

KESSINGLAND PARISH COUNCIL



Minutes of the Meeting of the **Finance & Governance Committee** **at 1.30pm, on Tuesday 9th June 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)

1. **Election of Chair of the Finance & Governance Committee**
Cllr McLean proposed Cllr Green as Chair of the committee. This was seconded by Cllr Graham with all in favour.
2. **Welcome**
The Chair welcomed the committee and explained the meeting protocol.
3. **Election of Vice-Chair of the Committee**
Cllr James proposed Cllr Saunders as Deputy of the committee. This was seconded by Cllr McLean with all in favour.
4. **Apologies for Absence**
Apologies for absence were received from Cllr Glendinning with the acceptance of apologies proposed by Cllr James, seconded by Cllr Saunders with all in favour.
5. **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 are no written requests for dispensations for Disclosable Pecuniary Interests.
6. **Minutes of the previous meeting**
The minutes of the Finance & Governance Committee meeting held on 12th May 2026 had been circulated. Cllr Saunders proposed adoption as a true and accurate record. This was seconded by Cllr James with all in favour.
7. **To Receive and Consider the RFO Report**
 - 7.1 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.
 - 7.2 To accept the payments made under delegated responsibility from the report.

- 7.3 To accept the payments made via direct debit and standing order from the report.
- 7.4 To accept the payments made via council business cards from the report.
- 7.5 To accept payments made via petty cash from the report.
- 7.6 To accept the current balances from the report.

Items 7.2 - 7.6, Cllr James proposed to accept en bloc. Cllr Graham seconded with all in favour.

8 Accounts and Audit

- 8.1 Cllrs noted the monthly budget report.

9 Other financial matters

- 9.1 To consider the quote for matting replacement at Church Road play area area as recommended by LCE Committee.(Confidential)
- 9.2 To consider a quote for works at St Edmunds Allotments. (Confidential)

10 Governance

- 10.1 None

11 Date of next meeting

The date of the next meeting will be at 1.30pm on Tuesday 7th July 2026.

12 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on the 26th June 2026.

13 Exclusion of the Press and Public

Cllr Graham 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 James seconded the motion with all in favour.

14. Close of Meeting

This meeting closed at 2pm.



Kessingland Parish Council

Monthly Finance Report – June 2026

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1425.42
SCC Pensions	Staff pension contributions	1108.71
Staff overtime	Overtime	1164.73
Red Dune	Website design remaining balance & moving existing website content	1548.00
Red Dune	IT support	36.00
Red Dune	Councillor Green laptop	519.48
SALC	Internal Audit 2026 fee	606.00
Church of England Diocese of Norwich	Annual rent charge for Church Rd Allotments	100.00
Munnings	Polo shirts for Youth Café staff & volunteers	164.40
Principal Hygiene	Hygiene bins for public toilets at Francis Rd	212.33
B R Shreeve & Son Ltd	Youth culture fund trip	232.20
Graphic Solutions	Newsletter	200.00
Thomas Fattorini	Freedom of Village medals	627.44
CAS	DBS check for volunteer	13.00
SLCC	S Hogg membership renewal	253.00
	TOTAL	8,210.71

Payments made under delegation in May 2026

Payee	For	Gross
Staff	Monthly Salaries including May overtime	5858.49

payments made by Direct Debit in May 2026

Payee	For	Gross
East Suffolk	NNDR spinnaker	170.00
East Suffolk	NNDR Office	335.00
Vodafone	Monthly charge	45.60
EDF	Electricity charge, Changing Rooms	104.39
Red Dune	Monthly charge	554.40
British Gas	Electricity charge, playing field	36.62
	Total	1246.01

Lloyds card payments made May 2026		
Lloyds card	Monthly fee x 2	6.00
CAS		45.00
Community heartbeat	Replacement Defib pads	161.64
Post office	Postage to return medals	7.05
Morrisons	Milk	0.85
Mailchimp	Monthly charge	11.56
Amazon	Printer cartridge	27.78
Amazon	Printer cartridge	27.55
Amazon	Laminating pouches	18.77
Amazon	Refuse Sacks	35.96
	Total	342.16

Petty cash payment for May 2026		
Payer	For	Gross
Mates on Mondays		26.85

Income May 2026		
Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	126.69
HMRC	Tax refund	9803.39
Spinnaker room hire	Drama class	140.00
Cresswell	Memorial bench purchase	1879.00
	Total	12024.08

Account Balances to 9 th June 2026	
Account	Balance £
Unity C/A	91,615.80
Unity D/A	74,890.39
Nationwide D/A	52,990.81

CCLA	41,000.00
Petty cash – to date	100.24
Joint Maintenance Account (KPC & KSSC)	9,208.04 (4,604.02 KPC)
Total Bank balances	269,805.28
Excluding KPC £4,604.02	283,803.02