

KESSINGLAND PARISH COUNCIL



Minutes of the
Finance & Governance Committee Meeting
At 10.30am on Wednesday 4th September 2024
held in the Council Chamber, Marram Green

Members present: Councillors C. Cook, I. Graham, J McLean & A. Green (Chair)

Clerk to the Meeting: S. Hogg (Deputy Clerk)

44. Welcome

The Chair welcomed the committee and explained the meeting protocol.

45. Apologies for Absence

Apologies for absence were received from Cllrs Glendinning & Saunders with the acceptance of apologies proposed by Cllr Cook and seconded by Cllr Graham with all in favour.

46. 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.

47. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 6th August 2024 had been circulated. Cllr Cook proposed adoption as a true and accurate record. This was seconded by Cllr Graham with all in favour.

48. Banking

- 48.1 Councillors received the RFO monthly report.
- 48.2 Councillors noted the current balances from the report.
- 48.3 Councillors noted the payments made via direct debit from the report.
- 48.4 Councillors the payments made under delegated responsibility from the report.
- 48.5 Councillors payments made via council business cards from the report.
- 48.6 Councillors noted the balance of petty cash but the transactions were not available.

49. Accounts and Audit

- 49.1 It was noted that additional information was submitted as requested to the external auditor. The report had not been returned so was not available for the committee to note.
- 49.2 It was noted that Barclays Bank have been contacted regarding closing the accounts that the council has with them.

- 49.3 It was noted that £24,000 has been transferred from the CCLA deposit account to the Unity current account to cover council outgoings.
- 49.4 The committee discussed setting up two new signatories for the KSSC maintenance account and it was proposed by Cllr Graham that these signatories should be Cllrs James & McLean. This was seconded by Cllr McLean with all in favour.
- 49.5 It was proposed by Cllr Graham that as soon as any signatories to any council bank accounts leave the council the banks are informed immediately and new signatories are appointed. This was seconded by Cllr Graham with all in favour.
- 49.6 It was noted that steps have been taken to close the Compass Suite down.
- 49.7 It was noted that the WIX annual subscription has been amended to monthly payment as the council will be changing website provided.

50. Payments

Cllr Graham proposed that all payments detailed on the RFO's monthly report are authorised. This was seconded by Cllr Cook with all in favour.

51. Other financial matters

- 51.1 It was noted that the councils energy provider has been transferred from Opus Energy to EDF who have taken the company over but the contract remains the same.
- 51.2 The committee consider the costs of repairing a council laptop which requires a new motherboard. The cost of this would exceed the cost of purchasing a new laptop so it was decided to keep this laptop for spares.
- 51.3 The committee discussed a grant application from Citizens Advice but this item will be deferred to the next meeting as the committee would like further information as to what the grant is for.
- 51.4 It was noted that due to safeguarding concerns a previous quote received from Red Dune to install WIFI at the KSSC was authorised by the chair of this committee.
- 51.5 Councillors considered a donation request from Marie Curie and Cllr Mclean proposed that the council would hold a coffee morning and all proceeds raised would be donated to Marie Curie. This was seconded by Cllr Graham with all in favour.
- 51.6 Councillors considered the renewal quote for the councils current insurance provider and Cllr Graham proposed that council accepts it. This was seconded by Cllr McLean with all in favour.
- 51.7 To consider a quote for Clerk training for the Deputy Clerk. (Confidential)
- 51.8 To consider a quote for WIFI and updating the CCTV system at KSSC (Confidential)

52. Governance

- 52.1 None

53. Date of next meeting

It was noted that the date of the next meeting will be Wednesday 2nd October 2024 at 10.30am.

54. Items for the next agenda

It was noted that that items for the next agenda need to be with the Clerk by 5pm on the 23rd September 2024.

55. **Exclusion of the Press and Public**

Cllr Graham proposed 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. Cllr Cook seconded this with all in favour.

56. **Close of Meeting**

Meeting closed at 11.10am.



Kessingland Parish Council

Monthly Finance Report - August 2024

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	888.94
Suffolk Pensions	Pension contributions	1,418.65
East Suffolk services	Bin lift	27.60
ASL	Photocopier charge	658.85
Paul Reed expenses	Bolts and assistance with fitting benches	59.00
J & S Grimmer Builders	Francis Rd Changing rooms conversion	5,000.00
East Suffolk Services	Bin collection	27.60
Staff overtime	Overtime	745.07
Red Dune	July & August monthly instalment	1062.92
NNDR	Sept instalment – Spinnaker room	292.00
NNDR	Sept instalment – Office	568.00
	TOTAL	10,748.63

Payments made under delegation

Payee	For	Gross
Staff	Monthly Salaries & July authorised overtime payments	5492.01

Payments made by Direct Debit

Payee	For	Gross
BT	Monthly charge	104.50
BNP Paribas	Quarterly photocopier charge	419.56
Lloyds Cards	Monthly card clearance	1739.98
Opus Energy	Electricity – Buildings, Francis Rd	58.39
British Gas	Electricity – Playing Field	19.82
Screwfix	Various maintenance items	553.97
Red Dune	Monthly charge	531.46
Anglian Water	Monthly water charges	79.84

Income		
Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	109.97
Spinnaker room hire	Yoga class & Drama class	70.00
S Soughton	Bench purchase	1062.00
Member of public	Calendar purchase	5.00
Local weekly groups	Spinnaker room hire	510.00
Allotment tenants	Annual allotment charge	105.00

Transfers		
Account From	Account to	Balance £
CCLA account	Unity current account	24,000.00

Account Balances to date 2024	
Account	Balance £
Unity C/A	38,580.29
Unity D/A	1,746.62
Barclays Events Account	42,508.29
Nationwide D/A	90,329.94
CCLA	1,000.00
Petty cash	157.18
Total Parish Council Account Balances	182,334.36
Joint Maintenance Account (KPC & KSSC)	8,012.04