

**MINUTES OF KEYWORTH ANNUAL PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL
ON MONDAY 16th MAY 2022 AT 7.00PM.**

PRESENT:

Chair: Cllr Armour

Vice Chair: Cllr Wells

Parish Councillors: Cllrs Atack, Baker, Bell, Butler, Clarke, Fitzgerald, Kaye, Kemp, Lowe, Millband, Moncrieff, Oakley, Takel.

Also present: Michelle Law (Clerk) minuted the meeting.
Borough / County Cllr Cottee and Cllr Inglis
Two members of the public.

23/8990 Apologies

Apologies had been received from Cllr Grice and the reasons for absence were **ACCEPTED**.
Borough Cllr Edyvean also sent his apologies.

23/8991 Declarations of Interest

There were no declarations of interest.

23/8992 Election of Council Chair

Cllr Armour was proposed, seconded and duly **ELECTED** as Chair.

23/8993 Election of Council Vice Chair

Cllr Wells was proposed, seconded and duly **ELECTED** as Vice Chair

23/8994 Chair's Declaration of Acceptance of Office

Cllr Armour signed the Declaration of Acceptance of Office as Chair

23/8995 Confirmation that Members Register of Interests are up to date.

All Members confirmed that they have **REVIEWED** their register of interests on Rushcliffe Borough Council website and that it is up to date.

23/8996 Review of Delegation Arrangements

- a. Proper Officer/Responsible Finance Officer – It was **NOTED** that the Clerk, Michelle Law, is the Proper Officer and Emma Tillyard is the Responsible Financial Officer (RFO), and

that Helen Bradshaw, Clerical Officer is authorised to set up payments by cheque or online banking for authorisation by two signatories.

- b. Staff Authorities – the document included in the briefing notes for the meeting, was **REVIEWED** and **APPROVED**, subject to certain amendments **AGREED** at the meeting. See Appendix 1.

23/8997 Regulations / Policies

The following documents had been made available in briefing notes for the meeting:

- a. Review and Adoption of Standing Orders - **REVIEWED** and **ADOPTED**. See Appendix 2.
b. Review and Adoption of Financial Regulations – **REVIEWED** and **ADOPTED** subject to the words Council or being removed from paragraph 5.1. See Appendix 3.

Code of Conduct – **NOTED**. The Council did consider NALC’s code of conduct but decided the existing code of conduct is more comprehensive. See Appendix 4.

23/8998 Chair's Comments

Cllr Armour thanked all the Councillors for their efforts over the last year as well as the Clerk, Facilities Manager and Clerical Officers. She particularly **NOTED** a thank you to outgoing Cllrs Tuttey and Watts for their contributions to the Parish Council. She welcomed Cllr Moncrieff to the Council.

23/8999 Minutes

- a) Full council minutes dated 28th March 2022 – **APPROVED** and signed by Cllr Armour as a true record.
b) Planning Committee minutes dated 4th April 2022 – **NOTED**
c) Planning Committee minutes dated 9th May 2022 - **NOTED**

23/9001 Matters Arising from Full Council Meeting 24th January 2022

- a) Queen’s Jubilee Celebrations 22/8985 a – Cllr Clarke updated council about the street parties and the Keyworth Guide. Cllr Bell updated council about the beacon and Cllr Moncrieff update the council about the family activities that are being planned to take place over the bank holiday weekend. It was **DISCUSSED** and **RESOLVED** that:
- It was advised that the council are currently aware of five or six street parties that are being organised, and that we will put a request on the council social media channels to see if any others are being planned.
 - It was also advised that Mark Corbett of the Keyworth News is collating the information for the Keyworth Guide and that he will be producing the Keyworth Guide.

- The Beacon has been arranged and a risk assessment will be carried out.
 - The Beacon will be lit on the 2nd June 2022, the official day of lighting the Beacons.
 - Local community groups have been asked if they would like to have a stand to sell refreshments at the event.
 - A family picnic is being planned for Sunday 5th June 2022. It will be an event where families will be encouraged to the rectory field and there will be entertainment in the form of a disco and bouncy castle.
 - It will be ensured that the entertainment has the correct insurance and the correct risk assessments will be carried out.
- b) The Great British Spring Clean 22/8986 b – It was **DISCUSSED** and **RESOLVED** that: although the official date for The Great British Spring Clean has passed the Parish Council would still like to do a litter pick and local community groups will be asked if they would like to be involved.
- c) Village Signs 22/8986 d – It was **DISCUSSED** and **RESOLVED** that: A working group will be created at the next full council meeting when all committee and working group membership is reviewed. This will allow the project to be taken forward and an agenda item request form to be filled in.

23/9002 Review of Inventory of Land and Buildings

The schedule of land and buildings owned by the Parish Council, included in the briefing notes for the meeting, was **NOTED**. See Appendix 5.

23/9003 Audit

- a) Annual Internal Audit Report 2021/22 - The Annual Internal Audit report (appendix 6) was **REVIEWED** and **APPROVED**. It was **NOTED** that the internal auditor's final letter states: 'In all significant respects the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority'.
- b) Internal control review 2021/22 – The Internal Control Review (See appendix 10 to Finance Risk Committee minutes 21/03/22) was **REVIEWED** and **APPROVED**.
- c) Annual Governance Statement 2021/22 – The Annual Governance Statement was **REVIEWED** and was **NOT APPROVED**. A discussion took place, and it was decided that Council would like some more information from the Responsible Finance Officer on number 8 before they could agree to this one.

23/9004 Finance

- a) Schedule of Payments/Reimbursements – Two schedules of payments and reimbursements (appendices 7 and 8) included the in the briefing notes for the meeting were **APPROVED**

- b) 2021/22 Accounts - income and expenditure, statutory balance sheet, bank cash and investment reconciliation, earmarked reserves, aged debtors, aged creditors and corresponding bank statements for month 12 included in the briefing notes for the meeting were **NOT APPROVED**. A discussion took place and Council decided that they would like some more information from the Responsible Finance Officer before the accounts could be approved.
- c) Review of Reserves - A schedule of the Council's earmarked reserves as at 31/03/2022 (appendix 9) included in the briefing notes for the meeting was **NOT APPROVED**. A discussion took place and Council decided that they would like some more information from the Responsible Finance Officer before the review of the reserves could be approved.
- d) Accounting Statements - The Accounting Statements (Section 2 of the Annual Governance and Accountability Return), included in the briefing notes for the meeting was **NOT APPROVED**. A discussion took place and Council decided that they would like some more information from the Responsible Finance Officer before the accounting statements could be approved.
- e) Banking Arrangements - New signatories to be added to bank accounts if membership of F & R is changed at the next meeting **APPROVED**.
- f) Direct Debit Operative on the Council's Bank Account - Updated Direct debits operative on the council's bank account **APPROVED**.
- g) Unity Trust Bank Account - Unity Trust account management form signed by Cllrs Grice and Wells on 04/04/2022 to add M Law, Clerk as an administrator for the Unity Trust bank account **APPROVED**.

25/9005 Agenda items not covered elsewhere

The Chair moved the item about Teaching for Ukraine Families to item b, to wait for a member of the public to arrive.

One member of the public arrived during item a.

- a) Croft Road Community Garden – It was **DISCUSSED** and **RESOLVED** that subject to the manuscript amendment to change the wording from 'tenant' to 'tenant or subtenant' in sections 7.1, 7.1, 7.3 and 7.4, that the Parish Council agree to sign the lease and the subtenant lease for the Croft Road Community Garden project.
- b) Teaching for Ukraine Families – It was **DISCUSSED** and **RESOLVED** that the Centenary Lounge and the Feignies room could be used free of charge for an hour every Thursday evening, apart from the weeks when there is an existing booking in the room. It was also **DISCUSSED** and **RESOLVED** that the Council will purchase a projector and white board pens that then can be used by anyone who hires one of the rooms within the village hall complex.

- c) Casual Council Vacancy – Council **NOTED** the resignation of Cllr Tuttey and the Chair thanked him for his service to the council. It was **NOTED** that if no election had been called by the 20th May 2022, it was **RESOLVED** that the vacancy could be advertised and the forthcoming round of applicants to give a short presentation to full council, from which a candidate will be co-opted.
- d) South Wolds Academy Access Out of Hours - It was **DISCUSSED** and **RESOLVED** that Cllr Armour would contact South Wolds Academy to find out some more information on why the Academy could no longer allow external visitors to use the Academy in the evenings and to see if the Parish Council could help resolve some of the issues the Academy may be having. Cllr Armour will come back to Council once she knows some more information.
- e) Invitation from Ruth Edwards MP- It was **DISCUSSED** and **RESOLVED** that Council would like to invite Ruth Edwards MP to visit Keyworth, but they would like the meeting to be an unofficial meeting and that Councillors would only need to attend if they would like to attend.
- f) Adding time to the agenda for County and Borough Councillors to Update Council - It was **DISCUSSED** and **RESOLVED** that Councillors would like an item on future agendas for time to be able to ask County and Borough Councillors questions and for the answers to be minuted.

23/9006 Correspondence if not covered elsewhere

- a) Letter from a member of the public regarding the village signs – This item of correspondence was **DISCUSSED** and **NOTED** during item 23/9001 c, Village Signs.

There being no further business, the Chair closed the meeting at approximately 8.50pm