

Queen Camel Parish Council

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

email: clerk@queencamelpc.org.uk **Tel:** 07726 245 101

website www.queencamelpc.org.uk

**Minutes of the Community Benefit Fund Panel meeting on 08 September 2021,
7.30 pm in the Memorial Hall, Queen Camel**

Public Question Time: No members of the public were present.

Present: Jane Crozier, Beverley Davies, Angus Davidson, Cllr. Sue Gettings, Liz Jardine, Terri Plummer

Also Present: Clerk: Elaine Owen

Election of Chair: Due to the delayed arrival of Sue Gettings, Jane Crozier was elected meeting Chairperson.

CB 01/09 Welcome

Elaine Owen was welcomed to the meeting in her capacity as Parish Clerk.

CB 02/09 Apologies for absence

Cllr Dan Hewlett due to seasonal work pressures

CB 03/09 Declarations of Interest: None

CB 04/09 Minutes of the previous meeting to be confirmed as correct

It was RESOLVED to approve the minutes of the meeting held on 8th July 2021.

CB 05/09 Action Points from previous CBF Panel meeting, except those covered on the Agenda

Noticeboards There are 5 noticeboards and ownership is as follows:

- 1 Bus Shelter noticeboard – owned and managed by Memorial Hall
- 2 Shop noticeboard – owned by parish council
- 3 Church Path noticeboard – owned by parish council
- 4 Roman Way – owned by Community Land Trust
- 5 Proposed noticeboard site on other side of bus shelter (potentially moved from shop)

The two new noticeboards proposed would replace the ones at the shop and Church Path.

Discussion took place about whether the purchase of replacement noticeboards fitted the Community Benefit Fund remit. The parish council is obliged to fix agenda and notices in some conspicuous place (i.e. noticeboard) so it was felt that replacement boards should be paid for from the precept.

- Sue Gettings joined at 19:41 as committee member

It was RESOLVED that the Panel did not approve payment for the noticeboards from the Community Benefit Fund and recommended that the Parish Council should pay for them another way.

CB 06/09 Understanding the Terms of Reference (TOR)

Changes to the TOR were discussed and agreed. A further discussion took place about using the Panel to review all Grant and Donation applications. Essentially, it will not always be clear to members of the community whether they should apply for a grant from the precept or a grant from the Community Benefit Fund. It will be better to have one application form and for the Panel to recommend which source of money is most appropriate.

The clerk was asked to draft revised TOR for consideration by Council.

It was RESOLVED to recommend to Council that the CBFP reviews ALL grant and donation applications and that the Panel TOR should be amended accordingly

CB 07/09 Understanding the Application Form and Guidance notes

Changes to the form were discussed and agreed. The present form refers applicants to existing Grants and Donations policy and the two are out of synch in several places which will lead to confusion. This adds weight to the idea of having just ONE policy, procedure and application form.

It was RESOLVED that the Clerk should amalgamate the forms to provide a new draft that is suitable for all applications for review by the Panel.

It was RESOLVED that a calculation be made of the additional work for the clerk to support the Panel for approval by Council

CB 08/09 AOB


- The *Opening Up Safely* grant was mentioned and the Panel will be supplied with information.
- The clerk raised the matter of Section 137 funding. This applies to parish councils who do not have the General Power of Competence and sets a ceiling on how much parish councils may pay out in grants and donations funded by precept. Information will be circulated to the CBFP and to the Finance and Risk Committee for review.
- The Panel requested guidance on remaining quorate if too many Members declare an interest. This will be provided by the clerk.

Dates of meetings

Parish Council meeting dates are under review and may affect when the Panel should meet so dates for the CBFP remain to be confirmed.

The meeting closed at 21:00

**Elaine Owen
Parish Clerk**

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

Date..........