

Miss Z.L. Leach  
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11<sup>th</sup> May 2023 PLEASE NOTE DATE TIME VENUE

Dear Sir/Madam,

You are summoned to attend the Annual meeting of the Street Parish Council which will be held in **Room 6, Crispin Community Centre, Leigh Road, Street on TUESDAY, 16th MAY, 2023** for the purpose of transacting the business specified in the following agenda. **In accordance with Standing Order 1 t a councillor shall speak only in relation to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair (excluding motions moved under 1 r).**

Public Question Time will commence at **6.55 p.m.** The Chair will allow each person who has registered with the Clerk to speak for up to 3 minutes on any subject/s and will firstly explain the procedures for the meeting. The Council meeting will commence at approximately **7 p.m.** or as soon as Public Question Time is closed by the Chair.

In accordance with standing orders 7 c and d, a member with a disclosable pecuniary interest must leave the meeting and be placed in the waiting room during the relevant item of business, unless permitted to remain following the grant of a dispensation. Councillors with an interest in relation to any item of business being transacted at a meeting under Appendix B (Other Interests) or where a matter relates to a financial interest of a friend, relative or close associate, may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must thereafter leave the meeting and be placed in the waiting room, unless permitted to remain following the grant of a dispensation. At a convenient time the Chair will also give this opportunity to any members of the public who have registered to speak with the Clerk prior to the meeting.

Yours faithfully,

Z. Leach Acting Clerk of the Council

A handwritten signature in black ink, appearing to read 'Z. Leach', is positioned below the typed name.

#### AGENDA

1. CONFIRMATION THAT A QUORUM IS PRESENT
2. ELECTION OF CHAIR  
To elect the Chair of the Council until May 2024 - when elected the Chair signs the Declaration of Acceptance of Office
3. ELECTION OF VICE CHAIR  
To elect the Vice Chair of Council until May 2024

4. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.
5. DECLARATION OF ACCEPTANCE OF OFFICE FOR THE CHAIR  
To agree if necessary that they may be allowed to make their declaration of acceptance of office before or at the next ordinary meeting of the Council on 20<sup>th</sup> June.
6. MINUTES  
To approve as a correct record the minutes of the meeting of the Council held on 18<sup>th</sup> April 2023 (attached) **Pages 4 - 11**
7. MINUTES  
To approve as a correct record the minutes of the extraordinary meeting of the Council held on 5<sup>th</sup> May 2023 (attached) **Pages 12 -13**
8. MATTERS ARISING  
The bi-annual review of Risk Assessment was reviewed at the February council meeting and approved; this was omitted from the minutes, so council are asked to acknowledge the approval.
9. DECLARATIONS OF INTEREST AND DISPENSATIONS  
To receive declarations of interest from Councillors on agenda items and to receive written requests for dispensations for disclosable pecuniary interests (if any). Clerk to grant any requests for dispensation as appropriate.
10. CITIZENS ADVICE BUREAU PRESENTATION  
To receive a presentation from Citizens Advice Bureau.
11. COMMUNITY POLICE OFFICER
12. PLANNING COMMITTEE  
To note minutes of meeting held on 18<sup>th</sup> April **Pages 14-15**
13. YMCA COSTINGS FOR SCOPING PROPOSAL (attached separately for members).  
Councillors are asked to vote to decide if they wish to proceed.
14. MENTAL HEALTH AND YOUTH OUTREACH GROUP  
To approve the notes of the meeting held on 26<sup>th</sup> April (attached) **Pages 16-17**
15. COMMUNITY LIBRARY PARTNERSHIP  
To approve the notes of the meeting held on 26<sup>th</sup> April (attached) **Pages 18-31**
16. REMEMBRANCE MEETING  
To approve the notes of the meeting held on 3<sup>rd</sup> May (attached) **Pages 32-33**
17. CULTURE WORKING GROUP  
To receive a verbal update from the Assistant Clerk.
18. SUSTAINABLE STREET  
To receive a verbal update from the Assistant Clerk.
19. APPOINTMENT OF COMMITTEES (report attached). **Pages 34-36**
20. REPRESENTATIVES ON OUTSIDE BODIES (report attached) **Pages 37-38**

21. CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT  
The CCLA PSDF factsheet and statement for March 2023 has been sent to Councillors with the agenda. Councillors are asked to approve retaining funds in the PSDF account.
22. ANNUAL REVIEW OF DOCUMENTS AND PROCEDURES – LOCAL GOVERNMENT ASSOCIATION MODEL COUNCILLOR CODE OF CONDUCT (reports and supporting documents attached separately for members) **Pages 39-42**
23. REPORT FROM CHAIR/EX CHAIR
24. CORRESPONDENCE/MINOR MATTERS (attached) **Page 43**
25. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES AND SOMERSET COUNCIL COUNCILLORS  
Questions to be noted for written replies and matters for consideration referred to the appropriate working group.
26. ACCOUNTS FOR PAYMENT (schedule of April payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 30<sup>th</sup> April 2023 including budget variance – emailed to members only with bank reconciliations and earmarked reserves schedule. **Page 44 + Confidential attachment for members only**
27. MATTERS FOR REPORT  
Consideration of items not on agenda for information only
  - (a) Report from Clerk
  - (b) Matters raised by members - TO BE NOTIFIED TO THE CLERK IN ADVANCE OF MEETING.

**AGENDA ITEM NO 6:**

**STREET PARISH COUNCIL**

Meeting of the Council held in Room 6, Crispin Community Centre on  
18<sup>th</sup> April 2023 at 7pm

**PRESENT:** Councillor L. Wolfers (Chair of Council)  
Councillors: P. Birch, P. Goater, J. Howard, N. Howiantz, N. Kellett,  
B. Knickerbocker, A. Leafe, T. Napper, H. Shearer, N. Smith,  
A. Sparkes and N. Swift

**IN ATTENDANCE:** Acting Clerk: Z. Leach  
County and District Councillor: L. Leyshon  
D. Atkins – Street Twinning Association  
Mark Wilcox – Director of Youth and Community YMCA  
Jessica Lewin - Leader of Street Youth Club  
2 champions from Street Youth Club: Alfie and Martha

**APOLOGIES** Councillors: S. Carswell, D. Goater and B. Reina

**250. MINUTES**

The minutes of the Extraordinary Council Meeting held on 6<sup>th</sup> April 2023 which had been circulated were approved as a correct record and signed by the Chair.

**251. MATTERS ARISING**

None.

**252. DECLARATIONS OF INTEREST AND DISPENSATIONS**

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

Councillor Napper declared an other interest under Appendix B in any matters relating to Glastonbury Town Council.

Councillor Howard declared an interest under Appendix B in any matters relating to Crispin Hall and Community Centre, of which she is a Trustee, the Victoria Club, of which she is a Member Trustee and Friends of Strode Theatre.

Councillor Wolfers declared an other interest in any matters relating to Street and Glastonbury Chamber of Commerce as she is a board member

Councillor P. Goater declared an other interest under Appendix B in any matters relating to the Victoria Club as he is Chair.

Councillor Sparkes declared an other interest under Appendix B in any matters relating to the Victoria Club as he is a Trustee.

253 TWINNING PRESENTATION

The Chairman of Street Twinning Association gave a presentation to Council about the Twinning Association and an overview of the two towns that Street is twinned with – Notre-Dame-de-Gravenchon and Isny im Allgäu. The twinning relationships are well established. The grant awarded by the Parish Council in 2020 will be used towards a recruitment campaign as the association is looking for more families/individuals to join. This campaign was delayed due to the effects of Covid-19. The Twinning Association is looking forward to welcoming and hosting friends from the Notre-Dame-de-Gravenchon later this week. The Chair would be delighted to hear from any member of the community interested in joining.

254 YMCA YOUTH CLUB PRESENTATION

The Leader of the Street Youth Club gave a presentation to Council on the works of the Youth Club. The Parish Council gives an annual grant to the Youth Club which equates to a third of the overall costs of running the youth club and the rest is generated from fundraising.

