



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

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16 September 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 22 September at 7.00pm to be held 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](mailto:RFO@caisterparishcouncil.gov.uk)

# AGENDA

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- 1. Apologies for absence**
- 2. Declarations of interest not previously disclosed**
- 3. Minutes of the previous meeting held 21 July 2025**
- 4. Q2 Income and Expenditure Review to 30 September (projected)**
- 5. Internal Audit 2025 Recommendation Review**
- 6. Unity Trust Bank Account Update**
- 7. Memorial Management Inspection Update (Burials Clerk)**
- 8. Hygiene Bin Quotations Update (Cllr. R. Wilkinson)**
- 9. N.C.C. Highways Parish Partnership Invitation to Bid (Cllr. J. Fearnley)**
- 10. New Build Project Update (Cllr. P. Sleet)**
- 11. Budget 2026/27 Initial Draft**
- 12. Caister Parish Council Financial Regulations Proposed Amendments**
- 13. To consider recommendation of expenditure of up to £1000.00 for Light Up Caister 2025**
- 14. To consider recommendation or an increase of working hours for Responsible Finance Officer from 12 to 15 hours per week to the end of March 2026**
- 15. Date of next meeting - Monday 17 November 2025**
- 16. Closure of meeting**