

KESSINGLAND PARISH COUNCIL



Minutes of the **Finance & Governance Committee** **Held at 10.30am on Tuesday 11th March 2025** In the Council Chamber, Marram Green

Members present: Councillors C. Cook, I. Graham, A. Green (Chair), J. McLean & J. Ollett

Other member present: Cllr S. James & C. Carter

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

131. Welcome

The Chair welcomed the committee and explained the meeting protocol.

132. Apologies for Absence

Apologies for absence were received from Cllr Glendinning with the acceptance of apologies for absence proposed by Cllr Cook and seconded by Cllr McLean with all in favour. Cllr Saunders did not attend.

133. 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.

Cllr McLean in respect of Kessingland Sports & Social Centre & Kessingland CofE Primary Academy.

134. Minutes of the previous meeting

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

135. Banking

135.1 Cllrs received the RFO monthly report.

135.2 Cllrs noted the current balances from the report.

Cllr James arrived at the meeting 10.35hrs.

135.3 Cllrs noted the payments made via direct debit and standing order from the report.

135.4 Cllrs noted the payments made under delegated responsibility from the report.

135.5 Cllrs noted payments made via council business cards from the report.

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

136. Payments

Cllr Graham proposed that all payments detailed on the RFO's monthly report are authorised. This was seconded by Cllr McLean with all in favour.

137. Accounts and Audit

- 137.1 It was noted that the council have been advised to add the Barclays Bank joint Maintenance account to the Scribe accounting system for transparency.
- 137.2 Cllrs noted the Unity Deposit Bank Account interest rate, with a decrease from 2.50% to 2.25% with effect from 6th May 2025.
- 137.3 It was noted that the Acting Clerk has amended the number of cost codes used for transactions and is looking for more ways to improve it.
- 137.4 Cllrs noted that as advised during the last audit, council are required to report on an income and expenditure basis and this has now been set up on Scribe ready for year end.
- 137.5 Cllrs reviewed the revised KPC Financial Regulations. Cllr James proposed they should be brought back again to the next meeting for reviewing. This was seconded by Cllr Cook with all in favour.
- 137.6 Cllrs discussed the KPC events account and noted that a letter had been received from Barclays Bank to notify council that they planned to close the account due to inactivity. Cllr Graham proposed that an extra-ordinary Finance meeting be held to formally appoint new signatories to the account so the account can be dealt with accordingly. This was seconded by Cllr McLean with all in favour.

138. Other financial matters

- 138.1 The purchase of a VE Day flag was proposed by Cllr Graham and seconded by Cllr James with all in favour.
- 138.2 To consider the 2024-25 risk assessment. This item will be deferred to the next meeting.
- 138.3 It was noted that the internal control statement for 2024-25 has been completed.
- 138.4 To consider the updated asset register 2024/25. This item will be deferred to the next meeting.
- 138.5 It was noted that a quote for a new laptop has been requested for the Acting Clerk. Cllr Graham proposed a maximum budget of £500+VAT. This was seconded by Cllr McLean with all in favour.
- 138.6 Cllrs considered the purchase of a tablet to enable data to be recorded from the Speed Indicator Device. Cllr McLean proposed this went ahead, this will include an armoured case with a maximum budget of £60, for it. Cllr Cook seconded this with all in favour.
- 138.7 Cllrs noted the hourly cost of hiring the KSSC for the Youth Café sessions will increase £1 per hour to £13.50 with effect from 1st April 2025.
- 138.8 Cllrs noted the NNDR 2025/26 bills have been received and there has not been any annual increase.
- 138.9 An end of year accounting health check with Scribe at a cost of £99 plus VAT was proposed to go ahead by Cllr James, this was seconded by Cllr Ollett with all in favour.
- 138.10 Cllrs agreed to holding an extra-ordinary F & G meeting to be held on 31st March to authorise all outstanding payments.
- 138.11 To consider the new trade waste disposal contract (Confidential)

139. Governance

- 139.1 To review the three policies that have been circulated – Code of Conduct, Disciplinary Policy & Procedure and Disciplinary Rules. This item will be deferred to the next meeting.

140. Date of next meeting

The date of the next meeting will be Wednesday 2nd April 2025 at 10.30am.

141. Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 21st March 2025.

142. Exclusion of the Press and Public

Councillor 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. This was seconded by Cllr McLean with all in favour.

- 138.11 Cllrs considered the new trade waste disposal contract, which was proposed by Cllr Graham, seconded by Cllr Cook with all in favour. Cllr Cook proposed also that a 660L recycling bin was ordered for Marram Green. This was seconded by Cllr Graham with all in favour.

143. Close of Meeting

This meeting closed at 11.30hrs.



Kessingland Parish Council

Monthly Finance Report - March 2025

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	757.42
Suffolk Pensions	Pension contributions – January adjustment & February contributions	1352.79
Staff overtime	Overtime	644.86
East Suffolk Services	Pitch marking Jan – March 2025	942.00
Hayward Ltd	Spark plug	4.88
District Roofing	Tiles for Mens Shed	3042.00
S Hogg expenses	Refreshments for Mates on Mondays	8.25
CAS	DBS check – youth café volunteer	12.00
East Suffolk services	Grass cutting	1541.88
Est Suffolk services	Bin lift	27.60
Mens Shed	Payment for bird boxes	25.00
	TOTAL	8358.68

Payments made under delegation

Payee	For	Gross
Staff	Monthly Salaries & January overtime	5078.32

Payments made by Direct Debit February 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	243.00
East Suffolk	NNDR Office	663.00
EDF Energy	Electricity – Buildings, Francis Rd	70.78
British Gas	Electricity – Playing Field	20.76
Lloyds Bank	Clearance of corporate cards	722.44
Red Dune	Monthly charges	550.80
	TOTAL	2270.78

Lloyds card payments made February 2025		
Next day paints	Cuprinol paint for benches	30.00
Mainchimp	IT monthly charge	12.80
Amazon	Safety sign	10.71
Amazon	Inkjet cartridges	92.48
Solopress	Monthly newsletter	166.47
Cash withdrawal	Petty cash	100.00
Cash withdrawal charge		2.50
WIX	Monthly website charge	34.80
Amazon	Laptop charger	15.48
Amazon	Pritt sticks	10.22
Amazon	Litterpicker refuse sacks	43.58
	total	519.04

Petty cash payments February 2025		
Payer	For	Gross
Mates on Mondays	Supplies	26.35
S Hogg	Office supplies	24.70
Newmans Machinery	Lawnmower service	45.00
S Hogg	Office supplies	4.35
D Blowers	Office supplies	3.94
	Total	104.34

Income		
Payer	For	Gross
Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	4.01
Spinnaker room hire	Yoga	80.00
Allotment tenants	Allotment rent	60.00
Sandy Paws	Newsletter advert charge	10.00
Friends of Kessingland Library	Contribution to library doors	1,700.00
	Total	1920.01

Bank Transfers		
From	To	Gross
Unity Current account	CCLA	40,000.00

Account Balances to 11 th March 2025	
Account	Balance £
Unity C/A	18,214.91
Unity D/A	33,805.13
Barclays Events Account	42,508.29
Nationwide D/A	50,329.94
CCLA	41,000.00
Petty cash	96.55
Total Parish Council Account Balances	185,954.82
Joint Maintenance Account (KPC & KSSC)	8,012.04

