

DRAFT
MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
IN THE FEIGNIES ROOM ON MONDAY, 11 FEBRUARY 2019 AT 7.00PM

PRESENT:

Chair: Cllr Grice.

Committee: Cllrs Fitzgerald, Oakley.

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

19/7802 Apologies

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

19/7803 Declarations of Interest

- ❑ There were no declarations of interest.

19/7804 Minutes

- ❑ The minutes of the meeting on 14.1.19 were **APPROVED** and signed by Cllr Grice as a true record.

19/7805 Matters Arising

- ❑ (19/7794) Electrical Remedial Work: the Facilities Manager reported that the work was almost, but not quite, complete.
- ❑ (19/7794) Play Area Lease: the Finance Officer reported that, according to the Equals Trust, their solicitor had sent all the relevant documents to the County Council and Department for Education, but thus far received no response despite chasing.
- ❑ (19/7794) Bowls Club Lease: the Finance Officer reported that all formalities were now complete, and a copy of the lease was on file.
- ❑ (19/7799a) A copy of the precept notification sent to Rushcliffe Borough Council on 23.1.19, included in the briefing notes for the meeting, was **NOTED**.
- ❑ (19/7799d) Business Card: the Finance Officer reported that he had discussed the question of an additional cardholder with the Council's bankers, but there were technical problems. Cllr Grice commented that it might be as well to delay until the new Clerk [another prospective cardholder] was in place. The Finance Officer suggested that it may be worth waiting until after the elections in May [to obviate the need for a further change of signatories].

19/7806 Staffing Matters

- a) Sub-Committee Minutes

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- ❑ The minutes of the meeting on 21.1.19, included in the briefing notes for the meeting, were **NOTED**.

b) Other Staffing Issues

- ❑ A draft contract for the new Clerk, Emma Tillyard, included in the briefing notes for the meeting, was **APPROVED** – see Appendix 1.
- ❑ A letter from NEST re changes in pension contribution rates with effect from 1.4.19, included in the briefing notes for the meeting, was **NOTED**.
- ❑ An email from the Pensions Regulator re the forthcoming third anniversary of the Council's workplace pension scheme staging date [1.8.19] and the need for re-enrolment [window: 1.5.19 to 31.10.19] was **NOTED**.

19/7807 Accounts Q3

- ❑ The following items had been included in the briefing notes for the meeting:

- Management accounts for the nine months ended 31.12.18.
- Finance Officer's report.
- Bank reconciliation as at 31.12.18.
- Aged debtor list as at 23.1.19.
- Projections for the full financial year, based on actuals for the first nine months; also taking account of earmarking, and showing the net position for lines of expenditure offset by relevant grants or donations.

a) Management Accounts

- ❑ The Finance Officer reiterated the comment in his report that a substantial budget surplus was now very likely.
- ❑ There were no questions.

b) Bank Reconciliation

- ❑ An amended bank reconciliation, handed out by the Finance Officer [the document in the briefing notes being incorrect], was **NOTED** and **APPROVED**.

c) Aged Debtor List

- ❑ The aged debtor list was **NOTED**.
- ❑ The Finance Officer pointed out that there were no items outstanding for more than 30 days.

d) Reserves

- ❑ It was **NOTED** that the Keyworth Community Park Project was disbanding, and that a final donation of £2578 had been received towards the cost of the proposed new play area surface; **AGREED** that this should be added to the amount already earmarked in respect of the new surface.

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19/7808 Expenditure for Approval

- ❑ There were no items for approval under this heading.

19/7809 Concessions on Hire Fees

- ❑ A schedule of one-off/non-regular concessions on hire fees for the month of January, included in the briefing notes for the meeting, was **APPROVED** – see Appendix 2.

19/7810 Internal Audit – Interim Report

- ❑ The report from the second of three scheduled visits for 2018/19 had been included in the briefing notes for the meeting, and it was **NOTED** that “internal controls set out in the Council’s Financial Regulations continue to be correctly applied...the Council’s financial records are fully up to date...the Council is also compliant with the requirements of The Audit and Accounts Regulations and other statutory obligations”.

19/7811 Risk Management

a) Risk Assessment Review – Village Hall Complex (General)

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

b) Other Risk Management Issues

- ❑ A quotation (£1700; £300 per annum for subsequent checks) for a survey of trees around the Rectory field and Burial Ground (19/7800b) had been included in the briefing notes for the meeting.
- ❑ The Facilities Manager handed out photographs of one particular ash tree at the Burial Ground which, it had already become apparent, needed to be felled. He added that he would check but, as far as he was aware, the £1700 included the cost not only of the survey, but also remedial work including the tree being felled.
- ❑ Cllr Oakley queried whether a replacement for the ash tree would be required, but the Facilities Manager cautioned that trees do starve other plants and shrubs to some extent.
- ❑ After due consideration, the quotation of £1700 was **ACCEPTED** (work to be carried out during the current financial year, i.e. prior to 31.3.19) and it was **AGREED**, on the recommendation of the Facilities Manager, that subsequent checks should be carried out every two years, commencing 2021.

19/7812 Annual Reviews

a) Health & Safety Policy

- ❑ The policy, included in the briefing notes for the meeting, was **APPROVED** without amendment – see Appendix 3.

b) Child Protection Policy

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- The policy, included in the briefing notes for the meeting, was **APPROVED** without amendment – see Appendix 4.

- c) Conditions of Hire

- The conditions, included in the briefing notes for the meeting, were **APPROVED** without amendment – see Appendix 5.

- d) Keyholding/Security Arrangements

- The method statement for provision of keys to hirers, included in the briefing notes for the meeting, was **APPROVED** without amendment – see Appendix 6.

- e) Smoking Policy

- The policy, included in the briefing notes for the meeting, was **APPROVED**, amended as recommended by the Facilities Manager – see Appendix 7.

- f) Food Safety Policy

- The policy, included in the briefing notes for the meeting, was **APPROVED**, amended as recommended by the Facilities Manager – see Appendix 8.

- g) Burial Ground Regulations

- The regulations, included in the briefing notes for the meeting, were **APPROVED** without amendment – see Appendix 9.

- h) Fire Log

- Cllr Grice confirmed that he had already inspected the fire log for the Village hall complex and signed it off.

19/7813 Correspondence

- There were no correspondence items other than those mentioned above.

There being no further business, the chairman closed the meeting at 7.20pm approx.