

Minutes of Queen Camel Parish Council Finance, Personnel and Risk Committee held on Monday 03 November 2025 at 7.30pm, Marples Room, Memorial Hall

Present: Councillors John Brendon, Chairman (JB), Phil Jones (PJ) and Roy Lawrenson (RL).
Parish Clerk and RFO Kaye Elston

FPRC 25/11/01 Public Session
No members of the public were in attendance.

FPRC 25/11/02 No apologies for absence were **RECEIVED**

FPRC 25/11/03 Councillors had no Interests to **DECLARE** in any items on the agenda

FPRC 25/11/04 The minutes for the FPRC meeting held on 30 April 2025 were **APPROVED** and signed as a correct record by the chairman.

ACTIONS

- Insurance renewal in May 2026 – need to obtain quotes for comparison for March/May meeting.
- HAGS final instalment for play equipment – awaiting final invoice, Clerk will chase them again.
- VAT reclaim to be made once the HAGS payment has been submitted.

FPRC 25/11/05 **RECEIVE** from Scribe bank reconciliation

- Current account has been reconciled but there is a discrepancy on the savings account. Clerk in consultation with Scribe and both bank reconciliations to be presented at full council meeting on 17.11.2025.

FPRC 25/11/06 **RECEIVE** update on Playing Field Finances

- Replacement tractor/mower update – awaiting delivery and cost in the sum of £9600 will be transferred from savings to current account once a delivery date is confirmed.
- Revised hiring costs proposed by the Playing Field Working Group – these were circulated and committee agreed to recommend to the full parish council meeting on 17.11.2025.
- Ride-on-mower maintenance and blade sharpening – councillors were in agreement for a service to be booked.
ACTION: Clerk to advise Mrs Chappell
- Consider portable goals – there has been a request from the Playing Field Working Group to purchase portable goals for football at a cost of between £2000 and £4000. Councillors agree to reconsider this if football teams make an approach to hire the football pitch.
ACTION: Clerk to report back to Working Group
- Defib battery replacement – Working Group have requested that this cost is not charged against their budget. Councillors confirmed that the cost will continue to sit in general parish council budget.
- Cricket Club request for the parish council to take over the cost of renovating the cricket square going forward. The cost is approximately £1000 and would be rechargeable to the Cricket Club. The committee are not in agreement with this as the cost of work cannot be put through parish council finances in order to be able to claim the VAT back and also the parish council would be responsible for the maintenance of the square going forward.

- Playing Field Budget within expected spending year to date.

FPRC 25/11/07 **RECEIVE** considerations for budget planning to recommend precept for 2026-7 in January 2026.

- Budget for 2025-6 circulated prior to meeting.
- Need to consider if there are any major expenses for projects that the parish council are considering for 2026-7 which could require an increase in the precept request above normal inflation increases. A cost that will need to be established will be any additional funding required to review the Neighbourhood Plan. Costs to be established once a consultant can be engaged, which has proved challenging. Clerk agreed to contact a consultant to establish if they are taking on anymore work.

ACTION: Clerk to make contact with consultation

- Information from Somerset Council regarding the costs to residents for their council tax for 2026-7 will be available at the end of November/beginning of December and enables the parish council to know what the increase cost to residents will be prior to making their own decision around the precept request. Clerk to amend the Budget document to show what has been spent to date and forecast spending until the end of the financial year.

ACTION: Clerk to amend budget sheet

- Reserves – £680 has been moved from MUGA to Community Benefit. General Reserves of £1500 not yet moved to earmarked reserves as a review of reserves needs to take place.

FPRC 25/11/08 **RECEIVE** relevant communications

- Fire and Rescue information circulated relating to their intention to increase their precept request which will impact residents council tax bill.
- NALC bulletin (23.10.2025) about funding for Neighbourhood Plans – there are discussions taking place regarding using CIL funding to support the expense of a Neighbourhood Plans. Queen Camel need to move forward with revising their plan and therefore will need to plan financial support for this potentially before any decision is made in relation to using CIL payments.
- Unity Trust Bank new Terms and Conditions December 2025 circulated – there are no major changes that will affect Queen Camel Parish Council.

FPRC 25/11/09 **RECEIVE** update for the clerk salary increase

- Increase in-line with NALC recommendations was agreed at the last parish council meeting in September. Payroll have been notified and the backpay will be paid at the end of November.

FPRC 25/11/10 **RECEIVE** polices that need to be updated

- Financial Regulations – clerk has adapted NALC recommended template and circulated. Agreement on points that needed clarification and will be circulated prior to the next parish council meeting for approval.

ACTION: Clerk to circulate Financial Regulations prior to next parish council meeting

FPRC 25/11/11 **AGREE** date of next Finance, Personnel and Risk Committee

- **Monday 20 April 2026 at 7.30pm in the Memorial Hall, Queen Camel**

Meeting closed at 9.15pm

Signed

Date