The focus of the youth club is on looking at equality and providing social education to become good neighbours. The youths attending are mainly 10-16 year olds and the youth club is looking at how it can attract older teenagers.

Friday youth club is very popular and often oversubscribed. Mondays are more of a focussed support session for the more vulnerable. There is a multi-organisational approach. A drop in after school hub will be starting soon. The leader of the youth club recognised the need for holiday provision and this would be an ambition if resources were available. They also recognised the need for a streamlined coordination of all youth provisions in Street. The Leader of the Youth Club stated that if resources were available she would like to be in schools more and recognised a need for both targeted and outreach work.

RESOLVED

- A. Councillor Shearer will be invited to attend the next multi agency meeting.
- B. Councillors Leafe and Kellett will work with the YMCA who will bring costings for scoping to the next Council meeting.

David Atkins and the representatives from the YMCA left the meeting at 8pm.

255 COMMUNITY POLICE OFFICER

The next 'meet the team' will take place at 7pm on 7<sup>th</sup> June at the YMCA Street Foyer. The three priorities for discussion will be:

1. Fly tipping – Gravenchon Way
2. Speeding vehicles
3. Pot holes

PC Pople stated that the highest calls received over the last three months were:

1. High Street (9 calls)
2. Glastonbury Road, Mere. (5 calls). The travelling community have now moved on.
3. Street Foyer.

Councillor Shearer advised that work is currently happening in North Somerset which it is hoped can be replicated on educating young people about bystander responsibility.

Councillor Knickerbocker advised that the opportunity to do a ride along with the police is available to any member of the public. Councillor Knickerbocker thanked PC Pople for his many years of service.

PC Pople advised that Councillors Smith and Sparkes require a third person to form a community speed watch and appealed for volunteers.

PC Pople advised that a new Chair for the Neighbourhood Watch has been appointed and their first meeting is scheduled for tomorrow evening.

RESOLVED:

- A. that the Clerk will arrange a presentation from the police at a future Council meeting to give more information on the breakdown of crime types that we have in Street.
- B. Councillor Shearer will report back at a future Council meeting on how CCTV is being streamlined/amalgamated from all the various areas into one.

## 256. PLANNING COMMITTEE

The minutes of the Planning Committee meeting of 22 March 2023 were circulated with the agenda.

RESOLVED:

that the minutes of the meeting were noted.

## 257. CULTURE WORKING GROUP

The notes of the Culture working group meeting of 3<sup>rd</sup> April 2023 were circulated with the agenda.

The Working Group proposed an additional £6,000 is spent to wrap the large tree in the library garden with lights. The current budget for Christmas lighting is £12,000 but this would not be sufficient to cover the wrapping of the tree. The tree would be lit all year round which would improve lighting in the library gardens. The Chair of the Council advised that Richard Clark has given his permission for this. Officers are exploring the possibility of a grant/sponsorship towards the lighting of the tree.

RESOLVED:

- A that the report be noted.
- B that a maximum of £6k be spent on wrapping the large tree in the Library Gardens in lights. The cost of this to come from the Contingency fund.
- C that the Parish Council pay £460 towards the costs of food and beverages for the Twinning Association reception event at Strode College on 20 April 2023.

## 258 HIGHWAYS

The notes of the Highways working group meeting of 4<sup>th</sup> April 2023 were circulated with the agenda.

The working group requested support from the full council to work on their vision for the High Street and for permission to explore the costing of a traffic engineer.

RESOLVED:

- A that the report be noted subject to Councillor Knickerbocker being noted as not present at the meeting and the second paragraph under item 5, referring to a possible Traffic Engineer, listed as item number 6. High Street.
- B Councillors Carswell, Leyshon and the Assistant Clerk to bring a proposal on the costs of a Traffic Engineer to a future Council meeting.

## 259. YOUTH OUTREACH AND MENTAL HEALTH WORKING GROUP

The notes of the Youth Outreach and Mental Health Working Group of 15<sup>th</sup> March 2023 were circulated with the agenda.

The Somerset Mind grant application had not gone before the Policy & Finance Committee for consideration in February as that meeting had been cancelled as it was not quorate. Instead, the grant application was scrutinised by the Councillors who sit on the youth outreach and mental health working group who made a

recommendation to Council that an annual grant of £5,565 be awarded to Mind in Somerset for three years.

Councillors appointed as Champions are expected to keep in touch with organisations awarded a grant, to make visits as appropriate and report back to Council.

RESOLVED:

- A that an annual grant of £5,565 be made to Mind in Somerset for 3 years for the Street Youth Matters peer support group involving 1-1 mentoring and regular group sessions subject to two Councillors acting as Champions for the project.
- B that Councillors Kellett and Howiantz are appointed as champions for the Mind in Somerset, Street Youth Matters project.

#### 260. ASSET CHECK

A report by the Clerk was circulated with the Agenda. The Clerk had undertaken a 6 month check of assets in March 2023. All assets were in a good and safe condition with a number of actions recommended in the report.

RESOLVED:

- A that the report be agreed subject to a report coming back to a future council meeting on the proposal for moving the noticeboard and map board currently outside the Crispin Hall.
- B to consider at the June Full Council meeting setting up a task and finish group to look at how the Parish Council can help point first time buyers on to the housing ladder.

#### 261. CHAIRS REPORT

The Chair reported that she had participated in a meeting with the Mayor of Yeovil and representatives from the NHS and explained the role of Councillors in the community and how the NHS can signpost services to Councils for onward signposting to the community.

The Chair, Vice-Chair and Assistant Clerk have met with Natwest Bank in connection with the closure of the Street branch and were disappointed to learn that all they were offering was an opportunity for face-to-face meetings for customers in the library for a 12-week period following the closure of the Street Branch. The Chair contacted Lloyds Bank and was assured that up until December the only branch of Lloyds in the area that would be closing is the one in Shepton.

#### 262 CORRESPONDENCE/MINOR MATTERS



The Deputy Clerk submitted a report which had been circulated.

RESOLVED:

- A that the report be agreed.
- B that a Parish Meeting room be rented to Natwest Bank as a pop-up space every Monday or Tuesday between 10:00 – 15:00 over a period of 12 weeks to commence the week after the Natwest Branch in Street closes.
- C that Councillor Howard will check if the bus stop audit of route 77 has been completed.

263. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES  
AND COUNTY AND DISTRICT COUNCILLORS

County Councillor Shearer advised that adult social care are looking at reinvigorating the carers service across the county.

County Councillor Leyshon advised of a grant opportunity to apply for up to £2,000 for tourist centred projects in Street this summer. The Parish Council could consider upgrading the Street Leaflet or interpretation boards in the Library gardens

RESOLVED:

that Interpretation Boards/tourism grant will be added to the next Culture group agenda for discussion.

264 CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT

The CCLA factsheet and statement for March 2023 had been sent to the Councillors and reviewed by Councillors Carswell, P.Goater and Sparkes who recommended that funds continue to be invested in the CCLA PSDF account.

RESOLVED:

that funds are retained in the CCLA PSDF account.

265 ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 31<sup>st</sup> March 2023 had been prepared successfully and sent to all members with the monthly income and expenditure by account report, the final report of receipts and payments for March, schedule of earmarked reserves and a consolidated summary.

RESOLVED:

- A. that the report and schedule of payments as circulated be approved and initialled by the Chair and the income and expenditure by account report at 31<sup>st</sup> March 2023 be noted and the schedule of receipts and payments for March be attached as Annex A to the minutes in the Minute Book in order to publish payments of £500 or more.
- B. that special dispensation is given for additional costs to the Chair's Allowance 2022/23 of £332 for the retiring Clerk's gifts.

267. MATTERS FOR REPORT

Councillor Swift attended a seminar on Wilding Churchyards which are a great place for biodiversity and proposed that the Council considers asking Somerset Botany Group to undertake a survey of the Cemetery.

A Councillor was concerned about the state of repair of the windows of the Library 1924 building which needed weather proofing.

