

KESSINGLAND PARISH COUNCIL



Minutes of the
Finance & Governance Committee
Held at 10.30pm on Wednesday 12th February 2025
In the Council Chamber, Marram Green

Members present: Councillors C. Cook, N. Glendinning,

Other member present: Cllr S. James & C. Carter

Clerk to the Meeting: S. Hogg (Acting Parish Clerk) & D. Blowers
(Admin/Committee Clerk)

118. Welcome

The Acting Chair, Cllr James, welcomed the committee and explained the meeting protocol.

119. Apologies for Absence

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

120. 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.

121. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 8th January 2025 had been circulated. Cllr Glendinning proposed adoption as a true and accurate record. This was seconded by Cllr Cook with all in favour.

122. Banking

122.1 Cllrs received the RFO monthly report.

122.2 Cllrs noted the current balances from the report.

122.3 Cllrs noted the payments made via direct debit and standing order from the report.

122.4 Cllrs noted the payments made under delegated responsibility from the report.

122.5 Cllrs noted payments made via council business cards from the report.

122.6 Cllrs noted payments made via petty cash from the report.

123. Payments

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

124. Accounts and Audit

124.1 It was noted that the Acting Clerk will be liaising with Scribe to condense the amount of cost codes the council currently has and will report back to the next meeting.

124.2 Cllrs noted that £40,000 has been transferred from Nationwide to Unity Current account and a form needs to be completed to transfer this amount to the CCLA account.

125. Other financial matters

125.1 Cllrs considered a donation of £25 to the Mens Shed for the production of bird boxes for the marsh. Cllr Glendinning proposed an invoice for the cost would be more appropriate from the Mens Shed to be paid. This was seconded by Cllr Cook with all in favour.

125.2 The cost of £260.70 for 150 Easter Eggs was approved. This was proposed by Cllr James and seconded by Cllr Cook with all in favour.

125.3 Cllrs considered the method of payment for work that has been done on the Marsh Lane. Cllr James proposed that this was done by invoice. Cllr Cook seconded the motion with all in favour.

125.4 A grant request from Honey Rose Creative Arts was considered. Cllr Cook proposed an amount of £500 be given. This was seconded by Cllr Glendinning with all in favour.

125.5 The current BT contract was discussed and an update will be given at the next meeting by Cllr Carter.

125.6 Cllrs considered the 2024-25 risk assessment which will be achieved by the end of March.

125.7 Cllrs considered the 2024-25 internal control statement.

125.6 It was noted that the 2024-25 CIL report has been completed and requires signing for submission.

125.7 Cllrs noted the asset register is currently being updated. Cllr Carter will liaise with Cllr M. Ladd regarding the street light list.

125.8 To consider the quote for a notice board from the Mens Shed. (Confidential)

125.9 To consider the quote for grass cutting/line marking. (Confidential)

126. Governance

126.1 It was decided that the three policies that had been circulated – Code of Conduct, disciplinary Policy & Procedure and Disciplinary Rules were to be reviewed by Cllr Glendinning and brought to the attention of full council at their next meeting in March.

127. Date of next meeting

The date of the next meeting will be Wednesday 12th March 2025 at 10.30am.

128. Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 28th February 2025.

129. Exclusion of the Press and Public

Councillor Glendinning 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 This was seconded by Cllr James with all in favour.

125.8 Cllrs agreed to accept from the Mens Shed, a kind offer of providing a specially made notice board to commemorate the "Night of the Intruders".

125.9 Cllrs considered the quote for grass cutting/line marking. Cllr Glendinning proposed this should go ahead which Cllr James seconded with all in favour.

130. Close of Meeting

This meeting was closed at 11.32hrs.



Kessingland Parish Council

Monthly Finance Report - February 2025

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	2,614.63
Suffolk Pensions	Pension contributions	1019.65
Staff overtime	Overtime	717.56
East Suffolk services	Bin lift x2	58.80
Diocese of Norwich	Allotment rent 2022/2023	100.00
East Suffolk Water Management Board	Maintenance of Watercourse – Marsh Lane	640.80
Munnings	Uniform for Maintenance supervisor	150.00
East Suffolk Services	Pitch marking	659.40
SALC	Councillors basic training for Cllrs Ollett & Pope-Brannon	153.60
	TOTAL	6113.96

Payments made under delegation

Payee	For	Gross
Staff	Monthly Salaries & January overtime	5348.34

Payments made by Direct Debit January 2025

Payee	For	Gross
BT	Monthly charge	72.24
East Suffolk	NNDR spinnaker	243.00
East Suffolk	NNDR Office	663.00
EDF Energy	Electricity – Buildings, Francis Rd	71.78
British Gas	Electricity – Playing Field	19.82
Red Dune	Monthly charges	666.79
Wave	First bill - Charge from 21 st Sept to 20 th December 2024	269.82
Wave	Allotment water supply	117.97
	TOTAL	2124.42

Lloyds card payments made January 2025

Mailchimp	Subscriptions	12.67
Amazon	Youth café supplies	33.55
Amazon	Refuse sacks	18.48
Cash withdrawal	For petty cash	250.00
Cash fee	Cash withdrawal fee	6.25
Wix	Website	34.80
Euroflorist	Flowers	27.98
	total	599.36

Petty cash payments January 2025

Payer	For	Gross
J Mclean	Milk	0.95
J McLean	Volunteers event items	39.67
C smith	Youth café stationary and redwings adoption	21.10
J McLean	Youth café items	50.00
S Hogg	Paint for benches from Wickes	68.00
	Total	179.72

Income

Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	4.03
Spinnaker room hire	Yoga	40.00
Allotment tenants	Allotment rent	110.00
Art Group	Spinnaker room hire	140.00
Resident	Memorial plaque	150.00
	Total	510.03

Bank Transfers		
From	To	Gross
Unity deposit account	Unity current account	40,000.00
Nationwide	Unity Current account	40,000.00

Account Balances to 12th February 2025	
Account	Balance £
Unity C/A	74,483.90
Unity D/A	33,805.13
Barclays Events Account	42,508.29
Nationwide D/A	50,329.94
CCLA	1,000.00
Petty cash	30.34
Total Parish Council Account Balances	202,157.60
Joint Maintenance Account (KPC & KSSC)	8,012.04