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**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
IN THE FEIGNIES ROOM ON MONDAY, 18 MARCH 2019 AT 7.00PM**

PRESENT:

Chair: Cllr Grice.

Committee: Cllrs Chmara, Fitzgerald, Seller.

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

19/7814 Apologies

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

19/7815 Declarations of Interest

- There were no declarations of interest.

19/7816 Minutes

- The minutes of the meeting on 11.2.19 were **APPROVED** and signed by Cllr Grice as a true record.

19/7817 Matters Arising

- (19/7805) Play Area Lease:
 - An email dated 13.2.19 from the Equals Trust had been included in the briefing notes for the meeting: “[we] have had confirmation today that the DFE [Department for Education] will provide sign off within the next six weeks. They have also apologised....we will endeavour to complete all the paperwork over the next couple of months”. The Finance Officer confirmed that he would follow this up on or around 27.3.19.
 - The Finance Officer pointed out that, in the meantime, a further £1100 was about to be spent on topping up the play area surface – **NOTED**.
- The Facilities Manager confirmed that:
 - ((19/7805) The electrical remedial work at the Village Hall had now been carried out.
 - (19/7811b) The remedial work recommended in the tree survey had been carried out, and the £1700 paid included the cost of both the survey and the remedial work.

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- ❑ (19/7812c) Conditions of Hire: the Finance Officer reported that office staff were querying whether Council premises should be unavailable for hire on Easter Sundays as well as Christmas Day. After due discussion, it was **AGREED** that hiring out the premises on Easter Sundays would be in order, and that there was accordingly no need to amend the conditions of hire.

19/7818 Audit

a) Review of Internal Control

- ❑ The review of internal control (including a review of internal audit arrangements), included in the briefing notes for the meeting along with a copy of the Council's Financial Regulations, was **APPROVED** – see Appendix 1.

b) External Audit

- ❑ An email from the external auditor had been included in the briefing notes for the meeting and it was **NOTED** that 2018/19 instructions would be received during the week commencing 25.3.19.

c) Review of Asset Register

- ❑ The asset register and an inventory of furniture, equipment, etc., included in the briefing notes for the meeting, were **APPROVED** – see Appendices 2a and 2b.

d) Review of Bankers Orders/Direct Debits

- ❑ A schedule of bankers orders and direct debits operative on the Council's bank account as at 31.1.19 was **APPROVED** – see Appendix 3.

19/7819 Risk Management

a) Risk Assessment Review – Gas

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

b) Review of Safety & Maintenance Inspection Records

- ❑ A sample of the Facilities Manager's recent inspection records, included in the briefing notes for the meeting, was **NOTED** and **APPROVED**.

c) Facilities Manager's Checklist

- ❑ The annual checklist completed by the Facilities Manager, included in the briefing notes for the meeting, was **APPROVED** –see Appendix 4.
- ❑ With regard to the 'no' answer in respect of the Christmas lights risk assessment, the committee reconsidered the decision made at the meeting on 12.2.18 (18/7720h) and, after

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due discussion, **AGREED** that the churchyard lights should not be covered by the Council's risk assessment, but that, in future years, any funding from the Council should be conditional on the organisers providing a copy of the relevant contractor's risk assessment/method statement; the Facilities Manager to liaise with Cllr Millband in this respect.

d) Overall Review of Risk/Risk Assessment

- ❑ The review, included in the briefing notes for the meeting, was **APPROVED** – see Appendix 5.
- ❑ The following points arising from the review were considered:
 - Two decisions originally made by the then Finance & General Purposes committee in 2008 were reviewed and **APPROVED** as current policy:

(09/6874a 8.12.08) Risk posed by thumb turn/latch on inner doors to Village Hall acceptable given that telephone and light sensor installed in the lobby.

(08/6784 21.4.08) No need for finger shields on doors throughout premises.

