



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

18 February 2025

RE: Caister-On-Sea Parish Council Finance Meeting

Dear Parishioners

A meeting of Caister-On-Sea Parish Council Finance Committee will be held on Monday 24 February at 7.00pm to be held at:

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

Yours sincerely,

Michele O'Keefe

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Responsible Finance Officer and Burials Clerk, Caister-On-Sea Parish Council

Telephone 01493 738 474 or Email RFO@caisterparishcouncil.gov.uk

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest not previously disclosed**
- 3. Minutes of the previous meeting held 27 January 2025**
- 4. Update on Scribe (accountancy software package)**
- 5. Quarterly Income and Expenditure to 31 December 2024**
- 6. Income and Expenditure to 31 January 2024**
- 7. Internal Audit 2024 Recommendation Review**
- 8. Changes to Minimum Wage and Salaries in April 2025**
- 9. Correspondence**
 - Legionella Risk Assessment quotation**
 - Heritage Walk Leaflet quotation and order date**
- 10. To review and agree the charging scale for the ongoing New Build Project**
- 11. Date of next meeting**
- 12. Closure of meeting**