

Ms Jenny Service
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To Councillors: Simon Carswell (Committee Chairman), Pam Birch, Heidi Dalgarno, Peter Goater, Bryan Knickerbocker, Terry Napper, Heather Shearer (Committee Vice-Chairman) and Nicola Smith.

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 6, Crispin Community Centre, Leigh Road, Street at **6.15pm on MONDAY, 8th SEPTEMBER 2025**. 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: 3rd September 2025

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.

Please note this meeting will be recorded for the purpose of minute-taking

1 Public Question Time (6.15pm)

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).

The following applicants, who have applied for grants in excess of £2,000 have been invited to give verbal presentations:

Alfred Gillett Trust	-	accepted
Crispin Community Centre	-	accepted
Greenbank Swimming Pool	-	unavailable
GWS radio	-	accepted
Sound Vision	-	accepted
Strode Theatre	-	accepted

POLICY AND FINANCE COMMITTEE MEETING AGENDA

1 Apologies for absence (6.40pm)

To receive and note apologies for absence. LGA 1972 s85(1)

2 Declarations of Interests and Grant of Dispensations (6.41pm)

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 (6.43pm)

RECOMMENDED: That the minutes of the Meeting of the Policy & Finance Committee held on 29th July 2025 are approved as a correct record and signed by the Chairman.

(LGA 1972, Schedule 12, paragraph 41(1)).

4 Grants (6.45pm)

The Policy & Finance Committee to:

(a) RECEIVE and NOTE grant reports from organisations in receipt of grant funding:

Organisation	Grant Amount Awarded	Purpose of Grant	Date Grant Awarded
Crispin Community Centre	£15,000 (Paid April 2025)	£10,000 Community Centre £2,000 Soup Kitchen £3,000 Volunteer Driver Service	P&F 17.09.24 24/25FC.107

(b) RECEIVE and NOTE communication received from Street Striders in relation to the previously unspent grant awarded in August 2024/25 of £2000. (6.47pm)

Street Striders have confirmed that they have now identified a suitable Clubhouse which they are in the process of purchasing.

Organisation	Grant Amount Awarded	Purpose of Grant	Date Grant Awarded
Street Striders	£2,000 (Paid August 2024)	Towards the provision of a clubhouse	P&F 27.08.2024 24/25P&F.035iii (I)

(c) RECEIVE a written report from the Responsible Financial Officer: 'Grant 2025/26 Breakdown of Council Budget', together with an application matrix with RFO comments (6.49pm)

(d) General Grants: CONSIDER the applications received (emailed separately to Members with supporting documentation) in line with the Grants Policy and General Grants Budget and **AGREE** awards 2025/26. See summary table below:

(6.52pm)

NB: The Policy and Finance Committee has delegated power to agree all grants up to a maximum of £2,000 for any organisation not for private gain in accordance with the agreed policy and within agreed budget limits

			£	£
Total General Grant Budget for 2025/26			20,000.00	
Less: General Grants awarded to date in 2025/26			2,020.00	
Balance in General Grants Budget at 1.9.25				17,980.00
Applicant Name	Purpose of Grant		General Grant Budget	General Grant Budget running balance
Balance in General Grants Budget at 1.9.25				17,980.00
1	GWS Radio	Weatherproof & professionally branded outdoor broadcast gazebo	1,330.00	16,650.00
2	GWS Radio	Youth Creative Arts Programming project	5,000.00	11,650.00
3	Houndwood Community Group	Covers insurance, newsletters, litter pick equipment, garden supplies and ecological awareness projects.	600.00	11,050.00
4	Somerset Bus Partnership	Marketing, printing, events and community engagement activities, including the production of promotional materials, travel info leaflets and other resources to support bus awareness and accessibility.	1,998.92	9,051.08
5	Somerset Prostate Support Association	Cost of Prostate cancer PSA testing event at the Victoria Club on 15 November 2025. Hope to have 200 men attending. Providing free tests to men over 40 yrs.	750.00	8,301.08
6	Street & District Allotment Association	To buy 2 sheds with water harvesting systems, 1 for Farm Lane Site and the other for Brooks Road	1,500.00	6,801.08
7	Street & Glastonbury Carers' Support Group	Meeting hall rent x 9 @ £24	216.00	6,585.08
Total amount requested from General Grant budget			11,394.92	
Balance remaining if all applications approved at P&F 8.9.25:				6,585.08

