

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
HELD IN THE CENTENARY LOUNGE ON MONDAY 8TH NOVEMBER 2021 AT 7.00PM**

PRESENT

Chair: Cllr Armour

Committee: Cllrs Atack, Baker, Fitzgerald, Grice, Millband

Also present: Emma Tillyard (RFO) minuted the meeting. Steve Mottishaw, Facilities Manager, Cllrs Clarke and Oakley, Borough/County Cllr Cottee

22/0834 Apologies

Apologies had been received from Cllr Wells and the reasons for absence were **ACCEPTED**

22/0835 Declarations of Interest

Cllr Baker declared an interest in item below - Grants - Platt Lane JMC

22/0836 Minutes 15 September 2021

Were **APPROVED** and signed by Cllr Armour as a true record

22/0837 Matters Arising

(22/0816b) Progress re Table Tennis table - Cllr Atack updated as follows: The net replacement barrier has been fabricated and is to be fitted in the next two weeks

(22/0822) Skatepark extension The signing of the Capital Grant Aid contract with RBC was **RATIFIED** - see **Appendix 1**

(22/0830a) Croft Road underlease - The draft underlease with Branch and Bloom, provided by RBC was **APPROVED** - see **Appendix 2**

(22/0832b) EV charging points - Cllr Atack agreed to be the project sponsor and will contact D Hunt at Rushcliffe Borough Council (RBC)

(22/0832d) Welcome Back Funding - The signing of the SLA contract with RBC was **RATIFIED** - See **Appendix 3**

22/0838 Expenditure/Provisions for Approval

- a) Festivities Day Banner and Additional Advertising -The delegated decision taken by email on 28/09/2021 on expenditure of £200 on Festivities Day banner and other advertising was **RATIFIED**; this will be claimed back from the Welcome Back Fund.
- b) Tree Works Quote - Arboriculture assessment and quote of £1,300 for works following a tree survey was **APPROVED**.
- c) Quotes for play area surface - Quotes from 3 suppliers for replacement of the surface were discussed. Facilities Manager was asked to present the information in table format for committee to compare prices at the next meeting.

- d) Contingency Fund for Defibrillator at Keyworth Library - Cllr Millband requested £500 to be added to the fund; this was **APPROVED**.
- e) Maintenance of Peace Garden - Estimate from Branch & Bloom for £600 per annum for maintenance was **APPROVED**.
- f) Welcome back funding and festivities day - Ratification of expenditure at £1220 agreed at the previous meeting plus an additional £760 (re: Christmas lights and trees) agreed by a quorum on 21/10/2021 by email. To be claimed back from Welcome Back Funding.
- g) Replace damaged metal picnic bench - Cost £930 inc. delivery; insurance claim made.

22/0839 Risk Management

- a) Skate Park Risk Assessment - Was **REVIEWED** and **APPROVED** - see **Appendix 4**
- b) Nottingham Road Play Area Risk Assessment - Was **REVIEWED** and **APPROVED** - see **Appendix 5**

22/0840 Concessions on Hire Fees

One off and new concessions - Concessions agreed August - September were **NOTED**

22/0841 Accounts

- a) Management Accounts Months 5 – 6 - Included in the briefing notes for the meeting: income and expenditure, statutory balance sheet, bank cash and investment reconciliation, earmarked reserves, aged debtors, aged creditors and corresponding bank statements for months 5 - 6 - were **NOTED**.
- b) Full year projections - Projections based on months 1 - 6 were included in the briefing notes for the meeting. Committee **NOTED**: at the moment it appears there could be a margin of £20,070 at the end of the year. This is largely due to room hire income being higher than expected, since COVID restrictions were lifted early.
- c) RFO Accounts Report Months 1 – 6 - The RFO's report was **NOTED**. See **Appendix 6**. Earmarked reserves were **REVIEWED** and it was agreed that Cllr Oakley would lead the village signs project and that £36 left in the Centenary Lounge furniture EMR can be moved to general reserves.

22/0842 Grants / Budgets

- a) Grants - RHR Corps of Drums grant request 2022/23 for £400 was **CONSIDERED** and **APPROVED**.
 - Platt Lane JMC grant application 2022/23 for £16,950 was **CONSIDERED** and **APPROVED**.
 - Conservation Advisory Group grant application 2022/23 for £750 was **CONSIDERED** and **APPROVED**.
- b) Budgets - Included in briefing notes for the meeting: DRAFT payroll, supplementary, Facilities Manager and overall budgets. DRAFT overall budget for consideration, comment, amendment. These were **NOTED** for APPROVAL in December, subject to final approval by Full Council. Cllr Baker offered to assist the RFO to refine the draft budgets.

22/0843 Correspondence (if not covered elsewhere)

- a) Dogs in Cemetery - It was **NOTED** that No Dogs Except Guide Dogs and Assistance Dogs signs have now been placed at Burial Ground. Comms team to put a short item in the Keyworth News and on social media as a reminder.
- b) Tennis Club Grant Request - Response from Tennis Club was **NOTED**. It was further **NOTED** that: to contribute towards maintenance breaches the terms of the Tennis Club's lease; it would also set a precedent with the other sports club tenants, all of whom currently enjoy peppercorn rents; it is against standing order 7a for a resolution to be reversed within 6 months.
- c) Environmental Permitting Regulations - The notification of a consultation on burial ground plot sizes was **NOTED** and a watching brief is to be kept. If the proposal becomes legislation, burial plot sizes will increase and capacity of the burial ground will therefore decrease.

22/0844 Staffing Matters

NALC Staffing Bulletin October 2021 - Topic: Home Working, was **NOTED**.

There being no further business, the Chair closed the meeting at approximately 8.00pm.