



Queen Camel Parish Council

Minutes of a meeting of the Finance & Risk Committee held in the Marples Room on Monday, 11th June 2018 at 7.00pm

Present: Councillors **Simon Stapely (SS) – Chairman**
Chris Bennett (CB)
John Brendon (JB)
Zelda Sowerby (ZS)

In attendance: Patrick Pender-Cudlip (PPC) – Clerk & RFO

- F0618.1 Welcome and Introduction** – SS welcomed members to the Committee’s first meeting.
- F0618.2 Public session** – no members of public were present.
- F0618.3 Apologies** – CB regretted that he was unlikely to be able to stay for the duration of the meeting because he was obliged to attend another meeting at 7.30pm.
- F0618.4 Declarations of interest** – no members declared an interest in any Agenda item.
- F0618.5 Asset Register** – members reviewed the Asset register and inventory which include the rubbish and dog-waste bins recently purchased by the Council and installed by the gateway between The Glebe and the Playing Field by CB on behalf of the Playing Field Committee (PFC).
- F0618.6 Council Insurances** – members noted that the Council’s insurances policy relates mainly to Public and Employer’s Liability. SS agreed to check on valuations and the sums insured and report to the Council as to whether they appear proportionate and appropriate.
- F0618.7 Financial regulations** – members reviewed the draft revised Financial Regulations, noting that there were a number of typing errors to correct and Appendices to add.
- It was RESOLVED 4-0-0 [for-against-abstained] to recommend that the Council adopt the revised Financial Regulations when it next meets on 13th July.**
- F0618.8 Internal Audit 2017-18** – members asked the Clerk to write to John Calvert on behalf of the Council to thank him for carrying the Internal Audit for last financial year.
- F0618.9 Internal Audit 2018-19** - members agreed to request John Calvert on the Council’s behalf to carry out the Internal Audit for the current financial year
- F0618.10 Payments**
- It was RESOLVED 4-0-0 that the following payments be authorized:**

| | | |
|---------|-----------------|---|
| £60.00 | SALC | Chairman’s Training course (JB, SS) |
| £50 | John Calvert | Honorarium (internal audit) |
| £40.00 | Simon Stapely | 2017 AVM expenses (invitations including cartoon portrait) |
| £273.11 | Simon Stapely | 2018 AVM expenses (food, wine, stationery, printing, hall hire) |
| £300.69 | P.Pender-Cudlip | May salary |
| £75.17 | HMRC | May PAYE |

At this point CB left the meeting.

F0618.11 VAT – PPC explained that in the course of the coming month he would be reclaiming Input Tax paid by the Council in 2017-18.

F0618.12 Local Government employee pay award 2018-19 – members noted the National Pay Award agreed by the National Joint Council for Local Government Services (NJC) which would increase the Clerk's salary by 2% to £10.95per hour, with effect from 1st April 2018.

It was RESOLVED 3-0-0 that the NJC's award be implemented.

Members also agreed that it would be appropriate to keep a wages book and to give approval in advance to the regular payment of the Clerk's salary.

F0618.13 Parish Clerk's fixed expenses – members noted that payment of the Clerk's fixed expenses for the provision of office space, light, heating, power, broadband and telephone at the Clerk's expense in his own home (fixed at £402p.a. in 2012) was eighteen months in arrears.

It was RESOLVED 3-0-0 to recommend that the Council pay the arrears of the Clerk's fixed expenses at the rate of £402pa using funds transferred from general reserves.

F0618.14 Speed Indicator Device (SID) – members agreed that it would be appropriate to invest in a SID and the Clerk was asked to find out whether West Camel Parish Council was interested in sharing the cost and the use of one.

F0618.15 Fingerpost replacement and restoration – members noted that the services of professional contractors would be required to remove 'finger' fixings. The Clerk was asked to approach contractors licensed by Somerset County Council Highways Department for estimates and then report back to the Council.

F0618.16 Keeping Queen Camel tidy – members noted that a member of the public had complained about the disheveled appearance of parts of the village but members did not feel that this merited the expenditure of public funds. The Clerk was asked to place notices in the Camels Magazine, on the website and on the noticeboards appealing for volunteers and to find out whether the Environment Group wished to be involved.

F0618.17 Neighbourhood Plan funding – South Somerset District Council (SSDC) has agreed to pay 90% of agreed Neighbourhood Planning costs, less VAT, on the submission of a revised invoice.

F0618.18 Online banking – a replacement Application form will be sent to Natwest Digital Banking.

F0618.19 Future meetings of the Finance and Risk Committee – members agreed that the next Committee meeting would be on 9th July. Further meetings would take place on 8th October and 10th December 2018, on 8th March 2019, and on additional dates as required.

F0618.20 Matters arising post-Agenda – none.

Signed:

**Simon Stapely
Chairman**

[Date: 9th July, 2018]