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MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
IN THE FEIGNIES ROOM ON MONDAY, 14 JANUARY 2019 AT 7.00PM

PRESENT:

Chair: Cllr Grice.

Committee: Cllrs Armour, Fitzgerald, Oakley, Seller.

ALSO PRESENT: Neil Grocock (Finance Officer); Steve Mottishaw (Facilities Manager); Cllrs Clarke and Jequier. The meeting was minuted by Neil Grocock.

19/7791 Apologies

- ❑ Apologies were received from Cllrs Chmara and Valentine, and the reasons for absence were **ACCEPTED**.

19/7792 Declarations of Interest

- ❑ There were no declarations of interest.

19/7793 Minutes

- ❑ The minutes of the meeting on 26.11.18 were **APPROVED** and signed by Cllr Grice as a true record.

19/7794 Matters Arising

- ❑ (19/7782) The Finance Officer reported that he had spoken with the Council's solicitor and that:
 - He [the Council's solicitor] had received a further letter from the Equals Trust solicitor to which he would be responding shortly.
 - It was still not clear whether all formalities had been completed in respect of the Bowls Club lease.
- ❑ (19/7782) Electrical Remedial Work: the Facilities Manager reported that the work was now underway.
- ❑ (19/7785) Projector Screen: **NOTED** that the screen was now in place in the Feignies Room.

19/7795 Staffing Sub-Committee Minutes

- ❑ The minutes of the meeting on 7.1.19, included in the briefing notes for the meeting, were **NOTED**.
- ❑ It was **NOTED** that the pay scales for 2019/20 had now been published, and that:

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- Percentage increases for lower paid staff were higher than the 2% for staff further up the pay scale, with the result that an extra £600 needed to be added to the 2019/20 payroll budget [included in the overall budget – see 19/7799a below].
 - A new pay spine was being introduced with effect from 1.4.19 and existing spinal column points (SCPs) would change accordingly, e.g. SCP 25 (2018/19) would become SCP 17 (2019/20).
- Cllr Grice reported that applicants for the Clerk vacancy were due to be interviewed on 15.1.19.

19/7796 Accounts – Months 7 & 8

- The following items had been included in the briefing notes for the meeting:
- Management accounts for the seven months ended 31.10.18 and the eight months ended 30.11.18.
 - Finance Officer's report.
 - Aged debtor list as at 19.12.18.
 - Projections for the full financial year, based on actuals for the first eight months; also taking account of earmarking, and showing the net position for lines of expenditure offset by relevant grants or donations.
- The Finance Officer reiterated the following points from his report:
- Income from hire charges 3.8% down compared to the same period in 2017/18; more particularly, income for the Centenary Lounge some 17% down, this partly due to the decision to allow the Friendship Club (Keyworth & Stanton Over 60s) free use of the facility in future (18/7732 19.3.18). Cllr Oakley suggested that the Council should advertise the facilities in the Keyworth News.
 - As regards the overall budget, projections based on actuals to 30.11.18 suggest that a substantial overall surplus is now likely for the full financial year, thanks to the £9972 finally received from Sport England (19/7755 17.9.18).

19/7797 Expenditure for Approval

- A quotation of £616 for repainting the white lines in the Village Hall car park was **ACCEPTED** for inclusion in the 2019/20 budget. The Facilities Manager confirmed that there would also be 'Exit', 'No Exit' and 'Staff Parking' markings.
- It was **NOTED** that the monthly fee for IT support/online backup would be increasing from £168 to £174, and **CONFIRMED** that the committee had no objection in the short term, although it would want a complete review of the situation once a new Clerk had been appointed.

19/7798 Concessions on Hire Fees

- Schedules of one-off/non-regular concessions on hire fees for the months of November and December, included in the briefing notes for the meeting, were **APPROVED** – see Appendices 1 & 2.

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19/7799 Finances 2019/20

- The following items had been included in the briefing notes for the meeting:
 - NALC Employment Briefing E02-18 dated 7.12.18: National Salary Award (see 19/7795 above).
 - Budget 2019/20.
 - Supplementary budgets/workings.
 - Confirmation of tax base 2019/20.
 - Precept leaflet 2019/20.
 - Reserves Policy.

