



QUEEN CAMEL PARISH COUNCIL

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

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Minutes of the Finance and Risk Committee held on Monday 4th October 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) Michael Baker and Kathy Grainger
Parish Clerk & RFO Elaine Owen

F.01/10 Apologies for Absence

Councillor Jones sent apologies due to holiday.

F.02/10 Declarations of Interest

None.

F.03/10 Minutes of Meeting 5th July 2021

It was RESOLVED to approve the Minutes of the meeting held on 5th July 2021 as an accurate record of the meeting.

F. 04/10 To DISCUSS revisions to Finance and Risk Committee Terms of Reference

The Terms of Reference were reviewed line by line. Amendments will be made by the clerk, reviewed by email and the final draft submitted to Council for approval on the 18th October.

F.05/10 To DISCUSS revisions to Queen Camel Financial Regulations

A start has been made on updating the Financial Regulations. These were discussed and the clerk will circulate a revised draft in the New Year. Many of the changes relate to online banking and are already embedded in working practice.

F.06/10 To DISCUSS revisions to the Queen Camel Risk Management matrix and review risks

Members of the committee had received a copy with suggested changes. It was agreed that new risks need to be added in relation to the playing field. The format may be updated to rank risks with likelihood and impact ratings. A revised draft will be circulated in the New Year.

F.07/10 Bank Account

a) A debit card will allow purchases to be made directly by the Parish Council in its own name and reduce the necessity to repay individuals.

It was RESOLVED that the clerk should present information to Council about the advantages of a parish Debit Card for consideration by Council on the 18th October.

b) Nat West Savings Account

The parish council has a dormant savings account at Nat West. The limit for guaranteed protection under the Financial Services Compensation Scheme (FSCS) is £85,000. The parish council may breach that limit in its current account in future.

It was RESOLVED to recommend to Council on 18th October that earmarked reserves should be transferred to the Nat West savings account.

c) Banking cash and cheques

The clerk was asked how cash and cheques can be deposited into Unity Trust Bank.

Afternote:

- Cash can be paid into Nat West branches. £1,500 cash per month is free to pay in.
- Cheques can be paid in via a postal service. 15 Cheques per month are free to pay in

F.08/10 Internal auditor

A quote for £240 has been received from *Do the numbers* a parish council internal audit specialist. A local non-specialist auditor had quoted £300 and a previous auditor was a lot higher.

It was RESOLVED to recommend to Council that Do the Numbers should be appointed internal auditor for 2021/22 financial year on 18th October.

F.09/10 To DISCUSS disposal of a printer

The parish council owns two large printers of similar vintage. The clerk only has room for one of these. (The clerk owns a printer that can be used as a back-up in case of malfunction)

It was RESOLVED that the HP printer may be disposed off and should be advertised as available for free in *The Camels* magazine.

F.10/10 Financial Reports

Reports from Council's financial software system (Scribe) were supplied for Quarter 2 (including payments made to 4th October).

The budget outturn for Quarter 2 for the same period was supplied. This will be resupplied with a forecast added for the remainder of the year.

F.11/10 To approve accounts for payment

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

	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) The following payments that were authorised outside of meetings by Chairman of Finance and Risk Committee were approved

			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) The following budgeted accounts for payment below £500 were approved for payment at the due dates on production of invoices (where appropriate)

	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

F.12/07 VAT claim for refund

Access to the HMRC online gateway has only just been achieved after several months of trying. The Chairman has now also been set up with access as a back-up. Lack of access meant that applying for the refund was not possible, but this will now be taken forward.

F.13/07 Other Policies

A report on other policies was deferred. A list of policies will be circulated

Date of next meeting: Monday 1st November 2021 at 7.30pm, Marples Room, Memorial Hall, Queen Camel

Meeting ended 21.15

Elaine Owen
Parish Clerk

Signed.....

Date.....6.12.21