

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the
Finance & Governance Committee
Held at 1.30pm, on Tuesday 10th February 2026
In the Council Chamber, Marram Green

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

112. Welcome

The Chair welcomed the committee and explained the meeting protocol.

113. Apologies for Absence

Apologies for absence were received from Cllrs Cook, Glendinning & Saunders with the acceptance of apologies proposed by Cllr James, seconded by Cllr Graham with all in favour. The Committee noted that Cllr Cook will be stepping down from the committee and expressed thanks for her contribution.

114. 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.

115. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 13th January 2026 had been circulated. Cllr Graham proposed adoption as a true and accurate record. This was seconded by Cllr McLean with all in favour.

116 To Receive and Consider the RFO Report

- 116.1 Cllrs received the RFO monthly report and Cllr Graham proposed to authorise any payments as detailed within the report. This was seconded by Cllr James with all in favour.
- 116.2 Cllrs accepted the payments made under delegated responsibility from the report.
- 116.3 Cllrs accepted the payments made via direct debit and standing order from the report.
- 116.4 Cllrs accepted the payments made via council business cards from the report.
- 116.5 Cllrs accepted payments made via petty cash from the report.

116.6 Cllr Graham proposed to accept the current balances from the report. Cllr James seconded with all in favour.

117 Accounts and Audit

117.1 Cllr Graham proposed to accept the monthly budget report which Cllr McLean seconded with all in favour.

117.2 Cllrs noted that there has been a price increase to Unity charges.

118 Other Financial Matters

118.1 Cllrs considered the purchase of a grit bin to be located on Rider Hagar Lane. Cllr James proposed a budget of £500 to cover the cost. Cllr McLean seconded with all in favour.

119 Governance

119.1 It was agreed that the KPC community engagement policy would be deferred until the next meeting.

119.2 The amended Financial Regulations were reviewed. Cllr James proposed a recommendation for approval at the next full council meeting. This was seconded by Cllr Green with all in favour.

120 Date of next meeting

Cllrs noted the date of the next meeting will be on **Tuesday 3rd March 2026** at 1.30pm.

121 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 20th February 2026.

122 Exclusion of the Press and Public

123 Close of Meeting

This meeting closed at 1.50pm.



Kessingland Parish Council

Monthly Finance Report – February 2026

Payments for authorisation		
Payee	For	Gross
HMRC	TAX & NI	1189.33
Suffolk Pensions	December Pension contributions	1128.30
Staff overtime	Overtime	950.55
J McLean	Expenses for volunteer party	48.08
Ryan Bloomfield	Spinnaker room carpet replacement	230.00
Able Cleaning & Hygiene	Cleaning supplies	141.76
Community Action Suffolk	DBS check for Youth café volunteer	13.00
Greengrass Gardening Services	December and January invoice	217.00
Munnings	Fleece for volunteer	38.40
East Suffolk Council	St Edmunds allotments rent	5.00
Kessingland Mens Shed	Allotment plaques	147.00
Red Dune	Domain name annual charge	43.20
	TOTAL	4,151.62

Payments made under delegation in January 2026		
Payee	For	Gross
Staff	Monthly Salaries & December overtime	5,171.17

payments made by Direct Debit in January 2026		
Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
Vodafone	Monthly charge	42.60
Wave	Allotment water charge	73.50
Red Dune	Monthly charge	578.40
British Gas	Electricity charge	33.91
Lloyds Bank	Monthly clearance December statement	134.28
	Total	1,456.69

Lloyds card payments made January 2026

Lloyds card payments made January 2026		
Lloyds card	Monthly fee x 2	6.00
Mailchimp	Monthly charge	11.88
SLCC	Planning webinar training	116.40
WIX	Website x 2	69.60
Lloyds	Cash withdrawal – petty cash	250.00
Lloyds	Cash withdrawal fee	6.25
Amazon	Printer ink	57.01
Amazon	Cordless phone	29.99
Amazon	Litterpicker hoops	44.90
Amazon	Football goals	99.98
Amazon	Bin Liners	41.94
Amazon	Footballs	26.73
Amazon	Multigame Table Set	159.99
Amazon	Whiteboard paper	21.98
Amazon	Card game	19.99
Amazon	Sports bibs	23.74
Amazon	Sports bibs/golf game	50.68
Amazon	Whiteboard erasers/markers	9.51
	Total	£1,046.57

Petty cash payment for January 2026

Payer	For	Gross
Mates on Monday	Mates on Monday	30.97
Cllr Cook	Catering for volunteers party	252.00
D Blowers	Dishwasher salt and teabags	4.50
S Hogg	Milk	0.85
	Total	288.32

Income January 2026		
Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	136.00
Spinnaker room hire	Drama class & Art Group	195.00
	Total	406.00

Bank Transfers		
From	To	Gross
Unity Current	Unity Deposit	60,000.00

Account Balances to 10th February 2026	
Account	Balance £
Unity C/A	38,086.28
Unity D/A	79,375.88
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash – to date	16.40
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
Total Bank balances	215,217.31