



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL
The Council Hall, 1 Yarmouth Road, Caister-On-Sea,
Great Yarmouth, Norfolk, NR30 5DL
Office opening times:
Monday-Thursday 9.30-12.30
Clerk: 07873 756 239 RFO/Burials Clerk: 07751 444 904 Office: 01493 738 474

**Minutes of the Finance Committee Meeting held on Monday 17 November 2025 at 7.00pm
at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL**

In attendance:

Parish Councillors – Peter Sleet (Chair), Christopher Kirk, Jan Jarzembski and Robin Wilkinson.

Guests – None

Parishioners – None

Responsible Finance Officer – Michele O’Keefe

These minutes are ‘draft’ until approved at the next meeting of Full Council.

The Chair opened the meeting, welcomed Councillors and ensured that the meeting was quorate.

1. To consider apologies for absence

Kevin Wood and Sandy Griffiths.

2. Declarations of interest not previously disclosed

None

3. To approve the minutes of the previous meeting held on 22.09.25

The minutes were agreed as a true record of proceedings and signed by the Chair.

4. Income and Expenditure Review to 31 October Review

The Responsible Finance Officer provided the Scribe Budget Report up to 31 October 2025.

The report was reviewed and it was noted to be on track.

RFO to produce a Scribe Year End Forecast Report for the January meeting.

5. Internal Audit 2025 Recommendation Review

The report was reviewed and the amber ratings discussed for further action:

- Book Keeping – S137 better use of monies – **RFO to review the eligibility of grants to be coded as S137.**
- Risk Management – Asset valuations – **Clerk to source revised insurance valuations.**

- Budget – Draft to be updated – **RFO, Clerk and Finance Chair to review budget to take account of further information received since first draft budget proposal. To be circulated via email to Finance Committee for comment.**
- Employment – Pensions Policy – **Clerk to progress.**
- Year End Process – Type of reporting process – **RFO to assess in January the appropriate level of reporting required in relation to Council’s turnover.**

6. Earmarked Reserves Update

The paper was reviewed and the increase of interest from the new investment products with Unity Trust Bank was noted, as giving a 300% increase of interest income compared to the previous Lloyds bank accounts.

RFO to continue to open the instant access accounts with Unity Trust Bank for General Reserves and New Build Project (working fund) as instructed by Council.

7. Initial Stages of the New Build Project

Cllr. P. Sleet updated the meeting. The pre-planning application had been submitted and the fees paid to Great Yarmouth Borough Council (GYBC) regarding the old youth club site.

The pre-planning will address any issues in the building application, which is anticipated to be regarding low housing density, and environmental risks such as flooding.

There is a need to look at codicils that might need to be added to the plans to protect Council in the future. If the planning is granted, a full planning application is to be submitted with results to be expected within 13 weeks. The earliest the land with planning permission is likely to be advertised for sale is March 2026.

Cllr. P. Sleet to continue to work with the architects to progress matters.

8. Proposed Changes to the 2026/27 Budget

The meeting discussed the following areas that need to be addressed within the first draft budget for 2026/27 and the subsequent precept demand:

- a. Estimated increase in National Living Wage and other Salary Increases

The estimated increase to National Living Wage and the contractual performance based salary progression was felt to already be accounted for within the first draft budget.

- b. Interest received on Earmarked Funds.

The interest received is recommended by the Finance Committee to be allocated to the New Build Working Account, for consideration by Full Council.

- c. Election Costs

The Finance Committee asked for further explanation of anticipated c.£3,000.00 election costs.

RFO to further investigate election costs.

d. Training Costs

The first draft budget had planned for an increase of budget to £2,000.00, however given the current level of spend and training aspiration, this is not deemed sufficient funding.

The training budget is recommended by the Finance Committee to be increased to £3,000.00, for consideration by Full Council.

RFO, Clerk and Finance Chair to review the draft budget to take account of further information since first draft budget proposal.

To be circulated to Finance Committee ahead of recommendation to Council at the 1 December Full Council meeting.

9. To approve the purchase of Local Council Administration by Charles Arnold-Baker 14th Edition at a cost of £144.00 (SLCC members price - £25.87 discount)

It was noted that the publication of the 14th edition was November 2024 and the next edition is not due until 2027. The Parish Office currently only has copy of the 11th edition.

The purchase is recommended by the Finance Committee for consideration by Full Council.

10. Dates of next meetings

Finance Committee – 19 January 2026, 7pm

Finance Committee – 16 March 2026, 7pm

11. Closure of meeting

The meeting closed at 19:48.