

# KESSINGLAND PARISH COUNCIL



Minutes of the  
**Finance & Governance Committee Meeting**  
**At 10.30pm on Wednesday 6<sup>th</sup> November 2024**  
held in the Council Chamber, Marram Green

**Members present:** Councillors C. Cook, N. Glendinning, I. Graham, A. Green  
(Chair), J. McLean & B. Saunders

**Other members of the public :** Councillor Z. Mohamdee

**Clerk to the Meeting:** S. Hogg (Deputy Clerk)

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## 79. Welcome

The Chair welcomed the committee and explained the meeting protocol.

## 80. Apologies for Absence

There were no apologies for absence as all members of the committee were present.

## 81. Declarations of Interest

Cllr McLean declared a Non-Pecuniary Interests in item 86.3 in the agenda.

## 82. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 2<sup>nd</sup> October 2024 had been circulated. Cllr Graham proposed adoption as a true and accurate record. This was seconded by Cllr Cook with all in favour.

## 83. Banking

83.1 Councillors received the RFO monthly report.

83.2 Councillors noted the current balances from the report.

83.3 Councillors noted the payments made via direct debit and standing order from the report.

83.4 Councillors noted the payments made under delegated responsibility from the report.

83.5 Councillors noted payments made via council business cards from the report.

83.6 Councillors noted payments made via petty cash from the report.

## 84. Payments

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

## 85. Accounts and Audit

- 85.1 It was noted that the signatories have been successfully updated on the Nationwide account and that the funds can now be accessed. Cllr Graham proposed that Cllr Green will investigate interest rates on other accounts and bring those back to this committee for consideration. This was seconded by Cllr Glendinning and unanimously agreed.
- 85.2 It was noted that a director of the Compass Suite Barclays bank account has been contacted to find out what will happen to the funds when the charity has been wound down. He is going to contact Barclays and report back to council.

## 86. Other financial matters

- 86.1 It was noted that a CIL payment of £1,276.24 has been received and CIL report requires submitting by 31<sup>st</sup> December 2024.
- 86.2 It was noted that due to the following items coming to end of life and needing replacement urgently the Chair of this committee authorised the following:  
1) A hedge trimmer at a cost of £314.99 including VAT to enable maintenance work to continue in the village.  
2) A replacement urn at a cost of £109.99 including VAT for the Mates on Mondays group to enable the group to continue. These two purchases were confirmed and acceptance proposed by Cllr Glendinning, seconded by Cllr Graham and all in favour.
- 86.3 After reviewing the Mens Shed grant application and councils grants policy, Cllr Glendinning proposed that this committee recommend to full council that £1,000 is granted to the Mens Shed as there are exceptional circumstances that warrant the grant being awarded. It would be in the interests of the community that the roof to the Mens Shed building is replaced as there may be asbestos in the roof and it is in a poor state and needs repair. This was seconded by Cllr Graham with all in favour.
- 86.4 The committee considered a funding application from the Air Ambulance and as funding had been awarded to them last year it would not be in line with the councils grants policy to award more funding at this stage.
- 86.5 Councillors noted that £4471.30 has been requested from the School Youth Culture Fund that was set up for Kessingland Primary School to help cover the cost of transports for school trips for the pupils. They would like reimbursement for invoices that have already been paid in the last academic year. Cllr Graham proposed that the council makes this payment from the fund and this item will be referred to full council. This was seconded by Cllr Glendinning with all in favour.
- 86.6 It was noted that the asset register requires update. Members of the committee will be sent a copy and this will be discussed at the next meeting.
- 86.7 A working group has been set up to set the budget for 2025/26.
- 86.8 Cllr Glendinning proposed that council purchase shields at a cost of £423.75 per 25 which will be given to councillors who leave the council that have served a full term to thank them for their service to the council. This was seconded by Cllr McLean with all in favour.
- 86.9 The next charges from BT were not available at this time so will come before the next meeting.

Although not on the agenda, Cllr Glendinning proposed that two members of staff should receive pay increases to reflect additional responsibilities that they have taken on as recommended at the personnel committee meeting that was

held on 5<sup>th</sup> November 2024. This was seconded by Cllr McLean with all in favour and this matter will be referred to full council.

Cllr Glendinning then left the meeting at 11.20am.

## 87. Governance

87.1 The committee reviewed the grant policy and an amendment was made. Cllr Graham proposed that the revised amendment is adopted and will be referred to full council. This was seconded by Cllr McLean with all in favour. The Planning and Personnel Terms of Reference will be deferred until the next meeting.

## 88. Date of next meeting

It was noted that the date of the next meeting will be Wednesday 4<sup>th</sup> December 2024 at 10.30am.

## 89. Items for the next agenda

It was noted that items for the next agenda need to be with the Clerk by 5pm on the 22<sup>nd</sup> November 2024.

## 90. 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.*

## 91. Close of Meeting

The meeting closed at 11.50am.