



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 20 July 2026 at 7.00pm at The Council Hall, 1 Yarmouth Rd, Caister-On-Sea, Norfolk NR30 5DL.

In attendance:

Parish Councillors – Sandy Griffiths, Jan Jarzembski, Peter Sleet, Robin Wilkinson and Kevin Wood.

Responsible Finance Officer – Michele O’Keefe

Parishioners – None

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

The Responsible Finance Officer (RFO) opened the meeting, welcomed all parties and introduced agenda item 1.

1. To elect the Chair of the Finance Committee

Cllr. Peter Sleet was proposed by Cllr. Robin Wilkinson, seconded by Cllr. Jan Jarzembski and agreed by all.

2. To elect the Vice-Chair of the Finance Committee

Cllr. Sandy Griffiths was proposed by Cllr. Kevin Wood with agreement from all.

Cllr. Sleet took the Chair.

3. To consider apologies for absence

Cllr. Christopher Kirk sent apologies ahead of the meeting.

4. Declarations of interest not previously disclosed

None.

5. To approve the minutes of the previous meeting held on 16.03.26

The minutes were agreed as a true record of proceedings and the action points relating to the budget for 2026/27 were reviewed as follows:

- Insurance overspend 2025/26 – The RFO provided further information relating to insurance of new playground equipment and general policy price increases.
- New build overspend 2025/26 – Cllr. Sleet advised that there were processes that the new build committee were not aware of at the outset of the project that may alter the direction going forward, and the Architects would need to be paused.
The RFO confirmed that the instruction to pause had already been given.
- CiLCA completion date – The RFO confirmed that the Clerk had completed the Introduction to CiLCA module and that a timescale for full completion was not possible as the qualification needed working experience alongside the completion of other modules.
- Grants and donations overspend 2025/26 – The RFO confirmed that all grants had been approved by Council at monthly meetings and that the budget for 2026/27 had been increased to facilitate a greater number of grants.

6. To consider the Internal Audit

The committee reviewed the tracker and noted that two of the three recommendations were already addressed. The RFO explained that the Scribe invoices were more limiting than the versions currently in use, but would speak with Scribe to see if a combined invoice and receipt was possible within the system capability.

RFO to discuss formats with Scribe help desk.

7. Budget Spend Year to Date

The committee reviewed the spend to date and were content with the position as of 17.07.2026.

8. To consider foreseeable costs related to Maintenance of Assets

The committee reviewed the planner for the maintenance of assets and appreciated the ability to see the current spend and future estimates for maintenance. It was noted that the playground budget is insufficient for the amount of works required and that council hall budget would need to be reconsidered if a metal porch replaced the current wooden structure.

**The Committee recommends for Council to investigate the requirement for a structural survey was needed to be undertaken on the porch to ensure safety.
RFO to prepare an updated copy to take to Full Council in August.**

9. To consider an Investment Planner to manage Council monies

The committee reviewed the planner for the various bank accounts of council and advised that the interest generated by the three fixed-term products maturing in October 2027 would best

be reinvested in the Earmarked Reserve for Assets.

The following recommendation for new fixed-term accounts will be taken to the meeting of Full Council in August:

Fixed-term account – 12-month term £350,000.00 – Earmarked Reserve New Build Project

Fixed-term account – 6-month term £85,000.00 – Earmarked Reserve Land

Fixed-term account – 6-month term £100,000.00 – Earmarked Reserve Assets

RFO to prepare paper for Full Council Meeting in August for approval.

10. Dates of next meetings:

Council Meeting – Monday 3 August 2026, 7pm

Finance Committee – Monday 21 September, 7pm

Finance Committee – 23 November, 7pm

11. Closure of meeting

The meeting closed at 19.37.