

**CAISTER ON SEA PARISH COUNCIL**

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79 Seafield Road North  
Caister on Sea  
Great Yarmouth  
Norfolk NR30 5LG

19<sup>th</sup> October 2021

Dear Councillor

You are hereby summoned to attend a **FINANCE COMMITTEE MEETING** on **Monday 25th October 2021 at 1900 hrs.** at the Council Hall, Yarmouth Road, Caister

Yours faithfully

**E DYBLE**

**Parish Clerk**

**AGENDA**

- 1** Declaration of Interest
- 2** Apologies for Absence
- 3** Minutes of Previous Meeting held 26<sup>th</sup> July 2021
- 4** Quarterly Reconciliation and Income & Expenditure to 30<sup>th</sup> September 2021
- 5** Discuss Caister in Bloom Splinter/War Memorial Support Group – payment of £20 per month due to change of circumstances of the organisation
- 6** Discussion re staff salaries and appointment of Relief Caretaker
- 7** Precept 2022/23 – see separate sheet
- 8** Correspondence
- 9** Date of next meeting – Monday 31<sup>st</sup> January 2022
- 10** Closure of meeting

## **REQUESTS – 2022/23 PRECEPT**

### **Cllr. K WOOD**

#### **Funds for Heritage trail**

plaques, leaflets maps, signage boards  
estimated costs £5,000

#### **Caister Carnival 2022**

£3,000

#### **Light up Caister 2022**

Lights, trees £2,500

#### **In 2022 Jubilee celebrations - The Big Lunch**

Will bring the celebrations into the heart of every community. People are invited to share friendship, food and fun with neighbours as part of the Platinum Jubilee celebrations.

To set aside money in precept for Caister's celebrations possible cost of beacon that can be used again on other occasions £1,500

### **Cllr. BOB COE**

A reasonable sum to be set aside for S137 money, up to 6 maximum donations, about £2,000.

The CAB and Air Ambulance are covered elsewhere.

To be reviewed annually

<b><u>PROPOSED PRECEPT 2022/23</u></b>		
	<b><u>ACTUAL</u></b>	<b><u>ESTIMATED</u></b>
	<b><u>2021/22</u></b>	<b><u>2022/23</u></b>
	<b><u>£</u></b>	<b><u>£</u></b>
Playing Field Grant *	2,550.00	
Bus Shelters	3,000.00	
Salaries	35,782.00	
Telephone Rental and calls (£15 per ¼)	400.00	
Audit Stamp Duty	600.00	
Insurance	6,000.00	
National Insurance Contributions	3,500.00	
Administration Costs	2,000.00	
Donations (CAB)	500.00	
Fire Regulations	400.00	
Reserves	25,000.00	
Village Centre	25,000.00	
Public Toilets	<u>5,000.00</u>	
	<b>£109,732.00</b>	
<b>Concurrent Functions *</b>	<b>£2,550.00</b>	
<b>Non-Concurrent</b>	<b><u>£107,182.00</u></b>	
	<b><u>£109,732.00</u></b>	

## Bank Reconciliation 30th September 2021

	<b>Receipts</b>	<b>Payments</b>	<b>Balance</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>General Account</b>	78,742.67	23,087.58	55,655.09
<b>Hall Account</b>	19,025.25	6,987.23	12,038.02
<b>Village Centre</b>	225,000.00	0.00	225,000.00
<b>Carnival 2020 (Zip Wire)</b>	2,237.11	0.00	2,237.11
<b>War Memorial</b>	4,706.23	0.00	4,706.23
<b>Reserves</b>	50,000.00	0.00	50,000.00
<b>Village Cemetery</b>	<u>60,413.17</u>	<u>16,956.98</u>	<u>43,456.19</u>
	<b>£440,124.43</b>	<b>£47,031.79</b>	<b>£393,092.64</b>

### Ref: 06

Business Instant Access A/c	342,630.76		
Treasurers A/c	<u>7,005.69</u>		
		<b>£349,636.45</b>	
Cemetery Accounts			
Business Instant Access A/c	40,464.89		
Treasurers A/c	<u>2,991.30</u>		
		<b><u>£43,456.19</u></b>	
			<b>£393,092.64</b>

