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## Minutes of Queen Camel Parish Council Finance, Personnel and Risk Committee held on Monday 17th April 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 William Beveridge  
Parish clerk and RFO Elaine Owen

**F.04/01 Apologies for Absence** none

**F.04/02 Declarations of Interest** none

**F.04/03 Exclusion of Press and Public**

**It was RESOLVED that the press and public would be excluded from the meeting for item 04/14 by reason of the confidential / staff in confidence nature of the item in accordance with the Public Bodies (Admission to Meetings) Act 1960 s 1(2).**

**F.04/04 Minutes of Meeting 24<sup>th</sup> October 2022 and 24<sup>th</sup> November 2022**

Approval of the Minutes of 24<sup>th</sup> October was deferred at the meeting of the Finance, Personnel and Risk Committee of the 24<sup>th</sup> November 2022.

**It was RESOLVED to approve the minutes of the meeting of 24<sup>th</sup> October as an accurate record at this meeting** <https://queencamelpc.org.uk/wp-content/uploads/2022/11/2022-10-24-draft-minutes-fin-and-risk.pdf>

The minutes of 24<sup>th</sup> November 2022 remain confidential and will not be published.

**F.04/05 Insurance** No changes to the Insurance cover are required at this time.

It was noted that the insurance company have been contacted about the requirement for Hirers of the playing field to have their own insurance. The response confirmed that this is necessary as the parish council insurance applies to the land and does not apply to the activity that the 3<sup>rd</sup> party is carrying out.

For example, should a member of the public be injured by tripping over a tree root on the footpath that would be covered by the parish council insurance. But if a Hirer erected a gazebo on the field and a member of the public was injured by tripping over its corner then that would not be covered. Therefore Hirers need their own Public Liability insurance (as well as insurance to cover their belongings, money etc).

**F.04/06 Bank Accounts**

**a) The Natwest deposit account** has no money in it. All attempts to close the account have so far failed and a letter from the parish council to request action has not been answered.

**b) The two bank cards** (clerk and Chair) have proved very helpful. No changes presently required.

**c) Bank signatories** One more needed. The clerk was asked to put this on the next agenda.

**d) Ratio of money in current and deposit accounts**

**It was Resolved that the clerk will transfer £5,000 to the current account from the Instant Access account when the current account drops below £7,500 (unless there are special circumstances that dictate otherwise)**

**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>

The following changes were agreed:

Clerk should add additional risk heading 'Strategy'. Risks identified are:

- Strategic plan for the council
- Delivery of Neighbourhood Plan
- Long term plan for Playing Field
- Horizon scanning – how can the parish council know about matters of importance to the local community when not everything is automatically notified to them? For example
  - PAMB applications
  - Licensing of Heavy Goods
  - Matters just outside the parish boundary

For item 16 under Administration, the clerk was asked to review the options for file sharing, such as extended licence for Dropbox for several users.

It was noted that Item 23 has now been actioned and can be changed to Green (2/2)

Under the heading Property an new risk should be added for Environment, in terms of managing the grounds in a sustainable and environmentally friendly way.

**Finally, the** Clerk was asked to bring to attention to councillors that they should all review this policy and to place the revised policy on next agenda

**F.04/08 Tender for Play area**

QCPC has the option of either managing the tender by itself and project managing the installation or commissioning a professional expert to oversee the processes. The Clerk was asked to make an enquiry as to costs and to provide a background report for decision at the May parish council meeting.

Council should also decide if it wishes to add a further public consultation stage shortlisting by the tender board and awarding the contract.

Clerk was asked to review the timescales that are required by National Lottery (should the application be successful).

**F.04/09 Queen Camel clerk phone**

It was agreed that the play area phone number should become the clerk number, with a contract and new phone. This is the number that appears as a contact number on playing field notice so it is right that it should be used for the clerk. Cllr Jones will investigate options

**F.04/10 Financial Reports (circulated)**

End of year financial reports were reviewed.

**It was Resolved for the Chairman to sign the bank reconciliation statement.**

**F.04/11 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
- d) Reserves statements

EO- Finance Agenda 17/04/2023, posted 10/04/2023

Signed

Chairman

Date

e) Asset Register

The above statements were reviewed in detail. The reserves statement at 31/03/2023 is different to the reserves statement on 1/4/2023. The reason is that monies left over in the playing field running costs earmarked reserve and the bills outstanding headings have been returned to the general reserve.

The Asset Register was reviewed line by line and changes request to some items in respect of their lifespan. It was commented that insurance value would be a useful addition to a parish council version of this form (the format of the AGAR version values assets at initial bought value (or £1) if received from another body and this may not be changed). The clerk can circulate for committee members to add this information.

**It was RESOLVED to recommend that Council approve the draft Annual Governance and Accountability Return (AGAR) for 2022/2023**

**F.04/12 Accounts for payment** (circulated)

The list of recurring payments for the forthcoming year was checked and recommended for Council approval.

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

- a) Oversight and management of the contractor was not resolved and will revert to Council.
- b) No suggestions have been received from councillor as to additional areas to be included in the contract this year.

**F.04/14 Clerk**

A short discussion followed about the progress in recruitment.

The date of next Finance, Personnel and Risk Committee meeting date is to be confirmed, but would be expected to take place at the 3 month probation review for a new clerk