RESOLVED:

- A. that an item on the Wilding of Churchyards Project is added to the next Culture Working Group agenda.
- B. to raise awareness via social media shares of the mobile phone alarms scheduled to ring at 3pm on 23 April.

Councillor Napper left the meeting at 9pm

268. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the public present were excluded from the meeting for the next item no. 20 as it involves confidential staffing information.

269. GRATUITY PAYMENT FOR RETIRING CLERK/RFO

The confidential report of the Clerk was submitted as circulated to members only.

RESOLVED:

- A. that the report be agreed
- B. that PAYE and NI will be paid on the final gratuity sum of £2638.35

C that the gratuity payment is not included as pensionable pay under 2013 LGPS Regulation 2(g).

The meeting ended at 9.10pm

To: Chair and Members of Street Parish Council

## AGENDA ITEM NO 6:

### STREET PARISH COUNCIL

An extraordinary meeting of the Council held in Room 6, Crispin Community Centre on 5th May 2023 at 1.30 p.m.

PRESENT: Councillor L. Wolfers (Chair of Council)  
Councillors: D. Goater, P. Goater, J. Howard,  
B. Knickerbocker, T.W.E. Napper, H. Shearer and  
A. Sparkes.

IN ATTENDANCE: D. Price (acting Deputy Clerk)

APOLOGIES: Councillors: P. Birch, S. Carswell, N. Howiantz, N. Kellett, A.  
Leafe, B. Reina, N. Smith and N. Swift – reasons accepted.

#### 267. MINUTES

The minutes of the meeting held on 18th April were an incomplete version, so could not be signed by the Chair. *The final version will be added to the Annual Council meeting agenda for 16th May 2023 to be approved and signed.*

#### 268. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

Councillor Napper declared an other interest under Appendix B in any matters relating to Glastonbury Town Council.

Councillor Howard declared an interest under Appendix B in any matters relating to Crispin Hall and Community Centre, of which she is a Trustee, the Victoria Club, of which she is a Member Trustee and Friends of Strode Theatre.

Councillor Wolfers declared an other interest in any matters relating to Street and Glastonbury Chamber of Commerce as she is a board member

Councillor P. Goater declared an other interest under Appendix B in any matters relating to the Victoria Club as he is Chair.

Councillor Sparkes declared an other interest under Appendix B in any matters relating to the Victoria Club as he is a Trustee.

267. MOTION TO VOTE ON THE FESTIVE LIGHTING SCHEME FOR STREET 2023 AND BEYOND.

The Acting Deputy Clerk circulated a report comparing the quotations and proposed installations for the festive lighting schematics for Street from 2023 from two companies. A third company had been approached and a meeting arranged with members, however, the company did not provide any costings or proposals despite being chased.

The members considered the companies' proposals and compared the designs and costings. The festive lighting will include illuminated motifs on the lamp posts in the High Street and Farm Road (as in former years), as well as branch wrapping the tree in the Library Gardens with lights, which will be a new feature for Street's residents at Christmastime but will also offer a year-round lighting solution for the Library Gardens.

It was agreed Blachere offered the most favourable option as their pitch was the most impressive; their products are made from fully sustainable materials in line with Street Parish Council's environmental commitments and they offered the best value for money.

It was proposed that the council accepts Blachere's quotation for a 3-year term.

RESOLVED

- A that the report be noted.
- B that the council accepts the quotation from Blachere Illumination UK for a three-year contract (costing £16,652 in year one, £13,419 in year 2 and £11,196.33 in year 3), subject to the following contractual conditions:
  - i) Street Parish Council reserves the right to terminate the contract with Blachere Illumination UK after year one, without penalty, following a performance review to be conducted in February 2024.
  - ii) Street Parish Council may change the motifs/designs used in year 2 and year 3 at no additional cost.
  - iii) Street Parish Council has the right to reject any motifs/designs that are deemed unsuitable.

The meeting ended at 2.11 p.m.

**AGENDA ITEM NO 12:**

**STREET PARISH COUNCIL**

Meeting of the Planning Committee held in Room 6 of the Community Centre, Leigh Road, Street, on 18th April 2023 at 6:30pm.

**PRESENT:** Councillor: P Goater (Chair)  
Councillors: P. Birch, N. Howiantz, B Knickerbocker, T. Napper and L. Wolfers

**IN ATTENDANCE:** Assistant Clerk D. Price

**32. APOLOGIES**

No apologies received.

**33. MINUTES**

The minutes of the meeting held on 22nd March 2023 were noted as a correct record and signed by the Chair. N.b. The meeting was not quorate, and therefore, they will not be required to be recorded in the minute book.

**34. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr. Napper declared a personal interest in application 2023/0538/HSE and therefore did not vote.

**35. DISCUSS NOTICE OF APPLICATION FOR THE GRANT OF A PREMISES LICENCE**

Members discussed the site notice for a new premises licence for: Okan Foods Ltd, to which there were no objections, as it was agreed the premises should be able to operate the same business hours as a comparable business in the locality.

**36. PLANNING APPLICATIONS**

The Assistant Clerk submitted a report which had been circulated.

2023/0533/HSE | Front Porch Extension | Camelot 11 Middle Brooks Street Somerset BA16 0TT. Approved.

2023/0538/HSE | Two storey rear extension. Solar panels to roof. | 15 Grange Avenue Street Somerset BA16 9PE. Approved.

2023/0521/CLE | Application for an existing lawful development certificate for ancillary use of outbuilding as part of single residential unit. | 154A High Street Street Somerset BA16 0NH. Approved.

2023/0583/HSE | Front two storey extension to dwelling | 2 Simmons Close Street  
Somerset BA16 0NT. Approved.

The meeting finished at: 6:48 pm

## AGENDA ITEM NO 14:

### **NOTES OF MENTAL HEALTH AND YOUTH OUTREACH GROUP**

Meeting of the Group held on Wednesday 26 April 2023 at 3.30 p.m. in the meeting room at Strode College, Street.

PRESENT: Councillors: Birch, Carswell, P. Goater, Howiantz, Knickerbocker and Wolfers  
Z. Leach – Acting Parish Clerk  
C. Acton-Pearce – Mind in Somerset  
P.C. M. Pople – Street Beat Team  
L. Fielder – Head of Student Services, Strode College

APOLOGIES: Councillors: D Goater, Leafe, Napper and Shearer  
County and District Councillor Leyshon  
A. Gutteridge – Assistant Head Millfield School  
A. Whatling – Student Welfare DSL Millfield School  
P. Hall – Early Intervention Officer Violence Reduction Unit Police  
A. Turner - Rethink

#### **1. APOLOGIES FOR ABSENCE.**

Apologies were accepted.

#### **2. NOTES**

AGREED

that the notes of the meeting on 15<sup>th</sup> March 2023 be agreed.

#### **3 YOUTH OUTREACH WORK**

Cllr P. Goater advised that the YMCA bid proposal was considered by the Full Council on 18<sup>th</sup> April 2023. The Full Council resolved that it required further data before it was able to consider approving the proposal and requested champion councillors to help to oversee the scoping. Councillor Leafe has been helping Councillors Howiantz and Kellett in this regard. The Council is waiting for YMCA to submit a quote for the full scoping exercise which will go back before full Council. Since the initial tender document was advertised the Council has discovered that it could be a wider project, for example, a hybrid of targeted intervention and outreach work.

#### **4. MENTAL HEALTH SERVICES**

Cllr P. Goater advised that the Mind Somerset grant application was approved by Full Council on 18<sup>th</sup> April – an annual grant of £5,565 for 3 years for the Street Youth Matters peer support group - subject to Councillors Howiantz and Kellett acting as Champion for the project.

#### **5. KEY 4 LIFE**

Key4life presented to Councillors and will submit a proposal to the next Policy & Finance Committee which could be yet a third offering. They are doing a programme for the 18+ and gave a strong presentation. They work with men in prison, those at risk of going to prison and children at risk of getting caught up in crime. They are based in Butleigh and would like to do something in the area. Clarks Village are involved in an initiative with them.

