

CAISTER ON SEA PARISH COUNCIL

25th March 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 Hammond, P Sleet, R Wilkinson and K Wood
Parish Clerk Mrs E Dyble

93 Apologies for Absence

None

94 Declaration of Interest

None

95 Minutes of Previous Meeting

The minutes of the previous meeting held on 26th February 2024 were proposed by Cllr. K Wood, seconded by Cllr. R Wilkinson, agreed by all members present and signed by the Chair

96 Councillors Training

Clerk reported that 10 Councillors attended the Training Course, which was split into 2 evenings and presented by Mr Jimmy Miller, Trainer from Norfolk Alc. After the course Mr Miller provided slides from the 2 sessions + copies of the Good Councillors Guide and Councillors Guide on Finance and Transparency for information : **Resolved recommend Council notes this**

97 Documents Required for Internal Audit

Clerk provided a list of documents required by the Internal Auditor for the up-and-coming Audit for 2023/24 : **Resolved recommend Council prepares documents ready for Internal Auditor as required**

98 Public Toilets – Cleaning Maintenance

Clerk obtained two further tenders for cleaning the Public Toilets at Second Avenue and Beach Road Car Park for the summer season as follows:-

Adams Cleaning and Maintenance Services Ltd. £35.00 per clean per day

Apple Fresh Cleaning Services £40.00 per clean per day

After discussion and the fact that the toilets were required to be opened by the end of the week, it was proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to contact Adams Cleaning and Maintenance Services to see if they could commence work on Thursday to get toilets opened for Good Friday and the Easter holiday. Toilets then to be opened weekends only until 4th May and continue daily until the end of September 2024 : **Resolved recommend Council agrees to accept tender from Adams Cleaning Services as above.**

99 Cemetery Raining Wall

Cllr. R Coe informed that he and Cllr. K Wood had a positive meeting with Mr Plummer the Structural Engineer who informed that as nothing is bowing out, review

over the next year and if nothing looks physically wrong leave it alone : **Resolved recommend Council noted this**

100 Correspondence

a) **Newsletter**

Cllr. J Fearnley forwarded a quote for printing our Parish Council Newsletter and the Festival Programme by the Creative Room which is part of GYBC.

Newsletter cost per book is 88p instead of £1.13.

Caister Festival programme.

Provide 1000 x 52pp A5 booklets on 100gsm for £884 - £1.13 per book.

After discussion it was proposed by Cllr. K Wood, seconded by Cllr. P Hammond and agreed by all members present to continue with Blackwell Printing Services for both : **Resolved recommend Council continues to use Blackwell Printing Services**

b) **E-On Next**

Letter received informing that Council's Electricity 2 Year Fixed Business Plan comes to an end on 12th May 2024 and offered new renewal rates. After discussion it was proposed by Cllr. P Sleet, seconded by Cllr. P Hammond and agreed by all members present to obtain 3 different suppliers for dual fuel quotes and take back to next full Council meeting : **Resolved Clerk to obtain quotes accordingly**

101 Date of next meeting

The date of the next meeting is 29th April 2024
: **Noted**

102 Closure of Meeting

The meeting closed at 2010 hrs.

Chair:

Date: