

KESSINGLAND PARISH COUNCIL



Minutes of the meeting of the **Finance & Governance Committee** at 1.30pm, on Tuesday 12th May 2026 Held in the Council Chamber, Marram Green

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

Other Members Present: Cllr S. James

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

160. Welcome

The Chair welcomed the committee and explained the meeting protocol.

161. Apologies for Absence

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

162. 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.

163. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 14th April 2026 had been circulated. Cllr Graham proposed adoption as a true and accurate record. This was seconded by Cllr James with all in favour.

164. To Receive and Consider the RFO Report

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

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

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

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

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

164.6 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.

165 Account & Audit

165.1 Cllrs noted the monthly budget report.

166. Other Financial Matters

166.1 Cllrs noted a VAT 126 claim form for 2025/26 totally £9,803.39 has been submitted.

166.2 Cllr Graham proposed that the RFO make enquiries to justify the increase and seek a reduction if possible. If unsuccessful, alternative providers would be explored next year. This was seconded by Cllr James, with all in favour.

166.3 Cllrs considered the council reserves and agreed to refer the matter to the next meeting for consideration alongside the VAS SID, the car park, legal matters and election costs.

166.4 Cllr James proposed the purchase of a new laptop for a councillor. This was seconded by Cllr McLean, with all in favour.

166.5 To consider the August Bank Holiday Funday Invoice (Confidential)

166.6 To consider a quote for the two benches that were chosen at the AMP (confidential)

167 Governance

167.1 Cllrs reviewed the Petty Cash Policy. Cllr James proposed a recommendation to cease petty cash in the office and to refer this to full council for approval.

168 Date of next meeting

The date of the next meeting will be on **Tuesday 9th June 2026** at 1.30pm

169 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on Friday 29th May 2026.

170 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 Graham seconded the motion with all in favour.

171 Close of Meeting

This meeting closed at 2.13pm.



Kessingland Parish Council

Monthly Finance Report – May 2026

Payments for authorisation		
Payee	For	Gross
HMRC	TAX & NI	1488.94
SCC Pensions	Staff pension contributions	1164.92
Staff overtime	Overtime	1495.70
East Suffolk Services	Bin lift	29.94
Willert Electrical Ltd	Lighting for KSSC Car park	3554.89
Community Action Suffolk	DBS check for Youth Café staff member	62.50
KSSC	Entertainer for Easter Funday	70.00
Red Dune	Additional IT support	135.60
EACS	Information Boards	1116.00
Graphic Solutions	Newsletter	200.00
Mens Shed	Restoring 2 x village benches & picnic bench for Community Garden	350.00
Greengrass Gardening Services	Church Rd ditch clearance & Roy Brown Garden maintenance	322.00
	TOTAL	9,990.49

Payments made under delegation in April 2026		
Payee	For	Gross
Staff	Monthly Salaries including March overtime	5,691.90

payments made by Direct Debit in April 2026		
Payee	For	Gross
East Suffolk	NNDR spinnaker	168.40
East Suffolk	NNDR Office	337.20
Vodafone	Monthly charge	45.60
Wave	Allotment water charge	65.57
EDF	Electricity charge, Changing Rooms	86.46
Red Dune	Monthly charge	547.80
British Gas	Electricity charge, playing field	31.47
Lloyds Bank	Monthly clearance January & February statements	1,214.59
	Total	2,497.09

Lloyds card payments made April 2026

Lloyds card	Monthly fee x 2	6.00
Mailchimp	Monthly charge	11.86
Morrison	Refreshments	2.60
Amazon	Stationary – whiteboard markers	7.58
Amazon	Auger	156.97
Community Heartbeat	Defibrillator pads – Sailors home	161.94
	Total	346.95

Petty cash payment for April 2026

Payer	For	Gross
None		

Income April 2026

Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	130.37
Allotment rent		52.50
Spinnaker room hire	Drama class	125.00
East Suffolk Council	CIL receipt	185.66
East Suffolk Council	2026-27 first precept payment	94,428.75
	Total	94,997.28

Account Balances to 12th May 2026

Account	Balance £
Unity C/A	105,328.17
Unity D/A	79,740.39
Nationwide D/A	52,990.81
CCLA	41,000.00
Petty cash – to date	139.63
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
	288,407.04
Total Bank balances	
Excluding KPC £4,604.02	283,803.02