

KESSINGLAND PARISH COUNCIL



Minutes of the **Finance & Governance Committee Meeting**

At 10.30am on Wednesday 10th July 2024
held in the Council Chamber, Marram Green

Members present: Councillors C. Cook, N. Glendinning, I. Graham & J. McLean

Other Members: Cllr C. Carter

Clerk to the Meeting: S. Hogg (Deputy Clerk) D. Blowers (Admin/Committee Clerk)

17. Welcome

The Chair welcomed the committee and explained the meeting protocol

18. Apologies for Absence

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

19. 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.

Cllr McLean declared an interest for item 25.9.

20. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 5th June 2024 had been circulated. Cllr Carter proposed adoption as a true and accurate record. This was seconded by Cllr Glendinning with all in favour.

22. Banking

22.1 Councillors received the RFO monthly report.

22.2 Councillors noted the current balances from the report. A transfer of £10,000 from the Unity deposit account to the Unity current account was proposed by Cllr Glendinning to cover council outgoings, this was seconded by Cllr Carter with all in favour.

- 22.3 Councillors noted the payments made via direct debit and standing order from the report.
- 22.4 Councillors noted the payments made under delegated responsibility from the report.
- 22.5 Councillors noted payments made via council business cards from the report.
- 22.6 Councillors noted payments made via petty cash from the report.

23 Accounts and Audit

- 23.1 It was noted that the internal audit has been received from SALC.
- 23.2 It was noted that all documents have been submitted for the external audit.
- 23.3 It was noted that preparations have begun to close down the Compass Suite.
- 23.4 Councillors considered the allocation of funds to reserves.
- 23.5 The Committee considered the set up of cost codes for the current financial year and it was agreed that Cllrs Graham and Green will sit with the Deputy Clerk to help set this up.

24 Payments

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

25 Other financial matters

- 25.1 Councillors considered a request to purchase new tables for the Spinnaker room. It was agreed that a few folding tables that were spare at the youth club would be transferred over to trial first.
- 25.2 It was noted that the contract for the photocopier expires in November 2024 and that should the council wish to not renew, then notice needs to be given by 12th August 2024. Cllr Glendinning proposed not to renew and Cllr Cook seconded this with all in favour.
- 25.3 Councillors considered the purchase of an air-conditioning unit for the office. Cllr Graham proposed that a budget of £500 was given to purchase up to two units. This was seconded by Cllr McLean with all in favour.
- 25.4 Councillors considered setting up a direct debit for Red Dune and noted a change in their monthly charge. The committee noted that council had been made aware that the current council website is not compliant and requires urgent redesign. It was noted that Red Dune had provided a quote and an overview of how a website would look should they redesign it. Cllr McLean proposed that as Red Dune are the council's current IT supplier and a trusted company that council should agree the quote and ask them to commence with the design and this will be taken to full council for approval. This was seconded by Cllr Graham with all in favour.
- 25.5 To consider a quote from Red Dune to replace the current broadband at for fast broadband to KSSC. (Confidential)
- 25.6 To consider the councils credit card arrangements (Confidential)
- 25.7 To consider a donation from a member of the public. (Confidential)
- 25.8 To consider a quote for an annual service for the CCTV and intruder alarm (Confidential)
- 25.9 To consider the figures for staff overtime accrual (Confidential)

26 Governance

26.1 Councillor Glendinning proposed to approve and adopt the reviewed Terms of Reference for this committee. This was seconded by Cllr Cook with all in favour.

27 Date of next meeting

It was noted that the date of the next meeting will be Wednesday 7th August 2024 at 10.30am.

28 Items for the next agenda

It was noted that items for the next agenda need to be with the Clerk by 5pm on the 29th July 2024.

29 Exclusion of the Press and Public

Councillor 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. This was seconded by Cllr McLean with all in favour.

25.5 A quote from Red Dune to replace the current broadband to a faster broadband for the KSSC was discussed and it was decided it would be deferred to the next meeting after a discussion with the KSSC has been arranged.

25.6 Councillors considered a council's credit card which was in the name of a member of staff that is currently off on long term sick which incurs a monthly charge. To save the council paying out the monthly charge Cllr Glendinning proposed that the credit card is cancelled as it is not in use but should the situation change it could be reinstated. This was seconded by Cllr Cook with all in favour.

25.7 Councillors considered a donation from a member of the public. Cllr Cook proposed that it would be spent on a plaque of remembrance for them. This was seconded by Cllr Graham with all in favour.

25.8 Councillors considered a quote for an annual service for the CCTV and intruder alarm and would like to find out if the CCTV could be accessed from the office laptops. A further quote to include this service should it be available will be sought and brought to the next meeting.

Cllr McLean left the meeting.

25.9 Councillors considered the figures for staff overtime accrual. Cllr Graham proposed that the payments for the accrual would be backdated to April 2022 when the legislation was brought in and moving forward this accrual would be paid to staff with their monthly salary in the following months salary payment rather than be used to accrue more holiday entitlement. This was seconded by Cllr Cook with all in favour.

Cllr McLean returned to the meeting.

Although it wasn't listed on the agenda Council revisited the request from Kessingland Football team for £5,000 for new changing facilities as a matter of urgency. The contractor who would be undertaking the work would soon be unavailable and if the changing rooms aren't provided then the club would not meet FA requirements. Cllr Carter proposed that the club are provided with the funds from the Parish Improvement Fund. This was seconded by Cllr Cook with all in favour.

30. Close of Meeting

This meeting was closed at 11.50am.

Payments made under delegation		
Payee	For	Gross
Staff	Monthly Salaries & May authorised overtime payments	6354.36
East Anglian Road Markings	Clearance of keep clear sign on Kipling Close	300.00
Handy Harveys	Allotment rubbish clearance – Health & Safety issue	300.00

Payments made by Direct Debit		
Payee	For	Gross
Lloyds Cards	Monthly card clearance	633.08
Opus Energy	Electricity – Buildings, Francis Rd	44.87
British Gas	Electricity – Playing Field	19.82
Screwfix	Various maintenance items	151.97
	Total	849.74

Payments made by Standing Order		
Payee	For	Gross
Red Dune	IT	497.33

Income		
Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	91.39
Spinnaker room hire	Yoga class & Drama class	157.50

Transfers		
Account From	Account to	Balance £
Unity deposit account	Unity current account	15,000.00
Card payments		
S Hogg		
Morrisons – refreshments		19.41
Mailchimp – monthly charge		12.35
Virtual college – safeguarding training		36.00
Post office stamp		1.35
Amazon		22.32
SP Door supplies – Door for Francis Rd toilet		246.75

Petty Cash payments	
Petrol	6.70
Cash payment for bench relocation assistance	50.00
Fee for buglar for DD Day event	50.00
Mates on Mondays supplies	21.40
Wreath payment	7.98
Mates on Mondays supplies	20.52

Account Balances to date 10th July 2024	
Account	Balance £
Unity C/A	8266.21
Unity D/A	45746.62
Barclays Events Account	42508.29
Nationwide D/A	90,329.94
CCLA	25,000.00
Petty Cash	90.11
Total Parish Council Account Balances	211,941.17
Joint Maintenance Account (KPC & KSSC)	8,012.04

