



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL  
The Council Hall  
1 Yarmouth Road  
Caister-On-Sea  
Norfolk  
NR30 5DL

Office: 01493 738 474

Opening Hours: Monday – Thursday 9:30am – 12:30pm

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Date: 12 January 2025

**RE: Caister-On-Sea Parish Council Hall Committee Meeting**

Dear Parishioners

A meeting of Caister-On-Sea Parish Council Hall Committee will be held on Monday 20 January 2024 at 6.00pm at:

The Council Hall  
1 Yarmouth Road  
Caister-On-Sea  
Norfolk  
NR30 5DL

Caister-On-Sea Parish Council welcomes members of the public and press to attend. Should you wish to ask a question or comment on the agenda, please contact the Parish Clerk in advance of the meeting at: [clerk@caisterparishcouncil.gov.uk](mailto:clerk@caisterparishcouncil.gov.uk)

Yours sincerely,

*K L Green*

**Karina Green**  
Parish Clerk, Caister-On-Sea Parish Council  
07873 756 239

# AGENDA

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*The Chair will welcome Parish Councillors and Parishioners.*

1. **Consider apologies for absence**
2. **Declarations of interest not previously disclosed**
3. **Minutes of the previous meeting**
4. **Clerk - Current Maintenance Requirements/Updates**
5. **South Side Boundary of Hall**
6. **Review Quotes Obtained**
  - a. Roof Repair
  - b. Asbestos Survey
7. **Review the list of routinely required maintenance/inspections**
8. **Review Hall Hire Terms and Conditions**
9. **Proposal to cease to use Terms of Acceptance documentation**
10. **Review of Hall Hire Charges**
11. **Agenda items for the next Hall meeting**
12. **To agree date of next meeting:**
13. **Closure of meeting**

*The Chair will move to close the Meeting*