

**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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6<sup>th</sup> May 2026

**To All Members of Cayton Parish Council, public & press**

You are hereby summoned to attend a Finance Committee meeting to be held on Wednesday 13<sup>th</sup> May 2026 at 10am in the committee room at the Jubilee Hall.

*Richard Westgarth*

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 10<sup>th</sup> December 2025.
- 5. Bank Reconciliation year end 31<sup>st</sup> March 2026** – to receive the figures.
- 6. Reserves** – to review the level of reserves and earmarking of funds.
- 7. Income and expenditure to 31<sup>st</sup> March 2026** – to receive the final income and expenditure figures.
- 8. Asset register as at 31<sup>st</sup> March 2026**– to receive and approve a detailed asset register.
- 9. Microsoft Business Premium** – to receive information concerning an upgrade to the licence and to discuss and decide on the appropriate action.
- 10. Cemetery Fees** to review and to discuss and decide on the level of fees for 2026/2027 and for future years.
- 11. Allotment fees** to discuss and decide on the level of fees for 2026/2027 and for future years.
- 12. To receive information about this years internal audit.**
- 13. Time & date of the next meeting.**

**Note: there must be no audio or video recording or photographing of this meeting without the prior approval of the council.**