



QUEEN CAMEL PARISH COUNCIL

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Minutes of the Finance & Risk Committee Meeting held via Zoom Conference Call Facilities on day 28th January 2021 at 6:00pm

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. There were no members of the public present to speak.

Present: Chairman John Brendon, Kathy Grainger and Jude Coggins

Also Present: Parish Clerk & RFO Stephen Hill.

F.01/01 Apologies for Absence

None

F.02/01 Declarations of Interest

None

F.03/01 Minutes of Meeting 2nd December 2020

It was resolved to approve the minutes of the meeting held on 2nd December 2020 as an accurate record of the meeting.

For 3, Against 0, Abstained 0

F.04/01 Community Benefit Fund

Following the Council meeting 2nd December 2020 when the CBF policy and panel were approved, the Committee considered options and recommends to Council how to promote members to the CBF Panel. Its considerations relating to the Community Benefit Fund (CBF) Panel were:

- the ToR for the Community Benefit Fund (CBF) Panel include for 5no. people from the community and 2no. Parish Councillors;
- the 2no. Parish Councillors to be selected by the Council; 1no. of which will be the Chairman of the CBF Panel;
- non-Council representatives will be selected by the Council from volunteer/nominees;
- the ToR refer to the possibility of a conflict of interest;
- 1no. person only representing an organisation;
- the call for volunteer/nominees was proposed be to sought by advertising on the Council website, Noticeboards, community magazine, by word of mouth and letter to organisations.

F.05/01 Grants & Donations 2021/22 Applications

The Committee reviewed the Applications for Grant funding 21/22, noting the 21/22 budget at £7k Grants and £900 Donations; Grant Applications currently exceed budget. There was recognition that depending on Applications, the CBF may be a source of funding. Some organisations historically Grant funded have received Covid-19 related financial support. The Memorial Hall has not applied for 21/22 Grant; the 20/21 Grant to the Playing Field Committee has not been agreed by Council. Committee discussed allocating and Earmarked Reserve from possible 20/21 revenue underspent for land transfers.

F.06/01 Unity Trust Bank and Signatories
A new bank mandate (additional signatories) is required by end March 2021 so that payments can be made and to reflect changes to Council membership.

F.07/01 Bank Reconciliation and Q3 Financial Report
The Q3 report was considered. The December 2020 bank reconciliation is needed to Members. VAT claim is needed.

F.08/01 Accounts for Payments
Committee resolved to recommend to Council the schedule of payments (from mid-December 2020).

For 3, Against 0, Abstained 0

The Parish Clerk salary January 21 (£353.21) including Home Working Allowance (£33.50) and HMRC payment (£80.00) and Hunter Forest (expenses) trimmer fuel/grease (£20.12).

Meeting ended 20:00

Date of next meeting – The date of the next Finance & Risk Committee meeting will be decided after February 2021 Council meeting.

Signed.....

Date