

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
HELD IN THE CENTENARY LOUNGE ON MONDAY 25th JULY 2022**

PRESENT

Chair: Cllr Armour

Committee: Cllrs Atack, Baker, Fitzgerald, Moncrieff

Also present: Emma Tillyard (Responsible Finance Officer/RFO) minuted the meeting. Steve Mottishaw, Facilities Manager (FM), Cllrs Clarke and Oakley, 1 member of the public

23/0884 Apologies

Apologies were received from Cllrs Grice and Wells and the apologies were **ACCEPTED**

23/0885 Declarations of Interest

There were no declarations of interest.

23/0886 Minutes 23rd May 2022

APPROVED and signed by Cllr Armour as a true record.

23/0887 Subcommittee Terms of Reference and Membership

- a) Review of staffing subcommittee and emergency subcommittee terms of reference - The terms of reference were **REVIEWED** and **APPROVED** without amendment. Please see appendices 1 and 2.
- b) Appoint to staffing subcommittee and emergency sub committee - The following members were appointed to the staffing subcommittee: Cllrs Armour, Grice, Fitzgerald and Wells. The following members were appointed to the emergency subcommittee: Cllrs Armour, Grice, Fitzgerald and Wells.

23/0888 Matters Arising

- a) 23/0876 (b) Updated Burial Ground Forms - Notice of Interment and Reopen purchased grave – were **NOTED**. See appendices 3 and 4.
- b) 23/0879(c) Groundskeeping contract - A Evans request for 6.2% increase on contract price. The proposal was **CONSIDERED** and **APPROVED**, backdated to April 2022. To be **REVIEWED** annually.
- c) 23/0881 (a) Nottingham Road Play Area lease - RFO sent an email terminating contract 11 May and followed up with letter signed by Chair 1 June; still not heard from them or had final invoice.
- d) Cllr Atack proposed the following:
 - 1. Council asks the Legal Ombudsman for advice;
 - 2. Council officially complains to Massers' about their poor service,
 - 3. Council asks Massers to transfer all Council related documentation to our preferred solicitors, including title deeds for Council properties currently held by them;

4. Council requests Massers provide written acknowledgment that they no longer represent the Council.

RESOLVED: proceed as above.

23/0889 Risk Management

- a) Village Hall complex 5 year building inspection reports:
 - Stock condition survey was **NOTED**. Also **NOTED** items for repair/replacement which have been incorporated into the Facilities Manager's 5 year plan and will go into forward budgets.
 - Building surveyor's report was **NOTED** Also **NOTED**: "Conclusion 3.11.1 The property is in good condition for its age and use and shows signs of regular and appropriate maintenance"
 - Insurance reinstatement value of VH complex was **NOTED**. RFO has passed this information to insurance broker and the updated insurance schedule has been issued, along with an invoice for the addition to the premium.
 - A **DISCUSSION** took place about insurance for the bowls club, tennis club, table tennis club and Exchanging rooms buildings. **RESOLVED**: a buildings survey for insurance reinstatement valuation should be carried out on these buildings.
- b) Updated asset register – the asset register now incorporates the updated Village Hall complex reinstatement valuation – **NOTED**. See Appendix 5.
- c) Updated insurance schedule – the updated schedule now incorporates the new reinstatement valuation – **NOTED**.
- d) Peace Garden – recent vandalism and difficulties with watering the garden were **DISCUSSED**. **RESOLVED**: committee to research permanent solutions which could be costed.

23/0890 Accounts

- a) Q1 Accounts - Management accounts 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 1-3. **NOTED**.
- b) Earmarked Reserves were **DISCUSSED**. **RESOLVED**: Committee to come up with proposals for use of CIL 2021-22 monies and the Play Area Surface EMR.

RFO Q1 2022-23 accounts report was **NOTED**. Cllr Baker arrived at this point.

23/0891 Expenditure/Provisions for Approval

- a) Play area replacement table – the proposed replacement table at £425 – was **CONSIDERED** and **APPROVED**
- b) Expenditure on Nature Reserve - Included in the briefing notes for the meeting: funding request from Keyworth Meadow Nature Reserve Group for £942.23 for nest boxes, an interpretation

panel and seed. There is £1500 in the budget for the nature reserve. The expenditure was **APPROVED**.

