

2 November, 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, 7th NOVEMBER, 2023** for the purpose of transacting the business specified in the following agenda. The meeting will commence at **6 p.m.** The Chair will explain the procedures for the meeting. The public and press are invited to attend.

Yours faithfully,



Z L Leach
Deputy Clerk/Responsible Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE - acceptance of any reasons offered.
2. MINUTES
To receive the minutes of the meeting of the Committee held on 5th September, 2023 (copy attached). **Pages 3 - 6**
3. DECLARATIONS OF INTEREST AND DISPENSATIONS
4. GRANT – GREENBANK POOL 2024/25
To consider the grant application (Information sent to Members). **Page 7**
5. POLICY
To approve the Live Streaming Policy (attached separately for Members)

In accordance with the Public Bodies (Admission to Meetings) Act 1960 amended by the Openness of Local Government Bodies Regulations 2014, it is probable that a resolution will be passed at the meeting to exclude the press and public for item no 6 as it involves confidential information on staffing matters.

6. ESTIMATED EXPENDITURE FOR 2024/25

Members are asked to consider the report and attachment **Pages 8-14**

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 Room 6, Crispin Community Centre, Leigh Road, Street on 5 September 2023 at 6pm

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

IN ATTENDANCE: Z. Leach - Acting Clerk/RFO
D. Price – Acting Deputy Clerk
Cllr A. Leafe
Principal of Strode College
YMCA Director of Youth and Community

APOLOGIES: Councillors: P. Birch– reason accepted.

25. QUORUM:
The Chair confirmed that the meeting was quorate.

26. MINUTES
The minutes of the meeting of the Committee held on 25 July 2023 and the Extraordinary Meeting of the Committee held on 1 August 2023 which had been circulated, were approved as a correct record and signed by the Chair.

27. MATTERS ARISING
The Clerk had circulated with the agenda the bi-annual risk assessment incorporating suggested amendments from the last committee meeting, the child protection policy with guidelines and an exemplar policy from SALC and copy Emprint RAMS.

RESOLVED:

- A that the BI-Annual Risk Assessment be approved
- B that the SALC Safeguarding Policy be adopted, subject to revisions appropriate to Street Parish Council
- C that the Clerk arrange online safeguarding training for Council and Members are asked to sign to confirm that they undertaken the training
- D that the Clerk will respond to EmPrint and question why the wearing of hard hats is not included on their RAMS documentation.

28. 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 he would keep an open mind when considering issues at County or Parish level

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

Councillors P. Goater and Shearer declared an other interest under Appendix B in any matters relating to Houndwood Community Group and abstained from voting on the Houndwood Community Group grant application.

Councillor Howiantz declared an other interest under Appendix B in any matters relating to Hindhayes School as he is soon to be appointed as a governor and abstained from voting on the Hindhayes School Grant Application.

Councillor Kellett declared an other interest under Appendix B in any matters relating to Hindhayes School and abstained from voting on the Hindhayes School Grant Application.

Councillor Knickerbocker declared an other interest under Appendix B in any matters relating to the Mendip Community Transport as he is a Trustee.

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

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. Councillor Wolfers attends meetings of the Greenbank Swimming Pool Management Committee in a non-voting capacity.

29 GRANT APPLICATIONS

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

Members considered the grant applications submitted and heard from the Principal of Strode College in support of the Grant application for Strode Theatre and from Councillor A Leafe who was attending in his role as YMCA Champion with the YMCA Director of Youth and Community to provide further information on the YMCA Youth Club grant application and vision document previously submitted to Council.

Strode Theatre have been receiving a Covid recovery grant but this has ceased this year. They have also witnessed a reduction in footfall to the Theatre due to a changing demographic. Strode College has been supporting the Theatre in paying heating costs and lighting etc -there has been an element of student usage. The deficit for the previous year is approximate £25-30k. The projected deficit for next year, if there is no change in the habits of people coming to the Theatre, is approximately £79K. There is no intent to reduce the community access to the Theatre nor to cease the Theatre's existence, but it cannot exist in the current format. There is currently no strategic plan

for the Theatre and the Principal of Strode College is looking to set up a task and finish group to look at a strategy between now and Christmas and work with key stakeholders to implement that strategy. He is requesting financial assistance from the Parish Council, Clarks Foundation, the Friends of Strode Theatre, Glastonbury Town Hall, Shepton Mallet and Wells to support the Theatre in its current format for the academic year whilst getting a strategy in place to get it financially stable and viable.

The costs of running the YMCA youth centre are £31,975 and the Parish Council has contributed an annual grant of £10,000 previously. YMCA costs have risen, recruitment has proven difficult due to the short-term funding commitment at a time of austerity and increasing issues being raised. School safeguarding teams welcome the link. The Champions have recommended that the annual grant is increased from £10K to £15K and that the best way forward is to combine the annual grant with the Street vision into a service level agreement.

Councillor Knickerbocker abstained from voting on the St Margarets Hospice grant application due to a personal interest.

Councillors Shearer and P Goater left the room at 7pm for the discussion and vote on the Houndwood Community Group grant application due to a declared interest. As vice-chair, Councillor Kellett chaired the meeting in Councillor P Goater's absence. Councillors Shearer and P Goater rejoined the meeting at 7.06pm.

Councillors Kellett and Howiantz declared an other interest in Hindhayes School and abstained from voting on their grant application form.

RESOLVED

- A that Friends of Street Library are awarded a grant of £507
- B that St Margarets Hospice is awarded a grant of £2000
- C that the Houndwood Community Group is awarded a grant of £600
- D that the grant application from Street Parochial Church is refused on the grounds that the Council only has limited funds at its disposal and considers other needs greater. The Acting Clerk to send a letter to the Church.
- E that Street Striders are awarded a grant of £600 subject to receipt of acceptable accounts and bank statements
- F that the committee are minded to support the grant application for £500 from Street Neighbourhood Watch Association but would first like sight of the accounts - the Acting Clerk to request the accounts and explain that the Council is keen to see the revitalisation of the association. The Grant to be taken from the community safety budget.

RESOLVED TO RECOMMEND

- A that Strode Theatre be awarded a grant application of £40,000 which will support the theatre in the current format for the academic year whilst the Theatre sets up a task and finish group to put a new structure in place.
- B that the YMCA are awarded a 3-year contract, with an option of 2 further years in the form of a Service Level Agreement (SLA) for £32,000 a year to incorporate Street Youth Club and the content outlined in the vision

document. The champions and YMCA will liaise to draft an SLA to go before Full Council for approval. £15,000 to be taken from the annual grants budget and £17,000 from the issues for street/vulnerable budget.

- C that Family Counselling Trust Somerset are awarded a grant of £3000
- D that Green Door Families are awarded a grant of £9000, from the issues for street/vulnerable budget.
- E that the Alfred Gillett Trust is awarded £35,000 on the condition that if the project does not go ahead £35,000 will be returned to the Parish Council
- F that the grant application from Hindhayes School for £20,000 is refused and feedback provided with regards to the amount requested and concerns over funding a salary
- G that the Crispin Community Centres three applications - Volunteer Driver Service, Soup Kitchen and annual grant are all combined into an SLA over a 3-year period.

30. POLICIES

The Clerk submitted a draft Health and Safety Policy, Fire Emergency Plan, Fire Safety Policy and Streaming and Recording of Meetings Policy which had been circulated.

RESOLVED:

- A that the Health and Safety Policy be approved
- B that the Fire Emergency Plan be approved.
- C that the Fire Safety Policy be approved.
- D that the Streaming and Recording of Meetings Policy is held until the next Policy & Finance Committee Meeting for approval as it has been further amended from the copy circulated.

31 FIRE RISK ASSESSMENT

The clerk submitted a report and papers which had been circulated.

RESOLVED

- A that the report be noted
- B that the external door into the service yard is not classified as a fire exit in terms of the fire evacuation procedure and all signage and relevant documentation/policies are updated by the Acting Clerk accordingly.
- C that it is not necessary for the Acting Clerk to carry out a COSHH assessment – cleaning equipment managed by exception
- D that the committee authorise the expenditure of £450 for Officer training in the use of the Evac+Chair
- E that the annual Parish Rooms Risk Assessment be approved.

32. PERIODIC REPORTS AND INSPECTIONS

Internal control checks have 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.

Meeting closed at 8.10pm.

To: Policy and Finance Committee
From: Deputy Clerk/RFO
Subject: Grant Application - Greenbank Pool 2024/25

A grant application form has been received from the Pool Trust for 2024/24 requesting £30,000 - details have been circulated to members. This sum is already included in the draft budget 2024/25 in Item No. 6.

The Committee is asked to consider the application and make a recommendation to Council.

Z L Leach
Deputy Clerk/RFO
02.11.2023

To: Policy and Finance Committee
From: Deputy Clerk/RFO
Subject: Estimated Expenditure 2024/2025

The proposed budget for 2023/2024 is set out in Annex A to this report for consideration – see separate attachment including confidential staff details.

The budget includes by way of comparison actual expenditure for 2021/22; budget against actual expenditure for 2022/23 and budget and projected expenditure for 2023/24. In suggesting budgets for 2024/25 I have used actual expenditure where known, estimates where this information is not yet available – which factors in a 10% allowance for inflation.

Members are asked to review the report and budget document attached. It is proposed that an extraordinary meeting of the Policy & Finance Committee is held later in November to finalise the budget and agree a proposed precept for 2024/25 – to go before Full Council in the December Council meeting.

NOTES TO BUDGET

EXPENDITURE

ADMINISTRATION

STAFFING

SALARIES

On 19 September 2023 Council agreed the salaries of the New Clerk (appointed from 23 October 2023), the Deputy Clerk/RFO and Assistant Clerk Community Engagement. The national pay award for Public Sector Workers for 2023/24 has not yet been finalised. The National Employers have made “a full and final offer” in response to the pay claim received from the NJC Trade Unions. The details are:

- With effect from 1 April 2023, an increase of £1,925 (pro rata for part time) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
- With effect from 1 April 2023, an increase of 3.88 per cent on all pay points above the maximum of the pay spine (ie points 44 and above)

An increase of £1,925 was agreed for the year 2022/2023. In budgeting the salary figure for 2024/25 I have assumed an annual pay award for 2023/24 (backdated to Apr 2023) of £2000 – the same for 2024/25 (backdated to Apr 2024) and an assumption that all staff will pass their annual appraisal and move up a scale column point.

GENERAL

SUBSCRIPTIONS AND PUBLICATIONS

This includes annual affiliation fees to Somerset Association of Local Clerks/National Association of Local Clerks (SLAC/NALC), Somerset Association of Local Councils (SLCC), South

West Councils, Parish online fee and annual subscriptions for Zoom and Canva. An allowance has been factored into the 2024/25 budget of £400 to improve the Clerk's library resource bank.

AUDIT

Current year cost for external audit of Annual Governance and Accountability Return was £1,365 and £625 for internal audit. Quotations to be sourced for internal audit for next year.

ADMIN SUNDRIES

Historically there has been expenditure incurred but no budget allocated for admin sundries. There is a projected overspend for the current year of £880. Monthly bank fees are allocated to this cost centre, which average at £36 per month and office sundries average at £37 per month. A petty cash system was previously used but this has not been used this financial year.

PRINT POST AND STATIONERY

There is a projected overspend of £800 primarily due to the cost of paper and postage. Councillors have reviewed how they receive agendas and the majority are now collected from the office to reduce the postage costs. It is hoped that printing can be reviewed in future to further reduce this cost centre. Printing for events is often produced in-house any increase in events or future staffing will impact the costs of printing, paper and stationery.

ADVERTISING AND PUBLICITY

Advertising costs attributed to specific events are set against the individual event cost centres. The advertising and publicity cost centre is used for generic SPC advertising which includes the annual grant application newspaper notice (cost £125 this year) and the annual parish meeting newspaper notice (£182).

ROOM HIRE small projected overspend of approx. £100

Room 6 of the Community Centre is used for Council and Committee meetings. This is charged at £12 per hour. Working Group and informal meetings are held at the Parish Rooms. Whilst the Crispin Community Centre was out of action the Council trialled holding a Full Council meeting in the Library.

COMPUTER AID/RBS/DATA PROTECTION Projected overspend of approx. £680

NB the actual spend reported for 2022/23 did not include approx. £850 for cloud subscription, digital VAT and annual Omega Software support – these were entered as prepayments at the 2022/23 year end as they related to charges associated with the 2023/24 financial year - but were not entered in the same way in 2021/22. Had this been the case the actual spend for 2022/23 would have been approximately £5570 – which is in line with the projected annual spend for 2023/24.

Member and staff Office 365 emails with advanced protection cost £150 per month plus £50 back up and £5 antivirus. Support and maintenance of the website totals approximately £330. Year-end closedown for the accounting system and annual support totals approximately £1300.

The Council has not entered into an annual contract for IT Support with PC Comms instead this is charged on an ad hoc basis at £50 per 30minute of support provided. Based on current use this is still most cost effective but will be monitored. Any new staff recruitment will incur a support charge from PC Comms.

TRAVEL AND SUBSISTANCE

Projects costs allow for the Clerk's attendance at the national SLCC conference in February 2024. In 2024/25 the Clerk is likely to attend national and regional conferences. Current mileage is 0.45p per mile. Assumed same rate for electric vehicle usage.

TRAINING – STAFF/MEMBERS Overspend approx. £2,140

The projected overspend relates to the agreed expenditure for Energise Developments to undertake the Council priority setting training and upcoming implementation training (total of approx. £3200). There has been good attendance by Councillors at training events throughout the year. Allocation next year for Officers to attend various training courses. Implementation training may highlight where training needs/new staffing are required.

CHAIR'S ALLOWANCE

Current spend £40. In previous year Council has agreed to donate any surplus at year end to a selected local charity.

FURNITURE/EQUIPMENT/IMPROVEMENTS £500 projected overspend

New furniture to be purchased for the office with appointment of new member of staff. 2 x laptops purchased for Clerk and Assistant Clerk. Council agreed for expenditure on OWL technology to be offset against contingency fund.

SPC BUILDING

JANITORIAL Projected underspend of £1581

Cleaning of the library and upstairs parish rooms has been reduced in 2023/24 to 1 day a week which is working well and a high standard of cleaning is being achieved.

MAINTENANCE/RENOVATIONS – PARISH ROOMS - projected overspend of £500

Encountered a number of maintenance issues this year including lift repair and problems with the automatic front door and boiler repair. An additional £355 has been spent this year on emergency lighting inspection – and an allowance has been made for the replacement of 12 emergency lighting units/bulbs. £380 will be required in April 2024 for the next 3-year independent fire risk assessment. There are 6 monthly checks of the security and fire alarm and of the lift, boiler servicing, annual clearing of guttering, minor repairs and servicing of fire extinguishers.

The budget will need to be increased in 2024/25. Annual costs alone for next year (Estimates):

3yr annual safety check due	500
Fire and security alarm	660
Emergency lighting inspect	380
PAT testing	140
Fire extinguisher service	180
Annual service auto door	220
Clean gutter	110
Clean PR exterior	70
lift service 6 monthly	<u>250</u>
	2510

Replace emergency lighting bulb x12 900 (quotation received investigating cheaper options)

The parish rooms windows will require some attention in the future. NB there is a PR exterior earmarked reserves of £10,000.

LEGAL/PROFESSIONAL

Members will need to consider whether they wish to budget additional expenditure for specialist advice regarding the Churchill planning development

PWLB LOANS

Loan 1 will be repaid on 13th November 2023. This was a fixed annuity loan at 3.56%.

Therefore the allocation of £22,222 in 2023/24 will be the last.

Loan 2 for £100,000 towards the cost of altering the Parish Rooms commenced from 24th July 2020 with the first payment due on 25th January 2021. The last payment will be made on 24th January 2035. This was also a fixed annuity loan at 2.01% for 14 years and 6 months.

CONTINGENCY FUND

This cost centre includes the cost of an Agency worker employed since April 2023. Council has agreed to fund an agency worker until end December 2023. **Members are asked to consider a recommendation to Council to extend this until the end of March 2023 for a review at that point.** The Council has agreed to fund the purchase of OWL technology at an estimated cost of £5000 which has also been allocated in the projected spend for 2023/24.

GRANTS TO OUTSIDE BODIES

GENERAL GRANTS – projected overspend of £32,222

Council approved the award of grants to local organisations at the September Full Council meeting - above the value initially budgeted.

Council has agreed Mind in Somerset a grant award of £5,565 for three years (2023/24, 2024/25 and 2025/26) This will be allocated to the 'other grants' cost centre for 2024/25 and 2025/26 as an annual grant.

Council has approved the award of a grant of £35,000 to the Alfred Gillet Trust (AGT) – the funds for which are held in an earmarked reserve awaiting confirmation from the AGT of when they actually require the funds to be made available. **The AGT have confirmed that the main build will start in January 2024 and have requested the funds are made available at that point. Do Members wish to make a recommendation to Full Council that the AGT are required to provide an update to the Council in the December meeting?**

Members are asked to consider if they wish to increase the general grants budget for 2024/25. General grants awarded in 2023/24:

Somerset Mind	5565
Street FC	2000
Strode College	1750
Salvation Army	4200
Friends Street Library	507
St Margarets Hospice	2000
Houndwood	600
Street Striders	600
Crispin Community Centre	5000
Alfred Gillett Trust	35000

GREENBANK SWIMMING POOL

£30,000 agreed in 2022/23 provided the Pool opened and closed as specified. The Pool opened a few weeks late and therefore £20,000 was paid in grants. £30,000 annual grant agreed this current year with no conditions attached. A grant application form has been received for 2024/25 for £30,000.

OTHER GRANTS

MENDIP CITIZENS ADVICE BUREAU

The Citizens Advice Bureau have gone through a period of reorganisation and did not make an annual grant request in 2023/24. The Council awaits receipt of the annual grant application form for 2024/25 but has received an initial indication that they will be requesting £1263.

TWINNING ASSOCIATION - no grant needed for 2024/25 as free use of the Parish Rooms to be given for meetings.

CRISPIN COMMUNITY CENTRE

In 2023/24 Council have awarded a £10,000 annual grant to the Crispin Community and £5000 from the general grants budget for the volunteer driver scheme (£3000) and winter soup kitchen (£2000). Council have resolved to investigate the possibility of a Service Level Agreement with the Crispin Community Centre for an annual amount of £15,000 over a three year period from 2024/25 onwards.

STRODE THEATRE

In 2023/24 Council agreed to award a grant of £40,000 instead of the regular £20,000. It was envisaged that this would be for 2023/24 only.

MENDIP YMCA

A Service Level Agreement has been entered into with the YMCA to the value of £32,000. per annum. The Council resolved for the financial year 2023/24 that £15k is taken from the annual grant budget, and £17k from the Issues for Street budget. Members are asked to consider if they are to recommend that this is allocated in the same way in 2024/25.

LIBRARY - £42,600 estimated in 2023/24 for staff costs in accordance with the CLP agreement less agreed grant from the Somerset Council for supply of library services of £15,000 and estimated income of £3,100 = £24,500.

