

**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 5th July 2021 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.01/07 Apologies for Absence****F.02/07 Declarations of Interest****F.03/07 Minutes of Meeting 7<sup>th</sup> June 2021**

Members are asked to approve the Minutes as an accurate record.

**F.04/07 Update on Bank account changes**

To RECEIVE information from the clerk/RFO as to progress for bank signatory changes.

**F.05/07 Annual Governance and Accountability Return (AGAR) for 2020/2021**

To RECEIVE an update from the clerk/ RFO to confirm completion of the process.

**F.06/07 Budget 2021/2022**

To RECEIVE copies of the detailed budget and make any recommendations to Council.

**F. 07/07 Financial Reports**

To review reports supplied from the Council's financial software system (Scribe) for previous quarter.

**F.09/07 To approve accounts for payment****a) To RECEIVE a list of pending payments**

Due to waiting for approval for Bank Signatories a number of payments have been approved by Council / Finance and Risk Committee, but not yet paid.

**b) To AUTHORISE that the following budgeted accounts for payment below £500 may be paid / paid at the due dates**

	Item	Date due	VAT?	Total Amount
1	Clerk Pay 27/4/21-31/5/21	31/5/2021	no	£349.74
2	HMRC (PAYE)	19/6/2021	no	£87.20
3	Clerk home office allowance May and June	30/6/2021	no	£67.00
4	Clerk mileage Q1	30/6/2021	yes	£62.10
5	Postage – parcel to auditor	30/6/2021	no	£4.76
6	Ink cartridge	30/6/2021	yes	£7.55
7	Clerk pay - June	30/6/2021	no	£313.34
8	Strimming consumables	30/6/2021	yes	£26.76
8	HMRC (PAYE)	19/7/2021	no	£78.40
9	Milborne Port Computers, domain charges	4/7/2021	yes	£168.00

10	PATA Payroll Q1 charge	5/7/2021	status requested	£18.40
11	TW Accounting – internal audit	10/7/2021	yes	£300.00
12	SCRIBE	31/7/2021	yes	£345.60
13	Clerk Home Office Allowance - July	31/7/2021	no	£33.50
14	Clerk pay - July	31/7/2021	no	£313.34
15	HMRC (PAYE)	19/8/2021	no	£78.40
16	Clerk Home Office Allowance - August	31/8/2021	no	£33.50
17	Clerk pay - August	31/8/2021	no	£313.34
18	HMRC (PAYE)	19/9/2021	no	£78.40

**c) To APPROVE the following payments that were authorised outside of meetings**

None at time of Agenda

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

None at time of Agenda.

**F.10/07 VAT claim for refund**

To RECEIVE an update from the clerk/RFO.

**F.11/07 Policies**

To RECEIVE an update from Councillor Jones regarding review of Queen Camel policies

**Elaine Owen  
Parish Clerk**