CAISTER-ON-SEA PARISH COUNCIL
The Council Hall, 1 Yarmouth Road, Caister-On-Sea,
Great Yarmouth, Norfolk, NR30 5DL
Office opening times:
Monday-Thursday 9.30-12.30
Clerk: 07873 756 239 RFO/Burials Clerk: 07751 444 904 Office: 01493 738 474

**Minutes of the Full Council Meeting held on Monday 5 October 2026 at 7.00pm at The Council Hall, 1 Yarmouth Road, Caister-On-Sea, Norfolk, NR30 5DL.**

**In attendance:**

**Parish Councillors** – Kevin Wood (Chair), Jan Jarzembski, Christopher Kirk, John Hemsworth, Sandy Griffiths, Lorna Cutler, Alan Walker, Katie Batchelor and David Bailey.

**Borough Councillors** – Gary Boyd

**County Councillors** – Glenn Hurren

**Guests** – Michele O'Keefe (Responsible Finance Officer & Burials Clerk)

**Parishioners** – Four

**Parish Clerk** – Karina Barker

---

**These minutes are 'draft' until approved at the next meeting of Full Council.**

---

1. **To consider apologies for absence**

Apologies received from **Cllrs R Wilkinson, S Wilkinson, D Godbolt and N Keable** and **Borough Councillor Penny Carpenter.**

2. **Declarations of interest not previously disclosed**.

Council **noted** that Cllr Wood has previously been granted **dispensation** to remain in attendance for matters relating to Caister Playing Field but will not vote on these matters. Minute ref: Full Council/4.8.25/5/f

3. **To approve the minutes of the previous meeting held on 7.9.26**

Cllr Kirk proposed amendment to point 6/d but no amendment agreed. Cllr Kirk to consider ahead of the next meeting. The minutes were **agreed** and **signed** as a true record of proceedings with Council open to Cllr Kirk's suggestion at the next meeting.

4. **Public participation**
    a. Parishioners – No comments
    b. Borough/County Counillor Updates
        i. **Cllr Glenn Hurren** – Currently investigating issues around lamp post supply and Norwich Road closure signage.
        ii. **Cllr Gary Boyd –** Supported with instigating the boundary removal request and also facilitated investigations into the removal of the Number 4 bus service (with the intention of reinstatement) which has now been progressed to Norfolk County Council.
5. **To receive minutes of the Finance Committee meeting held on 21.9.26**
   The minutes were **received** by Council.
    a. Council **received** and **considered** recommendations from the Finance Committee meeting:

i. Council **reviewed** the action log from the 2025/26 Internal Audit and **resolved** to mark as complete with no further action required. Council questioned the requirement to use Scribe for invoicing and receipt.
ii. Council **reviewed** the request to convene a meeting of the New Build Working Group and resolved to pause until the New Year.
iii. Council **reviewed** the proposal for re-investment of ear marked reserves and resolved to progress as below:
    1. EMR – Assets: £100,000.00 (6 month fixed term product)
    2. EMR – Land: £85,000.00 (*12 month fixed term product) *change of term
    3. EMR – New Build: £350,000 (12 month fixed term product)

*RFO to implement accordingly.*

iv. Council discussed the quote received in relation to the next stage of monument repairs and **resolved** to progress the works and **approve** the quote of £105.00 received from Arthur Jary and Sons to:
    1. Re-level and cement @ £35.00 per unit x 3
    2. Tighten pins @ free of charge (unless further works are identified, for which new quotes will be provided prior to repairs being undertaken) x 4

*RFO to progress.*

v. Council **reviewed** and **approved** the proposed budget timeline recommended by the Finance Committee. *RFO to progress.*
vi. Council **reviewed** the membership of the Finance Committee and **resolved** to appoint **Cllrs Batchelor** and **Cutler** following their expressions of interest.

