



AGENDA

The next meeting of Queen Camel Parish Council Finance, Personnel and Risk Committee will be held on Monday 15th April 2024 at 7.30pm, Marples Room, Memorial Hall

All members of the Finance, Personnel & 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.

FPRC 04/01 To **RECEIVE**, and consider for approval, apologies for absence

FPRC 04/02 To **RECEIVE** any Declarations of Interests

FPRC 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 s1(2)

FPRC 04/04 To **APPROVE** and sign as a correct record, the minutes of the Committee Meeting held on 6th November 2023 [..\..\Finance, Personnel and Risk 2023-2024\2023-11-06 Draft minutes FPRC November.pdf](#)

FPRC 04/05 To **REVIEW** annual insurance cover and consider quotes received

FPRC 04/06 To **DISCUSS** bank signatories and **RECOMMEND** to the Parish Council what changes should be made

FPRC 04/07 To **REVIEW** the Queen Camel Risk Policy and Register [..\..\2 Docs & Procedures\1. 2022 Policies on website\Risk Assessments\2023-05-22 Risk Assessment Policy and Register QCPC.docx.pdf](#) and propose

1. Any update to arrangement of the Register or descriptions of risks or mitigations
2. Any actions required to reduce risk

FPRC 04/08 To **CONSIDER** and **RECOMMEND** for adoption by the Parish Council

1. Volunteer Policy
2. Volunteer Risk Assessment
3. Playing Field Risk Assessment

FPRC 04/09 To **REVIEW** the Health and Safety policy and **RECOMMEND** amendments to the Parish Council

FPRC 04/10 To **CONSIDER** if a Social Media policy is needed

FPRC 04/11 To **CONSIDER** quote from Utility Bidder for renewal electricity tariff for the Pavilion from January 2025 and **RECOMMEND** change of provider to the Parish Council if appropriate

FPRC 04/12 To **RECEIVE**

1. End of year financial reports from SCRIBE
2. Bank reconciliation report to 31/3/2024

FPRC 04/13 To **CONSIDER** and if appropriate, recommend for **APPROVAL** by the Parish Council the draft Annual Governance and Accountability Return (AGAR) for 2023/2024 (and other annual statements listed below)

1. AGAR Annual Governance Statement
2. Annual Accounting Statement
3. Explanation of variances form (if required)
4. Reserves statement
5. Asset Register

FPRC 04/14 To **APPROVE** a list of recurring payments for the forthcoming year for recommendation of Council approval

FPRC 04/15 To **REVIEW** clerk salary in accordance with contract of employment

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

Cherry Toop
10th April 2024