



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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21 January 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 27 January 2025 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*

**Michele O'Keefe**

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

Telephone 01493 738 474 or Email [RFO@caisterparishcouncil.gov.uk](mailto:RFO@caisterparishcouncil.gov.uk)

# AGENDA

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- 1. Apologies for absence**
- 2. Declarations of interest not previously disclosed**
- 3. Minutes of the previous meeting held 23 September 2024**
- 4. Update on Scribe (accountancy software package)**
- 5. Quarterly Income and Expenditure and Reconciliation to 31 December 2024**
- 6. Review of Hire and Charge Fees**
- 7. Hall Maintenance Quotes**
- 8. Internal Audit 2024 Recommendation Review**
- 9. Changes to National Insurance Rates and Earnings Limits 2025/26**
- 10. Change to employee phone package**
- 11. Update on Caister Wonderland**
- 12. King George V Playing Field**
- 13. Correspondence**
- 14. Date of next meeting**
- 15. Closure of meeting**