

**QUEEN CAMEL PARISH COUNCIL****Clerk:** Stephen Hill, 5 Woodpecker Meadow, Gillingham, Dorset, SP8 4GB**Tel:** 07949 150 888**e-mail:** clerk@queencamelpc.org.uk**website:** www.queencamelpc.org.uk**Draft Minutes of the Finance & Risk Committee Meeting held via Zoom Conference
Call Facilities on Monday 22nd June 2020 at 6:30pm****Public Question Time**

There were 4 members of the public virtually in attendance during the Zoom meeting.

Immediately prior to the meeting members of the public were provided with the opportunity to speak. Members of the public were asked to speak for up to the prescribed 15 minutes in total. One member of public spoke about:

- Minutes of Council meeting of 11th May 2020 did not record the proposed solar farm financial contribution;
- the plan for spend of the existing solar farm financial contribution – this matter is on the Agenda for this meeting (F.08/06)
- the earmarked reserve of £1k against the swimming pool can be released;
- the earmarked reserve of £10k is from SCC for a MUGA – any alternative use of this reserve would need approval from SCC;
- earmarked reserve of £500 for a Youth Shelter is included in the Youth Facilities reserve and was a donation from the Lye family; it should be retained;
- £47 remaining from Generator – is not needed

Present: Chairman John Brendon, Kathy Grainger and Jude Coggins

Also Present: Councillors Simon Thornewill, Sue Gettings, Dan Hewlett, Brian Hewlett and Michael Baker and Parish Clerk & RFO Stephen Hill and 4 members of the public who requested to join the meeting.

F.01/06 **To elect a Chairman for the meeting**
It was Proposed by Kathy Grainger and Seconded by Jude Coggins and resolved to Elect Councillor John Brendon as Chairman
For 2, Against 0, Abstained 1

F.02/06 **Apologies for Absence**
None

F.03/06 **Declarations of Interest**
Kathy Grainger Declared a Personal Interest in Agenda item F.07/06 Footpaths and Environment Budget as leader of the working group.

F.04/06 **Terms of Reference**
Committee considered the Terms of Reference from 14 May 2018 (Background Paper) and agreed Recommendations to Council:

- Item 1.2, change the word “Committee” to “Council”;
- Item 1.3, add “,” after the word “absent”;
- Item 2.1, add “and the Standing Orders relating to financial matters” after the word “Regulations”;
- Item 4.3, change to “between 6:30pm and 7:15pm”;
- Item 5, remove the words “beyond the trial period”.

It was Proposed by John Brendon and Seconded by Jude Coggins and resolved to Recommend proposed changes to Council
For 3, Against 0, Abstained 0

F.05/06**Financial Reports**

Committee considered reports available from the Council's financial software system (Scribe) and decided which are to be reported to Council (Background Paper – Outturn 2019/20). Committee agreed for quarterly reports showing actual receipts and expenditure compared against budget with the projected end of year outturn to be presented to Council. Payments for authorisation to be approved by Council. Quarterly bank reconciliations to be presented with quarterly outturn report and agreed by a Councillor.

It was Proposed by John Brendon and Seconded by Jude Coggins and resolved to Recommend proposals to Council

For 3, Against 0, Abstained 0

F.06/06**Budget 2020/21**

Committee reviewed the budget 2020/21 (Background Paper) which was agreed to Council January 2020 at budget expenditure of £24,860 against a Precept of £17,819 giving a shortfall of circa £7k with budget spend being more than the Precept.

F.07/06**Footpaths and Environment budget**

Committee considered a Footpaths and Environment budget (email Background Paper). It was agreed to Recommend to Council establishing a footpaths and environment budget for 2020/21 of £3,000 for costs of planting/seed/Ranger/equipment. How best to spend budget can be decided later including commissioning others.

It was Proposed by John Brendon and Seconded by Jude Coggins and resolved to Recommend proposals to Council

For 3, Against 0, Abstained 0

F.08/06**Earmarked Reserves 2020/21**

Committee reviewed earmarked reserves (Background Paper). It was agreed to Recommend to Council to retain Earmarked Reserves for:

- Youth facilities (MUGA) £10,945 (of which £10,000 relates to MUGA to be approved by SCC if spent on other project/s) and £500 relates to the Youth Shelter specifically donated by the Lye family;
- Youth General £857.51 (remaining from Youth Council);
- Playing field £1,200; and
- Community Benefit Fund (solar farm) £31,148 but the Council need to plan how this fund will be used.

Any other Earmarked Reserves to be reallocated as General Reserve to bring that to between £5,000 - £10,000. The £3,000 Earmarked Reserve for the finger posts to be released to cover their recent restoration costs.

It was Proposed by John Brendon and Seconded by Jude Coggins and resolved to Recommend proposals to Council

For 3, Against 0, Abstained 0

F.09/06**Grants 2020/21**

Committee considered grant and donation applications and budgets for 2020/21 (Background Papers). It was noted that not all application forms were properly completed.

- Memorial Hall, £200
- Playing Field, £4,910 – proposals are needed for its structure and development from PFC; therefore Grant on hold until proposals are provided;
- St Barnabas Church £ 2,258 – Committee noted the Application and agreed to take to Council for Decision;
- Guides £250 – Committee Recommended approval but form is not properly completed;

- Sparkford Copse £150 – status of the group to be established before payment approved.

It was Proposed by John Brendon and Seconded by Jude Coggins and resolved to Recommend proposals to Council

For 3, Against 0, Abstained 0

F.10/06 Banking Arrangements

Committee received an update on the UTB online banking current account and agreed to open a deposit account and the withdrawal of circa £1,000 from the Council's Nat West accounts using a former Councillor as a second signatory.

F.1106 Payroll

Committee agreed to Recommend to Council appointing PATA to provide payroll services (Background Paper)

It was Proposed by John Brendon and Seconded by Jude Coggins and resolved to Recommend proposals to Council

For 3, Against 0, Abstained 0

F.12/06 Date of next meeting – The date of the next Finance & Risk Committee meeting will be decided after July 2020 Council meeting, and preferably before September 2020. The AGAR is still to be submitted for Externa Audit and Published (on website and noticeboards) within the extended period.

Signed.....

Date