

# Minutes of Queen Camel Parish Council Finance, Personnel and Risk Committee held on Wednesday 30 April 2025 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) and Roy Lawrenson (RL).  
Parish Clerk and RFO Kaye Elston

**FPRC 25/04/01** No apologies for absence were **RECEIVED**

**FPRC 25/04/02** Councillors had no Interests to **DECLARE** in any items on the agenda

**FPRC 25/04/03** The minutes for the FPRC meeting held on 15 April 2024 and the minutes of the FPRC working Group held on 04 November 2024 were **APPROVED** and signed as a correct record by the chairman

**FPRC 25/04/04** **REVIEW** annual insurance cover – further quotes to be obtained.

**FPRC 25/04/05** **REVIEW** of bank account signatories. It was confirmed that Mr R Lawrenson and Mr D Hewlett have now completed the application process for becoming additional signatories on the bank account. There are now four signatories. **RECOMMEND** application process to commence to add the new clerk. Kaye Elston as an administrator on the bank account.

**FPRC 25/04/06** **RECEIVED** the end of year statement from Scribe which was circulated to councillors prior to the Meeting and the end of year reconciliation report to 31.03.2025. **RECEIVED** Reserves statement and **RECOMMENDATION** to transfer £1500 from general reserves to earmarked reserves. **RECOMMENDATION** to move £680 in MUGA reserve to Community Benefit. Recommendations agreed.  
Note: Play area improvements – there is a 5% retention still to pay once 12 months after completion of the work has passed. HAGS will invoice the parish council for the amount.

**FPRC 25/04/07** **RECEIVED** draft copy of the Annual Governance and Accountability Return (AGAR) for 2024-25. Clerk advised that draft AGAR is still with the internal auditor but he has confirmed there are no concerns with the figures entered in the document. The incorrect amount entered in salaries for 2023-24 has been amended in the 2024-25 return as recommended by the internal and external auditor. The fee for administering the payroll is not part of the salary budget and should have been entered under general expenditure.

Draft internal audit report – clerk **ADVISED** councillors of the recommendations made in the report and will present the final report at the full parish council meeting on 12 May.

**FPRC 25/04/08** **RECOMMENDATION** to full parish council to draft a schedule of policy review with the Risk policies. Financial Regulations and Standing Orders taking priority.

**FPRC 25/04/09** **RECOMMEND** review to Sports Pavilion, Equipment Shed and Playing Field risk assessment to

full parish council meeting.

**FPRC 25/04/10 RECEIVED** confirmation of spending to date on the Playing Field carpark. Chair advised that there had been more work than anticipated happened due to the soil was removed from site instead of being spread out as originally planned. The cost of this is still being negotiated with the contractor. The estimated cost of the whole project was in the sum of £15 500 but it is likely to be £17 000 and therefore committee agreed to **RECOMMEND** to full council to authorise payment of the overspend and also a contingency figure is built into further projects which is agreed at the outset of the project.

**FPRC 25/04/11 CONFIRMED** previous clerk has made VAT claim for 2024-25 financial year in the sum of £9419.46.

**FPRC 25/04/12 RECOMMEND** list of recurring payments to the full parish council:

Scribe – software accounting system

PATA – payroll administration

Insurance

SALC payment

Somerset Playing Field

**FPRC 25/04/13 REVIEW** Options to continue the grass cutting at the Playing Field – the equipment is getting old needs regular maintenance and in some cases replacement in the near future. One option is to obtain quotes for a contractor to cut the grass. **AGREED** to ask the Play Field working group to seek quotes.

**FPRC 25/04/14 AGREED** next date for this committee to meet **03 November 2025 at 7.30 pm.**

Meeting closed at 8.40pm

Signed

Date

