

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
HELD IN THE FEIGNIES ROOM ON Monday 17th JULY 2023**

PRESENT

Chair: Cllr Armour

Committee: Cllrs Baker, Fitzgerald, Grice, Moncrieff, Lumb, Kaye.

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

24/0961 Apologies

NONE

24/0962 Declarations of Interest

There were no declarations of interest.

24/0963 Election of Chair of Committee

Cllr Armour was **CONFIRMED** as Chair of the Finance & Risk Committee

24/0964 Finance & Risk Subcommittees

Terms of Reference for Staffing Subcommittees were **REVIEWED** and **ACCEPTED** with a change to clause b).

Terms of Reference for the Emergency Subcommittee were **REVIEWED** and **ACCEPTED**. Council **RESOLVED** that the TOR are applicable when decisions are time sensitive.

24/0965 Minutes

a) F & R Committee Minutes 3rd May 2023 - **APPROVED** and signed by Cllr Armour as a true record.

24/0966 Matters Arising

a) (23/0914a) Banking arrangements Council **RESOLVED** to open a 100 days' notice account. It was **AGREED** that the following Councillors are signatories: Cllr Armour, Grice, Fitzgerald, and Moncrieff. The authorisation form was completed and signed.

b) (23/0943)

c) Nottingham Road Play area – Council **NOTED** the lease has now been signed.

d) Full Year Accounts – Council **NOTED** the accounts.

e) Rialtas Software – Council discussed the options of adding the booking system to the current accounts package and the quote provided. Council **RESOLVED** to get a comparison quote and ask for a further breakdown of the costs and instances of money/time saving advantages.

- f) (24/0956b) Keyworth Quiz Grant – Council received an update as to the breakdown of honorarium costs. Council **RESOLVED** to give the grant at the current rate but questioned why there was a charge as it is a community event run by volunteers.
- g) NatWest Bank access – Council **NOTED** that the forms had been submitted. Cllr Moncrieff volunteered to follow up the application.
- h) (24/0959a) Water bill – Council discussed the updated information regarding the request from the Bowls Club to change the water bill split charge. Council **AGREED** to send a letter to the Bowls Club and further correspondence will be discussed at the next meeting.
- i) (24/0959f) Weedkiller – Council **NOTED** the recent correspondence regarding the use of weedkiller and **RESOLVED** to continue its use until a suitable alternative is found. The Council has a duty to maintain the grounds and spend Parish resources prudently, therefore an alternative would need to satisfy these criteria.
- j) Fire Precautions / Emergency Plan – Council **NOTED** the report supplied of the updated Fire Precautions review. Council were advised that most recommendations for updated precautions had been resolved.
- k) Streetwise – Council **NOTED** the updated contract as discussed at the previous meeting.

24/0967 Risk Management

- a) Review Policies – Policies reviewed and **APPROVED** – Equal Opportunities, Subject Access Request, Records Retention and Complaints Policy.

24/0968 Accounts

- a) Management Accounts – Council **NOTED** the Year End Accounts and asked for information on the audit fees credit.
- b) RFO Quarter 1 – Council **NOTED** that the Quarter 1 report had not been provided due to the month end closedown process not being completed. Council will be updated with the relevant reports asap.

24/0969 Expenditure/Provisions for Approval

- a) Storage Cupboard – Council **NOTED** that the Fire Risk Assessment highlighted the current storage created a fire risk and therefore a new cupboard, for the Day Centre items was required.
- b) Hot Water Tank – Council **NOTED** the replacement costs and were advised that the warranty claim was still being pursued.
- c) 5-year Electrical quote – Council **AGREED** the amount of £855.

24/0970 Concessions on Hire Fees

- a) Regular & one-off concessions - Concessions for May and June – **NOTED**.

24/0971 Grants / Budgets

- a) Keyworth & District Footpaths Association – Council **RESOLVED** the grant the application of £150 providing a pdf version could be used on the Council website.

- b) Inner Wheel room hire – Council **APPROVED** the application.
- c) Keyworth & District Community Concern – deferred to the September meeting.
- d) Keyworth United U’13s Girls team – Council discussed the application and decided it was unable to support the grant due to reflecting a small representation of the Community and the level of funding requested.

24/0972 Audit

Audit Plan for 2023-24 – Council **APPROVED** the plan but asked to confirm the S137 amount had remained the same.

24/0973 Agenda Items (if not covered elsewhere)

- a) Removal of Unity Trust signatory – Council **APPROVED** the removal of Cllr T Wells as a signatory on the Unity Trust bank account.
- b) Village Hall roof repairs – The Facilities Manager advised Council that the flat roof would need replacing soon. Council **NOTED** this and asked for a report to be sought from a structural engineer.
- c) RCAN Membership – Council read the information provided by the Rural Community Action Nottinghamshire and requested a cost quote. It was suggested this service may be of value in the future to link with the Vision Plan.

24/0974 Correspondence (if not covered elsewhere)

None

24/0975 Staffing Matters

- a) NALC News – Section 106 Planning – Council **NOTED** the article and **RESOLVED** to refer it to the Planning Committee.

There being no further business, the Chair closed the meeting at approximately 8.30pm.