

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
HELD IN THE CENTENARY LOUNGE ON Monday 19th February 2024**

PRESENT

Chair: Cllr Armour

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

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

There were no members of the Public.

24/0989 Apologies

Apologies were given and **ACCEPTED** from Councillor Moncrieff.

24/0990 Declarations of Interest

There were declarations of interest from Cllr Baker regarding item 9b).

24/0991 Minutes

a) F & R Committee Minutes 20th November 2023 - **APPROVED** and signed by Cllr Armour as a true record.

24/0992 Matters Arising

a) (24/0982d) Octopus Energy – Council **RATIFIED** that the contract for Electricity with Octopus Energy was now agreed and due for renewal in January 2025.

b) Damage to the Village Hall door – Council were advised that during a recent hall hire, the glass in one of the door panels was broken. An Incident report has been submitted to Council along with repair costs. The Council are to cover the costs of repair.

24/0993 Risk Management

a) Annual reviews of policies The following updated policies were **REVIEWED** and **APPROVED**:

1. Health and Safety – Appendix 1
2. Child Protection - Appendix 2
3. Conditions of Hire – Appendix 3
4. Keyholding Method Statement – Appendix 4
5. Smoking Policy – Appendix 5.
6. The Fire Log was **REVIEWED** and signed by the Chair.

b) Internal control review 2023-24 - **APPROVED**. Appendix 6.

c) Register of Risk and Risk Assessment - **APPROVED**. Appendix 7.

d) Facilities Manager's Checklist – **APPROVED**. Appendix 8.

e) Asset Register & Inventory Annual review – **APPROVED**. Appendix 9 & 10

24/0994 Accounts

a) Management Accounts – Council **NOTED** the Qtr. 2 reports now produced from the Scribe software. It was **NOTED** that actuals were in line with expectation. Council requested that bank statements also be added to the reports.

- b) Review of Ear Marked Reserve's Policy – **REVIEWED** and **APPROVED**. Appendix 11.
- c) Money to vire to/from EMR – Council reviewed the budgeted amounts for 2023/24 and **AGREED** to vire the amounts. It was **NOTED** to review the Election EMR for 2024/25.
- d) S137 amount – Council **NOTED** the amount for 2024/25 is £10.81 per elector.

24/0995 Expenditure/Provisions for Approval

- a) Hanging Baskets – Council **REVIEWED** and **APPROVED** the 2024 quote £8,741.40 incl vat.

24/0996 Concessions on Hire Fees

- a) Annual Review Schedule of Concessions on hire fees – **REVIEWED** and **APPROVED**. Appendix 12

24/0997 Grants / Budgets

- a) Keyworth Warm Welcome space – Council **RESOLVED** to grant the request of £400.

Cllr Lumb and Cllr Kaye left the meeting.

- b) Platt Lane – Council did not receive Account or budget information for the grant application prior to the meeting regarding the grant request of £16,950 for 2024/25. Cllr Baker gave an outline to both the tender / lease situation and work in progress figures for the accounts. A full report will be submitted to Full Council at the next Full Council meeting. It was reported that the previous 3 years grant from KPC had been critical due to funding constraints of Covid and unpredicted increasing energy costs. Concern was raised from Councillors that KPC had not been kept up to date with information from Platt Lane over the past few years and that it was important to keep the interests of Platt Lane and KPC separate so that grant approval could be suitably justified.

24/0998 Banking Arrangements

- a) Updated Banking arrangements summary - **REVIEWED** and **APPROVED** Appendix 13
- b) Annual review of Direct Debits & Standing orders – **REVIEWED & APPROVED** Appendix 14

24/0999 Agenda Items (if not covered elsewhere)

- a) Review of Christmas expenditure – Council discussed alternative options to the small Christmas trees considering both future expenditure and the removal of trees in the Churchyard. Ideas proposed included an official light switch on and linking with the popular Festivities Day held in the Village Hall. It was **AGREED** to collate some further information and quotes for the next F&R meeting.
- b) Parish Council Facilities transport – Council **APPROVED** the tow bar expenditure.
- c) Website – Council discussed and **RESOLVED** the need to update the current KPC website. Cllr Baker proposed to gift resources from his company to review and update the website. It was **RESOLVED** that the RFO liaise with the Clerk to discuss how this can progress.
- d) Changing Rooms roof – Council **NOTED** the information provided regarding the Abundance Club securing some funding to replace the roof of the Changing rooms building. Council **AGREED** to gather further information regarding a grant request. It was **NOTED** that the Abundance Club are a voluntary group and provides essential charity work to residents.

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