

KESSINGLAND PARISH COUNCIL



Minutes of the Meeting of the **Finance & Governance Committee** **Held at 1.30pm, on Tuesday 14th October 2025** In the Council Chamber, Marram Green

Members present: Councillors A. Green (Chair), C. Cook, J. McLean & B. Saunders

Other Members: Councillors S. James & P. Slezacek

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

64. Welcome

The Chair welcomed the committee and explained the meeting protocol.

65. Apologies for Absence

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

66. 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. Dispensations have been granted to the following:

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

67. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 9th September 2025 had been circulated. Cllr James proposed adoption as a true and accurate record. This was seconded by Cllr Saunders with all in favour.

68. To Receive and Consider the RFO Report

- 68.1 Cllrs received the RFO monthly report and considered any payments for authorisation as detailed with the RFO's monthly report.
- 68.2 Cllrs noted the payments made under delegated responsibility from the report.
- 68.3 Cllrs noted the payments made via direct debit and standing order from the report.
- 68.4 Cllrs noted the payments made via council business cards from the report.

68.5 Cllrs noted payments made via petty cash from the report.

68.6 Cllrs noted the current balances from the report.

Items 68.2 - 68.6 Cllr Saunders proposed that the minutes reflect "To accept" rather than "To note" for future entries, and that a single vote be taken to approve this section as a whole. This was seconded by Cllr McLean with all in favour.

69 Accounts and Audit

69.1 Cllrs noted the monthly budget report.

69.2 Cllrs noted that a budget meeting took place last month and will schedule another for when it will be convenient for all to attend.

69.3 Cllrs received an update on the Councils bank accounts. It was noted that the Barclays Events account had been closed and that an indemnity claim would have to be processed to reclaim the funds that were in the account. Cllrs Nicholls and Graham are signatories on the account so they will go to the local branch with the Acting Clerk and complete this claim. It was proposed by Cllr James that the funds would be paid into the Unity current account, Cllr McLean seconded with all in favour.

70 Other Financial Matters

70.1 Councillors discussed the current churchyard donation arrangement whereby the council donated £500 for maintenance of the churchyard per annum. Cllr Saunders proposed that the council were happy to continue with this arrangement and if additional costs are incurred subject to receiving verification as to what these costs are council would consider additional payment. This was seconded by Cllr Cook with 4 in favour and 1 abstention.

70.2 To consider the purchase of football goals. (confidential)

71 Governance

Cllrs reviewed the Safeguarding Policy and the Safeguarding Definitions & Procedure Policy. Cllr James proposed that it be adopted at the next meeting full meeting. This was seconded by Cllr Saunders with all in favour.

72 Date of next meeting

Cllrs noted the date of the next meeting will be on Tuesday 11th November 2025 at 1.30pm.

73 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 31st October 2025.

74 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. Cllr McLean seconded the motion with all in favour.

75 Close of Meeting

This meeting closed at 2.25pm.



Kessingland Parish Council

Monthly Finance Report –October 2025

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1115.84
Suffolk Pensions	September Pension contributions	1084.79
Staff overtime	Overtime	1581.66
CAS	DBS Check – youth leader	62.50
Graphic Solutions	Monthly Newsletter	200.00
B Nicholls	Expenses – bedding for Roy Browns garden	190.48
Greengrass gardening services	Monthly maintenance at Roy Browns	238.00
Community Heartbeat	Defib pads	188.34
East Suffolk Services	Bin collection	50.90
East Suffolk Services	Grounds Maintenance	1,641.00
East Suffolk Service	Herbicide treatment for football pitch	306.00
C Smith	Expenses – course enrolment & stationary	28.91
Reed training	2 x GDPR training	24.00
Red Dune	Domain name annual charge	18.00
J McLean	Events supplies	16.45
SALC	6 months payroll provision	345.60
PKF Littlejohn	External Audit report	504.00
SALC	Cilca training	75.60
SALC	Training courses	86.40
		TOTAL
		7,758.47

Payments made under delegation in September 2025

Payee	For	Gross
Staff	Monthly Salaries & August overtime	4904.44

Payments made by Direct Debit in September 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
Lloyds card	Monthly balance clearance	1164.56
Vodafone	Monthly charge	42.60
Red Dune	Monthly charge	568.80
British Gas	Electricity charge	21.06

	TOTAL	2391.02
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Lloyds card payments made September 2025

Roadware Ltd	Bin liner	73.14
Morrisons	Refreshments	5.14
Mailchimp	Monthly subscription	11.76
Post office	Stamps	20.56
High street vouchers	Vouchers for events competitions	107.90
Amazon	Wildflowers for garden	25.47
Amazon	Ladders for office	18.98
Reed	GDPR training x 2	24.00
Virtual college	Complete health & safety package for staff member	72.00
Lloyds card	monthly fee	3.00
Wix	Monthly charge	34.80
Amazon	Weed treatment for community garden & stationary	37.71
Amazon	Lanyards	9.48
Etsy	Barrels for Roy Browns Garden	269.90
Amazon	Events supplies	11.97
Travis Perkins	Soil for Roy Browns Garden	111.20
	Total	837.01

Petty cash payments September 2025

Payer	For	Gross
Mates on Mondays	Supplies	100.40
Cllr McLean	Supplies for Event	21.70
Youth café	Facepaint	4.99
D blowers	Office refreshments	3.09
S Hogg	Postage stamp	0.87

	Total	131.05
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Income September 2025

Payer	For	Gross
Kessingland Football Club	Pitch fees, monthly charge & August shortfall	84.00
CCLA	Interest	142.85
Spinnaker room hire	Football club, Yoga, drama class & art group	110.00
Allotment holders	Allotment annual charge	275.00
	Total	611.85

Bank Transfers

From	To	Gross
none		

Account Balances to 14th October 2025

Account	Balance £
Unity C/A	130,934.15
Unity D/A	19,269.69
Barclays Events Account	42,508.29
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash	141.47
Joint Maintenance Account (KPC & KSSC)	10,012.04 (5,006.02 KPC)
Total Bank balances	290,994.35