

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the **Finance & Governance Committee** **Held at 10.30am on Wednesday 7th May 2025** In the Council Chamber, Marram Green

Members present: Councillors C. Cook, A. Green (Chair) & J. McLean
Other Members: Councillors Carter & James
Clerk to the Meeting: S. Hogg (Acting Parish Clerk) & D. Blowers
(Admin/Committee Clerk)

158. Welcome

The Chair welcomed the committee and explained the meeting protocol.

159. Apologies for Absence

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

160. 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.

161. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 31st March 2025 had been circulated. Cllr Green proposed adoption as a true and accurate record. This was seconded by Cllr Cook with all in favour.

162. Banking

- 162.1 Cllrs received the RFO monthly report.
- 162.2 Cllrs noted the current balances from the report.
- 162.3 Cllrs noted the payments made via direct debit and standing order from the report.
- 162.4 Cllrs noted the payments made under delegated responsibility from the report.
- 162.5 Cllrs noted payments made via council business cards from the report.
- 162.6 Cllrs noted payments made via petty cash from the report.

163. Payments

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

164. Accounts and Audit

- 164.1 Cllrs noted that the 2024/25 year end had been completed and a vote of thanks was made to the Acting Parish Clerk for this.
- 164.2 Cllrs considered the KPC reserves and noted that it would be deferred until the next F&G meeting.
- 164.3 Cllrs noted a VAT 126 claim form has been submitted for 2024/25 for £9,930.94.
- 164.4 Cllrs considered the previously agreed arrangement with KSSC regarding the maintenance account and Cllr James proposed a payment of £1,000 to be paid for this financial year.

165. Other financial matters

- 165.1 Cllrs considered the 2024-25 updated Asset Register and Cllr McLean proposed that it should be adopted at the next full council meeting. This was seconded by Cllr James with all in favour.
- 165.2 The purchase of new tables for communal use in the Spinnaker room was considered and Cllr James proposed that six small and two large were purchased. This was seconded by Cllr Cook with all in favour.
- 165.3 The purchase of a replacement Speed Indicator Device was considered and Cllr Green proposed to go ahead with a maximum budget of £4,000. This was seconded by Cllr James with all in favour.

166. Governance

- 166.1 There were three policies that had been circulated (Code of Conduct, Disciplinary Policy & Procedure and Disciplinary Rules), two of which were ok to be adopted at the next full council meeting. The Code of Conduct still remained and it was decided to refer again to the next F&G meeting.
- 166.2 Cllrs reviewed section 5.15 of the Financial Regulations which has been amended to reflect the delegated spending limits as set out in each committees Terms of Reference. Cllr Green proposed this to be adopted at the Full council meeting later this evening. Cllr James seconded the motion with all in favour.

167. Date of next meeting

The date of the next meeting will be Wednesday 4th June 2025 at 10.30am.

168. Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 23rd May 2025.

169. 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.

The allegation regarding The Hollies permanent residence is now being legally investigated (*This item was not on the Agenda*).

170. Close of Meeting

This meeting closed at 11.35am.



