

KESSINGLAND PARISH COUNCIL



Minutes of the Meeting of the **Finance & Governance Committee** **Held at 1.30pm, on Tuesday 12th August 2025** In the Council Chamber, Marram Green

Members present: Councillors A. Green (Chair), C. Cook, N. Glendinning, I. Graham & B. Saunders
Other Members: Councillor S. James
Clerk to the Meeting: S. Hogg (Acting Parish Clerk) & D. Blowers (Admin/Committee Clerk)

39. Welcome

The Chair welcomed the committee and explained the meeting protocol.

40. Apologies for Absence

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

41. 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

42. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 8th July 2025 had been circulated. Cllr Glendinning proposed adoption as a true and accurate record. This was seconded by Cllr Graham with all in favour.

43. Banking

- 43.1 Cllrs received the RFO monthly report.
- 43.2 Cllrs noted the current balances from the report.
- 43.3 Cllrs noted the payments made via direct debit and standing order from the report.
- 43.4 Cllrs noted the payments made under delegated responsibility from the report.
- 43.5 Cllrs noted payments made via council business cards from the report.
- 43.6 Cllrs noted payments made via petty cash from the report.

44 Payments

- 44.1 Cllr Glendinning proposed that all payments as detailed on the RFO's monthly report are authorised. This was seconded by Cllr James with all in favour.

45 Accounts and Audit

- 45.1 Cllrs noted the monthly budget report.

46 Other Financial Matters

- 46.1 Cllrs considered setting a budget for supplies for the upcoming Funday. A budget of £150 was proposed by Cllr Glendinning, seconded by Cllr James with all in favour. Cllr Glendinning proposed a budget of £500 for the upcoming VJ Day event. This was seconded by Cllr Graham with all in favour.
- 46.2 Cllrs noted the council's current insurance policy is due for renewal on 1st October 2025. Cllr Graham proposed to go ahead with the renewal. This was seconded by Cllr Saunders with all in favour.
- 46.3 To consider a quote for transport for a trip for the Youth Cafe. (Confidential)
- 46.4 To consider a quote for PoE Surge Protector for the equipment at Francis Road. (Confidential)
- 46.5 To consider a quote for a bench repair at the Community Garden (Confidential)
- 46.6 To consider a quote from East Suffolk Services to treat the football pitch with weed spray (Confidential)

47 Governance

The Safeguarding Policy was reviewed. It was agreed that the document will be amended to reflect the declaration as the formal policy statement. The remainder of the content will be restructured and presented under a separate section titled "Procedures."

48 Date of next meeting

The date of the next meeting will be on Tuesday 9th September 2025 at 1.30pm.

49 Items for the next agenda

It was noted that items for the next agenda need to be with the Clerk by 5pm on Friday 29th August 2025.

50 Exclusion of the Press and Public

Cllr Graham 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 James seconded the motion with all in favour.

- 46.3 A quote for transport for the upcoming Youth Cafe trip was presented. Cllr James proposed to proceed with the quote, seconded by Cllr Cook with all in favour.
- 46.4 A quote was presented for the purchase of a PoE Surge Protector to safeguard equipment at the Francis Rd site. Cllr Glendinning proposed to accept the quote, Cllr Cook seconded with all in favour.
- 46.5 A quote for the repair of a bench at the Community Garden was presented for consideration. Cllr Cook proposed acceptance of the quote, Cllr Saunders seconded with all in favour.
- 46.6 Cllrs considered a quote from East Suffolk Services for the application of weed spray to treat the football pitch. Cllr Cook proposed acceptance of the quote,

seconded by Cllr Saunders with all in favour. It was agreed that this item would be added to the agenda for Feb/March to be considered as part of the budgeting process for pitch maintenance charges.

51 Close of Meeting

This meeting closed at 2pm.



Kessingland Parish Council

Monthly Finance Report - August 2025

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1055.82
Suffolk Pensions	July Pension contributions	1070.02
Staff overtime	Overtime	1034.41
David Ogilvie	Bees & Butterfly benches	3817.20
East Suffolk Services	Library quarterly bin lift charge	50.90
East Suffolk services	Francis Rd quarterly bin hire charge	32.76
Community Action Suffolk	DBS check for Youth Café volunteer	13.00
PAT tester Suffolk	Annual equipment testing	209.50
Waveney Pest Control	Wasp nest treatment	85.00
KSSC	Hall hire for youth café May/June/July	405.00
KSSC	Hall hire for public consultation	40.50
C Smith	expenses	94.52
Malthouse Security	6 x key fobs & programming	198.00
Red Dune	20 mins of IT support - June	24.00
Red Dune	1.5 hours IT support over monthly allowance - July	108.00
St Edmunds Church centre	Contribution to Ceilidh Band for event	142.00
Greengrass Gardening services	Maintenance of Roy Browns Garden	217.00
	TOTAL	8597.63

Payments made under delegation in July 2025

Payee	For	Gross
Staff	Monthly Salaries & June overtime	4,628.52

Payments made by Direct Debit in July 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
British Gas	Electricity – Playing Field	21.06
Vodafone	Monthly charge	42.60
Red Dune	Monthly charge	568.80
Lloyds Card	Monthly balance clearance	761.74

Anglian water (wave)	Water charge	47.01
	TOTAL	2035.21

Lloyds card payments made July 2025

Mailchimp	Subscription	11.54
Community Action Suffolk	3 x safeguarding course	115.00
Amazon	Personal safety alarms & ink cartridges	59.53
Amazon	Wrist support	7.89
Amazon	Refreshments for event	21.48
Amazon	Refreshments for event	18.60
Amazon	Snacks for youth café	19.99
Amazon	Table for spinnaker room	34.99
Amazon	Refund for broken table	39.29 credit
Amazon	Computer Mouse x 2	17.97
	TOTAL	267.70

Petty cash payments July 2025

Payer	For	Gross
Mates on Mondays	Supplies	44.88
Cllr McLean	Supplies for Event	21.70
Staff member	Petrol for lawn mower	33.01
S Hogg	Office refreshments	8.85
	Total	108.44

Income

Payer	For	Gross
Kessingland Football Club	Pitch fees	66.00
CCLA	Interest	144.10
Spinnaker room hire	Football club, Yoga, drama class & art group	150.00

Member of public	Memorial plaque	150.00
	Total	510.10

Bank Transfers		
From	To	Gross
Unity current account	Barclays Maintenance account	1,000.00

Account Balances to 12th August 2025	
Account	Balance £
Unity C/A	46,415.16
Unity D/A	19,161.02
Barclays Events Account	42,508.29
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash	328.64
Joint Maintenance Account (KPC & KSSC)	10,012.04 (5,006.02 KPC)
Total Bank balances	206,553.86