

# KESSINGLAND PARISH COUNCIL



## Minutes of the Finance & Governance Committee Meeting held at 11.00am on 26<sup>th</sup> May 2021 in the Council Chamber, Marram Green

**Members present:** Councillors D. Boyle, B. Burden (Chair), I. Graham and B. Nicholls.  
**Others present:** None  
**Clerk to the Meeting:** N. Coleby (Parish Clerk)

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### 158. Welcome

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

### 159. Apologies for Absence

Cllr James had sent apologies. Cllr Burden proposed acceptance of apologies. This was seconded by Cllr Graham with all in favour.

### 160. Declarations of Interest

160.1 Cllrs Boyle and Nicholls declared a non-pecuniary interest due to their involvement with the Men's Shed.

### 161. Minutes of the previous meeting

Councillor Graham proposed that as the minutes had been reviewed at each meeting, even though they could not be adopted, that the minutes be approved on block from March 2020 to April 2021. This was seconded by Cllr Boyle with all in favour.

### 162. Banking

162.1 It was noted that the Unity Trust bank accounts have been set up. The Barclays current account has been closed and the balance has transferred to the Unity Current Account. The Precept has been paid into the Unity instant access deposit account.

162.2 It was noted that the application process for bank cards has been initiated.

162.3 It was noted that to ensure that there were no issues with payments, staff wages and HMRC were paid from the Events A/C. Other payments were paid set up for payment between the 7<sup>th</sup> & 17<sup>th</sup> May when there was delegation to the Clerk to make payments due to the restriction on council meetings.

162.4 It was noted that the Clerk advised East Suffolk of the change of bank details in order that the precept and other monies should be paid into the Unity A/C. However, payments into the Barclays account and Direct Debits out of it should be forwarded from the Barclays account as there will be a re-direct set up on the Barclays account as part of the transfer.

162.5 It was noted that the bank balances on the 25<sup>th</sup> May 2021 were:

Unity Current Account: £ 23,591

Unity Deposit Account	£ 68,304
Events Account:	£ 62,508
Nationwide:	£ 87,020
CCLA	<u>£ 50,000</u>
Total	<u>£291,423</u>

162.6 The Chair noted that there had been no change in the set-up of the CCLA investment.

### 163. Accounts and Budget

- 163.1 It was noted that the Rialtas closedown was completed successfully on the 21/5/2021. This year's closedown was completed in a single session with minimal corrections and praise for the improvements in the accounts and the VAT recording
- 163.2 It was noted that the VAT return for 2020-21 had been produced and would be submitted. There was discussion about how often the VAT return should be submitted. The Clerk reported that currently it is submitted annually but as it is a "special" submission the council could submit as it wished presently however the VAT is likely to move to a digital system where, once entered into Rialtas, it would automatically be reported to HMRC. It was agreed that the council would submit annual returns unless there was an item of major expenditure which justified an extra VAT submission.
- 163.3 The initial end of year figures for 2020-21 were received and Cllr Burden proposed approval of the figures with recommendation to adopt them to the council AGM. This was seconded by Cllr Boyle with all in favour.
- 163.4 It was noted that now the closedown has been completed, the new nominal codes and control centres would be entered on Rialtis and the current year's receipts and payments would be entered into the system so that reports could then be prepared on a monthly basis to enable income and expenditure to be monitored against the budget.
- 163.5 It was noted that all bank reconciliations were completed for 2020-21.

### 164. Audit

- 164.1 It was noted that Cllr Cook would carry out the internal controls audit now the closedown has been completed.
- 164.2 It was noted that the Internal Audit has been scheduled for the 7<sup>th</sup> June.
- 164.3 It was noted that the 2021 AGAR Guide has been received. The one main implication has been corrected during the Rialtis closedown which relates to items which were previously included in with Salaries, Tax & NI and Pensions such as mileage, expenses etc, now having to be included with other payments. This affected last year's figures but all of these figures have been recorded so they can be noted when this year's AGAR is completed.

### 165. Payments

- 165.1 Councillors reviewed the payments and Cllr Boyle proposed authorisation of the payments. This was seconded by Cllr Graham with all in favour.

