



## ANNUAL PARISH COUNCIL MEETING – 18 MAY 2026

I give notice of the Annual Parish Council meeting and invite parishioners to attend.  
The meeting will be held at The Council Hall, 1 Yarmouth Road, Caister, Norfolk, NR30 5DL  
on Monday 18 May 2026 at 7pm.

**Members of the public are welcome to attend.**

*K L Barker*

**Karina Barker**  
Parish Clerk  
12 May 2026

# AGENDA

### 1. Election of Chair

- a. To elect a Chair to serve until the next Annual Parish Council Meeting in May 2027.
- b. To receive the Declaration of Acceptance of Office from the elected Chair.

### 2. Appointment of Vice Chair

- a. To appoint a Vice Chair to serve until the next Annual Parish Council Meeting in May 2027.

### 3. To consider apologies for absence

### 4. Declarations of interest not previously disclosed

### 5. To approve the minutes of the previous meeting held on 30.3.26

### 6. Appointment of Standing Committees

- a. Finance Committee – at least 4 members (plus Parish Council Chair and Vice Chair)
  - i. To review and approve Committee Terms of Reference
- b. Personnel Committee – at least 3 members (plus Parish Council Chair and Vice Chair)
  - i. To review and approve Committee Terms of Reference

### 7. Appointment of Parish Council representatives to external organisations

- a. Playing Field Management Committee – 2
- b. Caister Community Association – 1
- c. Caister Youth Club – 1
- d. Joint Parishes Liaison Committee – 3
- e. Patient Participation Group – 1
- f. Safer Neighbourhood Meetings - 2
- g. Parish Council Allotments – 1

## **8. Appointment of Working Groups**

- a. New Build Working Group
- b. Shop Caister Working Group

## **9. Appointment of Auditors**

- a. To note appointment of external auditor as PKF Littlejohn (as appointed by [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) for the 5 financial years from 2022/23 to 2026/27)
- b. To note appointment of Internal Auditor as Susan Lake as per minute reference Full Council/3.11.25/14/a

## **10. To note election of County and Borough Councillors:**

- a. Great Yarmouth Caister South by election – Jonathan Wedon (Great Yarmouth First)
- b. Norfolk County Council North Caister & Ormesby – Glenn Hurren (Great Yarmouth First)
- c. Norfolk County Council South Caister & Bure – Daniel McGrath (Great Yarmouth First)

## **11. Public Participation**

- a. The public will have the opportunity to address the Council for 15 minutes. In accordance with Standing Order 3(f), a member of the public shall not speak for more than five minutes.
- b. To receive reports from Borough and County Councillors and Police.

## **12. Financial Matters**

- a. To approve bank accounts, current balances and income and expenditure to 30 April 2026.
- b. To receive monthly bank reconciliations to 30 April 2026.
- c. To receive spend against budget to date.
- d. To approve Year End accounts and bank reconciliation to 31 March 2026.
- e. To consider continuation of annual payment of £2000 grant to Caister Playing Field following the removal of the non-concurrent funding from Great Yarmouth Borough Council in 2024.
- f. To consider renewal quote with no increase for Boiler insurance at £532.
- g. To note electricity renewal with E-ON at £142.50 per month.
- h. To note annual salary increases as below:
  - i. National Living Wage increase from £12.21 per hour to £12.71 per hour
  - ii. Parish Clerk and Responsible Finance Officer/Burials Clerk increase one scale point as per contractual terms
- i. To review and consider 12 month investment plan.

## **13. Cemetery Matters**

- a. To receive and sign Exclusive Rights Applications.
- b. To receive Cemetery update.

**14. To receive and comment on planning applications received**

- a. **06/26/0029/F (The Old Hall Hotel And Health Club High Street Caister-on-sea NR30 5JL):** Continued use of a temporary Marquee to be used in conjunction with Branford's Restaurant and Bar at The Old Hall Hotel between the 30th September 2026 – 31<sup>st</sup> March 2031 for a fixed five-year period.
- b. **06/26/0219/F (Land at Garfield Villa Garfield Terrace Caister on Sea NR30 5DG):** Erection of 2no. over 55s single storey bungalows; creation of passing bay on Garfield Terrace.
- c. **06/26/0228/HH (8 Drift Road Caister-on-Sea NR30 5QQ):** Removal of existing conservatory; Erection of a new single storey rear extension for use as a garden room.
- d. **BA/2026/0115/LBC (Caister Hall, Caister Castle, Castle Lane, West Caister):** Repair and refurbish sash windows including new glazing and non-sash windows including aluminium secondary glazing.

**15. To receive report from Safer Neighbourhood Meeting held on 30.4.26**

**16. Parish Office**

- a. To consider adoption of a Pension Policy following Council's resolution to adopt a Pension Strategy (Minute ref: Full Council/30.3.26/12/g).
- b. To review existing policy and governance documents:
  - i. Standing Orders
  - ii. Financial Regulations
  - iii. Risk assessment
  - iv. Asset Register
  - v. Risk management policy (including amending to annual review to align with Risk Assessment)
  - vi. Fire Risk Assessment
  - vii. Fire checklist (including amending to annual review)
  - viii. Cyber Security
- c. To consider increasing the number of pages in Council's 'Caister Community Connect' publication from 52 pages to 56 pages.
- d. To note and offer comment on planned Norwich Road Surface Dressing works received for consultation - 2<sup>nd</sup> June 2026 from 19:00 to 23:00 with there also being two contingency dates in case of bad weather on the 3<sup>rd</sup> and 4<sup>th</sup> June 2026.
- e. To receive and review 2024/25 Internal Audit Review report progress.
- f. To note resignation of Councillor Brian McGrellis.
- g. To note Council currently holds 2 vacancies with both available for co option.
- h. To approve the Exercise of Public Rights dates as Wednesday 3 June 2026 - Tuesday 14 July 2026.

**17. Chair update**

- a. Chair Report 2025/26
- b. Social Media
- c. Norwich Road works
- d. Beach Road car park
- e. Shop Caister

**18. To consider that in accordance to s1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.**

**19. To review draft response from Solicitors in relation to ongoing legal matters relating to the Old Youth Club Site**

**20. Agenda items for the next Full Council meeting**

**21. To agree dates of next meetings**

- a. Full Council – 1 June 2026, 7pm
- b. Full Council – 6 July 2025, 7pm
- c. Finance Committee – 20 July 2026, 7pm
- d. Full Council – 3 August 2026, 7pm
- e. Full Council – 7 September 2026, 7pm
- f. Finance Committee – 21 September 2026, 7pm
- g. Full Council – 5 October 2026, 7pm
- h. Personnel Committee – 2 November 2026, 6.30pm
- i. Full Council – 2 November 2026, 7pm
- j. Finance Committee – 17 November 2025, 7pm
- k. Full Council – 7 December 2026, 7pm
- l. Full Council – 4 January 2027, 7pm
- m. Finance Committee – 18 January 2027, 7pm
- n. Full Council – 1 February 2027. 7pm
- o. Full Council – 1 March 2027, 7pm
- p. Finance Committee – 22 March 2027, 7pm
- q. Full Council – 5 April 2027, 7pm
- r. Annual Parish Meeting & Community Awards – 19 April, 6.30pm
- s. Annual Parish Council Meeting – 17 May 2027, 7pm

**22. Closure of meeting**