

**QUEEN CAMEL PARISH COUNCIL****Clerk:** Stephen Hill, 5 Woodpecker Meadow, Gillingham, Dorset, SP8 4GB**Tel:** 07949 150 888**e-mail:** clerk@queencamelpc.org.uk**website:** www.queencamelpc.org.uk

**Minutes of the Finance & Risk Committee Meeting held via Zoom Conference Call
Facilities on Thursday 29th October 2020 at 7:00pm**

Public Question Time

Immediately prior to the meeting members of the public were provided with the opportunity to speak. Members of the public were asked to speak for up to the prescribed 15 minutes in total. There were no members of the public present to speak.

Present: Chairman John Brendon, Kathy Grainger and Jude Coggins

Also Present: Councillors Mike Baker and Parish Clerk & RFO Stephen Hill.

F.01/10 Apologies for Absence
None

F.02/10 Declarations of Interest
None

F.03/10 Minutes of Meeting 30th July 2020
It was resolved to approve the minutes of the meeting held on Thursday 30nd July 2020 as an accurate record of the meeting.
For 3, Against 0, Abstained 0

F.04/10 Community Benefit Fund
At its meeting 12th October 2020, Council referred to the Finance & Risk Committee, preparation of the draft process for allocation of community benefit funding to local projects and to make recommendations to Council. The Committee considered a draft process and application form and made changes, including the need to advertise for community representatives to be on a Panel. Councillors that the Panel would be a Working Group of the Council with Terms of Reference, membership and decisions determined by Council.
It was resolved that the Clerk will issue any amended draft before forwarding to Council 9th November 2020 for consideration/decision.
For 3, Against 0, Abstained 0

F.05/10 Grants 2021/22 Review
At its meeting 12th October 2020, Council referred the review and revision, as necessary, of the Grants & Donations: Policy, Procedures and Application Form, adopted 15/7/13 (Background Paper), to Finance & Risk Committee, to make recommendations to Council. Committee made several comments on the current Policy including removal of "normally" throughout the document; that the application must state the community benefit to be derived from the Grant; and that bank account details and the organisations Constitution is required. The timing of Application was considered with a conclusion that indicative Grant estimates by 31st October each year be used to set the ensuing year's budget and Applications for Grant by 15th January, with consideration initially by F&R Committee then consideration/approval by Council for payment circa May-June. It was also agreed that Donations must be advertised eg in Camel magazine and Council website.

It was resolved that the Clerk will issue any amended draft to include the above before forwarding to Council 9th November 2020 for consideration/decision.

For 3, Against 0, Abstained 0

F.06/10 Grants 2020/21

Information has been requested from the Playing Field Committee (PFC) before Grant 2020/21 is approved; an informal meeting with the PFC is being arranged.

F.07/10 Q2 20/21 Financial Report

Committee considered the Q2 (20/21) report available from the Council's financial software system (Scribe). An earmarked reserve will be used for cost of Fingerposts. £3,000 was agreed by Council and should be included to cover costs of footpath maintenance equipment. Bank Reconciliations were agreed.

It was resolved that the Q2 (20/21) report and Bank Reconciliation will be provided to Council 9th November 2020 for noting.

For 3, Against 0, Abstained 0

F.08/10 Banking Arrangements

Committee considered the Council's banking arrangements, in particular how to enable Council card payments and authorisation of card payments; to be considered by Council.

F.09/10 Authorisation of Regular and Expected Invoices for Payment

It was resolved to recommend to Council the authorisation of regular and expected invoices for payment.

For 3, Against 0, Abstained 0

F.10/10 Accounts for Payments

Committee resolved to recommend to Council the schedule of payments (from mid-October 2020).

For 3, Against 0, Abstained 0

Footpath maintenance equipment (Screwfix) £70.92

Footpath maintenance equipment (Mole Valley) £525.43

Clerk Salary 1/06/20-31/10/20 £1,766.45 (inc 5*£33.50 Home Office Allowance)

HMRC PAYE £399.60

Dorset Planning (NP) £257.40 (to be reclaimed from SSDC)

Information Commissioner's Office 2020/21 £40.00

Meeting ended 20:00

Date of next meeting – The date of the next Finance & Risk Committee meeting will be decided after November 2020 Council meeting, and be before January 2020 to include the draft 21/22 budget.

Signed.....

Date