

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
VIA VIDEOCONFERENCE ON MONDAY, 7<sup>TH</sup> SEPTEMBER 2020 AT 7.00PM**

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**PRESENT**

**Chair:** Cllr Armour

**Committee:** Cllrs Atack, Fitzgerald, Grice, Millband, Oakley

**Also present:** Emma Tillyard (Clerk) minuted the meeting. Steve Mottishaw, Facilities Manager. Two members of the public and Cllr Clarke.

21/7937 Apologies

Apologies had been received from Cllr Wells and the reason for absence was **ACCEPTED**.

21/7938 Declarations of Interest

Cllr Millband declared a non-pecuniary interest in item 21/7943(a) below - Concessions on Hire Fees.

21/7939 Minutes 27 July 2020

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

Item 21/7950(a) (Correspondence)

This item was brought forward on the agenda. A resident requested a contribution towards the cost of a fence or railing to prevent people getting into their garden from the activity park area of the Rectory Field. It was **AGREED** to consider a costed proposal at a future meeting. One member of the public then left the meeting.

21/7940 Matters Arising

(21/7928) Leases

-The Skate Park Lease has been updated by UKRI's solicitors, but it is not yet complete as the landlord still needs to clarify a couple of points. Main points **NOTED**: It is a 10 year lease starting 19 October 2021 and does not contain a break clause.

-The Nottingham Road Play Area Lease - is now updated and for consideration under 'Legal Matters'.

(21/7928) Data Protection- Quote for IT Assistance to be considered under 'Expenditure for Approval'

(21/7928) Telephone equipment (& broadband and wifi) - Quote for IT Assistance to be considered under 'Expenditure for Approval'

(21/7928) Account with a third bank - Research established that NatWest does not appear to have online dual signatories so does not meet our financial regulations. To consider other banks with online dual signatories.

(21/7929) Request to use Rectory Field for personal training - Permission to use the Rectory Field to be reviewed under Agenda item b)

(21/7932) Request from Bridge Club - Email correspondence with Bridge Club **NOTED**

(21/7933 e) Activity Park Shelter Bench - **NOTED**: An insurance claim has been made, materials purchased and the benches repaired.

(21/7933 f) Website accessibility requirements - No progress made due to Clerk's workload. Clerk to look into this after other, higher priority items are completed.

21/7941      Audit

- a) **NOTED**: External audit appears to be complete; the council is waiting for it to be signed off.
- b) **NOTED**: First visit with internal auditor Roger Snowdin booked in for 6th October 2020.

21/7942      Accounts

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

- a) Bank statements July 2020 - **NOTED**.
- b) Management Accounts Month 4 - It was **NOTED** that by the end of the first six months of the financial year, the council will only have received around 10% of the usual hire fees due to lockdown restrictions affecting hire of the Village Hall complex. The Clerk advised that the council has received a £10,000 small business relief grant from Rushcliffe Borough Council which has offset some of the loss for the period April to September.

Management accounts for July had been requested from DCK Accountants, who informed us this is not in their usual schedule. A discussion took place about the use of external accountants. Accounts work is £4,500 in the budget plus £800 for accountancy software. To consider bookkeeping and accounts work at a future F & R meeting.

- c) Emails, invoices and notification of increase in fees from DCK Accountants were **NOTED**.
- d) Invoice from Rialtas for Accountancy software was **NOTED**.

21/7943      Concessions on Hire Fees

- a) Green Festival 12 September: Request to use the Centenary Lounge (toilets only), or Village Hall in the event of rain, free of charge – **APPROVED**
- b) Positive Futures use of Rectory Field and Village Hall free of charge – the delegated decision was **RATIFIED**, though it was **NOTED** that Positive Futures have not actually used the Village Hall, so no fees had actually been waived.

21/7944      Expenditure/Provisions for Approval

- a) Litter pick costs - **APPROVED**, to come from 'sundries' provision in budget of £5,000
- b) Quote for repairs to play equipment - **APPROVED**; costs over £500 Facilities Manager discretionary budget to come from play area sinking fund (£179.83)

- c) IT and telephony upgrade costs **APPROVED**, to come from Office/IT/Upgrades provision in budget of £2,000
- d) Burial ground drainage channel; general tidying and landscaping works to the burial ground. **APPROVED**, to come from 'Sundry Capital Expenditure' provision in budget of £2,000 - or uncommitted reserves which are for emergency / contingency purposes. To be factored into the budget in the future.
- e) Village Hall roof repair - **APPROVED**, to come from Village Hall general maintenance / repairs budget.

