

CAISTER ON SEA PARISH COUNCIL

31st January 2022

A FINANCE COMMITTEE

Meeting was duly convened and held at The Council Hall at 1900 hrs.

PRESENT: Councillor M Clifford (in the chair)

Councillors A Baker, R Batchelor, P Sleet, R Wilkinson and K Wood

Parish Clerk Mrs E Dyble

29 APOLOGIES FOR ABSENCE

None

30 DECLARATION OF INTEREST

Cllr. P Sleet declared an interest in Item No.8 on the Agenda as being Chairman of Hall Committee

31 ACCOUNTS

Clerk presented copies of the Quarterly Reconciliation and Income & Expenditure reports to 31st December 2021 for approval.

It was proposed by Cllr. A Baker, seconded by Cllr. R Batchelor, agreed by all members present that accounts be approved : **recommend Council accepts proposal**

32 ASST. CLERK

Letter received from Mrs. Z Porter informing that after attending the course ran by the ICCM she now has an increased workload due to extra legal work required on the Transfer of ERB's and has requested an extra two hours on a Wednesday solely for the purpose of transfers or when not busy Cemetery database.

After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. R Batchelor and agreed by all members present to increase the hours by two on a Wednesday for a period of three months, then to be reviewed. During the extra hours doors to be closed and telephone on answerphone only : **recommend Council agrees to the above**

33 LIVING TRANSFER – ERB'S

Asst. Clerk requested agreement for a fee for a "Living Transfer" or "Living Additional Name" to be placed on Exclusive Right of Burial deeds. ICCM recommend the fee of £25. After discussion it was proposed by Cllr. A Baker, seconded by Cllr. P Sleet and agreed by all members present that a fee of £20 be charged : **recommend Council agrees to the above**

34 LAPTOP

Clerk reported that the Laptop used by the Assistant Clerk is very slow at the moment and requested whether a new Laptop could be purchased. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. R Batchelor and agreed by all members present for Clerk to investigate an Internet upgrade to Fibre, also have the Laptop serviced by A B Computers : **recommend Council agrees to the above**

35 HERITAGE TRAIL

Cllr. K Wood requested permission to purchase:

i) 3 x Display boards for Heritage trail maps, cost from £500 to £800 plus vat per board. The boards to be located at Beach Road car park, car park area off High Street and Playing Field. After discussion it was proposed by Cllr. R Wilkinson, seconded by Cllr. R Batchelor and agreed by all members present to allow up to £800 per board : **recommend Council agrees to the above**

ii) First 3 x Plaques for Heritage trail £125 per plaque to be sited at Council Hall, Lifeboat Station, Holy Trinity Church. After discussion it was proposed by Cllr. R Wilkinson, seconded by Cllr. R Batchelor and agreed by all members present : **recommend Council agrees to the above**

36 BEACON – QUEENS JUBILEE

Clerk reported that a Beacon, complete with burner, gas pipe and regulator could be purchased at a cost of £994.08 plus installation of approximately £200. After discussion it was proposed by Cllr. R Batchelor, seconded by Cllr. P Sleet and agreed by all members present to : **recommend Council to purchase Beacon and get it installed near the Lifeboat Shed on the dunes.**

37 MEMORIAL BENCH

Clerk reported that the purchase of a Rainbow Bench representing the hard and loyal work during the pandemic of the NHS and Keyworkers could be purchased at a cost of £1,235 + VAT plus delivery of £145. Bench to be sited at the War Memorial area. After discussion it was proposed by Cllr. A Baker, seconded by Cllr. P Sleet and agreed by all members present to : **recommend Council to purchase Bench as above**

38 OPERATION LONDON BRIDGE

Cllr. A Baker explained that the expected expenditure of purchasing items for 'Operation London Bridge' would not exceed £250. Items to be purchased picture frame Black armbands for Councillors, Condolence Book, Black table covering etc. After discussion it was proposed by Cllr. R Batchelor, seconded by Cllr. K Wood and agreed by all members present to : **recommend Council to agree to the above**

39 REFERRALS FROM HALL COMMITTEE MEETING

- i) Replacement windows x 3 with trickle and opening vents
Clerk reported that two tenders had been received as follows:-
- | | | |
|---------------|---|-----------------|
| Kingswood | = | £3,255.83 + VAT |
| Razor Windows | = | £2,955.00 + VAT |

After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Sleet and agreed by all members present to : **recommend Council to accept the tender from Kingswood Windows of £3,255.83 + VAT**

- ii) Installation of a Gas supply to the Council Hall
Cllr. P Sleet explained that in order for Council to become energy efficient it needs to be looking at replacing the Hall Oil boiler. After a lengthy discussion on the different types of heating system, it was agreed that Gas would be the most efficient and cheapest option for Council at the present time. The only object in the way forward with this is that there is no gas supply to the Hall and the only organisation able to carry out the installation would be Cadent who have quoted the sum of £2,074.00 + VAT. It was proposed by Cllr. R Batchelor, seconded by Cllr. R Wilkinson and agreed by all members present to : **recommend Council obtains a Service Report on the condition of the present Oil boiler before any further action is taken**

40 DATE OF NEXT MEETING

The date of the next meeting will be held on Monday 25th April 2022 at 1900

41 CLOSURE OF MEETING

The meeting ended at 2000 hrs.

Chair:

Date