

## MEETING of the POLICY AND FINANCE COMMITTEE

Held on:	Tuesday 3 June 2025 at 6.15pm. Room 6, Crispin Community Centre, Leigh Road, Street, BA16 0HA.
Members Summoned and Present:	Members summoned and present: Cllrs: Simon Carswell, Pam Birch, Heidi Dalgarno, Peter Goater, Bryan Knickerbocker, Terry Napper, Heather Shearer and Nicola Smith
Apologies:	Cllr: Anne-Marie Walby
Officers Present:	Zoe Leach, Deputy Clerk and Responsible Financial Officer (RFO)
In attendance:	Members of the public 0

### PUBLIC QUESTION TIME

No members of the public were present

### MINUTES

- 25/26P&F.001 Election of Chair and Vice-Chair of Committee
- RESOLVED - to appoint Cllr Carswell as Chair of the Committee for the 2025-26 municipal year.
  - RESOLVED - to appoint Cllr Shearer as Vice-Chair of the Committee for the 2025-26 municipal year.
- 25/26P&F.002 Apologies for absence
- Apologies for absence were received from Councillor Anne-Marie Walby.  
Apologies were noted. *LGA 1972 s85(1)*.
- 25/26P&F.003 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 Smith – Glastonbury & Street Chamber of Commerce  
Cllr Carswell – Somerset Council and Merriman Park Community Group  
Cllr Shearer – Somerset Council

25/26P&F.004 Confirmation of minutes

RESOLVED - the minutes of the Meeting of the Policy & Finance Committee held on 4 February 2025 were approved as a correct record and signed by the Chairman.  
(LGA 1972, Schedule 12, paragraph 41(1)).

25/26P&F.005 Reports

The RFO gave a verbal report on matters relating to the Policy and Finance Committee and updates/actions on behalf of the office. This included:

- Rialtas Accounting Software – restructure of nominal codes and cost centres for better reporting.
- YMCA – Review of workings of SLA Agreement. Review template created. Youth Champions to undertake review with YMCA
- Digital phone and broadband change from BT to Focus Group. Await transfer date confirmation from Focus Group.

25/26P&F.006 Annual Governance and Accountability Return (AGAR) 2024/25 Form 3  
Section 1- Annual Governance Statement 2024/25  
Annual Internal Audit 2024/25

*The Council on 17 June will be asked to review the adequacy of internal audit and control carried out on the accounts for the year ended 31<sup>st</sup> March 2025 and consider its responses to the statements set out in Section 1 of the Annual Governance and Accountability Return ('Annual Governance Statement 2024/25'). The Accounts and Audit Regulations 2015, Regulation 6.*

- i. Members received and noted the signed Annual Internal Audit Report 2024/25, and the detailed Year End Internal Audit Report dated 15 May 2025, and the Interim Report dated 11 October 2024.
- ii. The Policy & Finance Committee reviewed the Annual Audit Plan, Internal Control Procedures and Internal Control Policy and **recommend** approval by Full Council at the 17 June Council meeting.
- iii. RESOLVED - the Policy & Finance Committee **recommend** agreement to accounting statements 1 to 8 and N/A to statement 9 of Section 1 - Annual Governance Statement 2024/25.
- iv. RESOLVED – the Policy & Finance Committee **recommend** that Parish and Town Auditing Services (PATAS) are appointed as Internal Auditor for financial year 2025/26 - to undertake a 6-month interim audit and final year-end audit at a total cost of £650 (the same fee as the 2024/25 financial year)

25/26P&F.007 Annual Governance and Accountability Return 2024/25 Form 3  
Section 2- Accounting Statements 2024/25

The Committee considered the Draft AGAR prepared by the RFO.

The Council on 17 June will be presented with RFO certified Accounts for consideration, approval and signing.

- i. Members noted the earmarked reserves, Balance Sheet, Income and Expenditure Account and Bank Reconciliation at 31 March 2024.
- ii. RESOLVED - Members **recommend** Section 2 - Accounting statements 2024/25 for signing by the Chair of Council at the 17 June Full Council meeting.

- iii. RESOLVED – Members **recommend** for submission to the external auditor explanation of difference between box 7 and box 8 (Section 2 AGAR)
- iv. RESOLVED – Members **recommend** for submission to the external auditor explanation of significant variations (more than 15%) from 2023/24 to 2024/25.

25/26P&F.008 Accounts and Bank Reconciliation at 30 April 2025

- i. Members noted the income received of £2,118.46; help through winter grant of CLP of £1,750; VAT refund of £8,096.85 and precept receipt of £842,117.00
- ii. RESOLVED – to approve the receipts and payments reports for all account at 30 April 2025
- iii. RESOLVED – to approve the bank reconciliation at 30 April 2025.

*Note: The latest bank reconciliations for all accounts at 30<sup>th</sup> April 2025 have been prepared. A detailed receipts and payments report, bank reconciliation report and balance sheet have been sent to Members. Each reconciliation and original bank statement will be signed by two Councillors as part of the monthly/quarterly check of accounts and Councillors operating the Unity Trust online payments system will also conduct an online check. At the end of each financial quarter the RFO shall provide the Policy & Finance Committee and Full Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget and shall show explanations of material variances. Receipts and payments for April 2025 will appear as an annex to the minutes in the Minute Book.*

25/26P&F.009 Grants Policy

- i. RESOLVED to approve the Grants Policy subject to:
  - a) replacing the wording at 2(ii) and 2(iii) of ‘Some exceptions may be made in certain circumstances’ with ‘Some exceptions may be made at the discretion of Council’.
  - b) Further consideration to be given to the terms and conditions attached to the grant funding and the requirement to repay funds awarded.
- ii. RESOLVED to approve the 3-month grant report template

25/26P&F.010. Grants Awarded

- i. The Policy & Finance Committee noted the grant reports received from organisations in receipt of grant funding:

Organisation	Grant Amount Awarded	Date Grant Awarded
Citizens Advice Bureau	£332.00	FC 17.12.24
Mental Health in Combat Sports	£2,000.00	P&F 05.11.24
Street Football Club	£5,859.00	P&F 27.8.24 and FC 15.10.24
Street Striders	£2,000.00	P&F 27.08.24
Taking the Space	£700.00	P&F 28.01.25

*RFO to contact Street Striders regarding the unspent grant awarded on 27 August 2024 and the right for the Council to revisit the criteria at one year. The Grants Policy states: ‘The organisation will return the grant monies awarded if requested by the Parish Council under the following circumstances:*

- Report not received.
- Monies not spent.
- Monies not spent for the purposes granted.

*The Council reserves the right to revisit the criteria at one year’.*

Tuesday, 3 June 2025

- ii. 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	10 April 2025

- iii. RESOLVED that Mind in Somerset are asked to return the second-year grant award of £5,565 (awarded 17 February 2025) following the closure of the Youth Matters Project on 4 March 2025.

*Cllr Smith left the meeting at 8pm.*

24/25P&F.011 Information to raise for consideration at the next meeting

Scheduled items:

Additional Defibrillator for the High Street (Bayliss Centre).

Biannual Risk Register

Q1 Review of Income and Expenditure

24/25P&F.012 Date of Next Meeting

An Ordinary Meeting will take place at 6.15pm on Tuesday 29 July 2025 in Room 6 Crispin Community Centre, Street.

There being no further business, the meeting was closed at 8.05pm.

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