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**MINUTES OF KEYWORTH PARISH COUNCIL FINANCE & RISK MEETING
IN THE FEIGNIES ROOM ON MONDAY, 9 SEPTEMBER 2019 AT 7.00PM**

PRESENT:

Chair: Cllr Armour.

Committee: Cllrs Caven-Atack, Fitzgerald, Grice, Millband, Oakley.

ALSO PRESENT: Emma Tillyard (Clerk); Neil Grocock (Finance Officer); Steve Mottishaw (Facilities Manager); Cllr Clarke.

The meeting was minuted by Neil Grocock.

20/7842 Apologies

- ❑ Apologies were received from Cllr Wells and the reason for absence was **ACCEPTED**.

20/7843 Declarations of Interest

- ❑ There were no declarations of interest.

20/7844 Minutes

- ❑ The minutes of the meeting on 24.6.19 were **APPROVED** and signed by Cllr Armour as a true record.

20/7845 Matters Arising

- ❑ (20/7829) Play Area Lease: the Finance Officer reported that there seemed to be a bone of contention between the Parish Council's solicitor and the Equals Trust's solicitor insofar as the County Council's lease appeared to preclude the use of the land for anything other than educational purposes. The Parish Council's solicitor had accordingly written to his opposite number on 23.8.19 seeking written confirmation that the Parish Council could, in fact, continue to use the site as a public play area, but was yet to receive any response.
- ❑ (20/7831) A letter, included in the briefing notes for the meeting, from the Pensions Regulator acknowledging re-declaration of compliance following completion of re-enrolment formalities was **NOTED**.
- ❑ (20/7834c) Peace Garden Update: Cllr Armour confirmed that she would be updating Full Council at the meeting on 16.9.19.
- ❑ (20/7835) Painting (Village Hall Bar, Feignies Room, Office Reception, Centenary Lounge external doors, windows, soffits, fascias): the Facilities Manager reported that the work would be carried out later in the month.
- ❑ (20/7835) Data Cabling: an alternative (lower) quotation of £310 had been included in the briefing notes for the meeting, and it was **NOTED** that the work had been carried out.
- ❑ (20/7839b) Data Processing Map: the Clerk reported that she was making progress in this regard.

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20/7846 Facilities Regulations Sub-Committee Minutes

- ❑ The minutes of the meeting on 17.7.19, included in the briefing notes for the meeting, were **NOTED**.
- ❑ As regards 20/0021, the Clerk reported that revised Burial Ground regulations were being drafted, for approval at a subsequent meeting.

Cllr Millband joined the meeting at this point.

20/7847 External Audit

- ❑ The following items had been included in the briefing notes for the meeting:
 - External Auditor Report and Certificate 2018/19.
 - Copy of the Notice of Conclusion of Audit.
- ❑ As regards the report and certificate, it was **NOTED** that, in the auditors' opinion, "the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices", and that "no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met".
- ❑ The Finance Officer confirmed that the notice of conclusion had been published on the website, along with the AGAR, in accordance with Accounts and Audit Regulations.

20/7848 Accounts

- ❑ The following items, included in the briefing notes for the meeting, were **NOTED**:
 - Management accounts for the month ended 30.4.19, the two months ended 31.5.19 and the three months ended 30.6.19.
 - Bank reconciliation as at 30.6.19 and corresponding bank statements.
 - Aged debtor list as at 17.7.19.
 - Finance Officer's report.
- a) Q1 Management Accounts
 - ❑ The Finance Officer commented that it was difficult to draw any conclusions from the figures at this early stage in the financial year.
 - ❑ There were no questions.
- b) Bank Reconciliation
 - ❑ The bank reconciliation was **APPROVED**.
- c) Aged Debtor List
 - ❑ The Finance Officer reported that an item for £225, overdue as at 17.7.19, had subsequently been paid.

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d) Reserves

- ❑ The Finance Officer pointed out that the uncommitted reserves figure in the balance sheet was deceptive insofar as it took into account half of the annual precept, but reflected only three months' expenditure.
- ❑ Further to the discussion at the previous meeting, the Finance Officer reported that the charge for the May elections had, in fact, only amounted to £91.
- ❑ See 20/7845 above re Peace Garden reserve.

