

# CAISTER ON SEA PARISH COUNCIL

26th June 2023

**A FINANCE COMMITTEE**  
meeting was duly  
convened and held at The  
Council Hall at 1930 hrs.

**Present: Councillors** R Coe, P Hammond, P Sleet, R Wilkinson and K Wood  
**Parish Clerk** Mrs E Dyble

## **01 Election of Chair**

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

**Resolved** - Councillor R Coe be elected as Chair of the Finance Committee for the ensuing year 2023/24

## **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 2023/24

## **03 Apologies for Absence**

None

## **04 Declaration of Interest**

Cllr. R Coe declared an interest in Item 7 k) on the Agenda

## **05 Minutes of Previous Meeting**

The minutes of the previous meeting held on 24<sup>th</sup> April 2023 were agreed and signed by the Chair

## **06 Grant Request**

A request was received from the Men's Shed requesting a Grant of £500 towards the acquisition and development of an appropriate shed equipment/materials where club members can safely and practicably use tools and machinery in response to community and fund-raising projects. After discussion it was proposed by Cllr. R Coe, seconded by Cllr. P Hammond and agreed by all members present that the best way forward was to approach Caister United Charities for the Grant as any Grant from the Parish Council must be match funded : **resolved recommend Council informs The Shed Group to contact Caister United Charities for the Grant**

## **07 Annual Internal Audit Report 2023**

To receive, discuss and recommend actions to Parish Council:

- a) That the Council seeks independent advice on any potential VAT liability.  
After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present to make enquiries via Norfolk Alcon Council's liability for VAT : **resolved recommend Council agrees to the above**

- b) That the Council reviews an Internal Control Policy annually in accordance with the Financial Regulations adopted. After discussion it was proposed by Cllr. R Coe, seconded by Cllr. K Wood and agreed by all members present to refer matter to Policy Committee : **resolved matter be referred to Policy Committee accordingly**
- c) That the Council approve a Financial Risk Assessment. After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present that Chair gets details : **resolved recommend Council agrees to Chair obtaining details and bringing back to Committee**
- d) That all committees have up to date Terms of Reference. After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present that Chair gets details and refer them to Policy Committee : **resolved recommend Council agrees to Chair obtaining details and referring to Policy Committee**
- e) That an up-to-date Asset register be compiled urgently. That this be used to inform both insurance cover and also the AGAR figures. After discussion it was proposed by Cllr. P Hammond, seconded by Cllr. P Sleet and agreed by all members present that Clerk and Asst. Clerk to get an Asset Register in place as soon as possible : **resolved recommend Council agrees to Clerk and Assistant Clerk putting together an up-to-date Asset Register as soon as possible**
- f) That Council agrees on an investment strategy and publishes same. After discussion it was proposed by Cllr. K Wood, seconded by Cllr. R Wilkinson and agreed by all members present that matter be referred to a Working Group : **resolved recommend Council agrees to Working Group be formed to agree an Investment Strategy**
- g) That the Council reviews the bank accounts held and ensures that no more than £85,000 is held in each bank. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present that Clerk obtains details of at least 3 bank accounts and brings back to Committee : **resolved recommend Council agrees to Clerk obtaining details and bringing back to Committee**
- h) That rebuilt surveys be undertaken on Council buildings and the insurance schedule reviewed. After discussion it was proposed by Cllr. P Hammond, seconded by Cllr. K Wood and agreed by all members present that Clerk contacts a local Chartered Surveyor for re-build quotes on the Council Hall and Community Centre : **resolved recommend Council agrees to Clerk obtaining details and bringing back to Committee**
- i) The Council must set the precept against a budget – and review spending against the budget throughout the year. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present that Committee look at budget and get monthly spend by end of September : **resolved recommend Council agrees for Finance Committee to agree budget and monthly spend by end of September**
- j) Council must, by law, consider a general reserve policy. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr P Hammond and agreed by all members present that matter be referred to Policy Committee : **resolved recommend Council agrees for Policy Committee to provide a general reserves policy**

- k) Community Association lease/insurance to be checked. Clerk informed that the Lease with the Community Association is a Full Repairing Lease and they have Insurance cover on the building which Council have a copy of :  
**resolved recommend Council accepts this**
- l) That an investment strategy be agreed by Council urgently and money transferred to bring holdings with any one bank under the limit of the FCSC agreement. I have recommended to the Clerk that the current account be transferred to UNITY bank which will offer the necessary level of authorization for payments to be made. : **resolved matter dealt with in item g) above**
- m) It is recommended that a fireproof safe be obtained for burial records.  
Two quotes were received for fireproof safes, i.e.  
Phoenix Firefox SS1622K – External dimensions 1160x655x560mm - £1,452  
Phoenix Firefox SS1623K – External Dimensions 1385x775x650mm - £2,057  
Above prices are exclusive of VAT  
Delivery charges are: SS1622K - £65 nett - SS1623K - £140 nett
- n) After discussion it was proposed by Cllr. P Hammond, seconded by Cllr K Wood and agreed by all members present the larger safe SS1623K be purchased, also all Cemetery data should continue to be stored in the Cloud :  
**resolved recommend Council agrees to purchase the larger fireproof safe SS1623K - £2,057 + VAT + delivery of £140 for Cemetery records**

## **8 General Maintenance Operative**

5 applicants had been received for the above vacancy and after discussion it was proposed by Cllr. P Sleet, seconded by Cllr. K Wood that three be shortlisted and interviewed in the first instance on Monday 3<sup>rd</sup> July 2023 for immediate start :  
**resolved recommend Council agrees for interviews to take place on Monday 3<sup>rd</sup> July 2023**

## **9 Gas Energy Plan**

Clerk reported that a new one-year gas Fixed Price Energy Plan commencing on 27<sup>th</sup> July had been purchased with a discount of 7% each month for paying by Direct Debit. After discussion it was proposed by Cllr. P Hammond, seconded by Cllr. R Wilkinson and agreed by all members present to accept new contract :  
**resolved recommend Council agrees to accept the new one-year fixed gas contract.**

## **10 Correspondence**

Notification received that the 'Private Property - Parking for allotment holders only - By order of Caister Parish Council sign has been removed from the Allotment access. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. R Wilkinson and agreed by all members present that no sign be purchased :  
**resolved recommend Council purchases new sign for the allotments as soon as possible**

## **11 Date of Next Meeting**

The date of the next meeting is 24<sup>th</sup> July 2023  
: **Noted**

**12 Closure of Meeting**

The meeting closed at 2135 hrs.

**Chair:**

**Date:**