

**Extra Ordinary meeting of Cayton Parish Council held on**

**Wednesday 10<sup>th</sup> June 2026 at 7pm**



**Present:** Councillor Swiers (Chair), Councillors Green, Liley, Lockyer, Mander, Clerk Richard Westgarth and Interim Clerk Helen Carter.

1. **Notice of meeting** – It was **RESOLVED** that public notice of the meeting had been given in accordance with schedule 12para(10)2(b) of the Local Government Act 1972. **100/26**
  
2. **Declarations of Interest** – none made.
  
3. **Apologies** – had been received from Councillors Paxton & J & K Seaward. The apologies were noted and accepted.
  
4. **Public Question Time** - no public present.
  
5. **Minutes** – it was **RESOLVED** the minutes of the Annual & Ordinary meetings of the council held on 19<sup>th</sup> May 2026 be approved & were signed. **101/26**
  
6. **Internal Audit Report year ending 31<sup>st</sup> March 2026** – the full report from Internal Audit Yorkshire had been circulated prior to the meeting. The Council received & noted the Report.
  
7. **Internal Audit report recommendations action plan** - the report of the recommendations had been circulated prior to the meeting. There followed discussion about each recommendation following which it was **RESOLVED that the findings be noted & that an Action Plan be implemented in response to the report recommendations.** **102/26**  
 It was further **RESOLVED that the Council will take the necessary steps to implement these measures, with progress against the Action Plan to be monitored & reviewed at subsequent Council meetings.** **103/26**  
 In respect of point 19 of the Action Plan, it was **RESOLVED that the Chair's Allowance shall be reimbursed only on submission of a valid expenses claim supported by invoices or receipts, in accordance with the Council's Financial Regulations.** **104/26**  
 It was also agreed that the Clerk would investigate a new website and email account system.
  
8. **Effectiveness of Internal Control** - the council must ensure that it has a sound system of internal control which (a) facilitates the effective exercise of its functions & the achievement of its aims & objectives;(b) ensures that the financial & operational management of the authority is effective; & (c) includes effective arrangements for the management of risk. The review of its effectiveness must be undertaken prior to completion of Section 1 Annual Governance Statement of the Annual Return. A report was circulated at the meeting. The Council considered the report on the Review of Effectiveness of Internal Control and noted that, while controls are in place, further improvements are required. It was **RESOLVED to implement the drafted action plan, taking into account the internal auditors' recommendations, introduce an internal control checklist, and complete a risk assessment to strengthen financial and governance controls.** **105/26**  
 It was agreed an Internal Control check will be undertaken at the end of July then on a quarterly basis. The check to be carried out by two nominated councillors Green & Lockyer.

## 9. Annual Governance & Accountability Return (AGAR) 2025/2026

- **Internal Audit Report** – the Council reviewed the Internal Audit Report & formally acknowledged the highlighted control weaknesses. To rectify these issues, the Council has approved & adopted the comprehensive action plan detailed in Agenda Item 7. Progress against these improvements will be monitored & reported to the council.
- **Section 1 Annual Governance Statement** – Reports were circulated at the meeting with detailed information concerning each assertion & the Approval of Actions to address Governance Weaknesses.
- Following a review of the annual governance assertions, the council identified areas requiring improved compliance. Consequently, an action plan detailing targeted remedial measures has been formally approved for submission to the external auditor. It was **RESOLVED The Annual Governance Statement was approved & signed by the chair & Interim Clerk.** 106/26
- It was further approved that the report “Approval of Actions to address Governance Weaknesses” discussed at this meeting be submitted as the councils formal response to the External Auditor.
- **Section 2 Accounting Statement** - it was **RESOLVED that the statements be approved & signed.** 107/26
- **Publication requirements** – it was **RESOLVED that, in accordance with the Accounts and Audit Regulations 2015, Cayton Parish Council will publish the following documents on the authority website** 108/26
- **Notice of the period for the exercise of public rights & a declaration that the accounting statements are as yet unaudited.**
- **Section 1 – Annual Governance Statement 2025/26 approved & signed.**
- **Section 2 – Accounting Statements 2025/26 approved & signed.**

10. **EXCLUSION OF PRESS AND PUBLIC RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, members of the press & public are excluded for the following item of business in view of the confidential nature of the business to be transacted.** 109/26

## 11. Clerk hours, workload & matters outstanding -

**Workload** – Members received and noted the Clerk’s report outlining the anticipated workload over the coming months, including actions arising from the Internal Audit Report and the wider programme of work required to bring the Council’s administration, governance and records fully up to date.

Members formally acknowledged that the current and projected workload significantly exceeds the Clerk’s contracted hours, and that this elevated level of demand is expected to continue for at least the next six months, and potentially longer, until all outstanding governance, compliance and administrative matters have been completed. 110/26

Members further recognised that, in order to meet statutory obligations and ensure the Council is brought fully up to date, the Council will need to authorise appropriate overtime for the Clerk and retain the Interim Clerk to provide additional capacity during this period.

- **Clerk days in the office** – Following discussion, it was **RESOLVED that the Clerk’s two regular office days shall be Tuesday and Thursday should a need arise, any temporary changes to be agreed in consultation with the Chair. The Clerk’s remaining contracted hours may be worked flexibly, either from home or the office.** 111/26
- **Overtime / additional hours** - After discussion, it was **RESOLVED that the Clerk can claim up to 25 hours per month overtime, as required. The Interim** 112/26

Clerk is to continue with the existing arrangement of working flexible hours as needed.

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- **Office chair** – After discussion, it was **RESOLVED** that the Clerk be given delegated authority to purchase an ergonomic office chair up to the value of £381 plus VAT.

113/26

**Calculation of Clerks monthly salary** – A report was circulated at the meeting. After discussion it was

- **RESOLVED** that the Clerk's monthly salary, based on 25 hours per week, shall be £1,835.87 per calendar month plus any overtime, calculated in accordance with the NALC/SLCC national salary award formula.
- **Milage Rate** – **RESOLVED** that the Council's mileage reimbursement rate shall be increased to £0.55 per mile in line with the HMRC-approved mileage rate, as per NALC guidance & shall be backdated to 6 April 2026.
- It was further **RESOLVED** that the Council will automatically apply any future changes to the HMRC-approved rate, without requiring a further resolution.

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**Internal audit** – After discussion, it was **RESOLVED** to request Internal Audit Yorkshire to undertake an interim audit after the half year end, to support the council in working towards the internal audit action plan.

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**12. Time & date of the next meeting** - Tuesday 16<sup>th</sup> June 2026 at 7pm.

**Signed**

**Date**