#### **6. ANY OTHER BUSINESS**

PC Pople gave an update to the group. Organisations are recruiting young people to deliver vapes. L Fielder does not think that the young people are dealing in College but dealing rurally.



PC Pople ran through the sanctions for under 18s and over 18s caught in possession. Procedures for searching individuals believed to be in possession of drugs were shared with the group.

Cyber bullying - PC Pople asked whether the Council could help young people on how to spend their time online – possibly through training workshops? L Fielder explained that the college are already doing this through tutorials about online presence; the young people do know what it is but it just does not occur to them that they are doing it until it actually happens.

Racial bullying - PC Pople advised that following the issue raised by a member of the public in the last Council meeting he has investigated and spoken with the school concerned. The school did not save the evidence as they were not made aware of the incident at the time as it was not reported to them by the student concerned. The student was also unable to give names of those involved to the police. PC Pople has drilled down into the click sense data (7 calls to the High Street, 4 to the YMCA, 4 to Glastonbury Road going into Mere and 4 calls to Reynolds Way) and they are for: concern for welfare, public order, and shoplifting - no calls are relating to young people taking drugs. Street does not appear to have a visible drug issue that other places have. Hard to find where the problem is. Trying to stop the anti-social behaviour. Cllr Carswell visiting the vape shops can go a long way. It was commented that you can see those students at 4 or 5 that will cause the trouble later. Surestart and early interventions were good. It is important to get to them early – is this something the Council can look into how it can help, advise and support.

## **7. DATE OF NEXT MEETING.**

AGREED

that the next meeting of the group will be held at 3.30pm on 28<sup>th</sup> June at Strode College.

The meeting ended at 4.20pm.

**AGENDA ITEM 15:**

**Community Library Partnership quarterly reviews (Street ) – Agenda, notes, and actions**

**Street CLP - 26<sup>th</sup> April 10 a.m. to 11.30 a.m. at the Parish Rooms**

**Attending – Councillors** P. Goater - Street PC, S. Carswell, Zoe. Leach – Acting Clerk/RFO Street PC, S. Sheppard, Sam. Addison and C. Evans – SC Library Service, M. Fletcher and S. Ivory – Friends of Street Library

**Apologies – Peter Fry**

<b>Agenda Item</b>	<b>Leading</b>	<b>Notes</b>	<b>Actions</b>
Introductions <b>Update on CLM post.</b>	Sue Sheppard	Community Library Manager update: Beginning of June Christina will be leaving the Community Library Manager secondment to become Library Manager (West) for Somerset Libraries. The community library post has been advertised, interviews are scheduled for May and Christina will hopefully be able to do a handover period with the new person but will also be available in the future if that person has questions.  Linda retired as Clerk, Zoe acting as Clerk in the meantime until Linda's replacement starts.	
Previous Meetings	Christina	Wi-Fi move. Have not heard anything since before Christmas. Update from Friends: This has in fact taken place but noticed no difference.	

		<p>Desk: All fixed and in place and old desk donated to local school. Volunteers and staff would like to swap out the screen for a Tiny computer if possible (this has been requested but we are still awaiting new devices.)</p>	<p>CE to find out if there is a way to secure till. And update on New Tinys from KT/EM.</p>
<p>Buildings &amp; Maintenance/Health &amp; Safety</p> <ul style="list-style-type: none"> <li>• Risk Assessments</li> <li>• Insurance Document Checks</li> <li>• PAT testing</li> <li>• Legionella</li> <li>• Fire Safety</li> </ul> <p>Safeguarding Policies</p>	<p>CLP</p>	<p>Risk Assessments: Staff SC risk assessments are up to date and complete for this year.</p> <p>Insurance Document: Annual check of insurance- SC insurance documents are all in place. Partners insurance documents also up to date.</p> <p>Drain: Issue reported with drain releasing odor into library which was reported to the partner. This has now been sealed up so that there are no further intruding odors.</p> <p>PAT testing: Due in the Summer.</p> <p>Legionella: ? Partner to let us know if this is being regular checked/tested.</p> <p>Fire Safety: Fire evacuation testing due. Partner to liase with library to test.</p>	<p>CE to look at insurance requirements for Friends group/volunteers</p> <p>CLP to set up evacuation test.</p>

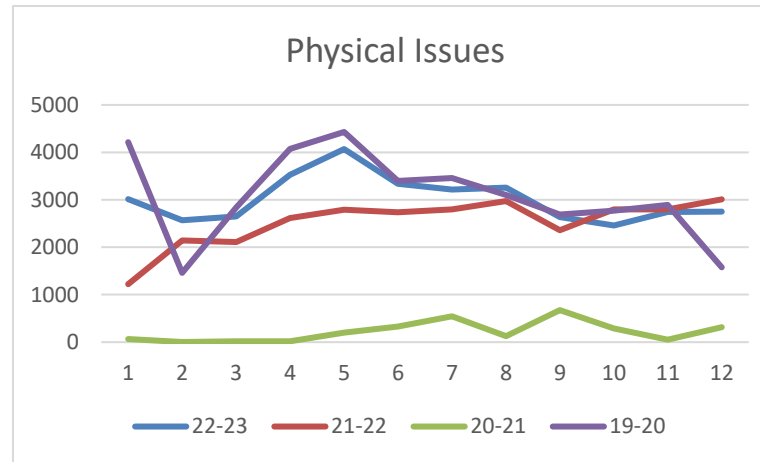
		<p><b>Safeguarding:</b> Email sent on 8/3/23 to Friends Group (and updated partner) around the DBS requirements for anyone who is a digital or activity and events volunteer in Somerset. They must be DBS checked if they are operating within library staffed time (according to the contracts this is funded by the Friends). Spark Somerset have said that they will do the checks for the Friends Group (please contact Leonie at Spark to set up). Outside of the library staffed time, it is up to the Parish Council/Friends if they DBS check those people when operating outside of library staffed times.</p> <p>Under 18 DBS: Risk Assessment (Sam to do specific activity assessment.) Then CE do a specific risk assessment for under 18 volunteering who are doing activities/events.</p>	<p>Friends to get DBS checks for any activity and events/digital events volunteers.</p> <p>CE look for risk assessment around under 18 volunteers. SA to do specific activity risk assessments.</p>
<p>Day to Day Operations</p> <ul style="list-style-type: none"> <li>● Staffing Update</li> <li>● Volunteers</li> <li>● Activities</li> <li>● Library Information</li> <li>● Staff Appraisals</li> </ul>	<p>CLP/Supervisors</p>	<p>Staffing Update: Conflict management training to be conducted.</p> <p>There has been an issue around a particular borrower so staff has asked to do conflict management. Incident reports have been put in around these.</p>	<p><b>SA to ensure staff complete conflict management training.</b></p>

