

KESSINGLAND PARISH COUNCIL



Minutes of the Meeting of the **Finance & Governance Committee** **at 2.30pm, on Monday 17th August 2026** Held in the Council Chamber, Marram Green

Members present: Councillors A. Green (Chair), J. McLean

Other Members Present: Cllr S. James

Clerk to the Meeting: S. Hogg (Acting Parish Clerk)

27. Welcome

The Chair welcomed the committee and explained the meeting protocol.

28. Apologies for Absence

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

29. 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.

30. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 7th July 2026 had been circulated. Cllr McLean proposed adoption as a true and accurate record. This was seconded by Cllr James with all in favour.

31. To Receive and Consider the Monthly RFO Report

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

31.2 All payments made and income received as detailed within the report were considered and Cllr James proposed acceptance of them. This was seconded by Cllr Green with all in favour.

31.3 Councillors noted the current bank balances as detailed within the report.

32. Accounts

32.1 Cllrs noted the monthly budget report.

33 Other Financial Matters

- 33.1 The committee reconsidered a funding request from the Monday Friends Group. It was noted that two members of the group had completed DBS Checks and a copy of their certificates had been submitted to council along with other documentation, including safeguarding policies and Terms of Reference for the group. Therefore, Cllr James proposed that the council grant the group £750 funding for the current financial year. This was seconded by Cllr McLean with all in favour.
- 33.2 A budget for upcoming events was considered, and Cllr Green proposed the following:
£50 for vouchers for prizes for the Bingo night
£4500 for the Summer Funday.
This was seconded by Cllr James with all in favour.
- 33.3 The committee considered a budget for the installation of CCTV in the Council Chamber to support security, transparency, and operational requirements, and Cllr James proposed that the office staff investigated whether this would be possible a set a budget of £250 to purchase equipment. This was seconded by Cllr McLean with all in favour.
- 33.4 Councillors noted that the Councils Insurance provision is due for renewal in October 2026. Revised quotes for 1 year and 3 year terms will be requested.

34 Governance

- 34.1 Councillors reviewed the KYC Diversity & Equal Opportunities Policy and it was noted that no amendments were required.
- 34.2 Cllr James proposed that the revised KPC Persistent & Vexatious Complainants Policy is taken to full council for adoption. This was seconded by Cllr McLean with all in favour.
- 34.3 Cllr James proposed that the revised KPC Complaints Procedure & Form is referred to full council for adoption. This was seconded by Cllr McLean with all in favour.

35 Date of next meeting

The date of the next meeting will be at 1.30pm on Tuesday 8th September 2026.

36 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on the 31st August 2026.

37 Exclusion of the Press and Public

38 Close of Meeting

This meeting closed at 3.25pm.



Kessingland Parish Council

Monthly Finance Report – August 2026

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1367.91
SCC Pensions	Staff pension contributions	1,073.51
Staff overtime	Overtime	1945.70
Pat Tester Suffolk	PAT testing	197.40
Munnings Supplies	Embroidery on youth café uniform	72.00
David Ogilvie	3 Memorial benches	5958.00
East Suffolk Services	Bin hire & lift	62.70
Greengrass Gardening services	Roy Browns maintenance	427.00
KSSC	June/July	336.00
Travis Perkins	Concrete mix for bench base	239.30
J McLean	Expenses for youth café BBQ	51.90
D Haward	Maintenance expenses	15.50
Able Cleaning	Cleaning products	273.20
	Total	12,020.12

Payments made under delegation in July 2026

Payee	For	Gross
Staff	Monthly Salaries including June overtime	5391.62

Payments made by Direct Debit in July 2026

Payee	For	Gross
East Suffolk	NNDR spinnaker	170.00
East Suffolk	NNDR Office	335.00
Vodafone	Monthly charge	45.60
Lloyds Credit cards	Card Clearance	537.94
EDF	Electricity charge, Changing Rooms	98.26
Red Dune	Monthly charge	561.60
British Gas	Electricity charge, playing field	35.02
Anglian water	Allotment water charge	103.99
	Total	1887.41

Lloyds card payments made in July 2026

Lloyds card	Monthly fee x 2	6.00
Mailchimp	Monthly fee x 2	23.56
Amazon	Paper bags for youth café	7.99
Amazon	Craft kits	73.11
Amazon	Wrist rest for office staff	12.35
Amazon	Refuse sacks for litterpickers	17.98
Travis perkins	Wood for information boards & cement for concrete base for bench	349.72
Amazon	Ink cartridges	54.70
Amazon	Office stationary	22.77
Morrisons	Office refreshments	5.88
	Total	574.06

Petty cash payment for July 2026

payer	For	Gross
none		
	Total	0.00

Income July 2026

Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	129.05
Spinnaker room hire	Drama & yoga classes, party	195.00
	Total	399.05

Account Balances to 17th August 2026

Account	Balance £
Unity C/A	59,269.99
Unity D/A	75,258.10
Nationwide D/A	52,990.81
CCLA	41,000.00
Petty cash – to date	64.45
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
Total Bank balances	237,791.39
Excluding KPC £4,604.02	233,187.37