

CAISTER ON SEA PARISH COUNCIL

29th January 2024

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

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

65 Apologies for Absence

Apologies for absence were received from Cllr. P Hammond – another commitment

66 Declaration of Interest

Cllr. K Wood declared an interest in Item 10 on the Agenda
: **Noted**

67 Minutes of Previous Meeting

The minutes of the previous meeting held on 27th November 2023 were proposed by Cllr. P Sleet, seconded by Cllr. R Wilkinson, agreed by all members present and signed by the Chair

68 Seating Area Rear of Hall

Cllr. K Wood to speak to builder requesting a quote for builder to:
Remove one seat and store in Cemetery shed
To take down front wall and brick a small pier where wall is cut off
Remove old bin and put down bricks where bin was
To dig up front grass and concrete from where other concrete is to end of wall and out as far as boundary.
Put a waste bin on concrete to stop people parking cars out front
Jet wash the whole seating area
Remove all rubbish
After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present to get quote for above work to be carried out and bring back to next Finance Committee meeting : **Clerk to obtain quote accordingly**

69 Retaining Cemetery Wall

Chairman informed that he had contacted four local Structural Surveyors and had received one reply.
After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Sleet and agreed by all members present to send further request informing that a reply would be appreciated to place before our Parish Council meeting on 5th February 2024 : **resolved recommend Council agrees to forward further letter to Structural Surveyors**

- 70 Accounts**
Clerk presented copies of the Quarterly Reconciliation and Income & Expenditure reports to 31st December 2023 for approval.
It was proposed by Cllr. K Wood, seconded by Cllr. R Coe, agreed by all members present that accounts be approved : **recommend Council accepts proposal**
- 71 Review Hall Hiring Charges**
Discussion took place on the present hall hiring charges together with the expenditure incurred in running the Council Hall. Unfortunately, due to the increase in the cost of utilities, cleaning materials, staff costs and that the hiring fees have not increased for many years, there will be an increase as follows with effect from 1st April 2024.
Weekdays
Regular Hirers £12.00 per hour
Commercial Hirers £14.00 per hour
General Hirers (Parties etc.) £14.00 per hour
Weekends
Regular Hirers £14.00 per hour
The above charges were proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present : **resolved recommend Council accepts the above increases in hall hiring charges with effect from 1st April 2024**
- 72 Internal Audit 2023/24**
Email received from Sarah Hunt requesting whether Council wished for her to carry out the Annual Internal Audit for 2023/24 at a cost of £210.00. After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Sleet and agreed by all members present to employ Sarah Hunt as our Internal Auditor for 2023/24 : **Resolved recommend Council accepts Sarah Hunt as their Internal Auditor**
- 73 Problems Associated with Yarmouth Road Site**
Discussion took place on the correspondence that had been received from Norton & Peskett Solicitors regarding a Japanese Knotweed dispute with neighbours at the old Youth Centre site. It was proposed by Cllr. K Wood, seconded by Cllr. R Wilkinson and agreed by all members present for Cllr. P Sleet and Clerk to speak to HKB Solicitors regarding the above and report back to Council : **resolved recommend Council arranges an appointment for Cllr. P Sleet and Clerk to attend meeting**
- 74 Caister Festival June 2024**
Cllr. K Wood requested funding from Council for the printing of the Festival Programme. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. R Wilkinson and agreed by all members present for Council to agree funding of £750.00 for the Festival : **Resolved recommend Council agrees to funding of £750.00 for the Festival**
- 75 Sensory Garden**
Discussion took place on establishing a Sensory Garden at the King George V Playing Field and it was agreed in principle to go ahead with this but wait until the full project has been formalised. Proposed by Cllr. R Coe, seconded by Cllr. P Sleet and

agreed by all members present : **resolved recommend Council awaits formalised project**

76 Correspondence

Clerk reported that one of the cameras on the CCTV was not working, CHS Security were called to repair and service the system which was carried out and hard drive replaced. It was suggested that as our system was very old perhaps Council would consider an upgrade:

To Upgrade CCTV System

Supply and Install 8 Channel Digital Video Recorder

Supply and Install 5 x 4K Dome Style Analogue Cameras

Supply and Install 28" 4K Monitor

Supply and Install 4TB Hard Drive (Approx. 3 Weeks Recordings)

Price on basis of using existing cables

Hire of Cherry Picker for Rear Camera

£2500.00 + VAT

There are other options available as discussed but this will be the most cost effective option while still achieving a much better image.

After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. K Wood and agreed by all members present to enquire whether the upgrade could be Internet enabled : **resolved recommend Council enquires as to whether system could be Internet enabled**

77 Date of Next Meeting

The date of the next meeting is 29th February 2024

: **Noted**

78 Closure of Meeting

The meeting closed at 2005 hrs.

Chair:

Date: