

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

Chair _____