

NOTE: filming, photographing or audio recording of proceedings is allowed – council asks that, as a matter of politeness, people tell the Clerk of their intention to record. In the interests of encouraging public participation, it is requested that anyone filming does not include members of the public “in shot”.

Cayton Parish Council

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4th December 2025

To All Members of Cayton Parish Council, public & press

You are hereby summoned to attend a Finance Committee meeting to be held on Wednesday 10th December 2025 at 10.30am in the committee room at the Jubilee Hall.

Helen Carter

Interim Clerk

AGENDA

- 1. Notice of the meeting –to confirm that the 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 note apologies and approve the reasons for absence.
- 3. Declaration of Interests** to receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.
- 4. Minutes** to approve and sign the minutes of the Finance meeting held on 13th October 2025.
- 5. External Audit 2024/25** – to hear from the clerk regarding the issue highlighted & to confirm the correcting entry required to rectify the accounts.
- 6. Bank Reconciliation** period ending 30th November 2025 to receive the information & to approve the figures & for the chairman to review & sign.
- 7. Year end balances** to calculate the year-end balance & discuss & decide on the ear marking of funds for future projects & the level of reserves which can be used against the budget 2026/2027.
- 8. Internal Audit** to hear from the clerk regarding the Internal Auditor for year-end 31st March 2026.
- 9. Contribution of funding from NYC** – to receive information about funding towards village expenditure.
- 10. Work needed & Contract payments** – to receive information about the following & to discuss & decide on the appropriate action:-
 - ❖ **Church Clock.**
 - ❖ **Jubilee Hall Heating system**
 - ❖ **Farmer & Cayton Bowling Club Lease & Rent**
 - ❖ **Work Station support Agreement.**
 - ❖ **Easy PC Accounts.**
 - ❖ **Payroll**
 - ❖ **Telephone & Broadband**
 - ❖ **Defibrillators**

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- 11. Budget 2026/2027** to discuss expenditure to be made taking into consideration the matters discussed previously & information provided for the previous 3 years & year to date & to agree the budget amount to be set.
- 12. Precept for 2026/2027** to discuss the level of precept required to be set on the basis of the previous information provided.
- 13.** Time & date of the next meeting.

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