



Miss Z.L. Leach
Acting Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA

T 01458 440 588 E street.parish@street-pc.gov.uk W street-pc.gov.uk

15th June 2023 PLEASE NOTE DATE TIME VENUE

Dear Sir/Madam,

You are summoned to attend the meeting of the Street Parish Council which will be held in **Room 6, Crispin Community Centre, Leigh Road, Street on TUESDAY, 20th June 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. Notes of Public Question Time on 16th May 2023 are attached – **Page 4.**

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.L. Leach Acting Clerk of the Council

AGENDA

1. CONFIRMATION THAT A QUORUM IS PRESENT.
2. APOLOGIES FOR ABSENCE – acceptance of any reasons offered.
3. MINUTES
To approve as a correct record the minutes of the meeting of the Council held on 16th May 2023 (attached) **Pages 5 - 15**

4. MATTERS ARISING
5. 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.
6. COMMUNITY POLICE OFFICER
7. PLANNING COMMITTEE
To note the minutes of the meeting on 16TH May 2023 (attached) **Pages 16**
8. POLICY AND FINANCE COMMITTEE
To receive minutes of the meeting on 13 June (attached) and to approve the report and recommendations made. **Pages 17-20**
Key4Life grant application form and supporting documents have been sent separately to Members who are not on the Policy and Finance Committee.
9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 PART 3
SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2022/23
ANNUAL INTERNAL AUDIT REPORT 2022/23
Reports and documents were circulated with the agenda for the Policy and Finance Committee on 13th June and have been issued to all Members of Council. Members are asked to bring their copy with them. Council is asked to consider approving the reports and documents, review the adequacy of internal audit and control and consider its responses to the statements set out in Section 1 Annual Governance Statement.
10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 PART 3
SECTION 2 – ACCOUNTING STATEMENTS 2022/23
Section 2 and supporting documents were circulated with the agenda for the Policy and Finance Committee on 13th June and issued to all Members of Council. Members are asked to bring their copy with them. Council is asked to approve the accounts, supporting documents and Section 2.
11. REPORT FROM CHAIR
12. SUSTAINABLE STREET WORKING GROUP
To receive the notes of the meeting of 11th May 2023 (attached) **Pages 21-23**
13. COMMUNITY AND WELLBEING WORKING GROUP
To receive the notes of the meeting of 25th May 2023 (attached) **Pages 24-25**
14. CULTURE WORKING GROUP
To receive the notes of the meeting of 9 June 2023 (attached). Approve the recommendation to pursue the installation of A Hollywood-style sign for Street. **Pages 26-28**
15. UPDATE ON LOCAL COMMUNITY NETWORKS (LCNS)
Acting Clerk report attached **Page 29**
16. YMCA YOUTH OUTREACH PROPOSAL UPDATE
YMCA Councillor Champions' report attached **Pages. 30-32**

17. CORRESPONDENCE/MINOR MATTERS (attached) **Pages 33-34**
18. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES AND COUNTY AND DISTRICT COUNCILLORS
Questions to be noted for written replies and matters for consideration referred to the appropriate working group. All reports received have been emailed to Members.
19. ACCOUNTS FOR PAYMENT (schedule of May payments attached for approval and initialing by Chair) and confidential detailed income and expenditure by account report at 31st May 2023 including budget variance – emailed to Members only with bank reconciliations and earmarked reserves schedule. **Page 35 + Confidential attachment for Members only.**
20. CCLA PUBLIC SECTOR DEPOSIT FUND (PSDF) ACCOUNT
The CCLA PSDF factsheet and statement for May 2023 has been sent to Councillors with the agenda together with a letter from CCLA and document outlining Transfer Agency and fund changes. Report attached at **Page 36**
Councillors are asked to approve retaining funds in the PSDF account.
21. 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 CLERK IN ADVANCE OF MEETING

To: Chair and Members of Street Parish Council

NOTES OF PUBLIC QUESTION TIME HELD BEFORE COUNCIL 16TH MAY

A member of the public wanted to commend the work being done to restore the Library Gardens and commented on the good work that Councillor Wolfers has done for Street as Chair. She shared that she felt they should have another year to continue the work.

The meeting was adjourned at 19:10 for Councillor Leafe to ask a question to Councillor Leyshon regarding a £2 million fund earmarked for schools in Somerset, as some local schools are in need of repair. Councillor Leyshon explained that the funds were not readily available via Somerset Council. It was further explained that the goalposts are often changing as to the eligibility of funding, as it is often dependent on whether the school is full or oversubscribed. Councillor Leyshon confirmed she was happy to escalate to a Schools Officer.

STREET PARISH COUNCIL

Meeting of the Council held in Room 6, Crispin Community Centre on
16th May 2023 at 7pm

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

IN ATTENDANCE: Acting Clerk: Z. Leach
Acting Deputy Clerk: D. Price
Somerset Council Councillor: L. Leyshon

APOLOGIES Councillor T. Napper and PC Pople

1. CONFIRMATION THAT A QUORUM IS PRESENT

It was confirmed that a quorum was present.

2. ELECTION OF CHAIR

Statements of support were made by the proposing Councillors for each candidate.

RESOLVED

That Councillor Bryan Knickerbocker be elected as Chair of the Council for the ensuing year. Councillor Knickerbocker signed the declaration of acceptance of office and took to the Chair.

3. ELECTION OF VICE-CHAIR

RESOLVED

that Councillor Nina Swift be elected as Vice-Chair of the Council for the ensuing year.

Please note, the meeting was adjourned at 19:10 while Councillor Leafe asked a question of Councillor Leyshon (see Public Question Time)

The meeting resumed at 19:14

4. MINUTES

RESOLVED

That the minutes of the 18th April 2023 and the extraordinary meeting of the Council held on 5th May 2023 were approved as a correct record and signed by the Chair.

5. MATTERS ARISING

RESOLVED

That the bi-annual review of Risk Assessment (which had been omitted from the February council meeting minutes) was acknowledged and approved.

6. DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the Code of Conduct Councillor Carswell 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.

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 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.

Councillor Smith declared an other interest in any matters relating to Glastonbury FM, as she is a board member.

7. CITIZENS ADVICE BUREAU PRESENTATION

Unfortunately, the presentation from Citizen's Advice Bureau did not take place.

8. COMMUNITY POLICE OFFICER

PC Pople sent his apologies for being unable to attend but emailed the following update on calls to the High Street:

1. Four reported assaults
2. Two concerns for safety
3. One public order offence
4. One Anti- social- behaviour report
5. One road related Offence
6. One insecure vehicle

9. PLANNING COMMITTEE

The minutes of the Planning Committee meeting of 18th April 2023 were circulated with the agenda.

RESOLVED

That the minutes of the meeting were approved.

10. YMCA COSTINGS FOR SCOPING PROPOSAL

The costings and proposal put forward by YMCA was sent separately to members along with the agenda. It was felt the proposal required more scrutiny and input from the appointed champions (Cllrs Howiantz, Kellett and Leafe) before costings and a bespoke proposal could be considered and voted on.

RESOLVED

- A that the appointed champions have a meeting with YMCA to offer informed insights and ensure the proposals align with the council's vision.
- B that officers will share contact details with the point of contact at YMCA for their meeting to be arranged.

11. YOUTH OUTREACH AND MENTAL HEALTH WORKING GROUP.

The notes of the Youth Outreach and Mental Health Working Group of 26th April 2023 were circulated with the agenda.

RESOLVED

That the notes were approved.

12. COMMUNITY LIBRARY PARTNERSHIP

The notes of the CLP meeting were circulated with the agenda. Street library was praised as one of the better performing libraries locally, which has been a consistent theme.

It was raised that one of the volunteers at the library had queried why DBS checks are not being undertaken for the voluntary staff who work with potentially vulnerable adults and children. It was agreed safeguarding is a key priority, however, one of the barriers suggested was that it was unclear as to where the responsibility for funding would come from to undertake this.

After some debate, it was proposed that more data is collected from the CLP to better understand their internal safeguarding policy and how many volunteers they have on board who do not have a current DBS check to help calculate what the ongoing financial impact might be.

RESOLVED

- A that the notes were approved.
- B that the office request information on the safeguarding policy and volunteers' data from CLP to inform future discussion.
- C that the subject of DBS checks is added to the next CLP agenda.

13. REMEMBRANCE MEETING

The notes of the Remembrance meeting were circulated with the agenda. Members were notified that M. Tomlinson, who had been marshalling the parade, would no longer be available to do so and the Air Cadets were being explored as an alternative.

RESOLVED

That the notes were approved.

14. CULTURE WORKING GROUP

The acting Deputy Clerk gave a verbal report of the itinerary for the Investiture and Citizens' Awards as well as a summary of the successful Coronation Event the Victoria Club had hosted.

It was also confirmed all was in hand for the Pride banners going up in the High Street for Pride month in June.

15. SUSTAINABLE STREET

The acting Deputy Clerk gave a verbal update on the last meeting of Sustainable Street, describing how the Eco-Friendly Shop attended the meeting and shared a progress report on the event being held on Saturday 22nd July. It was confirmed that recruiting stallholders and planning activities were coming along well, though there were still spaces to be filled. The schematics had been planned out and thanks was given to council members who had assisted with this.

16. APPOINTMENT OF COMMITTEES FOR 2023-24

RESOLVED

that the following committees and working groups were appointed for the ensuing year. Each committee or working group will be expected to vote on a Chair and Vice-Chair at the initial meeting, follow the terms of reference and attend meetings for the year.

PLANNING COMMITTEE

Councillors: Birch, P. Goater, Howiantz, Knickerbocker and Wolfers
Quorum = 3

POLICY AND FINANCE COMMITTEE

Councillors: Birch, Carswell, P. Goater, Howiantz, Kellett, Knickerbocker, Shearer, Smith and Wolfers
Quorum = one half of members on Committee
Councillors Carswell, P. Goater and Sparkes authorised to operate the Bankline system with the Clerk and the Deputy Clerk/RFO and one of the three to scrutinize the accounts every quarter.

STAFFING COMMITTEE

Councillors: D. Goater, Howiantz, Knickerbocker, Shearer, Sparkes and Wolfers
Quorum = one half of members on Committee

GRIEVANCE AND DISCIPLINARY PANEL

Councillors: Birch, P. Goater, Knickerbocker, Reina and Swift.
Quorum = one half of members on Committee

APPEAL PANEL

Councillors: Kellett, Leafe and Shearer.
Quorum = one half of members on Committee

HIGHWAYS WORKING GROUP

Councillors: Birch, Carswell, Howard, Swift and Wolfers.
Quorum = one half of members on Committee

CULTURE WORKING GROUP

Councillors: Knickerbocker, Sparkes, Swift and Wolfers.
Quorum = one half of members on Committee

COMMUNITY WELLBEING WORKING GROUP

Councillors: Howiantz, Leafe, Swift and Wolfers.
Quorum = one half of members on Committee

SUSTAINABLE STREET

Councillors: Howiantz, Kellett, Smith, Swift and Wolfers.
Quorum = one half of members on Committee

YOUTH OUTREACH & MENTAL HEALTH SERVICES GROUP

Councillors: Birch, Carswell, D. Goater, Howiantz, Kellett, Knickerbocker, Leafe, Shearer and Wolfers.
Quorum = one half of members on Committee
Appointed Champions: Howiantz, Kellett and Leafe.

EMERGENCY PLAN MANAGEMENT TEAM

Councillors: Carswell, Kellett, Knickerbocker, Swift and Wolfers.
Quorum = one half of members on Committee

17. REPRESENTATIVES OF OUTSIDE BODIES

RESOLVED

that the following representatives be appointed to serve on the bodies listed for the ensuing year -

Victoria Club Charitable Incorporated Organisation

Cllrs. P. Goater, Howard and Sparkes.

