

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the **Finance & Governance Committee** **Held at 1.30pm, on Tuesday 8th July 2025** In the Council Chamber, Marram Green

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

26. Welcome

The Chair welcomed the committee and explained the meeting protocol.

27. Apologies for Absence

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

28. 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

29. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meetings held on 3rd & 18th June 2025 had been circulated. Cllr Cook proposed adoption as a true and accurate record. This was seconded by Cllr James with all in favour.

30. Banking

- 30.1 Cllrs received the RFO monthly report.
- 30.2 Cllrs noted the current balances from the report.
- 30.3 Cllrs noted the payments made via direct debit from the report.
- 30.4 Cllrs noted the payments made under delegated responsibility from the report.
- 30.5 Cllrs noted payments made via council business cards from the report.
- 30.6 Cllrs noted payments made via petty cash from the report.

31 Payments

- 31.1 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.

32 Accounts and Audit

- 32.1 Cllrs noted the monthly budget report.
- 32.2 Cllrs noted the External Audit documents had been submitted. There is no news yet, but a report will be brought to this committee when it has been returned.
- 32.3 Cllrs noted that the CCLA account is not covered by the Financial Service Compensation Scheme but is AAA rated.

33 Other Financial Matters

- 33.1 Cllrs reviewed the monthly IT support arrangement with Red Dune. Cllr Glendinning proposed that the current arrangement of a two-hour monthly support allowance be maintained, with any additional time to be billed on a monthly basis as required. Cllr James seconded with all in favour.
- 33.2 Councillors considered setting a delegation of spending authority to the Senior Youth Leader. Councillor Glendinning proposed granting a spending limit of £50 per month, with each expenditure to be approved by the office in advance. The proposal was seconded by Cllr Cook with all in favour.

34 Governance

- 34.1 Cllrs reviewed the two policies that have been circulated. Cllr Cook proposed that the Lone Worker policy is recommended to full council for adoption at the next full council meeting, this was seconded by Cllr James with all in favour. Cllr Green proposed that the Safeguarding Policy is also recommended to full council for adoption at the next full council meeting. This was seconded by Cllr James with all in favour.

35 Date of next meeting

All Cllrs agreed the date of the next meeting will be on Tuesday 12th August 2025 at 1.30pm.

36 Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on Friday 1st August 2025.

37 Exclusion of the Press and Public

None.

38 Close of Meeting

This meeting closed at 2.27pm.



Kessingland Parish Council

Monthly Finance Report - July 2025

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1206.73
Suffolk Pensions	May Pension contributions	1135.97
Staff overtime	Overtime	795.64
Graphic Solutions	Newsletter production	200.00
East Suffolk Services	Bin Lift x 2	57.72
Est Suffolk Services	Quarterly grounds maintenance	1641.00
BT	Final charge	0.86
S Hogg	Refreshments for office	4.64
SALC	Internal Audit 2024-25 fee	650.40
Hippodrome Circus	Payment for trip from the Youth Culture Fund	240.00
Expenses	D Blowers – office supplies	4.75
Expenses	Mileage claim for attending NALC conference	27.45
Uk Graphics & Engraving	Memorial plaque	52.80
EACS	Stationary	221.22
A Chambers	Lasertag	100.00
Principle Hygiene	Feminine Hygiene units	202.22
	TOTAL	6541.10

Payments made under delegation

Payee	For	Gross
Staff	Monthly Salaries & June overtime	5,123.86

Payments made by Direct Debit in June 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	218.00
East Suffolk	NNDR Office	378.00
British Gas	Electricity – Playing Field	20.70
Vodafone	Monthly charge	42.60
Red Dune	Monthly charge	561.60
Lloyds Card	Monthly balance clearance	1138.28
	TOTAL	2,359.18

Lloyds card payments made June 2025

Mailchimp	Subscription	11.62
Policy Bee	Youth café insurance	168.23
Amazon	Litterpicker sacks	47.98
Wix	Monthly IT charge	34.80
Amazon	Events items & Stationary	22.14
Amazon	Hose pipe for community garden	18.60
Amazon	Snacks for youth café	19.99
Amazon	Printer ink	143.63
Cash withdrawal & charge	Petty cash top up	256.25
Amazon	Drinks for youth café	27.50
Amazon	Bulldog clips	13.04
	TOTAL	763.78

Petty cash payments June 2025

Payer	For	Gross
Mates on Mondays	Supplies	50.14
Youth café	Equipment	44.94
Cllr Nicholls	Soil and plants for Roy Browns Garden	16.00
S Hogg	Office refreshments	3.10
	Total	114.18

Income

Payer	For	Gross
Kessingland Football Club	Pitch fees	66.00
CCLA	Interest	150.37
Spinnaker room hire	Football club, Yoga, drama class & art group	185.00

Member of public	Memorial plaque	150.00
	Total	551.37

Bank Transfers		
From	To	Gross
Unity current account	Barclays Maintenance	1,000

Account Balances to 1st July 2025	
Account	Balance £
Unity C/A	62,346.90
Unity D/A	19,161.02
Barclays Events Account	42,508.29
Nationwide D/A	50,329.94
CCLA	41,000.00
Petty cash	237.48
Total Parish Council Account Balances	
Joint Maintenance Account (KPC & KSSC)	8,012.04