

## STREET PARISH COUNCIL

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

PRESENT: Councillor M. Daniells (Chair)  
Councillors: S. Carswell, A. Prior, N. Smith and L. Wolfers

IN ATTENDANCE: Mrs. L.A. Ruff – Clerk  
Councillors: P. Goater, J. Howard, A. Leafe and  
T.W.E. Napper  
C. Perry – Facilities Manager, Victoria Club

APOLOGIES: Councillors P. Birch, D. Knibbs and H. Shearer – another  
engagement – reasons accepted

### 35. MINUTES

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

### 36. DECLARATIONS OF INTEREST AND DISPENSATIONS

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

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

### 37. GRANT APPLICATIONS

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

#### RESOLVED

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

B. that a grant of £200 be made to Street Fire Station to replace pads and battery for the AED defibrillator outside the Fire Station and the Clerk to find out when the equipment would need to be renewed and who would be responsible for this

C. that Councillor P. Goater be asked to check if other defibrillators including those at the British Legion and Strode Theatre were out of date and needed replacement equipment and a GoFundMe page be set up to keep defibrillators up to date.

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

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

RESOLVED

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

RESOLVED TO RECOMMEND

A. that the internal audit and control reports including the annual risk assessment and internal control procedures, be approved and having considered them it be agreed that the internal audit and control system is adequate

B. that agreement be given to each of the statements set out in Section 1 of the Annual Return and the Annual Governance Statement 2021/22 be approved and signed by the Chair of the Council meeting on 17<sup>th</sup> May and the Clerk/RFO at that meeting.

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

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

RESOLVED

A. that after the annual meeting of the Council a confidential meeting be arranged with the Football Club, Scouts, and District Council to discuss a particular matter raised in confidence at the meeting – no press or public were present

B. that the District Council be asked if the Strode Road allotment site could be sold for low-cost housing.

RESOLVED TO RECOMMEND

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

40. INSURANCE AND RISK ASSESSMENT

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

RESOLVED

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

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

RESOLVED TO RECOMMEND

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

41. PERIODIC REPORTS AND INSPECTIONS

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

RESOLVED

that the report be approved.

42. RECEIPTS AND PAYMENTS JANUARY TO MARCH 2022

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

RESOLVED

that the reports be approved.

43. PAYROLL SUMMARY 2021/22

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

RESOLVED

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

The meeting ended at 7.10 p.m.

Councillor Carswell arrived at 6.10 p.m.

Chair \_\_\_\_\_