Greenbank Swimming Pool Man. Com.

Cllrs. Smith, Swift, Wolfers (2 members to attend each meeting).

Street Chamber of Commerce	Cllrs. Kellett and Wolfers Cllrs. Birch and P. Goater to receive minutes
Street Twinning Association	Cllrs. Carswell and Swift
Somerset Association of Local Councils	Chair or Clerk
Street Young People's Centre	Cllrs. D. Goater and Leafe
Strode Theatre Users Group	Cllrs. D. Goater, Howard, Howiantz, Knickerbocker and Wolfers.
Merriman Park Community Group	Cllrs. Carswell, Kellett, Leafe and 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 organising the annual Fun Day. It is chaired by a councillor and reports to the Council as necessary.	
Crispin Hall Charitable Incorporated Organisation	Cllr. Wolfers Deputy – Cllr. P. Goater Grant requirement
Street Business Park	Cllr. Swift – SPC
Parish Rooms Emergency Contacts	Clerk, Deputy Clerk, Asst. Clerk, Cllrs. Knickerbocker and Swift
Bus Services	Cllr. Howard
Cox's Charity	Cllr. Howiantz
YMCA including the Foyer	Cllrs. Carswell, Shearer, Wolfers
Child Protection Officer for SPC	Cllr. Leafe

RESOLVED

That the office investigate getting an audit arranged to clarify the land ownership/boundaries in Street to help more easily identify responsibilities for land ownership and disputes, which will be added to the next Highways Agenda on 4th July 2023.

18. CCLA PUBLIC SECTOR DEPOSIT FUND

The statement for April was circulated with the agenda, denoting interest dividends as £687.41.

RESOLVED

A that the following councillors continue to monitor and access Bankline, as well as support the scrutiny of accounts. Cllrs: Carswell, P. Goater and Sparkes.

B that the fund is topped up to £500,000 from the precept.

19. ANNUAL REVIEW OF DOCUMENTS & PROCEDURES

The corresponding documents were circulated with the agenda.

It was agreed reviewing of Financial Regulations in particular would be better once the feedback from year end and internal audit is achieved.

The Acting Deputy Clerk confirmed there were no tangible changes with the wording or content of the Code of Conduct from the previous year.

It was confirmed all the assets had been checked prior to the retiring Clerk's departure.

The policies for Complaints Procedure, Freedom of Information request handling and GDPR were considered and feedback given on improvements.

RESOLVED

A That feedback from the year end and internal audit results will help to inform updating the Financial Regulations upheld by council and any changes or amendments can be approved at a later full council meeting.

B That the Code of Conduct was noted and approved.

C That the documents for the renewed Zurich insurance policy were approved.

D That the asset checks will be conducted by officers twice each year, with the next review in October 2024.

E The policies need to be streamlined and personalised to Street Parish Council's specific needs. Officers to seek advice and templates from NALC and SALC to use to formalise policies, which are fit for purpose, and reflect the parish council's intentions prior to next review dates.

F That Internal Controls Policy & Local Government Employer Discretions Policy will be included on the agenda and considered at the next Policy & Finance meeting on 13th June.

G That subscription rates were approved.

H Delegation arrangements to Clerk/RFO will be reconsidered once feedback has been achieved from internal auditors, particularly in light of Financial Regulations being subject to review (as per point A).

I That the proposed meeting schedule for 2023 -24 was noted and agreed, subject to any administrative changes which may be required.

20. REPORT FROM OUTGOING CHAIR & NEWLY ELECTED CHAIR

The outgoing Chair gave a report on their last two years in post, giving thanks to fellow councillors and officers, and shared some memorable highlights including: networking to form meaningful relationships with other local councils when attending civic and community events regularly; cementing collaborative relationships with local education facilities and businesses, as well as participating actively in the Twinning visits.

Councillor Wolfers generously presented Street Parish Council with a limited-edition, handcrafted, commemorative mug to celebrate King Charles III's Coronation which was gratefully received and will be displayed in the cabinet at the Parish Rooms.

The newly appointed Chair gave thanks to the outgoing Chair and Vice Chair and officers. They went on to comment on some of the local events they had recently attended, including the local production of "Priscilla Queen of the Desert" and the successful "Rumble at the Loft" by Pyramid Boxing Club, emphasising how these organisations help to provide positive role models for the village.

All members were encouraged to sign up to the SALC training opportunities available to them which had recently been emailed out.

21. CORRESPONDENCE/MINOR MATTERS

The remedial works for Merriman Park's tree inspections were confirmed as having been undertaken.

The members discussed the prospect of arranging some Public Sector Training. Three quotations had been received by the Acting Clerk the costs of which varied quite substantially. Members considered the options.

Confirmation was given to the criterion and deadline for nominating for the Parish & Town Council Chair's Award, with members invited to send their recommendations prior to close of play on 26th June.

RESOLVED

A That the council approved pursuing the training with Energise Development at a cost of £1,650 (plus expenses) and officers would look at availability to schedule the session and book an adequate location for the meeting. The objectives of the meeting will be principally to identify a 3-5 year plan for the council.

B That any nominations for the Chair's Award are send via email to ACCE before close of play on Friday 26th June.

22. REPORT FROM REPRESENTATIVES ON OUTSIDE BODIES & SOMERSET COUNCILLORS

Councillor Leyshon highlighted there was a fund of up to £2k available via the Mary Parker TIC as well as explaining the Section 106 funds earmarked for Multi/Single Academy Trusts was backlogged, but that she would be willing to liaise with anyone who wishes to discuss further.

Councillor Leyshon went on to highlight that Planning East were potentially behind on progressing planning applications and encouraged escalating queries directly to planning officers if it is found there has been no clear progress.

Councillor Carswell gave thanks to Councillor Wolfers for the commitment and hard work she had put in in the two years as Chair and for how their actions had really helped to boost Street and build firm relationships within the community and commercially.

23. ACCOUNTS FOR PAYMENT

The latest bank reconciliations for all accounts at 30th April 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 April, schedule of earmarked reserves and a consolidated summary.

