

# KESSINGLAND PARISH COUNCIL



## Minutes of the Finance & Governance Committee Meeting on Wednesday 1<sup>st</sup> November 2023 held in the Council Chamber, Marram Green

**Members present:** Councillors N. Glendinning, I. Graham & A. Green (Chair)  
**Others present:** None  
**Clerk to the Meeting:** N. Coleby (Clerk) & S. Hogg (Deputy Clerk)

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### 63. Welcome

The Chair welcomed attendees to the meeting and explained the meeting protocol.

### 64. Apologies for Absence and Resignation from the committee.

An apology for absence was received from Cllr Saunders with acceptance proposed by Cllr Green which was seconded by Cllr Graham with all in favour. It was noted that Cllr Truman has decided to step down from the Finance & Governance committee. Cllr Truman was good enough to volunteer to be on the committee when there was a shortage of members. She is on several other committees and working groups, as well as being a council representative on some outside bodies, and would prefer to be able to use any time spent on F&G meetings on those bodies.

### 65. Declarations of Interest

There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and there are no written requests for dispensations for Disclosable Pecuniary Interests. A dispensation has been granted to Cllr Green in respect of his role as district councillor.

### 66. Minutes of the previous meeting

To consider the accuracy and adopt the minutes of the Finance & Governance Committee meetings held on 23rd August & 29<sup>th</sup> September 2023.

*This item was deferred to the next meeting as the minutes had not been circulated.*

### 67. Banking

- 67.1 To receive the RFO monthly report.
- 67.2 To note the current balances from the report.
- 67.3 To note the payments made via direct debit and standing order from the report.
- 67.4 To note the payments made under delegated responsibility from the report.
- 67.5 To note payments made via council business cards from the report.
- 67.6 To note payments made via petty cash from the report.

Councillor James joined the meeting at 10.55am.

Councillor McLean joined the meeting at 11.05am.

## 68 Accounts and Budget

- 68.1 An update was provided on the set up of the new accounts system which is progressing.
- 68.2 It was noted that the initial meeting of the Budget Working Group has taken place. A second meeting was inquorate. The next meeting will be on the 8<sup>th</sup> November and is likely to be a key meeting in the budget setting process.
- 68.3 It was noted that all committee chairs were asked to provide any funding requirements to the Budget Working Group. None were received therefore a reminder needs to be sent.
- 68.4 Councillors considered additions to the Scribe package which might benefit the council which might include the allotments.

## 69 Audit

- 69.1 It was noted that the external audit has been completed and has been approved by parish council. The RFO will produce a report concerning items raised by the auditors and actions needed by the council.

## 70 Insurance

- 70.1 Councillors noted that a special meeting of Finance & Governance took place to review the three quotes and it was decided to take up insurance with Clear Councils. This was actioned on the same day, cover started immediately and the premium has been paid. The insurance has been taken out on a three-year basis to get the best value. There may need to be some amendments to the insurance which the Chair of Finance & Governance and the RFO will go through and bring to the committee.

## 71 Payments

- 71.1 Councillors considered authorising the payments provided to the committee. Cllr Graham proposed that the payments be authorised and Cllr McLean seconded with all in favour.

## 72 Other Financial Matters

- 72.1 It was noted that a meeting has taken place with a landscape architect in respect of Roy Browns Garden. It is likely that the fees for this will be higher than the Leisure Committee can approve and will therefore need to come to this committee.
- 72.2 A request for a prize of a raffle in the village was considered. The raffle is part of the Sing, Dance and Yarn annual fundraiser which was organised by Les Allen. His daughter Lucie Sahim is continuing the tradition which this year will benefit the Alzheimer's charities. This could be funded under S137 as the donation would be given to an event in the village rather than a direct donation to a national charity. Cllr McLean proposed the prize of 2 x £25 vouchers and this was seconded by Cllr James with all in favour.
- 72.3 It was noted that two quotes have been sought for the work needed on the allotments. Site meetings have been held and have also taken into account the need for the Marsh Lande ditches and culverts to remain clear of obstructions. The rest of this item was dealt with in confidential session.
- 72.4 To consider how the Youth Culture Fund should be managed in conjunction with Kessingland CofE Primary Academy. This was considered in confidential session.

- 72.5 It was noted that the council was contacted by the organisation which deals with electricity contracts for the local government sector as our three-year contract with OPUS energy was ending. The committee had delegated this to the Clerk in conjunction with the Chair of Finance due to the quick turnaround needed. The Clerk and the Chair of Finance considered the figures offered for both the OPUS and the British Gas accounts and have agreed a two year contract for continued electricity supply via the both companies.
- 73 **Date of next meeting**  
The date of the next meeting will be the 10.00am on Wednesday 22<sup>nd</sup> November 2023.
- 74 **Items for the next agenda**  
To note that items for the next agenda need to be with the Clerk by 5pm on the 13<sup>th</sup> November 2023.
- 75 **Exclusion of the Press and Public**  
*That in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 (Sections 100 and 102), the public and press be excluded for the remaining items of business due to the confidential nature of the business to be transacted including contractual and personnel related matters.*
- 76 **Close of Meeting.**  
This meeting closed at 11.45am.