- a) Overall Budget
 - The Finance Officer commented as follows:
 - The combined budget for hire charges was less than for 2018/19, but this reflected the falling-off in actual hire charges in the year to date (see 19/7796 above) and the combined budget for 2019/20 did, in fact, represent a 2.5% increase in relation to the full-year projections for 2018/19.
 - The increase in the payroll budget reflected the national pay award (see 19/7795 above) and the contingency allowance discussed at the previous meeting (19/7788c).

 - As regards additional work on the Burial Ground, the Finance Officer pointed out that:
 - A total of £12k (budget plus earmarked reserve) would be available to cover the cost of the wearing course.
 - £5.5k was budgeted for landscaping costs.
 - £7k [over and above routine revenue expenditure] had been spent in 2018/19 with, as far as he was aware, no further significant expenditure likely prior to 1.4.19.

 - Further to the decision at the meeting on 17.9.18 (19/7760), and in view of the likely surplus (see 19/7796 above), it was **AGREED** that expenditure on benches for the activity park could be brought forward to the current financial year, and that the 2019/20 budget should be amended accordingly.

 - After due consideration, the budget, including a 2% increase in the precept, was **APPROVED** subject to the amendment outlined above and final approval by Full Council at the meeting on 21.1.19 – see Appendix 3. The supplementary budgets/workings were also **APPROVED** – see Appendix 4.

 - The Finance Officer commented that the Borough Council needed to be advised of the precept requirement by 1.2.19 at the latest.

- b) Precept Leaflet
 - Further to the chairman's comments at the Full Council meeting on 10.12.18 (19/8785b), the Finance Officer pointed out that, with the precept increasing by 2%, it would be the Parish council tax which would increase by some 1.4% thanks to an increase in the tax base.

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- ❑ He added that the individual budget figures for 2018/19 had been restated in what he hoped was a slightly more logical way, although the overall total was unchanged.
- ❑ Cllr Seller queried whether, on Page 1, the reference to the Platt Lane facilities should refer to Keyworth Sports Association, and it was **AGREED** that County/Borough Cllr Cottee should be consulted about this.
- ❑ After due consideration, the leaflet was **APPROVED** subject to final approval by Full Council at the meeting on 21.1.19 – see Appendix 5.

c) Reserves Policy

- ❑ After due consideration, it was **AGREED** that the policy should provide for any surplus reserves (uncommitted reserves above the stipulated £90k minimum) as at 31.3.19 being earmarked as follows:
 - 50% towards the cost of the proposed Rectory Field Peace Garden.
 - 50% for further development of the Burial Ground.
- ❑ Subject to the amendment outlined above, the policy was **APPROVED** subject to final approval by Full Council at the meeting on 21.1.19 – see Appendix 6.

d) Facilities Manager's Budgets

- ❑ **AGREED** that the Facilities Manager's discretionary budgets for 2019/20 should be one and the same as the General Repairs/Maintenance figures included in the relevant supplementary budgets, viz:

Village Hall £3000	Play Area £500	Rectory Field/Activity
Burial Ground £500	Skatepark £200	Park £500

- ❑ It was also **AGREED** [amending Financial Regulation 6.13] that the Facilities Manager, in addition to the Finance Officer, should have a £500 debit card for purchasing items online when need be.

19/7800 Risk Management

a) Risk Assessment Review – Electricity & Portable Appliances

- ❑ The assessment, included in the briefing notes for the meeting, was **APPROVED** without amendment.

b) Other Risk Management Issues

- ❑ Regarding the cost of a professional risk assessment covering trees around the Rectory field and Burial Ground (19/7789b), the Facilities Manager reported that he was waiting on a quotation from Streetwise.

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19/7801 Correspondence

- The following items had been included in the briefing notes for the meeting:
 - Email from Notts ALC: **NOTED** that “council tax referendum principles will not be extended to local (parish and town) councils in 2019/20”, but that the government “encourages parish councils to continue this downward trend, and will keep this area under active review”.
 - Bulletin from NALC’s personnel adviser re employment law reforms: **NOTED** that the “proposals [are] not yet legal requirements”.

There being no further business, the chairman closed the meeting at 7.35pm approx.