RESOLVED

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 30th April 2023 be

noted and the schedule of receipts and payments for April be attached as Annex A to the minutes in the Minute Book.

24. MATTERS FOR REPORT

There were no matters for report.

The meeting ended at 9.19 pm.

STREET PARISH COUNCIL

Meeting of the Planning Committee held in Room 6 of the Community Centre, Leigh Road, Street, on 16th May 2023 at 6:30pm.

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

IN ATTENDANCE: Acting Deputy Clerk D. Price

37. APOLOGIES Councillor T. Napper

38. MINUTES

The minutes of the meeting held on 18th April 2023 were noted as a correct record and signed by the Chair.

39. DECLARATIONS OF INTEREST AND DISPENSATIONS

No declarations were made.

40. PLANNING APPLICATIONS

The Assistant Clerk submitted a report which had been circulated.

2023/0676/TEL | Application for prior approval of telecommunications development for the removal of the existing 17.6m monopole and 6no. antennas and replacement with 18m monopole and 6no. antennas, 1no 0.3m dish and 1no. 0.6m dish, the removal of 1no. equipment cabinet and development ancillary thereto. | Communication Station The Tanyard Leigh Road Street Somerset – Objected with request for further consultation with public prior to progressing with the application.

2023/0662/FUL | De-comission Nat West Bank:- remove signage, marketing, ATM's, night safe and infil to match existing finishes. | 72 High Street Street Somerset BA16 0EJ – Approved.

2023/0540/FUL | Change of use to a museum and archive complex. Demolition of 1970's and 1890 Buildings and associated works. | The Grange Farm Road Street Somerset BA16 0BQ – Approved.

2023/0541/LBC | Change of use to a museum and archive complex. Demolition of 1970's and 1890 Buildings and associated works. | The Grange Farm Road Street Somerset BA16 0BQ - Approved

2023/0789/HSE | Ground floor extension to existing holiday let. | Kirkee Somerton Road Marshalls Elm Street Somerset BA16 0TZ – Approved.

The meeting finished at: 6:43 pm

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin Community Centre, Street, on 13 June 2023 at 6pm

PRESENT: Councillor P. Goater (in the Chair)
Councillors: P.Birch, N Howiantz, N Kellett, B.Knickerbocker, N.Smith and L. Wolfers

IN ATTENDANCE: Z. Leach - Acting Clerk/RFO
A representative of Strode College
A representative of Key4Life
A representative of Street Football Club

APOLOGIES: Councillors S Carswell, T Napper and H Shearer– reasons accepted.

1. Councillor P Goater volunteered to Chair the meeting in the absence of the agenda item to elect a chair and vice-chair for the meeting and this was agreed by the Committee.

2. MINUTES

The minutes of the meeting of the Committee held on 1 November 2022, which had been circulated, were approved as a correct record and signed by the Chair.

- 3 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

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

Councillor Smith declared an other interest under Appendix B in any matters relating to Glastonbury FM as she is a member of the Board. Councillor Smith attends meetings of the Merriman Park Community Group and Greenbank Swimming Pool Management Committee in a non-voting capacity.

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

4. GRANT APPLICATIONS 2023/24

Representatives of Street Football Club, Strode College and Key4Life made presentations to the Committee in support of their grant applications and answered questions raised. All representatives left the meeting at 7.15pm.

Whilst recognising the valuable work being undertaken by Key4Life, Councillors considered the need to fully scope the Key4Life proposal and discussion followed on whether the Committee should delay making a recommendation to Full Council until after the Council had agreed its priorities at the upcoming priorities and strategy setting day.

RESOLVED

- A. that a grant of £2000 be made to Street Football Club to undertake essential maintenance work on its football pitch on the proviso that a report on the delivery of the business plan is sent to each quarterly Policy & Finance meeting of the Street Parish Council.
- B. That a grant of £1750 is made to Strode College towards the cost of a professional bid writer for an application for the youth endowment fund. Strode College will match fund this amount.

RESOLVED TO RECOMMEND

That a decision on the grant application from Key4Life for £22,000 is deferred until after the Council's priorities and strategy meeting has taken place on 19 July 2023.

5. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 PART 3
SECTION 1 – ANNUAL GOVERNANCE STATEMENT 2022/23
ANNUAL INTERNAL AUDIT REPORT 2022/23

The Clerk submitted report and documents which had been circulated, prior to being submitted to the Council on 20th June for consideration and approval. Page 3 of the AGAR – the Annual Internal Audit Report 2022/23 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 the Council had not yet adopted the recommendation of last year that the date assets enter the register are recorded and that all occasions when differing quotes are considered are clearly minuted as well as keeping a record of these quotes on file.

RESOLVED TO RECOMMEND

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

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

6. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022/23 PART 3
SECTION 2 – ACCOUNTING STATEMENTS 2022/23
ANNUAL INTERNAL AUDIT REPORT 2022/23

The Clerk submitted a report, Section 2 and supporting documents which had been circulated, prior to being submitted to the Council on 20th June for consideration and approval.

RESOLVED TO RECOMMEND

that Section 2 of the Annual Return, the accounts for the year ended 31st March, 2023 and other documents as circulated, be approved and signed by the Chair of the Council meeting on 20th June, having already been signed by the Clerk/Responsible Financial Officer.

7. INSURANCE AND RISK ASSESSMENT

The Clerk submitted a report which had been circulated. Members considered the levels of insurance cover.

RESOLVED TO RECOMMEND

that the fidelity guarantee should remain at the £1 million band and the report, and levels of cover provided be agreed.

8. PERIOD REPORTS AND INSPECTIONS

The Clerk submitted a report which had been circulated. Internal control checks for the year ended 31st March 2023 had been carried out by Councillors Carswell, P.Goater and Sparkes during the year on the Bankline system and by Councillor P.Goater and Sparkes in the office.

RESOLVED

that the report be approved.

