

QUEEN CAMEL PARISH COUNCIL

Clerk: Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL

Tel: 07726 245 101

e-mail: clerk@queencamelpc.org.uk website: www.queencamelpc.org.uk

**Minutes of the Finance & Risk Committee held on Monday 7th February 2022
at 7.30pm in the Marples Room, Memorial Hall**

Public Question Time

There were no members of the public present

Present: Councillors: John Brendon (Chairman), Kathy Grainger and Phil Jones
Parish clerk and RFO Elaine Owen

F.02/01 Apologies for Absence
Michael Baker is away on holiday

F.02/02 Declarations of Interest
Cllr Jones and Grainger are members of the Playing Field Committee (charity)

F.02/03 Minutes of Meeting 6th December 2021
It was RESOLVED to approve the Minutes of the meeting held on 6th December 2021 as an accurate record of the meeting

F.02/04 Matters arising not elsewhere on the Agenda

- **F12/08** Insurance is now in place for playing field
- **F12/10** The budget was approved by Council and precept has been applied for.

F.02/05 Application for Unity Trust Bank debit card(s)
Still awaiting the debit cards. Clerk to chase.

F.02/06 Bank Accounts
Cllr Brendon will further investigate the dormant Natwest deposit account.

F.02/07 Queen Camel Policies
The following draft policies were received and discussed

- Complaints procedure
- Safeguard Children and Vulnerable Adults Policy
- Health and Safety Policy
- Risk Assessment Sports Pavilion
- Risk Assessment Playing Field

The Clerk will review the complaints procedure in line with National Association of Local Council (NALC) guidance.

Comments on the other four are to be made to Cllr Jones as soon as possible with a view to sign off at next parish council meeting.

F.02/08 Financial Reports
The end of January bank statement had the same balance as end of December. The transactions statement was tabled to show bank movements since that date which

included the receipt of a total of £7388.16 transferred from the Playing Field Committee. This included £2,200 which is for running costs.

A detailed cost centre report was also tabled. The budget position was discussed including anticipated expenditure for immediate playing field Pavilion remedial work and installation of the defibrillator. Cllr Jones will prepare estimates to request the expenditure be made from the £2200 playing field funds.

The clerk was requested to send an invoice to Downing for the solar fund payment.

F.02/09 To approve accounts for payment

a) The following payments that were authorised outside of meetings by Chairman of Finance Committee were APPROVED

	Item	Date paid	VAT?	Total amount
1	Telephone box repairs	In progress	yes	£33.40
2	Office consumables (estimate at time of Agenda)	In progress	yes	£39.36

c) To following budgeted accounts for payment below £500 were approved for payment at the due dates on production of invoices


	Item	Date due	VAT?	Total Amount
3	Clerk Training - Elections	31/03/2022	no	£20.00

d) The following payment to be funded from the £5,000 Opening Up Safely Grant was APPROVED

	Item	Date due	VAT?	Total Amount
5	Printing by PCC	10/02/2022	no	£3.00

Date of the next Finance and Risk Committee meeting will take place in the Marples Room on 4th May 2022 at 7.30pm.

Elaine Owen
Parish Clerk

Signed  (Chairman)

Date 4-5-22