



QUEEN CAMEL PARISH COUNCIL

Clerk: Elaine Owen, Innes House, Kingsdon, Somerton, Somerset, TA11 7LL

Tel: 07726 245 101

e-mail: clerk@queencamelpc.org.uk **website:** www.queencamelpc.org.uk

Minutes of the Finance and Risk Committee held on Monday 6th December 2021 at 7.30pm in the Marples Room, Memorial Hall

Public Question Time

There were no members of the public present.

Present: Councillors John Brendon (Chairman), Kathy Grainger and Phil Jones
Parish Clerk & RFO Elaine Owen

F.12/1 Apologies for Absence
Michael Baker was away on holiday.

F.12/2 Declarations of Interest
Cllrs Grainger and Jones are on the Playing Field Committee

F.12/3 Minutes of Meeting 4th October 2021
It was RESOLVED to approve the Minutes of the meeting held on 4th October 2021 as an accurate record of the meeting

F.12/4 Matters arising not elsewhere on the Agenda

- The surplus printer has been given to a parishioner.
- The VAT refund of £1064.37 was applied for on 5/11/2021 and received on 25/11/2021.

F.12/5 Application for Unity Trust Bank debit card(s)

Unity Trust Bank requires the Bank Debit card to have a Programme Administrator and a Secondary Programme Administrator.

It was RESOLVED that Cllr Jones would be the Secondary Programme Administrator

It was RESOLVED to recommend to Council that Cllr. Gettings should have a Debit Card for spending against the *Opening up safely* grant

F.12/6 Bank Accounts
Cllr Brendon gave an update on progress with Natwest account and will continue to investigate its suitability as a deposit account.

F.12/7 Insurance
The clerk has submitted a request to the broker and is waiting for a quote to extend the parish council policy for the insurance needs of the parish council and playing field from 1/1/2022.

F.12/8 Queen Camel Policies

a) Reserves Policy

A draft reserves policy was discussed and the clerk will circulate a final version for agreement.

It was RESOLVED to recommend the policy for adoption by Council with the alterations agreed.

b) Other policies

It was noted that revisions of the Financial Regulations and Risk Management Matrix are due to be agreed at the next meeting

F.12/9 Financial Reports

The SCRIBE accounts system Statement of Accounts from 1/4/2021 to date was tabled. The Chairman reviewed the latest bank statement and list of subsequent transactions to check that the balances agreed.

F.12/10 Budget and precept setting

A full discussion was held to review a draft budget line by line. A number of alterations were agreed. Once amended and reviewed, the budget will be sent to all councillors as a background paper for the next parish council meeting. The precept level was discussed in detail. Reasons for the necessity to raise it will be included in the paper.

It was RESOLVED to recommend to Council that the precept be raised to £20,000.

F.12/11 To approve accounts for payment

a) The following payments approved by Council since last meeting that are over £500, or that were not in the budget, were NOTED

	Item	Date paid	Minute no	VAT?	Total Amount
1	2 x defibrillators (Community Benefit Fund)	In progress	11/22 b	Yes	£2954.40
2	Overtime for clerk 20.5 hours September	30/11/2021	10/31	no	£185.32
3	HMRC PAYE for the above	30/11/2021	10/31	no	£46.33

b) It was RESOLVED to APPROVE the following payments that were authorised outside of meetings by Chairman of Finance Committee

	Item	Date paid	VAT?	Total amount
4	Fuel for Strimmer	06/12/2021	yes	£7.69

c) It was RESOLVED that the following budgeted accounts for payment below £500 to be paid at the due dates on production of invoices were AUTHORISED

	Item	Date due	VAT?	Total Amount
5	Clerk standard pay at 10 hours per week January (estimate)	31/01/2022	no	£392.00
6	HMRC (PAYE January, estimate)	31/10/2022	no	£98.00
7	Clerk home office allowance January	31/10/2022	no	£33.50
8	Unity Trust Bank charges	31/12/2021	no	£18.00
9	Clerk standard pay at 10 hours per week February (estimate)	28/02/2022	no	£392.00
10	HMRC (PAYE February estimate)	28/02/2022	no	£98.00
11	Clerk Home Office Allowance - February	28/02/2022	no	£33.50
12	Clerk standard pay at 10 hours per week March (estimate)	31/03/2022	no	£392.00
13	HMRC (PAYE March - estimate)	31/03/2022	no	£98.00
14	Clerk Home office allowance - March	31/03/2022	no	£33.50

d) It was RESOLVED that accounts for payment below £500 to be funded from the £5,000 Opening Up Safely Grant were AUTHORISED to be paid at the due dates on production of invoices (including the two listed below).

Two accounts were presented at the meeting, repayment being due to Cllr Gettings

15	TESCO – Christmas tree and decorations for Community Lounge	03/12/2021	Yes	£37.00
16	Wilko – decorations for Community Lounge	30/11/2021	no	£6.00

e) It was NOTED that the Direct Debit for payment of the £35 annual fee to the Information Commissioners Office has now been set up.

Date of next meetings:

Meetings start at 7.30 and are held in the Marples Room, Memorial Hall, Queen Camel.

- The Community Benefit Panel will meet on Wednesday 5th January 2022.
- The Parish Council will meet on Monday 20th December 2021.
- The Parish Council will meet on Monday 17th January 2022.
- Finance and Risk Committee will meet on Monday 7th February 2022. All items to be considered for the agenda must be received by the Clerk by 9.00am on Wed 27th January.

**Elaine Owen
Parish Clerk**

Signed.......... (Chairman)

Date..........