

KESSINGLAND PARISH COUNCIL



Minutes of the Annual General Meeting of Kessingland Parish Council At 7.00pm on Wednesday 7th May 2025 Held in the Council Chamber, Marram Green

Members present: Councillors S. James (Chair), C. Carter (Vice-Chair), D. Boyle, C. Cook, N. Glendinning, I. Graham, A. Green, J. McLean, B. Nicholls J. Ollett, D. Pope-Brannon & B. Saunders

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

1. Meeting Housekeeping

The current Chair, Cllr James, welcomed everyone to the meeting and explained the meeting protocol.

2. Election of Chair of Council

The current Chair of the Council, Cllr James, asked for nominations for the position of Chair of the Council and a secret ballot was taken. Cllr Saunders proposed Cllr James as Chair and Cllr Cook seconded this with all in favour.

3. Signing of Oath of Office by the Chair

Cllr James was provided with his Oath of Office which he read out to the meeting and signed.

4. Welcome

Councillor James thanked the rest of the council for their nomination and for electing him as Chair.

5. Election of Vice Chair of Council

Cllr James asked for nominations for the position of Vice-Chair of the council. After a secret ballot, Cllr Green proposed Cllr Boyle, this was seconded by Cllr Cook with all in favour

6. Signing of Oath of Office of the Vice-Chair

Cllr Boyle was provided with his Oath of Office which he read out to the council and signed.

7. Apologies for Absence

Apologies for absence were received from Cllr Hood. Acceptance of these apologies were proposed by Cllr Boyle and seconded by Cllr Ollett with all in favour.

8. Declarations of Interest

- 8.1 There were no Declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable Interests from Councillors on items on the Agenda and it was noted that there were no written requests for dispensations for Disclosable Pecuniary Interests.
- 8.2 All councillors were reminded to review their Register of Interests held by East Suffolk Council and update as appropriate.

9. Minutes of the last Annual General Meeting.

Cllrs reviewed the minutes of the last Annual General Meeting on the 8th May 2024. Cllr Saunders proposed that the minutes be approved as an accurate record of the meeting. This was seconded by Cllr Glendinning with one abstention and eleven in favour.

10. Public Forum

There were no members of the public attending.

11. Council policies and procedures.

- 11.1 Standing Orders.
- 11.2 Financial Regulations.
- 11.3 Code of Conduct.
- 11.4 Policies.
- a. Communications Policy.
 - b. Community Engagement Policy
 - c. Complaints Procedure.
 - d. Co-option Policy & Procedure.
 - e. Data Protection Policy.
 - f. Dignity at Work Policy.
 - g. Disciplinary Policy and Procedure.
 - h. Disciplinary Rules.
 - i. Dispensation of Interests Procedure.
 - j. Employee Code of Conduct.
 - k. Equality Policy.
 - l. Grant Policy.
 - m. Grievance Policy & Procedures.
 - n. Health & Safety Policy.
 - o. Internal Controls Statement.
 - p. Operation Menai Bridge (to be approved if available)
 - q. Lone Worker Policy.
 - r. Memorial Policy.
 - s. Petty Cash Policy & Procedures.
 - t. Public Participation in Council Video Policy
 - u. Reserves Policy.
 - v. Safeguarding Policy.
 - w. Social Distancing Policy.
 - x. Training & Development Policy.
 - y. Video Meetings Protocol.
 - z. Whistleblowing Policy & Procedure.
 - aa. Youth Café Anti-bullying Policy.
 - bb. Youth Café Complaints and Grievance Policy.

- cc. Youth Café Confidentiality & Data Protection Policy.
- dd. Youth Café Health & Safety Policy.

Councillors reviewed the council's policies and procedures including Standing Orders and Financial Regulations, and Cllr Ollett proposed that the council adopt them en-masse. Throughout the coming financial year three policies will be brought before the finance committee at each meeting to again be reviewed and updated as required. This was seconded by Cllr Boyle with all in favour.

12. Cllrs noted there are no vacancies on the council.

13. To review and adopt committee arrangements and delegated authority.

13.1 Committees.

- a. ToR Leisure, Community & Engagements Committee.
- b. ToR Finance & Governance Committee.
- c. ToR Personnel Committee.
- d. ToR Planning & Highways Committee.

The council reviewed the council's Terms of Reference for committees, Cllr Graham proposed that the council adopt them en-mass. This was seconded by Cllr Glendinning with all in favour.

13.1.1 Cllrs reviewed and confirmed the membership of committees.

13.1.2 Cllr Graham proposed approval for the current delegations to committees. This was seconded by Cllr McLean with all in favour.

13.1.3 All the fees and charges remain the same except for the football fees that will increase from £66 to £75 per month. Acceptance of this was proposed by Cllr Mclean, seconded by Cllr Cook with all in favour.

13.1.4 Cllr Cook proposed that existing arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses continue. This was seconded by Cllr Glendinning with all in favour.

13.2 Officer delegations and signatory delegations.

13.2.1 To review and consider approval of Officer delegations.

13.2.2 To review and consider approval of signatory delegations.

13.2.3 To review and consider confirmation/appointment of bank signatories.

Items 13.2.1 to 13.2.3 were reviewed en mass and Cllr McLean proposed the current arrangements remain unchanged. This was seconded by Cllr Cook with all in favour.

13.2.4 Cllr McLean proposed to appoint to Cllr Glendinning to be the bank reconciliation signatory. This was seconded by Cllr Cook with all in favour.

13.2.5 Cllrs reviewed and considered confirmation/appointment of an internal controller. Cllr Cook proposed Cllr Graham, this was seconded by Cllr Glendinning with all in favour.

13.2.6 Cllrs confirmed the appointment of the council's internal auditor as SALC. Acceptance was proposed by Cllr McLean, seconded by Cllr Glendinning with all in favour.

14. Cllrs reviewed and appointed representatives of the Council on other bodies and arrangements for representatives reporting to Council.
15. Cllrs reviewed the meeting schedule for 2025-26.
16. Cllr Boyle proposed that Councillors continue to receive summonses to meetings electronically. This was seconded by Cllr Glendinning with all in favour.
17. Cllrs noted that the first part of the Precept has been received from East Suffolk Council for the amount of £92,108.62.
18. Cllrs noted that a payment for Community Infrastructure Levy (CiL) has been received from East Suffolk Council for the amount of £5,991.35.
19. Cllrs noted that the Internal Audit will take place on the week commencing 2nd June 2025 and that paperwork for the External Audit will be considered at subsequent ordinary meetings of Council.
20. Cllrs reviewed the Council's Asset Register 2025/26. (app 6) Acceptance of the asset register was proposed by Cllr Green, seconded by Cllr Boyle with all in favour.
21. The arrangements for insurance cover will be confirmed at the next Finance & Governance meeting.
22. Cllrs reviewed and Cllr Pope-Brannon proposed the continuation of the Council/Staff subscriptions and fees with external bodies. Cllr Green seconded with all in favour.
23. Cllr Glendinning proposed the continuation of the council's Direct Debits/Standing Orders and provision of other Direct Debits/Standing Orders which would be beneficial to the council including delegations for pay, HMRC, Pensions & Youth Club. Cllr McLean seconded with all in favour.
24. Cllr Glendinning proposed continuing with SALC for the provision of payroll services. This was seconded by Cllr Pope-Brannon with all in favour.
25. Cllrs noted that the date of the next AGM will be Wednesday 13th May 2026 and the next meeting of the Parish Council is scheduled for Wednesday 11th June 2025 at 7.00pm. Items to be included for this meeting should be received by Friday 31st May 2025.
26. **Close of meeting**
This meeting closed at 8.20pm.