

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 be elected Chair of the Policy & Finance Committee and that Councillor Kellett be 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.**

Chair \_\_\_\_\_