



CAISTER-ON-SEA

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

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**Minutes of the Caister-On-Sea Parish Council Finance Meeting held on Monday 24 March 2025 at 7.00pm at The Council Hall, 1 Yarmouth Rd, Caister-On-Sea, Norfolk NR30 5DL.**

In attendance	
Parish Councillors:	Peter Sleet (in the Chair), Paul Hammond, Robin Wilkinson and Kevin Wood.
RFO:	Michele O'Keefe.
Guests:	None
Parishioners:	None

The Chair opened the meeting by welcoming the Councillors.

**68. Apologies for Absence**

Apologies received from Cllrs. Jan Jarzembski and Chris Kirk.

**69. Declarations of Interest**

None.

**70. Minutes of the Previous Meeting**

The minutes of the previous meeting held on Monday 24 February 2025, were reviewed.

Matters arising:

- i) Heritage walk leaflets approved quotation would need to be re-tendered as the company approved by Council had since gone into liquidation. **The Clark to source alternative suppliers.**

No further matters were raised and the minutes were signed as a true record.

**71. Update on Scribe**

The Responsible Finance Officer (RFO) gave an update on the progress to date.

The accounts are now reconciled to the end of February using the online accountancy software package, and the Finance Committee would now receive “read only” access to be able to probe the accountancy processes.

## **72. Income and Expenditure to 28 February 2025**

The RFO informed the meeting that the Scribe reconciliation reporting process would be implemented at the Full Council meeting scheduled for Monday 31 March 2025.

## **73. Internal Audit 2024 Recommendation Review**

The Finance Committee reviewed the updated review document which illustrated movement on all areas highlighted by the internal audit of 2024. A total of 10 issues had been signed off as completed and 4 moving from red to amber following further action by the Clerk and RFO.

The Finance Committee discussed the following outstanding areas of the report:

- i) VAT Registration – Guidance had been sought from Parkinson Partnership via NALC and a training course booked for the Clerk and RFO to further investigate the need for VAT registration. The previous financial year had very close to the threshold, and concerns regarding the management of the Caister Festival monies were discussed. **The RFO to report to the next meeting.**
- ii) Credit and Purchase Cards – The Clerk, following recommendation from the Internal Auditor has sourced a Trade card that would enable purchases from BandQ and Screwfix with a 30 day payment plan. **To be moved to Council for approval.**

The Finance Committee wished thanks to be placed on record for the continued dedication of the Clerk and RFO to address the outstanding matters highlighted by the audit review, and in particular the work undertaken by the Clerk to bring the numerous Terms of Reference and Policies up to date that would be taken to Council on 31 March 2025.

## **74. Internal Audit 2025 and 2026**

The Finance Committee proposed to engage the services of Sarah Hunt for the internal audit in June 2025 and then change to a new auditor in line with sector best practice.

## **75. Terms of Business for Rent and Room Hire**

The Finance Committee reviewed the document and advised to add a 5% surcharge to overdue fees at 60 days. **The Clerk to amend and the Terms of Business to be moved to Council for approval.**

## **76. Additional Bank Signatories**

All Finance Committee members are to be added as signatories to the Council's bank account following any restructures of the committee at the Annual General Meeting 2025. **To be moved to Council for approval.**

## **77. Disposal of Assets**

a. Poly Tunnel – it was proposed that the ownership of the poly tunnel to remain with the Council, and insurance cover to be maintained with continued usage by Caister in Bloom.

b. Container – it was proposed that the ownership of the poly tunnel to remain with the Council, and insurance cover to be maintained with continued usage by The Men's Shed.

**The Clerk to write to The Men's Shed and Caister in Bloom ,and send a copy The Playing Field Management Committee, to state that both assets are on permanent loan to the named organisations. This will be taken to Council on 31.03.2025.**

## **78. Finance Committee Terms of Reference**

The Finance Committee reviewed and accepted the document. **To be moved to Council for approval.**

## **79. Correspondence**

### **a. Public Toilet Servicing 2025 Tenders**

The Finance Committee reviewed the two responding suppliers and proposed to continue the contract with the current operator – Adams Cleaning and Maintenance Services for 2025.

**To be moved to Council for approval.**

### **b. Architectural Plans Costings**

The Finance Committee proposed to accept the quote. **To be moved to Council for approval.**

**c. The Clerk sent the following statement to be read at the meeting:** I would like to extend my personal thanks to Michele as Council's new Responsible Finance Officer. Since 'officially' taking the reins alongside myself in January, Michele has worked tirelessly to understand the Council's ways of working, gone above and beyond in many aspects and been an invaluable asset even in this short time.

## **Date of next meetings:**

- 28 April 2025
- 23 June 2025
- 21 July 2025

- 18 August 2025
- 22 September 2025
- 20 October 2025
- 17 November 2025

**The meeting closed at 19:46**