**QUEEN CAMEL PARISH COUNCIL**

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

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e-mail: clerk@queencamelpc.org.uk website: www.queencamelpc.org.uk**Minutes of Queen Camel Parish Council Finance and Risk Committee held on Monday
24th October 2022 at 7.30pm, Marples Room, Memorial Hall****Public Question Time**

There were no members of the public present.

Present: Councillors: John Brendon (Chairman), Phil Jones and William Beveridge
Parish clerk and RFO Elaine Owen**F.10/01 Apologies for Absence** none**F.10/02 Declarations of Interest** Cllr Jones for Playing Field Charity**F.10/03 Minutes of Meeting 4th May 2022****It was RESOLVED Members to approve the Minutes of 4th May 2022 as an accurate record**https://queencamelpc.org.uk/wp-content/uploads/2022/10/2022-05-04_Fin-and-Risk-signed.pdf**F.10/04 Matters Arising from Audit**Items listed to be addressed in the Internal Auditor's report <https://queencamelpc.org.uk/wp-content/uploads/2022/06/2022-06-13-Audit-Report-Queen-Camel-IAS-2022.pdf>

Item	Progress to date	
Councils do not have the power to make donations	QCPC has amended its policy and now only gives Grants.	Item discharged
When payments are approved in minutes, there is no need to have multiple lists. (A Scribe report could be used)	A scribe report listing payments made is now used and published alongside the agenda and minutes.	Item discharged
All minutes pages must be initialled	This is now done.	Item discharged
QCPC had significantly more meetings (23) than would be expected for a council of its size. Suggested reduction to average for similar sized councils to improve efficiency	Meetings have been rescheduled for the rest of the year to reduce the number.	Item discharged
Finance and Grant Committees purpose is unclear as decisions duplicated at full council.	Grants Committee has been abolished and Finance Committee meetings reduced to 2 per year with defined responsibilities to include Personnel.	Item discharged
Risk Assessment for AGAR. The pro-forma document is in Section 5 of PG2022 – the council should adapt and adopt it	In progress	Aiming for adoption at November Council meeting
The budget, once approved, is a public document and should be included in the signed minutes	The budget was published, but not immediately after it was approved.	The budget will be published with the minutes of the meeting at which it is approved. Item discharged

Transferred assets need useful life quantified	QCPC has not previously filled in that information for any assets.	This will be done for next AGAR asset list
Quotes must be obtained through the proper officer not by councillors	This is now being done for items over £100.	Item discharged
Defunct bank account should be closed	This is the Natwest deposit account and QCPC are now opening a savings account with Unity Trust Bank instead	Once the Unity account is open the Natwest one will be closed
Councillor Disclosure of Pecuniary Interest forms were not available on SSDC website	They had been removed post election	All forms have been sent in and requested that Cllr recently left is removed. However, recent changes have not yet been actioned by SSDC. A reminder has been sent. Clerk to check again before next council meeting.

F.10/05 Unity Trust Bank debit card application for Playing Field expenses This is still in progress
[Afternote: card now supplied]

F.10/06 Bank Accounts

a) Progress for opening the Unity Trust savings account and closing the Natwest deposit account.

The Unity Trust Savings account application is still in progress. It was agreed that closing the Natwest deposit account should wait until the Unity Trust one was open

[Afternote: this account has now been opened]

b) Additional bank signatory

It was agreed that an additional signatory for the Unitary Trust Current Bank Account is required and the clerk will ask councillors.

F.10/07 Queen Camel Policies and procedures

a) Standing Orders: The optional text within the NALC 2020 standing order template was reviewed.
It was RESOLVED to recommend adoption of the revised Standing Orders by Council in November

b) Finance and Risk Committee Terms of Reference: The addition of Personnel is required to be added to the responsibilities of this Committee to comply with the revised Standing Orders. The whole document was also reviewed and other minor changes made.

It was RESOLVED to recommend adoption of the revised Terms of Reference for the Finance, Personnel and Risk Committee by Council in November

c) Playing Field Development Sub-Committee

The Terms of Reference were reviewed and amendments suggested

It was RESOLVED to recommend adoption of the revised Playing Field Development Sub-Committee Terms of Reference by Council in November.

c) Financial Risk Assessment: It was agreed to use the template circulated which will require adaption for Queen Camel, completion and review before it can be offered for approval to Council.

F.10/08 Opening Up Safely Grant Community Lounge Project

A detailed report has been received in respect of the Community Lounge activities. It was agreed that the objectives listed in the original application form have been (and are continuing to be) delivered in accordance with the original application.

The only items mentioned in the application that still outstanding to be purchased are two more wheelchairs, for which adequate money remains.

The success of the project has resulted in the formation of a new community group (Cleaveside Close Social Club) to carry on the work in a financially sustainable manner.

The constitution for this group was supplied and reviewed. The Committee have asked for a few tweaks to the Constitution and for clarity on club Membership criteria. Subject to these items being satisfactorily resolved and a copy of the bank statement being provided it was agreed that the residue of the grant could be passed to the Club for them to manage thereafter. (However, the parish council should purchase and donate the wheelchairs in order to benefit from VAT recovery).

It was RESOLVED that (subject to the above paragraph) that it should be recommended to Council to pass the remainder of the fund to the Club in the form of a Grant

F10/09 Review Charity Commission enquiry

It was agreed that the clerk should request copies of the minutes for the period 1953-1960 from the county archive to see if they will provide the proof the Charity Commission are after that no charity was required to be formed under the original Conveyance (which is missing from the records).

F10/10 Review Playing Field spending against budgets

The playing field budget for the remainder of the year was discussed including ring-fenced asset monies provided from Playing Field Charity. It was agreed that the latter should remain preserved as a capital equipment fund for the playing field.

F10/011 Budget for Precept

The draft budget proposal document was reviewed in detail. Some changes were requested.

It was RESOLVED to recommend that Council APPROVE the budget (subject to any further changes being agreed by all Committee Members when an updated draft is supplied)

F.10/12 Financial Reports


- a) As agreed at Council the Chair **SIGNED** the Q2 Bank Reconciliation.
- b) Q2 financial reports were reviewed

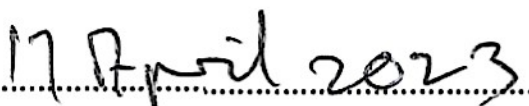
F10/13 Clerk employment

It was RESOLVED that the Committee will meet in private session on 22nd November at 7.30pm (public and press excluded) to review the clerks contract, annual review, pay and hours.

Date of next Finance and Risk Committee meetings to be confirmed. Clerk to suggest a date in April 2023

Elaine Owen
Parish Clerk

Signed..........(Chairman)

Date.....