

KESSINGLAND PARISH COUNCIL



Minutes of the
Finance & Governance Committee Meeting
At 10.30pm on Wednesday 2nd October 2024
held in the Council Chamber, Marram Green

Members present: Councillors I. Graham, J McLean & A. Green (Chair)

Other Members present: Councillor S. James

Clerk to the Meeting: S. Hogg (Deputy Clerk), D. Blowers (Admin/Committee Clerk)

66. **Welcome**

The Chair welcomed the committee and explained the meeting protocol.

67. **Apologies for Absence**

Apologies for absence were received from Cllrs Cook, Glendinning & Saunders with the acceptance of any apologies proposed by Cllr James and seconded by Cllr McLean with all in favour.

68. **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.

69. **Minutes of the previous meeting**

The minutes of the Finance & Governance Committee meeting held on 4th September and extra-ordinary meeting, held on 11th September 2024 had been circulated. Cllr McLean proposed adoption as a true and accurate record. This was seconded by Cllr Graham with all in favour.

70. **Banking**

70.1 Councillors received the RFO monthly report and it was agreed that alongside this, a budget report will also now be given for future meetings. After reading the report, it was decided to cancel all the tv licences as they were no longer required and get a refund.

70.2 Councillors noted the current balances from the report. Cllr Graham proposed a transfer of funds of £80,000 from the current to the deposit account. This was seconded by Cllr James with all in favour.

- 70.3 Councillors noted the payments made via direct debit and standing order from the report. It was discussed that the office main phone was faulty and BT would be alerted so that a replacement could be made.
- 70.4 The payments made under delegated responsibility from the report were noted.
- 70.5 Councillors noted payments made via council business cards from the report.
- 70.6 Councillors noted payments made via petty cash from the report.

71. Payments

- 71.1 Councillor McLean proposed that all payments as detailed with the RFO's monthly report are authorised. This was seconded by Cllr Graham with all in favour.

72. Accounts and Audit

- 72.1 It was noted that the external audit certificate has been received and has been posted on the council website, along with the notice of conclusion of audit. The Chair of KPC, Cllr James, stated this was achieved with "outstanding effort!".
- 72.2 It was noted that further information was requested by Nationwide with regards to closing down the account and this has now been submitted.
- 72.3 An update on Scribe was received by the Acting Parish Clerk.
- 72.4 Councillors noted that the interest paid on the unity access account is changing from 2.75% to 2.60% gross rate.

73. Other financial matters

- 73.1 Councillors noted the second precept instalment of £87,479.00 has been received.
- 73.2 It was noted that a VAT return for 2023-24 was submitted and the payment has been received.
- 73.3 It was noted that as requested, at the last meeting further information regarding a grant application from Citizens Advice had been requested. Councillor Graham proposed £1,000 as a contributonal offer with an additional payment if they request extra later in the year. This was seconded by Cllr James with all in favour.
- 73.4 Councillors received an update regarding the Compass Suite.
- 73.5 Councillors noted that Barclays Bank have been contacted with regards to changing the signatures on the Francis Rd maintenance account. They decided that as there has been no response, a letter of complaint would be sent giving 28 days to respond before an official complaint is made to the Ombudsman.
- 73.6 It was noted that the council Christmas tree has been ordered as agreed with the chair of this committee at a cost of £744+ VAT. This was proposed by Cllr James and seconded by Cllr McLean with all in favour.
- 73.7 To consider a quote for a new photocopier/scanner (Confidential).
- 73.8 To consider a quote for maintaining the councils CCTV equipment (Confidential).
- 73.9 To consider a quote for mobile contracts (Confidential)
- 73.10 To consider a quote for a laptop battery (Confidential)

74. Governance

- 74.1 To discuss social media. (Confidential)

75. **Date of next meeting**

The date of the next meeting will be Wednesday 6th November 2024 at 10.30am

76. **Items for the next agenda**

To note that items for the next agenda need to be with the Clerk by 5pm on the 28th October 2024.

77. **Exclusion of the Press and Public**

Councillor McLean 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 James with all in favour.

73.7 Councillor Graham proposed to accept the quote received for a new photocopier/scanner. This was seconded by Cllr McLean with all in favour.

73.8 Councillors considered a quote for maintaining the councils CCTV equipment and decided to look elsewhere. If a new quote came in under budget, it would be actioned.

73.9 Councillors considered a quote for mobile contracts. It was decided that the Clerks mobile contract would be cancelled, Francis Rd contract would be changed to monthly and the phones for the youth leader & caretaker would be kept.

73.10 Councillors considered a quote for a laptop battery and discussed instead that a new PC would be better to replace it. Should the quote come in under budget, Cllr James proposed it should go ahead. This was seconded by Cllr McLean with all in favour.

74.1 Social media matters were discussed and it was agreed that the "Debate Not Hate" campaign policy would be addressed at the next full council meeting to be adopted.

78. **Close of Meeting**

This meeting closed at 11.53am



Kessingland Parish Council

Monthly Finance Report - October 2024

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	823.59
Suffolk Pensions	Pension contributions	1328.79
Staff overtime	Overtime	1203.34
Community Action Suffolk	DBS for Cllr Hood	12.00
Dans Taxis	Youth club event	88.00
East Suffolk Services	Bin collection	27.60
Able cleaning	Cleaning supplies	130.43
ASL	Printer cartridges	12.00
PFK Littlejohn	External audit 23023/24 fee	756.00
SALC	Internal audit 2023/24 fee	632.40
	TOTAL	5014.15

Payments made under delegation

Payee	For	Gross
Staff	Monthly Salaries & August authorised overtime payments	4971.07
Clear Councils	Annual insurance renewal	1914.10

Payments made by Direct Debit

Payee	For	Gross
BT	Monthly charge	108.17
Lloyds Cards	Monthly card clearance	714.53
Tv license	Annual charge	169.50
Opus Energy	Electricity – Buildings, Francis Rd	58.45
British Gas	Electricity – Playing Field	20.18
Screwfix	Various maintenance items	16.99
Red Dune	Monthly charge adjustment due to new email addresses	18.00
Anglia Water	Monthly water charges	105.62
		1211.44

Lloyds card payment

Payer	For	Gross
Amazon	stationary	29.86
Amazon	Litterpicker sacks	19.16
Mailchimp	Monthly subscription	11.98
Companies House	Closure of account fee	33.00
Solopress	Newsletter production	75.49
Post office	Postage for letter to Barclays	3.05
Amazon	Rosettes for events	7.99
WIX	Monthly charge	34.80
	Total	

Petty cash payments

Payer	For	Gross
Shelley Hogg	Refreshments for office	20.83
Mates on Mondays	Refreshments	20.02
J McLean	Refreshments for Mcmillan event	30.00
C Cook	Cakes for McMillan event	40.00
D Blowers	Refreshments for office	2.85
	Total	113.70

Income

Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	0.14
East Suffolk	Precept	87,479.00
HMRC	VAT return 2023/24	19,785.85
Allotment tenants	Annual allotment charge	285.00

Transfers

Account From	Account to	Balance £

Account Balances to date 2024	
Account	Balance £
Unity C/A	127,119.55
Unity D/A	2,008.02
Barclays Events Account	42,508.29
Nationwide D/A	90,329.94
CCLA	1,000.00
Petty cash	25.08
Total Parish Council Account Balances	262,990.88
Joint Maintenance Account (KPC & KSSC)	8,012.04