

MEETING of the POLICY AND FINANCE COMMITTEE

Held on:	Tuesday, 7 th May 2024 at 6 pm. Room 6, Crispin Community Centre, Leigh Road, Street, BA16 0HA.
Members Summoned and Present:	Members summoned and present: Peter Goater (Committee Chairman), Pam Birch, Simon Carswell, Neil Howiantz, Terry Napper, Nicola Smith, and Laura Wolfers.
Apologies:	Nicholas Kellett (Committee Vice Chairman), Bryan Knickerbocker, and Heather Shearer.
Officers Present:	Jenny Service, the Clerk
In attendance:	Members of the public (0).

PUBLIC QUESTION TIME

There were no members of the public in attendance. The Policy and Finance Committee meeting commenced at 6pm.

MINUTES

69. Apologies for absence
Apologies for absence were received from Cllrs Bryan Knickerbocker, Nick Kellett, and Heather Shearer. Apologies were noted. *LGA 1972 s85(1)*.
70. Declarations of Interests and Grant of Dispensations
Councillors were reminded of their duty to declare any interests in the business to be transacted.
Cllr Smith declared an interest in Merriman Park (non-voting member).
71. Confirmation of minutes
RESOLVED - the minutes of the Extraordinary Meeting of the Policy & Finance Committee held on 2 April 2024 were approved as a correct record and signed by the Chairman.
(LGA 1972, Schedule 12, paragraph 41(1)).
72. Reports
The Clerk gave a verbal report on matters relating to the Policy and Finance Committee and updates/actions on behalf of the office. This included:
- Insurance – quotes will go to full council for consideration.
 - Printing costs (overbudget).
 - Sensory Garden - meeting with Merriman Park Committee.

- Work undertaken on Financial Regulations and Standing Orders.

73. Financial Regulations and Standing Orders

The Clerk advised of the work undertaken with the RFO to complete a full review of the current National Association of Local Council's (NALC) model Financial Regulations and Standing Orders. Members considered the proposed Financial Regulations and standing Orders.

- Resolved - the Policy & Finance Committee approved the new Financial Regulations based on NALC's model Financial Regulations (with Street Parish Council adaptations).
- Resolved - the Policy & Finance Committee recommend approval of the new Standing Orders based on the NALC model Standing Orders with revisions appropriate to Street Parish Council.

74. Policies

- RESOLVED - the Policy & Finance Committee approve the Training and Development Policy following recommendation by the Staffing Committee. *The Clerk will take suggestions for future revisions to include Cllr onboarding and how needs of the council are qualified to the Staffing Committee.*
- Resolved - the Policy & Finance Committee approved the Appraisal Form following recommendation by the Staffing Committee.
Policy & Finance Committee recommend regular check ins / 121s take place in addition to the annual appraisal and that the appraisal process captures positive feedback.
- Resolved - the Policy & Finance Committee approve the Grants Policy and Application Form.
Form to include a field for company registration and / or charity number (if applicable).

75. Internal Audit

Members were advised that the internal audit will take place by Probusiness at the Parish Rooms on Wednesday 8 May 2024. *The Council previously resolved to engage Probusiness Ltd. to carry out the internal audit for the years ended 31 March 2023 and 2024.* The Clerk introduced plans to obtain quotes for the next year's internal audit. Policy and Finance Committee will be asked to consider these quotes at a future Policy & Finance Committee meeting.

The Clerk advised that an Extraordinary Meeting of the Policy & Finance Committee will be required 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 - a date was agreed as Tuesday, 4th June 2024 at 6.15pm. The Council will be asked to approve the AGAR and statements at the 18 June Full Council meeting.

76. Grants Award Reports

- The Policy & Finance Committee noted the grant reports from organisations in receipt of grant funding in October 2023. Discussion took place around assessment of need, communication of positivity and impact from grants awarded.

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	Delay to project. Communication received. £1000 spent of grant

			award prior to the delay and subsequent closure of the project.
Houndwood Community Group	£600	6 October 2023	14 February 2024
St Margaret's Hospice	£3000	6 October 2023	15 February 2024
Street Neighbourhood Watch Association	£500	11 October 2023	14 February 2024
Street Striders	£600	6 October 2023	Delay to spending of grant award. Communication received.
Strode College	£40,000	6 October 2023	30 April 2024

Members noted: SLA Agreement with YMCA - presentation received during the April Full Council meeting and report circulated to all Members.

- ii. Members were asked to consider communication from Street Striders regarding a delay to the spending of the grant award.
Resolved - that Street Striders are asked to provide an update in three months' time for consideration by the Policy & Finance Committee.
- iii. Members were asked to consider communication from Green Door Families with regards to unspent monies and project closedown.
Resolved - that Green Door Families are asked to return the unspent grant monies of £8,000.
- iv. Cllr Champion Howiantz provided a verbal report on Somerset Mind Street Youth Matters peer support group project to support his written report (circulated).
Resolved - that the second-year payment of £5,565 is delayed until January 2025 due to the delayed start of the project (February 2024) **subject to** assurances that the project has successfully commenced and receipt of a report.

77. **Risk Registers**

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

Resolved - the Committee approved the Street Skate Park, Merriman Park and Strode Road Allotment Risk Register.

78. **Capital Expenditure**

(a) Specialist services:

- i. High Street Clock.
Members were asked 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 the have the clock serviced every two years.
- ii. Repairs to the Library Gardens Mural
The committee was asked to consider the quotation from J Minshull, the mural Artist, for mural retouching and relacquering – including materials of £350.

Resolved - the Policy and Finance Committee recommend approval at 21st May 2024 Annual Meeting of the Parish Council 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.

Resolved – that Policy and Finance Committee request a delegated power of spent of up to £1,500 for budget items. This will be considered by full council during a review of the terms of reference for committees at the Annual Meeting of the Parish Council.

*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**.*

(b) Office costs:

i. Increase in cleaning charge

The committee received and noted 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.

Resolved – to accept the price increase for cleaning from April 1, 2024.

ii. Office Photocopier

The office photocopier, a Konica 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 manufacturers 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 were 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

Resolved – to recommend the council accept the quotation from Clarity for Sharp BP50C26 on a 3yr lease. At £233.28 per quarter.

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79. Receipt of precept 2024/25

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

Resolved - 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 31st 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+

Resolved - the Policy and Finance Committee review the Annual Investment Strategy at a future meeting of the Policy and Finance Committee.

80. Periodic Reports and Inspections

The Policy and Finance Committee noted the 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.

81. Receipts and Payments

Members received a report from the Responsible Finance Officer on Receipts and Payments for the period Jan 2024 – March 2024 and considered variations.

Officers to ask whether the warm spaces grant was applied for / received. A Cllr asked whether there was a split of building bills and consumables.

82. 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.
- Annual Investment Strategy.
- Warm spaces grant.
- Library costs / CLP agreement.

83. Date of Next Meeting

An Extraordinary Meeting will take place at 6.15pm on Tuesday 4th June 2024 to receive the internal audit report and consider the external audit including the AGAR (Annual Governance and Accountability Return).

84. Apologies for absence

There being no further business, the meeting was closed at 8.00 pm.

These minutes were adopted on 4 June 2024 under minute reference 4 as a true record of the decisions taken and are duly signed below by the chair of that meeting.

Signed: _____