9. RECEIPTS AND PAYMENTS JAN TO MAR 2023

The Clerk submitted the confidential and other report which had been circulated. The detailed income and expenditure report by code at 31st March 2023 appears as Annex A to these minutes in the Minute Book. Attention was drawn to significant variations between the budget set and expenditure/income.

RESOLVED

that the reports be approved.

- 10 LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER DISCRETIONS POLICY
The Clerk submitted a report which had been circulated with the Employer Discretions Policy which was reviewed by the Committee.

RESOLVED

that the Employer Discretions Policy be approved

- 11 MERRIMAN PARK TEENAGE TABLETOP REPAIR
The Clerk submitted a report which had been circulated.

RESOLVED

that the Aller Engineering or Castle Welding quotation is accepted and that the final decision is made by the Clerk upon ascertaining timelines for undertaking the work.

The quotation received from Muchelney Forge will not be progressed.

12. PAYROLL SUMMARY 2022/23
The Clerk circulated a confidential payroll summary report for the year which was provided by Probusiness Ltd.

RESOLVED

that the report be agreed.

The meeting ended at 8.20pm

Notes of the meeting of the Sustainable Street Working Group 11th May at 6.30pm.

Present: Councillors: P Goater (PG), N Howiantz (NH), N Kellett (NK), B Knickerbocker (BK), N Smith (NS), A Sparkes (AS), N Swift (NSw) and L Wolfers (LW)
A Lawson (AL) – Eco Friendly Shop

Officers: D Price (DP) – Acting Deputy Clerk

Apologies: Councillor: T Napper (TN)

Item	Action
<p>1. Apologies</p> <p>Apologies were accepted.</p>	
<p>2. Notes of minutes of 6 February 2023</p> <p>The notes of the meeting of 8th March 2023 were agreed.</p> <p>The actions from the last meeting were reviewed.</p>	<p><i>DP to print out the Climate Top Tips for distribution in the library and other community sites.</i></p> <p><i>NH to consider the climate questionnaire SPC has been using and make suggestions on how to improve engagement.</i></p> <p><i>Those actions which had yet to be achieved will be worked on for review at the next meeting.</i></p>
<p>3. Sustainable Street Event</p> <p>AL gave a verbal update on plans for the Sustainable Street event and it was confirmed Cllr Kellett had been very supportive in helping plan out the schematics for the best arrangement for stalls in the Crispin Centre etc.</p> <p>It was confirmed there were a small list of definite bookings including: Fixy Bus, Avalon Marshes, Bridie’s Farm and The National Trust, so pushing the event and building interest will be a priority moving forward, with an emphasis on targeting local sustainable vendors, CICs and fairtrade/organic producers.</p> <p>A past event run by SPC, “Plastic Free Street”, had been a success in the past. The group put forward there could be relevant contacts from the event who might be interested in attending.</p>	<p><i>NK to finalise the drawings of the plan to share with AL.</i></p> <p><i>AL to share latest artwork for the event with DP for sharing across SPC’s platforms.</i></p> <p><i>DP to look back on historic information and share useful content with AL.</i></p>

<p>Inviting the local recycling centre and exploring options for recycle/reuse/repair was suggested, which could be a key attraction for the community to be proactive in their environmental efforts.</p> <p>AL explained the event would make use of the Methodist Church and that refreshments would be provided by contacts at The Crispin Community Centre.</p> <p>The cost of printing leaflets and/or banners to promote the event was discussed and it was agreed a grant application form would be useful, as there isn't ample budget to work with.</p> <p>Use of contacts at GFM was mentioned to arrange an interview and advertising of the event.</p>	<p><i>PG to liaise with the recycling centre and how they could be involved,</i></p> <p><i>DP to email a copy of the grant application pack to AL.</i></p> <p><i>NS to put forward at next board meeting.</i></p>
<p>4. Any other matters arising</p> <p>NH gave feedback on the "Adapting the Levels[/Moors]" toolkit from an event he recently attended and summarised the table-top exercises the groups had done to explore the best action to take and mitigating factors relating to the climate crisis, and in particular, local flooding.</p> <p>The focus was on adaptations, encouraging behaviours and building community resilience to create a positive correlation with enhancing feelings of wellbeing.</p> <p>Reference was made to the Levels and Moors Project (LAMP) and Reimagining the Levels; which are well established local projects which will be useful to reflect back on to gather insights and set priorities</p> <p>LW shared the last meeting documents from Glastonbury Climate and Environmental Emergency Advisory Committee (CEEAC) with the group and it was suggested attending one of their meetings would be a good opportunity to see how things are done in other local councils.</p> <p>The group felt so much positive action was already going on in the locale that it is important to drill down and sign post to the initiatives already working to protect and educate Street. It was agreed a more substantial enquiry and research could be done,</p>	<p><i>NH agreed to continue attending the group's activities and consider inviting to a future full council meeting.</i></p> <p><i>DP to research these projects and share any relevant information with the group, ongoing.</i></p> <p><i>LW to liaise with CEEAC to see if there is an option to attend a future meeting/present at full council.</i></p> <p><i>DP/Officer to research environmental aims and actions of other local councils and community groups to feedback to the group, especially where formal consultations have been funded.</i></p>

with a view to exploring options to commissioning a professional enquiry, at a later date.	
5. Agree date and time of next meeting The next meeting was agreed for 29 th June	

The meeting ended at 8pm

Notes of the meeting of the Community & Wellbeing Working Group on 25.05.23 at 11 am
via Teams

Present: **Councillors:** Chair B Knickerbocker (BK), N Howiantz (NH), N Swift (NS) and L Wolfers (LW)

Attendees: Cllr S Carswell (SC) and Acting Deputy Clerk D Price (DP)

