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31<sup>st</sup> August 2023

PLEASE NOTE DATE TIME VENUE

Dear Sir/Madam,

You are summoned to attend a meeting of the Policy and Finance Committee which will be held in **Room 6, Crispin Community Centre, Leigh Road, Street on TUESDAY, 5<sup>th</sup> SEPTEMBER 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. QUORUM – acceptance that a quorum (one half of the Members of the Committee) 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 Committee held on 25<sup>th</sup> July 2023 and the Extraordinary Meeting of the Committee held on 1 August 2023 (attached) **Pages 3 - 7**
4. MATTERS ARISING
  - Bi-Annual Risk Assessment attached with requested amendments for approval.
  - Child Protection Policy circulated to Members as requested. Committee to establish if the additional barrier of DBS checks would be of any benefit.
  - Emprint RAMS circulated as requested for review.
5. DECLARATIONS OF INTEREST AND DISPENSATIONS
6. GRANT APPLICATIONS (report attached): **Page 8**  
**To consider grant applications – reports and applications attached separately for Members and to hear from the Principal of Strode College and the YMCA Director of Youth and**

Community. YMCA Champions to give a verbal update.

7. POLICIES  
Members are asked to review the following policies attached separately for Members:  
Health & Safety Policy  
Fire Emergency Plan  
Fire Safety Policy  
Streaming and Recording of Meetings Policy
8. FIRE RISK ASSESSMENT (report attached) **Page 9**
9. PERIODIC REPORTS AND INSPECTIONS (report attached) **Page 10**

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To: Councillors P Birch, S. Carswell, P. Goater, N. Howiantz, N.Kellett, B.Knickerbocker, T. Napper, H.Shearer, N. Smith and L.Wolfers  
Quorum: 5

STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Parish Rooms, 6 Leigh Road, Street, on 25 July 2023 at 6pm

PRESENT: Councillor P. Goater  
Councillors: N Kellett, B.Knickerbocker, T.Napper, N.Smith

IN ATTENDANCE: Z. Leach - Acting Clerk/RFO

APOLOGIES: Councillors: P. Birch, S Carswell, N Howiantz, L.Wolfers and H Shearer– reasons accepted.

13. ELECT CHAIR AND VICE-CHAIR OF COMMITTEE FOR 2023/24

RESOLVED:  
that Councillor P. Goater is elected Chair of the Policy & Finance Committee and that Councillor Kellett is elected Vice-Chair of the Policy & Finance Committee for 2023/24.

14. MINUTES

The minutes of the meeting of the Committee held on 13 June 2023, which had been circulated, were approved as a correct record and signed by the Chair.

15. MATTERS ARISING

RESOLVED:  
that an extraordinary meeting of the Policy & Finance Committee be called for 7pm on Tuesday 1 August in the Parish Rooms for the purpose of considering the grant application from the Salvation Army, subject to receipt of the appropriate paperwork.

RESOLVED TO RECOMMEND  
that the Council no longer considers the current application from Key4Life

16. 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 Knickerbocker declared an other interest under Appendix B in any matters relating to the Volunteer Driver Service as he is a trustee for Mendip Community Transport and abstained from voting on the Crispin Community Centre grant application form.

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

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.

## 17 GRANT APPLICATIONS

The Clerk submitted a report and documents which had been circulated.

Members considered the grant application forms from the Crispin Community Centre for the Volunteer Driver Service and the Winter Soup Kitchen.

### RESOLVED

- A that the applications from the Crispin Community Centre for the Winter Soup Kitchen and Volunteer Drivers scheme are kept as separate grant applications and do not form part of the Crispin Community Centre's annual grant application.
- B that Michaela Edmunds be invited to the Full Council Meeting to present the grant application requests for the Volunteer Drivers Service and the Winter Soup Kitchen; with a detailed breakdown of how the monies will be spent and what difference the monies will make.
- C that the standard grant offer email from the Parish Council will include a requirement for the organisation receiving the grant to include '**proud to be supported by Street Parish Council**' on promotional material
- D that the future review of the grant process will include a review of the grant application form and any amendments that need to be made to it.

## 18. EARMARKED RESERVES

The Clerk submitted a report which had been circulated.

Members considered the shortfall in the earmarked reserves for future maintenance costs of the Parish Rooms as £5000 was not transferred to the earmarked reserves in the 2022/23 financial year. The Council had previously agreed to transfer £5000 into this earmarked reserve each year, for a 5-year period.

### RESOLVED

- A that the report be noted
- B that £5000 is transferred in the 2023/24 financial year to the earmarked reserves for future maintenance costs of the Parish Rooms as previously agreed. The shortfall of £5000 is not made up this year but instead £5000 will

be transferred to the ear marked reserves in year 6 – financial year 2026/27 - to make up the full amount agreed of £25,000.

19. PERIODIC REPORTS AND INSPECTIONS

The clerk submitted a report which had been circulated.

Internal control checks for period ending 30<sup>th</sup> June 2023 had been carried out by Councillors Carswell, P.Goater and Sparkes on the Bankline system and by Councillor P.Goater and Sparkes in the office at each month end period with the Clerk present to answer any queries.

RESOLVED

that the report be noted.

20. INVESTMENT OF FUNDS

The Clerk submitted a report which had been circulated.

RESOLVED

A that the report be noted

B that the Clerk investigate if any element of the funds invested in the CCLA Public Sector Deposit Fund are protected and report back.

