



QUEEN CAMEL PARISH COUNCIL

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

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AGENDA

The next meeting of Queen Camel Parish Council Finance and Risk Committee will be held on Wednesday 4th May 2022 at 7.30pm, Marples Room, Memorial Hall

All members of the Finance & Risk Committee are summoned to attend.

The meeting will commence after there has been an opportunity for members of the electorate of the Parish to speak. This will be restricted to approximately 15 minutes in total, but shall be at the Chairman's discretion.

F.04/01 Apologies for Absence

F.04/02 Declarations of Interest

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

Members are asked to approve the Minutes as an accurate record <https://queencamelpc.org.uk/wp-content/uploads/2022/02/2022-02-07-Draft-Minutes-Feb.pdf>

F.02/04 Matters Arising not elsewhere on the Agenda

Insurance – A new quote is due at the end of April.

F.04/05 Application for Unity Trust Bank debit card(s)

To **RECEIVE** an update.

F.04/06 Bank Accounts

- a) To **RECEIVE** an update on Natwest deposit account to be used for reserves
- b) To **DISCUSS** how well Bank debit cards are working
- c) To **DISCUSS** cash handling / mobile card reader
- d) To **DISCUSS** bank signatory changes

F.04/07 Queen Camel Policies and procedures

To **DISCUSS** any changes required to Queen Camel policies due for annual re-adoption including:

- a) Recommended revised Code of Conduct (Background paper)
- b) Financial Regulations
- c) Standing Orders
- d) Hire Agreement for Playing Field (Background paper)

F.04/08 Financial Reports (Background papers)

- a) End of year financial reports from SCRIBE
- b) Bank reconciliation report to 31/3/2022
- c) Reports for Month 1 of 2022/23

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
- b) Annual Accounting Statement
- c) Explanation of variances form (if required)
- d) Reserves statement
- e) Asset Register

F.04/10 To APPROVE accounts for payment (Background papers)

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

b) To **APPROVE** other payments that have arisen since the last Parish Council meeting of 22/4/2022

Date of next Finance and Risk Committee meetings to be confirmed

A handwritten signature in black ink, appearing to read 'Elaine Owen', written in a cursive style.

Elaine Owen
Parish Clerk and RFO