- c) Keyworth Guide - Cllr Clarke proposal to produce a new Keyworth guide at a cost of £805 – **APPROVED**.
- d) Defibrillator training – £481 remains in the earmarked reserve, made up of donations from the community. Cllr Millband proposed the following:
 - 1. Release £75 to cover the cost of defibrillator training in the near future. **APPROVED**
 - 2. Have the use of the Village Hall free of charge to hold this training. **APPROVED**
 - 3. Ringfence the remaining £406 for any future defibrillator installation or training. See item 23/0896c_below. It was **RESOLVED** to purchase 3 further bleed kits and to consult with Cllr Millband about using the remaining funds for this. Alternatively, extra bleed kits can be purchased from the Play Area Surface EMR, once it has been vired either to uncommitted funds or to other EMR funds.

23/0892 Concessions on Hire Fees

- a) Children's Centre use of Rectory Field – the delegated decision to allow use for free was **RATIFIED**
- b) Inner Wheel discount request - Booking 24th May 2024 for fundraising event. **APPROVED**.
- c) Regular and one-off concessions - Concessions for May - June were **REVIEWED** and **NOTED**. It was further **NOTED** that the Jubilee celebrations do not need to be included in concessions as they were a parish council event.

23/0893 Grants / Budgets

- a) Facilities 5 year plan budget – the plans were **CONSIDERED** and **APPROVED** for incorporation in the 2023-24 budget and 24-25 and 25-26 forward budgets with the proviso they can be revisited when the overall budget is produced. See Appendix 9.
- b) Room Hire rates for 2023-24. Possible options for next year's room hire rates were included in briefing notes for the meeting.

RESOLVED: Increase all hire charges by 20% for regular and one-off hirers, and by 50% for commercial hirers, rounded to the nearest 50 pence, to be in line with similar nearby facilities. For inclusion in 2023/24 budget. See appendices 6a and 6b.

Cllr Moncrieff left the meeting at this point.

- c) Burial Ground rates. Possible options for next year's burial ground charges were included in briefing notes for the meeting.

RESOLVED: Increase charges by 10% to take account of inflation in costs. For inclusion in 2023/24 budget. See appendix 7.

- d) Skatepark weed clearance - Quote from Streetwise at £450 twice a year strimming. **APPROVED**, for incorporation into 2023/24 budget.

- e) KELSU grant request - Request for £770 grant was **APPROVED**
- f) Skateboard GB grant request - Request for contribution towards Skatepark opening day 'jam'.
RESOLVED: £240 grant to be made.

23/0894 Banking Arrangements

Bank signatories – **RESOLVED:** The authorised signatories in the current mandate for the council's Natwest and Unity Trust accounts will be changed as follows: Add Cllr Moncrieff, remove Cllr Millband.

23/0895 Audit

- a) External Audit - The RFO has sent all 2021-22 paperwork to PKF Littlejohn and awaits their response.

The AGAR has been published on the website and the period for the exercise of public rights is Thursday 16th June 2022 to Wednesday 27th July 2022. **NOTED.**

- b) Internal audit plan for approval – the 2022/23 internal audit plan was **APPROVED** – see Appendix 8.

Committee **CONFIRMED** it is happy to re-appoint Longley's accountants as internal auditors.

23/0896 Agenda Items (if not covered elsewhere)

- a) Accountancy - Finance Officer hours vs outsourced accountancy. A report was included in briefing notes for meeting. **RESOLVED:** appoint DCK accountants as soon as possible until March 2023 then review.
- b) Skatepark opening event – the Skatepark opening event is on Sunday 25th September and is a Parish Council event – **APPROVED.** Communications group to publicise.
- c) Bleed kit donation - KPC has received an offer of a 'bleed kit' to install in one of the defibrillators. It would be registered with EMAS, same as the defibrillators. See also item 23/0891d.
RESOLVED: Purchase 3 additional bleed kits and place them with all defibrillators. Letter of thanks to donor to be arranged.

23/0897 Correspondence (if not covered elsewhere)

There was no correspondence

23/0898 Staffing Matters

- NALC bulletin June 2022 - Topic: Disability discrimination and menopause - **NOTED**
- NALC bulletin July 2022 – Topic: 'Fire and Re-hire' - **NOTED**

There being no further business, the Chair closed the meeting at approximately 8.45pm.