

CAISTER ON SEA PARISH COUNCIL

31st July 2023

A FINANCE COMMITTEE
meeting was duly
convened and held at The
Council Hall at 1900 hrs.

Present: Councillors R Coe (in the chair)
P Hammond, P Sleet, R Wilkinson and K Wood
Parish Clerk Mrs E Dyble

13 Apologies for Absence

None

14 Declaration of Interest

Cllr. R Wilkinson declared an interest in Item 7 on the Agenda

15 Minutes of Previous Meeting

The minutes of the previous meeting held on 26th June 2023 were proposed by Cllr. P Sleet, seconded by Cllr. P Hammond agreed by all members present and signed by the Chair

16 Accounts

Clerk presented copies of the Quarterly Reconciliation and Income & Expenditure reports to 30th June 2023 for approval.

It was proposed by Cllr. P Sleet, seconded by Cllr. K Wood agreed by all members present that accounts be approved : **recommend Council accepts proposal**

17 Mens Shed

Cllr K Wood explained that the Mens Shed required £2,500 to purchase wood to build a shed ready for them to be able to work in during the winter period, at the present time they are working mostly outside. Other organisations are donating towards the cost and it is requested Council would help also. After discussion it was proposed by Cllr P Hammond, seconded by Cllr K Wood that Council donate £1,000 towards the cost of the wood : **resolved recommend Council agrees to donate £1,000 to the Mens Shed to enable them to purchase the wood to build a shed**

18 Update on Annual Internal Audit Report 2023

Clerk updated Committee as follows:

- a) Steve Parkinson is running a virtual course on VAT for those Councils who are unregistered and claim back VAT by completing form VAT126. After discussion it was proposed by Cllr P Hammond, seconded by Cllr P Sleet and agreed by all members present to book 2 places on the Course for Clerk and Asst. Clerk to attend : **resolved recommend Council agrees to the above**
- b) Internal Control Policy referred to Policy Committee
- c) Financial Risk Assessment referred to Policy Committee

- d) Terms of Reference referred to Policy Committee
- e) Asset register in process of being compiled by Clerk and Asst. Clerk
- f) 3 Banks had been sourced with Investment interest rates as:
 - Unity Trust Bank - 24th Months £100,000 @ 5.2% interest
 - Nationwide Business Saver – 18 months @ 3% interest
 - Cambridge Building Society - £80,000 1 year @ 4.4% interest

Proposed by Cllr. P Hammond, seconded by Cllr. P Sleet and agreed by all members present to recommend Council divides monies with £262,500 –

Unity Trust 24months
£87,500 Cambridge Building Society 1 year
£85,000 Nationwide Instant Access 18months with balance remaining with Lloyds Bank
- g) Clerk informed that she was waiting for the Chartered Surveyor to contact re date for carrying out re-build surveys on the Council Hall and Community Centre : **resolved this be noted**
- h) General reserve policy referred to Policy Committee
- i) Fireproof safe for burial records on order

19 Cemetery Shed Doors

Cllr K Wood proposed, seconded by Cllr P Hammond that the doors on the shed in the Village Cemetery were rotten and require to be renewed : **resolved recommend Council obtains 3 tenders for renewing the doors and surround**

20 Sensory Garden

Cllr S Wilkinson proposed, seconded by Cllr K Wood that 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 : **resolved to recommend Council supports a grant of £350 to purchase supplies as required for a Sensory Garden**

21 Funding from Festival

Cllr K Wood informed that money raised from the Festival so far is approximately £12,000. Quotes had been received ranging from £15,000-£30,000 for a Childrens Castle so there is a shortfall. After discussion it was proposed by Cllr. K Wood, seconded by Cllr R Wilkinson and agreed by all members present to request Parish Council for support to complete the installation of the Castle : **resolved to recommend Council supports shortfall cost involved with purchase and installation of Childrens Castle**

22 Community Assets

Cllr P Sleet proposed a discussion on the application process for the Assets of Community Value and the Lidl site. After discussion it was proposed by Cllr P Sleet, seconded by Cllr P Hammond and agreed by all members present that Council complete the Nomination form for 'Assets of Community Value' for the Lidl and The Gate sites : **resolved recommend Council agrees to complete and forward applications for both sites**

23 Date of Next Meeting

The date of the next meeting is 21st August 2023

: **Noted**

24 Closure of Meeting

The meeting closed at 2052 hrs.

Chair:

Date: