

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
HELD IN THE FEIGNES ROOM ON Monday 10<sup>th</sup> June 2024**

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**PRESENT**

**Chair:** Cllr Armour

**Committee:** Cllrs Baker, Fitzgerald, Moncrieff, Lumb, Grice.

**Also present:** Emma Goodman (Responsible Finance Officer/RFO) minuted the meeting  
There was 1 member of the Public.

24/1012 Apologies

Apologies were given from Steve Mottishaw Facilities Manager and **ACCEPTED**.

24/1013 Declarations of Interest

There were no declarations of interest.

24/1014 Election of Chair of Committee

This item is moved to the September F&R meeting after appointments made at the Full Council meeting on 17<sup>th</sup> June 2024.

24/1015 Finance & Risk Subcommittees

- a) Approve terms of reference for Subcommittees - This item is moved to the September F&R meeting after appointments made at the Full Council meeting on 17<sup>th</sup> June 2024.
- b) Appoint to staffing sub committee and emergency sub committee - This item is moved to the September F&R meeting after appointments made at the Full Council meeting on 17<sup>th</sup> June 2024.

24/1016 Minutes

- a) F & R Committee Minutes 15<sup>th</sup> April 2024 - **APPROVED** and signed by Cllr Armour as a true record.

24/1017 Matters Arising

- a) Hedge cutting – Council discussed the complaint received from a member of the public regarding the hedge on Elm Avenue being trimmed. Council **RESOLVED** to ensure that procedures are in line with official guidance and make every effort to not disturb the birds during nesting season.
- b) Feignes Room and bar refurbishment – Council discussed the need for more information regarding current bookings and need for the extra space if the Feignes room was to be refurbished. Council **RESOLVED** to gather more room hire information before making a decision.
- c) Tennis and Bowls Club notice – Council **RESOLVED** to allow the Tennis and Bowls club to erect a notice on the grass as long as the content was approved first.

- d) Painting of the Tennis Club building – Council discussed the request from the Tennis Club to paint the building a teal colour. Council **RESOLVED** to agree to the request.

24/1018      Risk Management

- a) Review Insurance cover – Council **NOTED** the renewal quote which is year 3 of a 3-year contract.
- b) Review Policies:
- i) Equal Opportunities was **REVIEWED** and **APPROVED**. Renewal date June 2025
  - ii) Data Protection was **REVIEWED** and **APPROVED**. Renewal date June 2025
  - iii) Data Breach was **REVIEWED** and **APPROVED**. Renewal date June 2025
  - iv) Subject Access Request was **REVIEWED** and **APPROVED**. Renewal date June 2025
  - v) Freedom of Information was **REVIEWED** and **APPROVED**. Renewal date June 2025
  - vi) Records Retention was **REVIEWED** and **APPROVED**. Renewal date June 2025
  - vii) Complaints was **REVIEWED** and **APPROVED**. Renewal date June 2025
  - viii) Financial Regulations was **REVIEWED** and **APPROVED**. Renewal date June 2025

24/1019      Accounts

- a) Management Accounts Full Year – Council **NOTED** the reports for the full year 2023/24. Council **NOTED** that Hall hire income was lower than expected and the need to review this for the current year to ensure the budgets are aligned appropriately.
- b) Internal audit review – Council **NOTED** the report from the Internal Auditor.
- c) Management Accounts year to date – Council **NOTED** the reports for the period April – May.

24/1020      Expenditure/Provisions for Approval

- a) Quote for painting – Council **APPROVED** the expenditure for the painting of the Village Hall entrance hall.
- b) Renewal of telephone line contract – Council **APPROVED** the contract.

24/1021      Concessions on Hire Fees

- a) Review of list of Hirer Concessions – Council **NOTED and APPROVED** the updated list.
- b) Guitar Club Concert (Parish Council Event) – Council **APPROVED** the request for the concession of hire fees for the concert.
- c) Bereavement Group – Council **APPROVED** the request for no charge to an additional set up time for the meeting held in December.

24/1022      Grants / Budgets

- a) D-Day concert – Council **RATIFIED** the decision to give a grant towards the costs for the activities held on D-Day.
- b) Review of Grant request application date – Council **RESOLVED** to accept annual grant requests by September each year, approve and then pay within the same financial year.

- c) 5-year budget plan – The RFO reminded Council that a 5-year rolling budget is scheduled to be on the agenda for the September F&R meeting and Councillors need to bring information to that meeting to contribute to the budget making decisions.

24/1023      Banking Arrangements

- a) Closure of NatWest accounts – Council **RESOLVED** that the NatWest accounts can now be closed as all direct debits had been changed.
- b) Additional savings account – Cllr Moncrieff presented a report to Council regarding current account balances and the need for an additional savings account. This would help limit any risk for balances over the £85k risk assurance level. The report contained recommendations for immediate action and review of further action in September. Council **RESOLVED** to open an additional Savings account – suggestion of Nationwide – and transfer £85k into the account when open. It was **RESOLVED** to open an account with the best rate.  
Council **AGREED** for Cllr Fitzgerald to look into the FSCS and Parish Council limits and clarify that KPC are within the limits.

24/1024      Audit

- a) AGAR - Council **NOTED** the completed AGAR form which will be approved and signed at the next Full Council meeting.
- b) Audit plan 24/25 – Council **NOTED** the updated Audit plan for 2024/25.
- c) Confirmation of Internal Auditor – Council **NOTED** that the current Auditor has been appointed for a 2-year period.

24/1025      Agenda Items (if not covered elsewhere)

NONE

**There being no further business, the Chair closed the meeting at approximately 8.10pm.**