

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

Public Question Time

No members of the public were in attendance

Present: Councillors John Brendon, Chairman (JB), Phil Jones (PJ), Roy Lawrenson (RL) and John Carnegie (JC)
Parish Clerk and RFO Cherry Toop

FPRC 04/01 No apologies for absence were **RECEIVED**

FPRC 04/02 Councillors had no Interests to **DECLARE** in any items on the agenda

FPRC 04/03 It was **RESOLVED** 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 The minutes of the FPRC meeting held on 6th November 2023 were **APPROVED** and signed as a correct record by the chairman

FPRC 04/05 As no renewal quotes have been received It was **RESOLVED** to review the annual insurance renewal at the May full council meeting. It was **NOTED** that additional insurance cover will be required for the new play area when the project commences

FPRC 04/06 It was **RESOLVED** to recommend to the Parish Council at the next meeting that Cllrs Dan Hewlett and David Lowe be added as bank signatories

FPRC 04/07 The Queen Camel Risk Policy and Register was **REVIEWED** as still appropriate and a fair assessment of current risk. It was **RECOMMENDED** to monitor and review in 1 year

FPRC 04/08

1. Volunteer Policy

It was **RESOLVED** to recommend to adopt the policy at the May full council meeting changing 'when' to 'before' ... when carrying out parish council initiatives

2. Volunteer Risk Assessment

It was **RESOLVED** to use the template in the volunteer policy for specific risk assessments

3. Playing Field Risk Assessment

It was **RESOLVED** this needs to be discussed at next Pfc meeting. It was **NOTED** that 'grass needs to be swept from play area when mowed' should be added to the risk assessment. The Pfc needs to submit their risk assessment to the FPRC

FPRC 04/09 It was **RECOMMENDED** to review the Health and Safety policy with the SALC template at the May full council meeting

FPRC 04/10 It was **RESOLVED** to keep the need for a Social Media policy under review

FPRC 04/11 It was **RESOLVED** to review the renewal electricity tariff for the Pavilion from January 2025 in September and **RECOMMEND** a change of provider to the parish council if appropriate

FPRC 04/12 1. The end of year financial reports from SCRIBE were **NOTED**

2. The bank reconciliation report to 31/3/2024 was **NOTED** and will be signed at the May full council meeting

FPRC 04/13 The draft Annual Governance and Accountability Return (AGAR) for 2023/2024 (and other annual statements listed below) were **CONSIDERED** with recommendations as stated

1. **AGAR Annual Governance Statement** – to be **APPROVED** at the May full council meeting
2. **Annual Accounting Statement** – to be **APPROVED** at the May full council meeting
3. **Explanation of variances form (if required)** – to be updated with more detailed explanation for **APPROVAL** at the May full council meeting
4. **Reserves statement** – to be **AMENDED** with unrepresented payments for 2023-2024
5. **Asset Register** – to be **AMENDED** to remove the leaf blower and strimmer, add the grit bin and amend date of acquisition of the playing field to 1955

FPRC 04/14 The list of recurring payments for the forthcoming year was **REVIEWED**. The list will be amended to include Inspections, water and electric utilities and SPFA inspections to recommend to **APPROVE** at the May full council meeting

FPRC 04/15 The Clerk salary was **REVIEWED** in accordance with the contract of employment. It was **RESOLVED** to follow the NALC nationally agreed salary scale and increase the spine point on the anniversary of commencement of the Clerk's employment (9th June 2024)

Signed

Date