

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the **Finance & Governance Committee** **Held at 10.30am, on Tuesday 3rd June 2025** In the Council Chamber, Marram Green

Members present: Councillors A. Green (Chair), J. McLean & B. Saunders
Other Members: Councillor S. James
Clerk to the Meeting: S. Hogg (Acting Parish Clerk) & D. Blowers
(Admin/Committee Clerk)

1. **Election of Chair of the Finance & Governance Committee**
Cllr McLean proposed Cllr Green as Chair of the committee. This was seconded by Cllr Saunders with all in favour.
2. **Welcome**
The Chair welcomed the committee and explained the meeting protocol. Cllr Green also requested an Extra-Ordinary meeting to be held before the next full council meeting.
3. **Election of Vice-Chair of the Committee**
The election of a Vice-Chair of the committee will be made at the Extra-Ordinary meeting.
4. **Apologies for Absence**
Apologies for absence were received from Cllrs Cook & Ollett with the acceptance of apologies proposed by Cllr McLean, seconded by Cllr Saunders with all in favour. Cllrs Graham & Glendinning did not attend.
5. **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 and Church Warden
Cllr McLean in respect of Kessingland Sports & Social Centre & Kessingland CofE Primary Academy
6. **Minutes of the previous meeting**
The minutes of the Finance & Governance Committee meeting held on 7th May 2025 had been circulated. Cllr Saunders proposed adoption as a true and accurate record. This was seconded by Cllr James with all in favour.

7 Banking

- 7.1 Cllrs received the RFO monthly report.
- 7.2 Cllrs noted the current balances from the report.
- 7.3 Cllrs noted the payments made via direct debit and standing order from the report.
- 7.4 Cllrs noted the payments made under delegated responsibility from the report.
- 7.5 Cllrs noted payments made via council business cards from the report.
- 7.6 Cllrs noted payments made via petty cash from the report.

8 Payments

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

9 Accounts and Audit

- 9.1 Cllrs received the monthly budget report.
- 9.2 To consider the councils reserves 2025-26. This item will be deferred to the next meeting which will be held on 18th June 2025. (Extra-Ordinary)
- 9.3 Cllrs noted the correspondence received from Nationwide regarding an account review. Cllr Saunders proposed that this should be deferred until the next month's meeting when more information will be available. This was seconded by Cllr James with all in favour.
- 9.4 Cllrs noted that all accounts have now been reconciled on Scribe for the 2024/25 financial year and thanked the Acting Parish Clerk for this completion on time.
- 9.5 Cllrs noted that the Internal Audit is taking place this week and a report will be brought to the next meeting. The paperwork for the external audit will be submitted when this has been returned.

10 Other financial matters

- 10.1 It was noted that the council insurance cover is due for renewal in October 2025. Alternative providers will be explored and discussed at the next meeting. Cllr Green proposed a budget of up to £1,000 to cover the immediate cost for the KYC liability insurance required. The proposal was seconded by Cllr James with all in favour.
- 10.2 Cllrs noted that the Acting Clerk has renewed her annual SLCC membership at a cost of £190.00 and enrolled for the Cilca qualification at a cost of £450.00.

11 Governance

Three policies were circulated: the Code of Conduct, Safeguarding Policy, and Memorial Policy. Cllr Saunders proposed an amendment to Item 4 of the Memorial Policy, with the addition in clause 4.3 ("privately funded"). The proposal was seconded by Cllr James with all in favour. Cllr Hood is currently reviewing the Safeguarding Policy and will provide an update in due course. All three policies will be formally adopted at the next full council meeting.

12 Date of next meeting

Cllrs decided that the date of the next meeting will now be at 13.30hrs on Tuesday 1st July 2025. A discussion will be included at an Extra-Ordinary F&G meeting to be held on Wednesday 18th June 2025 at 18.30hrs regarding the next and subsequent meetings to be held on the first Tuesday of every month.

13 Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 23rd June 2025.

14 Exclusion of the Press and Public

None.

15. Close of Meeting

This meeting closed at 11.30hrs.



Monthly Finance Report - June 2025

Payee	For	Gross
HMRC	TAX & NI	1159.00
Suffolk Pensions	May Pension contributions	1100.94
Staff overtime	Overtime	1239.49
Graphic Solutions	Newsletter production	200.00
East Suffolk Services	Bin Lift	28.86
Mens Shed	Lighting of the beacon for VE day	152.00
Graphic Solutions	Business cards	18.00
C Carter	Hospitality	9.95
UK Graphic & Engraving	Memorial & beacon plaques	165.00
A Chambers	Hire or equipment for August Fun Day	4,000.00
EACS	Stationary – A4 paper and plastic wallets	59.28
KSSC	Children's entertainment hire for VE Day	200.00
Westcotec	Replacement SID	4526.40
Principle Hygiene	Feminine hygiene units at Francis Rd	202.22
Able Cleaning & Hygiene	Cleaning supplies	203.50
	TOTAL	13,264.64

Payee	For	Gross
Staff	Monthly Salaries & April overtime	5073.65

Payments made by Direct Debit in May 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	218.00
East Suffolk	NNDR Office	378.00
British Gas	Electricity – Playing Field	21.35
Vodafone	Monthly charge	42.60
Waveney Yare	Annual charge	6.42
Red Dune	Monthly charge	558.60
	TOTAL	1,224.97

Lloyds card payments made May 2025

Mailchimp	Subscription	11.82
Wix	Monthly charge	34.80
SLCC	Annual membership	190.00
SLCC	Cilca qualification enrolment	450.00
Amazon	Balloons	3.41
Amazon	Drink for youth café	7.50
Amazon	Party Supplies	13.19
Amazon	Party Supplies	4.17
Amazon	Charts/Planners for Youth Cafe	19.98
Amazon	Drink for youth café	7.59
Amazon	Drink for youth cafe	7.61
Amazon	Paint	38.99
Amazon	Membrane fabric	7.89
Amazon	Wireless Doorbell	34.78
Amazon	Tables for Spinnaker room	157.16
Amazon	Hammerite paint for sign at car park	37.46
Amazon	Printer ink	49.94
	TOTAL	1076.29

Petty cash payments May 2025		
Payer	For	Gross
Mates on Mondays	Supplies	21.61
D Blowers	Tea/sugar	3.09
Cllr Cook	Payment for E Day wreath	10.00
	Total	34.70

Income		
Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	150.37
Spinnaker room hire	Yoga, drama class & art group	210.00
HMRC	VAT return 2024/25	9,930.94
Romero	Allotment rent	12.50
Wilson	Memorial plaque	150.00
	Total	10,519.81

Bank Transfers		
From	To	Gross
none		

Account Balances to 3th June 2025	
Account	Balance £
Unity C/A	81,677.28
Unity D/A	19,049.59
Barclays Events Account	42,508.29
Nationwide D/A	50,329.94
CCLA	41,000.00
Petty cash	126.86
Total Parish Council Account Balances	234,691.96
Joint Maintenance Account (KPC & KSSC)	8,012.04