- ❑ It was **AGREED** that £1k per annum, starting with an immediate transfer of £1k, should be set aside in a sinking fund to mitigate the risk of major structural repair costs at the skatepark in the longer term.
- ❑ The Finance Officer reported that Cllr Armour had undertaken to provide an update regarding the Nature Reserve risk assessment in due course.

19/7820 Staffing Matters

- ❑ See also 19/7823 (re CiLCA training) and 19/7825 (employment update) below.

a) Review of Disciplinary Procedure

- ❑ The procedure (with amendments suggested by the Finance Officer), included in the briefing notes for the meeting, was **APPROVED** – see Appendix 6.

b) Review of Grievance Procedure

- ❑ The procedure (with amendments suggested by the Finance Officer), included in the briefing notes for the meeting, was **APPROVED** – see Appendix 7.

c) Review of Equal Opportunities Policy

- ❑ The existing policy, included in the briefing notes for the meeting, was **APPROVED** without amendment – see Appendix 8.

19/7821 Review of Complaints Policy

- ❑ The existing policy, included in the briefing notes for the meeting, was **APPROVED** without amendment – see Appendix 9.

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19/7822 Data Protection/Freedom of Information

a) Review of Freedom of Information Act Publication Scheme

- ❑ The existing scheme, the link for which on the Council website had been included in the briefing notes for the meeting, was **APPROVED** without amendment.

b) Review of Data Protection Policy

- ❑ The existing policy, included in the briefing notes for the meeting, was **APPROVED** without amendment – see Appendix 10a.

c) Review of Data Breach Policy

- ❑ The existing policy, included in the briefing notes for the meeting, was **APPROVED** without amendment – see Appendix 10b.

d) Review of Subject Access Request (SAR) Procedures

- ❑ The existing procedures, included in the briefing notes for the meeting, were **APPROVED** without amendment – see Appendix 10c.

e) GDPR Compliance

- ❑ The Finance Officer reported that the new Clerk was aware of the need to ensure that the Council was fully compliant. He also commented that she was currently facing a steep learning curve, and that it would be as well not to expect too much immediate progress in this regard.

19/7823 Expenditure for Approval

- ❑ The following items had been included in correspondence for the meeting:
 - Letter from Age UK Nottingham & Nottinghamshire: after due consideration, it was **AGREED** not to make a donation in this instance.
 - Quotations (same contractor, different options) for a new electrical distribution board in the Village Hall:

The Facilities Manager explained that a new board was a recommendation arising from the recent electrical inspection.

After due consideration, a quotation of £1150 was **APPROVED** subject to the Facilities Manager confirming that the price was all inclusive.

It was also **AGREED** that alternative quotations from other contractors were not required in this instance, and that, whilst the work was unlikely to be carried out before the end of the current financial year, the relevant amount should be earmarked with immediate effect.

- ❑ Further to discussions at the Full Council meeting on 11.3.19:

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- (19/8806b), the purchase of a projector costing £290 for displaying plans was **APPROVED**.
- (19/8804) The Finance Officer reported that further lamppost poppies ordered by the Facilities Manager had cost £90.

- The Finance Officer reported that he was looking to arrange some CiLCA [Certificate in Local Council Administration] training sessions for the new Clerk, and it was **AGREED**, bearing in mind that each session would last five hours [plus travel time], that the Clerk could be paid overtime if she preferred not to take time off in lieu.

19/7824 Concessions on Hire Fees

- It was **NOTED** that there were had been no non-regular/one-off concessions in February.

19/7825 Correspondence

- The following items, included in the briefing notes for the meeting, were **NOTED**:
 - Employment update received via Notts ALC: 'Can an Employee be a Whistle Blower if they Complain about Defamatory Comments made by Members of the Council?'
 - Information sheet received via Notts ALC: 'Making Tax Digital for VAT'. The Finance Officer pointed out that the Council is not VAT registered and accordingly "will not be affected during 2019/20, nor does it seem likely this will change in 2020/21".

There being no further business, the chair closed the meeting at 7.50pm approx.