



QUEEN CAMEL PARISH COUNCIL

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AGENDA

The next meeting of Queen Camel Parish Council Finance and Risk Committee will be held on Monday 24th October 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.10/01 Apologies for Absence

F.10/02 Declarations of Interest

F.10/03 Minutes of Meeting 4th May 2022

Members are asked to approve the Minutes as an accurate record <https://queencamelpc.org.uk/wp-content/uploads/2022/05/2022-05-04-Draft-Fin-and-Risk-Minutes-May.pdf>

F.10/04 Matters Arising from Audit

To **REPORT** progress against all matters raised in Internal Auditor's report <https://queencamelpc.org.uk/wp-content/uploads/2022/06/2022-06-13-Audit-Report-Queen-Camel-IAS-2022.pdf>

F.10/05 Unity Trust Bank debit card application for Playing Field expenses

To **RECEIVE** an update

F.10/06 Bank Accounts

a) To **RECEIVE** an update on progress for opening the Unity Trust savings account and closing the Natwest deposit account.

d) To **DISCUSS** bank signatory changes for Unitary Trust Bank Account.

F.10/07 Queen Camel Policies and procedures

a) **Standing Orders:** To **DISCUSS** optional text within updated standing order template (circulated) in order to **RESOLVE** to recommend adoption by Council in November.

b) **Finance and Risk Terms of Reference:** To **DISCUSS** amending Committee Terms of Reference (draft circulated) to include responsibility for Personnel and to **RESOLVE** to recommend Adoption by Council in November

c) Playing Field Development Sub-Committee

Further to Resolution 03/19 to **REVIEW** the Playing Field Development Sub-Committee draft Terms of Reference (circulated) and to **RESOLVE** to recommend they are approved at the next Council meeting.

c) **Financial Risk Assessment:** To **DISCUSS** the risk assessment (template circulated) and agree steps for completion of this mandatory document.

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

- To **REVIEW** how the objectives of the grant application (circulated) have been fulfilled to date. (report from former Cllr Gettings expected)
- Subject to criteria being met, to **RESOLVE** to recommend that Council **APPROVE** payment of the remainder of the Grant to the new Community Lounge Community Group.

F10/09 Review Charity Commission enquiry

To **RESOLVE** making a response to the Charity Commission enquiry who are requesting sight of the original 1955 conveyance for the playing field.

F10/10 Review Playing Field spending against budgets

To **DISCUSS** playing field budget for remainder of the year, including ring-fenced asset monies provided from Playing Field Charity.

F10/011 Budget for Precept

To **DISCUSS** draft budget proposal (circulated) and to **RESOLVE** to recommend that Council **APPROVE** this subject to any further changes being agreed by all Committee Members.

F.10/12 Financial Reports

a) As agreed at Council for Chair to **SIGN** the Q2 Bank Reconciliation.

b) Opportunity to **DISCUSS** on Q2 financial reports and any changes required to presentation of financial information.

F10/13 Clerk employment

To **RECEIVE** a report from the clerk (circulated) about hours, pay and contract and **RESOLVE** next steps.

Date of next Finance and Risk Committee meetings to be confirmed



Elaine Owen
Parish Clerk and RFO