		<p>Panic alarm: Individual panic alarms but not connected to a main system. Sam to email volunteers on how to operate/use it.</p> <p>Zoe asked previously about on desk system that would be tied into the call alarm. (Sue to find out if that can be added.)</p> <p>Volunteers: Some volunteers have left but usually due to family commitments or illness. Spark Somerset can assist with recruitment if required.</p> <p>Volunteer Recruitment Drive- 19<sup>th</sup> May-30<sup>th</sup> June for Summer Reading Challenge including CLPs. Poster will come out for this shortly (update from CE- this has now been sent out on an email dated Thurs 27<sup>th</sup>)</p> <p>Volunteer Log Ins: All volunteers were required by SC ICT to have individual log ins. All rolled out with volunteers individual log ins, everyone now set up on the system.</p> <p>Activities:</p> <p>Sum Up: Arrange with Zoe to go over and have a look at Somerton and get them to talk over how it works.</p>	<p><b>SA to email volunteers on how to use/operate the individual panic alarms.</b></p> <p><b>SS to email CLP on desk panel alarm.)</b></p> <p><b>CE to arrange for a visit with Zoe to Somerton to</b></p>
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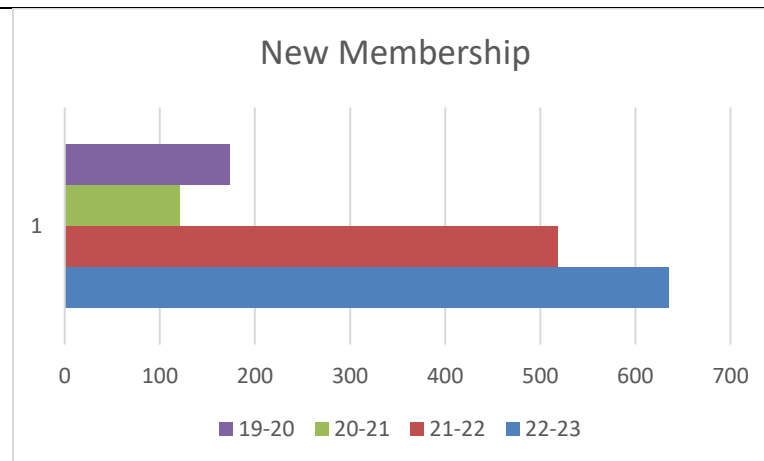
		<p>Staff Appraisals: Partner can help feedback into those appraisal process. But currently there is no formal appraisal due to LGR.</p> <p>Library Information: New Charges Sheet is now available as charges for all items have increased.</p>	<b>look at Sum UP.</b>
Training any updates	Supervisors	Fire Safety: Learning Pool for 23 this year is now available for staff.	SA to ensure all staff complete annual refresher training.
<p>Quarterly Performance</p> <ul style="list-style-type: none"> <li>• Statistics</li> <li>• Covid footfall</li> <li>• Customer Complaints</li> <li>• Incidents</li> </ul>	Sue S/Supervisors/CLP	<p>Footfall this year has seen 26766 members of the public using the library space, an increase of 37% compared to 2021/22 showing a promising post-Covid Recovery. In comparison to 19/20 however we are still operating at a 7% decrease, which although disappointing is still at a much more promising position compared to the average</p>	

CLP decrease which stands at 27% decrease compared to 19/20.

When we look at the data trend for this year we see the usual things we would expect to see with a peak in July/August, and decrease in December (so 19/20 data does seem to be an outlier in terms of trending data.)



Physical Issues are recovering quite well with 36224 items being issued in the past year, an increase of 19% compared to 21/22 and only a 2% decrease in 19/20 (much higher than the average CLP issues.)



New membership has seen an increase this year partly due to the GDPR/Data Protection/Accounts expiring but also partly due to the promotional work done in the area and new builds. 635 new members joined in this year compared to 174 in 19/20

Active membership has increased in the past year by just over 500 with 1716 members actively using the library with an account.

A small increase in events meant that more than 2070 people attended events within Street library (increase of just under a 1000 people), with more than 154 events taking place both thanks to staff, volunteers, and outreach teams.



		<p>Volunteer numbers stand at 20 volunteers for the year an increase of 6 with just over 1255 hours volunteered within the library.</p> <p>Public Network usage saw 70739 minutes of computer access, just over 1100 hours of usage. License review is held in September but CLM recommendation is not to remove any computers.</p> <p>Library Presentation: Annual presentation report CE to send out.</p> <p>iPad Lending Scheme: 2 iPads Lending and steadily lending. CE find out data to add in.</p> <p>Blood Pressure Monitor: Regularly lending items. CE find out data and add in.</p> <p>Health visitors being well attended by the public.</p> <p>Thermal Imaging Camera: Will be launched in the Autumn for all libraries, there will be 9 available to loan (6 ios and 3 android.)</p> <p>Complaints: 1 (Under Investigation. CE will email separately.)</p> <p>Compliments: What's Your Story campaign across Somerset.</p>	<p>CE send out annual presentation report and suggestions.</p> <p>CE find out iPad lending data and report in and Blood Pressure loaning as well.</p> <p>CE will email separately re: Complaint</p> <p>CE find out from JC if CLPs are included in campaign.</p>
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		Incidents: List	
Communication Marketing and Promotion	CLP	<p>Branding: Somerset Council, CE to send over logos and partnership.</p> <p>Facebook: Spreadsheet is being updated.</p>	<p>CE to send over logos to partnership</p> <p>CE check on spreadsheet for FB- <b>this is being updated by TW at end of May.</b></p>
<b>AOB</b>		<p>October meeting/event: We will start looking at reviewing contracts in 2024. We will potentially discuss this at the event we hope to hold again in September/October.</p> <p>Digital event and activity events volunteers will need new badges which Sam will arrange.</p> <p>Summer Reading Challenge: July 8<sup>th</sup>- September 9<sup>th</sup> Summer Reading Challenge theme. Email the Friends group the new book list for this year.</p> <p>Emphasis from Partner: Somerset Schools 5% in the bottom, so the work libraries are doing is incredibly important.</p>	

		Bookstart- Bookstart work is being done with targeted engagement of under 5s to help increase literacy.	CE find out Bookstart data for Street and send to partner.
Date of next Review Q 1 - 2023	Sue Sheppard	July roughly 19 <sup>th</sup> 10am-11.30am but CE will confirm.	

### Previous Meeting

Community Library Partnership quarterly reviews (Street ) – Agenda, notes, and actions

Street CLP - 18<sup>th</sup> January 2023 10 a.m. to 11.30 a.m. at the Parish Rooms

Attending – Councillors P. Goater - Street PC, Zoe. Leach – Deputy Clerk/RFO Street PC, S. Sheppard, Sam. Addison and C. Evans – SCC Library Service, M. Fletcher and S. Ivory – Friends of Street Library

Apologies – Peter Fry.

Buildings & Maintenance/Health & Safety	CLP	<p><b>Desk:</b> Being ordered today. Keep the Perspex screen on new desk until the new year. Once the desk is in will review go over it with SCC.</p> <p><b>Risk Assessments:</b> Violence at work risk assessment to be update. Sam to check if lone working risk assessments in place and up to date. Sam to check if the personal alarms are in place and updating.</p>	
<ul style="list-style-type: none"> <li>• Risk Assessments</li> <li>• Insurance Document Checks</li> <li>• PAT testing</li> <li>• Legionella</li> </ul>			

<ul style="list-style-type: none"> <li>• Fire Safety</li> <li>• Safeguarding Policies</li> </ul>		<p>Sue to investigate panic alarm buttons.</p> <p>Fire Safety: Fire drill. Fire extinguishers being up to date.</p> <p>Insurance documents: All up to date</p> <p>PAT testing:</p> <p>Legionella: Still up to date.</p> <p>Wi-Fi: Move to internet provider? CE to ask Nic Saint about IT. CE ask to Martin Chedzey or Mark Scriven.</p> <p>Smell in library: Internal drain seal needs replacing which the parish council are investigating.</p>	<p>CE asked Nic Saint referred to Martin Chedzey or Mark Scriven.</p>
<p>Day to Day Operations</p> <ul style="list-style-type: none"> <li>• Staffing Update</li> <li>• Volunteers</li> <li>• Activities</li> <li>• Library</li> </ul> <p>Information</p> <ul style="list-style-type: none"> <li>• Staff Appraisals</li> <li>• ICT/Data Security</li> </ul>	<p>CLP/Supervisors</p>	<p>Staffing Update:</p> <p>Petty cash all sorted and resolved with Liz Stone at Frome. All the friends have been paid back for the newspapers.</p> <p>Cleaning- Issues with retaining cleaners. Parish council to keep an eye on it, Sam is going to put together a spreadsheet to help gather evidence on days of non-cleaning.</p> <p>Round table: Volunteers going to move the table and check where the issue is if it's the</p> <p>Appraisals: Any feedback from Parish Council send to Samantha Addison. Sam to schedule in a meeting with Zoe for training.</p>	