The break clause in the CLP agreement was 31st March 2023 and has now passed. There is provision for a change of premises if 9 months' notice is given. It was agreed to start negotiations when work is due to commence on the 1924 building.

LIBRARY GARDEN MAINTENANCE

Overspend accounts for works at the library gardens. Earmarked reserves were used to cover the builders' costs. The £5075 Creative Mendip Grant received paid the artist's fees and the refurbishing work to the metal grid.

COMMUNITY SAFETY

£500 grant awarded to Street Neighbourhood Watch. The Council has a duty to consider the prevention of crime and disorder in all that it does under section 17 of the Crime and Disorder Act 1998 extended by the Police and Justice Act 2006 and the Policing and Crime Act 2009.

COMMUNITY

CCTV MONITORING

No monitoring is currently in place. The future of the service will be reviewed by the New Somerset Council. We currently await further information. Members are asked to consider what they feel is an appropriate budget allocation.

HIGH STREET ENHANCEMENT – projected overspend of £8142

£7300 of overspend due to costs for scaffolding erection and dismantling of library gardens and 4400 artist costs which were taken from earmarked reserves but had to be allocated to a cost centre. Actual spend will be approximately £17,000. The current contract with SLH services will be ending in November 24. Tender will need to go out in early 2024. Members need to consider whether this will include the same requirements as previously and what potential costs may be.

Current regular costs under this cost centre = approx. £16,000:

Watering and maintenance of hanging baskets and planters - £10,250

Supply, hanging and removing baskets and planting planters spring, summer and winter - £3000

Removing and installing banners - £1300

Electric for clock on high street- £200

Cleaning bus shelters - £1150

Cleaning bin in high street £192

LITTER AND DOG BINS

1 new bin required for Grangefields Park

HIGHWAYS

Under the contract with SLH Services £1,350 will be spent on moving and charging the speed indicator devices and maintaining the roundabout. The current contract ends November 2024. Need to factor new contract into budget forecast. Allocation required for clearing paths etc. Members are asked to consider whether additional funds should be allocated for further Speed Indication Devices (SIDs) or Posts?

MOVE WAR MEMORIAL

The Council has previously discussed investigating the costs of moving the war memorial from the URC. Is this a priority for 2024/25? The previous cost of moving the war memorial to the corner of Merriman Park was over £21,000. Members are asked to consider the budget allocation.

STRODE ROAD ALLOTMENTS – projected overspend of £2400

£788 - 50% of £1,575 under contract with SLH Services from 1st November 2021 for 3 years to carry out clearing the ditch, drains and path, and trimming the hedge. The cost is shared with Crispin School due to the shared boundary. A new contract will be agreed from November 2024.

£2400 cost of water leak repairs and pipework at the site of the water leak. NB still await cost of the actual water that was leaked. Need to investigate if this can be claimed on the insurance.

ANTI GRAFFITI/VANDALISM

No money spent to date on spray and other equipment for community graffiti cleaning days organised by Councillor P. Goater. Will this initiative continue in 2024/25?

STREET SKATE PARK projected underspend of £5000

Under current SLH contract the monthly maintenance of the skate parks costs are £488.34. Allowance required for any ad hoc repairs and graffiti removal/vandalism. Current contract with SLH ends November 2024.

An annual independent inspection is required at an annual cost of approximately £200 together with any associated repairs.

In previous year considerable damage has occurred at the skate park resulting in high repair costs.

MERRIMAN PARK

Under current SLH contract the monthly maintenance cost is £2659.58. Allocations required for annual tree survey, annual inspection of 2 play areas and ad hoc repairs due to vandalism, graffiti removal etc. Projected costs includes an allowance for replacing the vandalised trees.

EVENTS

A number of events are currently grouped under Civic Events. Members are asked to consider having separate cost centres for: Remembrance, Investiture and Discover your Community for 2024/25

Members are also asked to consider separating Christmas lights and Christmas Events and having two separate cost centres.