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## AN EXTRAORDINARY MEETING of the POLICY AND FINANCE COMMITTEE

Held on: Tuesday, 28<sup>th</sup> November 2023 at 6 pm.  
Room 6, Crispin Community Centre, Leigh Road, Street.

Members Summoned and Present: Members summoned and present:  
Peter Goater (Chairman), Nicholas Kellett (Vice Chairman), Simon Carswell, Terry Napper,  
Heather Shearer, Nicola Smith, and Laura Wolfers.

Apologies: Pam Birch, Cllr Neil Howiantz and Bryan Knickerbocker.  
Officer Zoe Leach (Responsible Financial Officer).

Officers Present: Jenny Service, Parish Clerk.

In attendance: Members of the public (0).

### PUBLIC QUESTION TIME

*Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. Note: The Parish Council is unable to make formal decisions under this item, but items raised may be recommended for consideration at a future meeting.*

There was none.

*The Policy and Finance Committee meeting commenced at 6:00 pm*

### MINUTES

#### 39. Apologies for absence

It was **RESOLVED** to accept apologies for absence from Cllrs Pam Birch, Cllr Neil Howiantz, and Bryan Knickerbocker.

#### 40. Declarations of interests and grant of dispensations

*Councillors were reminded of their duty to declare any interests in the business to be transacted.*  
Cllrs Smith and Wolfers each declared an interest (non-voting members, Greenbank Pool).

#### 41. Confirmation of minutes

**RESOLVED** - The minutes of the Policy and Finance Committee meeting held on 7<sup>th</sup> November 2023 were

approved for signing as a true record of the decisions taken.

42. Responsible Financial Officer's Report

Members received a verbal report from the Clerk on behalf of the Responsible Financial Officer. Updates included: enquiries relating to Livestreaming and payment of grant.

43. Budget 2024/25 and Precept 2024/25

Members received a verbal report from the Clerk on behalf of the Responsible Financial Officer. Members received updates from the Clerk which included consideration of Somerset Council's Asset and Service Devolution on the 2024/25 Parish Council budget. Members were invited to ask questions. Cllr Shearer provided an update on CCTV from Somerset Council and presented opportunities for partnership working to include Street Parish Council, Neighbourhood Watch, Police, and other partners/agencies.

- A. Chairman's Allowance – this item was **DEFERRED**.
- B. **RESOLVED** – Change the title of Earmarked Reserves budget item to 'Scout hut'.
- C. **RESOLVED** – Change title of budget item 'Library Gardens' to '1924 Library Gardens'.
- D. **RESOLVED** – Policy and Finance Committee APPROVED the 2024/25 budget and RECOMMEND to full council for approval.
- E. **RESOLVED** – Policy and Finance Committee approved the Earmarked Reserves 2024/25 to include a new earmarked reserve of £75,000 for Somerset Council's Asset and Service Devolution.
- F. **RESOLVED** – Policy and Finance Committee approved an increase of General Reserves to 4 months' operating budget.
- G. **RESOLVED** – Policy and Finance Committee RECOMMEND a precept requirement for 2024/25 of £718,000 (10% increase on 2023/24) which equates to £187.36 per year Band D equivalent (an annual increase of £17.74 from 2023/24).

**RECOMMENDATIONS to be taken to Full Council.**

44. Policies

Members received a verbal report from the Clerk.

**Biodiversity Duty** - Members were asked to consider a draft response to the Biodiversity Duty 2023

- A. **RESOLVED** - Policy & Finance Committee APPROVED the Biodiversity Duty response and Biodiversity Policy and RECOMMEND to full council for approval.  
**RESOLVED** - To task Sustainable Street Working Group with completing a comprehensive Biodiversity Action Plan (*template supplied with policy as a starting point*).

**Communications Policy** - Members reviewed the draft Communications Policy

- B. **RESOLVED** - Policy and Finance Committee approve the Communications Policy and RECOMMEND to full council for approval. *Note: Policy and Finance Committee agreed it was important to agree nominated gatekeepers for control of communication.*

**Terms of Reference and delegated powers**

- C. **RESOLVED** - Policy and Finance Committee RECOMMEND to full council that terms of reference are amended to delegate decisions on policies to the Policy & Finance Committee.

45. Grants

The Committee considered the 2024/25 grant application from Greenbank Pool for £30,000 - *to offer a discount on Street resident season tickets and help with rising energy costs*. It was NOTED that all supplementary papers have now been received.

**RESOLVED** – Policy and Finance Committee approved grant application. *Payments to be split payment into 2 equal instalments (to be paid in April and September 2024).*

*The Policy and Finance Committee will be reviewing the grant process and application form in February 2024 and will consider: the use of SPC logo and biodiversity.*

46. CCLA Public Sector Deposit Fund

**RESOLVED** - That £160k is transferred from the CCLA Public Sector Deposit Fund to the NatWest Business Reserves account to cover projected spend from 31 October 2023 to 31 March 2024 and leave a general reserve fund of the agreed amount of £182,596.

47. Periodic Reports and Inspections

The Clerk provided a report on behalf of the Responsible Financial Officer on reports and inspections. This included reconciliation of latest bank statements, monthly inspections of accounts and payments. The report was NOTED.

48. 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.*

- Grant Policy and form (February Policy and Finance Committee meeting).

49. Date of next meeting

The next ordinary meeting of the Policy & Finance Committee will take place at

6 pm on Tuesday 9<sup>th</sup> January 2024 at Room 6, Crispin Community Centre, Leigh Road, Street.

There being no further business, the meeting was closed at 7.35 pm.

These minutes were adopted on 6 February under minute reference \_\_\_\_\_ as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signed: \_\_\_\_\_