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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, 7<sup>th</sup> MAY 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: 1<sup>st</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. Apologies for absence

To receive and note 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 Extraordinary Meeting of the Policy & Finance Committee held on 2 April 2024 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. Financial Regulations and Standing Orders

The Clerk and RFO have completed a full review of the current National Association of Local Council's (NALC) exemplar Financial Regulations and Standing Orders.

i. **RECOMMENDED:** that the Policy & Finance Committee **APPROVE** the Council's Financial Regulations based on NALC's exemplar Financial Regulations with Street Parish Council adaptations.

ii. **RECOMMENDED:** that the Policy & Finance Committee review and **RECOMMEND APPROVAL** to the Full Council of the Standing Orders based on NALC's exemplar Standing Orders with revisions appropriate to Street Parish Council.

## 6. Policies

i. **RECOMMENDED:** that the Policy & Finance Committee approve the Training and Development Policy following recommendation by the Staffing Committee.

ii. **RECOMMENDED:** that the Policy & Finance Committee approve the Appraisal Form following recommendation by the Staffing Committee.

iii. **RECOMMENDED:** that the Policy & Finance Committee approve the Grants Policy and Application Form.

*At the meeting on the 6 February 2024 the Policy and Finance Committee were asked to review the working draft Grants Policy and Grant Application Form and provide comments to the Deputy Clerk/RFO prior to 1 March 2024*

## 7. Internal Audit

Probusiness will be in attendance at the Parish Rooms on Wednesday 8 May 2024 to undertake the internal audit.

**RECOMMENDED:** that an Extraordinary Meeting of the Policy & Finance Committee be arranged prior to the June Council meeting for the Committee to review the annual internal audit report, adequacy of internal controls and the annual governance and accountability return (AGAR) and statements. The Council will be asked to approve the AGAR and statements at the 18 June Full Council meeting.

The Council previously resolved to engage Probusiness Ltd. to carry out the internal audit for the years ended 31 March 2023 and 2024. Quotations will be sought for the 2024/25 financial audit and come back to a future Policy & Finance Committee meeting for consideration and recommendation.

## 8. Grants Award Reports

The Policy & Finance Committee are to:

- i. Receive and note grant reports from organisations in receipt of grant funding in October 2023.
- ii. Receive and consider communication from Street Striders regarding a delay to the spending of the grant award.  
**RECOMMENDED:** that Street Striders are asked to provide an update in three months' time for further consideration by the Policy & Finance Committee
- iii. Receive and consider communication from Green Door Families with regards to unspent monies and project closedown.  
**RECOMMENDED:** that Green Door Families are asked to return the unspent grant monies of £8000 due to the closure of the project.
- iv. Receive and note a report from Councillor Champion Howiantz on Somerset Mind Street Youth Matters peer support group project.  
**RECOMMENDED:** that due to the delayed start of the project (February 2024) the second year payment of £5565 is delayed until January 2025 **subject to** assurances that the project has successfully commenced.

Organisation	Grant amount awarded	Date Grant Awarded	Report received
Volunteer Driver Scheme	£3,000	6 October 2023	11 March 2024
Soup Kitchen	£2,000	6 October 2023	22 February 2024
Family Counselling Trust Somerset	£3000	6 October 2023	8 March 2024
Friends of Street Library	£507	11 October 2023	26 February 2024
Green Door Families	£9000	6 October 2023	<b>Delay to project. Communication received. £1000 spent of grant award prior to the delay and subsequent closure of the project.</b>
Houndwood Community Group	£600	6 October 2023	14 February 2024
St Margaret's Hospice	£2000	6 October 2023	15 February 2024
Street Neighbourhood Watch Association	£500	11 October 2023	14 February 2024
Street Striders	£600	6 October 2023	<b>Delay to spending of grant award. Communication received.</b>
Strode College	£40,000	6 October 2023	30 April 2024

**SLA Agreement with YMCA:** presentation received at April Full Council meeting and report circulated to all Members

## 9. **Risk Registers**

Officers have conducted a review of the Risk Register for Street Skate Park, Merriman Park and Strode Road Allotments.

