

KESSINGLAND PARISH COUNCIL



Minutes of the Meeting of the **Finance & Governance Committee** **Held at 1.30pm, on Tuesday 9th September 2025** In the Council Chamber, Marram Green

Members present: Councillors A. Green (Chair), C. Cook, N. Glendinning, J. McLean

Other Members: Councillor S. James

Clerk to the Meeting: S. Hogg (Acting Parish Clerk)

52. Welcome

The Chair welcomed the committee and explained the meeting protocol.

53. Apologies for Absence

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

54. 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.

55. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 12th August 2025 had been circulated. Cllr James proposed adoption as a true and accurate record. This was seconded by Cllr Glendinning with all in favour.

56 To receive and consider the RFO report

56.1 Councillors receive the RFO monthly report and consider any payments for authorisation as detailed with the RFO's monthly report.

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

- 56.3 Councillors noted the payments made via direct debit and standing order from the report.
- 56.4 Councillors noted payments made via council business cards from the report.
- 56.5 Councillors noted payments made via petty cash from the report.
- 56.6 Councillors noted the current balances from the report.

57 Accounts and Audit

- 57.1 Councillors noted the monthly budget report.
- 57.2 It was noted that the interest rate for the Nationwide current account is going to reduce from 1.70% to 1.55% on 18th September 2025.
- 57.3 Councillors noted that the External Auditor is currently reviewing the audit and a report will be brought to the next meeting.
- 57.4 A meeting to discuss the budget for 2026/27 was set for 1pm, 23rd September.

58 Other Financial Matters

- 58.1 Cllr Glendinning proposed awarding a grant of £250 for the upkeep of the war memorial. This was seconded by Cllr McLean with all in favour. A further £250 contribution would be considered once further information regarding how this grant would be spent was provided.
- 58.2 To consider a revised quote from council's current insurance policy to increase the council infidelity insurance. (Confidential)
- 58.3 To consider the cost of youth worker training for employees and volunteers at the Youth Café. (Confidential)
- 58.4 To consider a grant application (Confidential)

59 Governance

None

60 Date of next meeting

It was noted that the date of the next meeting will be on Tuesday 14th October 2025 at 1.30pm

61 Items for the next agenda

It was noted that items for the next agenda need to be with the Clerk by 5pm on Friday 26th September 2025.

62 Exclusion of the Press and Public

Cllr McLean 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 Glendinning seconded the motion with all in favour.

63. Close of Meeting

Meeting closed 14.06pm.



Kessingland Parish Council

Monthly Finance Report – September 2025

Payments made under delegation in August 2025

Payee	For	Gross
Staff	Monthly Salaries & July overtime	5732.12

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1485.91
Suffolk Pensions	August Pension contributions	1329.41
Staff overtime	Overtime	810.08
Munnings	Uniform	62.40
EACS	Stationary	23.70
J Mclean – Expenses	Events supplies	103.77
Able	Cleaning supplies	148.24
Uk graphics & Engraving	2 x memorial plaques	105.60
St Edmunds Church	Church Hall hire	54.00
East Suffolk Services	Bin lift x 3	86.58
Ballum Security	Intruder alarms & CCTV maintenance	357.60
Community Heartbeat	Defibrillator pads	188.34
Darren Haward	Expenses	34.56
	TOTAL	4790.19

Payments made by Direct Debit in August 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
British Gas	Electricity – Playing Field	20.41
Vodafone	Monthly charge	42.60
Red Dune	Monthly charge	568.80
Anglian water (wave)	Church Rd Allotment half year Water charge	118.59
	TOTAL	1344.40

Lloyds card payments made August 2025

Roadware Ltd	Replacement bin	245.94
Amazon	Refuse sacks for litter pickers	35.96

Amazon	Sweets for event	30.58
Wix	Monthly charge and annual domain name charge	82.80
Community action Suffolk	Safe-guarding training x 2	70.00
Cash withdrawals and fees	Petty cash top up	358.75
Lloyds card	monthly fee	3.00
	Total	827.03

Petty cash payments August 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 August 2025

Payer	For	Gross
Kessingland Football Club	Pitch fees	66.00
CCLA	Interest	147.21
Spinnaker room hire	Football club, Yoga, drama class & art group	180.00
	Total	393.21

Bank Transfers

From	To	Gross
none		

Account Balances to 8th September 2025

Account	Balance £
Unity C/A	31,505.69
Unity D/A	19,161.02

Barclays Events Account	42,508.29
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash	44.96
Joint Maintenance Account (KPC & KSSC)	10,012.04 (5,006.02 KPC)
Total Bank balances	191,360.71