



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 16 March 2026 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.

Responsible Finance Officer – Michele O’Keefe

Parishioners – 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. To approve the minutes of the previous meeting held on 19.01.26

The minutes were agreed as a true record of proceedings and the action points reviewed.
Reviewed and noted with no further comment.

4. Income and Expenditure Review

The detailed Scribe income and expenditure reports to 14.03.26 were taken as read.
Reviewed and noted with no further comment.

5. Budget Spend Year to Date

The Scribe report of the spend against budget to 14.03.26 was taken as read.
Reviewed and noted with no further comment.

6. Budget 2026/27

The Responsible Finance Officer provided a paper to compare the 2025/26 spend to date, which included information up to 13 March 2026, to the forecasted budget for 2026/27.

The Finance Committee reviewed the paper, and analysed the following overspends:

- Insurances overspend of £249.48 – The RFO explained that this was in respect of the new playground equipment.

Discussions ensued regarding the liability for insurance of the public toilets and if the Borough Council should make contribution.

The Clerk to investigate and report back to the Finance Committee.

- Playground Maintenance overspend of £1,827.00 – The RFO explained that this was in respect of the remedial works to address the safety issues identified during the annual playground inspection and an additional set of swings purchased to replace those removed by the Borough Council.

- Cemetery Maintenance overspend of £1,376.41 – The RFO explained that this was in respect of a repair to the cemetery gates and the monument repairs to address safety issues identified during the monument inspection process started in 2025.

It was advised that a further payment to complete the works is planned for March.

- New Build overspend of £3,379.40 – Cllr. Sleet gave an overview of the spending to date in preparation for the planning application.

It was advised that a Highways Consultant fee would be due to be considered at the next meeting of Full Council on 30 March.

- Training overspend of £351.40 – The RFO explained that this was in respect of appropriate training for The Clerk, Responsible Finance Officer and Councillors. It was also noted that the training budget for 2026/27 had been further increased to allow for CiLCA qualification (Certificate in Local Council Administration) training sessions for The Clerk.

The Clerk is to report back an anticipated CiLCA completion date.

- Events, Grants and Donations overspend of £895.00 – No detail provided.

The RFO agreed to further break down costs and report back to the Finance Committee.

7. Regular Payment for Approval for 2026/27

The proposed authorised payment list was reviewed and the additional pre-approved payments for Wave (water utilities) DL Gunton (window cleaning) and Adams (toilet maintenance) agreed to be added to the list, bringing pre-approvals to fifteen parties.

The Finance Committee recommends to Council to accept the revised approved payment list for the year 2026/27.

8. Internal Audit 2025 Recommendation Review

Progress on the recommendations made by the Internal Auditor were discussed and the only non-completed actions noted.

- Better use of S137 monies – all codes will be reviewed as part of the end of year process.
- Implementation of a Pensions Policy – this is in preparation for discussion at the next Personnel Committee meeting.

The Internal Audit 2025 Recommendations to be reviewed by Full Council.

9. Dates of next meetings:

Annual Parish Council Meeting – Monday 18 May 2026, 7pm .

Finance Committee Meeting – 20 July, 21 September and 23 November 2026.

Closure of meeting 19:20