

2<sup>nd</sup> February, 2023

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, 7<sup>th</sup> FEBRUARY, 2023** 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 1<sup>st</sup> November, 2022 (copy attached). **Pages 3-5**
3. DECLARATIONS OF INTEREST AND DISPENSATIONS
4. BI-ANNUAL REVIEW OF RISK ASSESSMENT (report attached) **Page 6**
5. ANNUAL INVESTMENT STRATEGY (report attached) **Pages 7-8**
6. TO CONSIDER GRANT APPLICATIONs (report attached) **Page 9**
7. REVIEW OF POLICIES  
To review the following policies (attached separately):
  - Hiring of Parish Rooms
  - Equal Opportunities
  - Community Engagement Strategy
  - New Projects Process
  - Protocol for Remote Meetings
  - Code of Practice Busking
  - Social Media
  - Grants
  - Live Broadcasting Policy
  - Child Protection Policy

8. RECEIPTS AND PAYMENTS – OCTOBER - DECEMBER 2022  
(confidential report sent to members only and other details attached) **Page 10**
9. PERIODIC REPORTS AND INSPECTIONS (attached) **Page 11**

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To: Councillors: P. Birch, S. Carswell, P. Goater, N. Howiantz, N.Kellett, B. Knickerbocker,  
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 on 1st November, 2022 at 6 p.m.

PRESENT: Councillor P. Goater (Chair)

Councillors: S. Carswell, N. Kellett, N. Smith and L. Wolfers

IN ATTENDANCE: L.A. Ruff – Clerk/RFO  
Z. Leach – Deputy Clerk/RFO

PRESENT BY  
INVITATION: Councillor B. Knickerbocker

APOLOGIES: Councillors: P. Birch - illness, T.W.E. Napper and H. Shearer  
– another engagement – reasons accepted

14. MINUTES

The minutes of the meeting of the Committee held on 6th September, 2022 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 Councillors Carswell and P. Goater declared an other interest under Appendix B in any matters relating to the District Council and stated that they would keep an open mind when considering issues at either District or Parish level. Councillor Carswell also declared an other interest under Appendix B in any matters relating to the County Council and stated that he would keep an open mind at either level.

Councillors Smith and Wolfers declared an other interest under Appendix B in the grant application for Greenbank Pool as they were representatives of the Council on that organisation. However, both members stated that they had not attended any meetings or had any communication with the Pool Trust and therefore did not need to leave the meeting when the item was considered.

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

16. GRANT – GREENBANK POOL 2023/24

The Clerk submitted a report which had been circulated.

RESOLVED TO RECOMMEND

A. that a grant of £20,000 be awarded to Greenbank Pool in 2023/24 with the following condition -

Future Developments – the Trustees of the CIO to support the formation of a Friends of Greenbank Pool with an agreed resident as Chair, offering a voice for the users of the Pool, to encourage more volunteering and to develop fundraising opportunities. The Trustees to work with the Council and the Friends on sustainability plans for 2023 onwards.

B. that £10,000 be ringfenced and the Pool Trust be invited to make a presentation on how it could use this funding to subsidise people living in Street on lower incomes and how evidence would be provided that this had been delivered and/or, on a project for Street residents such as free swimming lessons for under 10s or adults

C. that the Pool Trust be informed that the Council was prepared to look at any sustainable projects which it might wish to put forward.

17. ESTIMATED EXPENDITURE AND PRECEPT FOR 2023/2024

The Clerk submitted a report which had been circulated, including a confidential section for members only detailing staff salaries etc.

RESOLVED TO RECOMMEND

A. that approval be given to the report and the Estimates for 2023/24 as attached as Annex A to the minutes in the Minute Book and the precept on Somerset Council for 2023/24 to be in the sum of £650,000 – an increase of 12% or £18.45 (£1.54 a month) on a Band D property (council tax base to be confirmed in mid-December and figures revised accordingly) – additional £12,000 to be added to the Contingency Fund to total £42,000

B. that subject to A above the information for the council tax section of the Somerset 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 31<sup>st</sup> March 2024 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 £182,596 for 2023/24 to maintain current assets such as Street Skate Park, the Parish Rooms and Merriman Park and fund new projects or services as they arise

D. that consideration be given at a future Council meeting of having a

nominated Chair's charity for the year and raising funds for this

E. that as £200 was not spent from the Chair's allowance in 2021/22 and around £100 might be left this year, a grant of £300 be made to the Dorset and Somerset Air Ambulance.

18. RECEIPTS AND PAYMENTS JULY TO SEPTEMBER 2022

The Deputy Clerk submitted reports which had been circulated. The detailed income and expenditure report by code at 30<sup>th</sup> September 2022 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 1321 Training Clerk and Members  
Qualification fees for CiLCA training for the Deputy Clerk and Assistant Clerk have been incurred. It is anticipated that both officers will complete the training prior to the end of March next year.