6. **Financial Matters**
    a. Council **approved** bank accounts, current balances and income and expenditure for September 2026 including payment of invoices raised.

| **PARISH COUNCIL PAYMENTS** | **DESCRIPTION** | **AMOUNT** | **VAT** | **TOTAL** |
|---|---|---|---|---|
| **Salary Payments** | | | | |
| Salaries | Salary Online | £4,228.04 | | |
| HMRC | HMRC Direct Debit | Nil | | |
| NEST | Pension Direct Debit | £77.11 | | |
| **Direct Debit Regular Payments** | | | | |
| British Gas | Gas Direct Debit | £6.67 | £1.33 | £8.00 |
| E-On Electricity | Electricity Direct Debit | £71.07 | £14.22 | £85.29 |
| British Telecom | Telephone Direct Debit (paid BACS) | £83.55 | £16.71 | £100.26 |
| Starboard Systems | Scribe Subscription | £69.00 | £13.80 | £82.80 |
| Gif Gaf | Phone Sims Direct Debit | | | £12.00 |
| Lloyds Accounts | Service Charge | £9.77 | | |
| Unity Trust Accounts | Service Charge | £7.00 | | |
| **Payments/Quotes Approved by Council (and minute reference) / Chair for emergency works** | | | | |
| Broadland Building Services (paid 05.09.26) | Deposit for Council Hall Porch Min Ref: FullCouncil/10.08.26/5/a | £3,173.91 | £634.78 | £3,808.69 |
| Michlmayr – Clock and Watch (paid 05.09.26) | Final Installment for Clock Repair Min Ref: FullCouncil/01.06.26/5/i | £1,785.00 | £357.00 | £2,142.00 |
| **Invoices for Approval** | | | | |
| Adams Cleaning | Public Toilets (invoice 22) | £1,045.00 | £209.00 | £1,254.00 |
| Ashleigh Print | Scarecrow Event Maps | | | £75.00 |
| Ashleigh Print | Harvest Celebration Correx Signs | £63.00 | £12.60 | £75.60 |

| | | | | |
|---|---|---|---|---|
| Bachelor Electrical Services | Electrical Condition Report | £750.00 | £150.00 | £900.00 |
| CartridgeSave | Stationery | £242.73 | £48.55 | £291.28 |
| C.R.R. Services | Wheelie Bin Service | | | £30.00 |
| NBB Recycled Furniture | 3 Cemetery Benches and fixings | £1,500.00 | £300.00 | £1,800.00 |
| NBB Recycled Furniture | 3 Brass Plaques | £180.00 | £36.00 | £216.00 |
| Norfolk Parish Training | Cllr Training (overdue) | £52.00 | £10.40 | £62.40 |
| Sullivans Window Cleaning | Council Hall Window Clean | £25.00 | | £25.00 |
| Viking | Stationery | £61.82 | £12.37 | £74.19 |
| **PARISH COUNCIL INCOME** | **DESCRIPTION** | **TOTAL** | | |
| Lettings | Various Hall | £876.00 | | |
| Newsletter | Advertising | Nil | | |
| Shop Caister | Membership | £200.00 | | |
| Donations | Summer Event | £68.87 | | |
| Lloyds Account | Interest | £14.40 | | |
| Unity Trust Accounts | Interest | £331.94 | | |
| **CEMETERY PAYMENTS** | **DESCRIPTION** | **AMOUNT** | **VAT** | **TOTAL** |
| **Direct Debit Regular Payments** | | | | |
| Lloyds | Service Charge | £4.25 | | |
| **CEMETERY INCOME** | **DESCRIPTION** | **TOTAL** | | |
| Private Parties | Burials and Monuments | £200.00 | | |
| Funeral Directors | Burials and Monuments | £2,080.00 | | |
| Memorial Bench Project | Purchase | Nil | | |

