

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

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4<sup>th</sup> June 2026

**To all Members of the Parish Council, County Councillors, the Public & Local Press.**

Dear Member

You are hereby summoned to attend an Extra-Ordinary meeting of the Parish Council to be held on June 10<sup>th</sup> 2026 at 7pm, in the Jubilee Hall, Main Street, Cayton.

Yours faithfully

*Robetta Swiers*

Chair Cayton Parish Council

### **Agenda**

- 1. Notice of meeting** – to confirm that public notice of the meeting has been given in accordance with Schedule 12, para 10(2) of the Local Government Act 1972.
- 2. Declarations of Interests** – To receive declarations of interests by Parish Councillors and to consider any written applications for dispensations.
- 3. Apologies for absence**
  - ❖ To receive apologies for absence given in advance of the meeting.
  - ❖ To consider the approval of reasons given for absence.
- 4. Public Question Time** -To receive & hear any person who wishes to address the council. The chairman will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the chairman’s discretion.).
- 5. Minutes** - to approve and sign the minutes of the Annual and Ordinary meetings held on 19<sup>th</sup> May 2026.
- 6. Internal Audit Report year ending 31<sup>st</sup> March 2026** – to receive the report from Internal Audit Yorkshire undertaken 18<sup>th</sup> and 25<sup>th</sup> May 2026.
- 7. Internal Audit Report year ending 31<sup>st</sup> March 2026** – to discuss the recommendations made in the report and devise an Action Plan on dealing with the issues raised.
- 8. Effectiveness of Internal control members** to review the effectiveness of our system of Internal Control & to agree the responses to be made to the 10 Assertions of the Accounting Statements.

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

**9. Annual Governance & Accountability Return (AGAR) 2025/2026 members: -**

- ❖ To note the Annual Internal Audit Report included at page 3.
- ❖ To approve Section 1 - Annual Governance Statement on page 4.
- ❖ To approve Section 2 - Accounting Statements on page 5.
- ❖ Publication Requirements – to confirm the commencement date of the period of the exercise of Public Rights & the publication of information on the Parish Council website under the Accounts & Audit Regulations 2015.

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

**11. Clerk hours, workload and matters outstanding** – to receive a report detailing issues and to discuss and decide on the appropriate action.

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

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