

**QUEEN CAMEL PARISH COUNCIL****Clerk:** Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL**Tel:** 07726 245 101**e-mail:** [clerk@queencamelpc.org.uk](mailto:clerk@queencamelpc.org.uk) **website:** [www.queencamelpc.org.uk](http://www.queencamelpc.org.uk)

## AGENDA

**The next meeting of Queen Camel Parish Council Finance and Risk Committee will be held on Monday 7th February 2022 at 7.30pm, Marples Room, Memorial Hall**

**All members of the Finance & Risk Committee are summoned to attend.**

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. This will be restricted to approximately 15 minutes in total, but shall be at the Chairman's discretion.

**F.02/01 Apologies for Absence****F.02/02 Declarations of Interest****F.02/03 Minutes of Meeting 6<sup>th</sup> December 2021**

Members are asked to approve the Minutes as an accurate record <https://queencamelpc.org.uk/wp-content/uploads/2021/12/2021-12-06-DRAFT-minutes-Finance-Committee-December.pdf>

**F.02/04 Matters Arising not elsewhere on the Agenda**

- **F12/8** 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)**

To **RECEIVE** an update.

**F.02/06 Bank Accounts**

To **RECEIVE** an update on Natwest deposit account to be used for reserves

**F.02/07 Queen Camel Policies**

To **RECEIVE** any further update on Queen Camel policies

**F.02/08 Financial Reports**

To **RECEIVE** reports from Council's financial software system (Scribe) and the latest Bank Statement.

**F.02/09 To approve accounts for payment**

**a) To APPROVE the following payments that were authorised outside of meetings by Chairman of Finance Committee**

	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	£35.00

**c) To AUTHORISE that the following budgeted accounts for payment below £500 may be paid at the due dates on production of invoices**

	Item	Date due	VAT?	Total Amount
3	Clerk Training - Elections	31/01/2022	no	£20.00

**d) To AUTHORISE that accounts for payment below £500 to be funded from the £5,000 Opening Up Safely Grant may be paid at the due dates on production of invoices.**

Planned future payments / payments already made may be tabled at the meeting.

**f) To RESOLVE to propose that Council approves the following accounts for payment that are either above £500 or not in the budget.**

Estimates and information for playing field running costs may be tabled at the meeting.

Date of next Finance and Risk Committee meetings



**Elaine Owen**  
**Parish Clerk and RFO**

