

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the
Finance & Governance Committee
Held at 1.30pm, on Tuesday 9th December 2025
In the Council Chamber, Marram Green

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

88. Welcome

The Chair welcomed the committee and explained the meeting protocol.

89. Apologies for Absence

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

90. Declarations of Interest

To receive Declarations of Disclosable Pecuniary and Non-Pecuniary Interests from Councillors on items on the agenda and to note that there are no written requests and grants of 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

91. Minutes of the previous meeting

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

92. To Receive and Consider the RFO Report

92.1 Cllrs received the RFO monthly report and considered any payments for authorisation as detailed within the report.

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

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

- 92.4 Cllrs accepted the payments made via council business cards from the report.
- 92.5 Cllrs accepted payments made via petty cash from the report.
- 92.6 Cllrs accepted the current balances from the report.
Cllr James proposed to approve this section as a whole. This was seconded by Cllr McLean with all in favour.

93 Accounts and Audit

- 93.1 Cllrs accepted the monthly budget report.
- 93.2 Cllrs agreed to consider the budget 2026/27 at the next meeting.
- 93.3 Cllrs received an update on the Councils bank accounts and Cllr Green proposed adding the Acting Clerk to the Barclays Maintenance Account as a signatory. This was seconded by Cllr James with all in favour.

94 Other Financial Matters

- 94.1 A grant request from Headway Suffolk was considered. It was proposed by Cllr Slezacek that the decision be deferred until a branch is opened locally, enabling Kessingland residents to access support. This was seconded by Cllr James with all in favour.
- 94.2 Cllrs considered the purchase of a trailer. Cllr Green proposed a budget of £1,200 maximum and to include a hitch lock with the purchase. Cllr James seconded with all in favour.
- 94.3 Cllrs discussed the item legend-on-the-bench <https://www.legend-on-the-bench.co.uk/our-benches> and decided to defer this to the annual meeting of the parish so that the community can decide if they would like one of these benches in the village.
- 94.4 To consider a quote from Red Dune for the purchase of a laptop (Confidential).

95 Governance

- 95.1 The KPC Standing Orders, which have been updated as per the 2025 NALC model, were considered and the committee were happy with the amendments. Cllr James proposed that the standing orders are recommended to full council for adoption at the next meeting. This was seconded by Cllr McLean with all in favour.
- 95.2 The new KPC Information Technology Policy was considered and Cllr James proposed that the policy is recommended to Full Council for adoption. This was seconded by Cllr McLean with all in favour.
- 95.3 Councillors considered the amendment to the Finance & Governance Terms of Reference. Cllr James proposed that they are recommended to Full Council for adoption. Cllr McLean seconded the motion with all in favour.

96 Date of next meeting

Cllrs noted the date of the next meeting will be on Tuesday 13th January 2026 at 1.30pm

97 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 2nd January 2026.

98 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 James seconded the motion with all in favour.

99 Close of Meeting

This meeting closed at 2.10pm.



Kessingland Parish Council

Monthly Finance Report –December 2025

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1382.77
Suffolk Pensions	November Pension contributions	1207.33
Staff overtime	Overtime	1045.64
East Suffolk Services	Bin lift	28.86
SALC	Introduction to CILCA training	38.40
SALC	Future CILCA training sessions x 4	228.60
Seagull Theatre	Panto trip – Youth Culture Fund	300.00
Scribe	Annual subscription	792.00
Red Dune	USB stick	12.00
Hippodrome Circus	Youth Culture Fund trip	810.00
SALC	Writing Grant applications training session	43.20
Ballum Security	NVR hard drive upgrade	356.64
Ballum Security	CCTV & Intruder alarm remedial work	396.35
Ballum Security	PoE Ethernet Surge Protector	213.84
SLCC	Increase in membership fee for Acting Clerk	50.00
BR Shreeves	Transport for Youth culture fund trip	345.00
Greengrass Gardening	Maintenance of Roy Browns garden	210.00
J McLean	Expenses for tree lighting event	91.20
SALC	Cilca training sessions	228.60
Munnings	Fleeces for volunteers	384.00
	TOTAL	8,164.43

Payments made under delegation in November 2025

Payee	For	Gross
Staff	Monthly Salaries & October overtime	5758.32

payments made by Direct Debit in November 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
Vodafone	Monthly charge	42.60
Anglian Water	Water charge	76.62
Red Dune	Monthly charge	568.80
British Gas	Electricity charge	21.29
	TOTAL	1303.31

Lloyds card payments made November 2025

Lloyds card payments made November 2025		
Amazon	Wooden Baubles for Christmas tree	40.96
Mailchimp	Monthly charge	11.96
Amazon	Storage cabinet for youth café	166.59
Onbuy.com	Lights for Christmas tree	563.40
Amazon	Paint for repairs	64.45
Amazon	Shackles for repairs	30.08
Amazon	Dishwasher	169.99
Amazon	Litterpicker sacks	17.98
Wix	Monthly charge	34.80
Amazon	Office shredder	246.98
Amazon	Microphone for events	22.46
Amazon	Stationary	22.65
SLCC	GDPR course for S Hogg	36.00
B & M	Sweet tubs for Christmas trail	31.92
	Total	1,460.22

Petty cash payment for November 2025

Payer	For	Gross
D Blowers	Refreshments	5.71
C Cook	Remembrance Day Wreath	20.00
Mates on Mondays	Refreshments	38.41
	Total	64.12

Income November 2025		
Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	139.52
Spinnaker room hire		160.00
SLCC	Overcharge refund	180.00
Pedder	Memorial plaque purchase	150.00
Allotment holders	Allotment annual charge	337.50
	Total	1,042.02

Bank Transfers		
From	To	Gross
Barclays Maintenance account	Unity Current	804.00
	For KSSC streetlight payment	

Account Balances to 30th November 2025	
Account	Balance £
Unity C/A	87,327.07
Unity D/A	19,269.69
Barclays Events Account	42,508.29
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash – to date	185.85
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
Total Bank balances	247,029.65