Item	Action(s)
<p>APPOINTMENT OF CHAIR</p> <p>That Councillor Bryan Knickerbocker be elected as Chair of the working group for the ensuing year.</p>	
<p>APPOINTMENT OF VICE CHAIR</p> <p>That Councillor Neil Howiantz be elected as Vice Chair of the working group for the ensuing year.</p>	
<p>NOTES</p> <p>The notes from the last meeting, held on 8th March, were approved.</p>	
<p>Discover your Community “Active Street” event 30.09.23</p> <p>It was agreed to continue using Eventbrite for the private emails for those booking a stall but to keep the general publicity for the event to the social media channels and website as well as branded banners and posters as standard.</p> <p>“Active Street” will run between 10:30 am – 2:30 pm and it was suggested that having ushers in hi-vis jackets encouraging people in from the street on the day would be a useful strategy to keep a decent flow throughout.</p> <p>Booking a guest speaker will hopefully provide a draw to the event and several local examples were put forward.</p> <p>Updating the banners from the last event may be the most cost-effective way to proceed to keep expenses low.</p>	<p><i>DP to reach out and contact potential guest speakers.</i></p> <p><i>DP to explore options with EM Print and Walton Press for patching over the banners and look into purchasing some generic banners which simply state a “Free Event Here Today!” which can work to gain people’s interest and can be used repeatedly.</i></p>

<p>Use of A-boards and posters on the lamp posts will be used to advertise in advance and on the day.</p> <p>All agreed it would be useful to have more younger residents at the event and though the council wishes to be inclusive, it may be that future events could be directed more towards specific age groups etc. so that the events become completely tailored to local needs.</p>	<p><i>DP to get the required permissions for all signage.</i></p> <p><i>DP to contact local schools and request that all advertising and promotions are shared by local contacts to ensure those in the community who can be hard to reach are informed and attend.</i></p>
<p>DP shared the initial draft of lists of organisations who would be invited to be involved and a reserve list would be used in needs be. It was a welcome suggestion to encourage community groups to share a table if possible, so the space is used most effectively, and more groups can reach out. It was put forward wellbeing-focused groups would be good too</p> <p>The legacy Mendip Strategic Tourism Group had previously mentioned the possibility of organising a bike marking scheme which could be arranged via local PCSOs.</p> <p>NS confirmed they had been in touch with Somerset’s Road Safety team about attending on the day and mentioned a “Passing Mat” could be put out at the Library Gardens which had been successful in the past. DP agreed to ask the library to promote hobbies as well as sporting literature etc.</p>	<p>Cllrs will consider any other suggestions they may have and recommend/provide contact details accordingly.</p> <p><i>DP to contact PCSOs and see if they are available to offer the bike security service.</i></p>
<p>Street pamphlets & Estate Agents Welcome Packs.</p> <p>DP confirmed that approximately 1,100 of the Street leaflets had been dropped off at the Parish Rooms which would be used first, with a view to improve on the current leaflet by including contact information for Street Parish Council and Somerset Council. A QR code linking to the SPC website would also be a good way to drive new residents to the website and offer a good opportunity to connect with them.</p> <p>Displaying the leaflets on the noticeboards and sharing online would be another more sustainable way to share the information.</p>	<p><i>DP to gain costings for a reprint of the leaflet with the additional elements.</i></p> <p><i>DP to scan/share the content digitally.</i></p>
<p>Agree date & time of next meeting. Parish Rooms 11 am Thursday 6th July</p>	
<p>Calendar Invitation Sent? Y</p>	

Notes of the meeting of the Culture Working Group on Friday 9th June 2023 4pm

Present: Councillors: L Wolfers ([LW] Chair), B Knickerbocker (BK), A Sparkes (AS) and N Swift (NS)

Officers: Danielle Price – Acting Deputy Clerk

Apologies: S. Cullen (Alfred Gillett Trust)

Item	Action(s)
<p>6. Apologies</p> <p>Apologies were accepted.</p>	
<p>7. Notes of minutes of 10th May 2023</p> <p>The notes of the meeting were agreed.</p>	
<p>8. Vote for Chair</p> <p>That Councillor Laura Wolfers be elected as Chair of the working group for the ensuing year.</p>	
<p>9. Vote for Vice Chair</p> <p>That Councillor Adrian Sparkes be elected as Chair of the working group for the ensuing year.</p>	
<p>10. Investiture Debrief</p> <p>The event was well received with a good turnout of officials and neighbouring councils in attendance. It will be a target to improve on the number of residents, community members and SPC councillors attending for 2024 and in future.</p> <p>The evening itself worked well balancing the council’s more formal processes of the investiture alongside information on SPC and Somerset Council’s actions, as well as showcasing quality musical performances from Strode College and celebrating the award winners.</p>	<p><i>Office to revisit the event template and ensure all processes are in place including limiting the number of speeches and making sure to ask individual preferences for presentations as well as ordering more enamel badges.</i></p> <p><i>DP to book Strode Theatre for 2024’s investiture and enquire as to whether Street Sings can perform.</i></p>

<p>The choice to “go green” for a (mostly) vegan buffet was a real treat and conversation starter for many of the guests, which was a positive demonstration of SPC’s sustainability aims.</p> <p>It was discussed SPC could look to rebrand the event as more of a Community Awards platform; with the investiture forming part of the proceedings rather than the main event. It was felt this strategy could be more encouraging for the public to attend. Paired with the fact it was suggested there was a little too much clapping throughout, offering a more relaxed base-script and format could be more enjoyable.</p> <p>The following suggestions were made during the meeting as to how the event could be renamed, such as: “Street’s Celebration & Civic Awards” and “Street’s Civic Celebration”.</p>	<p><i>The Culture Working Group can discuss how to rebrand and appeal to a wider audience in future meetings (which will be added to a future agenda). This will include redesigning the Community Award winners’ certificates to include an ichthyosaur and framing them as a keepsake.</i></p>
<p>11. High Sheriff of Somerset visit 13th July 2023</p> <p>The High Sheriff of Somerset will be visiting Street on Thursday 13th July 2023 between 10 am – 4 pm.</p> <p>The draft itinerary was shared amongst the group and it was agreed incorporating some of the most fascinating elements of Street and showcasing the rich history of the village will be the objective of the visit. Alongside visiting key heritage sites, the Quaker Meeting House, Parish Rooms, the market, Alfred Gillett Trust (AGT), Elmhurst Juniors’ Forest School and Owen Barry’s factory, some time with local charities such as: The Salvation Army and Men’s Shed, will also be built into the programme for the day.</p>	<p><i>DP has sent a “save the date” email to councillors as well as a calendar invitation closer to the time when the itinerary has been finalised.</i></p> <p><i>DP to contact organisations for participation and update on the draft itinerary and send a final version out.</i></p> <p><i>DP to contact the Beat Team to see if they are available to attend the market, for instance.</i></p> <p><i>DP to contact the Police & Crime Commissioner to organise a similar tour of Street for w/c 17th September.</i></p>
<p>12. The Twinning Visit</p> <p>The Isny Twinning reception will take place on Monday 7th August. As Strode College will be closed for the summer, as local venue or eatery will be booked for a lunch reception (a Ploughman’s was put forward). Various suggestions were made, both indoors and outside, however, as an outdoor event is so dependent on the weather, this will need to be taken into account.</p>	<p><i>DP confirmed there had been some quotations for Ploughman’s style buffet already achieved, but that other contacts would be made to minimise costs. Exploring how SPC might be able to provide food will also be looked into.</i></p>

