

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the
Finance & Governance Committee
Held at 10.30am on Monday 31st March 2025
to be held in the Council Chamber, Marram Green

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

145. Welcome

The Chair welcomed the committee and explained the meeting protocol.

146. Apologies for Absence

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

147. 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.

148. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 11th March 2025 had been circulated. Cllr Cook proposed adoption as a true and accurate record. This was seconded by Cllr Saunders with all in favour.

149. Banking

149.1 Cllrs received the RFO monthly report.

149.2 Cllrs noted the current balances from the report. Cllr Green proposed that £15,000 was to be transferred from the deposit account to Unity. This was seconded by Cllr Saunders with all in favour.

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

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

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

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

150. Payments

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

151. Accounts and Audit

- 151.1 An update regarding the KPC events account was received. Cllr Green proposed that the new signatories would be Cllrs Cook, Green & Saunders. This was seconded by Cllr Saunders with all in favour.
- 151.2 Cllrs noted the Barclays Maintenance account mandate has now been updated and new signatories have been appointed.
- 151.3 Cllrs noted the internal audit 2024-25 has been booked for week commencing 2nd June 2025.

152. Other financial matters

- 152.1 Cllrs considered the 2024-25 risk assessment and Cllr Saunders proposed that it should be adopted at the next full council meeting. This was seconded by Cllr James with all in favour.
- 152.2 Cllrs reviewed the revised KPC Financial Regulations which will be adopted at the next full council meeting.
- 152.3 To consider hiring a band for an event in the summer (Confidential).
- 152.4 To consider a funding request from Mens Shed towards a defibrillator (Confidential).
- 152.5 To consider a grant request from Centre 81. (Confidential).
- 152.6 To consider an additional funding request from Mates on Mondays. (Confidential)

153. Governance

- 153.1 To review the three policies that have been circulated – Code of Conduct, Disciplinary Policy & Procedure and Disciplinary Rules. This item is deferred until the next meeting.

154. Date of next meeting

The date of the next meeting will be Wednesday 7th May 2025 at 10.30am.

155. Items for the next agenda

To note that items for the next agenda need to be with the Clerk by 5pm on the 25th April 2025.

156. Exclusion of the Press and Public

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.

- 152.3 Cllrs considered hiring a band for an event in the summer. Cllr Cook proposed that the amount of £550 was paid in advance. This was seconded by Cllr Green with all in favour.
- 152.4 A funding request from the Mens Shed towards a defibrillator was discussed and Cllr Saunders proposed due to funds already given, it could be looked at possibly in the next financial year. This was seconded by Cllr Cook with all in favour.
- 152.5 Cllrs considered a grant request from Centre 81 and it was decided to be deferred until more information was received.

152.6 An additional funding request from Mates on Mondays was considered. Cllr Saunders proposed a contribution of £750 to be given. This was seconded by Cllr Cook with all in favour.

157. Close of Meeting

This meeting closed at 11.20hrs.



Kessingland Parish Council

Monthly Finance Report - March 2025

Payments for authorisation		
Payee	For	Gross
HMRC	TAX & NI	733.16
Suffolk Pensions	March Pension contributions	1205.52
Staff overtime	Overtime	1469.97
Dicese of Norwich	Allotment charge April 2025 – April 2026	100.00
Uk Graphics & Engraving	Brass plaques for shields	48.00
Kessingland Mens Shed	Noticeboard at ST Edmunds Crescent bus stop	50.00
Kessingland Mens Shed	Fee for Bugler for VE Day event	50.00
Parish online	Annual Charge for online mapping	300.00
KSSC	Jan & Feb hall hire for youth café	162.50
St Edmunds Church	Hall hire for Annual Meeting of the Parish	80.00
Christine Smith	Expenses – safeguarding training booking	30.00
	TOTAL	4,228.85
Payments made under delegation		
Payee	For	Gross
Staff	Monthly Salaries & February overtime	5110.14
Payments made by Direct Debit in March 2025		
Payee	For	Gross
East Suffolk	NNDR spinnaker	243.00
East Suffolk	NNDR Office	663.00
EDF Energy	Electricity – Buildings, Francis Rd	62.65
British Gas	Electricity – Playing Field	20.47
Anglian Water	Water charge	91.54
Vodafone		80.07
Red Dune	Monthly charges, domain name charge & CCTV camera	817.20
BT	Exit fee and monthly charge	950.14
	TOTAL	2928.07

Lloyds card payments made March 2025

Zoom	Annual subscription	155.88
Amazon	Game for youth Café	14.98
Solopress	Monthly newsletter	166.47
Mailchimp	Monthly charge	12.47
Fireprotonl Electronic sales	3 x padlocks	46.76
Virtual college	Training package for 2 members of staff	144.00
Amazon	VJ day flag	11.98
Amazon	VE Day flag	13.28
Amazon	Ink cartridge	26.95
Amazon	Litterpicker gloves	14.48
Amazon	Easter eggs	133.32
Amazon	Easter eggs	44.99
Amazon	Litter pickers	19.49
Amazon	Face paint	22.80
Amazon	Tablet for speed indicator information	180.00
amazon	Case and screen protector for tablet	29.52
Wix	Monthly charge	34.80
Ebay	Sashes for youth café games	41.93
Amazon	Checklist boards for youth café	20.97
High street vouchers	Events prizes	110.00

Petty cash payments March 2025

Payer	For	Gross
Mates on Mondays	Supplies	89.18
	Total	89.18

Income

Payer	For	Gross
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Kessingland Football Club	Pitch & Training Fees	66.00
CCLA	Interest	58.15
Spinnaker room hire	Yoga, drama class & art group	215.00
Allotment tenants	Allotment rent	35.00
East Suffolk Council	Refund of Compass suite NNDR charge	466.84
	Total	840.99

Bank Transfers		
From	To	Gross

Account Balances to 11th March 2025	
Account	Balance £
Unity C/A	4,659.63
Unity D/A	33,805.13
Barclays Events Account	42,508.29
Nationwide D/A	50,329.94
CCLA	41,000.00
Petty cash	289.39
Total Parish Council Account Balances	172,592.38
Joint Maintenance Account (KPC & KSSC)	8,012.04