

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
VIA VIDEOCONFERENCE ON MONDAY, 27<sup>TH</sup> JULY 2020 AT 7.00PM**

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**PRESENT**

**Chair:** Cllr Armour

**Committee:** Cllrs Attack, Fitzgerald, Grice, Millband, Wells

**ALSO PRESENT:** Emma Tillyard (Clerk/RFO) who minuted the meeting, one member of the public, Cllrs Butler and Clarke.

21/7924 Apologies

No apologies were received.

21/7925 Declarations of Interest

Cllrs Armour and Millband declared an interest in item 21/7930 below – Expenditure / Provisions for approval.

21/7926 Minutes 15 June 2020

The minutes were **APPROVED**, to be signed by Cllr Armour as a true record as soon as possible.

21/7927 Minutes of sub committees

Minutes of Facilities Regulations Sub Committee 14 July 2020 - The minutes were **NOTED**.

Cllr Attack reported that he had researched how many sets of remains can be interred in a cremation plot. The maximum is two, for technical reasons to do with how plots are dug.

21/7928 Matters Arising

(21/7812) Leases

- It was **NOTED** that the Nottingham Road play area lease is in its final stages and sits with our solicitor.
- It was also **NOTED** that solicitors have been instructed in relation to drafting a new lease for the Skate Park. They have been asked to remove the reference to 'Ultrawheelz' as this group does not manage the Skate Park.

(21/7912) Data protection - No progress has been made due to Clerk's increased workload (coronavirus) and annual leave

(21/7918) Telephone equipment (& broadband and wifi) - No progress has been made due to Clerk's increased workload (coronavirus) and annual leave

(21/7921) Coronavirus risk assessment village hall complex - Updated and to be covered under item 21/7932 (a) Risk Management.

(21/7922) Account with a third bank - It was **NOTED** that N Grocock had advised that we should get online banking with NatWest before attempting to open an account with a third bank. Clerk/RFO to look into this once all paperwork and procedures handed are finally over.

#### 21/7929 Request to use Rectory Field for personal training

This item was brought forward on the agenda.

A member of the public and Keyworth resident joined the meeting to discuss his request to hold personal training sessions on the Rectory Field.

After discussion and due consideration, it was **AGREED** that in light of the unique challenges he faces due to coronavirus, the resident may hold for-profit personal training sessions on the Rectory Field, around 3 times per week, and will pay a charge of £1 per customer, per session, to Keyworth Parish Council. This will be for a trial period, to be reviewed at the next finance and risk meeting on 7<sup>th</sup> September 2020. It was **NOTED** that no games may take place on the field on a Sunday due to the covenant. The resident was also advised to liaise with other groups who are using the field to provide free of charge activities for children and teens, so as not to clash, and that he may find it useful to use the turning circle at the bottom of the field if the weather is wet.

The member of the public then left the meeting.

#### 21/7930 Accounts

CLlr Butler joined the meeting during this item.

The following items, included in the briefing notes for the meeting, were **NOTED**:

##### a) Month 1, 2 and 3 Management Accounts

The management account documents, included in briefing notes for the meeting, were **NOTED**. The first quarter loss of income due to coronavirus restrictions was discussed in depth, along with N Grocock's notes, included in briefing notes.

A concern was raised about the idea of suspending payments to sinking funds (amongst other proposed measures) in order to mitigate the loss of income.

A potential need for works to the burial ground in respect of drainage was also raised, for further discussion at a future meeting and for consideration in budgeting.

- b) Aged Debtor List - **NOTED**
- c) Reserves - **NOTED**
- d) Bank reconciliation - **NOTED**

21/7931 Expenditure/Provisions for Approval

- a) Keyworth Community Projects Food Bank – the donation of £500 from the COVID-19 Emergency Relief Fund, previously **AGREED** via a delegated decision following a request submitted and circulated by email, was **RATIFIED**. It was **NOTED** that the emergency fund has also been used to reimburse volunteers who have done shopping for those who cannot leave their homes due to coronavirus shielding, and who cannot currently access their funds in the normal way. £635 of the emergency fund is still available. If residents are able to repay the parish council for their shopping, then around £250-£300 will come back into the emergency fund. Cllr Armour to contact these residents in the first instance.
- b) It was **AGREED** to make a further donation of £635 to Keyworth Community Projects Food Bank.
- c) The letter from the British Red Cross requesting a donation was discussed and considered (see item 21/7936 (b)). It was felt that due to current financial impacts of coronavirus, the Parish Council is not able to make a donation at this time.