**Bank Balances as of 30.09.2026.**

| | | |
|---|---|---|
| Lloyds - Treasurers Account | £9,062.43 | |
| Lloyds - Instant Access Account | £26,547.00 | |
| Lloyds Cemetery - Treasurers Account | £7,178.10 | |
| Unity Trust Bank Account - Current | £68.35 | |
| Unity Trust Bank Account - Earmarked Reserve – Land | £85,000.00 | 6 month fixed |
| Unity Trust Bank Account - Earmarked Reserve – Assets | £85,000.00 | 6 month fixed |
| Unity Trust Bank Account - Earmarked Reserve – New Build | £350,000.00 | 12 month fixed |
| Unity Trust Bank Account - New Build Working Account | £30,215.63 | Instant access |
| Unity Trust Bank Account - General Reserve | £35,492.43 | Instant access |

b. Council **received** and **approved** monthly bank reconciliations for September 2026. **Signed** by Chair.
c. Council **received** and **noted** spend against budget to date.
d. Council **considered** Paper 10 and provided reassurance that, as a matter of standard practice, clear specifications and a defined scope of work are provided when seeking quotations. Council **recommended** that future papers include the scope within the report itself, alongside any quotations received, to support transparency and informed decision–making. Council further **noted** that, for audit–trail purposes, the Parish Council retains a record of all companies approached for quotations, including those who did not respond. It was **agreed** that this information should be noted within the paper to demonstrate due diligence, while not naming non–responding companies publicly.
e. Council **considered** Paper 11 regarding a request for an additional litter bin. Council **noted** that the provision, installation and ongoing emptying of public litter bins is the responsibility of Great Yarmouth Borough Council (GYBC). Council further **noted** that the Parish Council does not own or maintain litter bins, and assuming responsibility for

providing or servicing bins would set a precedent for future requests and create an ongoing financial and operational liability. Council therefore **resolved** that the matter be referred back to GYBC as the responsible authority, and that the Parish Council would not take on responsibility for funding or maintaining bins.

f. Council **considered** Paper 12 in relation to the Old School/Independence Matters Building and **agreed** that further investigation was required before any decision could be made. Council **resolved** to proceed with obtaining and reviewing the full condition report and to arrange a viewing as part of the assessment. Council also **agreed** to make enquiries to confirm whether the proposed cost is inclusive or exclusive of VAT, and to establish whether any restrictive timeframes or conditions apply. *Clerk to respond accordingly.*

g. Council **considered** Paper 13 and **noted** the legal requirement for Community Safety Accreditation Scheme (CSAS)–qualified marshalls to undertake the Remembrance Sunday road closures. Council **resolved** to **accept** the quotation of £92 plus VAT from Regency Security Services UK Ltd. *Clerk to progress.*

h. Council **considered** Paper 14 regarding the planning permission fee for the proposed Shop Caister signage on the Ormesby Road and Norwich Road bus shelters. Council **noted** that the fee is £87 including VAT per shelter. Council **agreed in principle** to meet this fee, subject to the Clerk's enquiries confirming whether a planning application is required. Council further **noted** that the cost of the signage itself had been approved at the previous meeting, and the *Clerk may proceed with ordering and progressing the works once clarification is received.*

i. Council **considered** Paper 15 and **noted** the contractor's report, including confirmation that the crown had been lifted higher than anticipated and that significant dead wood and additional defects had been identified, which extended the duration of the works to the cemetery trees. Council **acknowledged** and **appreciated** the high standard of work undertaken to date. Council further **noted** that the outstanding works were those identified within the original tree survey on which the initial quotation had been based, and expressed concern regarding the variance between the remaining work and the quoted scope. Council **resolved** that the *Clerk to communicate with the contractor to seek clarification on the outstanding items and to explore whether any compromise or adjustment can be reached in relation to completing the remaining works. The Clerk will report back to Council following these discussions.*

j. Council **considered** Paper 16 regarding the cost of refreshing the stage curtain pelmet. Council **noted** the quotation of £220 plus VAT for the required material from Home Stylz and **agreed** to proceed with the refurbishment at this cost. *The Clerk was **authorised** to arrange the works accordingly subject to approval of the associated outstanding grant application for new stage curtains.*

k. Council **noted** that no paper was available for consideration under Paper 17, as the additional quotations for the remedial works arising from the EICR report had not yet been received. Council **agreed** to **defer** the item in full to the November meeting.

