



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

15 July 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 21 July 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

AGENDA

- 1. Election of Chair of the Finance Committee**
- 2. Election of Vice-Chair of the Finance Committee**
- 3. Apologies for absence**
- 4. Declarations of interest not previously disclosed**
- 5. Minutes of the previous meeting held 24 March 2025**
- 6. Confirmation of additional bank signatories**
- 7. Confirmation of Scribe access**
- 8. Internal Audit - receive, review and recommend actions to be taken to full Council**
- 9. Scribe analysis actual spend against budget plan**
- 10. Investment Policy**
- 11. Reserves Strategy**
- 12. Insurance renewal review**
- 13. Consider quotation for replacement tables (two) - £322.20 incl. VAT**
- 14. Correspondence**
 - a. Architectural plans costings - Former Youth Centre Site Stage 3**
 - b. Architectural plans costings - New Pavilion Stage 3**
 - c. Caloo quotation for remedial works to playground equipment**
 - d. Norfolk County Council Highways Parish Partnership invitation to bid**
 - e. Hygiene bin quotations for public toilets**
- 15. Date of next meeting - Monday 22 September 2025**
- 16. Closure of meeting**