

## STREET PARISH COUNCIL

Meeting of the Policy and Finance Committee held in Room 6, Crispin Community Centre, Leigh Road, Street on 7 November 2023 at 6pm

PRESENT: Councillor P. Goater (Chair)  
Councillors: S.Carswell, N Howiantz, B.Knickerbocker,  
H.Shearer, N.Smith and L Wolfers

IN ATTENDANCE: Z. Leach - Deputy Clerk/RFO  
J. Service - Clerk

APOLOGIES: Councillors: P. Birch, N. Kellett and T Napper – reasons  
accepted.

### 33. MINUTES

The minutes of the meeting of the Committee held on 5 September 2023, were approved as a correct record, subject to an amendment to minute number 29 to show the names of Glastonbury Town Council, Shepton Mallet Town Council and Wells City Council in full

### 34. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Smith declared an other interest under Appendix B in any matters relating to Greenbank Swimming Pool as she attends meetings of the Greenbank Swimming Pool Management Committee in a non-voting capacity.

Councillor Wolfers declared an other interest under Appendix B in any matters relating to Greenbank Swimming Pool as she attends meetings of the Greenbank Swimming Pool Management Committee in a non-voting capacity.

Councillor Carswell declared an interest under Appendix B in any matters relating to Merriman Park as he is chair of the Merriman Park Community Group.

### 35. GRANT – GREENBANK POOL 2024/25

The Clerk advised that the Parish Council has a statutory duty to review its biodiversity policy by the end of the year - a proposal will come to the Extraordinary Meeting of the Policy & Finance Committee for a recommendation to Full Council.

#### RESOLVED

A that, in line with the requirements set out in the Grant Application Form, Greenbank Pool are requested to submit a written report relating to the grant award from Street Parish Council for 2023/24 and to provide the appropriate financial information required to support their grant application form for 2024/25 to be considered by the Policy & Finance Committee at the committee meeting following receipt.

- B that Officers will undertake a review of the current grant process after the implementation training to include updating the grant application form to request information on an organisation's environmental management and to ensure that any statutory requirements with regards to biodiversity are met.

36. POLICIES

A draft Live Streaming Policy had been circulated with the agenda. The committee felt that the draft policy is missing clarity on publishing and would benefit from the addition of a written procedure before going to Full Council for a final decision as to whether Council wish to go ahead and live stream Council meetings.

RESOLVED:

- A that the Live Streaming Task and Finish Group are requested to consider and write a recommended procedure which clarifies Street Parish Council's position on live streaming, recording and publishing (if we should and for how long for) and report back to Council with a recommendation
- B that the Clerk will collate a summary of learning points from other Councils and report back

37 ESTIMATED EXPENDITURES FOR 2024/25

The clerk submitted a report and draft budget for 2024/25 which had been circulated. The committee reviewed the draft estimates provided.

RESOLVED

- A that bank transaction fees are a separate cost centre to admin sundries.
- B that the Clerk and RFO review banking options in line with the financial regulations and bring a recommendation back to Council.
- C that the training of staff and members proposed budget is increased to £5000.
- D that a definition of 'Chairs Allowance' is brought back to the Extraordinary Policy & Finance Committee meeting to enable the Committee to review and recommend an appropriate amount to budget.
- E that quotations are sourced for new office computers and secondary screens and an appropriate cost factored into the proposed budget
- F that that contingency budget will be used to cover the cost of any emergency election
- G that the proposed budget for legal/professional fees is increased to £5000
- H that a separate cost centre be created in the draft budget for temporary staff under employees - to cover any agency worker requirements for a period of up to 6 months. (See 37P)
- I that the proposed budget for contingency fund is reduced to £10,0000
- J that the Clerk and RFO review maintenance/renovations and an appropriate amount is factored into the proposed budget.
- K that Banners in the High Street are a separate cost centre to High Street Enhancement

- L that the Sustainable Street Working Group are asked to research the viability of hanging baskets in the High Street and the watering thereof and whether there is an alternate.
- M that £11,000 is factored into the proposed Highways Budget for Speed Indication Devices.
- N that the Remembrance Parade, Discover Your Community and Investiture Events are separated from the Civic Events budget into individual cost centres.
- O that Christmas Lights are a separate cost centre to Christmas Events and the Christmas Lights budget needs to be increased.
- P that the proposed Council reform – staffing/assets/services budget remains at £100,000.00 – which includes the potential cost of employing the current agency worker on a permanent basis, subject to recommendation from the staffing committee.
- Q that a recommendation is made to Full Council that the Earmarked Reserves for the Sensory Garden at Merriman Park be increased by £3000 to £7775.

**38 DATE OF NEXT MEETING**

An Extraordinary Meeting of the Policy & Finance Committee to be held at 6pm on 28 November 2023 to finalise the draft budget and precept recommendations to Full Council.

**Meeting closed at 8.55pm.**

Chair \_\_\_\_\_