<b>CAISTER ON SEA PARISH COUNCIL</b>		
<b>INCOME &amp; EXPENDITURE TO 30th SEPTEMBER 2021</b>		
<b>GENERAL ACCOUNT</b>	<b>INCOME</b>	<b>EXP.</b>
	<b>£</b>	<b>£</b>
Precept	48,453.52	
Bank Interest	14.64	
Re-charge 2/3 Asst. Clerk's Salary	2,209.01	
Re-charge 2/3 Asst. Clerk's Telephone	211.93	
Newsletter Advertisements	370.00	
Refund of VAT	<u>9,442.60</u>	
Salaries		11,567.38
Expenses		208.00
Telephone/Broadband		452.79
Employers National Insurance Contributions		2,437.37
Administrations costs		704.91
PFMA 1/2 year Grant		1,275.00
Subscription NALC		1,019.59
Subscription SLCC		185.00
Subscription ICO Data Protection		40.00
Subscription Microsoft 365		66.66
Plants and Compost for Tubs		22.40
Caister In Bloom		120.00
Memorial Seat - D George		1,161.00
Donation CFPMC		350.00
" EAAA		350.00
Newsletter Printing		1,190.00
Pavement Display Signs		176.03
Japanese Knotweed Treatment		720.00
Internal Audit		125.00
Internet Hosting		60.00
General Maintenance		48.16
VAT		<u>808.29</u>
	<b>£60,701.70</b>	<b>£23,087.58</b>
Excess Income over Expenditure	37,614.12	
Balance brought forward 01.04.21	<u>18,040.97</u>	
Balance to date	<b>£55,655.09</b>	
<b>VILLAGE CENTRE ACCOUNT</b>	<b>INCOME</b>	<b>EXP.</b>

	<b>£</b>	<b>£</b>
Precept	<u>25,000.00</u>	0
	<b>£25,000.00</b>	£0.00
Excess of Income over Expenditure	25,000.00	
Balance brought forward 01.04.21	<u>200,000.00</u>	
	<b>£225,000.00</b>	
<b>HALL ACCOUNT</b>	<b>INCOME</b>	<b>EXP.</b>
	<b>£</b>	<b>£</b>
Precept	11,278.48	
Lettings	2,353.25	
Rent	1,375.00	
Cinema	<u>128.00</u>	
Salaries		4,606.50
Insurance		362.00
Electricity		164.75
Window Cleaning		140.00
Rates, Water and Sewerage		541.09
Heating Oil		716.80
DVD's		86.58
FilmBank Licence		115.83
General Maintenance		<u>253.68</u>
	<b>£15,134.73</b>	<b>6,987.23</b>
Excess Income over Expenditure	8,147.50	
Balance brought forward 01.04.21	<u>3,890.52</u>	
Balance to date	<b>£12,038.02</b>	
<b>CAISTER CARNIVAL '20 (Zip Wire)</b>	<b>INCOME</b>	<b>EXP.</b>
	<b>£</b>	<b>£</b>
Balance brought forward 01.04.21	<u>2,237.11</u>	
Balance to date	<b>£2,237.11</b>	
<b>WAR MEMORIAL</b>	<b>INCOME</b>	<b>EXP.</b>
	<b>£</b>	<b>£</b>
Balance brought forward 01.04.21	<u>4706.23</u>	
Balance to date	<b>£4,706.23</b>	

<b>VILLAGE CEMETERY</b>	<b>INCOME</b>	<b>EXP.</b>
	<b>£</b>	<b>£</b>
April/May June	15,365.90	14,692.94
July	980.32	1,045.73
August	660.34	634.82
September	<u>340.34</u>	<u>583.49</u>
	<b>17,346.90</b>	<b>16,956.98</b>
Excess Income over Expenditure	389.92	
Balance brought forward 01.04.21	<u>43,066.27</u>	
Balance to date	<b>£43,456.19</b>	
<b>RESERVES</b>	<b>INCOME</b>	<b>EXP.</b>
	<b>£</b>	<b>£</b>
Precept	25,000.00	
Excess Income over Expenditure	25,000.00	
Balance brought forward 01.04.21	<u>25,000.00</u>	
Balance to date	<b>£50,000.00</b>	