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Minutes of the Finance & Risk Committee Meeting held on 7th June 2021 at Memorial Hall, Queen Camel at 7.30pm

Public Question Time

There were no members of the public present.

Present: Councillors John Brendon, Kathy Grainger, Phil Jones, Michael Baker and Parish Clerk & RFO Elaine Owen

F.01/06 **To elect a Chairman for 2021/2022**
It was RESOLVED to elect Councillor Brendon as Chairman for the Committee for 2021-2022
For 4, Against 0, Abstained 0

F.02/06 **Apologies for Absence**
none

F.03/06 **Declarations of Interest**
none

F.04/06 **Minutes of Meeting 28th January 2021**
Only two members of the meeting were present and both agreed it was an accurate record.
It was RESOLVED to approve the minutes of the meeting held on 28th January 2021 as an accurate record of the meeting.
For 2, Against 0, Abstained 2

F.05/06 **To consider items raised in the 2020/2021 Internal Audit**
The internal audit report was received today and tabled at the meeting. It was noted that the report was favourable with no major issues identified. The auditor has signed and supplied the Annual Internal Audit Form for 2020-2021

A few minor issues have been identified, some of which it were noted by the auditor as being due to operating under Covid restrictions. Others have been corrected since they were pointed out, or are in the process of being dealt with.

It was RESOLVED to propose that Council accept the audit report at the next meeting
For 4, Against 0, Abstained 0

F.06/06 **Financial Reports**

Reports for the last quarter of 2020-2021 were supplied as print outs from Scribe by the previous clerk. Some minor changes have been made since then, which were explained, and the Chairman has been given online access to the Scribe software. Members of the committee will also be given read only access.

The end of year bank reconciliation was signed by the RFO/clerk and initialled by the Chairman.

Discussion took place over what reports are required quarterly for Council. A set will be provided to the Chairman by the RFO/clerk for agreement before the next meeting of this committee.

It was RESOLVED to recommend the end of year financial reports and bank reconciliation to Council for approval on 17th June
For 4, Against 0, Abstained 0

F.07/06 To review the draft Annual Governance and Accountability Return (AGAR) for 2020/2021

a. To agree that Queen Camel qualifies for a Certificate of exemption (from external audit) due to revenue and costs each being under £25,000.

It is unusual for Queen Camel to fall under the £25,000 limit and a careful review has taken place to make sure that this is the case. The committee were satisfied that the criteria was met for 2020-2021. The Certificate must be submitted by 30th June 2021.

It was RESOLVED to recommend to Council that Queen Camel completes the Certificate of Exemption from External Audit
For 4, Against 0, Abstained 0

b. To review the AGAR Annual governance statement for 2020/21

The 9 statements were read out by the clerk and the committee considered each and agreed that YES could be ticked for each item.

It was RESOLVED to recommend to Council that Queen Camel approves and signs the Annual Governance Statement
For 4, Against 0, Abstained 0

c. To review and agree the Accounting Statements for 2020/2021
The figures had already been discussed under F06/06 above.

It was RESOLVED to recommend to Council that Queen Camel approves and signs the Accounting Statements
For 4, Against 0, Abstained 0

F.08/06 Budget 2021/22

The RFO was supplied with a copy of the budget to add to Scribe.

F.09/06 To approve accounts for payment

The process for approving payments was discussed, in particular the comment from the internal auditor that payments were often made late.

Payments can be made in a more timely manner under the Queen Camel Financial Regulations with items under £500 that are already in the budget being approved outside of meetings. At the following Council meeting any such payments will be listed for information.

It was RESOLVED that the Council should be informed of the intention to revert to the procedures already agreed under the Financial Regulations
For 4, Against 0, Abstained

F.10/06 Bank signatories
Still awaiting ID and signature from one person who has been away.

F.11/06 Earmarked Reserves as at 31st March 2021
A statement of reserves at end of year was tabled and discussed. It shows that the General Reserve presently stands at £10,545 and the earmarked reserves stand at £52,686.

It was RESOLVED to recommend to Council that this analysis is accepted
For 4, Against 0, Abstained 0

F.12/06 Grants and Community Benefit Fund Budgets for 2021/2022

Queen Camel Parish Council will continue to give out Grants and Donations funded from the precept, even when the Community Benefit Fund Panel is formed. The following is the criteria for each:

- Donations are small amounts requested during the year on an ad-hoc basis and do not exceed £250
- Grants from the parish council are applied and generally relate to supporting running costs for community organisations
- The Community Benefit Fund Panel will consider applications for projects. These will tend to be larger amounts including capital and non-recurring expenses.

The following grants already have approval (19/03) and may now be paid:

Cricket club £1000
Tennis club £1000

It was RESOLVED that the above grants be paid
For 4, Against 0, Abstained 0

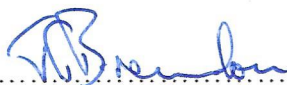
F.13/06 Policies
More work is required to draw up a list of policies with suggested review dates.

This item was DEFERRED to the next meeting.

F.14/06 Dates of meetings
Meetings will take place on a Monday in the Marples Room, Queen Camel Memorial Hall starting at 7.30pm on the following dates:

5th July, 6th September, 4th October, 1st November, 6th December, 7th February 2022, 7th March.

Meeting ended 21:00

Signed.....

Date5 July 2021

Audio recording deleted
Claire Owen 6/7/21