



**QUEEN CAMEL PARISH COUNCIL**

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## AGENDA

**The next meeting of Queen Camel Parish Council Finance and Risk Committee will be held on Monday 6th November 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.11/01 Apologies for Absence**

**F.11/02 Declarations of Interest**

**F.11/03 Minutes of Meeting 17<sup>th</sup> April 2023**

Members are asked to approve the Minutes and Chair to sign as an accurate record [2023-04-17 April\2023-04-17 Minutes for signing FPRC April.docx](#)

**F.11/04 Matters Arising from Audit**

To **REPORT** progress against all matters raised in Internal Auditor's report [..\9. Audit\Annual Audit 2022-23\Internal Audit\Queen Camel IAS 2023.pdf](#)

**F.11/05 Financial Reports**

a) Chair to **SIGN** the Q1 and Q2 Bank Reconciliations.

b) Opportunity to **DISCUSS** on Q2 financial reports and any changes required to presentation of financial information

**F11/06 Review Playing Field spending against budgets**

To **DISCUSS** playing field budget for remainder of the year, including ring-fenced asset monies provided from Playing Field Charity

**F.11/07 Grant applications**

To **CONSIDER** grant applications received and email request from Citizens Advice

**F11/08 Budget for Precept**

To **DISCUSS** draft budget proposal (circulated) and to **RESOLVE** to recommend that Council **APPROVE** this subject to any further changes being agreed by all Committee Members

**F.11/09 Bank Accounts**

a) To **RESOLVE** bank signatory changes to remove Sue Gettings and William Beveridge and add Dan Hewlett and Roy Lawrenson from Unitary Trust Bank Account

b) To **REVIEW** current interest rates and **CONSIDER** options attracting higher rates of interest

**F.11/10 Dropbox subscription**

To **CONSIDER** monthly subscription by direct debit mandate when current subscription expires July 2024

**F.11/11 Cyber Security Support**

To **CONSIDER** email offer of free cyber security support from the Cyber Resilience Centre for the South West

**F.11/12 Unpaid invoice**

To **RESOLVE** outstanding invoice 2023/01

**F.11/13 Queen Camel Policies and procedures**

a) To **REVIEW** the following documents and **RESOLVE** to recommend readopting by Council at November 2023 meeting

1. Equality and Diversity policy
2. Dignity at Work policy
3. Grievance policy
4. Safeguarding policy
5. Communication and Media policy
6. FPRC Terms of Reference
7. PFMC Terms of Reference
8. Neighbourhood Plan Terms of Reference

**F11/14 Clerk employment**

To **REVIEW** clerk performance and probationary period

Date of next Finance and Risk Committee meetings to be confirmed

*Cherry Toop*

**Parish Clerk and RFO**