

Ms Jenny Service
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To Councillors:

Peter Goater (Committee Chairman), Nicholas Kellett (Committee Vice Chairman), Pam Birch, Simon Carswell, Neil Howiantz, Bryan Knickerbocker, Terry Napper, Heather Shearer, Nicola Smith and Laura Wolfers.

Members are reminded of their duty under the Code of Conduct:

The 7 principles of public life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

You are summoned to attend a meeting of the **Policy and Finance Committee** to be held in Room 6, Crispin Community Centre, Leigh Road, Street at **6pm on TUESDAY, 6th FEBRUARY 2024**. The business to be transacted is set out in the agenda below.

**** Members are reminded that the committee has a general duty to consider the following matters in exercise of any of its functions: equal opportunities, crime and disorder, health and safety, human rights and biodiversity. ****

Yours Sincerely,

Jenny Service

Clerk to Street Parish Council

Date: 1st February 2024

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted unless the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest.

PUBLIC PARTICIPATION SESSION

Before the Parish Council meeting begins there will be a public participation session.

1. Public Question Time

Parishioners are invited to direct questions or comments to the Committee Chairman who will invite each person to speak for up to 3 minutes on any subject/s of concern. Please note that the Council is unable to make formal decisions under this item. Members of the public are requested to raise any matter during this session as the rest of the meeting is not open to public participation (providing that prior notice has been given by noon on the day of the meeting to email: dcro@street-pc.gov.uk or telephone: 01458 440588).

2. To receive a presentation from a representative of Somerset Citizens Advice Bureau with an overview of the work they undertake.

AGENDA

1. Apologies for absence

To receive and accept apologies for absence. *LGA 1972 s85(1)*

2. Declarations of Interests and Grant of Dispensations

To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for Dispensations that accord with Localism Act 2011 s33 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No. 1464.

Note: this does not preclude any later declarations.

3. Confirmation of minutes

RECOMMENDED: That the minutes of the Policy & Finance Committee meeting held on 28th November 2023 are approved as a correct record and signed by the Chairman. (LGA 1972, Schedule 12, paragraph 41(1).

4. Reports

Responsible Financial Officer's Report

To receive a verbal report from the Responsible Financial Officer.

To include updates/actions on behalf of the office (by exception).

5. Policies

- i. The Policy & Finance Committee are asked to review the draft Annual Investment Strategy and recommend adoption to Full Council.
- ii. The Policy & Finance Committee are asked to review the working draft Grants Policy and Grant Application Form and submit comments to the Deputy Clerk/RFO prior to 1 March 2024. A final draft will come back to the Policy & Finance Committee for approval in May 2024.
- iii. **RECOMMENDED:** that the Policy & Finance Committee approve the Fire Emergency Plan, amended to remove reference to the door to the service yard as a fire safety exit.
- iv. **RECOMMENDED:** that the Policy & Finance Committee adopt the Safeguarding Policy subject to agreement at Full Council of the delegated Safeguarding Officer and Deputy Safeguarding Officer for insertion in the policy at 2.2
NB: on 5 September the Policy & Finance Committee resolved to recommend adopting the SALC Safeguarding Policy, subject to revisions appropriate to Street Parish Council.

6. Terms of Reference:

- i. **RECOMMENDED:** to agree the draft Policy and Finance Committee Terms of Reference and recommend adoption to full Council.
- ii. to review the Terms of Reference agreed by the Highways Committee and recommend adoption to Full Council.
- iii. to review the Terms of Reference agreed by the Staffing Committee and recommend adoption to Full Council.
- iv. to review the Terms of Reference agreed by the Culture and Events Committee and recommend adoption to Full Council.

7. Grants

- i To consider the 2023/24 grant application from the Somerset Citizens Advice Bureau for £1,262 – to contribute to the running costs of the general advice service. **Note this application has been received outside of the application window for 2023/24.**
- ii To receive a written report from Taking-The-Space CIC on the 2022/23 grant award and to consider a 2023/24 grant application for £700 – towards the Taking-The-Space Young Actor groups annual performance showcase in Strode Theatre Studio. **Note this application has been received outside of the application window for 2023/24.**
- iii. To consider the 2023/24 grant application from Victoria Tennis Club for £2000 – to replace 12 no 2000-watt halide lights with 12 no 946-watt LEDs. **Note this application has been received outside of the application window for 2023/24.**
- iv To consider the 2023/24 grant application from Street Repair Café for £300 – for start up costs. **Note this application has been received outside of the application window for 2023/24**
- V To receive and note the YMCA July 2023 – October 2023 quarter report in line with the Service Level Agreement
- vi To consider the 2023/24 grant application from Somerset Bus Partnerships for £900 – for administrative costs including: printing and photocopying bus timetables and publicity materials. **Note this application has been received outside of the application window for 2023/24**

In accordance with the terms of reference and financial regulation 4.10 the Policy and Finance Committee has delegated power to:

- agree all grants up to a maximum of £2,000 for any organisation in accordance with the agreed policy and within agreed budget limits;
- make recommendations to council on any grants above £2000;
- **award grants at any time of the year up to a maximum of £3000 in any financial year, this funding to be taken from the Contingency Fund.**

8. Periodic Reports and Inspections

To receive a report from the Responsible Financial Officer on reports and inspections to include reconciliation of latest bank statements, monthly inspections of accounts and payments, and staff mileage and hours.

9. Receipts and Payments

To receive a report from the Responsible Finance Officer on Receipts and Payments for the period October 2023 – December 2023 and to review any variations.

RECOMMENDED: that the expenditure of £721.64 for a laptop for the Clerk is moved from cost centre 1137 (Computer Aid/Data protection) to cost centre 1145 (furniture/equipment/improvements).

10. Bi-Annual Review of Risk Register

Officers have conducted a review of the Street Parsh Council Risk Register - last reviewed July 2023 - and attached as separate worksheets, for conciseness, the Risk Assessments for Street Skate Park, Merriman Park and Strode Road Allotments.

RECOMMENDED: that the Committee approve the Street Parish Council Risk Register and that the Annual Parish Rooms Risk Assessment be incorporated into the document also for Bi-Annual review.

RECOMMENDED: that officers review the Street Skate Park, Merriman Park and Strode Road allotment Risk Assessments and bring to the May Committee meeting.

11. Information to raise for consideration at the next meeting

This item must be for information only. Any matter that requires a decision must be set as an agenda item at a future meeting.

12. Date of Next Meeting

The next ordinary meeting of the Policy & Finance Committee will take place on **Tuesday 7th May 2024 at 6.00pm at Room 6, Crispin Community Centre, Leigh Road, Street.**