

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
HELD IN THE CENTENARY LOUNGE ON MONDAY 23<sup>rd</sup> MAY 2022**

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**PRESENT**

**Chair:** Cllr Armour  
**Committee:** Cllrs Atack, Fitzgerald, Wells  
**Also present:** Emma Tillyard (Responsible Finance Officer/RFO) minuted the meeting. Steve Mottishaw, Facilities Manager (FM), Cllr Bell, Cllr Clarke

23/0871 Apologies

Apologies were received from Cllr Grice and the apologies were **ACCEPTED**.

23/0872 Declarations of Interest

There were no declarations of interest.

23/0873 Minutes

The minutes from the Finance & Risk Committee meeting of 21 March 2022 – were **APPROVED** and signed by Cllr Armour as a true record.

23/0874 Matters Arising

None other than under 'Legal Matters'.

23/0875 Risk Management

- a) Insurance review - awaiting surveyor's valuation report. To be brought to the next meeting.
- b) Equal Opportunities Policy – was **REVIEWED** and **APPROVED** – See Appendix 1
- c) Data Protection Policy - was **REVIEWED** and **APPROVED** subject to updating wording from 'data is' to 'data are' – See Appendix 2
- d) Data Breach Policy - was **REVIEWED** and **APPROVED** – See Appendix 3
- e) Subject Access Request - was **REVIEWED** and **APPROVED** – See Appendix 4
- f) Freedom of information schedule - was **REVIEWED** and **APPROVED** and is on the website
- g) Complaints procedure - was **REVIEWED** and **APPROVED** subject to updating wording from 'chairman' to 'chair' – See Appendix 5
- h) Hire conditions – updated - was **REVIEWED** and **APPROVED** – See Appendix 6
- i) Skatepark ROSPA inspection report - was **REVIEWED** and **APPROVED** – See Appendix 7
- j) James Richards Circus - The Circus risk assessment and insurance details - were **REVIEWED** and **APPROVED**

23/0876 Agenda Items (if not covered elsewhere)

- a) Table tennis club water bill – it was **RESOLVED** to reimburse the club the excess £447.49 water bill since it was due to someone opening the tap under the manhole cover on the Rectory Field twice during late Summer 2021. The cover has now been made extra secure.
- b) Burial Ground form - it was **RESOLVED** to adapt and adopt interment and indemnity forms used by Nottingham City Council instead of the current procedure requiring family to provide wills

and probate documents. The newly-created forms are to be brought to Finance & Risk committee for approval.

#### 23/0877      Accounts

The following management accounts included in the briefing notes for the meeting were **CONSIDERED** and **NOTED**:

Income and expenditure, statutory balance sheet, bank cash and investment reconciliation, earmarked reserves, aged debtors, aged creditors and corresponding bank statements for month 1 (April).

The possibility of opening an account with a third bank to spread risk (i.e. keeping the balance on each account below the Financial Services Compensations Scheme limit of £85K) was **DISCUSSED**.

The RFO explained that currently, there is only one other bank which allows 'triple authorisation' per the Financial Regulations – Lloyds – but it is not currently accepting new applications. The next best thing is to move cash between the council's bank accounts to keep the balances as close to £85K as possible.

#### 23/0878      Audit

Annual Governance & Accountability Return (AGAR)

The two proforma documents which accompany the AGAR - Explanation of Variances and Reserves, and Bank Reconciliation were **APPROVED**, subject to final approval by Full Council.

Standing orders were suspended to allow discussion of the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return) and Accounting Statements (Section 2 of the Annual Governance & Accountability Return).

The queries from Full Council 16 May 2022 have not been resolved; further queries to be directed to the RFO as soon as possible in writing to enable approval of the AGAR at the next Full Council meeting.

#### 23/0879      Expenditure/Provisions for Approval

- a) Streetwise 2022-23 contract – the 5% cost increase vs 3% budgeted increase was **NOTED**
- b) Newgate 2022-23 contract – the 3.6% increase vs 3% budgeted increase was **NOTED**
- c) A Evans Groundskeeping 2022-23 invoice – the increase of 6.2% was **DISCUSSED**. It was **RESOLVED** to request the invoice is reissued in line with the terms of the contract and to invite further discussion of the contract.
- d) Queen's Jubilee Celebration Costs – the delegated decision taken by the RFO, following consultation by email, to approve expenditure of approximately £1,600, to be covered by grants of £500 from Rushcliffe Borough Council and £200 from Nottinghamshire County Council, the remainder to be funded by KPC.

#### 23/0880      Concessions on Hire Fees

- a) Regular concessions - Concessions March - April were **REVIEWED** and **APPROVED**.
- b) One-off concessions - Concessions March - April were **REVIEWED** and **APPROVED**.

23/0881      Legal Matters

- a) Nottingham Road Play Area Lease – It was **NOTED** that Gedling Legal have only just agreed to take on this work (due to staff absence for several weeks). RFO has asked Massers to stop working on the lease, send all paperwork as it stands and send final invoice. Once Massers are disengaged, RFO will officially engage Gedling Legal.
  
- b) NALC legal topic note 89 - Sustainable energy and electric vehicle charging was **NOTED**.

23/0882      Correspondence (if not covered elsewhere)

There was no correspondence.

23/0883      Staffing Matters

NALC May 2022 bulletin - Topic: Post pandemic burn out was **NOTED**.

**There being no further business, the Chair closed the meeting at approximately 8.00pm.**