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**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
IN THE FEIGNIES ROOM ON MONDAY, 9 DECEMBER 2019 AT 7.00PM**

PRESENT:

Chair: Cllr Armour.

Committee: Cllrs Caven-Atack, Fitzgerald, Grice, Oakley, Wells.

ALSO PRESENT: Neil Grocock (Finance Officer); Emma Tillyard (Clerk); Steve Mottishaw (Facilities Manager); Cllr Clarke; Nic Seller, Treasurer, Parochial Church Council.
The meeting was minuted by Neil Grocock.

20/7870 Apologies

- ❑ Apologies were received from Cllr Millband and the reasons for absence **ACCEPTED**.

20/7871 Declarations of Interest

- ❑ Cllr Grice declared an interest in item 20/7872 below.

20/7872 Minutes

- ❑ The minutes of the meeting on 28.10.19 were **APPROVED** and signed by Cllr Armour as a true record.

It was AGREED that the following item should be brought forward on the agenda.

20/7873 Staffing Matters

- ❑ After due consideration, it was **AGREED** that Carol Grice could be employed on a casual basis as and when required to cover for Helen Bradshaw's holidays.
- ❑ Two employment updates received via Notts ALC in November were **NOTED**.

Emma Tillyard left the meeting at this point.

20/7874 Matters Arising

- ❑ (20/7861) Play Area Lease:

The Finance Officer reported that:

- He had spoken with the Parish Council's solicitor who confirmed that he had received the draft lease from the Equals Trust's solicitor and should be able to forward it on to the Council for approval in the next week or so.

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- He was also now liaising with the Equals Trust Administration & Governance Manager from whom he understood that an application for ESFA [Education & Skills Funding Agency] consent was still in progress.
- (20/7864) Feignies Room Carpet Tiles: further to the discussion at the previous meeting, it was **AGREED** that there was no need to replace the tiles at this stage.
- (20/7866a) Centenary Lounge Chairs/Tables: the Facilities Manager confirmed that the relevant items had been ordered, the cost being £4691; there would be an additional cost in due course in respect of the bench seating being reupholstered.
- (20/7866c) Skatepark Proposals:
 - Cllr Armour reported that she had not contacted UKRI thus far regarding the lease.
 - Further to the presentation at the Full Council meeting on 18.11.19 (20/8849), the committee's view was that funding by the Parish Council would not be required.

20/7875 Internal Audit – Interim Report

- The auditor's report, from his first visit of three in 2019/20, had been included in the briefing notes for the meeting, and it was **NOTED** that: "internal controls set out in the Council's Financial Regulations continue to be correctly applied...the Council's financial records are fully up to date. The Council is also compliant with the requirement of The Audit and Accounts Regulations and other statutory obligations".

20/7876 Expenditure for Approval

- The following items had been included in the briefing notes for the meeting:
 - Quotation for repairs to the turret clock in the tower of St Mary Magdalene Church, together with email from the Parochial Church Council treasurer, outlining the background to the repairs and history of the clock: after due discussion, the quotation was **ACCEPTED**.

Nic Seller left the meeting at this point.

It was also **AGREED** that the clock should henceforth be included in the Parish Council's asset register, and that the question of insurance should be considered.

Cllr Caven-Atack joined the meeting at this point.

- Email from the proprietor of the Keyworth News regarding proposed increase, from £160 to £190 per month, in the charge for printing and distribution of the Keyworth Diary with effect from January 2020: after due discussion, it was **AGREED** that Cllr Grice should have a word with the proprietor before any decision was made.
- IT update from the Clerk: **NOTED**.

20/7877 Concessions on Hire Fees

a) Regular Concessions

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- ❑ A schedule of regular concessions, included in the briefing notes for the meeting, was **APPROVED** – see Appendix 1.
- ❑ It was **NOTED** that, in the first half of the financial year, fees waived had totalled £7098.

b) Non-Regular Concessions

- ❑ A schedule of non-regular/one-off concessions in November, included in the briefing notes for the meeting, was **APPROVED** – see Appendix 2.
- ❑ It was **NOTED** that there had been no such concessions in October.

20/7878 Facilities – Five-Year Plan

- ❑ A plan for non-routine expenditure on refurbishment of facilities over the next five years, drafted by the Facilities Manager, had been included in the briefing notes for the meeting.
- ❑ The Finance Officer pointed out that there was one exceptional item in the plan: £16.5k for replacement of the Village Hall floor in 2022/23; he suggested, and it was **AGREED**, that:
 - This should be provided for by way of a provision of £5.5k in each of the next three years' budgets.
 - £5k per annum should henceforth be transferred into a Facilities Refurbishment earmarked reserve to cover other costs included in the plan; the plan to be reviewed annually.

20/7879 2020/21 Finances

a) Hire Fees

- ❑ After due consideration, it was **AGREED** that hire fees should increase by 1.5%, rounded up to the nearest 50p, with effect from 1.4.20 – see Appendix 3.

b) Burial Ground Fees

- ❑ After due consideration, it was **AGREED** that Burial Ground fees should increase by 1.5%, rounded up to the nearest 50p, with effect from 1.4.20 – see Appendix 4.

c) Draft Budget/Projections

- ❑ A draft budget had been included in the briefing notes for the meeting.
- ❑ The Finance Officer pointed out that:
 - This was no more than a work in progress at this stage, and served only as a discussion document; he would finalise the budget in time for the January meeting.
 - The effect of the proposed precept increase on the Parish council tax would not be apparent until the Borough Council confirmed the tax base later in the month.
 - Payroll costs were in a state of flux pending restructuring of the staff following the resignation of Debbie Cooke; he had accordingly based the budget figure on the current year's budget plus a modest increase for inflation; however, there was the possibility of a more substantial national pay award.

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- The budgets for Village Hall hire fees and Burial Ground income reflected the below budget figures, mentioned at the previous meeting (20/7863a), for the first half of the current financial year.
- Based on the figures, it was **AGREED**, subject to further consideration at the meeting in January, that the proposed increase of around 2% in the precept appeared to be reasonable.

20/7880 Risk Management

a) Risk Assessment Review – Play Area

- The assessment, included in the briefing notes for the meeting, was **APPROVED**.

b) Fidelity Guarantee Cover

- A revised schedule of insurance had been included in the briefing notes for the meeting, and it was **NOTED** that fidelity guarantee cover had been increased to £500k.

c) Other Risk Management Issues

- As recommended by the Facilities Manager, it was **AGREED** that inspections of the activity park by Streetwise should henceforth be only six monthly; the Facilities Manager to continue making weekly checks (including documented monthly checks).
- **AGREED** that the payphone in the Village Hall could be removed subject to:
 - The internal phones in various parts of the building being usable for emergency calls with clear signage to that effect.
 - The status of the phone in the Centenary Lounge being checked.

Steve Mottishaw left the meeting at this point.

20/7881 Review of Burial Ground Regulations

- The regulations, included in the briefing notes for the meeting, were **APPROVED** without amendment – see Appendix 5.

20/7882 Banking Arrangements

- Further to the discussion at the meeting on 24.6.19 (20/7833), it was **AGREED** that accounts should be maintained with more than one bank, thus affording greater protection under the Financial Services Compensation Scheme, and that the Finance Officer should accordingly make arrangements for an account to be opened at a second bank.
- Details of the bank in question had been included in the briefing notes for the meeting, having originally been circulated by email on 25.6.19.
- It was **NOTED** that:
 - The relevant bank does not have a branch network, but offers internet and telephone banking services, plus cheque books and paying in books if required.

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- Current accounts do attract charges.
 - The Finance Officer had already been in touch with the bank by telephone to discuss account opening procedures, and had been satisfied with the details provided.
 - He had also spoken with the Clerk to another local Council which maintained an account with the bank, who had confirmed that she was happy with the service provided.
- It was further **AGREED** that the Finance Officer should be a signatory on the account in order to be able to fulfil the role of key contact &/or systems administrator.

20/7883 Correspondence

- There were no correspondence items other than those mentioned above.

There being no further business, the chair closed the meeting at 8.30pm approx.