

KESSINGLAND PARISH COUNCIL



Minutes of the **Finance & Governance Committee Meeting** At 10.00am on Tuesday 6th August 2024 held in the Council Chamber, Marram Green

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

31. Welcome

The Chair welcomed the committee and explained the meeting protocol.

32. Apologies for Absence

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

33. 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.

Cllr Graham declared a non-pecuniary interest in Item 38.1.

34. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 10th July 2024 had been circulated. Cllr Graham proposed adoption as a true and accurate record. This was seconded by Cllr Cook with all in favour.

35. Banking

35.1 Councillors received the RFO monthly report.

35.2 Councillors noted the current balances from the report. It was agreed that the Chair would contact Nationwide & Barclays regarding the closure of the accounts and the transfer of monies. A transfer of £34,000 from the Unity deposit account to the Unity current account was proposed by Cllr Cook to cover council outgoings, this was seconded by Cllr Glendinning with all in favour.

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

35.4 Councillors noted the payments made under delegated responsibility from the report.

- 35.5 Councillors noted payments made via council business cards from the report and it was agreed that the credit card statements would be available for future meetings.
- 35.6 Councillors noted payments made via petty cash from the report.
36. **Accounts and Audit**
- 36.1 It was noted that steps are being taken to close down the Compass Suite and a form is to be completed.
- 36.2 Councillors considered the allocation of funds to reserves.
- 36.3 Councillors considered the set-up of cost codes for the current financial year and it was decided that it would remain the same for the time being.
- 36.4 Councillors received an update on Scribe.
37. **Payments**
- 37.1 Councillors discussed the NNDR charges for spinnaker room and the council office and Cllr Cook proposed that all payments detailed on the RFO's monthly report are authorised but instead of paying the NNDR annual charge in one go the accounts would be brought up to date and the remainder of the monthly payments would be paid via direct debit. This was seconded by Cllr Glendinning with all in favour.
38. **Other financial matters**
- 38.1 Councillors considered a grant request from the Bingo Group for prizes and set up equipment. Cllr Cook proposed a grant of £100 which Cllr Glendinning seconded with one in favour and one abstention.
- 38.2 It was noted that a meeting is being set up with KSSC to discuss the quote received for improved broadband and issues with the car park.
- Councillors discussed contributing to a defibrillator which would be located at Livingstones. Cllr Green had already contributed to the cause by donating £1,000 from the Enabling Community Budget. Cllr Glendinning proposed a further £500 is contributed to the cost by the council which Cllr Cook seconded with all in favour.
39. **Governance**
- 39.1 None
40. **Date of next meeting**
- It was noted that the date of the next meeting will be Wednesday 4th September 2024 at 10.30am
41. **Items for the next agenda**
- It was noted that items for the next agenda need to be with the Clerk by 5pm on the 21st August 2024.
42. **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.*
- None

43. Close of Meeting

This meeting closed at 10.35am.



Kessingland Parish Council

Monthly Finance Report - July 2024

or authorisation

Payee	For	Gross
HMRC	TAX & NI	1,748.58
Suffolk Pensions	Pension contributions	1,960.10
East Suffolk Council	NNDR Rates – Council Offices	4,540.90
East Suffolk Council	BBDR Rates – Spinnaker room	2,334.20
SALC	Introduction to local council training – C Carter	20.40
SALC	Councillor basic training – C Carter & Clerk training – S Hogg	153.60
Handy Harveys	Cancellation fee	40.00
KSSC	Hall Hire for Youth Club	300.00
David Ogilvie	D-Day and harbour benches	4,023.60
East Suffolk Services	Bin Lift	31.20
East Suffolk Services	Bin Lift	27.60
SH Occupational Health	Occupational health assessment	500.00
Principle Hygiene	Hygiene bins	192.60
David Ogilvie	Bench for resident	1,414.80
Anthony Chambers	Inflatables for fun day	5,400.00
ASL	Delivery charge	12.00
Able cleaning	Toilet roll dispenser	43.81
SALC	Councillors basic training – L Hood	76.80
Staff overtime	July overtime	694.50
	TOTAL	23,514.69

Payments made under delegation

Payee	For	Gross
Staff	Monthly Salaries & June authorised overtime payments, including backdated holiday accrual	7615.84

Payments made by Direct Debit

Payee	For	Gross
BT	Monthly charge	104.50
Lloyds Cards	Monthly card clearance	656.20
Opus Energy	Electricity – Buildings, Francis Rd	52.06
British Gas	Electricity – Playing Field	20.18
Screwfix	Various maintenance items	553.97
Red Dune	Monthly charge	531.46
	Total	1918.37

Income

Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	106.91
Spinnaker room hire	Yoga class & Drama class	150.00

Transfers

Account From	Account to	Balance £
Unity deposit account	Unity current account	10,000.00

Card payments

S Hogg		
SLCC – ILCA for D Blowers		144.00
SLCC – Annual membership – S Hogg		183.00

Mailchimp	12.38
Amazon – various items	400.12
High street vouchers	47.99

Petty Cash payments	
Mates on Mondays supplies	20.07
Flammable liquid sign	2.79
Payment for cakes for guide dog coffee morning	40.00
Office refreshments	5.25

Account Balances to date 2024	
Account	Balance £
Unity C/A	3,163.59
Unity D/A	35,746.62
Barclays Events Account	42,508.29
Nationwide D/A	90,329.94
CCLA	25,000.00
Petty Cash	253.58
Total Parish Council Account Balances	197,002.02
Joint Maintenance Account (KPC & KSSC)	8,012.04