

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the **Finance & Governance Committee** Held at 12.30pm, on Tuesday 13th January 2026 In the Council Chamber, Marram Green

Members present: Councillors A. Green (Chair), I. Graham, N. Glendinning, J. McLean & P. Slezacek

Other Members: Councillor S. James

Clerk to the Meeting: S. Hogg (Acting Parish Clerk), D. Blowers (Admin/Committee Clerk)

100. Welcome

The Chair welcomed the committee and explained the meeting protocol.

101. Apologies for Absence

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

102. 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 were 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

103. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 9th December 2025 had been circulated. Cllr James proposed adoption as a true and accurate record. This was seconded by Cllr Green with all in favour

104 To Receive and Consider the RFO Report

104.1 Cllrs received the RFO monthly report and Cllr Glendinning proposed to authorise any payments as detailed within the report. This was seconded by Cllr Graham with all in favour.

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

- 104.3 Cllrs accepted the payments made via direct debit and standing order from the report.
- 104.4 Cllrs accepted the payments made via council business cards from the report.
- 104.5 Cllrs accepted payments made via petty cash from the report.
- 104.6 Cllrs accepted the current balances from the report.
Cllr Graham proposed a transfer of £60,000 from the current account into the deposit account. Cllr James seconded with all in favour.

105 Accounts and Audit

- 105.1 Cllr Glendinning proposed to accept the monthly budget report which Cllr Graham seconded with all in favour.
- 105.2 Cllrs considered recommendations from the budget working group to request a precept amount of £188,857.50 for 2026/27 which would incur a 3.5% increase on the previous financial year. Cllr Graham proposed this request is recommended to full council for approval, Cllr Glendinning seconded with all in favour. Cllr McLean proposed that information relating to this increase, should it be approved, is published on the parish website, included in the newsletter, and displayed on the village notice boards. Cllr Graham seconded with all in favour.
- 105.3 It was reported that the Barclays Events account is now closed.
- 105.4 Cllrs noted the Financial Services Compensation Scheme protection limit has increased to £120,000.

106 Other Financial Matters

- 106.1 It was agreed that a maximum budget of £600 be allocated for the replacement of equipment at the Youth Café, as proposed by Cllr Glendinning, seconded by Cllr Graham with all in favour.

107 Governance

- 107.1 It was agreed that the KPC Community Engagement policy requires further review and that Cllr Glendinning will undertake this task.
- 107.2 The KPC Reserves Policy was reviewed. It was noted that amendments needed to be made to the limits set within the policy and they would be considered and reviewed at the March meeting ready for the 2026/27 financial year.

108 Date of next meeting

Cllrs noted the date of the next meeting will be on Tuesday 10th February 2026 at 1.30pm.

109 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 30th January 2026.

110 Exclusion of the Press and Public

111 Close of Meeting

This meeting closed at 1.15pm.



Kessingland Parish Council

Monthly Finance Report – January 2026

Payments for authorisation		
Payee	For	Gross
HMRC	TAX & NI	1,273.20
Suffolk Pensions	December Pension contributions	1,198.83
Staff overtime	Overtime	760.62
SLCC	Planning Webinar – Cllr James	70.20
BR Shreeves & Sons Ltd	Transport for Kessingland Primary trip	475.00
BR Shreeves & Sons Ltd	Transport for Kessingland Primary trip	600.00
BR Shreeves & Sons Ltd	Transport for Kessingland Primary trip	195.00
UK Graphics & Engraving	Memorial plaque	52.80
East Suffolk Services	Christmas tree installation & removal	944.40
East Suffolk Services	Bin collection	50.90
Community Action Suffolk	DBS Check – youth café staff member	13.00
Red Dune	Councillor laptop	450.00
East Suffolk Services	Bin lift	32.76
East Suffolk Services	Ground maintenance	1641.00
East Suffolk Services	Bin lift	28.86
KSSC	Hall hire for youth café sessions	283.50
	TOTAL	8,070.07

Payments made under delegation in December 2025		
Payee	For	Gross
Staff	Monthly Salaries & December overtime	5260.86

payments made by Direct Debit in December 2025

Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
Vodafone	Monthly charge	42.60
EDF Energy	Sept 2024-November 2025 charge, backdated due to awaiting a new water meter	550.90
Red Dune	Monthly charge	568.80
British Gas	Electricity charge	33.43
Lloyds Bank	Monthly clearance for Nov & December statements	2,375.28

Lloyds card payments made December 2025

Lloyds card	Monthly fee x 2	6.00
Mailchimp	Monthly charge	11.88
SLCC	Planning webinar training x 2	116.40
	Total	134.28

Petty cash payment for December 2025

Payer	For	Gross
Mates on Monday	Mates on Monday	77.45
	Total	77.45

Income December 2025

Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	134.15
Spinnaker room hire	Drama class & Art Group	105.00
Local business	Newsletter advert	10.00
Allotment holders	Rent	70.00
	Total	414.15

Bank Transfers		
From	To	Gross
Events Account	Unity Current	42,508.29

Account Balances to 13th January 2026	
Account	Balance £
Unity C/A	118,868.59
Unity D/A	19,375.88
Barclays Events Account – has been closed and funds transferred to Unity Current	0.00
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash – to date	112.39
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
Total Bank balances	236,095.61