



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 19 January 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.

**Parishioners** – None

**Responsible Finance Officer** – Michele O’Keefe

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

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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 17 November 2025.**

The minutes were agreed as a true record of proceedings and the action points reviewed.

**4. Q3 Income and Expenditure Review**

The Responsible Finance Officer provided the Scribe Report for the third quarter, with additional information up to 19 January 2026. The Finance Committee reviewed the report, and it was noted to be on track.

**5. Budget Spend Year to Date**

The Responsible Finance Officer provided the Scribe Budget Report and the third quarter (up to 19 January 2026). The Finance Committee reviewed the report, and were content with the

budgetary position, and asked for a detailed year end forecast at the next meeting.

**RFO to produce a Scribe Year End Forecast Report for the March meeting.**

## **6. Internal Audit 2025 Recommendation Review**

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

The main focus to further address the audit findings is to be:

- a) Appropriate use of the S137 monies, which is linked to The General Power of Competence status being achieved.
- b) Completion of the review of asset valuations.
- c) Implementation of a Pension Policy, following sign-off by the Personnel Committee.

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

## **7. Policy and Risk Assessment Reviews**

The annual review of all policies with financial implications was completed to schedule, with the following amendments and actions recommended;

### **o Financial Regulations**

3.11 - The RFO shall make arrangements for the exercise of electors' rights...

CHANGE TO 3.11 - The Clerk shall make arrangements for the exercise of electors' rights...

4.9 - The Clerk shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.

CHANGE TO 4.9 - The Clerk shall issue the precept to the billing authority by the notified date and supply each member with a copy of the agreed annual budget.

6.1 - ...The council has resolved to bank with Lloyds Bank.

CHANGE TO 6.1 ...The council has resolved to bank with Lloyds Bank and Unity Trust Bank.

6.10 ADDITIONAL POINT - When a quote has been approved to progress by Full Council and minuted as such, the subsequent invoice, assuming it is no more than the approved and minuted amount, may be paid without the need for further Council approval. The payment will be presented at the next convened meeting of Full Council, for inclusion in the minutes.

### **o Financial Risk Assessment**

The Finance Committee asked for a review of point 14 (failure to comply with Data Protection regulations) to be undertaken as it was felt that the likelihood grading should be changed to Unlikely from Moderate.

### **o Internal Controls**

No changes.

### **o Reserves Policy**

No changes.

### **o Hall Hire Terms and Conditions**

ADDITIONAL POINT - Cancellation of booking (title) Cancellation of booked regular user dates must be notified at least 28 days prior to the booked date, and in agreement with

The Clerk, otherwise full fee will be applied.

The Finance Committee also recommended that any periods in the bookings calendar that do not have regular user bookings after the submission of the annual booking forms, could be advertised as available on online platforms and in the newsletter in order to generate an additional income stream.

○ **Finance Committee Terms of Reference**

No changes.

**RFO to work with the Clerk to review the Financial Risk Assessment and take all recommendations to the February meeting of Full Council.**

**8. Substation Lease Agreement Review**

The Responsible Finance Officer informed the Finance Committee of the detailed review of the lease dated 8 August 2016 for the Tan Lane Substation.

The first rent review due in January 2021 was not actioned and increases were also not notified in January 2022, 2023, 2024 or 2025.

Council are now able to implement an increase in rent ahead of billing in October 2026.

UK Power Networks, who supersede the previous named lease holder, were notified of the intention to review the rental fee for 2026 in communications dated October 2025.

The rent increase is linked by the lease to the Index figure published by the Central Statistical Office or any successor Ministry or Department and so currently equates to an approximate increase of £17.10.

**The Finance Committee recommends to Council to issue the letter of rent increase to UK Power Networks.**

**9. GBYC Agency Agreement Review**

The Responsible Finance Officer informed the Finance Committee that the annual notification letters for Grass Cutting, Hedge Maintenance and Grave Digging had been issued to both the Great Yarmouth Borough Council Policy and Procurement Officer and The Superintendent of Bereavement Services, to ensure the terms of the Burial Agency Agreement were continued.

**10. GYBC Pre-Planning Application Update**

Cllr. Peter Sleet informed the Finance Committee that the application had been submitted, payment made on 12 November 2025 and had been allocated to a Planning Officer last week.

The engaged architect has been instructed to make contact with Great Yarmouth Borough Council to expediate the application as the eight to ten week timeline has been exceeded.

Cllr. Sleet had also received information regarding the Community Infrastructure Levy that will supersede the S106 monies paid by developers will have impact on the sale of the land in the future.

**Cllr. Sleet to continue to work with the architect and report progress to Council.**

## **11. Section 137 Expenditure Limit for 2026/27**

For information: The Ministry of Housing Communities and Local Government have increased the Section 137 expenditure limit to £11.60 per elector from 1st April 2026 for the financial year 2026-27. This applies to Parish and Town Councils in England, who do not have the General Power of Competence (GPOC). This is an increase from £11.10 in 2025-26.

## **12. Date of next meetings**

Monday 16 March 2026

Annual Parish Council Meeting (Reforming of all Committees) – Monday 18 May 2026

Monday 20 July 2026 (provisional)

Monday 21 September 2026 (provisional)

Monday 23 November 2026 (provisional)

## **13. Closure of meeting at 19:46**