

KESSINGLAND PARISH COUNCIL



Minutes of the Finance & Governance Committee Meeting At 10am 27th March 2024 held in the Council Chamber, Marram Green

Members present: Councillors N. Glendinning, I. Graham, A. Green (Chair), S. James (Vice-Chair), J. McLean
Others present: Cllr C. Carter
Clerk to the Meeting: S. Hogg (Deputy Clerk) D. Blowers (Admin/Committee Clerk)

123. Welcome

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

124. Apologies for Absence.

Apologies for absence were received from Cllr Saunders. Acceptance of the apologies was proposed by Cllr Graham, seconded by Cllr McLean with all in favour.

125. Declarations of Interest

To receive Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests. A dispensation has been approved for Cllr Green in respect of his dual position as district councillor for Cllr McLean in respect of her membership of the Friends of Kessingland CofE Primary Academy and the Kessingland Sports and Social Centre. Cllr Green also declared a non-pecuniary interest in item 130.3 on the agenda.

126. Minutes of the previous meeting

The minutes from the meetings held on 7th February & 6th March 2024 had been circulated. Cllr Glendinning proposed adoption as a true and accurate record. This was seconded by Cllr James with all in favour.

127. Governance.

There are no matters under this section of the agenda.

128. Banking

128.1 The RFO monthly report was noted and received.

128.2 The current balances for the Unity and Barclays accounts were noted and Cllr Glendinning proposed that a transfer of £15,000 was actioned from CCLA account to the Unity current account as funds were low. Once the precept

payment has been received this amount will be transferred back to CCLA. This was seconded by Cllr James with all in favour. It was noted that the council have been unable to transfer funds from the Barclays and Nationwide accounts at present due to issues with signatories on the accounts and it was suggested that in future it would be wise to pay these funds into CCLA as the interest rates are favourable. The issue with the Nationwide and Barclays accounts will be added to the next agenda for consideration.

- 128.3 Payments made via direct debit and standing order from the report were noted.
- 128.4 Payments made under delegated responsibility from the report were noted.
- 128.5 Payments made via council business cards from the report were noted.
- 128.6 Payments made via petty cash were not available.

129. Payments

- 129.1 Cllr McLean proposed that payments which need authorisation from the RFO report are authorised. This was seconded by Cllr James with all in favour.

130. Other Financial Matters

- 130.1 It was noted that due to staff shortages progress with updating of Scribe is slow but the office staff are working hard to bring it up to date.
- 130.2 To consider a quote that would enable completion of the water supply at the community garden. (Confidential)
- 130.3 To consider providing funding towards the upkeep of S Edmunds Church yard (Confidential).
- 130.4 To consider a request from the Mens Shed for funding to purchase a table router and accessories. (Confidential)
- 130.5 To consider a Trade refuse Collection Contract from East Suffolk Services (Confidential)
- 130.6 The committee discussed purchasing a gift card to say thank you to a valued member of the community who currently contributes to the upkeep of Roy Browns Garden and other areas of Kessingland voluntarily, Cllr McLean proposed that a card to the value of £100 is purchased. This was seconded by Cllr Glendinning with all in favour.
- 130.7 To consider renewing the councils two phone licences (Confidential).
- 130.8 To note that there has been request from Kessingland Football Club for extra grass cuts to maintain the football pitches to the standard required. East Suffolk Services have been asked for a quote to reflect this and this shall be brought to this meeting for consideration if received in time. (Confidential).
- 130.9 The committee discussed a request from Kessingland Football Club to provide facilities for the referee and opposition team to change in when a match is held. It was decided that a meeting would be set up with them and Cllrs McLean & James to discuss this further and see if provisions could be put in place in time for the new season.
- 130.10 It was noted that in consultation with the Chair of Finance an error in the salaries of two members of staff has been corrected and actioned.
- 130.11 It was proposed by Cllr Green that a budget of £500 is set to cover the costs of an event being held on 22nd April to commemorate the 80th anniversary of the Night of the Intruders. This was seconded by Cllr James with all in favour.
- 130.12 To note that Cllrs Carter and James met at Roy Browns Garden with a local gardener who will be providing a quote and design to progress the

redevelopment of the garden. If available, the quote will be considered at this meeting. (Confidential).

131. Audit

131.1 It was noted that the internal audit has been booked for the week beginning 10th June 2024.

132. Insurance

132.1 To consider the councils current insurance policy and if any amendments are needed (Confidential).

133. Legal

There are no matters in this section of the agenda.

134. Date of next meeting

It was noted that the date of the next meeting will be the 10.00am on Wednesday 1st May 2024.

135. Items for the next agenda

It was noted that items for the next agenda need to be with the Clerk by 5pm on the 18th April 2024.

136. 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.

137. Close of Meeting.

Meeting closed at 11am.