



QUEEN CAMEL PARISH COUNCIL

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AGENDA

The next meeting of Queen Camel Parish Council Finance, Personnel and Risk Committee will be held on Wednesday 30 April 2025 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 To **APPROVE** as a correct record the **minutes** of the FPRC Meeting held on 15 April 2024 and the Minutes of the FPRC Working Group held on 04 November 2024.

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

FPRC 04/05 To **REVIEW** bank signatories and recent account administration changes and **RECOMMEND** to the full parish council what further changes should be made or confirmed the changes made.

FPRC 04/06 To **RECEIVE** the end of year statement from Scribe, Bank reconciliation report to 31.03.2025 and RESERVES statement

FPRC 04/07 To **RECEIVE** an update on the **Annual Governance & Accountability Return (AGAR) for 2024/2025**, **REVIEW** progress and against all matters raised in Internal Auditor's report and **RECOMMEND** approval by the full parish council

FPRC 04/08 To **REVIEW** The Queen Camel Risk Policy and Register and the Risk Assessment for the Sports Pavilion, Equipment Shed and Playing Field. **RECOMMEND** any update to arrangement of the Register and any actions to reduce/mitigate risk

FPRC 04/09 To **PLAN** review timetable for the following policies; Reserves Policy, Health and Safety Policy, Financial Regulations and if appropriate make recommendations to the full parish council.

FPRC 04/10 To **RECEIVE** confirmation of spending to date on the Playing Field carpark.

FPRC 04/11 To **RECEIVE** an update on the **VAT reclaim**

FPRC 04/12 To **APPROVE** a list of recurring payments for the forthcoming year for recommendation of full parish council.

FPRC 04/13 To **RECEIVE** options for the grass cutting of the Playing Field for discussion of the full parish council

FPRC 04/13 **AGREE** date of next Finance, Personnel and Risk Committee in November 2025.

Kaye Elston

Queen Camel Parish Clerk and RFO

