 Mendip YMCA schemes refused - Community Grants Working Group recommendation to draw up documents inviting bids from suitable organisations to provide mental health counselling for all ages and, outreach youth work – to be sent out in 2023 – agreed by Council on 16<sup>th</sup> August
- meeting to be held in September with Crispin School to discuss what assistance is required and £14,000 has been mentioned
- £ 5,000 now applied for by College to buy a bouncy castle and art consumables etc. and provide a bursary for 5 places a week for primary children in receipt of free school meals for a multi activity club for children from 7 to 11 years started in Summer 2021 to provide affordable childcare during the holidays for working parents – May half term not included due to exams taking place in Sports Centre
- other applications may be considered to fall under this category rather than General Grants including £7,000 for Elmhurst School to fund a Year 6 residential trip to Okehampton – cost is £383 per child (£100 more than last year) and fund-raising is taking place.

The second half of the report relates to applications totalling £80,220 for 2023/24 from organisations needing an annual grant (£30,000 assumed for Greenbank Pool – application considered in February 2023).

Grants in the budget and paid for the current year are as follows:

Greenbank Swimming Pool	£20,000 - July and September (£18,000 in Budget)
Mendip Citizens Advice Bureau	£10,000
Crispin Community Focus	£10,000
Street Twinning Association	Not needed in 2022/23
Strode Theatre	£20,000
Mendip YMCA	£10,000

Street Library – staffing – paid quarterly – allocation of £36,312  
£35,350 est. less £15,000 SCC grant less income £3,150 est. = £17,200 est. actual

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 June 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/RFO  
06.09.22



To: Policy and Finance Committee  
 From: Clerk/RFO  
 Subject: Income Generation

Over the past few years discussion has taken place on how the Council might generate income to supplement the precept and allow it to deliver more services etc. for the community. I have now received legal advice through SALC which has clarified the situation.

A charity cannot trade and therefore setting up a Charitable Incorporated Organisation would not assist. Trade could only be done through a 'normal' commercial company which could be owned by the Council but would be subject to corporation tax and other taxes.

The sale of postcards and like items can normally be carried out through powers in respect of tourism (Local Government Act 1972 s 111 and 144). There is no exact definition of trade but you are normally considered to be trading where you are competing with other parties who do not have the tax advantages of local authorities. This frequently arises where a coffee machine becomes a full-scale café.

The main source of income for the Council is the precept rather than funding for specific projects by other means. Further advice can be sought if required. In the past the Council has delivered a lot of projects using Section 106 funding from planning permissions and grants from local organisations/people and this can be continued for new initiatives. To demonstrate what can be achieved over the past 30 years around £436,000 has been combined with Council funding to provide the following -

Clock in High Street, banners, baskets	Around £40,000 Section 106 from extension at Sainsburys
Street Skate Park	£20,000 – agreement re. Clarks Warehouse £14,000 – Big Lottery grant through Mendip DC £12,640 – Mendip DC area regeneration grants 2006/07 to 2008/09 £10,000 – grant from Millfield £ 6,800 – funds raised by Street Skaterz £63,440 TOTAL

Total cost was £116,900 with £20,000 having been earmarked by the Council and the remaining £33,460 taken from reserves

Parish Rooms	£30,000 – agreement re. Clarks Warehouse £50,000 – grant from local resident £21,078 – grant from SCC towards new Library
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Purchased in 2010 for £220,000 and refurbishment around £150,000. In 2020 further alterations were carried out totalling around £250,000

Merriman Park	£50,000 – grant from local trust for 0 – 12 play area £20,000 – grant from Mendip DC for teenage play area £ 4,000 – grant from Mendip DC for tree trunk carvings
Ringolds Way Park	£82,500 – Section 106 funding from Fowen Close development – renovated and handed back to Mendip DC
Horse Trough at The Cross	£50,000 – grant from local resident
Refurbish bus shelters Crispin Hall and bike racks at Greenbank + more bike racks when location agreed	£15,000 – Section 106 funding
New Murals in Library Garden	£4,000 – Creative Mendip grant + £1,000 for the Literary Festival at the Theatre
Refurbish 5 Fingerposts in High Street	£6,000 – Tourism grant from Mendip DC + replace bench at Marshalls Elm

L.A. Ruff  
Clerk/RFO  
06/09/22

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  
£229,807.49 at 31<sup>st</sup> July. (statement for end of August will not be received until mid-September)

(There has been a substantial rise in interest rate month on month from January 2022. **The current interest rate as at 31<sup>st</sup> August is 1.6205%** (an increase from July when it was 1.2204%, previously the rate was at about 0.0283%).

Nat West Business Reserve Acc. Interest 2021/22: £11.76  
£151,027.07 at 31<sup>st</sup> August.

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

£27,900 in Current Acc. at 31<sup>st</sup> August.

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 the second loan with the Public Works Loan Board. The final payment on the first loan will be made in November 2023.

L.A. Ruff  
Clerk  
06.09.22

To: Policy and Finance Committee  
 From: Clerk  
 Subject: Receipts and Payments April to June 2022

On 18<sup>th</sup> 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 2022

##### INCOME DETAIL

1179 Grant received of £1000 from a local trust towards the fixing of the murals on the Library Garden wall.

1190 We are in receipt of higher interest rates on the CCLA Deposit Fund and Natwest Business Reserve account than anticipated at the time of setting the budget.

##### EXPENDITURE DETAIL

1103 and 1104 + 1108 and 1109

Total staff costs will be around £7,500 more than allocated excluding any agreed salary increase from 1<sup>st</sup> April 2022 still being negotiated at a national level. The Assistant Clerk and Projects Officer left at the end of January 2022 and the Assistant Clerk at the end of April 2022. The Deputy Clerk/RFO and the Assistant Clerk – Community Engagement started in June on slightly higher salaries and the ACCE is full time whereas the Assistant Clerk only worked for 20 hours a week. Also the Clerk and Assistant Clerk were paid for annual leave owing from 2021/22.

1302 Future Development - the Council has not yet decided how to spend the additional £100,000 but this can be added to earmarked reserves if necessary.

1341 CCTV Monitoring - no new agreement has been entered into with the 5 Mendip towns and the District Council and it seems unlikely that the allocation of £9,665 will be needed in 2022/23.

L.A. Ruff  
 Clerk  
 06.09.22

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 1<sup>st</sup> April to 30<sup>th</sup> June 2022 is detailed in the Receipts and Payments for that period – agenda item 8.

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 8.

### **Internal Control**

As agreed arrangements will be made for Councillor Carswell, P. Goater or Sparkes to carry out the quarterly inspection of accounts from 1<sup>st</sup> April 2022. Councillors Carswell, P.Goater and Sparkes are also checking the accounts via Bankline. They will verify the bank statement against the reconciliation with the Clerk or DCRO 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 and leave for staff to 30<sup>th</sup> June 2022. No mileage claims have been submitted.

L.A. Ruff  
Clerk  
06.09.22