21/7945      Agenda Items

- a) This item was brought forward on the agenda. Resolution: "To resolve to amend Burial Ground Regulation 8.9 to read: "The dimensions of a lawn memorial for a cremated remains plot shall be no more than 3' by 1' positioned in a landscape orientation. The memorial may be sloped up to 6" height above ground along the 3' top edge when placed in landscape orientation. These are also the dimensions for a cremated remains memorial placed on an existing grave plot." After discussion and due consideration the resolution was **APPROVED**. See Appendix 1. A member of the public then left the meeting.
- b) Review Cooper hire of Rectory Field for personal training - It was **NOTED** that the information requested to enable invoicing, has not been forthcoming. As this breaches the conditions of use which were **AGREED** at the July meeting, it was **AGREED** that the Clerk will write to Mr Cooper giving 14 days for compliance before permission is withdrawn and an estimated invoice is sent.
- c) Review McLachlan hire of Rectory Field for personal training - Delegated decision to allow use of Rectory Field for personal training at a rate of £1 per attendee was **RATIFIED**, to be reviewed at the 16 November F & R meeting. It was **NOTED** that Mr McLachlan has not yet been able to hold any personal training sessions.
- d) Table Tennis Club sub-let – the delegated decision to allow sub-let of table tennis club was **RATIFIED**, to be reviewed at 16 November meeting
- e) Positive Futures use of Village Hall free of charge – the delegated decision to allow use of the Village Hall free of charge was **RATIFIED**. It was **NOTED** that Positive Futures have not actually taken up the offer.
- f) Request to hold Yoga sessions on Rectory Field - It was **AGREED** to allow the Yoga sessions to go ahead, at a charge of £1 per attendee. To be reviewed at the 16 November F & R meeting.
- g) Burial Ground Drainage Issue - This was explained by Cllr Fitzgerald and Facilities Manager. **NOTED**.
- h) Peace Garden Approximate Costs - after discussion and due consideration it was **AGREED** that Cllr Armour will write a definitive list of the items and works required for the Peace Garden. This can then be properly costed and if within the earmarked reserve of £5,342, work can proceed.
- i) Skate Park Proposals - After discussion and due consideration it was **AGREED** to gather more information and defer the item to a future meeting, and that the request should come via Cllr Wells in his capacity as Skate Park representative.

21/7946      Legal Matters

- a) Nottingham Road Play Area Lease - It was **NOTED** that the lease is 25 years from 16 June 2018. As at 16 June 2018 the rent is £1000 per annum payable in advance, increasing in line with the retail prices index. It is to be reviewed every 5 years; the next rent review is therefore in 2023. It was **AGREED** to request removal of clause 3.16 "Not to install any additional play equipment without the consent of the Landlord's Head of Property" as it appears to be an addition to the lease which would add delays in making improvements in a park which is safe, checked regularly, maintained to a high standard and provided for the benefit of the community.

21/7947      Budgets / Grants 2021/22

- a) Grant request for £1,000 from Keyworth and District Community Concern was **APPROVED** and is to be incorporated into 2021/22 budget.
- b) Grant request for £16,950 from Platt Lane Joint Management Committee was **APPROVED** and is to be incorporated into the 2021/22 budget.
- c) The Clerk has also written to RHR Corps of Drums and Keyworth Conservation Advisory Group re Grant Applications 2021/22.
- d) A proposed Draft Grant Application Form was discussed. A grant-awarding policy could be considered at a future F & R meeting. It was **AGREED** that beneficiaries of grants should be asked to give an update on how they have used the funds.

21/7948      Risk Management

- a) Activity Park Risk Assessment - **APPROVED** - see Appendix 2
- b) Use of Contractors Risk Assessment - **APPROVED** - see Appendix 3
- c) Coronavirus updated Risk Assessment - **APPROVED** - see Appendix 4
- d) Other Risk Management Issues – The IT issues log update was **NOTED**

21/7949      Staffing matters

- a) July, August and September personnel newsletters from NALC - **NOTED**
- b) Notification of National Pay Award - **NOTED**

21/7950      Correspondence

- a) See page 1
- b) Table tennis club defibrillator grant request - **NOTED**, to request full costings and details of any other sources of funding, for consideration at a future meeting.
- c) Letter re: Lights on the Village Hall - **NOTED** and **AGREED** that for a trial period the lights should be switched off at midnight and the situation monitored.
- d) Damage at Burial Ground – It was **NOTED** that this is due to age and wear and tear; it was further **NOTED** that if there is future severe damage and it is not possible to trace owners of the graves, the council would end up having to fund any repairs.

There being no further business, the chair closed the meeting at approximately 9.00pm.