l. Council **noted** that Cllr Kirk had requested an item on the agenda relating to Christmas expenditure. Cllr Kirk informed Council that the intention was to consider approval of the Christmas events rather than any associated costs. The Clerk advised that the annual events schedule for 2026 had already been approved by Full Council on 2 February (Minute reference Full Council/11.2.26/11/d), which included Light Up Caister on 4 December and the Christmas Showcase on 18 December. Further event details would be provided at the November meeting

7. **Council considered all cemetery matters as outlined by Burials Clerk Michele O'Keefe.** As agreed at the Council Meeting of 1 June 2026, Exclusive Rights of Burial (ERB) are signed by delegated powers by the Burial Clerk and not the Chair of the Parish Council.

Council **received** the cemetery update from the Burials Clerk as follows:
**No** interments or burials this month.
**Two** monuments have been approved this month.
**Two** transfers of Exclusive Right of Burial have been completed.
To note: Two interments are booked to date for October.

The available space in the Village Cemetery, including planned interments and excluding the un-plotted ground nearest to the Lifeboat Memorial (which is estimated to be a further 16 burial or 28 ash graves), is: Burial Plots – **19** and Ashes Plots – **38**.

**Bench Project to date:**
Corporate sponsored bench – one (installed)
Private purchase bench – three (installed)
Family plaques (on corporate bench) - none

**Other information:**
The painting of the lifeboat memorial railings has completed ahead of the anniversary event in November.

The cleaning of the lifeboat memorial will take place in stages ahead of the full clean.

The project to audit all graves to the Pear System and burial records was delayed due to the level of cemetery work in August but has commenced in September.
The start of this work has identified a number of discrepancies between the Pear System and the written records.

8. Council **received** and discussed the below planning application.
    a. **06/25/0661/PAE (10 Gilbert Road, Caister-on-Sea NR30 5LW):** Pre-Application Enquiry: Proposed construction of a double garage positioned on the front driveway, as well as construction of a front boundary wall at a height of approximately 5 feet **NO COMMENTS/ OBJECTIONS**
    b. **06/26/0638/TRE (9 Ambrose Road, Caister-on-Sea NR30 5DA):** Works to trees protected by Tree Preservation Order (No.15 1993 - G3) - T1 (Willow) - Pollard the tree to the knuckle to remove the small number of long branches at risk of snapping in high wind and create a larger number of smaller branches. **NO COMMENTS/OBJECTIONS**
    c. **06/26/0664/HH (6 Edinburgh Close, Caister-on-Sea NR30 5LU):** Proposed single storey front extension. Development Management Committee Invitation. Council offered no comments/objections at the September meeting. Clerk has enquired as to the reason and process behind the invitation to the committee meeting and will report back via email due to the meeting being held on 7 October.

Clerk to **respond** accordingly.

9. Council **considered** Paper 18 regarding proposed improvements to the central reservation on Yarmouth Road between the roundabout and Tesco. Council **noted** comments from Cllr N. Keable, who advised that any scheme must take account of how Scheme 01–07 of the Local Cycling and Walking Infrastructure Plan (LCWIP) would be accommodated. Council also **noted** that the Lidl planning application, if granted, would substantially alter and enlarge the roundabout, and that any central reservation improvements would therefore need to be coordinated with Lidl's proposals, including any landscaping works. Clerk to communicate with highways regarding this area and any proposed cycleway infrastructure impending along with any interniatry visual improvements that can be made on this entrance into the village. Council **agreed** that the *Clerk should communicate with Norfolk Highways regarding the central reservation area, seeking clarification on any proposed cycleway infrastructure associated with*

*the LCWIP and requesting that the Parish Council be consulted prior to any related works.* Council further **agreed** that the *Clerk explore with Highways whether any interim visual improvements could be made to this entrance into the village.*

