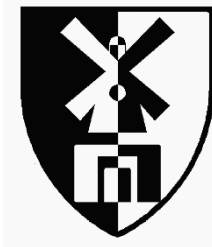


**KEYWORTH PARISH COUNCIL**

Village Hall, Elm Avenue, Keyworth, Nottingham NG12 5AN

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Members of the Finance and Risk committee are hereby summoned, and members of the public and press are invited to attend the next meeting to be held in the **Feignies Room on Monday 10<sup>th</sup> June 2024.**

**Finance & Risk: 6.55pm for a 7.00pm start**

*Emma Goodman*

Responsible Finance Officer

4<sup>th</sup> June 2024

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**AGENDA**

- 1) Apologies
- 2) Declarations of Interest
- 3) Election of Chair of Committee
- 4) Finance & Risk Subcommittees
- 5) Minutes
  - a) F & R Committee Minutes 15<sup>th</sup> April 2024
- 6) Matters Arising
  - a) Hedge cutting
  - b) Feignes Room and bar refurbishment
  - c) Tennis Club and Bowls Club installation of noticeboard
  - d) Painting of Tennis Club building
- 7) Risk Management
  - a) Review of Insurance cover
  - b) Review of Policies
    - i) Equal Opportunities
    - ii) Data Protection
    - iii) Data Breach
    - iv) Subject Access Request
    - v) Freedom of Information
    - vi) Records Retention
    - vii) Complaints
  - c) Updated Financial Regulations
- 8) Accounts
  - a) Management Accounts Full year
  - b) Internal audit
  - c) Management Accounts year to date
- 9) Expenditure/Provisions for Approval
  - a) Quote for painting of Village Hall
  - b) Telephone Contract renewal
- 10) Concessions on Hire Fees
  - a) Concessions list
  - b) Request from Keyworth Guitar Club
  - c) Bereavement Group
- 11) Grants / Budgets

- a) D Day concert
  - b) Review of request form
  - c) 5 year budget plan
- 12) Banking Arrangements
- a) NatWest account closure
  - b) Savings account
- 13) Audit
- a) AGAR
  - b) Audit plan 24/25
  - c) Confirmation of Internal Auditor