



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

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

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

The Chair opened the meeting by welcoming the Councillors.

58. Apologies for Absence

Apologies received from Cllr. Robin Wilkinson.

59. Declarations of Interest

None.

60. Minutes of the Previous Meeting

The minutes of the previous meeting held on Monday 27 January 2025, were reviewed.

Matters arising:

i) It was reported that Great Yarmouth Borough Council had received funding from central government toward the National Insurance increases applicable from 1 April 2025.

It was suggested that Council request appropriate funding from GYBC. **Clerk to action.**

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

61. Update on Scribe

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

It has been identified that a number of input errors have occurred, which are still being rectified and so Scribe reporting cannot currently be used to report receipt, payment or reconciliation to Council. It is priority to get the situation addressed by year end.

The RFO has arranged for a meeting with Starboard Systems, the provider of Scribe to discuss matters and a full assessment of the 2024/25 accounts is continuing.

The Finance Committee gave full approval for additional support to be engaged if the assistance of an accountant was needed. **RFO to advise the Finance Chair accordingly.**

62. Quarterly Income and Expenditure and Reconciliation to 31 December 2024

This was not possible due to the issues outlined above.

63. Income and Expenditure to 31 January 2025

The RFO informed the meeting that a report will be provided to Full Council at the meeting scheduled for Monday 3 March 2025 of the payments and receipts, however a reconciliation is not possible due to the issues outlined above.

64. Internal Audit 2024 Recommendation Review

The Finance Committee reviewed the updated review document which illustrated movement on 15 of the 19 areas highlighted by the internal audit of 2024. A total of 8 issues had been signed off as completed following action by the Clerk and RFO.

The Finance Committee recognised the work of the paid officers and congratulated them on their achievements since January 2025.

The Finance Committee reviewed information regarding investment opportunities to benefit Council's reserve monies. **RFO to move ahead with a portfolio of fixed term and notice period products to benefit Council and also address the banking requirements highlighted by the internal audit.**

The outstanding action regarding VAT registration was discussed and needs further investigation. **RFO to review government website further.**

65. Changes to Minimum Wage and Salaries in April 2025

The Council noted the changes to take place on 1 April 2025 regarding employee salaries.

66. Correspondence

Legionella Risk Assessment quotation

Approval given to engage the services of the asbestos management company at a cost of £255.00 + VAT. **Clerk to action.**

Heritage Walk Leaflets

The meeting was informed that The Community Centre sponsored the leaflets printed last year and that the Chair of Council was looking for sponsorship for the next print run, quoted at £511.00 for 3500 copies. **Chair of Council to action.**

67. To review and agree the charging scale for the ongoing New Build Project

The original plan for the new build has changed due to the high pressure water main route crossing the King George V Playing Field. The Architect has proposed a new orientation and change to design and the fee structure for the alternative approach was agreed, with a payment of £3,450.00 + VAT endorsed.

Clerk to move to Full Council for approval.

Date of next meetings:

- 24 March 2025
- 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 19:45.