10. Council **considered** Paper 19 regarding the proposed installation of a noticeboard on Ormesby Road. Council **voted in favour** of locating the noticeboard at the Haven Bus Shelter on the Eastern side of Ormesby Road. Council **agreed** that the *Clerk progress the matter by seeking the necessary Highways Street Furniture approvals and confirming whether Advertisement Consent/Planning Permission is required, together with obtaining quotations for the supply and installation of the noticeboard.*
11. Council **considered** whether to request that Great Yarmouth Borough Council (GYBC) commence a Community Governance Review to examine the inclusion of the Nova Scotia Farm development within the Caister–on–Sea parish boundary. Council **noted** that such a review is undertaken by GYBC and that the process typically takes several months to complete. Council **resolved** to formally request that Great Yarmouth Borough Council commence the Community Governance Review. *Clerk to instruct.*
12. Council **considered** the verbal proposal relayed by Cllr K. Wood from the Police and Crime Commissioner regarding the potential ring–fencing of two police officers for Caister at an annual cost of £60,000, with officers only being redeployed in cases of extreme emergency. Council **expressed concern** regarding the financial implications of the proposal, noting that residents already contribute to policing through Council Tax and questioning the appropriateness of additional funding via the parish precept. Members also raised questions regarding the guarantees that could be provided around ring–fencing officers and the circumstances under which exceptions would apply. Council **agreed** that the *Clerk contact the Police and Crime Commissioner to request clarification on the guarantees surrounding the ring–fencing of officers, the exceptions under which redeployment could occur, and details of the trial scheme currently operating in Thetford.*
13. Council **noted** that no paper was available for consideration regarding potential new play equipment options for the play area at King George V Field, as no responses had been received from suppliers. Council **agreed** to defer the item to the November meeting.
14. **Parish Office**
    a. Council **noted** and **reviewed** the conclusion of audit and the associated report. Council **noted** the external auditor's report, including the "except for" matter stating that the Council had not considered the independence of the internal auditor. Council **recorded** that the internal auditor was approached via an independent body (Norfolk Parish Training and Support), and that this had been advised to the external auditor; however, the external auditor nonetheless concluded that the Council had not explicitly considered independence. Council **noted** this finding and agreed that, moving forward, the independence of the internal auditor will be formally considered and recorded as part of the Council's annual governance processes.
    b. Council **noted** that the dismantle and rebuild of the porch commenced on 5 October, with an anticipated duration of approximately two weeks. The Clerk **confirmed** that access to the building is expected to be maintained throughout the works unless any unforeseen circumstances arise. Council further **noted** that both adjacent shops had been consulted and advised that access would remain available; however, both businesses have chosen to close for the duration of the works. Hall user groups have also been informed.
    c. Council **considered** Paper 21 relating to the preliminary consultation on a proposed Traffic Regulation Order (TRO) for Jack Chase Way. Council **agreed** to object to the consultation at this stage, noting that the document provided was unclear and that further information is required to understand precisely what is being proposed. Council also **expressed concern** that the consultation materials made no reference to

hedgerows, and **agreed** that clarification is needed regarding any impact on existing hedgerow features. Council **agreed** that the *Clerk contact Norfolk Highways to request clearer documentation, details of the specific measures proposed, and confirmation of how hedgerows are to be treated within the scheme. The Clerk will report back to Council once a response has been received.*

