

KESSINGLAND PARISH COUNCIL



Minutes of the Meeting of the **Finance & Governance Committee** at 1.30pm, on Tuesday 8th September 2026 Held in the Council Chamber, Marram Green

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

Other Members Present: Cllr S. James

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

39. Welcome

The Chair welcomed the committee and explained the meeting protocol.

40. Apologies for Absence

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

41. 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.

42. Minutes of the previous meeting

The minutes of the Finance & Governance Committee meeting held on 17th August 2026 had been circulated. Cllr James proposed adoption as a true and accurate record. This was seconded by Cllr McLean with all in favour.

43. To Receive and Consider the Monthly RFO Report

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

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

43.3 Cllrs noted the current bank balances as detailed within the report.

44. Accounts

44.1 Cllrs noted the monthly budget report.

45 Other Financial Matters

- 45.1 Cllrs considered the Clear Council Insurance quotes for 2026/27. Cllr James proposed to accept the 3 year option, seconded by Cllr Saunders with all in favour.
- 45.2 Cllrs noted a short life battery has been ordered at a cost of £100 to replace the battery for the defibrillator at Marram Green.

46 Governance

- 46.1 Cllr Saunders proposed to accept the amendment to KPC Standing Orders, which reflects the amendment to the model Standing Order (England) 2025 update to section 18, as recommended by the Internal Auditors. This was seconded by Cllr McLean with all in favour.
- 46.2 Cllr James proposed that the KPC Retention Policy V1 was recommended to full council for adoption. This was seconded by Cllr Saunders with all in favour.

It was agreed by all Cllrs that a budget meeting would be scheduled for Tuesday 29th September 2026 at 1.30pm.

47 Date of next meeting

Cllrs noted the date of the next meeting will be at 1.30pm on Tuesday 13th October 2026.

48 Items for the next agenda

Cllrs noted that items for the next agenda need to be with the Clerk by 5pm on the 2nd October 2026.

49 Exclusion of the Press and Public

50 Close of Meeting

This meeting closed at 2.06pm.



Kessingland Parish Council

Monthly Finance Report – September 2026

Payments for authorisation

Payee	For	Gross
HMRC	TAX & NI	1551.62
SCC Pensions	Staff pension contributions	1085.95
Staff overtime	Overtime	1060.33
Friendship Morning	Expenses	118.86
Deluxe Installations	Fencing for Roy Browns Garden	7960.00
A Chambers	Inflatables for Funday	4000.00
Graphic Solutions	Monthly newsletter	200.00
Able	Replacement toilet roll & soap dispenser	69.44
Uk Graphics and Engraving Ltd	Memorial plaque	52.80
EACS	Stationery-printer paper and laminating pouches	72.56
KSSC	Entertainment for Funday and hall hire	235.00
PKF Littlejohn	External Audit 2025-26	756.00
East Suffolk Services	Refuse collection	55.49
East Suffolk Services	Repair vandalised baby swing at Francis Rd	291.74
Greengrass Gardening	Maintenance of Roy Browns Garden	273.00
D Haward	Expenses	49.20
	Total	17,831.99

Payments made under delegation in August 2026

Payee	For	Gross
Staff	Monthly Salaries including July overtime	6299.25

Payments made by Direct Debit in August 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	568.80
British Gas	Electricity charge, playing field	27.98
Anglian water	Allotment water charge	223.52
	Total	2,007.10

Lloyds card payments made in August 2026

Lloyds card	Monthly fee x 2	6.00
Mailchimp	Monthly fee x 2	23.56
Amazon	Paper bags – events	7.99
Amazon	Youth café – craft supplies	29.54
Amazon	Wrist rest for office & craft supplies for youth café	47.73
Amazon	Youth café – baking equipment	8.19
Amazon	Refuse sacks for litter pickers	17.98
Amazon	Ink cartridges	54.70
Amazon	Stationary – pens	22.77
Morrisons	Office refreshments	5.88
	Total	224.34

Petty cash payment for August 2026

payer	For	Gross
none		
	Total	0.00

Income August 2026

Payer	For	Gross
Kessingland Football Club	Pitch fees	75.00
CCLA	Interest	133.43
Spinnaker room hire	Drama & yoga classes, party	60.00

Wood	Memorial plaque	150.00
	Total	418.43

Account Balances to 31st August 2026	
Account	Balance £
Unity C/A	42,736.85
Unity D/A	75,258.10
Nationwide D/A	52,990.81
CCLA	41,000.00
Petty cash – to date	62.45
	9,208.04
Joint Maintenance Account (KPC & KSSC)	(4,604.02 KPC)
Total Bank balances	221,256.25
Excluding KPC £4,604.02	216,652.23