	<i>LW to enquire whether Clarks HQ would be able to offer the Cowshed for the occasion.</i>
13. Discuss & agree social media content for June Options were chosen for June and it was agreed that sharing Somerset Council's posts as much as possible would be a good way to reduce demands on creating content for the office.	
14. Interpretation boards & Large White Street Letters Not much progress had been made on these aspects, though the office had reached out to other councils about their boards and pricing etc.	A resolution on support for the large white Street letters will be added to the next full council agenda.
15. Agree date and time of next meeting	Weds 5 th July, 2pm Parish Rooms
Calendar invitation sent? (Y/N)	Y
The meeting ended at: 5:22 pm	

To: Council
From: Acting Clerk/RFO
Subject: LOCAL COMMUNITY NETWORKS (LCN'S)

The Acting Clerk circulated to all Councillors on 8 June an update received on the launch of Local Community Networks. The first LCN meeting took place in Exmoor on the 8 June with 18 LCN meetings in total taking place across the County this summer. Street is in LCN Area 17 – Avalon and Poldens and its first LCN meeting is scheduled for 7pm on 19th July 2023 in the Crispin Hall. Local Community Networks will meet 6-8 times a year, however this is at the discretion of each individual LCN. Please see the role of the parish councillors below. The Council is asked to put forward a named local representative (elected or coopted):

The role of parish councillors

A member from each City, Town or Parish Council and Parish Meeting within the area covered by the LCN is included in the core membership - and will have a vote. The named local representative from each parish council (elected or co-opted) is encouraged to attend the LCN meetings and represent their area and feedback to their local council. Clerks cannot be the local representative, and Clerks cannot vote. However, they are welcome, and indeed encouraged, to attend if they have capacity. Other members are welcome to attend but it will be in a non-voting capacity. I have further been advised that it would be good practice for the parish council to nominate a sub-representative who can attend and vote in the absence of the named local representative.

The LCN handbook was shared which includes the Terms of Reference, Chair and Vice-Chair roles/responsibilities, meeting procedures, an LCN Map, plus parish listings and can also be accessed from the following link: [LCNs_Handbook June 2023_Final_pdf.pdf](#)

Z.L.Leach
Acting Clerk/RFO
15.06.2023

Title: Reporting on the YMCA Proposed Project Budget, which was based on the following statement: -

“To Ask the YMCA for a cost to create more in-depth Scoping/Mapping to ascertain the real problems in Street”.

1. Executive Summary

- The purpose of this report is to provide feedback regarding the Proposal and its intent; the aim is to support the Council in evaluating the Proposal’s benefits and potential effectiveness, be clear if it aligns with our Council’s objectives, understand if it represents value for money for the People of Street and to then, of course, consider the next steps.
- The Evaluation process consisted of open discussions, which included the Council nominated Champions, regarding the proposal and drew on Mark Wilcox’s professional experience and was supported by Karen Leafe
- Key findings are laid out in Section (5) Recommendations.

2. Introduction

- The request for a scoping exercise emerged from the submission of the original tender and the concerns that there was to be a commitment to a three-year plan; further clarity regarding objectives and benefits was requested and this took the form of a request for a Scoping Exercise
- The hope is that this evaluation report will be seen as openminded in its intent and an opportunity to gain clarity on the whether we have defined our needs sufficiently to support the YMCA and to be clear where our objectives align.

3. Feedback on Proposal

- There is a risk that we haven’t been clear to the YMCA on what the Council are trying to achieve and this has resulted in a potential lack of clarity regarding the objectives of the Scoping Exercise.
- The proposal is a broad consultation exercise that aims to provide data in quantity.
- Elements of the Scoping exercise may simply focus on the young people whose needs may be addressed by relatively simple provision such as providing activities.
- While it is a valid objective to address the needs of every resident in Street we live in a world of finite resources and therefore need to target our expenditure on those individuals who have fallen through the net.

4. Cost Analysis

- All costings and activities have been declared in a transparent manner.
- The costings of the scoping exercise provided by the YMCA are fair and reasonable in line with the brief that they were provided.
- It's impossible, at this stage, to establish if this proposal represents good value for money, however it is comprehensive.