		<p><b>Volunteers:</b> Hours increased, some people have left and two new potential volunteers.</p> <p><b>Activities:</b> Increase in author talks and children activities. Author talks to start again in Spring. Future events being discussion. SRC starting 8<sup>th</sup> July-9<sup>th</sup> September.</p> <p>Library Information: Thermal Imaging Camera available from Sept for all SCC/CLP libraries to lend (more info).</p>	
Training any updates	Supervisors	Training next Tuesday at Street library	
<p>Quarterly Performance</p> <ul style="list-style-type: none"> <li>• Statistics</li> <li>• Covid footfall</li> <li>• Customer Complaints</li> <li>• Incidents</li> <li>• Volunteer Stats</li> </ul> <p>Spreadsheet</p> <p><b>Q 3 data attached</b></p>	Sue S/Supervisors/CLP	<p>Street is trending very similarly to local and national data trends, seeing an increase in Q2 for footfall figures and then a dip in those same figures in Q3. Looking into the detail the footfall has increased compared to the same quarter in 2019, with an increase of 22% across the quarter. And comparing to Q1/Q2/Q3 of 2019 there is a 2% increase on 2019s figures. This is incredibly hopeful as Street is bucking the trend of a percentage decrease compared to 2019 due to the impact of COVID-19. But could also be due to lower levels of use in 2019 due to closures.</p> <p>Issue figures are also showing promising signs of recovery, being only -1% down on 2019's figures for similar period. There has been a more</p>	

		<p>significant dip down overall but hopefully this should stable out or if statistics follow on trend will start to curve upwards again into Q4.</p> <p>New membership is up compared to 2019, this quarter 138 new members have registered and more than 3x the total number of 2019/20 registered new members.</p> <p>Active membership continues to grow though more steadily now rather than in big jumps and currently stands at 1645 active members</p> <p>Events for the quarter had over 764 attendees at 46 events. It may be useful to start requesting more feedback to find out the information about these events.</p> <p>Volunteer hours increased a little bit on Q2 with 335.5 hours and 15 active volunteers.</p> <p>PN usage currently stands at 12118 minutes for Q3 (still awaiting December's data to be reported.) I have now updated Q2 figures which stands at 18136</p> <p>Customer Complaints: 0 Customer Compliments: 0</p> <p>Incidents: 0</p>	
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Community Library Partnership Meetings <b>Notes of 5 October 2022 attached</b> <b>Break Clause – note attached for information only</b>	Sue S	Event to be booked for Autumn 2023	
Communication Marketing and Promotion	CLP	Facebook (Anna updating) which the Friends group and Parish council share.	
<b>AOB</b>		Event Calendar: Is now available for staff to look it.	
<b>Date of next Review Q 4 - 2023</b>	Sue Sheppard	<b>Wednesday 26<sup>th</sup> 10am-11.30am</b>	

**AGENDA ITEM 16:**

**NOTES OF REMEMBRANCE MEETING HELD ON 03.05.2023 AT 2PM**

PRESENT IN PERSON: Councillors: B Knickerbocker (BK) and L Wolfers (LW)  
 Derek Williamson (DW) – Royal British Legion  
 Merv Locke (ML) – Royal British legion  
 Matt Tomlinson (MT) – Parade Marshall  
 Zoe Leach (DCRO) – Deputy Clerk

APOLOGIES: Cllrs. P. Birch, N. Kellett, T Napper, N Swift, Reverend Ana Lawrence and Sergeant Beckinsale

1.NOTES	Actions
<p>MT explained that he would be unable to act as Parade Marshall this year. He is happy to walk the route with the new Parade Marshall and to attend future meetings whilst he is still in the locality.</p> <p>NOTES FROM LAST MEETING</p> <p>Notes of the previous meeting of 21 February 2023 were shared prior to the meeting and noted at the meeting.</p>	<p>LW will liaise with the Air Cadet squadron regarding marshalling the 2023 event.</p>
<p>2.UPDATE ON ACTIONS</p> <p>LW explained to those not present at the previous meeting that the group had discussed the possibility of relocating the new Memorial from Shadrach Gardens to one of two possible areas of land outside of the Parish Rooms. This is still being investigated and the community will be consulted on this as well in due course. If agreed, it is hoped that it may be possible to complete this for the Remembrance event in 2024; if not the following year. It was agreed at the previous meeting that this year’s event will follow the same format as last year’s event.</p> <p>DW and ML requested that the vehicular access gate to Merriman Park be opened earlier in the morning than it was last year and that they could have a pass to display allowing vehicular access through the road closure. Discussion took place on the numbers of orders of service to print. It was acknowledged that there was insufficient last year but the weather was exceptional which led to a fantastic turnout. A suggestion was put forward to use a QR code so that anybody wishing to access an electronic copy can.</p> <p>It is important to ensure that the names of the fallen are read out this year, this was missed last year. We could ask students from local schools, air cadets, church groups etc to read the names.</p>	<p>ZL to liaise with SLH re opening Merriman Park gates</p> <p>ZL to produce vehicle access pass for DW/ML</p> <p>DP to be asked to produce a QR code to access order of service.</p> <p>Look to produce approx. 600 copies in consideration of weather forecast nearer the time.</p> <p>DP to engage with schools in September regarding Remembrance events and to acquire readers for reading the names of those fallen from local schools/organisations.</p>



<p>DW advised that the RBL will be using recyclable poppies and wreaths this year.</p>	<p>The RBL have large plastic silhouette cut outs which they will display on the outside wall on Farm Road from 10<sup>th</sup> November until after the parade. Officers to ask to borrow Cllr Goater's gazebo in case of bad weather. Also, to enquire whether Rev. Ana Lawrence has a gazebo that could be borrowed. SPC to consider purchasing 1 or 2 gazebos for future events.</p>
<p>3.AGREE ACTIONS AND RESPONSIBILITIES. See attached.</p>	<p>All members of group to check and advise of any additions/alterations to action list.</p>
<p>4.ANY OTHER MATTERS MT requested better engagement with the schools.</p>	
<p>5.AGREE DATE AND TIME OF NEXT MEETING To be advised.</p>	<p>ZL to circulate a date for the next meeting in approximately 2 months' time.</p>

## AGENDA ITEM NO: 19

To: Council  
From: Clerk  
Subject: Appointment of Committees

In accordance with Standing Order 4 d to consider the appointment of the following Committees and Working Groups for 2023/24, their terms of reference, the number and time of ordinary meetings, appoint the chair (and vice-chair) of standing committees, the place, notice requirements and quorum for a meeting of a committee (no less than three), if the public can participate at a committee meeting. Members are asked to consider that if they wish to be appointed to a committee or working group that if possible they will REMAIN ON IT FOR THE WHOLE YEAR. Most working group meetings will be held remotely if guidance allows.

To agree for the three standing committees – Planning Committee, Policy and Finance Committee and Staffing Committee that the terms of reference shall be as set out below, the number, time, place or ordinary meetings to be as set out in the calendar of meetings for 2023/24, 3 clear days notice to be given of a meeting as set out in Standing Order 3 b, the quorum to be one half of the members of the committee (no less than 3), public question time for the Planning Committee to be held 5 minutes before the start of the formal meeting and other than that the public only to be permitted to speak at a committee meeting if it is adjourned for such a purpose by the Chair.

### PLANNING COMMITTEE

Previous Members - Councillors Birch, P. Goater, Howiantz, Knickerbocker, Napper, Wolfers  
Previous Chair - Councillor P. Goater  
Previous Vice-Chair - Councillor Birch  
Quorum = one half of the members of the Committee

Meetings are on the third Tuesday of the month at 6 pm/6:30 pm prior to the Council meeting – public question time at 5.55 pm/6.25 pm.

Delegated Power - to make recommendations to Somerset Council as the Local Planning Authority on any application for the Parish. An application of significant importance involving major development will usually be considered by the Committee but it may be considered beneficial for consideration to be made by the Council - this to be decided by the Clerk in consultation with the Chairs of the Council and Planning Committee.

