

KESSINGLAND PARISH COUNCIL



Minutes of the Finance & Governance Committee Meeting on Wednesday 22nd November 2023 held in the Council Chamber, Marram Green

Members present: Councillors N. Glendinning, I. Graham, A. Green (Chair), J. McLean & B. Saunders
Others present: None
Clerk to the Meeting: N. Coleby (Clerk) & S. Hogg (Deputy Clerk)

77. Welcome

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

78. Apologies for Absence.

Cllr James had provided apologies for the meeting. Cllr McLean proposed acceptance, Cllr Graham seconded with all in favour.

79. Declarations of Interest

There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and no written requests for dispensations for Disclosable Pecuniary Interests. It was noted that a standing dispensation has been approved for Cllr Green in respect of his dual position as district councillor for Kessingland and for Cllr McLean in respect of her membership of the Friends of Kessingland CofE Primary Academy and the Kessingland Sports and Social Centre.

80. Minutes of the previous meeting

Apologies were provided but the minutes had not been circulated. These were deferred to the next meeting.

81. Governance.

81.1 Councillors considered the recommendations with regard to the Parish Council Allotment Agreement and felt that the amendments were sensible and well drafted. Cllr Saunders proposed recommending the changes to Parish Council, this was seconded by Cllr McLean with all in favour.

82. Banking

82.1 Councillors received the RFO monthly report. (Attached)

82.2 Councillors noted the current balances from the report.

- 82.3 Councillors noted the payments made via direct debit and standing order from the report.
- 82.4 Councillors noted the payments made under delegated responsibility from the report.

83. Accounts and Budget

- 83.1 It was noted that work progresses with inputting finance records into the new system however it is having to be worked around other matters priority wise. It is hoped that December will provide a respite from other demands to enable completion of the updates.
- 83.2 It was noted that the next meeting of the Budget Working Group will be at 2pm on the 6th December. The 20th of December prior to the F&G meeting was identified as the best date for a further meeting should it be required.
- 83.3 It was noted that all committee chairs were asked to provide any funding requirements to the Budget Working Group. The following items have been identified by committees as needing consideration during the budget setting:
- Village Fete.
 - MUGA Lighting/additional lighting.
 - Benches for the prom.
 - Play Equipment – school.
 - Allotment improvements.
- 83.4 It was noted that the Clerk and Deputy Clerk have attended sessions on the additional modules of Scribe and will prepare a report for the December meeting as we should have the costs for both by then. The allotments package is very comprehensive and deals with waiting lists through to tenancies and avoids the need to use mail merge etc for the annual billing process. It all integrates fully to the accounts system in the same way as the booking module. The costs for each of these modules could be allocated against the relevant budget areas rather than as part of the administrative budget.

84. Audit

- 84.1 It was noted that an RFO report was being prepared with regards to points raised by the internal and external auditors and will come to F&G for consideration and possible recommendation to Parish Council.

85. Insurance

- 85.1 There is nothing to report at this meeting.

86. Payments

- 86.1 Councillors considered the payments provided in the RFO report and Cllr Green proposed authorising the payments. This was seconded by Cllr Glendinning with all in favour.

87. Other Financial Matters

- 87.1 It was noted that the 2023 pay negotiations have concluded and that a flat rate pay award of £1925 per annum has been agreed. This is the same as 2022 and works out at an £1 per hour increase. Payroll will do all the necessary calculations on salary and overtime which will be verified in the office prior to payment.

- 87.2 Councillors noted that a grant application from DANES to enable continues monthly drop in advice provision for residents who have disabilities had been received at a cost of £1,396.51 for all of 2024. It was noted that the council had previously made a contribution of £750 which had been for a six month trial but Danes had continued the service after the trial. It was felt that this provided an important service to Kessingland as Kessingland has a higher than average proportion of disabled people. The numbers attending the drop ins is growing and the more people benefit from the service the more people will come to know about it. Cllr Green and the Clerk noted that although not something which needed to be declared, in the interests of transparency, that they had both sat on another body which had provided funding to DANES. Cllr McLean proposed the approval of the grant and Cllr Graham seconded with all in favour.
88. **Date of next meeting**
The date of the next meeting will be the 10.00am on Wednesday 20th December 2023.
89. **Items for the next agenda**
To note that items for the next agenda need to be with the Clerk by 5pm on the 11th December 2023.
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.
There are no items on this section of the agenda.
91. **Close of Meeting.**
Meeting closed at 10.59am.

Finance & Governance

I certify that these are accurate minutes of the above meeting as approved at a meeting of the Finance & Governance Committee held on the

Signed
Cllr A. Green,
Chair, Finance & Governance Committee

Dated



Kessingland Parish Council

Monthly Finance Report

November 2023 (Covering 1/10/23 -21/11/23)

DRAFT

Payments made under delegation

Payee	For	Gross
Clear Councils	Insurance	1829.54
PKF Littlejohn	External Audit	804.00
SALC	Internal Audit	544.80
Staff	Overtime and amendment of hours payments (Oct)	1105.42
		4283.76

Payments for authorisation

Payee	For	Gross
Little Garden Design Co	Site Visit	75.00
East Suffolk Services	Waste Lift	15.60
ASL	Photocopier	805.63
Able Cleaning	Cleaning Supplies	129.49
Total		1025.72

Payments made by Direct Debit

Payee	For	Gross
BT		90.44
Screwfix	Maintenance	47.10
ICO	Annual Fee	35.00
Opus Energy	Electricity – Buildings, Francis Rd	49.90
Anglian Water	Allotment Water – St Edmunds East	61.15
Anglian Water	Allotment Water – St Edmunds West	59.16
Lloyds Bank	Monthly clearance of Business Cards	869.87
BT	Telephony & Internet (November)	90.44
British Gas	Electricity – Playing Field, Francis Road	24.47
BNP Paribas	Photocopier & Printer	371.56
OPUS Energy	Electricity – Buildings, Francis Rd	44.47
		1743.56

Payments made by Standing Order

Payee	For	Gross
Red Dune	IT (October)	173.33
Staff	Basic Monthly Salaries	4842.22
Red Dune	IT (November)	445.73
		5461.18

Income

Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees (October)	66.00
CCLA	Interest (October)	198.98
Various	Allotments (October)	300.00
East Suffolk Council	CIL	2330.98
Kessingland Football Club	Pitch & Training Fees (November)	66.00
CCLA	Interest (November)	182.96
Various	Allotments (November)	50.00
		3194.92

Transfers

Account From	Account to	Balance £
None		

Account Balances	
Account	Balance £
Unity C/A	73,320.03
Unity D/A	505.57
Barclays Events Account	42,508.29
Nationwide D/A	88,238.91
CCLA	40,000.00
Petty Cash	30.92
Total Parish Council Account Balances	244,603.72
Joint Maintenance Account (KPC & KSSC)	8,012.04

DRAFT