



**QUEEN CAMEL PARISH COUNCIL**

**Clerk:** Stephen Hill, 5 Woodpecker Meadow, Gillingham, Dorset, SP8 4GB

**Tel:** 07949 150 888

**e-mail:** [clerk@queencamelpc.org.uk](mailto:clerk@queencamelpc.org.uk)

**website:** [www.queencamelpc.org.uk](http://www.queencamelpc.org.uk)

**Draft Minutes of the Finance & Risk Committee Meeting held via Zoom Conference  
Call Facilities on Thursday 30<sup>th</sup> July 2020 at 7:00pm**

**Public Question Time**

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. No members of the public opted to speak.

**Present:** Chairman John Brendon, Kathy Grainger and Jude Coggins

**Also Present:** Councillors Mike Baker and Sue Gettings and Parish Clerk & RFO Stephen Hill and 2 members of the public who requested to join the meeting.

**Note: At the meeting on 22 June 2020 it was decided to elect Councillor Brendon as Chairman for that meeting. It was accepted that Councillor Brendon continue to act as Chairman of the Committee.**

**F.01/07 Apologies for Absence**  
None

**F.02/07 Declarations of Interest**  
None

**F.03/07 Minutes of Meeting 22<sup>nd</sup> June 2020**  
**It was resolved to approve the minutes of the meeting held on Monday 22<sup>nd</sup> June 2020 as an accurate record of the meeting.**  
**For 3, Against 0, Abstained 0**

**F.04/07 Terms of Reference**  
The Terms of Reference (ToR) were agreed by Council at its meeting 13 July 2020 (items 07/07 and 08/07) and the Committee noted that the wording in section 1.2 of the ToR needs to be revised (to be done at next full Council meeting).

**F.05/07 Q1 20/21 Financial Report**  
Committee considered the draft Q1 20/21 report available from the Council's financial software system (Scribe) and noted:

- Repairs & Maintenance actual spend is for fingerposts at £2,520 +VAT;
- income payment from the solar farm at £6,658 has about 4 years left;
- noted a 20/21 budget for a SID had been set, but was unlikely to be incurred.

It was noted that a Q1 bank reconciliation is needed but it was noted by Cllr Brendon that the bank account appears from a high level review to balance with the Scribe report.

The information is to be presented to in Council September 2020, including bank reconciliation.

**F.06/07 Grants 2020/21**

Committee considered update information received on Grants in particular to St Barnabas Church and the Playing Field Committee, including:

- Church unrestricted funds at £56k (December 2019) and £30k in bank (June 2020);
- Parish Council budget expense in excess of precept at £7k (20/21);
- Grants given by Church were at £2.9k in the previous year, this is similar to Grant application to Council in the current year;
- the fantastic job done by the Church and request is not unreasonable;
- LA responsibility for cemeteries and closed churchyards;
- PFC AGM is 24 August 2020;
- at present PFC finances seem satisfactory, so delay to Council Grant funding should not be problematic;
- PFC has been reminded of further information needed; excluding lease renewal, drafted 2015;
- Guides and Sparkford Copse to be informed of no donation being given for 20/21.

It was agreed that a review of the Grants process and forms is necessary. The 2020/21 grants and donations should be included on September 2020 Council Agenda.

**F.07/07 Banking Arrangements**

Circa £1,048 has been transferred from Nat West to Unity Trust with Councillor Brendon as signatory and Committee agreed to one other ex-Councillor signing the Nat West cheque as signatory; the Nat West account should then be £0.

**F.08/07 Accounts for Payment**

Two invoices are due: £14 for hire of Memorial Hall (Feb/March 2020) and £100 for website maintenance (to be budgeted in 21/22) to go to the September Council meeting for approval.

**Date of next meeting** – The date of the next Finance & Risk Committee meeting will be decided after September 2020 Council meeting, and be before October 2020 to include Q2 (20/21 report).

Signed.....

Date .....