



CAISTER-ON-SEA

CAISTER-ON-SEA PARISH COUNCIL  
The Council Hall  
1 Yarmouth Road  
Caister-On-Sea  
Norfolk  
NR30 5DL

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**Minutes of the Caister-On-Sea Parish Council Finance Meeting held on Monday 21 July 2025 at 7.00pm at The Council Hall, 1 Yarmouth Rd, Caister-On-Sea, Norfolk NR30 5DL.**

**In attendance:**

**Parish Councillors** – Peter Sleet (Chair), Jan Jarzembki, Sandy Griffiths, Christopher Kirk and Robin Wilkinson.

**Borough Councillors** - None

**County Councillor** – None

**Guests** – None

**Parishioners** – None

**Meeting Clerk** – Michele O’Keefe (Responsible Finance Officer & Burials Clerk)

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The outgoing Chair opened the meeting by welcoming the newly formed Finance Committee.

**1. Election of Chair of the Finance Committee**

The outgoing Chair invited members of the committee to stand for election.  
Cllr. Peter Sleet was proposed by Cllr. Wilkinson and seconded by Cllr. Jarzembki, and unanimously elected as Chair of the Finance Committee.

**2. Election of Vice-Chair of the Finance Committee**

The Chair invited members of committee to stand for election.  
Cllr. Robin Wilkinson was proposed by Cllr. Jarzembki and seconded by Cllr. Griffiths, and unanimously elected as Vice Chair of the Finance Committee.

**3. Apologies for absence**

Cllr. Wood sent apologies.

**4. Declarations of interest not previously disclosed**

Cllr. Sleet declared interest as a member of The Playing Field Committee on behalf of himself and Cllr. Wood. This would also be voted on at the next full meeting of the Parish Council.

**5. Minutes of the previous meeting held 24 March 2025**

The minutes, with no matters arising, were **agreed** and **signed** as true record.

## **6. Confirmation of additional bank signatories**

Cllr. R. Wilkinson agreed to be added to the Parish Council's bank accounts.

**RFO to follow up.**

## **7. Confirmation of Scribe access**

Scribe access has been granted to all members of the Finance Committee.

**RFO is to provide training support sessions.**

## **8. Internal Audit - receive, review and recommend actions to be taken to full council**

The tracking document (paper 2) was presented to the committee by the RFO. The Chair was pleased to note the progress achieved by The Clerk and RFO in comparison with the previous years audit. The main focus to further address the audit findings is to be:

- a) Further development of Council's budget to support submission of the Precept
- b) Appropriate use of the 137 monies
- c) General Power of Competence status, which was dependent on The Clerk gaining CILCA qualification and meeting other various criteria

The Chair advised that planning for the Precept would need to start in September to be ready for approval by Full Council at the December meeting to meet the submission deadline.

Cllr. Kirk enquired if all Precept monies was fully spent in the year 2024/25.

The Chair confirmed that the expenditure exceeded the level of Precept income.

## **9. Scribe analysis actual spend against budget plan**

The first quarter budget was reviewed and the use of further Scribe reports highlighted.

## **10. Investment Policy**

The proposed Investment Policy (paper 4) was reviewed and the committee recommend adoption by Full Council.

**Clerk to progress.**

## **11. Reserves Strategy**

The proposed Reserves Strategy (paper 5) was reviewed and the committee recommend adoption by Full Council.

**RFO to progress.**

## **12. Insurance renewal review**

The insurance (paper 6) was discussed and the insured levels have been reviewed to ensure adequate cover is in place.

Committee proposed that:

- a) The current policy is to be aligned to the asset register values.
- b) The cemetery insurance, which is under a separate provider, be added to the policy.

The committee recommend adoption by Full Council

**Clerk to progress.**

### **13. Consider quotation for replacement tables (two) - £322.20 incl. VAT**

The committee recommends to Full Council to accept the quote.

**Clerk to progress.**

### **14. Correspondence**

#### **a. Architectural plans costings - Former Youth Centre Site Stage 3**

The costing summary provided by Craig Liversidge on behalf of the Paul Robinson Partnership (paper 7) was reviewed and due to the complexities of the project, the cost proposal is to form part of a detailed paper to be taken to full council for decision.

**Cllr. Sleet to produce the paper for circulation to the finance committee prior to presentation to full council for final decision.**

#### **b. Architectural plans costings - New Pavilion Stage 3**

The costing summary provided by Craig Liversidge on behalf of the Paul Robinson Partnership (paper 8) was reviewed and due to the complexities of the project, the cost proposal is to form part of a detailed paper to be taken to Full Council for decision.

**Cllr. Sleet to produce the paper for circulation to the finance committee prior to presentation to full council for final decision.**

#### **c. Caloo quotation for remedial works to playground equipment**

The quotation was discussed and deemed to be appropriate given to date no monies had been spent on maintenance of the equipment. The committee recommends to Full Council to accept the quote.

**Clerk to progress.**

#### **d. N.C.C. Highways Parish Partnership invitation to bid**

Following discussion of the bid documentation (paper 10), it was proposed that Cllr. Fearnley is to be asked to present a paper to the next finance meeting in September to detail the application that is to be made to Norfolk County Council by 1 December 2025.

**RFO to liaise with Cllr. Fearnley to prepare a paper for the September meeting.**

#### **e. Hygiene bin quotations for public toilets**

The quotes from Initial and PHS were reviewed (papers 11 / 11a) and it was identified that the scope of the quotes was not consistent. It was also noted that the Council Hall toilets were not included in the quote and therefore the Council Hall was not in legal compliance with regard to the disposal of sanitary waste by a licenced contractor.

Cllr. R. Wilkinson was asked to prepare a comprehensive investigative document for

consideration to be made by Full Council.

**RFO to work with Cllr. R. Wilkinson to prepare a paper for the August meeting.**

**15.Date of next meeting - Monday 22 September 2025**

**16.Closure of meeting at 20.30.**

**Signed:**

**Chair of Finance**

**Date:**