### POLICY AND FINANCE COMMITTEE

Previous Members - Councillors Birch, , P. Goater, Kellett, Napper, Shearer, Smith, Wolfers  
Previous Chair - Councillor P Goater  
Previous Vice-Chair - Councillor Carswell  
Quorum = one half of the members of the Committee

Also to agree 1 Councillor to scrutinize the accounts every quarter and 3 Councillors to be authorized to operate the Bankline system with the Clerk/RFO and Deputy Clerk/RFO.

Meetings are on the first Tuesday in February, May, July, September and November starting at 6 p.m.

Delegated Power - to agree all grants up to a maximum of £2,000 for any organization in accordance with the agreed policy and within agreed budget limits

- to make recommendations to Council on any grants above £2,000
- to award grants at any time of the year up to a maximum sum of £3,000 in any financial year, this funding to be taken from the Contingency Fund
- to make recommendations to Council on matters of policy including positive ways of using financial resources
- to receive various reports as detailed in Financial Regulations.

#### STAFFING COMMITTEE

Previous Members - Councillors Birch, D. Goater, Howiantz, Napper, Shearer, Sparkes, Wolfers

Previous Chair - Councillor Sparkes

Meetings are held in January and July, as standard, and as and when necessary to support internal operations.

Remit - to consider all staffing matters including staff absence, annual appraisals and salary reviews and make recommendations to Council.

#### GRIEVANCE AND DISCIPLINARY PANEL

Required by the Employment Act 2002 and the Dispute Resolution Regulations 2004 SI No. 752. This and the Appeal Panel will deal with any disputes that may arise.

Previous Members - Councillors Birch, P Goater, Reina, Swift

#### APPEAL PANEL

Previous Members - Councillors Kellett, Knickerbocker, Leafe, Napper

#### WORKING GROUPS

A written report from any of the Groups detailing proposals to be submitted to the Council as necessary. No meeting to be held unless at least 3 members can attend.

#### HIGHWAYS WORKING GROUP

Previous Members - Councillors Birch, Carswell, P.Goater, Howard, Knickerbocker, Napper, Swift with County Councillor Leyshon

Previous Chair - Councillor Carswell

Remit - car parking generally including new lining and resident permit schemes, street lighting, advertising boards, street cleaning, dog bins, bus shelters, Mendip Community Transport, High Street enhancement, grit bins

Quorum = one half of the members of the Committee

#### CULTURE WORKING GROUP

Previous Members – Councillors D. Goater, Howiantz, Knickerbocker, Leafe, Reina, Swift,

Wolfers

Previous Chair - Councillor Wolfers

Quorum = one half of the members of the Committee

#### COMMUNITY AND WELL BEING WORKING GROUP

Previous Members – Councillors, Carswell, D. Goater, P. Goater, Howiantz, Kellett, Knickerbocker, Leafe, Shearer, Swift, Wolfers

Previous Chair – Councillor Knickerbocker

Quorum = one half of the members of the Committee

#### SUSTAINABLE STREET GROUP

Previous Members – Councillors P. Goater, Howiantz, Kellett, Knickerbocker, Napper, Smith, Sparkes, Swift, Wolfers

Previous Chair - Councillor Swift

Quorum = one half of the members of the Committee

#### YOUTH OUTREACH & MENTAL HEALTH SERVICES GROUP

Previous Members – Councillors Birch, Carswell, D. Goater, P. Goater, Howiantz, Kellett, Knickerbocker, Leafe, Napper, Shearer, Wolfers

Acting Champions: Howiantz, Kellett

Quorum = one half of the members of the Committee

#### EMERGENCY PLAN MANAGEMENT TEAM

Previous Members - Councillors Carswell, Kellett, Napper, Shearer, Smith, Wolfers and the Parish Clerk, Fire Officer, PCSO

Lead Co-ordinator in order of priority - Chair of Council, Vice-Chair of Council

Remit - to review the Street Emergency Plan annually around April and as necessary and to implement the Plan in the event of an emergency in liaison with Clarks HQ and the identified rest centres - British Legion, Unity Club, Victoria Club and Football Club

Quorum = one half of the members of the Committee

#### STREET COMMUNITY LIBRARY PARTNERSHIP

Street Parish Council is lead partner with Somerset County Council and Friends of Street Library

Councillors D. Goater as Deputy; Carswell, P. Goater, Kellett. 1 Somerset Councillor, 3 Somerset Library Service Officers, 2 Friends of Street Library – Parish Clerk to service committee

Quorum = one half of the members of the Committee

#### STAGE 1 INTERNAL DISPUTE RESOLUTION PROCEDURE APPEALS – LGPS

Parish Clerk

#### ANNUAL REPORT

Clerk in consultation with Chair and Vice-Chair of Council

**AGENDA ITEM NO: 20**

To: Council  
From: Clerk  
Subject: Representatives on Outside Bodies

To consider the appointment of representatives to serve on the following outside bodies for 2023/24. The previous representatives were -

Victoria Club Charitable Incorporated Organisation	Cllrs. Howard & Sparkes
Greenbank Swimming Pool Man. Com.	Cllrs. Smith, Swift, Wolfers
Street Chamber of Commerce	Cllrs. Birch, P. Goater, Kellett
Street Twinning Association	Cllrs. Carswell, Swift
Somerset Association of Local Councils	Chair or Clerk
YMCA/ Youth Club	Cllrs. Carswell, D. Goater, Leafe, Shearer, Wolfers
Strode Theatre User Group	Cllrs. D. Goater, Howard, Howiantz, Leafe, Non-voting: Wolfers
Merriman Park Community Group	Cllrs. Carswell, Kellett, Leafe, Sparkes with local residents and reps of local organisations

NOTE - this Group considers renovation of the Park in accordance with the new design and assists in organizing the annual Fun Day. It is chaired by a councillor and reports to the Council as necessary.

Bus Partnership	Cllr. Howard
Cox's Charity	Cllrs. Howiantz, Napper, Wolfers
CCTV Users Group	Cllr. Napper Deputy – Cllr. Leafe
Crispin Hall Charitable Incorporated Organisation	Cllr. Wolfers Deputy – Cllr. P Goater grant requirement
Street Business Park	Cllrs. Napper, Swift

Parish Rooms Emergency Contacts

Clerk, Asst. Clerk,  
Cllrs. P. Goater, Wolfers

Child Protection Officers for SPC

Cllr Leafe

Parish Path Liaison Officer

Mr. J. Dalton

Members should note that if they serve on local bodies as representatives of the Council they would be covered by the Council's insurance for anything unless it was something which the organization had done itself, in which case the body's own insurance would be responsible.

Z. Leach  
Clerk  
11.05.23

## AGENDA ITEM NO: 22

To: Council  
From: Clerk  
Subject: Annual Review of Documents and Procedures – Local Government  
Association Model Councillor Code of Conduct

Council is asked to review and adopt Standing Orders and Financial Regulations – see green booklet. It is also asked to continue working to guidance from the Somerset Code of Conduct (attached separately for members). The LGA has produced the new Code in association with key partners and it is being promoted to councils across the country. It can be adopted with or without amendments. The LGA will carry out an annual review of the Code to ensure that it continues to be fit for purpose incorporating advances in technology, social media and changes in legislation. If the Code is adopted all councillors in Somerset, operations can be working to the same Code which will provide clarity and consistency for councillors and the public. There will be a wealth of guidance available and SALC and Somerset Monitoring Officers will offer advice and support in relation to interpretation of the Code as well as training events.

In accordance with Standing Orders the Council is asked to review/update on the following.

1. Arrange review of inventory of land and assets – Deputy Clerk/RFO and Assistant Clerk to review all assets in May and November annually, and then report on whether they are all in good health and safety order. *N.b. an inventory and asset review was conducted in April 2023 by the former Clerk prior to retirement.*

3. Arrange review and confirmation of arrangements for insurance cover in respect of all insurance risks – see renewed documents from Zurich (attached separately to members)

Policies will be reviewed annually/every 2 years according to requirements. Council is asked to review and adopt - complaints procedure, procedures for handling requests made under the Freedom of Information Act 2000, the General Data Protection Regulation policies and LGPS employer discretions policy (attached separately for members).

