

**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 4th October 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.01/10 Apologies for Absence****F.02/10 Declarations of Interest****F.03/10 Minutes of Meeting 5<sup>th</sup> July 2021**

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

**F. 04/10 To DISCUSS revisions to Finance and Risk Committee Terms of Reference****F.05/10 To DISCUSS revisions to Queen Camel Financial Regulations****F.06/10 To DISCUSS revisions to the Queen Camel Risk Management matrix and review risks****F.07/10 Bank account**

To DISCUSS whether any changes are required to banking arrangements.

**F.08/10 Internal auditor**

To RESOLVE to recommend an internal auditor for Council approval.

**F.09/10 To DISCUSS disposal of a printer****F.10/10 Financial Reports**

To review reports from Council's financial software system (Scribe) for Quarter 2.

**F.11/10 To approve accounts for payment**

**a) To NOTE payments approved by Council since last meeting that are over £500, or that were not in the budget**

	Item	Date paid	Minute no	Total Amount
1	Grant to St Barnabas church	31/5/2021	07/28	£2500.00
2	Grant to Tennis Club	Due 30/9/2021	07/28	£1000.00
3	Grant to Cricket Club	Due 08/10/2021	07/28	£1000.00
4	Overtime for clerk (April-June)	31/8/2021	07/31	£565.00
5	Overtime for clerk (July)	Due 31/10/2021	09/27	£113.00

**b) To APPROVE the following payments that were authorised outside of meetings by Chairman of Finance Committee**

			VAT?	Total amount
6	Clerk Home Office Allowance - Sept	Due 30/9/2021	no	£33.50
7	Clerk pay - September	Due 30/9/2021	no	£313.34
8	HMRC (PAYE month 4)	28/9/2021	no	£78.40
9	HMRC (PAYE and NI month 5)	28/9/2021	no	£241.22
10	HMRC overdue PAYE from 2020	28/9/2021	no	£127.07
11	PATA payroll July to September	28/9/2021	no	£23.85
12	Printing for village meeting	28/9/2021	no	£3.36
13	Refund to clerk for ink cartridges	28/9/2021	yes	£119.56
14	Jimmy Flynn Web support annual charge	28/9/2021	no	£100.00
15	Refund to A Davidson – extension lead	28/9/2021	yes	£8.50

**c) To AUTHORISE that the following budgeted accounts for payment below £500 may be paid at the due dates on production of invoices**

	Item	Date due	VAT?	Total Amount
16	Clerk standard pay at 10 hours per week Oct (estimated)	31/10/2021	no	£392.00
17	HMRC (PAYE month 6)	31/10/2021	no	£78.40
18	Clerk home office allowance October	31/10/2021	no	£33.50
19	Unity Trust Bank charges	30/9/2021	no	£18.00
20	Malton's catering (Annual village meeting)	8/10/2021	no	£50.00
21	Blue Cedar print Work (Annual village meeting)	8/10/2021	?	£15.36
22	Balloons and sundries (Annual village meeting) amount not exceeding	8/10/2021	yes	£22.00
22	SALC –clerk training	31/10/2021	no	£30.00
23	Refreshments (Annual village meeting) amount not exceeding	31/10/2021	?	£125.00
24	Clerk standard pay at 10 hours per week Nov (estimated)	30/11/2021	no	£392.00
25	HMRC (PAYE month 7 – estimate)	30/11/2021	no	£98.00
26	Clerk Home Office Allowance - Nov	30/11/2021	no	£33.50
27	Clerk standard pay at 10 hours per week Dec (estimated)	31/12/2021	no	£392.00
28	HMRC (PAYE month 8 - estimate)	31/12/2021	no	£98.00
29	Clerk Home office allowance - Dec	31/12/2021	no	£33.50

**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.12/07 VAT claim for refund**

To RECEIVE an update from the clerk/RFO.

**F.13/07 Other Policies**

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

**Elaine Owen  
Parish Clerk**