

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 7th 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