

Miss Z 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

20th July 2023 PLEASE NOTE DATE TIME VENUE

Dear Sir/Madam,

You are summoned to attend a meeting of the Policy and Finance Committee which will be held in **Gravenchon Room, Street Parish Council, 6, Leigh Road, Street** on **TUESDAY, 25th JULY 2023** for the purpose of transacting the business specified in the following agenda. The meeting will commence at **6 p.m.**

Yours faithfully,

Z Leach
Acting Clerk of the Council

AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.
2. ELECT CHAIR AND VICE-CHAIR OF COMMITTEE FOR 2023/24
3. MINUTES
To approve as a correct record the minutes of the meeting of the Committee held on 13 June 2023 (attached) **Pages 3 - 6**
4. MATTERS ARISING
5. DECLARATIONS OF INTEREST AND DISPENSATIONS
6. GRANT APPLICATIONS (report attached): **Page 7**
Supporting paperwork attached separately for Members.
7. EARMARKED RESERVES (report attached) **Page 8**
8. PERIODIC REPORTS AND INSPECTIONS (report attached) **Page 9**
9. INVESTMENT OF FUNDS (report attached) **Page 10**

10. BI-ANNUAL GENERIC RISK ASSESSMENT (report attached) **Page 11**

11. RECEIPTS AND PAYMENTS APRIL – JUNE 2023

Confidential report attached for members only **Page 12**

To: Councillors P Birch, S. Carswell, P. Goater, N. Howiantz, N.Kellett, B.Knickerbocker,
T. Napper, H.Shearer, N. Smith and L.Wolfers

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin Community Centre, Street, on 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 2022/23 and 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

To: Committee
From: Acting Clerk/RFO
Subject: Grant Applications

Members are asked to consider the following grant applications (**paperwork sent separately to Members**) from Crispin Community Centre for 2023/24:

- £3000 to continue the volunteer driver service
- £2000 for the winter soup kitchen.

The Council have already awarded an annual grant for 2023/23 to the Crispin Community Centre of £10,000. The Crispin Community Centre has requested that in future this is increased to £15,000 to factor in the above two services each year.

Z.L.Leach
Acting Clerk/RFO
20.07.2023

To: Committee
From: Acting Clerk/RFO
Subject: Earmarked Reserves

321 EMR PR 5yr External Paintwork

There is a sum of £5000 in the earmarked reserves for future maintenance costs of the Parish Rooms. It was previously agreed by Council to transfer £5000 each year into this earmarked reserve for a 5-year period. £5000 was first transferred in the 2021/22 but no funds were transferred to the earmarked reserves in 2022/23. The members are asked to consider whether £10,000 should be transferred in financial year 2023/24 to address the shortfall.

322 EMR Gratuity Fund

Please see updated Earmarked reserves attached showing that the Earmarked Reserve for the Clerk's pension gratuity has now been spent.

To: Committee
From: Acting Clerk/RFO
Subject: Periodic Reports and Inspections

Bank Transfers and Reconciliations

The quarterly report on any transfers between accounts for 1st April to 30th June 2023 is detailed in the Receipts and Payments report at item no. 9.

The detailed income and expenditure report for each month is emailed to members with the latest bank reconciliations, earmarked reserves and summary. The latest bank statements received have been checked and a reconciliation completed successfully for each account – item no. 9.

Internal Control

Cllrs P.Goater and Sparkes have conducted monthly inspections of accounts, verifying the bank statement against the reconciliation with the Acting Clerk in attendance to answer any queries. Cllr Carswell has also undertaken the monthly inspection of accounts by accessing all the above documents via Bankline with the option of contacting the Acting Clerk should he have any questions. Any other member can inspect the accounts by arrangement with the Clerk.

The debit card payments are scrutinised closely by Cllrs P.Goater and Sparkes in person at the office with the Clerk in attendance to answer any questions and by Cllr Carswell via Bankline.

Staff Mileage and Hours

The Chair and Vice Chair of the Staffing Committee have approved the time sheets for all staff sent weekly and showing annual leave, sickness and TOIL.

No staff mileage has been claimed in the April to June financial period.

Z.L.Leach
Acting Clerk/RFO
20.07.2023

To: Committee
From: Acting Clerk/RFO
Subject: Investment of Funds

The Annual Investment Strategy for 2023/24 was agreed in March 2023. Funds are being held as set out below to spread the risk of losing funds in a major financial crisis. Interest rates with CCLA are higher than at NatWest as the risk is probably slightly higher. The CCLA website states that the purchase of PSDF shares is not the same as making a deposit with a bank and is not a guaranteed investment. The main objective of the Council is to seek security for funds.

The Council resolved to consider at each Full Council meeting whether to maintain funds in the CCLA account. **The PSDF CCLA Factsheet for June 2023 is attached separately for Members as this was not available at the time of the Full Council meeting on 18 July.**

CCLA Public Sector Deposit Fund Interest 2022/23: £4308.40
£490,029.66 as at 30th June 2023
(There has been a substantial rise in interest rates month on month from January 2022. **The current interest rate is 4.9015%**)

NatWest Business Reserve Account. Interest 2022/23: £1070.45
£497,864.17 as at 30th June 2023
The current interest rate is 1.16%

£ 49,023.08 is in current account as at 30th June.

It is recommended that funds are invested as already agreed until it is appropriate to consider investing some funds for a longer period, changing accounts or paying off some of the loans with the Public Works Loan Board.

Z.L.Leach
Acting Clerk/RFO
20.07.2023

To: Committee
From: Acting Clerk/RFO
Subject: Bi-Annual Review of Risk Assessment

As agreed by Council the Committee is asked to conduct the bi annual review of risk assessment and management. Under Financial Regulations when any new activity is being considered the Clerk/RFO is required to prepare a draft risk management policy addressing the legal and financial liabilities and risk management issues for consideration and adoption by the Council. Separate reports on managing risks associated with projects such as the Parish Rooms are submitted as necessary.

In accordance with advice contained in the Local Councils' Governance and Accountability Guidance, the Committee is asked to -

1. identify and update key risks facing the Council in achieving its priorities and service objectives
2. evaluate the potential consequences to the Council if an event identified as a risk takes place
3. decide upon appropriate measures to avoid, reduce or control the risk or its consequences.

Risks can be placed in high, medium and low categories according to how likely they are to occur and their potential impact. **The bi annual risk assessment is attached for review.**

Z.L.Leach
Acting Clerk/RFO
20.07.2023

To: Committee
 From: Acting Clerk/RFO
 Subject: Receipts and Payments April to June 2023

On 18th June 2013 the Council agreed as recommended by Probusiness Ltd. internal auditor, that the quarterly report on income and expenditure by code be attached to the Committee minutes when considered and details given in the minutes of comments or explanations made when considering variations between budgets set and expenditure. This was to evidence the reasons behind any such variations and that the Council had considered these.

EXPENDITURE DETAIL

1124 Admin Sundries

Monthly bank charges are costed to admin sundries. A monthly £50 petty cash float was previously used to cover office admin sundries. Since June 2022 the Council debit card has been used for these purchases. **An appropriate sum needs to be budgeted for admin sundries in the 2024/25 budget.**

INCOME DETAIL

1578 Room Hire Income

The variance relating to room hire income on the income and expenditure account report is because the NHS were not invoiced for their room hire last year, in error. During reconciliation to recoup the funds, the NHS highlighted they had been entitled to a discounted rate in former years (as a result of services offered). Additionally, they had cancelled numerous dates of hire due to lack of patients, so the invoices were corrected and recalculated at reduced rate/reduced number of hours accordingly, from the initial figure recorded at £1,408 to the corrected figure of £702.50.

1190 Interest received.

Due to high interest rates the dividends from the CCLA PSDF account and interest received on the NatWest Business Reserve account are significantly higher than budgeted for. The Council have previously agreed to increase investment in the CCLA PSDF account to a maximum of £500,000.00.

Z Leach
 Acting Clerk/RFO
 20.07.2023