

KESSINGLAND PARISH COUNCIL



Councillors are summoned to attend an extra-ordinary meeting of the
Finance & Governance Committee
at 3.00pm on Friday 29th September 2023
to be held in the Council Chamber, Marram Green

A G E N D A

49. **Welcome**

To welcome and explain the meeting protocol.

50. **Apologies for Absence**

To receive and consider acceptance of any apologies for absence.

51. **Declarations of Interest**

To receive Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from councillors on items on the Agenda and to note that there are no written requests for dispensations for Disclosable Pecuniary Interests. A dispensation has been approved for Cllr Green in respect of his dual position as district councillor for Kessingland.

52. **Minutes of the previous meeting**

As this is an extra-ordinary meeting of the committee the minutes of the previous meeting will be brought to the next ordinary meeting of the committee.

53. **Banking**

53.1 To note that £10,000 had been transferred from the CCLA account to the Unity Current Account.

53.2 To note that cheques have been written to pay money from the Barclays Events Account to the Unity Current Account however on each occasion Barclays have refused the payment saying that the signatures were incorrect. On the final attempt the signatures were matched to the mandate document on file but the payment was still refused. This being the case to consider sending a formal letter to Barclays to close the account and transfer the funds to the Unity Account. If the committee decide to take this action then this minute number will be quoted in the letter.

53.3 To note that the mandate at the Nationwide was not actioned and no correspondence was received to advise the council of this. The Nationwide has advised the council that a this mandate can be actioned if a letter from the council is received providing the minute number of the decision along with name of signatories. This is just waiting to be signed.

54. Accounts and Budget

- 54.1 To receive a progress report on the new accounts system
- 54.2 To note that the initial meeting of the Budget Working Group has taken place.

55 Audit

- 55.1 To note that the Internal Audit has been noted by Parish Council and that the External Audit is currently taking place. Some additional information has been requested and forwarded to the Auditor and an initial outline of their findings supplied. The External Audit will highlight some failings which were anticipated which the council was already expecting in relation to the submission being late. They have noted that the council had not acted on last year's Internal and External Auditors report as the date of approval of the AGAR was after the start of the period for exercise of public rights. An explanation has been provided that the council did note the reports and had put in place processes to prevent the repeat however the council could not and had not been prepared for three major issues which caused this year's repeat of the earlier error. Because they are acting on the belief that the council did not consider the previous audit recommendations they are advising that one of the council's Yes assertions was incorrect and should have been a No. The council has responded that, at the time of completing the AGAR, the council had felt that it had done as required. It is unlikely that the External Auditor will change their report however the council can and is being transparent regarding the issues it has had and as the council is now on the new accounts system, has appointed the same Internal Auditor and has ensured that the correct information is on the website, this year's situation should not re-occur. In addition, once the final External Audit report is received, the RFO will produce a report to the council on any actions which the council needs to take to prevent a reoccurrence of the situation

56 Insurance

- 56.1 To consider the quotes received for provision of the council's insurance (confidential)

57 Payments

- 57.1 To consider authorising the payments provided to the committee.

58 Other Financial Matters

- 58.1 To consider authorising a quote for removal of the old goal post sockets at Francis Road.
- 58.2 To consider a quote for fitting two drop down bollards at Francis Road.
- 58.3 To consider the quotes for supply of water to the community garden (Confidential).

59 Date of next meeting

The date of the next meeting will be the 10.00am on Wednesday 25th October 2023.

60 Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 12th October 2023.

61 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.

61.1 To consider the quotes received for provision of the council's insurance (From 56.1)

61.2 To consider the quotes for supply of water to the community garden (From 58.3)

62 Close of Meeting.