



Minutes of the Extra-Ordinary meeting of
Kessingland Parish Council
At 2.00pm on Wednesday 6th September 2023
held in the Council Chamber, Marram Green

Members present: Councillors D. Boyle, C. Cook, M. Dunne, I. Graham (Chair), A. Green, S. James, J. McLean
Other Cllrs in attendance: None
Others present: None
Clerk to the Meeting: N. Coleby (Parish Clerk) S. Hogg (Deputy Clerk) & D. Blowers (Admin/Committee Clerk)

72. **Welcome**

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

73. **Apologies for Absence**

Apologies for absence were received from Cllrs de Brea, Carter, Glendinning, Saunders and Truman. Acceptance was proposed by Cllr James and seconded by Cllr Boyle with all in favour.

74. **Declarations of Interest**

There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and although there are no written requests for dispensations for Disclosable Pecuniary Interests nor dispensations granted, an ongoing dispensation has been granted for Cllr Green in respect of his role as district councillor.

75. **Minutes of the Last Meeting**

As this is an extra-ordinary meeting of the parish council the minutes for the last meeting will go before the next ordinary meeting of the council.

76. **Public Forum**

During each meeting the council will hold a public forum for a period of 10 minutes. During this time, residents will have a maximum of 3 minutes each to put views/questions to the Chair regarding matters on the agenda. Where possible the Chair will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.

76.1 There were not any members of the public present.

77. **Audit**

77.1 Councillors considered the report of the Internal Auditor and their completed section of the AGAR. It was noted that there were A couple of issues which the Internal Auditor had mentioned that the council may wish to consider but no failings. For example the auditor noted that the Fidelity Insurance level would

be equal to the reserves plus half the precept. This was not an actual error and the council has a good reason why this level was not matched last year. Just a couple of weeks before renewal of a three-year insurance agreement our broker advised the council that the insurance company would not renew the insurance because the council's current fidelity level was higher than the insurer would insure, even though it had insured the previous two years. This did not leave the council with much time to find alternative insurance so the Chair of Finance and the RFO reviewed the figures and recommended to council that it renew the current policy with the lower fidelity level. This was recommended based on the following factors:

- The council's funds are spread across six accounts held from five different finance institutes.
- Not all the accounts had the same signatories.
- The council would be paying for a set of play equipment around the same time as the first half of the precept was received.

All of the above decreased the risk to the council related to the reduction of the level of Fidelity Insurance, indeed it would be virtually impossible for enough money to be taken from the council's accounts to go over the fidelity amount in the insurance policy. Councillors had agreed that the lower fidelity insurance was a lesser risk than not having insurance at all and approved renewing the insurance with the lower Fidelity Insurance. Another item referred to an incorrect document being on the website. This was a genuine error cause by the issue regarding uploading of documents to the website as soon as the report was received, the document was replaced with the correct document. Cllr Green proposed acceptance of the Internal Auditor's report and this was seconded by Cllr Boyle with all in favour. Cllrs Graham noted that this had been a particularly difficult year due the changeover in the financial systems which had resulted in no support from our previous accounts provider, the retirement of our previous Internal Auditor and the move to a new website and the discovery of errors on the website. Cllr Graham noted how much additional work this had put on the office and council thanked the staff for all their hard work.

77.2 It was noted that all paperwork will now be submitted to the External Auditor in order that they could carry out their examination and provide their report. Once both audits are complete the RFO will note any matters raised in the audits along with actions required and produce a report for councillors to consider.

78. Insurance

Councillors noted that the council's insurance came to an end in October and that three companies had been approached for quotes however the next meeting of the parish council would fall after the insurance needed to be in place. Cllr Cook proposed that authority be delegated to the Finance and Governance Committee to consider the quotes and decide on the best insurance policy for the council with a maximum budget of £4,000 to ensure that any effects of inflation and changes to insurance matters should not prevent the committee being able to ensure insurance was arranged for the council. This was seconded by Cllr Boyle with all in favour.

79. Date of Next Meeting

The date of the next meeting will be 13th September 2023 at 7.00pm at Marram Green.

80. Items for the next agenda

The last date for notifying the Clerk of items for the agenda has already passed.

81. Close of Meeting

This meeting closed at 14.24pm