

## Cayton Parish Council

**Finance Committee meeting Wednesday 10<sup>th</sup> December 2025 at 10.30am  
held in the Jubilee Hall, Main Street, Cayton.**

**Present:** Councillors Swiers (Chairman), Green, Liley, Lockyer, Mander, Paxton & Seaward & Interim Clerk Helen Carter.



1. **Notice of meeting, it was: - RESOLVED:** That Public Notice of the meeting had been given in accordance with Schedule 12 para10 (2) (b) of the Local Government Act 1972. 42/25
2. **The need to declare personal or a disclosable pecuniary interest & to note dispensations given-** Councillors Swiers, Liley & Lockyer declared an interest in the Jubilee Hall. The declarations were noted.
3. **Apologies for absence** – all councillors present.
4. **Minutes** – to receive, approve & sign the minutes of the meeting held 13<sup>th</sup> October 2025. It was **RESOLVED that the minutes of the meeting be approved & were signed.** 43/25
5. **External Audit** – the clerk explained an accounting adjustment of £200 credit was required in the financial records in respect of a cheque which had been carried forward as not presented for payment since March 2021. The cheque had been destroyed. It was **RESOLVED the adjustment of £200 credit could be made in the records.** 44/25
6. **Bank reconciliation for period to 30<sup>th</sup> November 2025** - the figures were circulated at the meeting. Balances held £209,436.10; payments £50,126.89; receipts £98,773.23. It was **RESOLVED the figures be approved & accepted by the council.** 45/25
7. **Year-end Balances** -taking into consideration, invoices outstanding & amounts due for payment prior to the 31st March 2026 the Parish Council should have in the region of £200K at the financial year end. After discussion it was **RESOLVED to hold: -**
  - **£50K as a General Reserve.** 46/25
  - **£50K as an earmarked Reserve for the Jubilee Hall.** 47/25
  - **£100K as an earmarked Reserve for Development of the Community Land.** 48/25
8. **Internal audit for year ended 31st March 2026**– the clerk reported an independent & competent person is required to undertake an effective Internal Audit to evaluate that the Parish Council is in control of its Finances & Governance. She is to approach Auditors on the Internal Audit Forum & will report to a future meeting.
9. **Contribution of funding from North Yorkshire Council** – the amount to be received from NYC has been significantly reduced to £4,035.38. Parishes are to be assessed as to their needs for future years over the coming 12 months.
10. **Work needed & contractual Payments** the following were discussed & decided on: -
  - **Church Clock** – the hour strike of the clock was reported as not working in January of this year & the auto winding system is 25/30 years old. The service agents are suggesting that a new auto winding system is installed. Prices have been quoted for automatic winding strike side or automatic winding time & strike side. It was agreed to undertake a survey of local residents for opinion about the clock being set up to chime as it was years ago.
  - **Jubilee Hall heating system** – an electric issue is causing problems with the heating system. This is presently being looked at. The suggestion has also been put forward to be able to switch the heating on for separate areas rather than heating the whole building. Councillor Seaward to discuss this further with the plumbers.
  - **Farmer & Bowling Club Rents, leases & deeds there was discussion about the following: -**

- ❖ **Farmer** – rent is being collected but a review of the agreement is needed. This to be undertaken with discussion at a future meeting.
- ❖ **Bowling Club** - lease expired in 1996 & the last rent review undertaken in 2019 for 3 years. It was **RESOLVED a new lease is to be prepared for a term of 15 years at a rent of £200 per annum with effect from 2026 to be reviewed every 3 years.** 49/25
- ❖ **Deeds of Parish Council owned property/land-** the clerk advised in 2012 the deeds were with North Yorkshire Law who had been taken over by The Solicitors Regulation Authority. It was **RESOLVED the deeds to be obtained & steps taken for them to be registered.** 50/25
- **Work Station Support Agreement** – the existing provider has given notice to cease the agreement in January 2026. A further provider has been contacted with discussion with 2 councillors & the interim clerk about what is needed. It was **RESOLVED to go forward with a new package with support from Jennings Computer Services.** 51/25
- **Easy PC Accounts** – this is a software package costing £132. It was **RESOLVED to cancel the package.** 52/25
- **Payroll** – the clerk advised HMRC provide a free PAYE service whereas presently the payroll for 1 employee is being undertaken at a cost of in the region of £170per annum. It was **RESOLVED to give notice to the Payroll provided to end the contract.** 53/25
- **Telephone & Broadband** – the provider is OneCom & the Parish Council are in contract to June 2026. Councillor Mander to look at providers for renewal.
- **Defibrillators** – the clerk reported the Parish Council are now the Guardians of the defibrillators at the Village Hall & CPFA. They are being checked out at present; the pads at the Village Hall have expired & will need replacing. It was **RESOLVED new pads could be purchased.** 54/25
- **Insurance** presently with Zurich with renewal 31<sup>st</sup> May 2026. The assets covered need to be checked & prior to renewal other providers contacted for a long-term agreement to be entered into.

**11. Budget 2026/2027** - information relating to 22/23, 23/24 & year to date was considered & it was **RESOLVED to set a budget for 2026/2027 of £89,322.** 55/25

Clerk salary	24,000
Tel/Internet/Website	1500
Audit	1000
Computer, postage, stationery	600
Insurance	3000
Chairmans Allowance	250
Office rent	1200
Jubilee Hall Maintenance	10000
Village Maintenance	25000
Church Clock	7000
Allotments	100

Training	1000
Subscriptions	1000
Grants/donations	1000
Events	3500
Cayton News	2000
Professional Fees	5000
Bank Fees	72
Defibrillators	2000
Wreath Royal British Legion	100
<b>Total budget</b>	<b>89322</b>

**12. Precept for 2026/2027** – the Parish Council has responsibilities to insure & maintain assets; by law we have a website & an auditor. For a council to function there is a need for a clerk who is a paid employee. Considering all the previous information provided it was **RESOLVED the level of precept to be levied for 2026/2027 will be £81,766 (eighty-one thousand, seven hundred & sixty-six pounds) which will see no increase in Council Tax bills.** 56/25

**13. Time & date of the next meeting** – to be arranged in the New Year.

Signed

Date