d. Council **received** an update on the ongoing investigation into the suspended Number 4 bus service. Council **noted** that residents have initiated a petition seeking reinstatement of the route, which was suspended prior to the Covid–19 lockdown. Council **recorded** that Cllr Boyd had contacted First Bus directly, who advised that the service had been under–used and that vehicle parking issues had also affected its operation. First Bus suggested that concerns be raised with Great Yarmouth Borough Council, and Cllr Boyd advised that Norfolk County Council may have stronger channels of communication to escalate the matter. The Clerk advised that correspondence has been sent to both Norfolk County Councillors, requesting support in addressing the issue and will report back to Council upon receipt of any updates.
e. Council **noted** receipt of the signed Highways Street Furniture application in relation to the installation of the Friendship Bench on Ormesby Road. Council further **noted** that Tesco has confirmed its agreement to the relocation of the bench and has donated £200 towards the cost of the Friendship Bench sign. Council **agreed** that the *Clerk order the sign and arrange installation of the sign and relocation of the bench.*
f. Council **noted** that the installation of the new turf surfacing within the play area has now been completed. Members were advised that the works were initially delayed due to a prolonged period of exceptionally dry weather, with the contractor recommending that installation be postponed until ground conditions were more suitable. Following an improvement in conditions, works recommenced and were completed successfully.
g. Council **noted** that three grant applications have been submitted under the Love Your Market Town programme. Members were advised that the applications relate to projects intended to support and enhance the local area and that all required documentation had been submitted within the specified timescales. Council noted that outcomes are anticipated by 12 October and agreed that a further update be provided once the results of the applications have been received. The applications made are:
    i. Shop Caister Loyalty Scheme
    ii. Visitor Guide and Heritage Trail Project
    iii. Christmas High Street Activation including Grotto
h. Council **noted** that an application had been submitted to the Norfolk Community Foundation for funding to support a proposed community cycling programme during the Easter half-term and summer holiday periods in 2027. Members were advised that the application had subsequently been **unsuccessful**. Feedback received from the Foundation indicated that the funding round had been significantly oversubscribed, with applications exceeding the available funding by approximately double. Council further **noted** that, whilst the application was not approved, the Foundation had recommended that the Council adopt a formal Safeguarding Policy in support of future applications involving activities for children, young people and vulnerable adults. Council **agreed** that the recommendation be considered as part of its ongoing policy review programme and **noted** that opportunities to secure alternative funding for the project may be explored in due course.
i. Council **considered** the draft Lifeboat Memorial Agreement as detailed in Paper 22. Following consideration of the proposed terms, Council **resolved** to **approve** the draft agreement and authorised the Clerk to issue the document to Caister Volunteer Lifeboat Service (CVLS) for **review** and, subject to agreement, **signing** by the parties.

Councillors Hemsworth and Wood did not participate in the vote due to their involvement in the Caister Lifeboat organisation.

j. Council **received** an update from Persimmon regarding the Norwich Road improvement works, as detailed in Paper 23. Members **noted** that kerb realignment works had commenced following the end of the embargo period and that associated utility works were continuing in conjunction with the highway improvements. Council further **noted** that landscape works to restore Norwich Road to its previous condition are scheduled to commence during the week beginning 19 October. Having considered the landscaping options presented within Paper 23, Council **resolved** to proceed with the bulbs and shrubs planting scheme. *Clerk to update Persimmon.*
Council additionally noted that the Clerk had contacted Persimmon on the day of the meeting regarding the road closure that had been implemented, as previous communications had indicated that traffic management would consist of temporary traffic signals and stop/go boards rather than a full road closure. Persimmon apologised for the oversight and advised that the closure had been introduced to enable UK Power Networks works to be undertaken simultaneously with the kerb realignment works, thereby avoiding the need for an additional road closure at a later date.
Members also **noted** concerns regarding the adequacy of diversion and advance warning signage within the village. Persimmon advised that it had requested improvements to the signage to better indicate the location of the closure, particularly for traffic approaching from the Norwich Road/A149 roundabout. Persimmon further advised that revised signage arrangements, including "Business Open as Usual" signage, were expected to be in place by the following day.

