

Ms Jenny Service
Clerk of the Council
6 Leigh Road
Street, Somerset
BA16 0HA



T: 01458 440 588

E: street.parish@street-pc.gov.uk W: street-pc.gov.uk

To Councillors: Peter Goater (Committee Chairman), Pam Birch, Simon Carswell, Neil Howiantz, Bryan Knickerbocker, Terry Napper, 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 23, Crispin Community Centre, Leigh Road, Street at **6.15pm on TUESDAY, 5th NOVEMBER 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: 31st October 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).

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 Meeting of the Policy & Finance Committee held on 27 August 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. Appointment of Vice-Chair of Policy & Finance Committee

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.

6. Mobile Phone Contract

i. To note the cancellation of the Small Biz SIM only 2GB plan with O2.

ii To note the 24 month Business SIM only 25GB plans with Three Business at a monthly cost of £8 for each plan. Total cost of £16 per month (exclusive of VAT).
NB Each April, the Monthly Charge will increase by 4.5%.

iii To approve payment by monthly direct debit to Three Business.

The Policy & Finance committee previously resolved that reconditioned mobile phones be purchased for the Clerk and the Assistant clerk up to a maximum value of £150 each and that the Responsible Financial Officer secures best value mobile phone contracts.

7. Grants Awards

The Policy & Finance Committee to:

i. Receive and note quarterly report (Jul-Sep 2024) YMCA BRUNEL GROUP STREET YOUTH CLUB
(Circulated to Members)

Organisation	Grant Amount Awarded	Date Awarded	Report Received
YMCA	£32,000 (in quarterly instalments as per Service Level Agreement)	April 2023 – March 2026 Provision for the agreement to be extended for 2 years to March 2028	24 October 2024

ii. Retrospectively NOTE the arrangement made with Premier Stores for a donation of daily newspapers to Street Library. Note: this informal arrangement is outside of the grant awarding process. The Policy & Finance Committee previously considered a grant application from Friends of Street Library for £600 and **RESOLVED** to award a grant of £300 towards a provision of newspapers for Street Library. Payment of the grant award has been made accordingly.

iii. Consider the grant applications received:

Organisation	Grant Amount Requested	Purpose
Street Neighbourhood Watch Association	£ 950.00	Lamppost street signs, NO COLD CALLING vinyl stickers, drop letter documents and promotional leaflets.
Mental Health in Combat Sports	£2,000.00	To give people suffering with mental health the opportunity to learn self defence to improve confidence.
TOTAL	£2,950.00	

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. The current budget position is set out below:

Cost Centre	Budget 2024/25	Budget Spent to date	Budget remaining
General Grants	£25,000.00	£16,883.00	£8,117.00
Community Safety	£ 1,000.00	£ 282.00	£ 718.00

In accordance with the Street Parish Council Grants Policy, grant applications up to a value of £2000 will be treated as follows:

- **Grants up to a value of £2000.**

Applications will be determined by the Policy & Finance Committee as set out in the Council's Financial Regulations and Policy & Finance Committee's terms of reference; and in accordance with policy and agreed budget limits.

Applications and supplementary information will be considered at the first available Policy & Finance Committee Meeting following receipt of application.

Grants up to a value of £2000 to be paid within 28 days of the Policy & Finance Committee meeting determining the award.

8. Review Income and Expenditure Quarter 2

To receive a report from the Responsible Financial Officer on Income and Expenditure for the period July to September 2024 and to review any variations.

In response to the Fire Inspection Report Members considered changes required to fire doors in the parish rooms and RESOLVED to devolve powers to the Clerk and officers to put in place all that is required for legal compliance. Works have now been completed at a cost of £8400.

RECOMMENDED that the fire door costs are taken from the contingency budget.

9. 2025/26 Budget

To receive and note the draft budget. Officers are working through final calculations for markets, public toilets, play areas and open spaces together with other elements of assets and service devolution. This is an opportunity for gathering questions, comments, opportunities and proposals for further consideration and development in the coming weeks.

2025/26 Budget and Precept to be agreed by full council no later than 21 January 2025.

10. Chairmans Allowance

To note and consider the briefing paper on payment of a Chairman's Allowance.

Section 15 (5) of the Local Government Act allows a Parish Council to pay the Chairman an allowance to meet the expenses of their office.

The Parish Council will consider the relevant amount to attribute to the Chairman's Allowance as part of its budget setting process.

RECOMMENDED:

- i. that an Expenses and Allowance Policy is drawn up;
- ii. that the Chairs Allowance is paid annually through payroll and used at the Chair's discretion to enable them to meet the expenses of the office: in line with HMRC regulations and equality criteria in ensuring the role of Chairman is accessible to all.

11. Periodic Reports and Inspections

To receive and note 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.

12. 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.

13. Date of next meeting

An Ordinary Meeting will take place on Tuesday 28 January 2025 at 6.15pm in Room 6, Crispin Community Centre, Street.