(e) **Strategic Grants: CONSIDER** the applications received (sent separately to Members with supporting documentation) in line with the Grants Policy and make a **RECOMMENDATION** to Full Council having **CONSIDERED** the effect on next year's Precept. See summary table below:

(7.15pm)

NB: The Policy and Finance Committee has delegated power to:

- make recommendations to Council on any grants above £2,000

				£
SPC Precept 2025/26 (for comparison purposes)				842,117.00
Strategic Grant Budget in 2025/26				75,000.00
Strategic Grant Applications 2025/26 (to be paid 2026/27)				
	Applicant Name	Purpose of Grant	Amount requested £	Effect on Precept 26/27 £+/-
1	Alfred Gillett Trust	Support opening & early operation of new visitor attraction. To complete essential works over the course of the first year.	30,000.00	
2	Crispin Community Centre	Crispin Community Centre Volunteer Driver Scheme Soup Kitchen	12,000.00 3,000.00 2,000.00	
3	Greenbank Pool	To offer a discount on Street Residents' Season tickets - £12,000-15,000 towards £31,000 cost of rebuilding/repair the sit wall and concrete pads and a new gate for bin store area.	30,000.00	
4	Sound vision	Requesting total of £57,483. £19,161 per year for 3 years. To create and fund Street Sound, a new community empowerment project.	19,161.00	
5	Strode Theatre	Continued lower hirer fees for community groups A portion of free access service to hirers Free to attend community shows open to all to participate in Free to attend film festivals Supporting the spoken work and writers of Somerset rehearsals & shows	30,000.00	
6	Victoria Field Charity	Requesting a yearly perpetual grant to guarantee ongoing operations each year and continually improve facilities.	15,000.00	
TOTALS			141,161.00	+ 66,161.00

5 YMCA Service Level Agreement (SLA)

(7.45pm)

- (a) To **RECEIVE** SLA YMCA Review from YMCA champions. Completed July 2025
- (b) To **CONSIDER** request from YMCA for inflationary increase (3% equivalent to £240 per quarter) alongside the SLA YMCA Review and make a **RECOMMENDATION** to Full Council.
Clause 9 of the SLA states that 'the agreement will be reviewed annually in October to consider inflationary increase'. Delayed due to change in YMCA Youth Champions.
- (c) To **AGREE** process and timeline for SLA extension discussions.
Recommended that the YMCA are invited to provide a short business case to support a request for extension to the November Policy & Finance Committee. Recommendation for November Full Council
Clause 2 of SLA states:
'Duration: This is an Agreement between Street Parish Council and YMCA Brunel Group to run for a period of 3 years (+2) initial 3 years covering April 2023-March 2026, with the provision for the agreement to be extended for a further 2 years to March 2028.'
NB: Full Council will need to approve the Street Parish Council Annual Budget 2026/27 at the 20 January 2026 Ordinary Meeting of Council at the very latest.

Organisation	Grant Amount Awarded	Date Awarded
YMCA	£32,000 (paid 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

6 Policies

(7.52pm)

6.1 **Expenses and Allowance Policy.**

- (a) The Policy & Finance Committee are asked to **APPROVE** the draft Expenses and Allowance Policy together with the draft Expenses Form. The purpose of this policy is to provide clear guidance about arrangements for the reimbursement of expenses incurred by councillors and employees of Street Parish Council in the performance of their role and responsibilities.
- (b) **RECOMMENDED:** Full Council resolve at the September Ordinary Meeting of Council to make the basic allowance available to the Chair only and that Councillors resolve not to claim the basic allowance but claim for travel and subsistence expenses only. The date of this meeting to be entered at clause 1(iv) where indicated on the draft Policy.

Guidance: The Deputy Clerk has sought advice from SALC and NALC in drafting the Policy and reviewed the general recommendations of Somerset Council's Parish, Town and City Independent Remuneration Panel contained within Taunton Town Council's report – sent separately to Members.

