

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
HELD IN THE FEIGNIES ROOM ON Monday 20<sup>th</sup> November 2023**

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**PRESENT**

**Chair:** Cllr Armour

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

**Also present:** Emma Goodman (Responsible Finance Officer/RFO) minuted the meeting, Michelle Law, Clerk and Steve Mottishaw, Facilities Manager.  
There was also 1 member of the Public.

24/0976 Apologies

No apologies were given.

24/0977 Declarations of Interest

There were no declarations of interest.

24/0978 Minutes

- a) F & R Committee Minutes 18<sup>th</sup> September 2023 - **APPROVED** and signed by Cllr Armour as a true record.

24/0979 Matters Arising

- a) (24/0951a) Cambridgeshire Building Society – Council **NOTED** the account is set up and the balance of £75,000 can now be transferred.
- b) (24/0957a) NatWest Bank access – Council discussed the recent highlighted risk issues regarding authorised signatories for the NatWest account who also have a personal NatWest account. Signatories can access both accounts on the banking app. It was **RESOLVED** to close the NatWest account once any automated banking transactions can be transferred to the Unity Trust account and Councillors have ensured they have continuing access for any personal accounts. Council also discussed the possibility of opening an additional savings account to spread the amounts held under the FSCS bank protection limit of £85,000. The RFO will investigate a 1-year fixed saver account with the Nationwide.

24/0980 Risk Management

- a) Additional CCTV and software – Council discussed the quotes supplied for additional CCTV following the recent incidents of youths causing a nuisance at the Village Hall whilst the hall is in use. All users have been advised to keep the outside door locked when in use. 2 quotes were provided, 1 for an additional camera to the current system and 1 for a new control unit. It was **RESOLVED** to purchase the completely new unit as this would provide up to date software, longer storage time and improved ease of downloading the information.

24/0981 Accounts

- a) Management Accounts – Council **NOTED** the Qtr. 2 reports. It was **NOTED** that actuals were in line with expectation.

- b) Draft Budget 2024/25 – Council reviewed the draft budget for 2024/25, looking at the viability of income from Hall hire, and estimated expenditure. It was **RESOLVED** that the draft budget could be submitted to Full Council to be agreed.
- c) Precept proposal 2024/25 – Council proposed to keep the Precept at the same level for 3 years, including the current year 2023/24. It was **RESOLVED** for the Precept to be £209,395. This will be submitted for approval at Full Council.
- d) Review of Ear Marked Reserves – Council reviewed the current budget lines for transfer into an Ear Marked Reserve (EMR). It was **RESOLVED** to reduce the Play area surface amount to £3000. The RFO will review the EMR for transferring at year end.

24/0982 Expenditure/Provisions for Approval

- a) Roof repair – Council reviewed the 3 quotes for the repair of the Village Hall roof and additional quote for the repair of the office roof. It was **RESOLVED** to proceed with Arrival Roofing and enquire as to whether a discount could be given for the repair work for both roofs. Council also discussed the addition of Solar panels but agreed that these could be installed on the pitched roof and would not affect the repair.
- b) Cleaning of Village Hall – The Clerk informed the Council that there was a need for a regular deep clean of the Village Hall with there being increased usage and a large area to clean. A quote was provided. Council **RESOLVED** to proceed.
- c) External power supply for the Village Hall – Cllr Lumb proposed installing an external plug socket which could be used by the Fair. A sub meter would be fitted in order for the Table Tennis club to identify the costs and recharge as appropriate. It was also suggested that this would provide opportunities in the future for other events. Council voted and **RESOLVED** to install the plug socket.
- d) Electricity and Gas contract renewal – Council noted the Gas and Electricity renewal charges and Cllr Armour requested a further quote was gained from Octopus energy. The Clerk advised that a decision would be needed before the next F&R meeting so Council **RESOLVED** to agree the quote via email once the new quote was supplied and ratify at the next meeting.

24/0983 Concessions on Hire Fees

- a) Regular & one-off concessions - Concessions for October – **NOTED**.

24/0984 Grants / Budgets

- a) Keyworth Warm Welcome space – Council **RESOLVED** to grant the request of £400
- b) Probus Club – hire the Centenary Lounge for a Coffee morning on 10<sup>th</sup> July 2024 free of charge. Council **RESOLVED** to agree to the request.

24/0985 Banking Arrangements

None

24/0986 Audit

Council **NOTED** the internal Audit has been scheduled for March 2024

24/0987 Agenda Items (if not covered elsewhere)

- a) Burial Ground Title Deeds – the Clerk reported to the Council that there are a number of Burial title deeds with differing number of years validity. Council **RESOLVED** that all Title Deeds will have a 75-year time limit.
- b) Review of hall hire set up times – the RFO reported to Council that after a review of hall hire, there was a suggestion to reduce the 1 hour set up free of charge to 30 minutes and reduce the 1 hour clear away free of charge to 30 mins. This would enable an increase in availability to hire. Council discussed the feasibility of this and **RESOLVED** to change these times with immediate effect.

24/0988      Staffing Matters

None

24/0988      Correspondence

**24/0988 was moved to the top of the agenda.**

- a) Bowls Club Water bill – Council have received further correspondence regarding the split of the Water recharge bill between the Bowls Club and Tennis Club. This had been previously **RESOLVED** at the F&R meeting on the 18<sup>th</sup> September 2023 (24/0959a). Council **RESOLVED** to change the split of costs after 6 months to a 60/40% divide.

**There being no further business, the Chair closed the meeting at approximately 8.40pm.**