Kessingland Parish Council

Monthly Finance Report - May 2025

Payments for authorisation

| Payee | For | Gross |
|------------------------------|---|------------------|
| HMRC | TAX & NI | 1468.60 |
| Suffolk Pensions | April Pension contributions | 1144.99 |
| Staff overtime | Overtime | 1,222.27 |
| East Suffolk services | Gates at Church Road playarea | 3730.56 |
| SALC | Annual subscription | 1121.04 |
| SALC | 6 months payroll provision | 489.60 |
| East Suffolk services | Bin hire – April - June | 32.76 |
| East Suffolk services | Bin Lift – Francis Rd | 27.60 |
| East Suffolk services | Recycling bin 4 weekly collection service | 45.30 |
| East Suffolk services | Play inspections annual charge | 699.84 |
| Waveney, lower Yare drainage | Agricultural Drainage rates | 6.58 |
| Red Dune | Replacement CCTV camera | 75.59 |
| EACS | Stationary | 51.95 |
| Suffolk County Council | Lantern replacement | 804.00 |
| Suffolk Libraries | KPC contribution to replacement doors | 5000.00 |
| Suffolk Libraries | KPC funds held by KPC from East Suffolk Enabling Budget | 2,300.00 |
| Suffolk Libraries | Money held by KPC from friends of Library for doors | 1,700.00 |
| Codling Bros | Concrete base for VE bench | 642.42 |
| Codling Bros | Roy Browns Garden – phases 1, 2 & 3 | 7046.40 |
| Graphic solutions | Business cards | 36.00 |
| KSSC | Youth café hall hire | 234.00 |
| J McLean | Expenses – plants for Roy Browns garden | 104.95 |
| CAS | DBS check – staff member | 62.50 |
| Red Dune | IT support deficit | 2448.00 |
| | TOTAL | 30,494.95 |

Payments made under delegation

| Payee | For | Gross |
|-------|-----------------------------------|---------|
| Staff | Monthly Salaries & April overtime | 5863.27 |

Payments made by Direct Debit in April 2025

| Payee | For | Gross |
|--------------|----------------|--------|
| East Suffolk | NNDR spinnaker | 218.00 |

| | | |
|------------------|-----------------------------|-----------------|
| East Suffolk | NNDR Office | 382.90 |
| British Gas | Electricity – Playing Field | 19.40 |
| | | |
| Anglian Water | Water charge | 135.97 |
| Anglian Water | Water charge | 36.72 |
| Anglian Water | Water charge | 43.32 |
| Vodafone | Monthly charge | 42.60 |
| Lloyds Corp Card | Monthly clearance | 1683.07 |
| Red Dune | Month IT charge | 550.80 |
| BT | Final charge | 38.53 |
| | | |
| | TOTAL | 3,151.31 |
| | | |

Lloyds card payments made April 2025

| | | |
|-----------|-------------------|---------------|
| | | |
| Amazon | First aid kit | 23.94 |
| Amazon | Stationery | 26.08 |
| Wix | Monthly charge | 34.80 |
| Amazon | Litterpickers | 14.48 |
| Mailchimp | Village News | 11.91 |
| Soloprint | Village News | 191.40 |
| Amazon | Litterpickers | 44.90 |
| Amazon | Stationery | 104.87 |
| Amazon | Craft Supplies | 17.09 |
| Amazon | Fire extinguisher | 40.50 |
| Amazon | Tidy trolley | 44.99 |
| | | |
| | Total | 554.96 |

Petty cash payments April 2025

| Payer | For | Gross |
|--------------------|---------------------|--------------|
| Mates on Mondays | Supplies | 86.03 |
| S Hogg & D Blowers | Office refreshments | 7.19 |
| | Total | 94.22 |

| Income | | |
|---------------------------|--|-------------------|
| Payer | For | Gross |
| Kessingland Football Club | Pitch & Training Fees | 66.00 |
| CCLA | Interest | 156.70 |
| Spinnaker room hire | Yoga, drama class & art group | 157.50 |
| Allotment tenants | Allotment rent | 9.00 |
| East Suffolk Council | Grant for library doors for ESC Enabling Budget | 2300.00 |
| East Suffolk Council | Precept | 92,108.62 |
| East Suffolk Council | CIL | 5,991.35 |
| | | |
| | Total | 100,789.17 |

| Bank Transfers | | |
|----------------|----|-------|
| From | To | Gross |
| none | | |
| | | |
| | | |
| | | |

| Account Balances to 7 th May 2025 | |
|--|-------------------|
| Account | Balance £ |
| Unity C/A | 117,500.26 |
| Unity D/A | 19,049.59 |
| Barclays Events Account | 42,508.29 |
| Nationwide D/A | 50,329.94 |
| CCLA | 41,000.00 |
| Petty cash | 190.74 |
| Total Parish Council Account Balances | 270,578.82 |
| Joint Maintenance Account (KPC & KSSC) | 8,012.04 |