Summary of principles contained in the draft Policy:

- i. *Members and Officers can claim travel and subsistence expenses subject to meeting the qualifying criteria as outlined in the Policy.*
- ii. *Scale of allowances are aligned with the current approved HMRC mileage allowance payments.*
- iii. *Subsistence levels are in line with Somerset Council's Scheme of Members Allowance.*
- iv. *The Chairman will receive a Chairman's Allowance at a level agreed annually by the Parish Council, during the budget setting process, and paid in two instalments per year. The Chairman may elect not to receive the allowance if they so wish.*

The Chairman's Allowance has been put in place to reflect the additional demands and responsibilities that this office confers and to ensure that the post of Chairman is accessible to all (Equality Act 2010).

- v. *As soon as reasonably practicable after the end of a financial year, Street Parish Council shall arrange for the publication, for a period of at least 14 days, of a notice in a conspicuous place or places in the area of the authority stating the total sum paid by it in the year to each member in respect of the parish basic allowance (Chairman's Allowance); and parish travelling and subsistence allowance.*

The Local Authorities (Members Allowances) (England) Regulations 2013 sets out the framework for Council to allow for reimbursement of expenses incurred by Councillors in performance of their duties.

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. This applies only to the Chairman of the Council and not the Vice-Chairman or other Councillors. Legislation for a Council to pay the basic parish allowance does not affect the allowance paid to the Chairman under Section 15.

6.2 Employer Discretions Policy.

(7.58pm)

The Policy & Finance Committee are asked to **APPROVE** the new draft Employer Discretions Policy (utilising the template provided by Peninsula Pensions) in accordance with the LGPS Regulations 2013 and the LGPS Regulations 2014 (Transitional Provisions and Savings) and the LGPS Regulations 2008 (Benefits, Membership and Contributions).

Guidance: The Local Government Pension Scheme (LGPS) in England and Wales was amended from 1 April 2014 so that benefits for service after 31 March 2014, build-up on a defined benefit career average revalued earnings (CARE) basis, rather than on a defined benefit final salary basis.

*Street Parish Council as a scheme employer participating in the LGPS in England or Wales must formulate, publish and keep under review a statement of policy on all mandatory discretions (or where the discretion is non-mandatory, are recommended to) which they have the power to exercise in relation to members of the **CARE Scheme and earlier schemes**.*

Scheme employers are also required to formulate, publish and keep under review a statement of policy on all other mandatory discretions (or where the discretion is nonmandatory, are recommended to) they may exercise in relation to members of the LGPS.

A copy of the policy must be sent to the relevant administering authority.

7 Representation on Outside bodies

(8.05pm)

At the July Ordinary Meeting of Council Members RESOLVED to approve and adopt the Parish Council Representatives on Outside Bodies (guidance document and policy) subject to an addition around guidance relating to dispensation requests voting at Parish Council Meetings. Members were asked to consider a request for an additional Parish Council representative from the Cox's Charity and a request for an additional Parish Council representative from the Victoria Field Charity. Council made the following resolutions:

RESOLVED – to DEFER the review of Cox's Charity to Policy and Finance Committee.

RESOLVED – to DEFER the review of the Victoria Field Charity to Policy and Finance

Committee.

The review will follow the newly approved guidance / policy.

Policy & Finance Committee to:

- a) **APPROVE** the draft Outside Body Review Form – to be annexed to the Representatives on Outside Bodies (guidance document and policy)
- b) **APPROVE** the following addition to the Representatives on Outside Bodies (guidance document and policy) and report to Full Council on addition to policy:
A written report from a Council Representative on an outside body to be provided annually (March) to the Finance & Policy Committee who will undertake an annual review of representation on outside bodies and make recommendations on appointments or not to Full Council. Full Council will appoint representatives as appropriate.
- c) **UNDERTAKE A REVIEW** of representation on the Coxs Charity using the Outside Body Review form and make a **RECOMMENDATION** to Full Council
- d) **UNDERTAKE A REVIEW** of representation on the Victoria Field Charity using the Outside Body Review form and make a **RECOMMENDATION** to Full Council.

8 Information to raise for consideration at the next meeting (8.13pm)

This item must be for information only. Any matter that requires a decision must be set as an agenda item at a future meeting.

9 Date of Next Meeting (8.14pm)

An ordinary Meeting will take place on Monday 10th November 2025 at 6.15pm in Room 6, Crispin Community Centre, Street.