

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
HELD IN THE CENTENARY LOUNGE ON MONDAY 21<sup>ST</sup> MARCH 2022**

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**PRESENT**

**Chair:** Cllr Armour

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

**Also present:** Emma Tillyard (Responsible Finance Officer/RFO) minuted the meeting. Steve Mottishaw, Facilities Manager (FM), Borough Councillor Inglis, one member of the public.

22/0857 Apologies

Apologies were received from Cllrs Fitzgerald and Wells and the reasons for absence were **ACCEPTED**.

22/0858 Declarations of Interest

There were no declarations of interest.

22/0859 Minutes 19 January 2022

The minutes the meeting held on 19<sup>th</sup> January were **APPROVED** and signed by Cllr Armour as a true record.

22/0860 Matters Arising

(22/0852e) Village signs – no update available at this time.

22/0861 Risk Management

- a) Building conditions survey and report costs – included in briefing notes for the meeting: estimated additional costs of £2200 in respect of surveying the Tennis Club, Bowls Club and Table Tennis buildings. The proposed surveys were **DISCUSSED** and it was **RESOLVED** that responsibility for this lies with the tenants. Facilities Manager to contact tenants to advise them to arrange surveys.
- b) Buildings valuation for insurance purposes – included in briefing notes for the meeting: 2017 inspection and valuation report. An up-to-date valuation is due this year. It was **RESOLVED** that the Facilities Manger will arrange for this inspection to be carried out as soon as possible and at the same time as the buildings condition survey.
- c) Updated Asset Register - Updated asset register and inventory were **NOTED**. See **Appendix 1 and 2**. It was also **NOTED** that the FM and RFO will review the asset register vs the inventory and add items to the asset register with approximate replacement value, to ensure they are covered. Items highlighted in **YELLOW** to take priority.
- d) Rospa reports - Play Area and Activity Park – the reports, included in briefing notes for the meeting were **NOTED**. See **Appendix 3**. The comments on the newly-installed metal table tennis

table net were **NOTED** and it was **RESOLVED** that committee is happy with the safety of the installation.

- e) Insurance claim – it was **NOTED** that the insurance claim is settled in respect of the vandalised wheelchair-friendly picnic bench outside the Centenary Lounge. Replacement bench is now in situ.
- f) Annual Reviews – the following policies were included in briefing notes for the meeting:
- Child Protection Policy
  - Conditions Of Hire
  - Food Safety Policy; it was noted that this is no longer required
  - Health & Safety Policy
  - Keyholding Method Statement
  - Smoking Policy
  - Facilities Manager's Annual Risk Assessment checklist.

All were **REVIEWED** and **APPROVED**, minus the Food Safety Policy. See **Appendices 4 – 9**. The Fire log was inspected and signed by Chair.

The following item was brought forward on the agenda:

22/0865 Prompt payment discount U3A. The request was **APPROVED**. One member of the public then left the meeting.

22/0862 Agenda Items (if not covered elsewhere)

- a) Ukraine Concert proposal – The proposal from Cllrs Fitzgerald & Millband to hold a concert on 9<sup>th</sup> April 2022 was **DISCUSSED** and **APPROVED** as a Parish Council event for less than 500 people and will therefore be covered under the council's insurance. It was also **RESOLVED** that the event should have the entire Village Hall complex at its disposal.

22/0863 Accounts

- a) Management Accounts Months 10-11 - 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 10-11. These were **CONSIDERED** and **NOTED**.
- b) Earmarked Reserves – current earmarked reserves were **CONSIDERED** and it was **AGREED** that the RFO should move unspent funds from the Peace Garden reserve to general reserves and combine the computer equipment and office equipment reserves.

22/0864 Expenditure/Provisions for Approval

- a) Section 137 allowance for 2022/23 – it was **NOTED** that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 for local councils in England for 2022/23 is £8.82 per elector. The number of electors on roll for Keyworth is currently 5510. Therefore KPC's total s137 expenditure allowance for 2022/23 is up to £48,598.

- b) Plaque for Peace Garden – the additional expenditure of £191.98 proposed by Cllr Clarke/Armour and authorised by RFO/Clerk on 10/03/2022 via a delegated decision was **RATIFIED**.
- c) COVID Memorial Bench – It was **RESOLVED** that as the match funding is no longer available, a bench would not be purchased but instead that some Spring bulbs and a plaque could be arranged for the patch of grass between the Table Tennis club building and the end of the old Rectory wall.
- d) Hanging baskets extra costs – information on the additional expenditure of £2689 due to some one-off and some ongoing increased costs from the supplier, was circulated by email and authorised by RFO 28/02/2022 via a delegated decision. The decision was **RATIFIED**.

22/0865            Concessions on Hire Fees

- a) Prompt payment discount Inspire Dance - **APPROVED**
- b) Prompt payment discount Pilates – **APPROVED**
- c) Corps of drums room hire – the request was **DISCUSSED** and it was **RESOLVED** that they would be offered the choice of a 15% discount OR a 20% discount but no grant.
- d) Keyworth Pharmacy hire fee waiver – **RESOLVED** – full waiver.
- e) Regular concessions – there were no new or one-off concessions in January or February. Regular Concessions January to February were **NOTED**.

22/0866            Grants / Budgets

- a) Grants - Trent District Community First Responders – It was **RESOLVED** to make a £300 grant.
- b) Budgets – the quote for batteries for the solar lights at the skatepark (replaced every 5 years) – **RESOLVED** this cost should come from the existing Skatepark sinking fund.

22/0867            Legal Matters

- a) Approval of legal costs Croft Road Community Garden – the RFO delegated decision to appoint Gedling Legal made on 20/01/2022 following email consultation was **RATIFIED**

Gedling Legal’s advice that KPC should not enter into the lease as it stands was **NOTED** and it was **RESOLVED** that further negotiation should take place with Rushcliffe Borough Council as to the terms of the lease, in particular to remove the clause stating KPC must reinstate to grassed area.

- b) Nottingham Road Play Area Lease - Included in briefing notes: emails from and to Massers (KPC solicitors in this matter), Nottinghamshire County Council and Equals Trust solicitors. It was **NOTED** that the renewal of the lease has now been in progress for around 3.5 years. It was **DISCUSSED** and **RESOLVED** that the RFO should:
  - Request a final invoice from Massers
  - Terminate the work with Massers
  - Appoint Gedling Legal to deal with this matter.
- c) Skatepark Extension Contract – it was **NOTED** that the FCC grant agreement was finally received on 10 February and the contract completed on 14 February 2022

22/0868      Audit

- a) Internal Controls – The Internal Control document was **REVIEWED** and **APPROVED** – see **Appendix 10**
- b) Register of Risk and Risk Assessment - The register of risk and risk assessment - was **REVIEWED** and **APPROVED** – see **Appendix 11**
- c) Internal audit visit – it was **NOTED** that the new internal auditor (Longleys Accountants) was originally due to make their first visit on 4th March, now rearranged for 24th March.

22/0869      Correspondence (if not covered elsewhere)

None

22/0870      Staffing Matters

- a) NALC Staffing Bulletin January 2022 - Topic: The End of Covid Restrictions and Self-Isolation was **NOTED**
- b) NALC Staffing Bulletin February 2022 - Topic: removing the enhanced element of sick pay from staff on NJC contracts who are not vaccinated. Conclusion: presents a legal risk – **NOTED**.

**There being no further business, the Chair closed the meeting at approximately 8.50pm.**