

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
HELD IN THE CENTENARY LOUNGE ON WEDNESDAY 19<sup>TH</sup> JANUARY 2022**

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**PRESENT**

**Chair:** Cllr Armour

**Committee:** Cllrs Atack, Baker, Fitzgerald, Grice, Wells

**Also present:** Emma Tillyard (Responsible Finance Officer/RFO) minuted the meeting. Steve Mottishaw, Facilities Manager, Cllr Oakley

22/0845 Apologies

Apologies were received from Cllr Millband and the reasons for absence were **ACCEPTED**

22/0846 Declarations of Interest

Cllr Baker declared an interest in item 22/0853(a) below (Play Area Surface)

22/0847 Minutes 8 November 2021

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

22/0848 Matters Arising

(22/0816b) Progress re: Table Tennis Table - Cllr Atack confirmed the net has been replaced with a metal barrier free of charge. Dan Sleeman's work was acknowledged and thanks have also placed in the Keyworth News.

(22/0830a) Croft Road Underlease - Verbal update from RFO - Gedling Borough Council solicitors have been approached to do this work; they are checking capacity.

(22/0843c) Burial Ground Environmental Permitting - It was **NOTED** that the new regulations will reduce the burial ground capacity by 35% - 50%.

22/0849 Grants / Budgets

2022/23 Draft Budgets

Included in briefing notes for the meeting:

- Precept request calculator showing a 2.7% increase or £1.87 per annum for a band D property
- Precept leaflet
- Overall budget
- Supplementary Budgets
- Payroll budget

The documents were **DISCUSSED**, some amendments made to the precept leaflet and were **APPROVED** pending final approval by Full Council.

22/0850      Accounts

- a) Management Accounts Months Quarter 3 months 7 – 9. 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 7 -9 were **CONSIDERED** and **NOTED**.
- b) RFO Report on Quarter 3 Accounts - Projections based on months 1 - 9 were included in the briefing notes for the meeting. Committee **NOTED** that as at 31st December 2021, there is an overall surplus of £40,110 against phased budget, comprising £54,514 higher income less £14,404 higher expenditure than expected. See Appendix 1.
- c) Full Year Projections - The report was **CONSIDERED** and it was **NOTED** that there is an estimated margin of £15,507 at the end of the year. This is due to higher than budgeted income as a result of COVID restrictions being lifted earlier than expected. It was **NOTED** that this estimate should be treated with caution. See Appendix 2.
- d) Reserves Policy - The policy was **DISCUSSED**. It was **AGREED** that due to the ongoing pandemic, the minimum level of uncommitted reserves should remain at £60,000. Committee also **CONSIDERED** the amounts in earmarked reserves and will **RESOLVE** in March what to do with sums in reserves for completed projects. The amended reserves policy will be **CONSIDERED** at Full Council. The Facilities Manager mentioned that it may be worth creating an earmarked reserve for the forthcoming building conditions survey.

22/0851      Risk Management

- a) Skatepark - The schedule of condition from Betongpark was **NOTED**. See Appendix 3.
- b) Risk Assessment Office - The document was **REVIEWED** and **APPROVED**. See Appendix 4.
- c) Risk Assessment Nottingham Road Play Area - The document was **REVIEWED** and **APPROVED**. See Appendix 5.
- d) Internal Audit - The signed letter of engagement with Longleys Accountants was **NOTED**. An interim visit is to be held in March 2022 and a final visit April 2022.

22/0852      Agenda Items (if not covered elsewhere)

- a) Bat survey Skatepark - The document was **REVIEWED** and **NOTED**. See Appendix 6.
- b) Room hire fees and Burial Ground fees - The proposed increase in fees at 3% rounded to the nearest 50 pence - was **CONSIDERED** and **APPROVED**. See Appendices 7 and 8. It was also **AGREED** that in the next 12 months, a benchmarking exercise should be carried out to compare hire fees in similar facilities in the area and to consider whether hire fees are due a larger increase. It was **NOTED** that fee concessions and waivers can still be made if fees are increased.
- c) Keyworth Running Club - It was **NOTED** that a personal trainer appears to have been using the Rectory Field for business purposes and declined to engage with the Clerk when she explained there is a charge for this. Committee asked the Clerk to monitor the situation and report back to committee if this occurs again.
- d) Filming at Festivities Day - Clerk's delegated decision to allow this was **NOTED** and **RATIFIED**
- e) Village signs - Cllr Oakley reported that there are seven signs around the village to be replaced, and that the twinning design will be obsolete within the next few years. She had found quotes for plain black and white signs, and ones with a coloured design. There was a very large difference in price ranging from £50 to around £4000 plus installation. It was thought that the main three entrances to the village could have coloured signs and the other locations could have

plain signs. Cllr Oakley was asked to come back to committee with fully costed options for both coloured and plain signs. It was confirmed that there is a Local Improvement Scheme grant available, subject to match funding being contributed.

22/0853 Expenditure/Provisions for Approval

- a) Play Area Surface - The table of quotes provided by Facilities Manager was **DISCUSSED** and it was **RESOLVED** that bark chippings should continue to be used for at least the next year, whilst more information is sought on lifespan and guarantees of some of the less expensive options.
- b) Skatepark payment schedule - Committee **NOTED** the schedule, for final approval by Full Council.

22/0854 Concessions on Hire Fees

- a) Request for room hire waiver Probus Club - Request for waiver of room hire 13 July 2022 at a cost of £26.00 was **APPROVED**.
- b) One off and new concessions - Concessions agreed October - December to **NOTE**. Regular Concessions October and November to **NOTE**.

22/0855 Legal Matters

- a) Skatepark extension –

Included in the briefing notes for the meeting - draft JCT contract, page 9 and draft agreed article 9.

**PROPOSAL:** The purpose of the resolution is to seek approval in accordance with Paragraph 22 of the Parish Council's Standing Orders for the Parish Council to execute a contract with Betongpark Limited for the design, supply and installation of an extension to the skatepark on Platt Lane, Keyworth, Nottinghamshire, NG12 5GE

A JCT Minor Works Contract with Contractor's Design (2016) has been prepared in collaboration with Betongpark Limited. The contract sets out the terms for both parties and is in alignment with the grant funding conditions of the funding agreements with the FCC Communities Foundation, Rushcliffe Borough Council and the National Lottery. The contract also ensures that any relevant conditions in the lease of the site of the skate park between Keyworth Parish Council and UK Research and Innovation are complied with.

**RESOLVED:** That the Parish Council executes the above contract with Betongpark Limited as a deed in accordance with Paragraph 22 of the Parish Council's Standing Orders.

The deed wording above was **APPROVED** subject to final approval by Full Council.

Cllr Grice offered to act as arbitrator should there be a dispute - **APPROVED**.

FCC Communities Foundation Funding Agreement - not yet available. It is hoped this will be available for **APPROVAL** by Full Council and signature of the Proper Officer.

- b) Nottingham Road Play Area Lease - The draft lease was **NOTED**. KPC solicitors have raised some objections. The RFO notes this has been ongoing since at least September 2018 and causing

much frustration for all parties. The RFO has asked Gedling Borough Council solicitors if they could take this over and awaits their response.

22/0856      Staffing Matters

- NALC Staffing Bulletin November 2021 Topic: Code of Conduct Employee Complaint / Grievances – **NOTED**
- NALC Staffing Bulletin December 2021 Topic: Creating Rewarding Jobs - **NOTED**

**There being no further business, the Chair closed the meeting at approximately 8.30pm.**