



CAISTER-ON-SEA

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

Minutes of the Caister-On-Sea Parish Council Finance Meeting held on Monday 22 September 2025 at 7.00pm at The Council Hall, 1 Yarmouth Rd, Caister-On-Sea, Norfolk NR30 5DL.

In attendance:

Parish Councillors – Peter Sleet (Chair), Christopher Kirk, Jan Jarzembski, Kevin Wood, Robin Wilkinson, and Sandy Griffiths,

Parishioners – None

Responsible Finance Officer – Michele O’Keefe

Parish Councillors not in attendance: None

These minutes are ‘draft’ until approved at the next meeting of the Finance Committee.

The Chair opened the meeting and welcomed Councillors.

1. Apologies for absence

None.

2. Declarations of interest not previously disclosed

None.

3. Minutes of the previous meeting held 21 July 2025

The minutes were agreed as a true record of proceedings.

4. Q2 Income and Expenditure Review

The Responsible Finance Officer provided the Scribe Budget Report and the second quarter (up to 22 September 2025) was reviewed.

5. Internal Audit 2025 Recommendation Review

The Chair was pleased to note the progress achieved by The Clerk and RFO.

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 S137 monies; which the Chair explained was calculated at £11.10 for 25/26 per elector. The General Power of Competence status, which was dependent on The Clerk gaining CiLCA qualification would facilitate greater spending of the 137 monies.

6. Unity Trust Bank Account Update

Since the start of the process in June to create a suite of earmarked reserves, some changes to the fixed-term investment accounts have taken place, with an £85,000.00 minimum investment in both the 12 and 6 month fixed term products now applicable.

Earmarked Reserves		Original Plan			Revised Plan
New Build Project	12 month	350,000.00	New Build	12 month	300,000.00
			New Build (working)	Instant	50,000.00
Cemetery	12 month	40,000.00	Land - Cemetery		
Youth Club	6 month	40,000.00	Land - Youth Club		
Allotments	6 month	5,000.00	Land - Allotments	6 month	85,000.00
Asset Management	6 month	35,000.00	Asset - Management		
Council Hall	6 month	45,000.00	Asset - Council Hall	6 month	85,000.00
General Reserve	Instant	25,000.00	General Reserve	Instant	20,000.00
SUB TOTAL		540,000.00			540,000.00

The revised fixed-term account plan is recommended by the Finance Committee for consideration by Full Council.

7. Memorial Management Inspection Update

Following the full paper submitted to Full Council at the meeting of 4 August, where the cost to install a ground anchoring system was anticipated to be in the region of £13,000.00 to £14,000.00, the Burials Clerk met on site with a representative of Arthur Jary Stonemasons to further investigate all options available to make the monuments safe.

The majority of the memorials could be addressed by re-levelling and fixing with cement or mastic and only four required the full anchoring system to be installed.

The Finance Committee discussed the two quotes received to complete the works, which now totaled £2,750.00 and would address 61 monuments in the high risk portion of the cemetery.

The Finance Committee recommends that Council should take on the financial responsibility to make good the identified unsafe monuments.

The quotation from Arthur Jary Stonemasons to undertake the work for £2,750.00 is recommended by the Finance Committee for consideration by Full Council.

8. Hygiene Bin Quotations Update (Cllr. R. Wilkinson) – paper 6

Following the full paper submitted to Full Council at the meeting of 4 August, where quotations to install hygiene bins at all three toilet locations ranged from £616.36 to £1,053.36 per annum, each supplier has been invited to re-quote.

Revised tenders were as follows:

- | | |
|-----------------------------------|--|
| • Contractor 1 – PHS. | Total cost – no requote has been received. |
| • Contractor 2 – Initial | Total cost – £366.98 per annum. |
| • Contractor 3 – Anglia Chemicals | Total cost – £312.00 per annum. |

It was noted that clear signage would be needed on all toilet cubical doors to indicate the location of the hygiene bins.

The Finance Committee recommends that Council should initiate a contract to cover the Council Hall as soon as possible and extend to cover the public toilets from April 2026, when they reopen for the summer period.

The quotation from Anglia Chemicals to undertake the work is recommended by the Finance Committee for consideration by Full Council.

9. N.C.C. Highways Parish Partnership Invitation to Bid

The Finance Committee discussed the paper submitted by Cllr. J. Fearnley in great detail. Concern was noted regarding the up coming road closures and the Borough Council speed signs in place and so it was decided to delay any further consideration to purchase signs until March 2026 when it would be possible to fully review the traffic flow situation.

The Finance Committee recommended to delay consideration until post March 2026.

10. New Build Project Update

The Finance Committee review the notes provided by Cllr. P. Sleet of the first meeting of the New Build Working Party which took place on 11 August 2025.

It was also noted that Sam Hubbard was no longer the Planning Officer for the Borough, and a new contact was required. There was concern over how a change in contact might affect the 106 monies previous quoted for the project.

A meeting with the new Planning Officer will be sought as soon as appointed.

The Finance Committee recommended for the specified figure to be paid in order to progress with the next stage of the architectural plans to be taken to Full Council for agreement.

11. Budget 2026/27 Initial Draft

A paper was tabled at the meeting which included initial draft budgets for review by the Finance Committee.

The further timetable for completion of the budget is as follows:

- Full Council Meeting 6 October 2025 – First Review and Revisions

- Finance Meeting 17 November 2025 – Final Review
- Full Council Meeting 1 December 2025 – Sign-off for completion of Precept

The Finance Committee recommended for the draft budget to be taken to Full Council for the first review.

12. Caister Parish Council Financial Regulations Proposed Amendment

The Finance Committee considered the following additions to the Financial Regulations:

Section 6 – Banking and payments

6.10 – In order to make provision for payments to be made in the case of cancellation or postponement of Full Council meetings, email agreement can be sought to approve due payments.

6.11 – When any quote has been agreed by Full Council and minuted as such, the invoice can be paid without need for additional approval. Completed payments to be presented at the next convened meeting, to be included in the minutes of the meeting.

Both amendments were considered appropriate.

The amendments to the Financial Regulations are recommended by the Finance Committee for consideration by Full Council.

13. To consider recommendation of expenditure of up to £1000.00 for Light Up Caister 2025

The Finance Committee discussed the lights and trees for Christmas 2025 and the potential need to hire plant for the installation.

The Clerk was to write to the Borough Council to ask for a power supply to be added to streetlight posts to facilitate festive light decorations to be installed on streetlight posts at no cost to Council.

The expenditure of up to £1,000.00 is recommended by the Finance Committee for consideration by Full Council.

14. To consider recommendation or an increase of working hours for Responsible Finance Officer from 12 to 15 hours per week from 1 October to the end of March 2026

Due to the current workload of the Village Cemetery, the increase of working hours was discussed by the Finance Committee.

The increase of hours for M. O’Keefe to 15 hours per week is recommended by the Finance Committee for consideration by Full Council.

15. Date of next meeting - Monday 17 November 2025.

16. Closure of meeting at 20:00.

Signed by Chair:

Peter Sleet

Date: