



Cayton Parish Council

Jubilee Hall, Main Street, Cayton, Scarborough, YO11 3TF

Tel: 01723 586869

Email: caytonparish@btconnect.com

Website www.caytonparish.org.uk

311024

To Members of Cayton Parish Council Finance Committee,

You are hereby summoned to attend a Finance Committee meeting to be held on Thursday 7th Nov 2024 at 2.30pm The Jubilee Hall, Main Street , Cayton

Gill Armstrong
Parish Clerk

AGENDA

1. **Notice of meeting-** to confirm that the **Public notice of the meeting** has been be given in accordance with schedule 12, para (10) 2 (b) of the Local Government Act 1972.
2. **Apologies** -To note apologies and approve the reasons for absence.
3. **Declaration of Interests** -To note declarations of interest not declared under Code of Conduct or members Register of disclosable pecuniary interests.
 - b. To approve dispensation requests.
4. **Minutes:-** To approve the minutes held on 10th October 2024 for signing at Full Council.
 - b. To note any update from the minutes.
5. **To receive verbal reports** from Committee where necessary in relation to finance matters only
6. **Draft Budget** – To receive the first draft of the budget and to agree actions
7. **To receive the Bank Reconciliation, Receipts and Payments** for the period ending 31st Oct 2024 and action taken.
 - b. To note the November Schedule of payments (to be available at the meeting) including any overtime incurred by staff
8. **Time and Date of the Next Meeting:-** to be confirmed