



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 27 January 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 Jarzembki, Chris Kirk, Robin Wilkinson, and Kevin Wood.
Borough Councillors:	None
County Councillors:	None
RFO:	Michele O’Keefe.
Guests:	Karina Green, Parish Clerk.
Parishioners:	None

The Chair opened the meeting, welcoming Councillors and Guest.

45. Apologies for Absence

Apologies received from Cllr. Penny Carpenter.

46. Declarations of Interest

None.

47. Minutes of the Previous Meeting

The date of the previous meeting circulated on the agenda was incorrect and should have read 28 October 2024 and not 23 September 2024.

Matters arising:

- i) The Committee asked for three types of alternative bank accounts to be investigated to make better use of surplus funds. Various accounts and withdrawal notice periods are to be

explored. **RFO to seek alternative bank accounts.**

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

48. Update on Scribe

The Responsible Finance Officer gave the Committee an update on the progress to date.

The RFO has identified a number of input and coding errors which need to be addressed in order for the Scribe system to give accurate reporting to Council.

It was agreed that a letter of complaint would be sent to Scribe to request a partial refund of the input fee to compensate for the errors. **RFO to contact Scribe.**

All Finance Committee members to be granted access to Scribe in a read only capacity.

RFO to arrange for access to Scribe and provide training.

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

Due to the errors identified on the Scribe and manual systems, an accurate reconciliation could not be produced. The work to correct this should be concluded by the February meeting of the Finance Committee.

50. Review of Hire and Charge Fees

The Hall Committee meeting of 20 January 2025 has recommended that no increases to hall hire charges should take place.

The charges rose for hirers from 1 April 2024 were as follows.

Weekday	Before 01.04.2024	From 01.04.2024
Regular Hirers	£10.50 hour	£12.00 hour
Commercial Hirers	£11.50 hour	£14.00 hour
One Off Hirers (parties etc)	£11.50 hour	£14.00 hour
Weekend		
Regular Hirers	£11.50 hour	£14.00 hour
Commercial Hirers	£12.50 hour	£14.00 hour
One Off Hirers (parties etc)	£12.50 hour	£14.00 hour
Elections		
	£400.00 day	£450.00 day

The Finance Committee agreed to recommend to maintain the current hall hire fees and that no change was to be actioned regarding the shops or allotment rent

It was noted that the Sub-station payment was overdue. The Committee agreed to recommend for an increase to the Sub-station payment from the current rate of £450 per annum by a minimum of 8%. **RFO to review lease agreement and implement the increase in line with the terms of the agreement if approved by Council.**

Clerk to write a late payment policy.

The Committee agreed to recommend that the fee for Elections was to increase from £450 per day to £500 per day for future bookings. **RFO to invoice accordingly if approved by Council.**

51. Hall Maintenance Quotes

The Committee reviewed the summary of quotes provided as follows:

Roof Repairs

To undertake repairs from recent storm damage to the Council building roof.

Quotes include scaffolding but not unforeseen further repairs if any identified.

- Advanced Roof Repairs – £2,165 + VAT
- A.W. Roofing Ltd – £2,453 + VAT

A further option is being explored with the local handyman that has undertaken works for Council previously. The Committee asked for the quote from the local handyman and if it could not be considered, agreed to cap the spend at £2,165. **Clerk to move forward accordingly.**

Asbestos Survey

To undertake a Management Survey for asbestos in the Council building.

- ID Asbestos – £745 + VAT

The Hall Committee recommended to proceed with the asbestos survey.

The Committee agreed to accept the quote and proceed. **Clerk to move forward.**

Tree Works

To address issues with the Maple trees at the rear of the Council building, using the contractor Tree and Woodland Services, who manage the trees in the burial ground.

The choice is between two differing remedial actions:

- Option one – Pollarding of the two trees price not to exceed £500.
- Option two – Removal of the two trees price not to exceed £900.

The Committee agreed option one. **Clerk to move forward.**

The Committee voiced concern regarding the proximity of the trees to the phone lines, and the question was asked if BT were culpable for the works to be completed. **Clerk to investigate.**

Signage

Signage needs to be updated or replaced due to out of date contact information on the cemetery signage and theft of allotment signage.

- This is Effective.uk – £165 +VAT (for the two jobs)

The Committee agreed to proceed and recommended that the sign at the allotments be fixed with anti-tamper fixings. **Clerk to move forward.**

52. Internal Audit 2024 Recommendation Review

The Committee reviewed the review document provided and the RFO spoke to the rating system used within the report. All actions from the 2024 Internal Audit are tracked using a traffic light system to show progress and sign-off.

The action regarding VAT registration was discussed and need further investigation. **RFO to investigate.**

53. Changes to National Insurance Rates and Earnings Limits 2025/26

The Committee reviewed the summary of changes provided.

The Committee acknowledged the increases and the effect on Council funds.

54. Change to employee phone package

The RFO explained the phones provided for the two employees in November 2024 had been on a Pay as you Go SIM card and that calls and voicemails were high cost and when credit was used neither employees could access messages or make calls.

Due to the urgency of the issue, a contract SIM has been purchased at £6.00 per phone which was lower than the cost previously claimed by the former Clerk of £25.00 per month for calls.

The Committee ratified the decision by the Finance Chair to change the phone contract.

55. Update on Caister Wonderland

The Clerk gave a verbal update to the Committee regarding the event of December 2024.

The sponsorship is still being finalised, and is not thought that the donation to the Playing Field will be to the level of a previous times as costs have been greater in 2024.

The financial contribution from Council was very much appreciated.

56. King George V Playing Field (CONFIDENTIAL)

The notes of this discussion are confidential and recorded as such.

57. Correspondence

None

Date of next meetings:

It is proposed to move the Finance Committee meeting a week earlier, to allow time for preparation for the full Council meeting.

The next meetings are as follows:

- 24 February 2025
- 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 19:54.