



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 March 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 March at 7.00pm 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 Caister Parish Council's Responsible Finance Officer in advance of the meeting.

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 24 February 2025**
- 4. Update on Scribe (accountancy software package)**
To include a visual demonstration of the system
- 5. Income and Expenditure to 28 February 2024**
- 6. Preparation for Year End Reporting and AGAR**
- 7. Internal Audit 2024 Recommendation Review**
To include an update from the advisory visit by Sarah Hunt 27 February 2025
- 8. Internal Audit 2025 and 2026**
- 9. Terms of Business for Rent and Room Hire**
- 10. Additional Bank Signatories**
- 11. Disposal of Assets**
 - a. Poly Tunnel**
 - b. Container**
- 12. Finance Committee Terms of Reference**
- 13. Correspondence**
 - a. Public Toilet Servicing 2025 tenders to consider**
 - b. Architectural Plans Costings**
- 14. Date of next meeting**
- 15. Closure of meeting**