



QUEEN CAMEL PARISH COUNCIL

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**Minutes of Queen Camel Parish Council Finance and Risk Committee held on Wednesday
4th May 2022 at 7.30pm, Marples Room, Memorial Hall**

Public Question Time

There were no members of the public present

Present: Councillors: John Brendon (Chairman), Kathy Grainger, Phil Jones and Mike Baker
Parish clerk and RFO Elaine Owen

Thanks were given by the Chairman to Kathy and Mike for their contributions to the committee this year. (Kathy did not stand for re-election and Mike remains a councillor, but is standing down from this committee.)

F.04/01 Apologies for Absence

None.

F.04/02 Declarations of Interest

None.

F.04/03 Minutes of Meeting 7th February 2022

It was RESOLVED to approve the Minutes of the meeting held on 7th February 2022 as an accurate record of the meeting

F.02/04 Insurance

A new quote was expected at the end of April, but had not been received by date of meeting.

F.04/05 Unity Trust Bank debit card

It was reported that they were working well, both cards are activated and in use.

F.04/06 Bank Accounts

a) To RECEIVE an update on Natwest deposit account to be used for reserves

Cllr Brendon now has forms to be completed. Copies were provided to clerk and Cllr Jones. The signatories for this account will be reviewed once signatory changes have been agreed for the Unity Trust Account, so this item will remain on hold for the moment.

b) To DISCUSS cash handling

Changes to the Financial Regulations will be needed to add back in cash handling. There is a lack of clarity around how the play area fundraising monies will be managed. Until now monies have been paid into the parish council bank account and ring-fenced, but the group is now setting up their own bank account. Clerk was asked to request information from the fundraising community group.

c) To DISCUSS bank signatory changes.

Cllr Jones will activate his Unity Trust signing process. Cllr Baker no longer wishes to be a signatory. This means that the Unity Trust Account will have 3 signatories. Ideally 5 are required to cover people being absent or unable to approve as they are a recipient. Two more will be sought at the earliest opportunity.

F.04/07 Queen Camel Policies and procedures

a) Recommended revised Code of Conduct (Background paper)

The new longer and more detailed Code was discussed and it was agreed that the Clerk should prepare a copy for adoption at the Annual Parish Council meeting.

It was RESOLVED to RECOMMEND that the parish council should adopt the new Code of Conduct provided by SALC at the Annual Parish Council Meeting

b) Financial Regulations

Changes made over recent years to the Financial Regulations (to make them particular to Queen Camel) have proved difficult to revise. In order to re-introduce the cash handling it was agreed that the clerk should prepare a new document, using the 2018 NALC model document. The only change to the model will be to remove the optional wording in brackets at 2.2 "[or a cheque signatory]". This will then allow the Chair of Finance and Risk Committee to sign the Bank Reconciliation each quarter.

It was RESOLVED to RECOMMEND that the parish council should adopt the Financial Regulations, as described above, at the Annual Parish Council Meeting

c) Standing Orders

Committee Members could see no items that required changing on the Standing Orders

It was RESOLVED to RECOMMEND that the parish council should re-adopt the Standing Orders with a revised date at the Annual Parish Council Meeting

d) Hire Agreement / additional risk assessments for Playing Field

The draft Hire Agreement was discussed and Cllr Jones will provide a template. Two more risk assessments (for Equipment Shed and Volunteers) are in preparation.

F.04/08 Financial Reports (Background papers)

a) End of year financial reports from SCRIBE.

A suite of reports was provided, including detailed payments and receipt lists by cost code, Section 137 spending reports, VAT report and other items. It was noted that these are all in good order.

It was RESOLVED that the Clerk should file the VAT return (after internal audit on 10th June)

b) Bank reconciliation report to 31/3/2022

The Bank reconciliation report was signed by the Chairman. There was £79,821.34 in the Bank account at 31st March 2022.

c) Reports for Month 1 of 2022/23

Further reports were provided for month 1 (April 2022) as there has been more activity than usual on the bank account with final Asset Transfer from the Playing Field Committee, village fundraising and expenditure. The Bank reconciliation report was signed by the Chairman. There was £103,155.23 in the Bank Account as at 30th April 2022.

F.04/09 To consider and, if thought fit, recommend for approval by the Parish Council the draft Annual Governance and Accountability Return (AGAR) for 2021/2022 (and other annual statements listed below)

a) AGAR Annual Governance Statement

The governance statements were read out and it was agreed that the parish council had complied with each item.

b) Annual Accounting Statement

The figures output from SCRIBE for the accounting statement were provided. It was agreed that these may be transferred to the AGAR form for signature (subject to internal audit).

c) Explanation of variances form

The explanation of variances spreadsheet has been completed as required. This requires earmarked reserves to be listed. It was agreed that this was in order.

d) Reserves statement

The reserves statement is now more complicated as it needs to be able to show movements during the year. The new format and content was agreed.

e) Asset Register

Assets valued at over £250 acquired from the playing field charity have to be shown with a nominal value of £1. The new asset register for the AGAR was agreed.

This committee should also keep a list of assets and equipment that are important, but worth a lower figure and Cllr Jones is providing that for the playing field. This working list will be reviewed at a future meeting.

It was RESOLVED that the AGAR forms should be recommended to be approval by the parish council at the meeting on 20th June

F.04/10 To APPROVE accounts for payment

a) To APPROVE a list of recurring payments for the forthcoming year

It will save time to pre-approve payments for the year and the clerk had begun to prepare a list of those that would be suitable. The list was extended after the meeting with approval by email by Committee members for those marked with a *.

It was RESOLVED to APPROVE a list of budgeted recurring payments for the entire year as set out in the table below

Item	Amount	Frequency	Notes	Authority limit
Bank Charges	£6	monthly	Debit card fees	This amount only
Bank Charges	£18	quarterly	Current account fees	This amount only
Clerk home office allowance	£33.50	monthly	Employment term	This amount only by Standing Order
Clerk Salary (Gross)	£399 net pay	monthly	10 hours @£11.50 per week	Accepting minor fluctuations not exceeding £10
Clerk PAYE / NI	£99	monthly	Payroll calculation to HMRC rules	Accept minor fluctuations. No additional approval required for PAYE/NI on overtime hours
PATA Payroll*	£23.85	quarterly	No Vat.	Accept minor additional charges not exceeding £10
Memorial Hall hire*	variable	quarterly	Including for Annual Village Meeting and other events	All payments within total budget of £300
EDF Electricity	variable	monthly	Pavilion	Based on meter reading by direct debit
Water 2 business	variable	6 monthly	Pavilion	Based on metered usage by direct debit
Information Commissioner Office*	£35	annual	Compulsory charge	Accept annual increase in charge, if any
SSDC Play equipment inspections	£127	annual	Mandatory safety requirement	Accept annual increase in charge, if any
SALC / NALC*	£228	annual	Affiliation fees	Accept annual increase in charge, if any
External Audit Fee*	£200	annual	Mandatory fee	This amount only (plus VAT)
Internal Audit Fee*	£240	annual	Quote accepted	This amount only

SCRIBE*	£288	annual	Accounting software	Accept annual increase in charge, if any
Dropbox*	£165	annual	Cloud storage	Accept annual increase in charge, if any
Domain charges*	£150	annual	Emails and web domain	Accept annual increase in charge, if any
Website support*	£100	annual	Webmaster support	Accept annual increase in charge, if any

b) To APPROVE other payments that have arisen since the last Parish Council meeting of 22/4/2022
Two payments over £500 will need to be approved by Council. These were for the BBQ (£644) and for various electrical works at the Pavilion (£536.88 to include installation of defibrillator).

It was RESOLVED to RECOMMEND that these items be approved by Council

The Date of the next Finance and Risk Committee meeting was confirmed as July 4th 2022 at 7.30pm in the Marples Room, Village Hall.

Forward dates for the year will be set at the Annual Parish Council Meeting on 23rd May 2022.



~~Elaine Owen~~
~~Parish Clerk and RFO~~



Chairman, Finance and
Risk Committee.

24.10.22