

**DRAFT**

**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING  
IN THE FEIGNIES ROOM ON MONDAY, 28 OCTOBER 2019 AT 7.00PM**

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**PRESENT:**

**Chair:** Cllr Armour.

**Committee:** Cllrs Fitzgerald, Grice, Millband, Oakley, Wells.

**ALSO PRESENT:** Neil Grocock (Finance Officer); Emma Tillyard (Clerk);  
Cllr Clarke.  
The meeting was minuted by Neil Grocock.

20/7858      Apologies

- ❑ Apologies were received from Cllr Caven-Atack and Steve Mottishaw (Facilities Manager) and the reasons for absence were **ACCEPTED**.

20/7859      Declarations of Interest

- ❑ There were no declarations of interest.

20/7860      Minutes

- ❑ The minutes of the meeting on 9.9.19 were **APPROVED** and signed by Cllr Armour as a true record.

20/7861      Matters Arising

- ❑ (20/7845) Play Area Lease: the Finance Officer reported that:
  - He had spoken the previous week with the Council's solicitor who confirmed that he had received an acknowledgement from the Equals Trust's solicitor, but was awaiting further details.
  - He had also, as suggested by Cllr Millband, updated the head teacher, Peter Cresswell, on the situation.
- ❑ (20/7845) Peace Garden: further to the minutes of the Full Council meeting on 16.9.19 (20/8842), Cllr Armour confirmed that planting would be arranged by the Peace Garden Group, the cost would be no more than a few hundred pounds, and the cost of the current plans, which exclude the structure designed by Welham Architects, would be no more than the amount already held in the earmarked reserve.
- ❑ (20/7845/20/7852) Painting/Decorating: The Finance Officer reported that work on the Centenary Lounge kitchen, toilet, entrance hall, external doors, windows, soffits and fascias, and the Village Hall Bar, Feignies Room and Office Reception was now complete.

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- ❑ (20/7851/20/7853) Letters and emails of thanks from the Friendship Club (Keyworth & Stanton Over 60s) and RHR Corps of Drums respectively, included in the briefing notes for the meeting, were **NOTED**.

### 20/7862      Staffing Sub-Committee Minutes

- ❑ The minutes of the meeting on 7.9.19, included in the briefing notes for the meeting, were **NOTED**.
- ❑ The Finance Officer pointed out that:
  - The pay rise agreed for the Clerk (20/0101) was in line with the overall payroll budget.
  - Following the resignation of Debbie Cooke, Clerical Officer, the Bookings Clerk and Clerk were prepared to take on Debbie's duties for the time being at least, claiming overtime as appropriate, on the understanding that the situation would be reviewed in due course – **AGREED**.

### 20/7863      Accounts

- ❑ The following items, included in the briefing notes for the meeting, were **NOTED**:
  - Management accounts for the four months ended 31.7.19, the five months ended 31.8.19 and the six months ended 30.9.19.
  - Bank reconciliation as at 30.9.19 and corresponding bank statements.
  - Aged debtor list as at 23.10.19.
  - Finance Officer's report.
  - Projections for the full financial year based on actuals for the first six months.
- a) Q2 Management Accounts
  - ❑ The Finance Officer reiterated the following points from his report:
    - Village Hall hire fees and Burial Ground income respectively 6.7% and 36.9% down compared to the same period in the previous year.
    - Uncommitted reserves inflated by inclusion of the precept for the second half of the year; £92.3k would be a more meaningful figure.
  - ❑ The Finance Officer also commented that, according to his projections, a budget surplus of around £8.5k was possible for the full financial year (assuming no further expenditure not provided for in the budget), this being borne out by the fact that, thus far, only around £3.8k of the £11.6k 'margin' in the budget had been utilised, primarily to cover the cost of Centenary Lounge decorating (20/7852 9.9.19) and the setting up of a skatepark sinking fund (19/7818d 18.3.19).
  - ❑ There were no questions.
- b) Reserves
  - ❑ See 20/7866b below.

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- See 20/7863a above re uncommitted reserves.

c) Bank Reconciliation

- The bank reconciliation was **APPROVED**.

d) Aged Debtor List

- The Finance Officer pointed out that there were no items more than thirty days outstanding.

20/7864      Expenditure for Approval

- The following items had been included in the briefing notes for the meeting:
  - Two quotations (£1250 and £1172) for new carpet tiles in the Feignies Room: after due discussion, the committee took the view that there was no obvious case for new tiles, and it was **AGREED** that a decision should be deferred until the next meeting at which the Facilities Manager would be present.
  - IT update from the Clerk: further to the report, the Clerk reported that there was no longer any immediate need for a new laptop following the resignation of Debbie Cooke and updated the committee on progress regarding an upgrade of the Village Hall wifi. It was **AGREED** that any changes in the wifi system should be at the Clerk's discretion provided there was no significant increase in cost.

20/7865      Concessions on Hire Fees

- A schedule of non-regular/one-off concessions in September was **APPROVED** – see Appendix.
- It was **AGREED** that the Keyworth & District Royal British Legion Branch could henceforth use the Feignies Room free of charge for its monthly meetings (a concession of £312 per annum at current hourly rates).

20/7866      Facilities

- The following items, included in the briefing notes for the meeting, were **NOTED**:
  - Quotation for Burial Ground landscaping (referred to at the previous meeting: 20/7851) together with a summary of options from the Facilities Manager.
  - Correspondence with resident re possible skatepark refurbishment.
  - 2018 Correspondence with landlord re skatepark lease (originally discussed at the meeting on 22.10.18: 19/7770).

a) Centenary Lounge Refurbishment

- Further to the discussion at the previous meeting (20/7852), the Finance Officer:

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- Reminded the committee that the Facilities Manager's costings for new chairs, tables and seating totalled £7046.
  - Suggested that the expenditure was arguably affordable bearing in mind the projected surplus referred to above (20/7863a) although this might leave only a relatively small margin for any other unforeseen expenditure.
- After due consideration, maximum expenditure of £7500 was **APPROVED**.

