

KESSINGLAND PARISH COUNCIL



Minutes of the Finance & Governance Committee Meeting At 10am 1st May 2024 held in the Council Chamber, Marram Green

Members present: Councillors N. Glendinning, I. Graham, A. Green (Chair), S. James (Vice-Chair), J. McLean
Others present: None
Clerk to the Meeting: S. Hogg (Deputy Clerk) D. Blowers (Admin/Committee Clerk)

138. Welcome

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

139. Apologies for Absence.

Apologies for absence were received from Cllr Saunders. Acceptance of the apologies was proposed by Cllr Graham, seconded by Cllr McLean with all in favour.

140. 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.

141. Minutes of the previous meeting

Councillor McLean proposed that the minutes of the Finance & Governance Committee meetings held on 27th March 2024 be adopted as an accurate record of the meeting. This was seconded by Cllr Glendinning with all in favour.

Councillor James joined the meeting at 10.20am.

142. Governance.

There are no matters under this section of the agenda.

143. Banking

- 143.1 Councillors noted the RFO monthly report.
- 143.2 Councillors noted the current balances from the report and Cllr Glendinning proposed that £15,000 should be transferred from the Unity current account to the CCLA deposit account and £60,000 from the Unity current account to the Unity deposit account. This was seconded by Cllr Graham with all in favour.
- 143.3 Councillors noted the payments made via direct debit and standing order from the report.
- 143.4 Councillors noted the payments made under delegated responsibility from the report.
- 143.5 Councillors noted the payments made via council business cards from the report.
- 143.6 Councillors noted the payments made via petty cash from the report.

Cllr James joined the meeting at 10.20am.

144. Payments

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

145. Other Financial Matters

- 145.1 Cllrs noted the progress with updating of Scribe.
- 145.2 Cllr James provided the committee with an update regarding a meeting that had taken place between Kessingland Football Club, Suffolk FA, and members of the council to discuss providing changing facilities for away teams and also referees at the matches as these facilities are now a requirement from the FA and without them Kessingland Football Team would not be able to participate in the league. Council fully supports the football team and recognises how important they are to the community. Cllr Glendinning proposed that council would be happy to contribute to the cost of installing these facilities but the football team would be required to apply for funding from funding pots that could be available from other sources, East Suffolk Council being one of them. Cllr James will discuss this with the chairman of the football club and this item will be discussed further at the next Finance Committee meeting. this was seconded by Cllr James with all in favour.
- 145.3 It was noted that a letter has been received from Norton and Peskett who had been holding council funds in relation to the compass suite and they have requested to transfer the funds back to the council. Cllr Green proposed that council accepts the funds back into the unity account, this was seconded by Cllr James with all in favour.
- 145.4 To consider a request from a member of the public who would like to purchase a piece of equipment that is council owned. (confidential).
- 145.5 To consider a request from the Men's Shed to purchase a piece of equipment that they require. (Confidential)
- 145.6 To consider a funding request from Waveney Hygiene Bank (Confidential).
- 145.7 To note a payment method change to the Mailchimp monthly subscription. (Confidential).
- 145.8 To consider renewing the councils two phone licences (Confidential).

- 145.9 To consider a quote from Matta to resurface an area of the Church Road play area. (Confidential).
- 145.10 To consider contributing to the cost of a memorial bench for a resident who does a lot of voluntary work around the village. (Confidential).
- 145.11 To consider a request for funding received from the Mates on Monday group. (Confidential).
- 145.12 To consider a quote from East Suffolk Services to provide addition treatments that will maintain the football pitches to the require standard. (Confidential).
- 145.13 To consider the ongoing issues with the Nationwide and Barclays account and any action that can be taken to resolve the issues. (Confidential).

146. Audit

- 146.1 It was noted that the internal audit has been booked for the week beginning 10th June 2024 and the acting clerk will soon be making preparations for it.

147. Insurance

There are no matters in this section of the agenda.

148. Legal

There are no matters in this section of the agenda.

149. Date of next meeting

It was noted that the date of the next meeting will be the 10.00am on Wednesday 5th June 2024.

150. Items for the next agenda

It was noted that items for the next agenda need to be with the Clerk by 5pm on the 24th May 2024.

151. Exclusion of the Press and Public

Cllr James 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 Graham with all in favour.

152. Close of Meeting

This meeting closed at 11.30am.

Staff	Monthly Salaries & May authorised overtime payments	6640.95

Payments made by Direct Debit

Payee	For	Gross
BT	Phone charge	104.50
Lloyds Cards	Monthly card clearance	203.43
Opus Energy	Electricity – Buildings, Francis Rd	57.87
British Gas	Electricity – Playing Field	20.47
Screwfix	Damp proof membrane for allotments	49.00
BNP Paribas	Photocopier Hire	371.56
Waveney Yare	Annual drainage rates	6.20
	Total	813.03

Payments made by Standing Order

Payee	For	Gross
Red Dune	IT	497.33

Income

Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	42.87
Spinnaker room hire	Yoga class & Drama class	95.00
Norton Peskett	Returning funds that were held	900.00
Peter Byatt	Spinnaker hire	30.00
D Boyle	Go-Pro purchase	50.00
Holly Watkins	Allotment fee	15.00
	Total	1198.87

Transfers

Account From	Account to	Balance £
Unity current account	Unity deposit account	60,000.00
Unity Current account	CCLA	15,000.00
Card payments		
S Hogg		Balance £
Amazon - stationary		76.93
Mailchimp – monthly charge		12.52
Ebay		16.48
Virtual college – safeguarding training		36.00
Community Action Suffolk – Safeguarding training		70.00
Travis Perkins – soil for community garden		156.00

Account Balances	
Account	Balance £
Unity C/A	5829.80
Unity D/A	60512.56
Barclays Events Account	42508.29
Nationwide D/A	90,329.94
CCLA	25,000.00
	243.90
Petty Cash	
Total Parish Council Account Balances	224,424.49
Joint Maintenance Account (KPC & KSSC)	8,012.04