

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
HELD IN THE CENTENARY LOUNGE ON MONDAY 14th NOVEMBER 2022**

PRESENT

Chair: Cllr Armour
Committee: Cllrs Atack, Baker, Fitzgerald, Grice
Also present: Emma Tillyard (Responsible Finance Officer/RFO) minuted the meeting. Steve Mottishaw, Facilities Manager and Cllrs Clarke, Lumb and Oakley

23/0911 Apologies

Apologies were received from Cllrs Moncrieff and Wells and the reasons for absence were **ACCEPTED**.

23/0912 Declarations of Interest

There were no declarations of interest.

23/0913 Minutes

The minutes of Finance & Risk committee meeting held 17 October 2022 were **APPROVED** and signed by Cllr Armour as a true record.

23/0914 Matters Arising

- a) (23/0904) Banking arrangements
- i) The RFO's report on banking arrangements was **CONSIDERED**. **RESOLVED:** RFO to propose new authorisation procedure with one signatory; RFO to rank potential third bank accounts for consideration at next committee meeting.
 - ii) Natwest online banking - application is in progress.
 - iii) Credit card limit - 2 X signatories signed the letter/mandate
 - iv) New Unity Trust bank signatories - proof of ID requested from 2 x committee members
- b) (23/0908g) Bariatric chairs. **RESOLVED:** NHS to let us know when such equipment is needed.
- c) (22/8974 March 28th 22 Full Council) Salutation Update. Cllr Fitzgerald gave a verbal update. **RESOLVED:** Council to fund Cllr Fitzgerald's membership of the Plunkett Foundation for information on potential involvement in an asset of community value.

23/0915 Risk Management

- a) Risk Assessments
- Included in the briefing notes for the meeting, **REVIEWED** and **APPROVED:**
- i) Ladder Safety Checks
 - ii) Safe Use of Leaning Ladders
 - iii) Safe Use of Stepladders

See Appendices 1a, b and c.

The next item was brought forward on the agenda.

23/0916 Accounts

a) 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 month 6. Also RFO variance reports on Quarter 2 and full year projections to 31 March 2023. **DISCUSSED** and **NOTED**.

23/0917 Grants / Budgets

a) 2023/24 Budget

Included in briefing notes for the meeting:

- i) NALC comments on setting the precept.
- ii) Overall draft budget incorporating:
- iii) Updated payroll (see staffing matters below);
- iv) Supplementary budgets;
- v) Facilities Manager's budget ;

DISCUSSED and **APPROVED** with one amendment (remove Office 365 Business Voice facility), subject to final approval by Full Council. **See Appendices 2a, b, c and d.**

It was **NOTED** that the precept calculation and leaflet will be **CONSIDERED** at the December committee meeting, so any final amends may be made then, for final approval by Full Council the following week.

Cllr Baker then left the meeting.

b) Friday Warm Room

£200 donation to Friday Warm Room at the Parochial Hall – the delegated decision by email consultation 18/10/2022 was **RATIFIED**.

23/0918 Concessions on Hire Fees

- a) 15% Prompt Payment Discount - RFO proposal to remove the need for a hirer to request this, and for it to be automatic if they pay within the specified time was **APPROVED**. Hire conditions to be updated to reflect this and **RATIFIED** at next meeting.
- b) Regular and one-off concessions for September were **NOTED**.

23/0919 Audit

- a) External Audit – it was **NOTED** that PKF Littlejohn have been reappointed by the Smaller Authorities Audit Appointments body as the External Auditors for Nottinghamshire on a 5 year contract.

23/0920 Correspondence (if not covered elsewhere)

- a) RHR Cadet Corps Of Drums Group Grant Application 2023-24 – the information requested was **NOTED**.
- b) Wysall Lane Burial Ground Request Please see letter from family. Burial Ground regulations 4.5 and 4.6 refer. **RESOLVED**: Keyworth Parish Council does not offer pre-booked burial plots (regulation 5.4) and therefore cannot make a decision now, only at the time the plot is actually required. Reply to be sent.
- c) Thanks from Keyworth Twinning Association: **NOTED**.
- d) Thanks from Keyworth Parochial Church Council: **NOTED**.
- e) Thanks from Friends of Crossdale Drive School: **NOTED**.
- f) Gas supplier - Notification that our gas supplier is 'leaving the market' and we will be moved over to British Gas. **NOTED**.

23/0921 Staffing Matters

- a) Council News October 2022 - Topic: UK Employment Law. **NOTED**.
- b) 2022/23 Pay award notification – the official notification from NALC of the 2022/23 pay award, backdated to April was **NOTED**.

There being no further business, the Chair closed the meeting at approximately 8.05pm.