

KESSINGLAND PARISH COUNCIL



Minutes of the
Finance & Governance Committee Meeting
Held at 10.30am on Wednesday 8th January 2025
In the Council Chamber, Marram Green

Members present: Councillors C. Cook, N. Glendinning, I. Graham, A. Green (Chair) & J. McLean
Other member present: C. Carter
Clerk to the Meeting: S. Hogg (Deputy Clerk) & D. Blowers (Admin/Committee Clerk)

105. Welcome

The Chair welcomed the committee and explained the meeting protocol.

106. Apologies for Absence

Apologies for absence were received from Cllr Saunders with the acceptance of apologies for absence proposed by Cllr Cook and seconded by Cllr Glendinning with all in favour.

107. Declarations of Interest

There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and there are no written requests for dispensations for Disclosable Pecuniary Interests. A dispensation has been granted to:

Cllr Green in respect of his role as district councillor.

Cllr McLean in respect of Kessingland Sports & Social Centre & Kessingland CofE Primary Academy.

108. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 4th December 2024 had been circulated. Cllr Glendinning proposed adoption as a true and accurate record. This was seconded by Cllr McLean with all in favour.

109. Banking

109.1 Cllrs received the RFO monthly report.

109.2 Cllrs noted the current balances from the report. Cllr Green proposed that £40,000 be transferred from the Unity deposit account to the Unity current account. This was seconded by Cllr Graham with all in favour.

- 109.3 Cllrs noted the payments made via direct debit and standing orders from the report.
- 109.4 Cllrs noted the payments made under delegated responsibility from the report.
- 109.5 Cllrs noted the payments made via council business cards from the report.
- 109.6 Cllrs noted the payments made via petty cash from the report.

110. Payments

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

111. Accounts and Audit

- 111.1 Cllrs noted the £50,000 transfer from the Nationwide account to CCLA has not yet been actioned as a form is required to be completed by the four signatories to the account. Nationwide require a nominated account to release funds to and after discussion the committee decided to use the Unity current account as it would be easier to transfer funds from here.
- 111.2 There was no update regarding the Compass Suite bank account to receive.

112. Other financial matters

- 112.1 An update from the Budget Working Group who held their meeting on 18th December 2024 was received. The decision was proposed by Cllr Green to set the Precept 2025/26 at £184,217.24. This was seconded by Cllr Cook with one abstention and five in favour of.
- 112.2 It was noted that a phone contract with Vodafone for the office phone and broadband will soon be in place.
- 112.3 Cllrs considered a funding request from Kessingland Bowls Club. Cllr Cook proposed funding of £1,000 to be given. This was seconded by Cllr Glendinning with all in favour.

113. Governance

- 113.1 Councillors reviewed the Data Protection Policy and it was agreed that an amendment was required to include a clause that states that all council business should be dealt with via councillor email addresses and not personal ones. The amendment will be made and brought before full council for adoption.

114. Date of next meeting

The date of the next meeting will be Wednesday 12th February 2025 at 10.30am.

115. Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 31st January 2025.

116. 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.

117. Close of Meeting

This meeting closed at 11.43am

Kessingland Parish Council

Monthly Finance Report - January 2025

Payments for authorisation		
Payee	For	Gross
HMRC	TAX & NI	1023.01
Suffolk Pensions	Pension contributions	1490.57
Staff overtime	Overtime	617.32
Munnings	Hi Vis Fleece	36.00
EACS	Photocopier paper and cartridges	103.30
SALC	Councillor training	38.40
BNP	Collection of photocopier	420.00
KSSC	Hall hire for youth club Nov & December 2024	150.00
East Suffolk council	Allotment rent – St Edmunds Crescent sites	5.00
East Suffolk services	Bin collection	27.60
East Suffolk services	Christmas tree supply and removal	892.80
	TOTAL	4804.00

Payments made under delegation		
Payee	For	Gross
Staff	Monthly Salaries & November overtime (S Hogg received backdated pay this month)	5591.60

Payments made by Direct Debit December 2024		
Payee	For	Gross
BT	Monthly charge	123.66
Lloyds Cards	Monthly card clearance	740.39
East Suffolk	NNDR spinnaker	663.00
East Suffolk	NNDR Office	243.00
EDF Energy	Electricity – Buildings, Francis Rd	61.75
British Gas	Electricity – Playing Field	20.76
Red Dune	Monthly charges	555.19
	TOTAL	2407.75

Lloyds card payments made December 2024

Solopress	Monthly newsletter	166.47
Wix	Website	34.80
Amazon	Stationery	5.78
Amazon	Cable/Cordless phone	37.03
Amazon	Xmas Fancy Dress	15.50
Amazon	Xmas Fancy Dress	23.97
Intuit Ltd	Mailchimp Subscription	12.42
Tesco	Groceries	6.99
Lloyds Bank	Monthly fee	3.00
Lloyds Bank	Monthly fee	3.00
	TOTAL	308.96

Petty cash payments December 2024

Payer	For	Gross
Volunteer	Petrol for strimmer	7.41
C Smith	Hair nets for youth café	11.99
Volunteer	Strimmer cord	24.78
Mates on Monday	Refreshments	21.01
Events	Items	43.75
	Total	108.94

Income

Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	3.95
Spinnaker room hire	Yoga	70.00

Account Balances to 8th January 2025	
Account	Balance £
Unity C/A	5,710.21
Unity D/A	73,515.13
Barclays Events Account	42,508.29
Nationwide D/A	90,329.94
CCLA	1,000.00
Petty cash	72.63
Total Parish Council Account Balances	221,148.24
Joint Maintenance Account (KPC & KSSC)	8,012.04