

**CAISTER ON SEA PARISH COUNCIL**

**Tel: 01493-720893**

**Email: clerk@caisterparishcouncil.com**

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

26<sup>th</sup> July 2023

Dear Councillor

You are hereby summoned to attend a **FINANCE COMMITTEE MEETING** at **THE COUNCIL HALL, Yarmouth Road, Caister on Monday 31<sup>st</sup> 2023 at 1900 hrs.**

Yours faithfully

**E DYBLE**  
**Parish Clerk**

**AGENDA**

- 1** Apologies for Absence
- 2** Declaration of Interest
- 3** Minutes of previous meeting held 26<sup>th</sup> June 2023
- 4** Quarterly Reconciliation and Income & Expenditure accounts to 30<sup>th</sup> June 2023 for approval
- 5** Clerk to update on Internal Auditors report:
  - i) VAT Liability
  - ii) Internal Control Policy – Policy Committee
  - iii) Financial Risk Assessment – Policy Committee
  - iv) Terms of Reference for each Committee – Policy Committee
  - v) Assess Register – in hand Clerk/Asst. Clerk
  - vi) Bank Accounts – Clerk – in hand
  - vii) Buildings Reinstatement costs – awaiting information from Surveyor/Valuer
  - viii) General Reserves Policy – Policy Committee
  - ix) Fireproof Safe – On order
  - x) Form Policy Working Group
- 6** **Cllr. K Wood** - proposed new doors for Cemetery Shed
- 7** **Cllr. S Wilkinson** – proposed money be made available for a sensory garden. She is in the process of working with the students from East Coast College Great Yarmouth to design and build a sensory garden at the King George Vth Playing Field and requested whether Council would be in a position to provide funding of £350 to purchase supplies.
- 8** **Cllr. K Wood** – proposed funding from Festival 2023 – Play Equipment Quotes with help from Parish Council
- 9** **Cllr. P Sleet** - to discuss the whole 'Asset(s) of Community Value process and the Lidl site.
- 10** Correspondence
- 11** Date of next meeting
- 12** Closure of meeting