The Internal Controls Policy and Local Government Employer Discretions Policy will be considered by Policy & Finance Committee on 13th June and will taken to full council on 20<sup>th</sup> June.

5. Review of subscriptions – attached **Page 40**

6. Review of delegation arrangements to Clerk/RFO – reported below **Page 40**

7. To agree the attached meeting dates for 2023/24 subject to any new guidance on holding remote or physical meetings. The **Annual Parish Meeting must be held by 1<sup>st</sup> June** each year and cannot be held remotely. **Pages 41-42**

N.b. A full review of financial regulations will be conducted after the internal audit has been completed and feedback given to inform any revisions.

## ANNUAL REVIEW OF SUBSCRIPTIONS

### Subscriptions paid in 2022/23 -

South West Councils – employment advice	£ 485
Somerset Association of Local Councils	£1,513
Society of Local Council Clerks	£ 354

### POWERS DELEGATED TO CLERK

Under section 101 of the Local Government Act 1972 the Council can arrange for the discharge of any of its functions by an officer as well as by a committee or sub-committee. Standing orders or council resolutions commonly provide for specific areas of decision-making to be delegated to the Clerk and sometimes this is in consultation with one or more specified members. There is no power to delegate to a single member. Standing Order 5 j v states that at the annual meeting of the Council there will be a review of delegation arrangements to committees, sub-committees, employees and other local authorities.

SALC advises that only full Council can set the precept, borrow, agree capital expenditure, exercise the general power of competence. The current delegations to the Clerk/RFO are set out below and in Financial Regulations 4.10 and 5.5.

1. delegated power in consultation with the Chair or Vice-Chair, to make payments and deal with the facility within the agreed budget limit – major issues to be reported to the Council.
2. delegated power in consultation with the Chair or Vice-Chair, subject to necessary permissions, to deal with minor works of less than £1,500 for any Council property or activity – 3 quotes to be obtained if possible where the value is above £500, and the expenditure to then be reported to Council. This delegation is subject to any governance issues such as appointing the internal auditor, being considered by the Council.
3. Standing Order 13 e states that a decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final. Any dispensation may permit the councillor to speak, or to speak and vote. SALC advises that if the Proper Officer was not sure whether to grant a dispensation they could take it to the Council for a decision.
4. The Clerk/RFO shall have delegated powers of authority to authorise the payment of items only in the following circumstances:
  - (a) If a payment is necessary to avoid a charge to interest under the Late Payments of Commercial Debts (Interest) Act 1998 and the due date for payment is before the next scheduled meeting of Council, where the Clerk/RFO certifies that there is no dispute or other reason to delay payment.



## **DATES OF COUNCIL MEETINGS JUNE 2023 TO MAY 2024**

Public Question Time begins at 6.55 p.m.

Council Meeting begins at 7 p.m. approx. (depending on length of Public Question Time)

Meetings are usually held in Room 6 Crispin Community Centre, Leigh Road, Street – details on website and agendas

TUESDAY, 20th JUNE 2023

TUESDAY, 18TH JULY, 2023

TUESDAY, 15TH AUGUST, 2023

TUESDAY, 19TH SEPTEMBER, 2023

TUESDAY, 17TH OCTOBER, 2023

TUESDAY, 14TH NOVEMBER, 2023

TUESDAY, 5TH DECEMBER, 2023

TUESDAY, 16TH JANUARY, 2024

TUESDAY, 20<sup>TH</sup> FEBRUARY, 2024

TUESDAY, 19TH MARCH, 2024 – ANNUAL PARISH MEETING AT 6.30 PM IF HELD (CANNOT BE HELD REMOTELY) FOLLOWED BY COUNCIL MEETING AT ABOUT 7.30 PM  
GOOD FRIDAY ON 29<sup>TH</sup> MARCH, 2024

TUESDAY, 16TH APRIL, 2024

TUESDAY, 21ST MAY, 2024 - ANNUAL COUNCIL

INVESTITURE OF NEW COUNCIL CHAIR TO BE AGREED

MEETINGS OF THE POLICY AND FINANCE COMMITTEE JUNE 2023  
TO MAY 2024 Meeting begins at 6 p.m.  
(Note - Arrangements may be altered by Council as necessary)

TUESDAY 13<sup>TH</sup> JUNE 2023 - Income and Expenditure Account  
and Balance Sheet and Annual Return

TUESDAY 25<sup>TH</sup> JULY 2023 - Interest Rates for Investments – date to be  
confirmed.

TUESDAY, 5<sup>TH</sup> SEPTEMBER, 2023 - Grant Applications

TUESDAY, 7<sup>TH</sup> NOVEMBER, 2023 - Estimated Expenditure and  
Precept for 2024/25

TUESDAY, 7<sup>TH</sup> FEBRUARY, 2023 - Risk Assessment, Annual  
Investment Strategy

TUESDAY, 8<sup>TH</sup> MAY, 2024

MEETINGS OF PLANNING COMMITTEE JUNE 2023 TO MAY 2024

Meetings held on 3rd Tuesday of month -

Public Question Time begins at 5.55 p.m/6.25pm

Planning Meeting begins at around 6 p.m/6.30pm depending on number  
of consultations and Public Question Time

20<sup>TH</sup> JUNE, 2023

18<sup>TH</sup> JULY, 2023

15<sup>TH</sup> AUGUST, 2023

19<sup>TH</sup> SEPTEMBER, 2023

17<sup>TH</sup> OCTOBER, 2023

15<sup>TH</sup> NOVEMBER, 2023

5<sup>TH</sup> DECEMBER, 2023

16<sup>TH</sup> JANUARY, 2024

20<sup>TH</sup> FEBRUARY, 2024

20<sup>TH</sup> MARCH, 2024

16<sup>TH</sup> APRIL, 2024

21<sup>ST</sup> MAY, 2024

Other meetings of the Council and its Committees are held as necessary  
and full details of all meetings are displayed in the Public Library, at  
Street Parish Rooms and on the Community Noticeboard in front of the  
Crispin Hall, High Street, Street.

Details of meetings, agendas and minutes can be accessed via the  
website [www.street-pc.gov.uk](http://www.street-pc.gov.uk) or by contacting the Parish Clerk.

AGENDA ITEM NO: 24

To: Council  
From: Clerk  
Subject: Correspondence/Minor Issues

1. Merriman Park Tree Inspection

The annual tree inspection of trees at Merriman Park has been arranged and the remedial works are being undertaken.

2. Public Sector Training Facilitation

The Council has expressed an interest in holding a priorities and strategy meeting. Cllr Leyshon and DCRO have explored arranging this with Energise Development at a cost of £1,650. Other companies have been contacted but have yet to present costings.

The following dates are proposed below by Energise Development. Members are asked to choose the most suitable date for the training event if they would like to proceed with the quote as is.

Weds 31<sup>st</sup> May

Weds 14<sup>th</sup> May

Tues 20<sup>th</sup> June

3. Chair's Award

All Town and Parish councils are asked to nominate an individual or group who make a meaningful contribution to the community.

Nominees should not be in receipt of another community award.

Nominees must live or operate within the parish

Members are asked to email the ACCE with any recommendations by close of play on Friday 26<sup>th</sup> June.

Z. Leach  
Clerk/RFO  
11.05.23

## AGENDA ITEM NO 26:

To: Council  
From: Clerk  
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 30<sup>th</sup> April 2023 have been prepared successfully and sent to all members with the monthly income and expenditure by account report and earmarked reserves. Each reconciliation and original bank statement will be signed by an authorised Councillor as part of the quarterly check of accounts and Councillors operating the Bankline system will also carry out an online check.

Receipts and, payments to be authorised, for April are detailed on the attached pages and will appear as an annex to the minutes in the Minute Book.

Z. Leach  
Clerk  
11.05.23

Approved by Council on 16<sup>th</sup> May 2023 and initialled by Chair: