

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
HELD IN THE CENTENARY LOUNGE ON MONDAY 17th OCTOBER 2022**

PRESENT

Chair: Cllr Armour

Committee: Cllrs Atack, Baker, Fitzgerald, Moncrieff, Wells

Also present: Emma Tillyard (Responsible Finance Officer/RFO) minuted the meeting.

23/0899 Apologies

Apologies were received from Cllr Grice. The reasons for absence were **ACCEPTED**.

23/0900 Declarations of Interest

Cllr Baker declared a non-pecuniary interest in item 22/0903a below, in respect of Platt Lane JMC grant.

23/0901 Minutes

- a) The minutes of Finance & Risk Committee meeting 25 July 2022 were **APPROVED** and signed by Cllr Armour as a true record.
- b) The minutes of Staffing Subcommittee of 10 October 2022 were **NOTED**.

23/0902 Matters Arising

- a) 23/0888d - Nottm Road Play Area - Massers now disengaged, Gedling Legal appointed. **NOTED**.
- b) 23/0890b - Earmarked Reserves – The RFO report was **NOTED**.

23/0903 Grants / Budgets

a) Grants

The following grants were **CONSIDERED** for incorporation into the 2023-24 budget, subject to final approval by Full Council:

- £750 - Conservation Area Advisory Group request - **APPROVED**
- £500 - RHR Corps of Drums request – **APPROVED** but a short report on activities is requested.
- £1000 - Keyworth & District Community Concern - **APPROVED**
- £16,950 - Platt Lane JMC - **APPROVED**

Current financial year grant requests:

- KELSU - Agreement to pass on £500 grant from RBC (current financial year)- **RATIFIED**
- £232 Crossdale School Playgroup for toys and books – **APPROVED**

b) Budgets

The following draft budgets were **CONSIDERED** for incorporation into the 2023-24 budget, subject to final approval by Full Council:

- Payroll budget - Draft budget recommended by SSC 10 October 2022 – **APPROVED**; see SSC minutes.
- Supplementary budgets – **NOTED**, to consider again in November.

23/0904 Banking Arrangements

- a) (23/0877) 23 May 2022 Third bank account – a report from the RFO on banking options in order spread risk in the event of a banking collapse whilst complying with financial regulation requirements for dual/triple authorisation, was **CONSIDERED**.

It was **AGREED** to ask other local similarly sized parish councils as well as Rushcliffe Borough Council what bank accounts they use, and continue the search for a suitable third bank account.

It was further **AGREED** that we will apply for online banking with our Natwest account, noting that a signatory will need to complete the online banking application.

- b) Credit Card - it was **RESOLVED** to increase the credit limit to £1,500.
- c) Bank signatories – Cllrs Baker and Moncrieff were reminded to provide proof ID to be added as a signatory to the Unity Trust Account.

23/0905 Risk Management

- a) Burial Ground Regulations annual review - was **REVIEWED** and **APPROVED**. See Appendix 1.
- b) Hire Conditions annual review – was **REVIEWED** and **APPROVED**. See Appendix 2.
- c) ROSPA reports – Reports for the Skatepark, Activity Park, Play Area were **REVIEWED** and **APPROVED**. The comment about the metal 'net' on the activity park table tennis table was **NOTED**. Committee **RESOLVED** that it abides by its decision recorded in Finance & Risk Committee minutes of 21st March 2022, minute ref 22/0861d. See Appendices 3a, 3b and 3c.
- d) Insurance – it was **NOTED** that KPC has a 5 year fixed term agreement until June 2025.
- e) Records Retention Policy – the updated policy was **REVIEWED** and **APPROVED**. See Appendix 4.

23/0906 Agenda Items (if not covered elsewhere)

- a) Hirer damage deposit – it was **RESOLVED** to increase the hirer damages deposit to £100.
- b) Burial Ground request – the delegated decision 6th October 2022 re: request from Stanton resident wishing to bury Stanton resident with longstanding Keyworth connection was **RATIFIED**.
- c) Solar Panels Proposal – the idea of installing solar panels on the roof of the village hall complex, tennis club, bowls club and table tennis club was **DISCUSSED**. A proposal is to be taken to Full Council which will include proposing setting up a working group.

23/0907 Accounts

Management Accounts - Included in the briefing notes for the meeting: income and expenditure, statutory balance sheet, bank cash and investment reconciliation, earmarked reserves, aged debtors, aged creditors and corresponding bank statements for months 4 and 5 were **CONSIDERED** and **NOTED**.

23/0908 Expenditure/Provisions for Approval

- a) Banners for music day - expenditure of £98 (delegated decision by email consultation 26/07/22), covered by grant from NCC was **RATIFIED**.
- b) Keyworth Twinning Gift – it was **RESOLVED** to make a donation of £500 towards the 45th anniversary twinning gift.
- c) Tour of Britain Village Decorations - expenditure of £187.00 on Tour of Britain banners, delegated decision by email consultation 17/08/22 - **RATIFIED**
- d) Play Area Swings and Chains - RoSPA report recommended replacement of swing seats and chains at £1,160.48. **APPROVED**.
- e) Burial Ground plans - Adobe illustrator - **RESOLVED**: see if an older version of AI can be downloaded, or if the same thing can be done in PowerPoint.
- f) Village Hall chairs – It was **RESOLVED** to replace 50 plastic chairs at a cost of £900.
- g) Bariatric chairs - **RESOLVED** – get more information from requester; how many attendees per session, how many chairs required.
- h) Peace Garden additional expenditure - delegated decision 20/09/22 to agree expenditure of £150 to replace shrubs & purchase additional bulbs - **RATIFIED**
- i) Banner for Festivities Day - delegated decision taken by email 29/06/22 expenditure of up to £200 – **RATIFIED**.
- j) Winter planting / hanging baskets – **RESOLVED**: more lights preferred over Winter hanging baskets
- k) Christmas lights – Xmas lights in Churchyard, **RESOLVED**: 3 sets of lights, 4 if possible.

23/0909 Concessions on Hire Fees

- a) Keyworth & District Probus Club - Fee waiver request totalling £54. **APPROVED**
- b) Branch & Bloom Gardening Fee waiver request £143.25. (Fund raising for community garden) **APPROVED**.
- c) Mini Athletics- Request for prompt payment discount of 15%. **APPROVED**.
- d) Regular and one-off concessions – **NOTED**.

23/0910 Staffing Matters

- a) Council News August 2022 Topic: Holiday Entitlement Casual Staff - **NOTED**
- b) Council News September 2022 Topic: Code of conduct complaints, bank holidays - **NOTED**

There being no further business, the Chair closed the meeting at approximately 9.00pm.