

KESSINGLAND PARISH COUNCIL



Minutes of the Meeting of the **Finance & Governance Committee** **Held at 1.30pm, on Tuesday 11th November 2025** In the Council Chamber, Marram Green

Members present: Councillors A. Green (Chair), C. Cook, J. McLean & P. Slezacek
Other Members: Councillors S. James
Clerk to the Meeting: S. Hogg (Acting Parish Clerk)

76. Welcome

The Chair welcomed the committee and explained the meeting protocol.

77. Apologies for Absence

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

78. 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. Dispensations have been granted to the following:

Cllr Green in respect of his role as District Councillor and Church Warden

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

79. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 14th October 2025 had been circulated. Cllr James proposed adoption as a true and accurate record. This was seconded by Cllr Cook with all in favour.

80. To Receive and Consider the RFO Report

80.1 Cllrs received the RFO monthly report and considered any payments for authorisation as detailed with the RFO's monthly report.

80.2 Cllrs accepted the payments made under delegated responsibility from the report.

80.3 Cllrs accepted the payments made via direct debit and standing order from the report.

80.4 Cllrs accepted the payments made via council business cards from the report.

- 80.5 Cllrs accepted payments made via petty cash from the report.
- 80.6 Cllrs accepted the current balances from the report.
Cllr James proposed to approve this section as a whole. This was seconded by Cllr Slezacek with all in favour.

81 Accounts and Audit

- 81.1 Cllrs accepted the monthly budget report.
- 81.2 Cllrs noted that a budget meeting had taken place and received the proposed budget figures.
- 81.3 Cllrs received an update on the Councils bank accounts. The Barclays events account requires ID verification from one of the signatories which has been done by a solicitor. This will be sent to the bank once the accompanying form has been signed by the signatory who is currently unavailable.

82 Other Financial Matters

- 82.1 The purchase of a dishwasher was considered. Cllr McLean proposed a maximum budget of £200 be given. This was seconded by Cllr Cook with all in favour.
- 82.2 The purchase of an office shredder was considered. Cllr McLean proposed a maximum budget of £250. This was seconded by Cllr Cook with all in favour.
- 82.3 Cllrs considered the purchase of a storage cabinet for the Youth Café. A maximum of £200 was proposed by Cllr Cook and seconded by Cllr James with all in favour.
- 82.4 Councillors considered a grant request from Headway Suffolk and decided that further information was required before a decision could be made. The Acting Clerk will request this and this item will be deferred until the next meeting.
- 82.5 To consider a quote to increase the hard drive of the NVR device.
(Confidential)
- 82.6 To consider a quote for wood to repair the bench at the Community Garden
(Confidential)

83 Governance

- 83.1 Cllrs noted KPC Standing Orders needed to be reviewed to reflect the updated NALC model. It was decided to defer this until the next meeting.

84 Date of next meeting

Cllrs noted the date of the next meeting will be on Tuesday 9th December 2025 at 1.30pm

85 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 28th November 2025.

86 Exclusion of the Press and Public

Cllr McLean 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 Slezacek seconded the motion with all in favour.

87 Close of Meeting

This meeting closed at 2.25pm.



Kessingland Parish Council

Monthly Finance Report – November 2025

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1470.92
Suffolk Pensions	October Pension contributions	1218.07
Staff overtime	Overtime	1393.39
East Suffolk Services	Bin lift	28.86
C Smith	Expenses for stationary & youth worker course	25.26
Norwich Theatre	Youth culture Fund trip	300.00
EACS	Stationary	281.12
Graphic solutions	Newsletter & business cards	218.00
SALC	Training – CILCA modules & code of conduct	115.20
KSSC	3 months hall hire for Youth Café	438.75
Mens Shed	Buglar fee for Remembrance Sunday	50.00
Darren Haward	Maintenance expenses	21.00
Red Dune	Additional IT support charge	108.00
KSSC	Entertainer for Halloween disco	175.00
Greengrass Gardening	Maintenance of Roy Browns Garden	210.00
Dans Taxis	Youth café transport to Climbing wall	120.00
	TOTAL	6,173.57

Payments made under delegation in October 2025

Payee	For	Gross
Staff	Monthly Salaries & September overtime	6061.68

payments made by Direct Debit in October 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
Lloyds card	Monthly balance clearance	1096.36
Information Com Office	Annual charge	47.00
Vodafone	Monthly charge	42.60
Anglian Water	Water charge	76.62
Red Dune	Monthly charge	568.80
British Gas	Electricity charge	21.65
	TOTAL	2447.03

Lloyds card payments made October 2025

Travis perkins	Soil for Roy Browns garden	111.20
Mailchimp	Monthly subscription	11.68
Amazon	Youth café snacks	18.26
Amazon	Youth café drinks	16.28
Amazon	Halloween events items	18.94
Amazon	Halloween events items	39.95
Aldi	Sweets for Halloween trail	22.74
B & q	Waterbutt	77.00
Lloyds card	monthly fee	3.00
Wix	Monthly charge	34.70
Amazon	3 x computer mouse and batteries	39.69
Amazon	Laminating pouches	9.98
Lloyds	Monthly charge	3.00
Amazon	Events supplies	11.97
Travis Perkins	Soil for community garden	135.96
	Total	554.35

Petty cash payment for October 2025

Payer	For	Gross
Mates on Mondays	Supplies	41.72
C Cook	Cakes for McMillan Morning	50.00
B Nicholls	Soil for Roy Browns garden	41.93
I Graham	Solicitor ID verification fee	18.00

I Graham	Bus ticket	3.00
S Hogg	Get well cards	1.98
	Total	156.63

Income October 2025		
Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	135.63
Spinnaker room hire		170.00
East Suffolk Services	CIL payment	1187.32
Allotment holders	Allotment annual charge	210.00
	Total	1777.95

Bank Transfers		
From	To	Gross
none		

Account Balances to 11th November 2025	
Account	Balance £
Unity C/A	96,929.25
Unity D/A	19,269.69

Barclays Events Account	42,508.29
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash	256.95
Joint Maintenance Account (KPC & KSSC)	10,012.04 (5,006.02 KPC)
Total Bank balances	262,110.95