



AGENDA

The next meeting of Queen Camel Parish Council Finance and Risk Committee will be held on Monday 17th April 2023 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 Exclusion of Press and Public (if required)

To **RESOLVE** that the press and public shall be excluded from the meeting for the last item on this agenda by reason of the confidential / staff in confidence nature of the item(s) in accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2).

F.04/04 Minutes of Meeting 24th October 2022

Members are asked to approve the Minutes as an accurate record <https://queencamelpc.org.uk/wp-content/uploads/2022/11/2022-10-24-draft-minutes-fin-and-risk.pdf>

F.04/05 Insurance Annual review of cover (circulated)

F.04/06 Bank Accounts

- a) To **RECEIVE** an update on closing Natwest deposit account
- b) To **REVIEW** bank cards use and any changes required
- c) To **DISCUSS** bank signatory adequacy of number
- d) To **RESOLVE** the ratio of money to be held in current and deposit accounts

F.04/07 Queen Camel Risk Policy and Register

<https://queencamelpc.org.uk/wp-content/uploads/2023/04/2023-03-20-Risk-Assessment-Policy-QCPC.docx.pdf>

To **REVIEW** the risks and propose

- a) Any update to arrangement of the Register or descriptions of risks or mitigations
- b) Any actions required to reduce risk.

F.04/08 Tender for Play area

To **DISCUSS** the tender process for new play area equipment

F.04/09 Queen Camel clerk phone

To **DISCUSS** provision of a phone / phone number for the clerk

F.04/10 Financial Reports (circulated)

- a) End of year financial reports from SCRIBE
- b) Bank reconciliation report to 31/3/2023

F.04/11 To consider and, if thought fit, recommend for approval by the Parish Council the draft Annual Governance and Accountability Return (AGAR) for 2022/2023 (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.04/12 Accounts for payment (circulated)

To **APPROVE** a list of recurring payments for the forthcoming year for recommendation of Council approval.

F.04/13 To review the contract for maintenance of vegetation

- a) To **RESOLVE** the responsibility for oversight and management of the contractor.
- b) To **RESOLVE** whether a quote should be obtained for additional areas.

F.04/14 Clerk

To **DISCUSS** clerk recruitment and Locum arrangements. (if required)

Date of next Finance and Risk Committee meeting date is to be confirmed.



Elaine Owen
Locum Clerk and RFO