

# KESSINGLAND PARISH COUNCIL



## Minutes of the Finance & Governance Committee Meeting At 10.30am on Wednesday 20<sup>th</sup> December 2023 held in the Council Chamber, Marram Green

**Members present:** Councillors I. Graham, S. James (Vice-Chair), J. McLean & B. Saunders  
**Others present:** None  
**Clerk to the Meeting:** N. Coleby (Clerk) & D. Blowers (Admin/Committee Clerk)

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### 92. Welcome

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

### 93. Apologies for Absence.

Councillors Green and Glendinning had provided apologies for the meeting. Cllr Graham proposed acceptance, Cllr James seconded with all in favour.

### 94. 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.

### 95. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meetings held on 23rd August & 29<sup>th</sup> September, 1st & 22<sup>nd</sup> November 2023 were provided but deferred to the next meeting to be considered.

### 96. Governance.

96.1 There is nothing in this section.

### 97. Banking

97.1 Councillors received the RFO monthly report.

97.2 Councillors noted the current balances from the report.

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

- 97.4 Councillors noted the payments made under delegated responsibility from the report.
- 97.5 Councillors noted payments made via council business cards from the report.
- 97.6 Payments made via petty cash from the report were not noted as yet.

## 98. Payments

- 98.1 Councillors considered the payments provided in the RFO report and Cllr McLean proposed authorising the payments. This was seconded by Cllr Graham with all in favour.

## 99. Accounts and Budget

- 99.1 To consider the draft version of the 2024/25 budget from the Budget Working Group. (Confidential). This will be dealt with in item 105.1
- 99.2 To consider the level of Precept which the council would need to set in order to fund the annual budget including considering the council tax base information provided by East Suffolk Council. (Confidential). This will be dealt with in item 105.2

## 100. Audit

- 100.1 The RFO Audit Report will come before the next meeting of this committee due to budget preparation work.

## 101. Insurance

- 101.1 There was nothing to report at this meeting.

## 102. Other Financial Matters

- 102.1 Councillors noted that a thank you letter has been received from the Kessingland Friendship Club for the grant which the council provided.
- 102.2 It was noted that dates have been set for the monthly drop in sessions by DANES following the approval of their grant.

## 103. Date of next meeting

The date of the next meeting will be the 11.00am on Wednesday 24<sup>th</sup> January 2024.

## 104. Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 15<sup>th</sup> January 2024.

## 105. Exclusion of the Press and Public

Councillor Saunders 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 McLean with all in favour.

## 106. Close of Meeting

This meeting closed at 11.10am.