<b>Payments for approval May 2021</b>			
<b>No</b>	<b>Payee</b>	<b>For</b>	<b>Gross</b>
21019a	Red Dune	Monthly Fees	153.00
21020	One Suffolk	Website Hosting	60.00
21021-4	Salaries	Combined Staff salaries	3161.41
21025	HMRC	Tax & NI	588.73
21031	Amazon	Events Prize	10.88
21032	Amazon	Signs	21.57
21033	Amazon	Shelving	42.45
21034	Amazon	Stationery	26.43
21026	Glasdon	Dog Bin	346.46
21027	Tick Solutions	Second part of Office furniture	258.00
21028	Screwfix	Tools	270.82
21029	PIB	Compass Suite Insurance	705.14
21030	EACS	Stationery	28.40

## 166. Other Financial Updates

### 166.1 CIL

It was noted that there had been no payment received so the Clerk would contact East Suffolk Council and verify the situation.

### 166.2 Grants applied for and received.

There had been no grants applied for or received.

### 166.3 Funding held for other bodies.

An up to date report for be produced by the Clerk as the Men's Shed were hopeful that a bank account would soon be set up.

### 163.6 It was noted that the laptop for Rialtis had been purchased and the software installed along with software to enable the Clerk and Deputy Clerk to remote access it if necessary.

### 163.7 It was noted that parish council had approved the purchase of a smart phone and contract for one of our outdoor staff to facilitate work and lone worker safeguarding and that three quotes had been researched including one from our IT/Telephony supplier. These would be discussed in the confidential session. The insurance of the phone was raised and the Clerk agreed to verify whether this would be covered under our existing insurance.

### 163.8 It was noted that BT have quoted for a new contract for telephone and broadband supply as the BT contract is coming to an end. BT advised that it was close to month away from ending but our files suggest July/August. Quotes have also been sought from our IT/Telephony supplier but further quotes have been sought and will be provided to the committee for consideration.

### 163.9 It was noted that the long running saga with regard to the doorbell is now resolved. After hours of work by our supplier to install the equipment, the manufacturer has now concluded that a faulty batch of the camera doorbells caused the issues. We have not been charged for the additional hours by our supplier.

### 163.10 It was noted that a trade account has been set up with East Anglian Computer Supplies for office supplies in order to have a local supplier.

### 163.11 It was noted that following the offer from a member of the parish to purchase one or two BT Phone Boxes on behalf of the parish, the Clerk had been in contact with BT Payphones and unfortunately the BT Phone Box Adoption Scheme only applies to phone boxes which are already in location and are being decommissioned. There are none of the K6 series boxes in the parish.

## 167. Governance

- 167.1 It was noted that the legal provision for holding meetings via videoconferencing ceased on the 6th of May and the council gave the Clerk delegated powers in consultation with the Chair and Vice-Chair of council during the period when meetings could not take place. In-person formal meetings commenced on the 17<sup>th</sup> May.

Government guidance on council meetings is that council meetings should still be public meetings however that this should be by remote means where possible to ensure public safety. At this time, the council does not have the facilities to enable such provision especially whilst maintaining Covid social distancing requirements. A quote was obtained earlier in the year for this provision but because of the ongoing pandemic and lack of ability to anticipate what the pandemic and government regulations would allow was placed on hold. The Clerk is now looking to get that quote updated as well as considering other options and will provide quotes to the next meeting with regard to improvements which could be considered.

This provision only applied to formal council meetings. Other meetings such as meetings which council facilitates or participates in with other external bodies can still take place by any method which either the council or those other organisations prefer.

## 168. Compass Suite, Marram Green

- 168.1 It was noted that a quote to deal with matters relating the charity had been received and that companies have been contacted with regard to valuing the assets. The Clerk, in his role as Company Secretary of the Trust is liaising with Trustees regarding the Trust's bank account and will be working with the Chair of the Trust to organise a meeting of the Trust to consider the latest information. With Covid restrictions relaxing it is hoped that these matters can now be resolved. Now that the end of year accounts are completed, the Clerk will produce up to date figures with regard to monies owed by the Trust to the council and will provide these to the Chair and based on the outcome of the work with the Trust's finances the balance will be cleared as soon as possible.

## 169. Date of next meeting

As the date of the next meeting would be the 30<sup>th</sup> June 2021, which is after the normal council pay run, it was agreed to re-schedule the meeting for 11.00am on the 23<sup>rd</sup> June 2021.

## 170. Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 11<sup>th</sup> June 2021.

## 171. 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.*

- 171.1 To consider quotes with regard to mobile phone provision. (From 166.6)  
The quotes were considered and the Clerk recommended going with our current IT provider. Although there were cheaper quotes, they were only about £2-3 per month cheaper and by using our current provider the phone would be set-up to access the SharePoint and there would be support should there be any issues with

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the phone or the interface. Cllr Graham proposed accepting the quote from Red Dune and this was seconded by Cllr Boyle with all in favour.

## 172. Close of Meeting

172.1 The meeting closed at 12.05pm