



CAISTER-ON-SEA PARISH COUNCIL
The Council Hall, 1 Yarmouth Road, Caister-On-Sea,
Great Yarmouth, Norfolk, NR30 5DL
Office opening times:
Monday-Thursday 9.30-12.30
Clerk: 07873 756 239 RFO/Burials Clerk: 07751 444 904 Office: 01493 738 474

FULL COUNCIL MEETING - 31 MARCH 2025

I give notice of a Parish Council meeting and invite parishioners to attend.
The meeting will be held at The Council Hall, 1 Yarmouth Road, Caister, Norfolk, NR30 5DL on
Monday 31 March 2025 at 7pm.

Members of the public are welcome to attend.

K L Green

Karina Green
Parish Clerk
25 March 2025

AGENDA

- 1. To consider apologies for absence**
- 2. Declarations of interest not previously disclosed**
- 3. To approve the minutes of the previous meeting 3.3.25**
- 4. To receive minutes of Council committee meetings**
 - a. Personnel committee meeting 3.3.25
 - b. Finance committee meeting 24.3.25
- 5. Public participation**
 - a. The public will have the opportunity to address the Council for 15 minutes. In accordance with Standing Order 3(f), a member of the public shall not speak for more than five minutes.
 - b. To receive reports from Borough and County Councillors and Police.
- 6. Financial matters**
 - a. To approve bank accounts, current balances and income and expenditure for February 2025 – *Paper 4*
 - b. RFO Update
 - c. To ratify Council's direct debit payment list
 - d. Finance committee meeting 24.3.25 recommendations:
 - i. To consider adoption of Finance Committee Terms of Reference
 - ii. To consider adoption of Council Terms of Business
 - iii. To consider disposal of assets
 - iv. To consider tenders received for public toilets maintenance
 - v. To consider costings for architectural plan printing

- vi. To consider use of a TradeUK Card Account in alignment with the Financial Regulations
- vii. To consider bank signatories as being members of the Finance Committee and the Parish Clerk.
- e. To consider quote for emptying of public bin to rear of Council Hall
- f. To consider quotes for printing Council Newsletter

7. To consider all cemetery matters

8. Internal Audit – 24/25 Review, Update and Forward Look

9. To consider planning applications received

10. Correspondence

11. Parish Office

- a. To review and consider adoption of all updated policies, standing orders, asset register, risk assessment and financial risk assessment – *Paper 10 (electronically)*
- b. Clerk Update

12. Anglian Water Site Visit Report – Cllr. John Hemsworth

13. Chair update

- a. Social Media
- b. Sensory Garden
- c. Village Festival
- d. VE Day – 8 May

To consider excluding the public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed.

14. To consider Clerk and Responsible Finance Officer salaries

15. Agenda items for the next Full Council meeting

16. To agree dates of next meetings

17. Closure of meeting