20/7849 Expenditure for Approval

- ❑ The following items had been included in the briefing notes for the meeting:
 - IT Support agreement with appendices: the Clerk commented that expenditure on IT was likely to be higher than normal in the next few months as a number of outstanding issues were addressed (including a replacement laptop costing £640 for the Clerical Officer) but, in the longer term, she hoped that the new arrangement would work out less expensive than the previous fixed monthly payments of £174. She added that she was working on a contingency plan to cover the possibility of the new service provider being unavailable at times. The agreement was **APPROVED** – see Appendix 1.
 - Clerk's recommendations re Councillor email addresses: the recommendations, involving an annual commitment of £775, were **APPROVED**.
 - Clerk's update re general IT issues - **NOTED**.

Emma Tillyard left the meeting at this point.

- Two costings for removal of spikes on Rectory field fencing (20/7838a refers): members having given the matter further consideration since the last meeting, the committee took the view that it did not agree with the recommendation in the inspection report and **AGREED** that there was no need for the work to be carried out; it was suggested that the inspector should be asked to reassess the risk at the time of the next inspection.
- Costings for replacement Xmas lights in the square (£252): expenditure **APPROVED**.
- Quotation for churchyard Xmas lights installation (£541; £550 budgeted): **NOTED**.
- Quotation for Burial Ground extension ongoing maintenance (£790 per annum; £500 budgeted) to be paid in monthly instalments: expenditure **APPROVED**.

20/7850 Concessions on Hire Fees

- ❑ Schedules of non-regular/one-off concessions in June and August (no such concessions in July) were **APPROVED** – see Appendices 2a and 2b.
- ❑ The Finance Officer reported that the Friendship Club (Keyworth & Stanton Over 60s), granted free use of the Centenary Lounge for 2½ hours per week with effect from March 2018 (18/7732 19.3.18), was now requesting free use for an additional hour every week to facilitate two additional pick-ups on the Community Bus. After due consideration, it was **AGREED** that the club could henceforth use of the facility for 3½ hours per week free of charge (at current rates, a weekly concession of £43.75).

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20/7851 Burial Ground Works

- ❑ Following the discussion at the previous meeting (20/7837), the Facilities Manager had obtained a quotation for landscaping work, some of which would need to be carried out in March 2020, but some the following autumn.
- ❑ The Facilities Manager commented that it would be difficult to obtain alternative quotations, but that the quotation obtained was in line with his own estimates.
- ❑ After due consideration, it was **AGREED** that:
 - The Facilities Manager should obtain separate quotations for the work to be carried out in March 2020 and the work required the following autumn.
 - The committee would be prepared to recommend dispensing with alternative quotations 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.

20/7852 Centenary Lounge Refurbishment

- ❑ The following items had been included in the briefing notes for the meeting:
 - Quotation for decorating Centenary Lounge, kitchen, toilet and entrance hall (£1750).
 - Costings for chairs, tables, seating (£7046).
- ❑ After due consideration, the quotation for decorating was **APPROVED**; the work to be carried out at the same time as the painting referred to above (20/7845).
- ❑ As regards new chairs, tables and seating, it was **AGREED** that these were required sooner rather than later, and that the financial implications should be discussed at the next meeting.

20/7853 2020/21 Budget/Grants

- ❑ The following items had been included in the briefing notes for the meeting:
 - Grant application from Keyworth & District Community Concern (£1000; same as 2019/20): **AGREED**.
 - Grant application from RHR Corps of Drums: grant of £400 **AGREED** (same as 2019/20).
- ❑ VE Day Celebrations, 8.5.20: further to the decision made at the Full Council meeting on 10.6.19 (20/8834h), it was **AGREED** that the Council should contribute £250 towards costs.

20/7854 Risk Management

a) Risk Assessment Review – Activity Park

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

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b) Other Risk Management Issues

- ❑ See 20/7849 re fencing spikes.
- ❑ Nature Reserve risk assessment (19/7819d 18.3.19): Cllr Armour confirmed that the assessment had been reviewed.

20/7855 Revised Financial Regulations

- ❑ Revised financial regulations (based on a new NALC model), included in the briefing notes for the meeting, were provisionally **APPROVED** subject to final approval by Full Council at the meeting on 16.9.19 – see Appendix 3.

20/7856 Staff Matters

c) Revised Disciplinary (& Capability) Procedure

- ❑ The revised procedure, included in the briefing notes for the meeting, was **APPROVED** – see Appendix 4.

d) Revised Grievance Procedure

- ❑ The revised procedure, included in the briefing notes for the meeting, was **APPROVED** – see Appendix 5.

20/7857 Correspondence

- ❑ The following items, included in the briefing notes for the meeting, were **NOTED**:
 - NALC funding briefing (June 2019).
 - Employment briefings (June, July, August 2019) received via Notts ALC.

There being no further business, the chair closed the meeting at 8.10pm approx.