

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
HELD IN THE CENTENARY LOUNGE ON MONDAY 12<sup>th</sup> DECEMBER 2022**

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**PRESENT**

**Chair:** Cllr Armour

**Committee:** Cllrs Atack, Baker, Fitzgerald, Grice, Moncrieff

**Also present:** Emma Tillyard (Responsible Finance Officer/RFO) minuted the meeting. Steve Mottishaw, Facilities Manager and Cllr Clarke.

23/0922 Apologies

Apologies were received from Cllr Wells and the reasons for absence were **ACCEPTED**

23/0923 Declarations of Interest

There were no declarations of interest.

23/0924 Minutes

- a) Committee Minutes – the minutes of Finance & Risk Committee held on 14<sup>th</sup> November 2022 were **APPROVED** and signed by Cllr Armour as a true record.
- b) Sub Committee Minutes – the Staffing Subcommittee meeting of 5<sup>th</sup> December 2022 was **CANCELLED**.

23/0925 Matters Arising

- a) (23/0914a) Banking arrangements
  - i) Updated Financial Regulations - section 6 detailing new authorisation procedures with one signatory was **CONSIDERED. RESOLVED: APPROVED** subject to final approval from Full Council. See Appendix 1.
  - ii) Possible third bank accounts ranked - carried forward to next meeting as RFO is still researching.
- b) (23/0918A) Prompt Payment Discount - Included in briefing notes for meeting: Conditions of Hire, Booking Form, Tariff 2022-23. Updates were **REVIEWED** and **APPROVED** with the exception of changes to minimum hire period. See Appendices 2a, 2b and 2c.

Cllrs Atack, Moncrieff and Baker arrived during this item.

23/0926 Risk Management

- a) Risk Assessments - Cleaning Village Hall Roof Fans was **REVIEWED** and **APPROVED**. See Appendix 3.
- b) Insurance Valuations - Valuations for Bowls Club, Tennis Club, Table Tennis Club and ExChanging Rooms buildings as at 30<sup>th</sup> November were included in the briefing notes. **NOTED**. See Appendices 4a,4b, 4c and 4d.  
Updated asset register as at 30 November 2022 was **NOTED**. See Appendix 5. It was also **NOTED** that there will likely be a small increase in the insurance premium.

23/0927      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 months 7 and 8. **CONSIDERED** and **NOTED**.

23/0928      Budgets

- a) 2023/24 Budget. Included in the briefing notes: Final draft budget incorporating payroll, supplementary budgets and Facilities Manager's budget. **NOT APPROVED**; committee requested that the 2023/24 precept is recalculated based on current year (2022/23) council tax per household, multiplied by the tax base, for consideration at Full Council.
- b) 2023/24 Precept Request. Included in briefing notes:
- i) Precept calculator – **NOT APPROVED**, to be updated following calculations as for a) above.
  - ii) Draft precept request form - **NOT APPROVED**, to be updated following calculations as for a) above.
  - iii) Draft precept leaflet - **NOT APPROVED**, to be updated following calculations as for a) above.

23/0929      Concessions on Hire Fees

- a) Regular and one-off concessions for October and November were **NOTED**.

23/0930      Agenda Items (if not covered elsewhere)

- a) Burial Ground Markers. A request to a change of procedure was **CONSIDERED**. **RESOLVED**: whilst committee has sympathy with families during difficult times, our well-established procedures ensure the smooth running of and prevention of critical mistakes in the burial ground for all. Therefore a proposed change of procedure was **NOT APPROVED**.

23/0931      Correspondence (if not covered elsewhere)

- a) There was no correspondence.

23/0932      Staffing Matters

- a) Council News November 2022. Topic: Staff Appraisals – **NOTED**.

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