

KESSINGLAND PARISH COUNCIL



Minutes of the **Finance & Governance Committee Meeting** At 10am on Wednesday 5th June 2024 held in the Council Chamber, Marram Green

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

1. **Election of Chair of the Finance & Governance Committee**
Councillor Green nominated himself as Chair of this committee. This was seconded by Cllr Carter with all in favour.
2. **Welcome**
The Chair welcomed the committee and explained the meeting protocol.
3. **Election of Vice-Chair of the Committee**
Councillor James proposed Cllr Graham was elected Vice-Chair, this was seconded by Cllr Glendinning with all in favour.
4. **Apologies for Absence**
Apologies for absence were received from Cllrs Graham & Saunders with the acceptance of apologies proposed by Cllr Glendinning, seconded by Cllr James with all in favour.
5. **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 Green declared an interest for item 11.7 due to being an East Suffolk Councillor.
6. **Minutes of the previous meeting**
The minutes of the Finance & Governance Committee meeting held on 1st May 2024 had been circulated. Cllr Glendinning proposed adoption as a true and accurate record. This was seconded by Cllr Carter with all in favour.
7. **Committee Governance Matters**
 - 7.1 It was noted that the committee's Terms of Reference were approved at the council AGM and Cllr James proposed that an amendment is made to the document and this will be sent to the Chair to review. This was seconded by Cllr Glendinning with all in favour.

- 7.2 Cllr Glendinning proposed that at this time the committee's working groups are no longer required. Their Terms of Reference will be held though in case the groups are reformed in future and Cllr James seconded with all in favour.
- 7.3 It was noted that all policies were adopted at the AGM in May but they do require reviewing.

8 Banking

- 8.1 Councillors noted the RFO monthly report.
- 8.2 The Deputy Clerk provided the committee current balances from the report.
- 8.3 Councillors noted the payments made via direct debit and standing order from the report.
- 8.4 Councillors noted the payments made under delegated responsibility from the report.
- 8.5 Councillors noted payments made via council business cards from the report.
- 8.6 Councillors noted payments made via petty cash from the report. Cllr James proposed that the remaining balance be written off which Cllr Glendinning seconded with all in favour.

9 Accounts and Audit

- 9.1 Councillors noted the council's budget for 2024-25.
- 9.2 It was noted that all accounts have now been reconciled on Scribe for the 2023/24 financial year, but petty cash did not balance. Moving forward procedures will be put in place so an accurate record can be kept to prevent this happening again.
- 9.3 It was noted that following this meeting the audit documents will be submitted to SALC for the internal audit. The documents for the external audit have also been completed ready for submission.

10 Payments

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

11 Other financial matters

- 11.1 The committee noted that the asset register requires updating and Cllrs James and Green will do this.
- 11.2 The Councils risk assessment was reviewed and acceptance was proposed by Cllr Green which Cllr Glendinning seconded with all in favour.
- 11.3 Cllr James proposed that Cllr Christine Cook is again appointed KPC's internal controller. This was seconded by Cllr Glendinning with all in favour.
- 11.4 The committee considered the council's current Council/Staff subscriptions and fees with external bodies and Cllr Glendinning proposed that council continue with these. This was seconded by Cllr James with all in favour.
- 11.5 The committee considered continuing the existing arrangements with other local authorities, not for profit bodies and businesses and Cllr James proposed that KPC continue with these but removing the legal section. This was seconded by Cllr Glendinning with all in favour.
- 11.6 Councillors considered confirmation of the council's fees and charges for 2024-25.
- 11.7 Councillors received an update regarding the requested funding from Kessingland Football Club for changing facilities.

- 11.8 Councillors received an update regarding the closure of the Barclays or Nationwide bank accounts. The situation has remained the same.
- 11.9 Councillors discussed the Compass Suite Trust – Appointment of representatives to external organisations. Cllr James will be dealing with this matter.
- 11.10 Councillors considered the Councils current methods of payment. Cllr James proposed that the admin/committee clerk should hold the second payment card. This was seconded by Cllr Glendinning with all in favour.
- 11.11 To consider a quote from Red Dune for software that would be installed on each of the council owned laptops that would run a check to ensure each device is running as it should and would identify any problems as they occur. (Confidential).
- 11.12 To consider the purchase of a gas canister from Jaydene. (confidential)
- 11.13 To consider a quote for the removal of a Keep Clear sign that was installed on Kipling Close in error. (Confidential).

12 Governance

- 12.1 It was noted that all policies were adopted at the AGM in May but it was acknowledged that they do require reviewing. Therefore, it was agreed that three policies will be brought to this committee at this meeting to be reviewed and amended as necessary, the following policies will be reviewed this month:
- Code of Conduct 2022
 - Disciplinary Policy & Procedure - Jan 2019
 - Disciplinary Rules - Jan 2019

Councillors agreed that all policies from now on will be distributed to the appropriate committees during their next meetings.

13 Date of next meeting

The date of the next meeting will now be rescheduled to 10.30am on Wednesday 10th July 2024.

14 Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 2nd July 2024.

15 Exclusion of the Press and Public

Councillor James 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 Glendinning with all in favour.

- 11.11 A quote from Red Dune for software that would be installed on each of the council owned laptops was considered and Cllr James proposed that the work would not go ahead. This was seconded by Cllr Glendinning with all in favour.
- 11.12 Councillors had previously considered and approved the purchase of a gas canister from Jaydene.
- 11.13 Councillors had considered a quote for the removal of a Keep Clear sign that was installed on Kipling Close in error. Cllr Glendinning proposed the work went ahead, which was seconded by Cllr James with all in favour.

Councillor James proposed that a donation of £50 each should be made to both the member of the public that kindly helped with the placing of the D-Day bench and the Corporal from the Cadets that played the bugle at the D-Day event. This was seconded by Cllr Glendinning with all in favour.

16. **Close of Meeting**

This meeting closed at 11.50am

Payments made by Direct Debit

Payee	For	Gross
BT	Phone charge	104.50
Lloyds Cards	Monthly card clearance	203.43
Opus Energy	Electricity – Buildings, Francis Rd	57.87
British Gas	Electricity – Playing Field	20.47
Screwfix	Damp proof membrane for allotments	49.00
BNP Paribas	Photocopier Hire	371.56
Waveney Yare	Annual drainage rates	6.20
	Total	813.03

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	42.87
Spinnaker room hire	Yoga class & Drama class	95.00
Norton Peskett	Returning funds that were held	900.00
Peter Byatt	Spinnaker hire	30.00
D Boyle	Go-Pro purchase	50.00
Holly Watkins	Allotment fee	15.00
	Total	1198.87

Transfers

Account From	Account to	Balance £
Unity current account	Unity deposit account	60,000.00
Unity Current account	CCLA	15,000.00

Card payments	
S Hogg	Balance £
Amazon - stationary	76.93
Mailchimp – monthly charge	12.52
Ebay	16.48
Virtual college – safeguarding training	36.00
Community Action Suffolk – Safeguarding training	70.00
Travis Perkins – soil for community garden	156.00

Account Balances	
Account	Balance £
Unity C/A	5829.80
Unity D/A	60512.56
Barclays Events Account	42508.29
Nationwide D/A	90,329.94
CCLA	25,000.00
	243.90
Petty Cash	
Total Parish Council Account Balances	224,424.49
Joint Maintenance Account (KPC & KSSC)	8,012.04