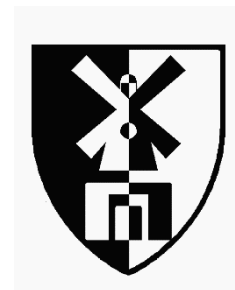


KEYWORTH PARISH COUNCIL

Village Hall, Elm Avenue, Keyworth, Nottingham NG12 5AN



Members of the Finance and Risk committee are hereby summoned, and members of the public and press are invited to attend the next meeting, to be held via a virtual meeting on **Monday 22nd March 2021**. This meeting will take place via a Microsoft Teams videoconference. Please click on the link below, where you will be admitted to a virtual waiting room, and then to the meeting itself.

[Link to 22 March 2021 Finance & Risk meeting](#)

Anyone who is unable to join via video link can dial in on the number below and enter the conference ID when prompted. This is a chargeable service at your own cost.

[To phone into the meeting, telephone: 0115 678 1258 and when prompted, enter the Phone Conference ID: 669 793 147#](#)

Finance & Risk: 6.55pm for a 7.00pm start

E Tillyard

Clerk to the Council

15 March 2021

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AGENDA

- 1) Apologies
- 2) Declarations of Interest
- 3) Minutes
- 4) Matters Arising
 - a) Data protection, wifi, broadband
 - b) Hanging baskets update
- 5) Risk Management
 - a) Facilities Manager's checklist annual review
 - b) Overall review of risk / risk assessment
- 6) Facilities
 - a) Play area surface
- 7) Annual Reviews
 - a) Child protection policy
 - b) Conditions of hire
 - c) Fire log
 - d) Food Safety policy
 - e) Health & safety policy
 - f) Keyholding method statement
 - g) Smoking policy
- 8) Audit
 - a) Internal control review
 - b) Asset register and inventory of furniture, equipment etc
 - c) Schedule of bankers orders and direct debits operative on the council's bank account

- 9) Expenditure/Provisions for Approval
 - a) Contribution towards towbar
 - b) Proposal to allocate unspent nature reserve budget to an EMR
 - c) Proposal to allocate unspent IT budget to EMR
- 10) Concessions on Hire Fees
 - a) Fun on the Field meetings
 - b) Festivities Day 4th December
 - c) Keyworth Show 3rd July
- 11) Legal Matters
 - a) KPC as landlord leases
- 12) Agenda Items (if not covered elsewhere)
 - a) Update to hire terms and conditions and fees
 - b) Request to have tree and plaque at burial ground
 - c) Circus booking request
 - d) Riding for the disabled use of KPC logo on website
- 13) Correspondence (if not covered elsewhere)
 - a) Village Hall air quality email
- 14) Staffing Matters
 - a) NALC council bulletin February 2021