

Cayton Parish Council

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

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24th September 2026

Dear Councillor You are summoned to attend a meeting of the Finance Committee to be held on **Wednesday 30th September 2026 at 6pm** in the committee room at the Jubilee Hall, Main Street, Cayton.

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 receive apologies for absence and record these in the minutes
 - To consider the approval of reasons for absence given by councillors
- 3. Declaration of Interests**
 - To receive declarations of interest and to note any dispensations which have been approved. (Members are reminded to declare pecuniary or non-pecuniary interests relating accordance with Cayton Parish Council's Code of Conduct)
- 4. Minutes** confirm the minutes of meeting held on 13th May 2026 as a true and correct record.
- 5. Terms of Reference** - to consider a draft Terms of Reference and recommend a final version to Full Council for approval.
- 6. Bank Signatories - Clerk's Procedural Advice** To note the Council resolution of 19 May 2026 and the requirements of Standing Order 7 regarding previous resolutions. No decision required
- 7. Farmer rent** - to receive information & decide further action as necessary.
- 8. External Audit for year end 31st March 2026** – to receive the final report from PKF Littlejohn & decide further action where necessary.
- 9. Bank Reconciliation for period to 29th September 2026** – to receive the figures for information only. Document will be handed out at the meeting.
- 10. Budget Figures for period to 23rd September 2026** – to receive & decide further action where necessary:-
 - Income received.
 - Expenditure made.
- 11. Internal Audit – to receive information & decide further action where necessary: -**
 - Update from the Clerk & Interim Clerk on the matters arising from the IA report for year ending 31st March 2026.
 - Mid-Year audit 13th October 2026.
- 12. Next Meeting** - to confirm the date & time of the next meeting.