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**To Councillors:**

Peter Goater (Committee Chairman), Nicholas Kellett (Committee Vice Chairman), Pam Birch, Simon Carswell, Neil Howiantz, Bryan Knickerbocker, 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 an **Extraordinary** meeting of the **Policy and Finance Committee** to be held in Room 6, Crispin Community Centre, Leigh Road, Street at **6.15pm on TUESDAY, 4<sup>th</sup> JUNE 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,

*Peter Goater*

Chairman Policy & Finance  
Committee, Street Parish  
Council.

Date: 30<sup>th</sup> May 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.*

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## 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](mailto:dcro@street-pc.gov.uk) or telephone: 01458 440588).

## AGENDA

### 1. Election of Chair and Vice-Chair of Committee

- i. To ELECT a Chair for the municipal year 2024-25. Note: Nominations will be invited. Cllrs may nominate a fellow Cllr / themselves. Those seconded to be put to a vote. Voting will take place by way of show of hands.

- ii. To ELECT a Vice Chair for the municipal year 2024-25. Note: Nominations will be invited. Cllrs may nominate a fellow Cllr / themselves. Those seconded to be put to a vote. Voting will take place by way of show of hands.

2. Apologies for absence

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

3. 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.*

4. Confirmation of minutes

**RECOMMENDED:** That the minutes of the Extraordinary Meeting of the Policy & Finance Committee held on 7 May 2024 are approved as a correct record and signed by the Chairman.  
(LGA 1972, Schedule 12, paragraph 41(1).

5. 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).*

6. Code of Conduct

To receive and consider for **recommendation** the LGA model Code of Conduct.

7. Annual Governance and Accountability Return 2023/24 Form 3  
Section 1 – Annual Governance Statement 2023/24  
Annual Internal Audit Report 2023/24

The annual Internal Audit was carried out on 8 May 2024 by Mr D Bowe of Probusiness Ltd.

*The Accounts and Audit Regulations 2015 require an effective internal audit to evaluate the effectiveness of the Council's risk management, internal control and governance processes. The practitioners guide states that authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of the internal audit is effective. Authorities should judge the extent and the scope of the review by reference to their own individual circumstances.*

The Council on 18 June will be asked to review the adequacy of internal audit and control carried out on the accounts for the year ended 31<sup>st</sup> March 2024 and consider its responses to the statements set out in Section 1 of the Annual Governance and Accountability Return.

The Policy & Finance Committee to:

- i. receive the internal audit report and annual audit plan and review the Internal Control Policy annexed to the annual audit plan;
- ii. receive and consider section 1 Annual Governance Statement

- iii to agree a **recommendation** to Full Council on the adequacy of the Council's internal audit and control system;
- iv. to note that the Clerk and Responsible Financial Officer will obtain quotations for the 2024/25 financial audit and bring back to a future Policy & Finance Committee meeting for consideration and recommendation. *The Council previously resolved to engage Probusiness Ltd. to carry out the internal audit for the years ended 31 March 2023 and 2024*

8. Annual Governance and Accountability Return 2023/24 Form 3  
Section 2 – Accounting Statements 2023/24

Please note Income and Expenditure Account, Balance Sheet and end of year bank reconciliation and earmarked reserves sent to Members.

The Policy & Finance Committee to agree:

- i. the accounting statements 2023/24 to recommend to Full council - to be approved and signed by the Chair of the Council at the Full Council meeting on 18<sup>th</sup> June 2024.
- ii. explanation of difference between box 7 and box 8 – Section 2 AGAR
- iii. explanation of significant variations from last year to this year – Section 2 AGAR (more than 15%)

*Confidential Items*

*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.9 as it involves confidential information on staffing matters.*

9. Admin Officer Role

To receive and consider recommendation from Staffing Committee.  
Confidential report refers.

10. 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.

11. Date of Next Meeting

An Ordinary Meeting will take place on Tuesday 23 July 2024 at 6.15pm in Room 23, Crispin Community Centre, Street.