



Draft Minutes of Queen Camel Parish Council Finance, Personnel and Risk Committee held on Monday 6th November 2023 at 7.30pm, Marples Room, Memorial Hall

Public Question Time

There was 1 member of the public present.

Present: Councillors: John Brendon (Chairman), Phil Jones and Roy Lawrenson
Parish clerk and RFO Cherry Toop

F.11/01 Apologies for Absence
no apologies to receive

F.11/02 Declarations of Interest
John Brendon declared an interest in item **F.11/07** Grant applications

F.11/03 Minutes of Meeting 17th April 2023
The minutes were **APPROVED** and signed as an accurate record by the Chairman.
The Clerk will monitor the amount in the current account and make a transfer from the deposit account as required (**F.04/06 d**)
The Clerk will review the Queen Camel Risk Policy and Register to determine if any changes are required (**F.04/07**)

F.11/04 Matters Arising from Audit [..\..\9. Audit\Annual Audit 2022-23\Internal Audit\Queen Camel IAS 2023.pdf](#)

- A. Credit card** It was resolved to continue using the credit cards as robust control measures are in place
- B. Finance Committee** It was **RESOLVED** that discussions are more effective at the committee meetings held 2-3 times per year than at full council with recommended decisions being reported back to full council for approval
- B. Playing Field Management Committee** Consideration continues for conversion to a working group

F.11/05 Financial Reports

- a)** the Q1 and Q2 Bank Reconciliations were signed by the Chairman and the Clerk
- b)** It was **RESOLVED** that no changes were required to presentation of financial information

F11/06 Review Playing Field spending against budgets
The Playing Field budget was discussed. It was **RESOLVED** that the PFMC and Parish Council need to carefully monitor income trends

F.11/07 Grant applications 2024/2025
Informal requests for grant funding has been received from

1. **Citizens Advice** It was **RESOLVED** that the Clerk will respond to advise of the council's grant application process and to request evidence of the number of parishioners who have accessed the service
2. **Somerset Bus Partnership** it was **RESOLVED** that the Clerk will respond to advise a formal application will be reconsidered if the amount requested is proportionate across all parishes in the area

A formal grant application totalling £800 has been received from Queen Camel PCC

It was **RESOLVED** to **RECOMMEND** to next full council meeting to approve grant of £450 for clock maintenance & lighting and £200 for mower maintenance and repair and, to consider suitable grant funding for the Camels Magazine when determined

F11/08 Budget for Precept

The draft budget proposal was discussed with amendments proposed. It was **RESOLVED** that the Clerk will add a forecast outturn column to include expected expenditure to current year end and update the reserves statement

F.11/09 Bank Accounts

- a) It was **RESOLVED** to **RECOMMEND** to the next full council meeting that William Beveridge be removed from the UTB bank account and replaced with Roy Lawrenson and Dan Hewlett
- b) It was **APPROVED** for the Clerk to make enquiries with Nat West bank to determine the status of the account held and ascertain if a more suitable savings account is available. The Clerk will research potential business savings accounts with other banks and report her findings to full council

F.11/10 Dropbox subscription

It was **RESOLVED** to **RECOMMEND** to the next full council meeting that the Dropbox subscription is changed to direct debit when current subscription expires July 2024

F.11/11 Cyber Security Support

It was **RESOLVED** that the Clerk will register for this service

F.11/12 Unpaid invoice

It was **RESOLVED** that Phil Jones and John Brendon will continue with enquiries for the invoice to be paid

F.11/13 Queen Camel Policies and procedures

It was **RESOLVED** to review and amend the following policies as noted

1. Equality and Diversity policy – following next NALC review
2. Dignity at Work policy – following next NALC review
3. Grievance policy – following next NALC review
4. Safeguarding policy – at Annual Meeting in May 2024
5. Communication and Media policy – it was **RESOLVED** that the Clerk will check if this is needed
6. FPRC Terms of Reference – it was **RESOLVED** to amend 2.5 to report half yearly instead of quarterly and to add 'unless delegated to the tender board' to 2.11
7. PFMC Terms of Reference – **NOTED** but waiting for development on how committee resolves it proceeds
8. Neighbourhood Plan Terms of Reference – it was **RESOLVED** that John will amend and update

It was **RESOLVED** the Clerk will check the policy for retention of documents

F11/14 Clerk employment

The Clerk's performance and probationary period was **REVIEWED**

Date of next Finance and Risk Committee meeting 15/04/2024

Signed

(Chairman)

Draft Minutes 02/10/2023

Date

Signed

(Chairman)

Draft Minutes 02/10/2023

Date