INCOME 1190 Interest Received  
Interest payments remain significantly higher than anticipated due to increase in rates, particularly for the CCLA account.

RESOLVED

that the report be noted.

19. PERIODIC REPORTS AND INSPECTIONS

The Deputy Clerk submitted a report which had been circulated.

RESOLVED

that the report be agreed.

The meeting ended at 6.55 p.m.

Councillor Knickerbocker left at 6.50 p.m.

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.

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 for review.

Z Leach  
Deputy Clerk/RFO  
02.02.2023

ANNUAL INVESTMENT STRATEGY 2023/2024  
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, 2024

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 have increased over the last 12 months. The CCLA Public Sector Deposit Fund offers a gross interest rate of around 3.53% (changes daily) compared to 0.8% with Nat West Business Reserve Account.

1. For the financial year ended 31st March, 2024 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, Deputy Clerk and Assistant Clerk)

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

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 13<sup>th</sup> November, 2023. The second fixed annuity loan was taken out on 24<sup>th</sup> 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:

Future fund for Skate Park and Scout Hut	£ 23,000
S106 Bike Racks Merriman Park	£ 3,753
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	£190,000

	TOTAL	£236,753
General Revenue Reserves		£182,596
	TOTAL	£419,349

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 Deputy Clerk/Responsible Financial Officer (DCRO) who shall report transfers on a quarterly basis to the Policy and Finance Committee. In the absence of the Clerk/RFO and the DCRO 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.

**CONSIDERATION:**

As the Council will be receiving the whole precept in one amount in April 2023 and the funds held will be quite substantial the Committee is asked to consider how much to invest in the CCLA Public Sector Deposit Fund and how much in the Business Reserve account. The CCLA account carries a higher interest rate but with it more risk.

Z Leach  
Deputy Clerk/RFO  
02.02.2023



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

There is an allocation of £25,000 for grants in 2022/23 and £1,000 for community safety. 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
Crispin Hall Trust – Volunteer Drivers Scheme	£ 5,000
St Margaret’s Hospice	£ 1,500
Moorlight Theatre Company	£ 1,000
Glastonbury & Street Sea Cadets	£ 1,000
Street Bowling Club	£ 1,000
Street Menshed	£ 1,000
Houndwood Community Group	£ 600
Neighbourhood Watch	£ 300
Wessex Youth Football Club	£ 1,000
Glastonbury FM	<u>£ 1,100</u>
	£14,716

**Leaving £10,284 with any overspend coming from the Contingency Fund of £30,000.**

**Victoria Sports Football Club**

A grant application has been received from Victoria Sports Football Club for £500 towards the cost of dugouts and respect barrier – necessary upgrades required to meet league stipulations (full application pack attached).

**Somerset Mind – Street Youth Project**

Total project is contracted for 3 years. This is a collaboration between Somerset Mind and Young Somerset to deliver a weekly group to include 1-1 mentoring. The application will be for 25% of Somerset Minds yearly budget for staff supporting the project (travel, training, IT equipment etc) - £5,565.

**Consideration is sought - subject to completed paperwork being received**

**Taking the Space Theatre Makers**

A grant is requested to support a Taking-The-Space showcase which will be taking place on April 29<sup>th</sup> and 30<sup>th</sup> at Strode Theatre.

**Consideration is sought - subject to completed paperwork being received**

Z Leach  
 Deputy Clerk/RFO  
 02.02.2023

To: Policy and Finance Committee  
From: Deputy Clerk  
Subject: Receipts and Payments October to December 2023

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 OCTOBER TO DECEMBER 2022

##### INCOME DETAIL

###### **1190 Interest Received.**

Interest payments remain significantly higher than anticipated due to increase in interest rates, particularly for the CCLA account.

##### EXPENDITURE DETAIL

###### **1170 Neighbourhood Plan Costs**

The grant funding period ended on 31/03/2022 and was not able to be extended beyond this date in line with funders requirements. As a condition of the grant the underspend of £5,743.92 was returned.

###### **1130 Hall Hire**

Allocation for 2022/23 of £200. Current overspend of £321. £900 has been budgeted for 2023/24.

Z Leach  
Deputy Clerk/RFO  
02.02.2023

To: Policy and Finance Committee  
From: Deputy Clerk  
Subject: Periodic Reports and Inspections

### **Bank Transfers and Reconciliations**

The quarterly report on any transfers between accounts for 1<sup>st</sup> October to 31<sup>st</sup> December 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> October 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 TOIL and annual leave for staff to 31<sup>st</sup> December 2022.

Z Leach  
Deputy Clerk/RFO  
02.02.2023