5. Recommendations

- We need to be clearer on what we, the Council, are hoping to achieve; what impact are we looking for?
- There is a group of probably more disaffected young people whose hostility to social norms is caused by one of, or a combination of, family background, genetic makeup, mental health issues, peer group pressures. We need to consider how this proposal, in its current form, can focus on these groups.
- Shift in focus to targeted groups and engagement with Staff at our local Schools with an essential inclusion of Tor School, Police/MIND/Social Care making use of interviews and focus groups that might help us to better understand: -
 - The extent of ASB and of more serious crime
 - Whether there is an identifiable group of young offenders responsible for the above who might not be picked up by more traditional investigation.
 - How the identified problems in Street compare to neighbouring/similar areas both qualitatively and quantitatively.
- There are clearly elements of the Scoping Proposal that we can use, so, as time and effort have already been expended in the generation of the Scoping Proposal we could perhaps consider, for example, a £1000 contribution to the YMCA, with the stipulation that this is used to fund the Youth Centre during the holidays.
- That we run a trial of an Outreach worker (time limited) and monitor the benefits.
- There are several support agencies operating in our community who would be able to provide data to satisfy our queries. This would mean that we wouldn't have to reinvent the wheel and could undertake the scoping ourselves by just asking: -
 - Would they be open to sharing that data?
 - Would they be willing to spend valuable time providing the data?
 - Would that data be specific enough to satisfy our need

6. Conclusion

- Our request for this Scoping exercise was confused and too broad
- The costings of the scoping exercise provided by the YMCA are fair and reasonable.
- It would benefit the proposal to look at the scale of the scoping and prioritise the areas of investigation to focus on those which will afford the most effective return on expenditure.
- We need to be specific about those areas that we believe to be the most effective in achieving our goals and objectives; in order to do that, SPC need to provide clarity on what our goals/objectives are.

To: Council
 From: Acting Clerk/RFO
 Subject: Correspondence/Minor Matters

1. Somerset Council - Street Naming and Numbering (SNN)

Street Naming and Numbering was a statutory function previously administered by the four district authorities. The Unitary authority will need to adopt this statutory function and associated policies. This will be done by Somerset Council adopting a set of legislation by resolution of its Full Council on 26 July 2023 outlined below and a single agreed SNN policy will be put forward for adoption:

Sections 17-19 (inclusive) Public Health Act 1925 are adopted. The parts of s64 and s65 Town Improvement Clauses Act 1847 which relate to street naming provisions will then cease to apply.

The parts of s64 and 65 Town Improvement Clauses Act 1847 that relate to street numbering are adopted and remain in force. Section 21 Public Health Acts Amendment Act 1907 will not apply.

There has been a suggestion from the Executive that Somerset Council pilot, through a small number of parishes, the possibility of pre-defining some street names, so that when developers need to create new street names, or there is redevelopment of existing streets, there is a list of potential names to dip in and out of, to improve the speed of the service for customers. Somerset Council are seeking engagement with the local community, in particular the parishes – they would like to work with councillors and clerks as part of the consultation process. If Councillors would like to take part in this pilot the Clerk will register interest in doing so.

2. Priorities and Strategy Training

The Council agreed at the last meeting to engage Energise Development to facilitate its Strategy training at a cost of £1,650 (plus expenses). This has been arranged for July 19th 10am-3pm though there is potential for the sessions to be extended to a later finish if it is felt that it is needed on the day but this would be at an additional pro rata charge of £200 per hour. The venue will be confirmed in due course. The training facilitator has emailed a survey to all Councillors to complete.

Energise Development are also able to undertake a stakeholder survey and evaluation which would provide useful information for this strategy session. In the interests of speed and under power delegated in financial regulation 4.1 budgetary control and authority to spend the Clerk in conjunction with the Chair of the Parish Council have authorised expenditure of £325 on the stakeholder survey, preparation and evaluation.

3. Blachere Festive Lights.

At the Extraordinary Council meeting on 5th May 2023 the Council resolved to accept the quotation from Blachere (costing £16,652 in year one, as quoted at the time of the meeting) and resolved that the council should approach Blachere with the following contractual conditions:

- i) There will be a review arranged for February 2024
- ii) Street Parish Council can choose alternative motifs in subsequent years after 2023 (at no extra charge) and has the right to refuse motifs which are deemed unsuitable

- iii) Street Parish Council reserves the right to discontinue the contract if the aforementioned conditions and performance expectations are not met

Blachere agreed to the above conditions on the proviso that icicle lights on the parish rooms were purchased by the Council (incurring a saving in the long term) and have taken into consideration the poor service in former years and the 3-year commitment. The council are asked to approve the year one revised cost of £14,663.39.

N.b. The office are awaiting confirmation of whether Clarks HQ will agree to sponsor or donate towards the tree-wrapping at the Library Gardens.

4. Library Gardens Pavillions

Work is progressing and due to be completed by Friday 16th June. The concrete has been replaced but has left some damage to the artist's work along the bottom edge of the back walls. The artist will make the necessary repairs. Once all works are completed a protective lacquer spray will be applied which has already been costed into the project. The railings will remain in situ until the lacquering has been completed. Once all works are completed the Clerk will circulate details of the official unveiling ceremony which it is hoped as many councillors will be able to attend as possible.

Z. Leach
Acting Clerk/RFO
15.06.2023

To: Council
From: Acting Clerk/RFO
Subject: Accounts for Payment

The latest bank reconciliations for all accounts at 31st May 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 monthly check of accounts and Councillors operating the Bankline system will also carry out an online check.

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

Z.L.Leach
Acting Clerk/RFO
15.06.2023

To: Council
From: Acting Clerk/RFO
Subject: CCLA Public Sector Deposit Fund Transfer Agency and fund changes

The Acting Clerk has sent separately to Members documentation received from CCLA outlining changes to the Transfer Agency and fund change with effect from 17 July 2023.

Provided below is a summary of the key changes that will affect the fund that the Parish Council has with the CCLA which is the Public Sector Deposit Fund:

- New transfer agent
With effect from 17 July 2023 CCLA will appoint FNZ TA Services Limited (FNZ) as it's transfer agent. FNZ will process all transactions in the funds, record changes to records and distribute interest/dividends. The client services team will remain the main point of contact for day-to-day services.
- New client ID and account numbers
- New contact details for sending instructions.
- Changes to fund interest:
The current process is that reinvestment of income distributions occurs on the first business day following month end. As of 17 July, reinvestment of income distributions will occur on the second business day following month-end. Income distribution payments will continue to be made on the second business day following month-end. The impact of this change is alignment with CCLAs other deposit funds.