

# KESSINGLAND PARISH COUNCIL



## Minutes of the meeting of the **Finance & Governance Committee** at 1.30pm, on Tuesday 3<sup>rd</sup> March 2026 to be held in the Council Chamber, Marram Green

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

### 124. Welcome

The Chair welcomed the committee and explained the meeting protocol.

### 125. Apologies for Absence

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

### 126. 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.

### 127. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 10<sup>th</sup> February 2026 had been circulated. Cllr Slezacek proposed adoption as a true and accurate record. This was seconded by Cllr McLean with all in favour

### 128 To Receive and Consider the RFO Report

- 128.1 Cllrs received the RFO monthly report and Cllr Green proposed to authorise any payments as detailed within the report. This was seconded by Cllr McLean with all in favour.
- 128.2 Cllrs accepted the payments made under delegated responsibility from the report.
- 128.3 Cllrs accepted the payments made via direct debit and standing order from the report.
- 128.4 Cllrs accepted the payments made via council business cards from the report.
- 128.5 Cllrs accepted payments made via petty cash from the report.
- 128.6 Cllr McLean proposed to accept the current balances from the report. Cllr Slezacek seconded with all in favour.

## 129 Accounts and Audit

- 129.1 Cllr McLean proposed to accept the monthly budget report which Cllr Slezacek seconded with all in favour.
- 129.2 Cllrs agreed to consider moving the joint KSSC maintenance account to another bank when one more suitable is found.

## 130 Other Financial Matters

- 130.1 To consider a quote for clearance of the Church Road Ditch (Confidential)
- 130.2 To consider a quote for the production of the village information boards (Confidential)
- 130.3 To consider a quote for a service for the flagpole (Confidential)
- 130.4 To consider a quote for engraving a Freedom of the Village medal (Confidential)
- 130.5 Councillors considered the 2025/26 CIL payments that have been received and Cllr Green proposed that these funds are allocated to the purchase of the benches that have been bought for the village. This was seconded by Cllr McLean with all in favour.
- 130.6 The draft Statement of Internal Control 2025/26 was reviewed, Cllr Slezacek proposed a recommendation of approval at the next full council meeting. This was seconded by Cllr McLean with all in favour.
- 130.7 The draft Risk Register 2025/26 was reviewed, Cllr Slezacek proposed a recommendation of approval at the next full council meeting. This was seconded by Cllr McLean with all in favour.
- 130.8 It was agreed that the 2025/26 Asset register would be reviewed at the next meeting.

## 131 Governance

- 131.1 The KPC community engagement policy will be reviewed at the next meeting.

## 132 Date of next meeting

The date of the next meeting will be on **Monday 30<sup>th</sup> March 2026 at 11am.**

## 133 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 20<sup>th</sup> March 2026.

## 134 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.

## 135. Close of Meeting

This meeting closed at 2.47pm.



# Kessingland Parish Council

## Monthly Finance Report – March 2026

### Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1260.24
Suffolk Pensions	Pension contributions	1161.01
Staff overtime	Overtime	1195.36
UK Graphics & Engraving	Memorial plaque	52.80
East Suffolk Services	Bin lift	28.86
Munnings	Fleeces for litterpickers	76.80
Checkdigital	Information boards design	180.00
Science Boffins	Youth Culture Fund	804.00
Graphic solutions	Newsletter	225.00
Waveney Pest Control	Pest control	260.00
	<b>TOTAL</b>	<b>5244.07</b>

### Payments made under delegation in February 2026

Payee	For	Gross
Staff	Monthly Salaries February overtime	5,424.60

### payments made by Direct Debit in February 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
EDF	Electricity charge, Changing Rooms	89.54
Red Dune	Monthly charge	547.80
British Gas	Electricity charge, playing field	34.96
Lloyds Bank	Monthly clearance December statement	134.28
	<b>Total</b>	<b>1,516.68</b>

### Lloyds card payments made February 2026

Payee	For	Gross
Lloyds card	Monthly fee x 2	6.00
Zoom	Annual Subscription	155.88
Amazon	Allotment Membrane	93.04

Lloyds	Cash withdrawal – petty cash	60.00
	Total	314.92

<b>Petty cash payment for February 2026</b>		
<b>Payer</b>	<b>For</b>	<b>Gross</b>
Mates on Monday	Mates on Monday	55.87
S Hogg	Milk	0.95
	<b>Total</b>	<b>56.82</b>

<b>Income February 2026</b>		
<b>Payer</b>	<b>For</b>	<b>Gross</b>
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	132.28
Spinnaker room hire	Drama class & Art Group	90.00
	<b>Total</b>	<b>297.28</b>

<b>Account Balances to 2nd March 2026</b>	
<b>Account</b>	<b>Balance £</b>
Unity C/A	27,406.75
Unity D/A	79,375.88
Nationwide D/A	52,134.73
CCLA	41,000.00
Petty cash – to date	42.37
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
Total Bank balances	
	204,563.75