

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
HELD IN THE FEIGNIES ROOM ON Monday 18<sup>th</sup> September 2023**

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**PRESENT**

**Chair:** Cllr Armour

**Committee:** Cllrs Baker, Fitzgerald, Grice (A), Moncrieff, Lumb, Kaye.

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

24/0976 Apologies

Apologies were given by Cllr Grice and **ACCEPTED**.

24/0977 Declarations of Interest

There were no declarations of interest.

24/0978 Minutes

a) F & R Committee Minutes 17<sup>th</sup> July 2023 - **APPROVED** and signed by Cllr Armour as a true record.

24/0979 Matters Arising

- a) (24/0951a) Banking arrangements Council **NOTED** a cheque had been sent to the Cambridgeshire Building Society as an opening deposit.
- b) (24/0953d) Rialtas Software – Council discussed the comparison quote for bookings software submitted by Scribe Accounts and discussed the comparative benefits. It was **RESOLVED** to request a more competitive quote from Rialtas as this is the software currently being used for the financial system and would have the added benefit of directly linking with the invoicing system.
- c) (24/0959a) Water bill – Council discussed the response from the Bowls club in response to the letter sent in July after the previous F&R meeting. It was suggested that the Bowls Club could meet with the Council to further discuss the breakdown structure of the water bills. Council **RESOLVED** that no meeting is necessary and ask the Bowls Club to refer to the previous letter. The Council feel they have addressed the concerns expressed, do not agree with the suggested recalculation of percentage split and therefore the split will continue as previously stated.
- d) (24/0957a) NatWest Bank access – Council **NOTED** the progress of read only access to the account for the Clerk and RFO.
- e) (24/0973c) RCAN membership fee – Council were informed of the annual membership cost of £95 plus VAT and **RESOLVED** to join for 1 year to explore what support they can offer.

24/0980 Risk Management

Council were informed of the occurrence of teenagers visiting the Village Hall in an evening and disrupting paying groups using the facilities. The incidents have been logged with Nottinghamshire Police and the local Youth worker. Council **RESOLVED** for the Facilities Manager to obtain a quote for

additional CCTV cameras with facial recognition and whereby the data can be downloaded to a laptop. Also to update the cameras currently used.

24/0981      Accounts

- a) Management Accounts – Council **NOTED** the Qtr 1 reports.

24/0982      Expenditure/Provisions for Approval

None other than regular expenditure.

24/0983      Concessions on Hire Fees

- a) Regular & one-off concessions - Concessions for July and August – **NOTED**.

24/0984      Grants / Budgets

- a) Hire and Burial ground fees – Council discussed the comparative Burial fees shared from local villages and **RESOLVED** to apply an increase to the current fees charged by Keyworth PC. It was also **RESOLVED** that exhumation fees would be removed from the list as they are an infrequent occurrence and a POA would be provided when an enquiry is made.
- b) Payroll Services – Council **NOTED** to increase in payroll services costs.
- c) Grant applications for incorporation into the 24/25 budget – Applications were received from the Keyworth & District Community Concern, RH Corps & drums and Keyworth Conservation Advisory Group for the annual grant inclusion in the 2024/25 budget. Council **RESOLVED** to grant these applications.
- d) Keyworth Guitar Club – Council **RESOLVED** to grant the application for KPC to host the concert by the Keyworth Guitar Club.
- e) Festivities Day – Council received an application for a grant of £750 towards the costs of the Festivities Day. Council **RESOLVED** to agree to the grant request.

24/0985      Banking Arrangements

- a) Unity Trust additional signatories – Council **RATIFIED** the decision to add all members of the F&R Committee as signatories on the Unity Trust account.
- b) Council **NOTED** the summary information provided on transactions between the NatWest and Unity Trust accounts. This process was to help identify balances to ensure sufficient funds to make regular payments but also consider the £85,000 cover. Council **RESOLVED** to revisit in December.

24/0986      Agenda Items (if not covered elsewhere)

None

24/0987      Staffing Matters

None

**There being no further business, the Chair closed the meeting at approximately 8.20pm.**