**RECOMMENDED:** that the Committee approve the Street Skate Park, Merriman Park and Strode Road Allotment Risk Register.

## 10. **Capital Expenditure**

### **(a) Specialist services:**

#### i. High Street Clock.

To consider the quotation from Smith of Derby Clockmakers for service of the High Street Clock at a price of £261 plus VAT to be carried out in June 2024. The previous service carried out by Smith of Derby Clockmakers in 2022 was £226 plus VAT.

The Clock in the High Street was installed by Smith of Derby Clockmakers in 2014. In 2016 the Council resolved to have the clock serviced every two years.

#### ii. Repairs to the Library Gardens Mural

To consider the quotation from J Minshull, the mural Artist, for mural retouching and relacquering – including materials of £350

*Financial regulation 10.3 states that all members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 a) ii states that the regulation does not need to apply to contracts for **specialist services**.*

**RECOMMENDED:** that the Policy and Finance Committee recommend approval of the quotation from Smith of Derby Clockmakers of £261 plus VAT and the quotation from J Minshull for Mural re-touching and relacquering and that further quotations are not sought due to the specialist nature of the works

### **(b) Office costs:**

#### i. **Increase in cleaning charge**

to receive and note communication from Minster Cleaning t/a Shado Services advising of a price increase of 8.5% from April 1, 2024 for cleaning of the Parish Rooms. This price will remain constant until review in March 2025. The monthly cleaning charge, prior to the price increase was £507.36.

#### ii. **Office Photocopier**

The office photocopier, a Konika Minolta Bizhub C224 is 8 years old and in need of repair. Parts are no longer covered within the service contract as it is past the manufacturer's recommended life of 5 years. The cost of the parts required to fix the current machine is £480 plus VAT. Due to the age of the machine and the current issues it has been recommended by the supplier that the machine is replaced as it is very likely that further remedial works will be required in the coming months.

The Policy and Finance Committee are asked to receive and consider the three replacement photocopier quotations. These quotations are summarised in the table below. All amounts are excluding VAT:

Supplier	Machine	Purchase price	3yr Lease £ per quarter	5yr Lease £ per quarter	Mono cost per copy £	Colour cost per copy	Pages per minute
South West Digital Services*	Konica Minolta C251i/C250i	£3125.85	£305.83	£205.06	£0.0035	£0.0290	25
Clarity**	Sharp BP50C26	£2405	£233.28	£158.49	£0.002	£0.02	26
PBS	Konica Minolta 250i	£2987.56	£319.58	£199.60	£0.003	£0.03	25

\*inner stapler finisher additional charge per quarter 3yrs £58.57 5yrs £39.27 pch £598.62

\*\* an internal stapler is an additional quarterly charge of £20 plus VAT

#### 11. Receipt of precept 2024/25

The 2024/25 precept amount of £718,000 has been received into the NatWest Current account from Somerset Council on 29 April 2024.

**RECOMMENDED:** that the Policy and Finance Committee authorise the transfer of funds from the NatWest Current Account, in line with the Annual Investment Strategy 2024/25 (AIS), of £145,000 into the CCLA public sector deposit fund and £523,000 into the NatWest Saver Business Reserve Account in order to ensure that balances in the three accounts remain in line with the AIS.

*The Annual Investment Strategy states that for the financial year ended 31<sup>st</sup> March 2025 the CCLA Public Sector Deposit Fund should hold a balance up to £500,000; the NatWest Current account should hold a balance of up to £60,000 and the NatWest Business Reserve Account £75,000+*

#### 12. 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.

#### 13. Receipts and Payments

To receive a report from the Responsible Finance Officer on Receipts and Payments for the period Jan 2024 – March 2024 and to review any variations.

#### 14. 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.

#### 15. Date of Next Meeting

An Extraordinary Meeting will take place on a date and time to be agreed of the Policy & Finance Committee in order to consider the internal audit report and AGAR.