



# Cayton Parish Council

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

Tel: 01723 586869

Email: [caytonparish@btconnect.com](mailto:caytonparish@btconnect.com)

Website [www.caytonparish.org.uk](http://www.caytonparish.org.uk)

30/11/2023

## To Members of Cayton Parish Council Finance Committee,

You are hereby summoned to attend a Finance Committee meeting to be held on Tuesday 5<sup>th</sup> December 2023 at 10.30 am 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**
  - a. 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 15<sup>th</sup> November 2023 for signing at Full Council.**  
To note any update from the minutes.
- 5 To receive verbal reports** from Committee where necessary in relation to finance matters
- 6 To receive the Bank Reconciliation, Receipts and Payments** for the period ending 30th November 2023 and action taken.
  - a To approve the November Schedule of payments (to be available at the meeting) including any overtime incurred by staff
  - b To approve the transfer of funds to the current account from the deposit account to cover the payments where required
- 7 Banking –** update from Clerk relating to Unity Trust
- 8 Budget –** The Clerk will present the final draft of the budgetary requirements, including precept recommendations for 2024-2025 with a view to presenting the actual budget at the December meeting
- 9. Time and Date of the Next Meeting:-.**  
To confirm the date and time of the next meeting