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## MEETING of the POLICY AND FINANCE COMMITTEE

Held on: Tuesday 5 November 2024 at 6.15pm.  
Room 6, Crispin Community Centre, Leigh Road, Street, BA16 0HA.

Members Summoned and Present: Members summoned and present:  
Cllrs: Peter Goater (Committee Chairman), Simon Carswell, Bryan Knickerbocker, Terry Napper, Nicola Smith and Laura Wolfers.

Apologies: Cllrs Neil Howiantz

Officers Present: Zoe Leach, Responsible Financial Officer (RFO)

In attendance: Members of the public (1)

In attendance via Microsoft Teams (non-voting): Cllr Pam Birch

### PUBLIC QUESTION TIME

A Director of Mental Health in Combat Sports CIC gave a presentation to the Committee in support of the organisation's grant application and answered questions raised by the Committee.

The Chair closed public question time at 6.30pm and opened the Ordinary Meeting of the Policy & Finance Committee.

### MINUTES

24/25P&F.040 Apologies for absence

Apologies for absence were received from Councillor Neil Howiantz.  
Apologies were noted. *LGA 1972 s85(1)*.

24/25P&F.041 Declarations of Interests and Grant of Dispensations

Councillors were reminded to make 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.

*Declarations of interest were made by:*

Cllr Wolfers – Glastonbury & Street Chamber of Commerce

24/25P&F.042 Confirmation of minutes

RESOLVED - the minutes of the Meeting of the Policy & Finance Committee held on 27 August 2024 were approved as a correct record and signed by the Chairman.  
*(LGA 1972, Schedule 12, paragraph 41(1)).*

24/25P&F.043 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:

- Confirmation of Payment of Street Football Club grant award.
- Purchase of Sum Up Reader for library payments.
- Telephone and Broadband contract. Report and Comparison to go to Full Council.

24/25P&F.044 Appointment of Vice-Chair of Policy & Finance Committee

RESOLVED - to appoint Cllr Carswell as Vice-Chair of the Committee for the 2024-25 year.

24/25P&F.045 Mobile Phone Contract

The Policy & Finance Committee noted:

- i. the cancellation of the Street Parish Council Small Biz SIM only 2GB plan with O2;
- ii. the two 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). *Each April, the Monthly Charge will increase by 4.5%.*
- iii. RESOLVED to approve payment of the mobile phone plans 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.*

24/25P&F.046 Grant Awards

- i. The Policy & Finance Committee noted the Quarter 2 report from YMCA Brunel Group Street Youth Club

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. Members retrospectively noted the arrangement made with Premier Stores for a donation of daily newspapers to Street Library.  
*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. Members received and considered 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.
<b>TOTAL</b>	<b>£2,950.00</b>	

*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 Policy & Finance Committee:

- a) RESOLVED to award Street Neighbourhood Watch Association a grant of £950.00 towards lamppost street signs, no cold calling stickers, drop letter documents and promotional leaflets. *Officers to organise a letter of thanks to the Association in recognition of their efforts in relaunching Street Neighbourhood Watch.*
- b) RESOLVED to award Mental Health in Combat Sports a grant of £2000 to give people suffering with mental health the opportunity to learn self-defence to improve confidence.

24/25P&F.047 Review Income and Expenditure Quarter 2

Members received and noted a detailed Income and Expenditure by budget heading report at 30 September 2024 from the Responsible Finance Officer on Income and Expenditure for the period July 2024 – September 2024 and considered variations; to include a projected overspend to the Building Maintenance and Repairs cost centre.

RESOLVED that the £8400 cost of essential remedial works to the fire doors at the parish rooms to ensure compliance with health and safety legislation be taken from the Contingency budget.

24/25P&F.048 2025/26 Draft Budget

Members received and noted the 2025/26 draft budget. The Responsible Financial Officer provided a verbal report and highlighted key areas for consideration:

- i. Insurance premium for 2025/26 will likely be impacted following completion of the asset valuation exercise.
- ii. Officers are working through final calculations for markets, public toilets, play areas and open spaces together with other elements of assets and service devolution which will impact expenditure in other areas of the budget.
- iii. Grants to be itemised into 'strategic grants' and 'general grants'. YMCA is a Service Level Agreement and will have its own budget line as will the three year grant award to Mind in Somerset (approved by Full Council 10.5.23 min ref 259a).  
 In line with the Grants Policy, strategic grants for 2025/26 were agreed at the September Full Council Meeting and comprise of grant awards to Strode Theatre, Crispin Community Centre and Greenbank Pool at a total cost of £75,000.

Members to consider an appropriate amount to budget for 'general grants' following completion of final calculations for asset and service devolution.

- iv. Culture and Events Committee requested increased budgets for Christmas lights (infrastructure costs) and expenditure on the Investiture/Community Awards Event - to be considered following completion of final calculations for asset and service devolution.
- i. Salaries and employer on-costs reflect the changes to Employer Ni contributions and the addition of a Full Time employee.
- ii. Information awaited from Somerset Council for Library Staffing budget.

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

24/25P&F.049 Chairman's Allowance

Members received and noted the briefing paper on payment of a Chairman's Allowance. Consideration was given to HMRC regulations and how to ensure financial accessibility to the Chairman's role.

RESOLVED:

- a) that Officers draft an Expenses and Allowance Policy;
- b) that a recommendation on how the Chairman's Allowance is paid is deferred until the work on the Expenses and Allowance Policy is completed.

*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.*

24/25P&F.050 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.

24/25P&F.051 Information to raise for consideration at the next meeting

Scheduled items:

Additional Defibrillator for the High Street (Bayliss Centre).

24/25P&F.052 Date of Next Meeting

An Ordinary Meeting will take place at 6.15pm on Tuesday 28<sup>th</sup> January in Room 6 Crispin Community Centre, Street.

There being no further business, the meeting was closed at 7.50pm.

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

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