

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the **Finance & Governance Committee** at 1.30pm, on Tuesday 14th April 2026 Held in the Council Chamber, Marram Green

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

Other Members Present: Cllr S. James

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

148. Welcome

The Chair welcomed the committee and explained the meeting protocol.

149. Apologies for Absence

Apologies for absence were received from Cllr Saunders with the acceptance of apologies proposed by Cllr McLean, seconded by Cllr Graham with all in favour. Cllr Glendinning did not attend.

150. 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.

151. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meetings held on 3rd & 30th March 2026 had been circulated. Cllr Graham proposed adoption as a true and accurate record. This was seconded by Cllr McLean with all in favour.

152 To Receive and Consider the RFO Report

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

152.2 To accept the payments made under delegated responsibility from the report.

152.3 To accept the payments made via direct debit and standing order from the report.

152.4 To accept the payments made via council business cards from the report.

152.5 To accept payments made via petty cash from the report.

152.6 To accept the current balances from the report.

Items 152.2 - 152.6, Cllr Graham proposed to accept en mass. Cllr James seconded with all in favour.

153 Accounts and Audit

- 153.1 Cllrs noted that the Acting Clerk is working on the end of year closedown.
- 153.2 Cllrs noted that necessary information to keep the joint KSSC maintenance account open have been submitted.

154 Other Financial Matters

- 154.1 Cllrs considered the purchase of an Auger for maintenance work. This was proposed by Cllr James, seconded by Cllr Graham with all in favour.
- 154.2 Cllrs considered purchasing a uniform for the Youth Café staff & volunteers. A budget of £250 was proposed by Cllr McLean, seconded by Cllr James with all in favour.
- 154.3 To consider the 2026/27 ground maintenance quote. (confidential)

155 Governance

- 155.1 Cllrs discussed the KPC policies. It was agreed that all Finance & Governance and Terms of Reference documents would be brought to the AGM. All others to be reviewed regularly by each committee it concerns. The first agenda item of each committee to be discussed/reviewed should be ToR/Policies.

156 Date of next meeting

The date of the next meeting will be on **Tuesday 12th May 2026** at 1.30pm

157 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 1st May 2026.

158 Exclusion of the Press and Public

Cllr James 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 Graham seconded the motion with all in favour.

159 Close of Meeting

This meeting closed at 2.10pm.



Kessingland Parish Council

Monthly Finance Report – April 2026

Payments for authorisation		
Payee	For	Gross
HMRC	TAX & NI	1298.98
Staff overtime	Overtime	1416.34
IDEA for Local Government	Employer link subscription	489.60
Travis Perkins	Materials for concrete base	121.13
Travis Perkins	Materials for concrete base	26.51
Graphic solutions	Monthly newsletter	200.00
East Suffolk Services	Bin lift	32.76
SLCC	Cilca extension	50.00
Darren Haward	Maintenance supplies	93.50
Kessingland Church centre	Hall hire for AMP	72.00
KSSC	3 months hall hire for youth café	405.00
Check digital	Production of information boards	468.00
East Suffolk services	Bin lift	53.00
SLCC	Annual subscription	1152.00
Waveney, Lower Yare & Lothingland Drainage Board	Annual agricultural drainage rates	6.77
Grebe Coaches Ltd	Transport for youth culture trip	300.00
	Total	6,185.59

Payments made under delegation in March 2026		
Payee	For	Gross
Staff	Monthly Salaries including February overtime	5,440.41

payments made by Direct Debit in March 2026		
Payee	For	Gross
East Suffolk	NNDR spinnaker	216.00
East Suffolk	NNDR Office	378.00
Vodafone	Monthly charge	43.47
Wave	Allotment water charge	152.23
EDF	Electricity charge, Changing Rooms	85.58
Red Dune	Monthly charge	547.80
British Gas	Electricity charge, playing field	34.96
Lloyds Bank	Monthly clearance January & February statements	1,544.11
	Total	3,002.15

Lloyds card payments made March 2026

Lloyds card	Monthly fee x 2	6.00
Lloyds card	Cash withdrawal for petty cash and fee	194.75
Mailchimp	Monthly charge	11.67
Amazon	Litterpickers	25.48
Amazon	Litterpicker hoops	53.88
Morrisons	Easter eggs	54.95
Amazon	Water carriers	31.96
Amazon	Patio cleaner (for bus shelters)	36.95
Amazon	Industrial scourers	6.95
Screwfix	Sprayer & ratchet straps x 4	28.98
Machine Mart	Generator/cement mixer	615.60
Aldi	Refreshments	3.94
Morrisons	Refreshments	6.39
Amazon	Printer cartridges	26.80
Wix	Monthly subscription	34.80
	Total	1,139.10

Petty cash payment for March 2026

Payer	For	Gross
Mates on Monday	Mates on Monday	112.78
D Blowers	Teabags & sugar	6.09
	Total	118.87

Income March 2026

Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	118.38
Spinnaker room hire	Drama class & Art Group	185.00
The Waterfront	Solar lights	86.00
	Total	464.38

Account Balances to 13th April 2026

Account	Balance £
Unity C/A	11,331.03
Unity D/A	79,740.39
Nationwide D/A	52,990.81
CCLA	41,000.00
Petty cash – to date	7139.63
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
Total Bank balances	201,409.90
Excluding KPC £4,604.02	196,805.88