

# CAISTER ON SEA PARISH COUNCIL

27th June 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, P Hammond, R Wilkinson and K Wood  
Parish Clerk Mrs E Dyble

## **01 ELECTION OF CHAIR**

On the motion of Councillor A Baker, seconded by Councillor P Hammond, agreed by all members present it was:-

**RESOLVED** - Councillor M Clifford be elected as Chair of the Finance Committee for the ensuing year 2022/23

## **02 ELECTION OF VICE-CHAIR**

On the motion of Councillor K Wood, seconded by Councillor P Hammond, agreed by all members present it was:-

**RESOLVED** - Councillor R Wilkinson be elected as Vice-Chair of the Finance Committee for the ensuing year 2022/23

## **03 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor R Batchelor – work commitment  
P Sleet – family commitment

## **04 DECLARATION OF INTEREST**

Cllr. P Hammond declared an interest in Item 6 on the Agenda  
Cllr. K Wood declared an interest in Item 5 on the Agenda

## **05 CAISTER FOOD LARDER**

**Cllr. K Wood** requested whether Council would help the Food Larder to purchase food during the interim period whilst they were setting up their Charity Status and Bank accounts.

After discussion it was proposed by Cllr. R Wilkinson, seconded by Cllr. P Hammond and agreed by all members present to make two payments of £250 to Tesco totalling £500 for the provision of food to the Food Larder and that it is made clear that this is a one-off payment : **Resolved recommend Council agrees to two payments of £250 each being made to Tesco on behalf of the Food Larder**

**06 TENDERS FOR GAS BOILER FOR COUNCIL HALL**

Clerk reported that two tenders had been received for the supply and installation of a Gas Boiler for the Council Hall to replace the present Oil Boiler as follows:-

|               |                  |
|---------------|------------------|
| Anglia Boiler | £10,085.00 + VAT |
| C R Levers    | £ 9,865.00 + VAT |

After discussion it was proposed by Cllr. K Wood, seconded by Cllr. R Wilkinson and agreed by all members present to accept tender from C R Levers for the installation of a new Gas Boiler : **Resolved recommend Council to accepts tender from C R Levers of £9,865.00 + VAT**

**07 UPDATED TENDER FOR GAS SUPPLY TO COUNCIL HALL**

Clerk reported that an updated tender had been received from Cadent for the installation of a Gas Supply to the Council Hall totalling £2,174.00 + VAT . After discussion it was proposed by Cllr. A Baker, seconded by Cllr. K Wood and agreed by all members present to accept the tender of £2,174.00 + VAT and get work carried out as soon as possible : **Resolved recommend Council agrees to accept the tender from Cadent of £2,174.00 + VAT**

**08 NORWICH ROAD BUS SHELTER**

Clerk reported that two tenders had been received for the refurbishment of Norwich Road Bus Shelter as follows:-

|                          |           |
|--------------------------|-----------|
| Lee Bowen                | £2,595.00 |
| S & M Building Solutions | £3,460.00 |

After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present to accept the tender from Lee Bowen of £2,595.00 : **Resolved recommend Council accepts the tender of £2,595.00 from Lee Bowen**

**09 LAPTOP**

Clerk reported that the laptop used by the Assistant Clerk had been checked and cleaned and a report had been received stating that the laptop only has an i3 processor and a very slow one terabyte hard drive, it will always struggle running Windows 10. Suggests getting Laptop i5 processor and an SSD drive fitted as standard with Windows 11.

After discussion it was proposed by Cllr. A Baker, seconded by Cllr. P Hammond and agreed by all members present to purchase new Laptop with i5 processor and SSD with Windows 11 as soon as possible to the value of £1,000.00 : **Resolved recommend Council agrees to purchase new Laptop with i5 Processor, SSD Hard Drive and Windows 11 as soon as possible**

**10 ZIP WIRE**

Cllr. K Wood informed that he had received an updated tender from Caloo for the supply and fitting of the Zip Wire on the King George V Playing Field of £8,000.00 + VAT and requested confirmation to go ahead and order as enough money had now been raised for this project. After discussion it was proposed by Cllr. P Hammond,

seconded by Cllr. R Wilkinson and agreed by all members present to accept tender and go ahead with ordering the Zip Wire as soon as possible : **Resolved recommend Council accepts tender of £8,000.00 + VAT**

**11 DATE OF NEXT MEETING**

Date of next meeting is 19<sup>th</sup> September 2022 at 1900 hrs.

**12 CLOSURE OF MEETING**

Meeting closed at 1950 hrs.

**Chair:**

**Date:**