### b) Burial Ground Works

- Further to the discussion at the previous meeting, the Finance Officer summarised the situation as follows:
- Quotation of £13.5k covers all landscaping required.
  - Assuming quotation accepted, contractor can, according to the Facilities Manager, be held to price quoted if work is carried out in 2020/21.
  - Most work would be carried out in the autumn; the only work prior to that would be two or three sprayings of weed killer costing £200 each.
  - Wearing course could then be laid in April or May, i.e. in the next financial year.
  - £12k currently set aside for wearing course (based on quotation of £10.5k in 2017), but Facilities Manager suggests that, by 2021, £15k might be more realistic.
  - £22.5k currently set aside for Burial Ground works/development, comprising earmarked reserves plus amounts included in 2019/20 budget.
  - £28.5k now required: £13.5k for landscaping; £15k for wearing course.
- After due consideration, it was **AGREED**, subject to approval of quotations by Full Council, that:
- Landscaping should be carried out in the financial year 2020/21, i.e. prior to 31.3.21.
  - Wearing course should be completed in April/May 2021.
  - £13.5k should be earmarked immediately in respect of the landscaping; £5k to be transferred from the Burial Ground Development reserve.
  - Wearing course reserve should be reduced to £9k for the time being; a further £3k to be earmarked in 2020/21 and £3k in 2021/22.
- The Finance Officer pointed out that, in addition to accepting the quotation of £13.5k, Full Council would need to consider the committee's recommendation, agreed at the previous meeting, that alternative quotations should be dispensed with "given that the Council had been completely satisfied with the relevant contractor in the past, and that the amount quoted was borne out by the Facilities Manager's estimates" (20/7851), and suspend Financial Regulation 11.1.h in this respect.
- After further discussion, it was **AGREED** that suspension of Financial Regulation 11.1h and acceptance of the quotation without alternative quotations should be recommended to Full Council; the relevant item(s) to be on the agenda for the meeting on 18.11.19.

### c) Skatepark Proposals

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- ❑ The Finance Officer pointed out that the resident with whom he had been corresponding [and with whom Cllr Wells and the Facilities Manager had been having discussions] had secured substantial outside funding for a major refurbishment of the skatepark in 2013, no contribution having been required from the Parish Council on that occasion; he was now proposing further fund raising and refurbishment, but it was not clear at this stage whether any contribution would be required from the Parish Council in this instance.
- ❑ Cllr Wells commented that, in discussions, he had taken the view that the Parish Council would not be making any contribution.
- ❑ The Finance Officer added that a potential snag in relation to funding was the fact that the lease on the skatepark had only two years to run, and that, when approached in 2018, the landlord, UKRI, had not been disposed to consider early renewal.
- ❑ After due discussion, it was **AGREED** that the resident in question should be invited to give a short presentation at the Full Council meeting on 18.11.19, and Cllr Armour undertook to discuss the situation with contacts at UKRI in the meantime.

### d) Grave Reassignment Procedure

- ❑ The Clerk reported that she was having difficulty drafting a suitable procedural document and corresponding amendments to the Burial Ground regulations; she had been looking into the possibility of organising an ICCM [Institute of Cemetery & Crematorium Management] training session for herself and staff from other local Councils.
- ❑ After due discussion, it was **AGREED** that there was no need for a procedural document or to amend regulations in this respect, instances where such guidelines were needed being very rare.

### 20/7867      2020/21 Finances

- ❑ The following items, included in the briefing notes for the meeting, were **NOTED**:
  - 2020/21 Platt Lane grant application.
  - 2020/21 application for grant from Keyworth Conservation Advisory Group.
  - Quotation for 2020 hanging baskets.

#### a) Platt Lane Grant

- ❑ The application for a maintenance grant of £16950 (same as for 2019/20) was **APPROVED**.

#### b) Other Grants

- ❑ The application for a grant of £500 (same as for 2019/20) from the Conservation Advisory Group was **APPROVED**.
- ❑ It was **AGREED** that a further £1k should be set aside for unspecified grant or donations.

#### c) Hanging Baskets

- ❑ The quotation (£4135 in respect of fifty baskets including £720 for watering plants and barrier baskets) was **APPROVED**.

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- The Finance Officer commented that there was a 1.5% increase in overall unit cost compared to 2019

### d) Overall Budget/Precept

- It was **AGREED** that the Finance Officer should draft an overall budget with a 2% increase in precept for consideration at a subsequent meeting.

### 20/7868      Risk Management

#### a) Risk Assessment Review – Office Staff

- The assessment, included in the briefing notes for the meeting, was **APPROVED** subject to the following amendments under the heading 'Stress':
  - Staff can talk to ~~supervisors or managers~~ the Clerk to the Council, Council chairman or a member of the staffing sub-committee if they are feeling unwell or ill at ease about things at work.
  - Remind staff that they can speak confidentially to ~~manager or supervisors~~ the Clerk to the Council, Council chairman or a member of the staffing sub-committee (on a no blame basis) if they are feeling unwell or ill at ease because of work.

#### b) Other Risk Management Issues

- There were no other issues for discussion.

### 20/7869      Correspondence

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

**There being no further business, the chair closed the meeting at 8.15pm approx.**