15. Council **considered** the applications received in respect of the current vacancies on the Council. Members reviewed the applications submitted by **Mr Kevin Ivins** and **Ms Sarah Pitt** and, following consideration, **resolved** to co-opt both applicants to serve as councillors. Council **noted** that one vacancy remains and agreed that the vacancy continue to be advertised in accordance with the Council's Co-option Policy.
16. **Chair update**
    a. **Social media –** August was a record month for Social Media with 952,039 hits and 50,234 engagements
        i. Top posts:
            1. Bernard Matthews Lifeboat Return 74,360
            2. Shop Caister – The Centurion 23,456
            3. Shop Caister – Ellese Bakes 22,189
            4. Shop Caister – Lazy Grazer 21,805
            5. Seaside Summer Trail posts total 20,434
            6. Other Shop Caister posts 39,300
            7. Scarecrow Trail posts to date 28,400
            8. Council's opposition to Persimmon 18,900
    b. **Community Harvest Celebration -** Members **noted** the significant contribution made by councillors, staff and volunteers in delivering the event and recorded their thanks to all involved. Council **noted** the successful collection of produce for the Community Larder, strong participation from Caister Infant and Junior Schools, and the positive response to the Scarecrow Trail, which featured in excess of 98 scarecrows throughout the village. Council further **noted** that more than 40 households participated in the Community Garage Sale and that the event had generated considerable community engagement whilst encouraging additional visitors to the village. Members **agreed** that the event had been a significant success and welcomed plans to further develop the celebration in future years.

c. **Remembrance Sunday Service** – Council **received** an update regarding preparations for the Remembrance Sunday Service. Members **noted** that volunteers were being sought to assist with road closures, the reading of names and other event duties. Council further **noted** that members of Caister Men's Shed had offered support with road closures and that a bugle player was still required for the sounding of the Last Post.

d. **Caister Remembers – Community Service and Exhibition –** Council **received** an update on the Caister Remembers Exhibition and Community Service scheduled for 10 and 11 November. Members **noted** that the exhibition would be open to the public at the Council Hall on 10 November. Council further **noted** that the exhibition on 11 November would be restricted to pre-arranged school visits only, in accordance with safeguarding requirements. Members also **noted** arrangements for a community memorial service at the War Memorial commencing at 10.45am on 11 November, led by pupils from Caister Infant and Junior Schools. Volunteers were sought to assist with both the exhibition and memorial service.

e. **Shop Caister -** Council received an update on the Shop Caister initiative with Members noting that membership had exceeded initial expectations, with 49 local businesses having joined the scheme. Council welcomed the positive engagement from local businesses and noted the substantial contribution made by councillors involved in promoting the initiative. Members further noted the particularly strong involvement of Shop Caister businesses in the Community Harvest Celebration and Scarecrow Trail, which had contributed significantly to the success of the event. Council agreed that the initiative had established a strong foundation for future development and noted that focus would now begin to shift towards engaging businesses in the planning and delivery of forthcoming Christmas events and activities.

f. **Christmas Events -** Council **received** an update regarding Christmas events planned for December. Members **noted** proposals for a continued Shop Caister themed approach to the Council's festive programme, with a strong emphasis on business involvement and community participation. Council **noted** that Christmas events would commence on 4 December with the Light Up Caister event and Merry Mistletoe Mini Market, followed by gingerbread decorating workshops on 6 December and a Christmas Showcase on 18 December. The Showcase, which is being jointly planned with Caister School of Dance, will feature choirs, dance performances and a short nativity, and will be free to attend. Council further **noted** that, alongside the existing Shop Caister Working Group comprising Councillors Wood, Cutler and Batchelor, Councillors Walker, Bailey and Kirk had expressed an interest in attending future meetings to support the involvement of Shop Caister businesses in the forthcoming festive celebrations.

17. **Agenda items for the next Full Council meeting:**
    a. Proposed amendment to minute reference Full Council/7.9.26/6/d - Cllr C Kirk.
    b. EICR report and remedial work quotations
    c. New play equipment options – Cllr K Wood
    d. Full Christmas event schedule
18. **Council agreed dates of next meetings**
    a. Personnel Committee – 2 November 6.30pm
    b. Full Council – 2 November, 7pm
    c. Finance Committee – 23 November, 7pm
    d. Full Council – 7 December, 7pm
19. **Closure of meeting 20:54**