



Cayton Parish Council

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

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26/08/25

To all Members of the Parish Council,

You are hereby summoned to attend an extra ordinary Co-option meeting of the Parish Council to be held on Tuesday 9th September 2025 in the Jubilee Hall, Main Street, Cayton commencing at 6.00pm.

The business to be transacted at this meeting is set out below.

Yours faithfully,

Roberta Swiers

Chair Cayton Parish Council

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1. **Notice of Meeting:** To confirm that Public notice of the meeting has been given in accordance with Schedule 12, para (10)2(b) of the Local Government Act 1972.
 2. **Apologies:** To receive & note apologies and to consider reasons given for non-attendance
 3. **Declarations of Interests:** Members are reminded of the need to consider whether they have a disclosable pecuniary interest or personal interest (as detailed in Appendix A and Appendix B of the Parish Council's Code of Conduct) to declare in any of the items on this agenda.
 4. **Co-option** - Formal Co-option of prospective candidates for the position of Parish Councillor
 5. **Time & Date of the Next Meeting:** To confirm the time & date of the next ordinary meeting.