C that the funds continue to be invested as agreed in the Annual Investment Strategy 2023/24.

21. BI-ANNUAL GENERIC RISK ASSESSMENT

The Clerk submitted a report which had been circulated.

The Members undertook a review of the bi-annual risk assessment.

RESOLVED:

A that the Committee review the safeguarding policy and establish if the additional barrier of DBS checks would be of any benefit. The Clerk to circulate the current safeguarding policy to the committee for comments in advance of the next committee meeting.

B that the Clerk will seek advice from PC Comms with regards policy for changing of passwords on desktop, remote devices and email accounts.

C that the Clerk update the measures required to control the risk of 'Misue of IT system' to include how IT security is currently managed.

D that Councillor Kellett will meet with the Clerk to review Inspection Reports.

- E that the Clerk will investigate if Somerset Council have a communication policy and send to Councillor Sparkes for review – ensure it includes a section on Press Releases.
- F that the Clerk will include numbers on the Risk Register of the risks.
- G that the Clerk will circulate to the Committee EmPrint’s RAMS documentation.
- H that the Clerk will include on the Risk Register the Risk of not having SLH’s Services

## 22 RECEIPTS AND PAYMENTS APRIL – JUNE 2023

The Clerk submitted the confidential and other report which had been circulated.

The detailed income and expenditure report by code at 30<sup>th</sup> June 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

- A that the reports be approved.
- B that the Clerk will ask Councillors for their preference of receipt of paperwork – postage or collection.

**Meeting closed at 8pm.**

## STREET PARISH COUNCIL

Extraordinary Meeting of the Policy and Finance Committee held in Parish Rooms, 6 Leigh Road, Street, on 1 August 2023 at 7pm

PRESENT: Councillor P. Goater  
Councillors: N Kellett, B.Knickerbocker N. Howiantz, T.Napper, H. Shearer and N.Smith

IN ATTENDANCE: Z. Leach - Acting Clerk/RFO  
Councillor Swift by invitation

APOLOGIES: Councillors: P. Birch, S Carswell and L.Wolfers– reasons accepted.

### 23 DECLARATIONS OF INTEREST AND DISPENSATIONS

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

Councillor Smith declared an interest in the grant application request from the Salvation Army as she contacting local shops and businesses on behalf of The Salvation Army Street Corps for the purpose of encouraging and arranging donations of non-perishable foods for the Street Salvation Army foodbank. Councillor Smith abstained from the discussion and voting process.

### 24 GRANT APPLICATION – SALVATION ARMY

The grant application from the Salvation Army was circulated to Members in advance of the meeting.

The Salvation Army is requesting £4200 to enable the purchase of Aldi food vouchers for a 30 week period. Donations to the Salvation Army of both money and goods has fallen significantly in the last 12 months due to the cost of living crisis whilst demand for help is growing. The food bank is feeding on average 30 people per week. People receive nonperishable items, fresh food and an Aldi voucher. Aldi vouchers are chosen as they are the only ones that cannot be spent on Alcohol.

RESOLVED:

A that the Clerk will enquire what proportion of the 30 are repeat families.

B that the Committee uses its delegated powers to approve an immediate grant of £2000 to the Salvation Army to purchase Aldi Food vouchers; and  
**RESOLVED TO RECOMMEND that the Full Council awards the remaining amount requested of £2200.**

Meeting finished at 7.10pm

To: Committee  
From: Acting Deputy Clerk  
Subject: Grant Applications

The Acting Deputy Clerk has prepared a report with an overview of the General and Regular Grants received, as well as the ad-hoc applications which have already been paid. **Please see reports and additional supporting documents for members enclosed/attached.**

**N.b. The Grant application forms will be attached to a separate email due to their size.**



To: Committee  
From: Acting Clerk/RFO  
Subject: Fire Safety at Parish Rooms

On 19<sup>th</sup> April 2021 PJ Fire Safety carried out the 3-year independent Life Safety Fire Risk Assessment at the Parish Rooms – **copy emailed to Members**. A number of actions were identified and carried out by staff. I note that a Visitor contractor policy was recommended but has not yet been completed and new Officers need to undergo training in the use of portable firefighting equipment and fire evacuation.

It is acceptable for the Clerk to carry out the fire safety inspection for 2 years after an independent inspection. I carried out a fire safety risk assessment on 24<sup>th</sup> August 2023 – **Assessment form attached separately for Members together with Action Log.**

The lift is inspected every 6 months and the last check was carried out on 15<sup>th</sup> May 2023.

The Evac. Chair is inspected every 12 months and was checked on 1 March 2023. New officers require training in the use of the Evac+Chair and the Evac+Chair company have quoted £450 for 2-4 delegated to undergo this 2.5hr training. **The Committee is asked to approve this expenditure.**

The annual inspection of all fire extinguishers was carried out by Bristol Fire in January 2023.

**The Annual Parish Rooms Risk Assessment is also attached for review and approval.**

Z L Leach  
Acting Clerk/RFO  
31.08.2023

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

Bank Transfers and Reconciliations

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. The Committee reviewed the Apr to Jun quarterly report on income and expenditure at its committee meeting on 25 July 2023 and will review the Jul -Sep quarterly report at the next Committee meeting on 7 November 2023.

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 this financial period to date.

Z.L.Leach  
Acting Clerk/RFO  
31.08.2023