21/7932 Concessions on Hire Fees

- a) Bridge Club request to hold booking slots open - After due discussion and consideration it was **AGREED** that Bridge Club may reserve and pay for their usual slot after Christmas, but that if they are not intending to return before Christmas, the Parish Council will hire out the slot between now and then, as it is important to start generating income again as soon as possible.
- b) Heraldry group discount request - After due discussion and consideration it was **AGREED** to allow the Heraldry Group to use the Centenary Lounge at the same rate as they would normally use the Feignies Room, to be reviewed at a future meeting.

21/7933 Risk Management

- a) Coronavirus items

The following items were included in the briefing notes for the meeting:

- i. Update from insurers re: risks -opening Village Hall - **NOTED**.
- ii. Government guidance on safe use of multi-purpose community facilities - **NOTED**. It was also **NOTED** that this guidance has changed four times since it was published 16 days ago and is open to interpretation. The Clerk had written to the Secretary of State twice to ask for clarification, but so far none has been forthcoming.

- iii. Keyworth Parish Council COVID-19 risk assessment - The assessment, included in the briefing notes for the meeting, was **APPROVED** without amendment. See Appendix 1.
  - iv. Conditions of hire for council premises - proposed coronavirus amendments - The proposed amendment, included in the briefing notes for the meeting, was **APPROVED** without amendment. See Appendix 2.
  - v. Hirer's booking form updated - The proposed updates, included in the briefing notes for the meeting, were **APPROVED** without amendment. See Appendix 3.
  - vi. Booking request for band practice – This was **DECLINED** as singing and wind instruments not yet allowed indoors.
- b) Office worker lone working risk assessment - The assessment, included in the briefing notes for the meeting, was **APPROVED** without amendment. See Appendix 4.
  - c) ROSPA reports – **NOTED**
  - d) Car parks risk assessment - The assessment, included in the briefing notes for the meeting, was **APPROVED** without amendment. See Appendix 5.
  - e) Activity park shelter bench - Vandalism damage to the benches was **NOTED**. Clerk to report to Police, obtain a crime number and investigate making an insurance claim.
  - f) Update from Clerk on website accessibility requirements - The current website does not completely meet accessibility requirements. The September deadline for accessibility will not be met.

#### 21/7934 Banking Arrangements

The Clerk gave a verbal update as follows: The Clerical Officer is now also an admin on the Unity Trust bank account. N Grocock (the outgoing Finance Officer) has been removed from administration rights for Unity Trust bank. His NatWest commercial card has been cancelled and destroyed. The Clerk is now in possession of a commercial card with Unity Bank.

The Clerk looked into allowing contactless payments from customers for hygiene, speed and to reduce trips to post office. This usually seems to cost around 1.7% per transaction. However, since many customers will still want to pay by cash, it is better for now to purchase cash-counting gloves for the Clerical Officer and to wash hands after handling cash. It was also **AGREED** to encourage customers to use bank transfers where possible as this is optimal in terms of keeping contact to a minimum.

#### 21/7935 Staffing matters

The following items, received via Notts ALC and included in the briefing notes for the meeting, were **NOTED**:

- a) Redundancy guide

- b) Furlough / Job retention scheme update
- c) Furlough / Job retention scheme update 2

21/7936 Correspondence

The following items were included in the briefing notes for the meeting:

- a) Grant for Village Planting - **NOTED**. This grant had been **AGREED** in the Supplementary Budgets 2020/21 under Amenities (General) and the funds have already been paid.
- b) British Red Cross Donation Request - **NOTED** See item 21/7931 (c)
- c) Defibrillator information - **NOTED**
- d) Financial hardship caused by loss of income as a result of COVID-19 restrictions loan letter - **NOTED**
- e) Village Litter Picking - **NOTED**

There being no further business, the chair closed the meeting at approximately 8.50pm.

DRAFT