



Cayton Parish Council

Jubilee Hall, Main Street, Cayton, YO11 3TF

Tel: 01723 586869

Email: clerk@caytonparishcouncil.gov.uk

Website www.caytonparishcouncil.gov.uk

04/02/2025

To Members of Cayton Parish Council Finance Committee,

You are hereby summoned to attend a Finance Committee meeting to be held on Thursday 13th Feb 2025 at 3.00pm 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 16th January 2025 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 committee matters only
6. **To receive the Bank Reconciliation, Receipts and Payments** for the period ending 31st Jan 2025 and action taken.
 - b. To note the February Schedule of payments (to be available at the meeting) including any overtime incurred by staff
7. **Budget update** – To discuss the budget as it stands prior to end of year and immediate projects including the Open Space and make recommendations to Full Council
8. **Time and Date of the Next Meeting** - to be confirmed