

QUEEN CAMEL PARISH COUNCIL

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Minutes of the Finance & Risk Committee Meeting held on 5th July 2021 at Memorial Hall, Queen Camel at 7.30pm

Public Question Time

There were no members of the public present.

Present: Councillors John Brendon, Kathy Grainger, Michael Baker and Parish Clerk & RFO Elaine Owen

F.01/07 Apologies for Absence

Councillor Jones sent apologies due to work commitments.

F.02/07 Declarations of Interest

None.

F.03/07 Minutes of Meeting 7th June 2021

It was RESOLVED to approve the minutes of the meeting held on 7th June 2021 as an accurate record of the meeting.

For 3, Against 0, Abstained 0

F.04/07 Bank signatories

The Clerk/RFO presently has no access to the account in order to set up payments. UTB confirm that the process of changing signatories should be completed by 6th July after which usernames and passwords will be posted.

It was observed that there is presently no interest payable on Unity Trust Reserve accounts so there is no benefit in opening one for Queen Camel.

The old (empty) Nat west accounts still need to be closed. Councillor Brendon will enquire about the process.

F.05/07 Annual Governance and Accountability Return (AGAR) for 2020/21

Following Council approval the following actions have been taken

- The Certificate of Exemption from External Audit was applied for (acknowledged 21/06/2021)
- The Public Rights period was advertised on noticeboards
- The website Finance page has been updated with all documents including those not required by AGAR, but required under the Transparency Code (such as payments over £100)
- Documents are filed online in the Finance Folder in Queen Camel Dropbox

F.06/07 Budget 2021/22

The detailed budget has now been added to Scribe accounting and all Quarter 1 payments due in that period have been added. All payments authorised in Q1 were items already in the budget.

The budget was discussed and it was recommended to alert Council to the need to move items within budget headings to better reflect expected expenditure.

F.07/07 Financial Reports

Members of this committee all now given online access to the software and a hard copy guide to the reports available within Scribe was handed to councillors.

Copies of invoices are uploaded into Scribe and the minute reference for when payments were agreed is also added, so that Councillors who are approving bank payments can review the original document or revisit the minutes if they need to.

The Clerk/RFO had provided some example reports.

It was noted that under 2.2 of the Financial Regulations the Bank Reconciliation must be signed off quarterly by a councillor who is not a Bank signatory or the Chairman. All members of the Finance and Risk Committee will be ineligible.

Council will be recommended to nominate a councillor for this role.

F.08/07 There was no Agenda item for this minute reference

F.09/07 To approve accounts for payment

a) To receive a list of pending payments

While Queen Camel has been changing bank signatories it has not been possible to make payments. A list of payments approved for payment, but not yet paid has been kept by the clerk/RFO and this was provided for information.

A number of people / organisations have been contacted to obtain approval for extra time for payment, and/or to apologise for late payment.

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

A list of these were on the Agenda. Due to the break in meetings over the summer the committee were asked to approve some items in advance in order to avoid further late payments.

Clerk salary shown is for 8 hours per week, standard conditioned hours. One further item of £2.50 for stationery (magnets) had since arisen and strimming consumables had cost £1 more. The corrected list is below.

	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	£27.77
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	no	£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
19	Magnets for noticeboard	16/6/2021	yes	£2.50

It was RESOLVED to Authorise that the payments listed above should be paid immediately / on their due date as appropriate.

For 3, Against 0, Abstained 0

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

None at had arisen

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

None.

F.10/07 VAT claim for refund

Clerk / RFO reported that the amount of refund due for 2020/2021 has reduced slightly (by £11) as PATA Payroll are not registered for VAT. The amount is now estimated at £1065 and the application for VAT refund will be made as soon as all the required information can be completed.

The VAT refund for 2021/2022 will be applied for in April 2022. The amount of refund expected for Q1 is £205

F.11/07 Policies

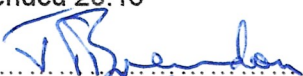
Councillor Jones had completed a summary review of policies, some of which now need input from Council. The following policies will be reviewed in detail by this committee in September.

- Financial Regulations
- Risk management

Date of next meeting

Monday 6th September, Marples Room, Queen Camel Memorial Hall starting at 7.30pm.

Meeting ended 20:15

Signed.....

Date